

CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
Emergency Response Force 1 Training Cadre Member	ERF1-1	ERF1TC1	Rated & Non-Rated Personnel	
DETAILS				
HAZARDOUS ROLE STATUS	POSITION COMMAND	POSITION LOCATION	SERVICE POINTS REQUIRED	
Yes	Personnel retain original Command assignment	Sector 2 Junction City, OR	100 (Or equivalent experience)	
TYPE OF POSTING	OPEN DATE RANGE	RATING LEVEL	POSITION RANK	RANK SYSTEM DESIGNATOR
Internal and External	Open Until Closed	All Active Duty Rating Levels	G1 Private and Above	100
POSITION DESCRIPTION				
<ul style="list-style-type: none"> Members of the ERF 1 Training Cadre help write, develop, and implement training and exercises for the personnel and units assigned to ERF 1. Training is of paramount importance for maintaining readiness of units and personnel, as skills are perishable and decrease over time. ERF Training Cadre members play a critical role in keeping the skills of C.A.A. emergency responders honed and sharpened. 				
TYPE OF ASSIGNMENT				
<ul style="list-style-type: none"> This is an Additional Duty Assignment. Personnel assigned to the ERF 1 Training Cadre carry out the related duties in addition to their main role within the Central Aid Agency, and must maintain simultaneous standards for both roles. 				
DESCRIPTION OF DUTIES				
<ul style="list-style-type: none"> Write, develop, implement, and oversee training for the units and personnel assigned to ERF 1. Assist other Cadre members with exercise development and implementation. Work with unit leaders to develop customized training and exercises for their units. Identify operational and training gaps, and develop training to help fill them. Help conduct basic training courses for personnel, including the Basic CERT training courses. Participate in regular training and disaster response related activities. Other related duties as assigned. 				
MEMBERSHIP REQUIREMENT				
<ul style="list-style-type: none"> This role is open to both Rated and Non-Rated personnel. 				

FAITH REQUIREMENT

- No specific faith requirement.
- Rated personnel must follow the Code of Conduct.

HOURS / ACTIVENESS REQUIREMENTS

- Personnel must maintain the minimum activeness standards required by their level of Rating.
- Members are expected to regularly develop and conduct training exercises, especially related to unit training at Sector Meetings.
- Members are expected to regularly participate in teaching and supporting C.A.A. CERT and other similar Basic Training courses.

PAYSCALE

- This is a volunteer position

BENEFITS

- No benefits are currently offered for this position

HYGIENE AND APPEARANCE REQUIREMENTS

Type 2 (When in full uniform)

- 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

- ERF 1 Training Cadre personnel typically wear full uniforms (Class C or greater)
- Personnel will typically wear the uniform of their home unit.
- Personnel who demonstrate exceptional participation may be issued a dedicated instructor uniform.
- As instructors, personnel are authorized to wear approved Campaign Hats in brown as part of their uniforms. Hats may be personally purchased, or issued as a reward for exceptional participation with the Cadre.

EQUIPMENT

- 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

- Application Submission
- Interview by the chain of command (may be waived)
- Approval by ERF ranking officer within the chain of command, and assignment
- Complete ICS 800 Certification (if not already certified).
- Attend and pass CERT Train-The-Trainer course (as soon as reasonably able)
- Personnel will be on probation for up to one (1) year after initial assignment.

ELIGIBILITY

- **This role is open to Rated and Non-Rated personnel.**
- **Preference will be given to personnel that are experienced, and/or are ham radio certified.**

EDUCATION/WORK EXPERIENCE:

- Must have at least 1 year in service with their unit, or equivalent experience.
- Experience in emergency management training development, exercises, or HSEEP outside C.A.A. will be counted as valid experience.
- Must not be on any disciplinary, probationary, or remedial processes related to their primary duty assignment.

CERTIFICATIONS:

- Must complete ICS 800 within 1 month of assuming duties.
- Must complete CERT Train-The-Trainer course as soon as reasonably able.
- Ham radio certification (Technician or above) is strongly recommended. Personnel who are, or become, ham radio certified will be issued a radio and given preference for promotion and special assignments.
- FEMA HSEEP training is strongly recommended.

ABILITY/BACKGROUND:

- Must be comfortable leading others.
- Must be a competent, organized, and responsible.
- Must be a self-starter, self-motivated, and self-disciplined.
- Must be safety oriented and watch out for the wellbeing of personnel.
- Must hold self and others to high standards.
- Must have enough knowledge and skill to create and demonstrate training.
- Must be comfortable facing and overcoming difficult challenges.
- Must be comfortable wearing a full uniform.
- Must be comfortable operating during stressful situations.
- Must be comfortable operating outside usual comfort zones.
- Must be comfortable working in a team setting.

PLEASE PROVIDE OR ATTACH A DETAILED EXPLANATION ABOUT WHY YOU ARE INTERESTED IN / THINK YOU WOULD BE A GOOD FIT FOR THE POSITION

UNIFORM SIZING AND OPTIONS (ITEMS ISSUED WHEN EARNED)			
Your Height:			
X	Uniform Item & Options	Preferred Size	Your Measurements (Inches)
Head / Hat			
X	Tactical Ballcap, Black (x1)		
X	Campaign Hat, Brown (Hats issued by request Only)		
Jacket			
Top			
			(Chest AND Arm Length)
T-Shirt			
X	Instructor Polo Shirt, Black (x1)		
Belt			
X	BDU style Pants Belt, Khaki, Coyote, or reversible (x1)		
Pants			
X	Instructor Tactical Pants, Tan (x1)		(Waist AND Inseam)
Boots			
X	Duty shoes 6" tall, Coyote (x1 Pair) (Personnel may be asked to wear issued boots instead of being issued new footwear)		N/A
Equipment			
		N/A	N/A
Insignia			
		Regulation	N/A
NOTE: Please include BOTH Size (Sm / Md / Lg / XL etc.) AND 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				