

# CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
<b>Special Vehicle Operator / Crew</b>	<b>SVO-1</b>	<b>SVOC1</b>	<b>Rated &amp; Non-Rated Personnel</b>	
DETAILS				
HAZARDOUS ROLE STATUS	POSITION COMMAND	POSITION LOCATION	SERVICE POINTS REQUIRED	
<b>Yes</b>	<b>Personnel retain original Command assignment</b>	<b>Sector 2 Junction City, OR</b>	<b>None</b>	
TYPE OF POSTING	OPEN DATE RANGE	RATING LEVEL	POSITION RANK	RANK SYSTEM DESIGNATOR
<b>Internal and External</b>	<b>Open Until Closed</b>	<b>All Active Duty &amp; Reserve Rating Levels</b>	<b>G1 Private and Above</b>	<b>100</b>
POSITION DESCRIPTION				
<ul style="list-style-type: none"> <li>Special Vehicle Operations (SVO) personnel are Rated and Non-Rated members of the Central Aid Agency who are tasked with providing Emergency Response off-road vehicle capability as part of Task Force 2. Trained in disaster response and off-road vehicle operations, these personnel are deployed to incidents to provide off-road vehicle based rescue, relief, and assistance to those in need.</li> </ul>				
TYPE OF ASSIGNMENT				
<ul style="list-style-type: none"> <li>This is an <b>Additional Duty Assignment</b>. Personnel assigned to Task Force 2 carry out the related duties in addition to their main role within the Central Aid Agency, and must maintain simultaneous standards for both roles.</li> <li><b>Membership Type (choose ALL that apply):</b></li> </ul> <p><input type="checkbox"/> <b>Vehicle Provider</b> (I have a vehicle that can be used for special vehicle operations)</p> <p><input type="checkbox"/> <b>Crew Member</b> (Deploys as a crew member in the vehicle)</p> <p><input type="checkbox"/> <b>Operator</b> (Trained to operate vehicles, supported by crew, during special vehicle operations)</p>				

DESCRIPTION OF DUTIES
<ul style="list-style-type: none"> <li>• Utilize off-road vehicles to respond to emergency situations.</li> <li>• Participate in patrols of off-road vehicle areas to assist with emergency response and/or vehicle recovery as a community service or fundraiser, as needed.</li> <li>• Provide off-road vehicle support to partner agencies, as needed.</li> <li>• Provide off-road vehicle capability in support of C.A.A. operations or missions.</li> <li>• Conduct vehicle based response training and activities.</li> <li>• Assist with disaster mitigation and preparedness.</li> <li>• Help educate the public about vehicle disaster response and preparedness.</li> <li>• Provide transportation for C.A.A. personnel during official activities, operations, and deployments.</li> <li>• Assist as needed with other emergency response units.</li> <li>• Participate in regular training and disaster response related activities and events.</li> <li>• Participate and represent the C.A.A. in parades and other public relations events.</li> <li>• Other related duties as assigned.</li> </ul>
MEMBERSHIP REQUIREMENT
<ul style="list-style-type: none"> <li>• This role is open to both Rated and Non-Rated personnel.</li> </ul>
FAITH REQUIREMENT
<ul style="list-style-type: none"> <li>• No specific faith requirement.</li> <li>• Rated personnel must follow the Code of Conduct.</li> </ul>
HOURS / ACTIVENESS REQUIREMENTS
<ul style="list-style-type: none"> <li>• Personnel must maintain the minimum activeness standards required by their level of Rating or membership type.</li> <li>• Personnel must make a concerted effort to be regularly involved in unit operations and training to stay current on their skills.</li> </ul>
PAYSCALE
<ul style="list-style-type: none"> <li>• This is a volunteer position</li> </ul>
BENEFITS
<ul style="list-style-type: none"> <li>• No benefits are currently offered for this position</li> </ul>
HYGIENE AND APPEARANCE REQUIREMENTS
<ul style="list-style-type: none"> <li>• Personnel must maintain the hygiene and appearance requirements of their home unit and Primary Duty Assignment.</li> </ul>
UNIFORM
<ul style="list-style-type: none"> <li>• Personnel wear the uniform of their home unit.</li> <li>• Personnel may be issued a Task Force 2 patch to be displayed on their uniforms.</li> </ul>

## 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.
- Proper safety equipment required for the specific vehicle type must be worn and/or used at all times while operating the vehicle, when applicable.

### ---Required Equipment (Vehicle Providers)---

- Rugged vehicle with 4 wheel drive or similar off-road capability.
- Vehicles must be in a presentable and serviceable condition, and able to pass inspection.
- Vehicles must be reliable, and road legal vehicles must have a current registration and insurance policy.
- Must display issued or approved SVO magnetic door signs and/or other approved SVO insignia. The signs are to be up to 10 inches tall by 20 inches wide and placed neatly centered above any trim on both the driver and passenger side front vehicle doors, with the correct direction of the sign facing forward (typically the SVO emblem is to be facing forward when placed on the sides, and left when placed on the back - if applicable); unless the construction of the door does not allow for the display of the sign on the doors, then they may be displayed neatly elsewhere on the vehicle. The signs or other approved insignia must be displayed whenever possible when performing official activities. The signs should not be displayed when off duty, unless transiting to or from an official activity or deployment. An additional sign may be placed neatly on the rear of the vehicle at the discretion of the vehicle owner and command authority.
- Providers may place a small SVO vehicle affiliation decal on the rear windshield of the vehicle, as long as it does not obscure the driver's view. Other SVO decals may be placed on the vehicle in other locations at the discretion of the vehicle owner and the approval of their chain of command.
- Any bumper stickers or other markings that are political or offensive in nature, must be removed or sufficiently covered, so as not to be seen at any time while the vehicle is performing official activities.
- Vehicles must have a valid Oregon ATV Permit. Permits must be displayed in a visible location on the rear of the vehicle.
- Vehicles must meet all minimum requirements required by ATV regulations related to the specific ATV vehicle class.
- Vehicles must have and/or carry a flag. Flags must be a minimum 9 feet off the ground when mounted to the vehicle, and must be either orange or red.
- Posse box or similar for holding forms and records.
- At least one sturdy shovel.

