

TEXAS A&M TASK FORCE STANDARD OPERATING GUIDELINES

MEMBER PARTICIPATION AND TRAINING REQUIREMENTS

VOLUME 1

REFERENCE NO. 1-07

1.00 PURPOSE

- 1.01 The purpose of this standard is to establish the minimum requirements for team member attendance at Task Force required training venues.

2.00 OBJECTIVE

- 2.01 Understand the participating and training requirements of all members of Texas A&M Task Force (TX-TF1 & TX-TF2).

3.00 DEFINITIONS

- 3.01 **Operational Readiness Exercise (ORE):** The annual full-scale exercises that test the team's ability to deploy and establish safe search and rescue operations in a reasonable amount of time.
- 3.02 **Mobilization Exercise (MOBEX):** The annual functional exercises that test the team's ability to mobilize and deploy. During these exercises, the functional aspects of the team shall be reviewed and training updated.
- 3.03 **Position Specific Training:** Training conducted by a specific group or discipline of the Task Force for the purpose of developing skills or meeting required training and/or certifications as stated in the National US&R Response System Training Program Administrative Manual.
- 3.04 **General Training Requirements:** General training required of all FEMA US&R Task Force members regardless of position as stated in the National US&R Response System Training Program Administrative Manual.
- 3.05 **Regional Training:** Training that is conducted in each Region as a needed basis to provide continuing education and general information to all team members.

- 3.06 **Skill Sets:** Members must demonstrate various skills pertaining to their specific discipline. Skill sets are developed by FEMA, the Program Manager, or Working Groups.
- 3.07 **Workday:** Pre-determined day(s) of work to ensure the cache is able to deploy.
- 3.08 **Manager's Meeting:** Manager's Meetings occur quarterly and are attended by Task Force Managers and Task Force Leadership
- 3.09 **Deployable:** A member is considered deployable when all mandatory documents have been signed and are up to date as well as when all general training and position specific training are completed and up to date.
- 3.010 **Non- Deployable:** A member is considered non-deployable when they are missing either a mandatory document or when either their general training or position specific training are not completed or are expired.
- 3.011 **Training Calendar Year:** July 1st thru June 30th

4.00 GENERAL GUIDELINES

- 4.01 All Task Force Members are required to meet the minimum training and required training events as listed in Attachment A.
- 4.02 Operational and Mobilization Exercises are scheduled per the Team Rotation Matrix. The Matrix can be found on the Task Force Personnel Records System (member's only website).
- 4.03 The annual Operational Readiness Exercise (ORE) is mandatory for the team that is scheduled. No personnel exchanges are allowed without written prior approval from the Task Force Leaders. Each member is required to attend 1 ORE every 3 years.
- 4.04 On the years that members are not set to attend an ORE, they must attend 1 MOBEX. If they attend the Operational Exercise, they do not have to attend a mobilization exercise and vice versa.
- 4.05 If a member cannot attend their scheduled MOBEX, they must inform their Task Force Leader through their chain of command.
- 4.06 All members are required to attend a regional training. When scheduled, regional Trainings are offered throughout the state in major regional centers each fall. Additionally, there would be 2 make-up regionals each year in College Station. Dates for each corresponding regional may be found on the Task Force Personnel Records System.

- 4.07 All Task Force members are required to meet the minimum training hours for their discipline-specific skill sets. Logistics and communications are exempt from the skill set requirements as their workdays are used as skills sets. Discipline Training Events, required hours, personnel composition, additional requirements, and allowed make-up hours are listed in Attachment B.
- 4.08 All members of the Logistics, Communications, and HazMat discipline are required to meet a minimum of 50% of their offered workdays. Workdays are scheduled each month with the exception of the 3 months when the Operational Exercise and Mobilization Exercise occur. The dates of all workdays are posted on the Personnel Records System and may only be considered for cancellation after consultation with the Task Force Cache Manager and the Operations Chief. Discipline Training Events, required hours, personnel composition, additional requirements, and allowed make-up hours are listed in Attachment C.
- 4.09 All managers are required to attend at least 50% of the Manager's Meetings per year.
- 4.010 Deployments are not considered scheduled team functions and does not count towards the attendance requirements
- 4.011 Cache rehab, working group committee meetings, cross training, projects, working on IST, etc. are voluntary and are not counted toward training attendance.
- 4.012 If a member cannot attend a regional, skill sets, or position specific training or meetings, they must notify their Manager and the Task Force Training Manager. Members must also contact their Sponsoring Agency Point of Contact. Notification of the change must be in writing (e-mail) to the Program Office through their Task Force Chain of Command.
- 4.013 The Task Force Leadership will review all members with attendance that falls below that which is required at the first TFL meeting of each training calendar year. Those members not meeting the required attendance will receive letters from the Program Manager concerning attendance and will be considered for separation from the team.
- 4.014 General Training Requirements include all training as listed under FEMA as being required regardless of position on a FEMA US&R Task Force. Some of the General Training Requirements have expiration dates and thus require renewal every year. Examples of expiring training includes but is not limited to the following: Hazmat Operations Refresher, CPR, Fit Test, Respiratory Test, and Blood-Borne Pathogens.

