

CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
Administrative and Command Support Technician	CC-1	ACST1	Rated Personnel	
DETAILS				
HAZARDOUS ROLE STATUS	POSITION COMMAND	POSITION LOCATION	SERVICE POINTS REQUIRED	
No	Central Command	Sector 2 Junction City, OR	None	
TYPE OF POSTING	OPEN DATE RANGE	RATING LEVEL	POSITION RANK	RANK SYSTEM DESIGNATOR
Internal and External	Open Until Closed	All Active Duty & Reserve Rating Levels	G1 Private and Above	100
POSITION DESCRIPTION				
<ul style="list-style-type: none"> Central Command personnel are Rated members of the Central Aid Agency who are tasked with providing administrative and logistics to the organization as a whole, and support to leadership within the command structure. Central Command personnel can be deployed to support C.A.A. operations, and act as administrative support and coordination for other C.A.A. units. 				
TYPE OF ASSIGNMENT				
<ul style="list-style-type: none"> This is a Primary Duty Assignment. Personnel assigned to Central Command carry out the related duties as their main role within the Central Aid Agency. 				
DESCRIPTION OF DUTIES				
<ul style="list-style-type: none"> Assist with administrative support, coordination, and daily operations for the C.A.A. as a whole. Assist with the coordination and support of other C.A.A. units. Provide administrative staffing to C.A.A. leadership. Assist with core organization administrative services. Assist with organizational strategic planning and development. Assist with policy development and implementation. Assist with the administration of C.A.A. Area Commands and leadership. Liaise and coordinate with partner agencies for joint operations. Provide support for the Board of Directors. Deploy to support C.A.A. units and operations as needed. Other related duties as assigned. 				
MEMBERSHIP REQUIREMENT				
<ul style="list-style-type: none"> Central Command personnel are required to be members of the Central Aid Agency in a Rated capacity. 				

FAITH REQUIREMENT
<ul style="list-style-type: none"> • No specific faith requirement. • Personnel must follow the Code of Conduct.
HOURS / ACTIVENESS REQUIREMENTS
<ul style="list-style-type: none"> • Personnel must maintain the minimum activeness standards required by their level of Rating.
PAYSCALE
<ul style="list-style-type: none"> • This is a volunteer position
BENEFITS
<ul style="list-style-type: none"> • No benefits are currently offered for this position
HYGIENE AND APPEARANCE REQUIREMENTS
<p>Type 2 (When in full uniform)</p> <ul style="list-style-type: none"> • Male hair may not be longer than 2 inches from the scalp when in full uniform, must be worn in an authorized professional style, and well groomed. • Facial hair is restricted to a mustache that can extend no further than the corners of the mouth. Sideburns may not extend below the bottom of the ear opening and must have a straight front and bottom edge so that they are rectangular in appearance. The rest of the face must be clean shaven when in full uniform. • Exemptions to this rule may be authorized on a limited basis for specific purposes or field environments, citing necessary medical, security, or operational reasons. • Female hair may be of any length, but may have to be worn up in a military bun, or other authorized hair style, in some instances for safety reasons if it is longer than shoulder length. • Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained. • Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform. • Piercings are not permitted if they are impractical or leave obvious marks when not worn. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty. • Personnel must keep good personal hygiene.