---Recommended Equipment (Vehicle Providers)---

- Tool for airing down the tires, and/or mechanical tire deflators.
- Portable air compressor for airing tires back up.
- Off-road style tires, with sufficient width and tread.
- Portable radio (compatible with C.A.A. and/or amateur radio frequencies)
- GPS navigation device.
- Front mounted power winch, rated high enough to lift the entire weight of the vehicle. (An additional rear mounted winch may also be useful)
- After market off-road bumpers with improved transition angles and clearances.
- Hi-lift jack.
- Vehicle recovery gear and rigging.
- Off-road vehicle lights to provide extra illumination in low-light environments.
- Amber/White or solid Amber emergency vehicle style lights.
- Vehicle medical kit.
- Emergency supplies of food, water, and survival gear.
- Extra fuel.
- Chainsaw (electric/gas).

<b>SVO VEHICLE REGISTRATION (VEHICLE PROVIDERS)</b> <small>To register more vehicles, use additional forms.</small>	
<b>Vehicle Identification Number (VIN) –OR– Serial Number</b>	
<b>Vehicle License Plate (At Time of Application – Road Legal Vehicles)</b>	
<b>State Issued</b>	<b>Number</b>
<b>Vehicle Insurance Policy Number (At Time of Application – Road Legal Vehicles)</b>	
<b>Vehicle Registration Number (At Time of Application – Road Legal Vehicles)</b>	
<b>Vehicle Make</b>	
<b>Vehicle Model</b>	
<b>Vehicle Color</b>	
<b>Vehicle Fuel Type (Gas, Diesel, etc.)</b>	
<b>Vehicle Drive Configuration (2WD, 4WD, AWD, etc.)</b>	<b>Vehicle Lifted?</b>
 	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Vehicle Transmission Type (Automatic / Manual / Other – Explain)</b>	
<b>Vehicle Registered Owner</b>	
<b>Registered Owner Contact Information</b>	
<b>Registered Owner Address</b>	
<b>Any Additional Notes or Comments</b>	

## DESCRIPTION OF SELECTION PROCESS

- Application Submission.
- Approval by TF2 or ERF Officer.
- Assignment to Task Force 2 unit within Emergency Response Force 1.
- Attend and complete any required mandatory minimum qualification and training.
- Pass inspection and equipment check (Vehicle Providers Only)
- Receive Deployable Status.
- Personnel will be on probation for up to six (6) months after initial assignment.

## ELIGIBILITY

- **This role is open to both Rated and Non-Rated personnel.**
- Special Vehicle Operations is open to all, no prior experience required.

### CERTIFICATIONS:

- Must complete any mandatory basic training as required.
- Must complete any minimum ICS training as required.
- Must have or get proper ATV operator licensing as required for ATV type (Vehicle Operators).
- Ham radio certification (Technician or above) is strongly recommended. Rated personnel who are or become ham radio certified will be issued a radio and given preference for promotion and special assignments.

### ABILITY/BACKGROUND:

- Must be comfortable in the presence of death and/or corpses.
- Must be comfortable facing and overcoming difficult challenges.
- Must be comfortable wearing a uniform.
- Must be comfortable operating during stressful situations.
- Must be willing to meet the scheduling and training requirements of the unit.
- Must be comfortable around blood, first aid and/or medical and other emergencies.
- 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 an organized unit.
- Resistance to motion sickness is preferred.

### ---Vehicle Operators---

- Must be a competent, experienced, and capable driver.
- Must have no, or low frequency of, any driving infractions.
- Must have no serious driving infractions in the last 5 years.
- Must demonstrate effective driving ability and skill.
- Must keep safety as paramount concern.
- Must follow the rules of the road, and applicable off-road vehicle regulation.
- Must demonstrate and use good judgment.
- Must demonstrate and use proper safety equipment.

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
<b>BELOW FOR C.A.A. PERSONNEL APPLICANTS ONLY</b>	
CURRENT COMMAND OR BRANCH	CURRENT UNIT
CURRENT COMMANDING OFFICER	YOUR C.A.A. ID NUMBER
<b>BELOW FOR AUTHORIZING OFFICER ONLY</b>	
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
<b>Name (Last, First)</b>		<b>Number</b>		
<b>PREVIOUS ASSIGNMENT</b>				<input type="checkbox"/> Check if none
<b>COMMAND</b>				
<b>UNIT</b>				
<b>NEW ASSIGNMENT</b>				
<b>COMMAND</b>				<input type="checkbox"/> Check if same as above
<b>UNIT</b>				<input type="checkbox"/> Check if same as above
<b>DATE END PREVIOUS</b>		<b>DATE START NEW</b>		
<input type="checkbox"/> Check if all below remaining unchanged				
<b>PREVIOUS SECURITY CLEARANCE</b>		<b>NEW SECURITY CLEARANCE</b>		
<b>PREVIOUS RANK</b>	<b>RSD#</b>	<b>NEW RANK</b>	<b>RSD#</b>	
<b>PREVIOUS DUTY STATUS</b>		<b>NEW DUTY STATUS</b>		
<b>COMMENTS</b>				
<b>AUTHORIZING OFFICER</b>			<b>DATE</b>	
<b>NUMBER</b>				