- 4.015 A member is considered deployable when all mandatory documents are signed and all general training and position specific trainings have been met. This includes maintaining the trainings that expire yearly and a medical clearance letter which expires every 3 years.
- 4.016 A member who was previously deployable will become non-deployable the day after a training or medical clearance letter expires. It is the responsibility of the member to maintain all training and ensure a physical evaluation is completed in a timely manner in order to allow the Task Force Medical Director ample time to review it.
- 4.017 A rostered Task Force member who becomes non-deployable for failing to meet general training requirements or an expired medical clearance letter that does not have extenuating circumstances will be given 30 days before they are moved off of a rostered team and on to the development team.
- 4.018 Task Force members who were previously rostered on a team will be given 60 days on the development team to complete the necessary training and become deployable. If they fail to do so, they will be considered for separation from the team.
- 4.019 Any Task Force member who is either removed from a rostered team or removed from the development team will be notified of their status change immediately.
- 4.020 Once a Task Force member is removed from a team, their position becomes open and fillable by any deployable member of the development team. If they become deployable after being moved to the development team, they will be eligible to become rostered once again when a new position opens up.
- 4.021 Exceptions may be made with discretion and approval from Task Force Leaders or Task Force Administration.

ATTACHMENT A

Training Event	Number Offered	Minimum Required
Operational Exercise	1	1
Mobilization Exercise	2	1
Regional Training	When offered	When offered
Skill Sets	2	1
Work Days (Comms, Logistics, and Hazmat only)	Varies based on need	
Managers Meetings (Managers Only)	4	2

ATTACHMENT B

Training Event	Required Hours	Personnel Composition	Additional Requirements	Allowed Make Up Hours
Canine Search Specialists	64	CSS	May attend any TF CSS training for no more than 20 hours of credit per quarter	May attend either a search team skill set, FEMA Open, or FEMA CE hosted by TX-TF1 for additional hours
HSART	24	Manager & Technician	Annual PT/Swim Test	
Medical Team Skill Set	16	MTM, MS		
Planning Team Skill Set	16	PTM, TIS		3 rd Plans skill set Another groups skills set, if planning function is performed (8 hours max can be received)
Rescue Team Skill Set	16	RTM, RSO, RS, HERS		Any team skills set or TF Workdays

Training Event	Required Hours	Personnel Composition	Additional Requirements	Allowed Make Up Hours
Safety Officer Skill Set	8	SO	16 hours from any teams' skills set	
Search Team Skill Set	16	STM, CSS, TSS		FEMA Canine Workshop, FEMA Canine Evaluation, or Canine Skills Sets
Structural Specialist Skill Set	8	SS	16 hours from any team's skills set and can include FEMA Regional Training, FEMA StS 2 Course, FEMA StS 1 Course	
TF Management Skill Set	16	TFL	16 hours from any teams' skills set	
Water Rescue Boat Operators (UBO, Flood, or Swift)	16 every 3 years	All Boat Operators	Must Recertify Task Book every 3 years	
Water Squad Leader (RSO, Flood, or Swift)	WSL Class every 3 years	All WSL and Water RSOs	Must Recertify Task Book every 3 years	

ATTACHMENT C

Training Event	Required Hours	Personnel Composition	Additional Requirements	Allowed Make Up Hours
Communications Skill Set	64	CS		Rescue Skills Set (16 hours max), ORE or MOBEX (not your color) and three days of workdays
HazMat Team Skill Set	24	HMM, HMS		Another teams scheduled calibration and maintenance day and see attachment C.02 for other options
Logistics Skill Set	64	LM, LS		Rescue Skills Set (16 hours max), ORE or MOBEX (not your color) and three days of workdays

ATTACHMENT C.01

HazMat workdays schedule and enrollment

- The primary goal of the Hazmat Workday is to ensure the Hazmat Equipment is properly calibrated and ready for deployment. The Hazmat Group has been equally divided to allow for an even distribution of the workload, and the schedule is sent out in advance to allow for adequate planning. To better manage the workload and to account for unforeseen circumstances, the following guidelines will be implemented.
- Members planning on attending their scheduled Hazmat Workday will be required to register for the workday on EMOS by the first day of their assigned month, but no later than the 5th. Members must notify their Team Manager if they are unable to attend.
- If the Hazmat Workday falls on a date while the Cache is deployed, Members who have registered by the deadline will receive credit for the workday. If due to circumstances calibrations are completed prior to the scheduled date, Members who have registered by the deadline will receive credit for the workday. Members who did not register by the 5th day of the month will be required to make up the Workday during another scheduled Hazmat Workday. Members attending a Hazmat Workday other than their assigned Workday must notify the scheduled Manager of their plan to attend.

ATTACHMENT C.02

HazMat Skills Set allowed make up hours

- Members within the Hazmat group who attend any one of the below listed courses may choose to have that course count towards the annual Skill Set training requirement, as set forth in SOG 1.07. The course will only count for the Task Force Calendar year (July 1- June 30) in which the course was taken. Ex.- An approved course is taken in April of a given year. Credit will not count towards the next calendar year starting July 1.
- Members who elect to utilize an alternative course may not do so more than once every two years. If an alternative course is utilized to fulfill Skill Set requirements, the member must attend a TTXF1 Hazmat Skill Set the following year.
- Current courses accepted:
 - HT PER-261 Hazardous Materials Technologies: Sampling, Monitoring and Detection
 - PER-354 Response to Radiological/Nuclear Weapons of Mass Destruction Incidents
 - PER-243/245/246 Suite”
- Attending one of the allowed make-up hour classes will be at Task Force members’ expense.

5.00 DEPLOYMENT GUIDELINES

5.01 All USAR members shall participate to the maximum extent possible in training and deployments consistent with their qualifications, medical clearance, and applicable safety standards and shall communicate availability or lack thereof in accordance with TX-TF1 procedures. Members’ participation levels will be reviewed by Task Force Leadership and could result in being removed from rostered position or from the team entirely.