

TEXAS A&M TASK FORCE ONE

STANDARD OPERATING GUIDELINES

TRANSFERS AND PROMOTIONS

VOLUME. 1

REFERENCE 1-05

1.01 Transfer to same position on another team

- 1.02 Task Force members that wish to transfer to the same position on another team may do so in writing through their chain of command and to the program office. The Program Manager, Task Force Leaders and Team Managers will consider all requests. Transfers will be approved based on the members past performance, attendance and qualifications. Transfer requests may be approved or denied based solely on the readiness needs of the team.
- 1.03 Members must have been in their current position for a period of at least one year (two years for Logistics personnel) before submitting a transfer request to another team
- 1.04 Members must meet the position descriptions, training, certifications and any other requirements for the position transferring to prior to submitting a transfer request. Members not meeting all of the requirements will not be considered. Additionally, members must be in good standing (SOG Ref. 1-16).
- 1.05 Transfer request will be accepted from June 1st thru July 31st of each year. The member will be required to submit an application and an updated resume to the program office,
- 1.06 Member requesting transfers will be notified of the outcome prior to December 31 of the year in which the request is made. Approved transfer requests will be effective on January 1 of each year.

2.0 Transfer to New Discipline

- 2.01 If a member wishes to transfer to a new discipline, they must first interview for the specialist position of the discipline they are wishing to join, following the process similar to how new members are selected to the team, see SOG 1.06. If they are selected they will be placed on the Development Team of that discipline and follow the assignment process outlined in SOG 1.06.
- 2.02 Transfer requests will be accepted from June 1st thru July 31st of each year. The member will be required to submit an application, an updated resume and a copy of all required training and certifications for the new position to the program office.

- 2.03 Members must meet the position descriptions, training, certifications and any other requirements for the position transferring to prior to submitting a transfer request. Members not meeting all of the requirements will not be considered. Additionally, members must be in good standing (SOG Ref. 1-16).
- 2.04 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.
- 2.05 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.
- 2.06 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. The committee will determine which applicants meet the needs of the current task force open position requirements.
- 2.07 All candidates will be notified as to the outcome of the interview process and the top ranked candidates may be selected to be placed on the Development team in their new discipline.
- 2.08 All scoring sheets from interviews will be kept for 1 year from the date of the interview by the Project Coordinator.

3.0 Promotions to Higher Position

- 3.01 When the need arises for Leadership positions to be filled, the Program Office will notify and/or post available opening to the membership.
- 3.02 Promotional requests will be accepted from June 1st thru July 31st of each year. The member will be required to submit an application, an updated resume and a copy of all required training and certifications for the new position to the program office.
- 3.03 Members must meet the position descriptions, training, certifications and any other requirements for the position transferring to prior to submitting a transfer request. Members not meeting all of the requirements will not be considered. Additionally, members must be in good standing in the position currently held. (SOG Ref. 1-16).
- 3.04 Members must have been in their current position for a period of at least one year (two years for Logistics personnel) before submitting a transfer request to a leadership position.

- 3.05 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.
- 3.06 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.
- 3.07 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. The committee will determine which applicants meet the needs of the current task force open position requirements. This list of applicants ranked from highest to lowest on score will be the reference for future openings in the same position for a determined amount of time. Task Force Leadership will determine the life of the list at the time it is created.
- 3.08 All candidates will be notified as to the outcome of the interview process and the top ranked candidates may be selected to fill the current open position.
- 3.09 All scoring sheets from interviews will be kept for 1 year from the date of the interview by the Project Coordinator.