UNIFORM
<ul style="list-style-type: none"> • Central Command personnel typically wear full uniforms (Class C or greater)
EQUIPMENT
<ul style="list-style-type: none"> • Equipment personally purchased by personnel is their property and they may keep it upon leaving the agency. • All other equipment is issued to personnel and must be returned upon leaving the agency.
DESCRIPTION OF SELECTION PROCESS
<ul style="list-style-type: none"> • Application Submission • Approval by a senior Central Command officer • Assignment to a Central Command unit. • Uniform and equipment issuing. • Complete ICS 100, 200, and 700 Certifications • Complete ham radio certification (recommended) • Attend and pass any basic training • Receive Deployable Status • Personnel will be on probation for up to six (6) months after initial assignment.
ELIGIBILITY
<ul style="list-style-type: none"> • This role is open to Rated personnel. • Central Command is open to all, no prior experience required. • It is highly recommended that Central Command personnel join the Rapid Response Team. Those that do will be given priority for promotions and special assignments. <p>CERTIFICATIONS:</p> <ul style="list-style-type: none"> • Must complete ICS 100, 200, and 700 within 3 months of joining Central Command. <p>ABILITY/BACKGROUND:</p> <ul style="list-style-type: none"> • Must be comfortable during emergency situations. • Must be detail-oriented. • Must be comfortable facing and overcoming difficult physical challenges. • Must be comfortable wearing a full uniform. • Must be comfortable operating during stressful situations. • Must be willing to meet the scheduling and training requirements of the unit. • Must be comfortable operating in austere conditions, if necessary. • Must understand that deployments can happen at any time, with little or no prior notice. • Must be comfortable operating outside usual comfort zones. • Must be comfortable operating as part of a team and within the confines of a highly organized unit.

UNIFORM SIZING AND OPTIONS			
Your Height:			
X	Uniform Item & Options	Preferred Size	Your Measurements (Inches)
Head / Hat			
<input type="checkbox"/>	Tactical Ballcap, Black (x1)		
<input type="checkbox"/>	Patrol Cap, Navy (x1) (Choose one)		
Jacket			
X	Arctic System Waterproof Parka, Royal/Navy (x1)		
X	Wearable Fleece Jacket Liner, Royal (x1)		
Top			
X	BDU style Uniform Top, Navy (x1)		(Chest AND Arm Length)
T-Shirt			
X	T-Shirt, Black (x1)		
Belt			
X	BDU style Pants Belt, Black (x1)		
Pants			
X	BDU style Pants w/button fly, Navy (x1)		(Waist AND Inseam)
Boots			
X	Waterproof 8" tall/No shine, Black (x1 Pair)		N/A
Equipment			
			N/A
Insignia			
		Regulation	N/A
NOTE: Please include <u>BOTH</u> Size (Sm / Md / Lg / XL etc.) <u>AND</u> Inch Measurements.			
NOTES / COMMENTS			
Uniform Flag Preference (Please select one)			
<input type="checkbox"/> C.A.A. Roundel Flag <input type="checkbox"/> U.S. Flag <input type="checkbox"/> Other Country Flag: _____ <small>(State Country-Must have affiliation)</small>			

**PLEASE NOTE:
APPLICATIONS TURNED IN
WITHOUT UNIFORM SIZING
INFORMATION CORRECTLY FILLED
OUT WILL BE REJECTED!**

APPLICATION	
LAST NAME	FIRST NAME
DATE OF BIRTH	LEGAL GENDER
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
CONTACT PHONE	CONTACT EMAIL
SIGNATURE	DATE
BELOW FOR C.A.A. PERSONNEL APPLICANTS ONLY	
CURRENT COMMAND OR BRANCH	CURRENT UNIT
CURRENT COMMANDING OFFICER	YOUR C.A.A. ID NUMBER
BELOW FOR AUTHORIZING OFFICER ONLY	
APPLICATION APPROVED	DATE
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hold	
SIGNATURE	ID NUMBER

ASSIGNMENT ORDERS

(FILLED OUT BY FILING OFFICER)

<input type="checkbox"/> New Assignment	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-Assignment	<input type="checkbox"/> Attachment	<input type="checkbox"/> Change Duty Status
Name (Last, First)		Number		
PREVIOUS ASSIGNMENT				<input type="checkbox"/> Check if none
COMMAND				
UNIT				
NEW ASSIGNMENT				<input type="checkbox"/> Check if same as above
COMMAND				
UNIT				<input type="checkbox"/> Check if same as above
DATE END PREVIOUS		DATE START NEW		
<input type="checkbox"/> Check if all below remaining unchanged				
PREVIOUS SECURITY CLEARANCE		NEW SECURITY CLEARANCE		
PREVIOUS RANK	RSD#	NEW RANK	RSD#	
PREVIOUS DUTY STATUS		NEW DUTY STATUS		
COMMENTS				
AUTHORIZING OFFICER			DATE	
NUMBER				