



Virginia Task Force 2

2.03 Issuance & Return
of PPE

March 2019

Urban Search and Rescue

Administrative Manual

Gear Comptroller Responsibilities, Issuance, Evaluation, and Return of Personal and Protective Equipment

ISSUE STATEMENT

- Provide guidelines and responsibility for VA-TF2 Gear Comptroller.
- To provide guidelines for issuance of personal clothing and protective equipment (PPE) to selected candidates for membership to VA-TF2
- Provide guidelines and procedures for the issuing of PPE to current VA-TF2 members.
- To provide guidelines for the members responsibility to inventory and maintain personal clothing and protective equipment.
- To provide guidelines for members to return all issued personal clothing and protective equipment upon resignation or separation from the team.

REQUIRED ACTIONS

Gear Comptroller Responsibilities

- Shall be the responsibility of the VA-TF2 Gear Comptroller to maintain an adequate inventory of PPE for the issuing to new and current VA-TF2 Team Members. It shall also be the responsibility of the Gear Comptroller to maintain an inventory of PPE owned by VA-TF2 and PPE issued to VA-TF2 Team Members.
- The VA-TF2 Gear Comptroller shall replace any damaged, lost, or stolen PPE. The VA-TF2 Program Manager may at his/her discretion require any VA-TF2 Team Member to bear at the current replacement cost, any damaged, lost, or stolen PPE.
- Prior to the VA-TF2 annual Task Force Maintenance, an inventory list of all PPE issued shall be forwarded to each VA-TF2 Team Member by the Gear Comptroller. Each VA-TF2 Team Member shall then evaluate and inventory their PPE, and sign their copy of their inventory.
- Shall be the responsibility of the VA-TF2 Gear Comptroller to inspect and inventory randomly selected VA-TF2 Team Member's PPE at the annual Task Force Maintenance.

Issuance to New Members

- New members entering phase IV of VA-TF2 Administrative Directive HR 3.01 will be required to attend the task force orientation meeting scheduled during the first week May.
- The VA-TF2 Training Coordinator will verify attendance to the orientation class and that members have completed the FEMA/VA-TF2 application. Names of members will be forwarded to the program manager recommending issuance of training clothing and protective equipment



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- The Program Manager will notify the VA-TF2 Equipment Comptroller of new members approved to receive training clothing and equipment. (See Appendix B) Members will be placed in a non-deployable status until completion of the FEMA/VA-TF2 General Position Description Requirements.
- Upon completion of all the General Position Description requirements and the Annual Task Force Maintenance, full membership will be granted to the member and the remaining compliment of personal clothing and protective equipment will be issued to the member. (See Appendix A). The issued equipment will be pack into three different bags. The bags will be referred to as a 24 hour black backpack (max weight 40lbs), 72 hour gray duffle bag (max weight 60lbs) and black duffle bag (max weight 40lbs).
- All members will sign and date a Personal Protective Equipment Memorandum of Understanding, acknowledging responsibility for all issued uniforms and equipment as well as the subsequent return of all equipment upon resignation or separation from VA-TF2. (See Appendix B- Personal Protective Equipment Memorandum of Understanding)

Current Member Responsibility

- All members shall sign the Personal Protective Memorandum of Understanding
 - A copy will be retained by the Equipment Comptroller and a copy will be given to each team member.
- All members shall be responsible to maintain a complete inventory of all issued personal and protective equipment and maintain their equipment in state of operational readiness.
- Individual team members are responsible for maintaining their personal gear and equipment. VA-TF2 operates a gear and equipment “store” to facilitate gear repair and replacement needs as they come up.
- Each VA-TF2 Team Member shall at their scheduled Task Force Maintenance bring **all** issued PPE and their signed PPE inventory list. Each team member shall complete a self evaluation / inventory of their gear. Any issues should be corrected during the annual maintenance
- Each VA-TF2 Team Member shall report immediately to the VA-TF2 Gear Comptroller any PPE that is either damaged (negligent or normal wear), lost, or stolen PPE. Shall be the responsibility of the VA-TF2 Gear Comptroller to complete and file FEMA Report of Survey (119-7-1-1) for damaged, lost, or stolen PPE.
- All members shall immediately notify the Program Manager, Managers or Task Force Leader of damaged or lost equipment in training or during a mission so repairs and replacement can be provided.



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Resignation and Separation of Service

- Upon resignation or separation of service from VA-TF2, all issued personal and protective equipment shall be returned in its entirety within 30 days of notice.
- Members will schedule a date and time of return with the Equipment Comptroller to personally return and inventory their equipment. No Drop-off of the gear will be permitted.
- In the event where not practical, the jurisdictional representative may return the members equipment on the member's behalf and will inventory all the equipment prior to its return. The jurisdictional representative will schedule a date and time with the Equipment Comptroller and accept responsibility for insuring all equipment is returned.
- Affiliated members must return all issued personal and protective equipment in person. The member shall schedule a date and time with the Equipment Comptroller for the return of the equipment. An inventory of the equipment will be completed at that time.
- A list of returned equipment will be compared to the list of issued equipment on file. The cost for replacement of missing equipment will be borne by the member at the current replacement cost.
- Failure to return all equipment within 30 days of resignation or separation will constitute legal action against the member including but not limited to obtaining a bench warrant or wage garnishment.