



# Virginia Task Force 2

3.09 IST Recruitment And  
Member Responsibilities

March 2019

## Urban Search and Rescue

Administrative Manual

# IST Recruitment and Member Responsibilities

## ISSUE STATEMENT

To establish a process to recruit members who desire to participate on the Incident Support Team and clearly define the Incident Support Team member's responsibility after demobilization.

## REQUIRED ACTION

### Incident Support Team Recruitment

- VA-TF2 Deployable members with 5 years or more may submit a request to the Program Manager for the Incident Support Team prior to last quarter each year.
- The Program Manager will retain the list until the 4<sup>th</sup> quarter of each year
- The Program Manager will submit the candidate(s) names at the 4<sup>th</sup> quarter of each calendar year to the Advisory Group meeting
- The Advisory group will prioritize the list and recommend candidate(s) that will be supported during the upcoming IST recruitment year.
- The Program Manager will notify the candidate(s) recommended for support to insure they understand of their commitment.
- Each year the FEMA US&R Program Office publishes a Program Directive identifying the vacant positions available for recruitment on the IST.
- Applications will be forward to the Sponsoring Agency Chief through the Participating Agency Representative for approval. The Sponsoring Agency Chief will make the final decision on which the team will support on the IST.

### Incident Support Team Member Responsibilities

- Members assigned to Red, White or Blue IST should be cognizant of their availability during their assigned months.
- VA-TF2 will make every effort to deploy IST members when requested. Special circumstances may warrant IST members deploy with the Task Force when critical specialty positions need to be filled.
- Activated team members shall follow the directions of the activation orders and demobilization orders for the mission following all applicable US&R Program Directives.
- Upon demobilization, IST members shall submit and **After Action Report** to the VA-TF 2 Program Office within 10 days following the guidelines established in the VA-TF 2 HR 3.09a. All After Action Documents must be finalized for submission to the US&R Program Office within 30 days of the IST member being demobilized.
- All time sheets and normal paperwork must be submitted to the VA-TF 2 Grants Manager within 5 days of demobilization to begin the reimbursement and pay process.