



Virginia Task Force 2

Urban Search and Rescue

Administrative Manual

3.12 MOB Team
Membership

March 2019

MOB Team Membership

ISSUE STATEMENT

To provide a set of guidelines and procedures to facilitate MOB team membership and to establish a formal procedure for membership, that is fair and equitable, to all Vbfd members. This directive will not supplant the authority or ability of the Advisory Group to fill any sensitive positions if the need should arise.

REQUIRED ACTIONS

Mobilization Team Members are considered as non-rostered task force support positions. The number of MOB team members required to efficiently deploy the task force will be recommended by the MOB Team Manager in coordination with the Logistics Team Manager. The final number of MOB team members shall be approved by the VA-TF2 Program Manager. The application process for the MOB team will be open when the need to fill vacant position(s) has been identified. The Mobilization Team Membership process will be in descending ordinal phases. Applicants will not advance to subsequent phases until previous phases are validated by the required signatures found on the application.

Qualifications

Membership is open to all paid and volunteer Vbfd personnel who have completed their probation. All applicants must have completed the following FEMA/EMI training and submit certificates of completion with their application:

Introduction to NIMS (IS0700)

Introduction to the National Response Framework (IS-800)

Introduction to ICS (ICS-100)

ICS for Single Resources and Initial Action Incidents (ICS-200)

Phase I

- The MOB Team Leader, in coordination with the Logistics Team Manager, will identify vacant MOB team positions and the specific needs of the team.
- The MOB Team Leader will announce open MOB team positions to the Vbfd and establish a timeline for submission of the application packages.
- Applications shall consist of a cover sheet and resume including certificates to verify general and specific training requirements for the position. Certain positions require specific training (i.e. Paramedic Certification) and will only be filled by qualified applicants.
- Applications shall be approved by the individual's chain of command up to the District Chief Level, prior to submission and advancement to the next application phase.



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Phase II

- Resume packages will be delivered to the MOB Team Leader prior to the specified date and time. Application received after the specified time shall not be considered for the position.
- The MOB Team Leader will verify all resumes meet general and specific membership requirements and sign the MOB application.

Phase III

- A panel consisting of the MOB Team Leader, Assistant MOB Team Leaders and /or MOB Team Component Manager will interview the applicants.

Applicants not selected for interview will be notified that they will not be moving forward in the process.

- The Interview Panel will develop a list of candidates ranked in numerical order based on the qualifications, resume and interview process.
- The candidate list will be submitted to and reviewed by the District Chief with Task Force oversight and the Program Manager prior to the selected candidate(s) being notified.

Phase IV

- The MOB Team leader will notify the selected candidate(s) and provide additional guidance on completing Task Force and MOB Team Orientation Training.
- Upon completion of all VA-TF2 MOB Team requirements, new MOB Team members will receive their issued uniforms and be placed on the roster.