

# **TEXAS TASK FORCE ONE STANDARD OPERATING GUIDELINES**

## **APPLICATION and ASSIGNMENT PROCESS**

### **VOLUME 1**

#### **REFERENCE NO. 1-06**

#### **1.00 PURPOSE**

- 1.01 The purpose of this document to provide information regarding the application process and assignment process for Texas Task Force One.

#### **2.00 OBJECTIVE**

- 2.01 Understand the guidelines for how the application process will be handled as well as how the assignment process will occur.

#### **3.00 DEFINITIONS**

- 3.01 **Sponsoring Agency:** Texas A&M Engineering Extension Service (TEEX)

#### **4.0 GENERAL GUIDELINES**

- 4.01 Task force position vacancies will be posted on the team website between January 1 and May 1 of each year.
- 4.02 Applications for membership to TX-TF1 will be accepted from July 1st thru September 1st of each year.
- 4.03 Position qualifications and any other parameters which may be used to make decisions regarding Task Force eligibility will be clearly stated and posted on the team website.
- 4.04 If applications are not postmarked or received by September 1, they will be considered incomplete and thus not qualified for consideration.
- 4.05 Once the application period is closed, those applicants not accepted will be notified of such and the deficiencies, if any, that resulted in the disqualification. Applications not accepted will be discarded.

- 4.06 Qualified applications will be reviewed by the interview committee during September of each year. Interviews for qualified applicants will be held between October 1 and January 31 of each year.
- 4.07 The interview committee(s) will be made up of currently rostered Position Specialists, Position Managers, Task Force Leaders, and a representative of the Sponsoring Agency.
- 4.08 Interviews will be held at the Task Force Head Quarters and will consist of a question and answer style interview. Questions should assess the candidate's subject matter expertise, experience, enthusiasm, ability to function in a team concept, and ability to interact with others. The same questions with the same scoring criteria, will be given to each applicant and will consist of general and technical questions for the position applied for.
- 4.09 At the end of each interview the scoring sheet will be tallied and the score will be entered into the scoring matrix. At the end of all interviews each applicant will be ranked from highest to lowest score.
- 4.010 All candidates will be notified as to the outcome of the interview process and the top ranked candidates may be selected to fill current team vacancies or be appointed to the Development Team following review and approval from the Program Manager and Task Force Leaders.
- 4.011 All scoring sheets from interviews will be kept for 1 year from the date of the interview by the Project Coordinator.
- 4.012 Task Force Position vacancies that occur during the year will be filled from the Development Team roster.
- 4.013 The accepted candidate(s) will be responsible for completion and submittal of a Memorandum of Understanding, medical records, certifications, and other records as required.
- 4.014 While assigned to the team development roster, the member will be issued all necessary personal protection equipment to allow them to safely train and participate in task force training for general and position specific training. PPE and uniforms will be issued by the Cache Manager and will be entered into the member's records on the task force personnel records system.
- 4.015 Upon completion of all required training, the member will be issued all remaining equipment for deployment according to the most current equipment issue list. All

assigned equipment and uniforms will be issued by the Cache Manager and entered into the member's record on the task force personnel records system.

- 4.016 After the member is considered fully qualified, they may be assigned to one of the three (Red, White or Blue) teams according to vacancy and team needs.