



# Virginia Task Force 2

1.02 Management  
August 2020

## Urban Search and Rescue

Administrative Manual

# Organization Chart & Responsibilities

### Purpose

The purpose of the Virginia Task Force 2 (VA-TF2) Advisory Organization policy defines the Task Force's Advisory Organization, its members, roles, responsibilities, and provides the policy and procedure by which it will function. The primary purpose of this essential element is to provide advice and recommendations upon which VA-TF2 decisions are based. These decisions will be made through consensus, whenever possible.

### Overview

VA-TF2 is one of 28 Department of Homeland Security/Federal Emergency Management Agency Urban Search and Rescue (US&R) task forces. VA-TF2 is federally authorized and staffed by members from the Sponsoring Agency, Participating Agencies, and Affiliated Personnel.

The Advisory Organization is comprised of three elements: the Strategic Group, the Advisory Group, and the Advisory Support Group.

### Definitions

1. **AdHoc Group** – A group temporarily established by the Strategic Group for a specific purpose and period of time. The composition, organization, Chair, and membership of an Adhoc Group will be determined by the Strategic Group Chair and Advisory Group Chair.
2. **Advisory Group** – Comprised of a Chair, Deputy Chair, and the four Functional Group Leaders assisting with development of strategy and identifying resources and tactics to accomplish goals
3. **Advisory Group Chair** – A Task Force Leader appointed by the Strategic Group Chair to coordinate the activities of the Advisory Group including assigning tasks to specific Functional Groups, reviewing recommendations from the Functional Groups, and forwarding supported recommendations to the Strategic Group for review and approval.
4. **Advisory Support Group** – Comprised of the four Functional Group Leaders, all Subgroups, and AdHoc Groups as assigned. Members are functional area subject matter experts.



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5. **Deputy Advisory Group Chair** – A Task Force Leader appointed by the Strategic Group Chair. The Deputy will act in the Chair capacity in the absence of the Advisory Group Chair.
6. **Deputy Chief of Fire Operations** – The Deputy Chief of Operations in the Virginia Beach Fire Department.
7. **Functional Groups** – Part of the Advisory Support Group and responsible for addressing issues of consequence within their functional areas and those assigned by the Advisory Group. The four Functional Groups are Operations, Logistics, Planning, and Finance/Admin.
8. **Functional Group Leaders** – Key personnel appointed by the Strategic Group Chair and part of the Advisory Group working as a liaison to the Subgroup Leaders under Operations, Logistics, Planning, and Finance/Admin.
9. **Sponsoring Agency Chief (SAC)** - The Fire Chief of the Sponsoring Agency, Virginia Beach Fire Department.
10. **Strategic Group** – Comprised of the Sponsoring Agency Chief, Deputy Chief of Fire Operations, Task Force Representative (Chair), Program Manager, and Task Force Leaders to establish priorities for the Task Force on matters regarding policy, strategic goals, budget, and any issue with a financial impact on the Task Force.
11. **Subgroup (Components)** – Part of the Advisory Support Group and responsible for performing specific functions or tasks which may be assigned by the Functional Group to which it is assigned. Each Subgroup will be led by a Subgroup Leader (Component Leader). All task force members are assigned to a subgroup.
12. **Task Force Representative (TFR)** – A member of the Task Force selected by the SAC to serve as a Task Force Representative (TFR). The TFR facilitates the review of, and comment on, System developed products to ensure compatibility with the Task Force and Sponsoring Agency requirements. The TFR is the approved primary point of contact for all System communications with the Task Force.



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#### **Roles and Responsibilities**

- I. **Strategic Group** – The Strategic Group establishes priorities for the Task Force on matters regarding policy, strategic goals, budget, and any issue with a financial impact on the Task Force.

The members in this group consists of:

- Task Force Representative (Chair)
- Sponsoring Agency Chief
- Deputy Chief of Fire Operations
- Program Manager
- Task Force Leaders

- II. **Advisory Group** – The Advisory Group reviews tasks from the Strategic Group and assigns them to specific Functional Groups as appropriate, assists with the development of strategy and identifying resources and tactics to accomplish goals, coordinates activities, reviews recommendations and work products submitted by the various organizational levels and forwards supported recommendations to the Strategic Group.

The members in this group consists of:

- Advisory Group Chair
- Advisory Group Deputy Chair
- Functional Group Leaders (4)

- III. **Advisory Support Group** – The Advisory Support Group is comprised of the four Functional Group Leaders, all Subgroups (Components), and AdHoc Groups. This group reviews tasks assigned by the Advisory Group, coordinates activities, and develop recommendations and work products to be submitted and forwarded through their Subgroup Leader (Component Leader) to the appropriate Functional Group Leader.

- A. **Subgroups** – Subgroups will fall in one of four Functional Groups and will address the task force issues as assigned by the Advisory Group:

- **Operations Group**
  - Rescue      - Canine
  - Search      - Medical
  - Hazmat      - Structures



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- **Logistics Group**
  - Logistics
  - Communications
  
- **Planning Group**
  - Plans/TIS
  - Safety
  - Training
  
- **Finance/Admin Group**
  - Finance/Purchasing
  - Grants Management

The Functional Group Leaders are appointed by the Strategic Group Chair and act as a liaison between the Advisory Group and Subgroup Leader. The Functional Group Leader is responsible for determining the active and reserve status of members, determining additional personnel requirements, and completion of assigned tasks.

