

# TEXAS TASK FORCE ONE STANDARD OPERATING GUIDELINES

## FAMILY SUPPORT POLICY

### VOLUME 1

### REFERENCE NO. 1-17

#### 1.00 PURPOSE

- 1.01 The purpose of this standard is to establish the criteria for the support required of TX-TF1 to family members of Texas Task Force 1 (TX-TF1) personnel. All Task Force members should fully understand this policy.

#### 2.00 OBJECTIVE

- 2.01 The objective of the Family Support Policy is to create guidelines to be used during a deployment in order to keep the families and participating agencies of deployed Task Force members updated on the status, mission, and condition of their loved ones.

#### 3.00 DEFINITIONS

- 3.01 **Agency:** Texas A&M Engineering Extension System (TEEX)
- 3.02 **POCs:** Point of Contact for Participating Agencies
- 3.03 **Members:** Rostered, Development Team Members or applicants of TX-TF1
- 3.04 **Task Force Program Office:** The administrative staff and personnel located at the base of TX-TF1.
- 3.05 **Operations Security (OPSEC):** a term originating in U.S. military jargon, as a process that identifies critical information to determine if friendly actions can be observed by adversary intelligence systems, determines if information obtained by adversaries could be interpreted to be useful to them, and then executes selected measures that eliminate or reduce adversary exploitation of friendly critical information.

## **4.00 GENERAL GUIDELINES**

- 4.01 The Task Force Program Office is designated with sending daily updates to the families of deployed TF members. This update will be sent through email by or before 1700 hours. Deployed members, non-deployed members, participating agency POCs, TEEEX members, and Task Force Leadership will also receive this update.
- 4.02 The Task Force Program Office staff will be responsible for creating and distributing this update, with Task Force Leadership review and approval.
- 4.03 The email should include:
- Time/date of the update
  - Current location of the Task Force (if OPSEC allows)
  - Current status of the Task Force (pre-staging, deployed/working, returning, etc)
  - What the Task Force accomplished for that day (if OPSEC allows)
  - Plans for the coming day (if OPSEC allows)
  - A direct phone number and email for the Coordination Center in case the family members have questions or an emergency
  - Reminder to the family that their loved one is safe, but needs to remain mission focused so limited contact is requested, except in the case of an emergency.
- 4.04 Family members are encouraged to contact the Task Force Program Office for any assistance they may need while their family member is deployed that other resources cannot fill.
- 4.05 If necessary, a non-deployed member of the Task Force may be assigned as a liaison to families to coordinate for assistance.