

# TEXAS A&M TASK FORCE ONE

## STANDARD OPERATING GUIDELINES

### TASK FORCE SEPARATION AND RESERVE STATUS POLICY

#### VOLUME 1

#### REFERENCE NO. 1-16

##### 1.00 PURPOSE

- 1.01 The purpose of this standard is to establish the criteria for the separation of Texas A&M Task Force 1 (TX-TF1) personnel from the team and for members requesting Reserve Status with the Task Force. All Task Force members should fully understand this policy.

##### 2.00 OBJECTIVE

- 1.02 To ensure that the separation of Task Force members from the Task Force is fair and equitable.
- 1.03 This policy is designed to assist the Agency, Program Director, Program Manager, Task Force Leaders, Task Force Mangers, and Task Force Members in understanding the criteria for separation of members from the team and the Reserve Status of members.

##### 3.00 DEFINITIONS

- 3.01 **Agency:** Texas A&M Engineering Extension System (TEEX)
- 3.02 **Discharge:** Involuntary termination of members from TX-TF1 and revoking of the members Memorandum of Understanding (MOU) with TEEX and TX-TF1
- 3.03 **Members:** Rostered, Development Team members or applicants of TX-TF1
- 3.04 **Resignation:** Voluntary separation of service by the member from the Task Force
- 3.05 **Reserve Status:** Voluntary status requested by members who are up to date with all training requirements (as defined in Ref. 1-07 Member Participation), whom wish to be put on reserve, but may in the future request to be reinstated to full duty after meeting all the position and team requirements for being fully deployable

#### **4.00 GENERAL GUIDELINES**

- 4.01 Members of TX-TF1 may resign or be discharged from the Task Force for reasons that may or may not be public in nature
- 4.02 The separation of members from TX-TF1 will not be posted on the team website nor will it be posted on the Social Media sites of the Task Force without the written consent of the member.
- 4.03 Resignations by TX-TF1 members shall be in written form (email or letter) and be addressed to the Program Manager/Operations Chief.
- 4.04 Discharge of TX-TF1 members shall be for cause. Examples of discharge reasons include, but are not limited to the following: poor performance, violation of TEEX, Task Force, TAMU, or FEMA policies, or an infraction of code of conduct.
- 4.05 The request for discharge of members from the Task Force for violations shall be given to the Program Manager/Operations Chief of the Task Force in written form and shall include any evidence that supports the discharge including the policy or policies violated.
- 4.06 The member and witnesses may be interviewed by the Program Manager/Operations Chief if necessary and a recommendation of disposition will be given to the Program Director.
- 4.07 Final determination and disposition of discharge will be the responsibility of the Program Director.
- 4.08 Upon final discharge by the Program Director or his or her designee, the member is not entitled to further actions or hearings.
- 4.09 Upon resignation or discharge, the member must return all issued equipment, clothing, badging and identification to the Program Manager/Operations Chief within 30 days of written or verbal notification.
- 4.10 Members who resign in good standing may be eligible for reinstatement by following the Task Force application process. Members who are discharged will not be eligible for reinstatement to the Task Force. Good standing is defined as a member being deployable in their position and having not received a deficient training letter within the last training Calander year.
- 4.11 Members who request reserve status must request reinstatement to the Task Force within 12 months (except deployed military service men and women). The

member must comply with all training and certification requirements within 1 year of requesting reinstatement and prior to being reinstated. Members who are reinstated will be assigned to the Development Team until a position they are qualified for opens on the Task Force.

- 4.12 Per the Texas A&M University System Records Retention Schedule, member records will be retained for 5 years past separation. Member medical records will be retained for 7 years past separation.
- 4.13 Medical records for members that responded to the 9/11/2001 World Trade Center collapse will be retained indefinitely.