The Subgroup Leader (Component Leader) is responsible for the overall management of the subgroup (Component), determining the active and reserve status of members, determining additional personnel requirements, completion of assigned tasks. Reports, status, and recommendations shall be sent forward through its Functional Group Leader.

- B. **AdHoc Group** – A group that is temporarily established by the Strategic Group for a specific period of time, and part of the Advisory Support Group. The Strategic Group Chair and Advisory Group Chair will determine the composition, organization, Chair, and members. The membership will be for the duration of the task or assignment. The Adhoc group shall meet as required to fulfill their mission and assignments as determined by the Strategic and Advisory Group Chairs. Upon a request from the Advisory Group, the Strategic Group Chair may extend the term of the Adhoc Group.

Each Adhoc Group will be assigned to the appropriate Functional Group, as determined by the Advisory Group Chair and Strategic Group Chair. Reports, updates, and recommendations will be submitted to the Advisory Group Chair through its Functional Group Leader.

The Adhoc Group Chair shall be responsible for management of the group and the completion of all assigned tasks.



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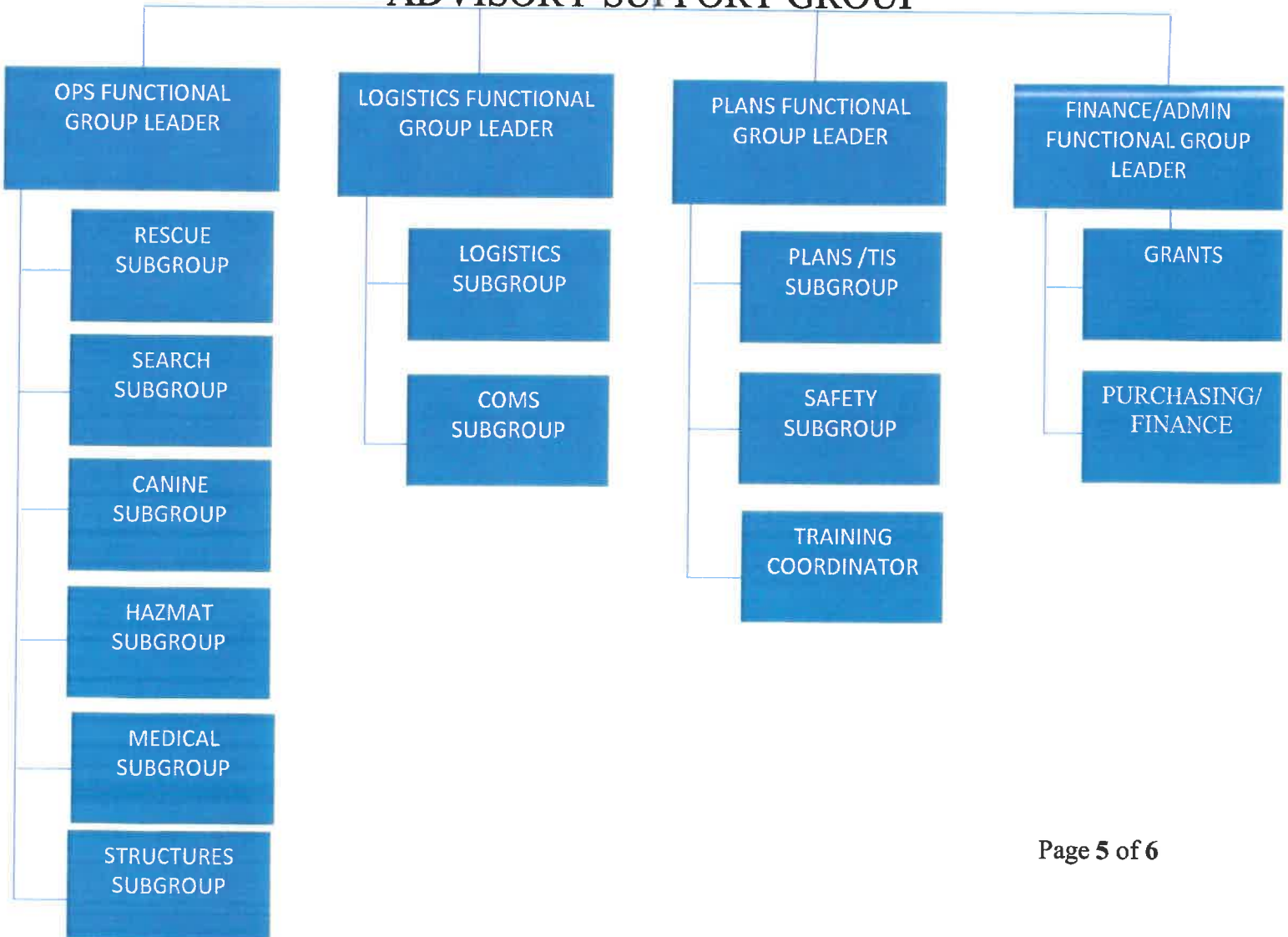
#### STRATEGIC GROUP

TFR (Chair), SAC, Deputy Chief Fire Ops, Program Manager, TFL's

#### ADVISORY GROUP

TFL (Chair), TFL (Deputy Chair), Functional Group Leaders(4)

#### ADVISORY SUPPORT GROUP





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VATF-2 Program Manager

Signature  Date 10/20/21

VATF-2 Task Force Representative

Signature  Date 10/20/21