TEXAS TASK A&M FORCE ONE
STANDARD OPERATING GUIDELINES

TASK FORCE MEMBER IN-PROCESSING PROCEDURES FOR LATE ARRIVALS AND DE-MOBILIZATION PROCESS FOR EARLY DEPARTURES

VOLUME 1

REFERENCE NO. 1-11

1.00 PURPOSE

1.01 The purpose of this document is to describe how in-processing will occur for a late arrival as well as how the de-mobilization process will occur for an early or on-time departure.

2.00 OBJECTIVE

2.01 Understand the steps that must be taken when a member arrives after the designated time.

2.02 Understand the steps that must be taken for an early demobilization.

3.00 DEFINITIONS

3.01 **Late Arrival:** A member who arrives after the required response time.

3.02 **Early Departure:** A member who leaves before the end of the deployment.

4.00 GENERAL GUIDELINES

4.01 Texas A&M Task Force 1(TX-TF1) has the requirement of being ready to deploy within six (6) hours of notification by air or four (4) hours by ground by the FEMA National Response Coordination Center (NRCC). In order to meet this requirement, ALL members must be able to respond to the Task Force Headquarters in less than three (3) hours to provide for time to in-process and complete final packaging of personal bags for travel. If a member cannot make the three (3) hour response time window, they must respond accordingly when contacted by TX-TF1 or the automated system. Those members unable to arrive

prior to the three (3) hour travel limit whether they responded appropriately to TX-TF1 or the automated system or not, may have their position backfilled without notification. All members must be prepared for up to a 14 day deployment time period. If any known barriers exist that would make a member incapable of deploying for up to 14 days, the member should deny the deployment so as to have their position backfilled as quickly as possible. Denying a deployment for any reason does not adversely affect the member's ability to deploy in the future.

4.02 The in-processing and mobilization process is defined in detailed in the TX-TF1 Mobilization Plan.

4.03 Those members who are approved by the Operations Chief or designee to arrive late OR are added to the roster at a later time MUST complete in-processing prior to joining the team. If possible the member arriving late should in-process at the Task Force Headquarters by following normal procedures [Passenger Manifest (PAX Manifest) check in, Finance and personal information check in, ID check, Issue On Demand (IOD) receipt, medical check in, and ID accountability check in]. If unable to do so, the member will be required to join the team at its arrival point and will require assistance from the Logistics section for travel arrangements. Once at the arrival point, the member must follow these procedures to complete in-processing:

1. The member must obtain a 213 General Message form and fill out the top portion with his or her name, team specific position, cell phone number, and ID number.
2. Check in with the Medical Team Manager for medical check in. After being cleared by medical for deployment, have the Medical Team Manager initial the 213.
3. The team member must check in with the Logistics Section to receive any IOD items they should need (only radios and computers will be issued by Logistics/ Communications, any other items should be obtained at the Task Force Headquarters) and be added to the PAX manifest. Items issued will be noted on the 213 by logistics. Have the Logistics Manager initial the 213. A copy of the 213 will be retained by Logistics for record keeping of IOD items.
4. The team member must then proceed to the Safety Manager to provide the required accountability card for the deployment. After providing accountability have the Safety Officer initial the 213. The Safety Officer will be required to notify the Plans Unit and the Task Force Leader (TFL) that the member has joined the team and forward a copy of the 213 to the Plans Unit. The Plans Unit will add the team member to the roster and command chart.

5. The team member will retain a copy of the 213 for their records and then join their squad/ unit.

4.04 Members will only be demobilized early from a deployment in case of emergency concerning the member or a member's support system at home and only with permission of the Task Force Leader. If at all possible, the member will demobilize and depart the Base of Operations after the arrival of their replacement. Any member requesting emergency demobilization must follow these procedures:

The member must obtain a 213 General Message form and complete the top section with the following information and in the following sequence:

1. Why the demobilization is being requested and sign the top half of the form.
2. Initialed by the members manager.
3. Initialed by the TFL
4. Initialed by the Medical Team Manager after medical check out is complete.
5. Initialed by the Safety Officer and return of the members accountability card (Safety Officer will notify Plans unit that the member is being demobilized and is to be removed from the Task Force Roster).
6. Initialed by Logistics Manager after IOD items have been returned and arrangements have been made for transport.
7. The member will then return the form to the Task Force Leader for final approval and his or her signature at the bottom of the form.
8. The TFL will keep a copy of the form to be entered into the task force records by the Plans Unit. The member being demobilized will keep a copy for their records and the final copy will be given to Logistics for final arrangement of transport back to the Task Force Headquarters.

4.05 Members who fail to follow these procedures will be notified in writing of the violation. If after investigation the member is found to have purposefully violated these procedures, the member may be subject to disciplinary action up to and including suspension or dismissal from the team. If the member is found to have violated these procedures a copy of the violation and any disciplinary action take will be forwarded to the members sponsoring agency.