



Virginia Task Force 2

3.11 Separation
From VATF2

March 2019

Urban Search and Rescue

Administrative Manual

Separation from Virginia Task Force 2

ISSUE STATEMENT

Provide guidelines for voluntary resignation and termination of membership from VA-TF2

REQUIRED ACTION

Voluntary Resignation

Membership on VA-TF2 requires our individual members to commit numerous hours to training and requirements mandated by the program. Understandably, life changes can cause the members to refocus their priorities and diminish their ability to meet the requirements of the team. That being the case, members may voluntarily resign from the task force as follows:

- The member will submit a letter of resignation to the Program Manager stating the reason for their resignation.
- The Program Manager will insure the resignation was not related to EEO/AA violations. A copy of the resignation notice will be sent to the District Chief with program oversight for their information.
- The member will receive notice of acceptance from the Program Manager with a reminder to return all VA-TF2 property.
- The letter of resignation will be forwarded to the VA-TF2 Training Coordinator for inclusion in the members personnel file. A copy will be sent to the Gear Comptroller for their information and preparation for receiving the member's task force issued PPE.
- The personnel file will be moved to the inactive member file where it will remain for a period of one year.
- The member's personnel file and medical file will be destroyed after the one year period.

Termination of Membership

Members who fail to meet the requirements including but not limited to failure to attend annual task force maintenance, failure to obtain their biennial physical within 60 days of notification, failure to meet the training requirements, failure to maintain current certifications in their training file, may have their membership terminated as follows:

- The Advisory Group with oversight of the Functional Group, Subgroup leader and jurisdictional representative of the member will be notified by the training coordinator of the members' failure to meet the requirements.



Virginia Task Force 2

3.11 Separation
From VATF2

March 2019

Urban Search and Rescue

Administrative Manual

- The Advisory Group or Subgroup Leader will contact the member advising them of intent to terminate membership unless immediate corrective action is completed. At no time will the corrective action period exceed 15 days.
- Members who fail to take corrective action shall receive a letter of termination from the Program Manager via certified mail.
- Any member receiving a letter of termination may submit a letter of appeal to the VA-TF2 Advisory Group to be discussed at the next regularly scheduled Advisory Group meeting. The letter of appeal must contain the action stated in the termination and the reason(s) for failure to meet the requirements of the team. The decision of the Advisory Group shall be final.
- All members removed from the team shall follow the steps outlines in Administrative Manual Policy Resource Management 2.03 for return of Personal Protective Equipment.

This policy does not preclude the member's removal by the Sponsoring or Participating Agencies based on action outside the scope of membership with VA-TF2.