

# CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
<b>Chaplain Team Leader / Second-In-Command</b>	<b>CH-3</b>	<b>CHTL1 (TL) CHTSIC1 (SIC)</b>	<b>Rated Personnel</b>	
DETAILS				
HAZARDOUS ROLE STATUS	POSITION COMMAND	POSITION LOCATION	SERVICE POINTS REQUIRED	
<b>Yes</b>	<b>Chaplain Corps</b>	<b>Sector 2 Junction City, OR</b>	<b>100</b> <small>(Or equivalent experience)</small>	
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 Commissioned Officer Rating Levels</b>	<b>D7 First Lieutenant (TL) D6 Lieutenant (SIC) and above</b>	<b>100</b>
POSITION DESCRIPTION				
<ul style="list-style-type: none"> <li>Chaplain Team Leaders and Second-In-Commands (SIC) carry out all the same duties and responsibilities as a regular Chaplain, but additionally are responsible for overseeing a Team of approximately 3 – 6 other Chaplain personnel. Specifically a Team Leader is responsible for managing the operations of the team, including training for the unit. The SIC is responsible for assisting the Team Leader with leadership of the unit and can take over in emergencies.</li> </ul>				
TYPE OF ASSIGNMENT				
<ul style="list-style-type: none"> <li>This is a Primary Duty Assignment. Personnel assigned to the Chaplain Corps carry out the related duties as their main role within the Central Aid Agency.</li> <li><b>Please select the position you are applying for (Choose all that apply):</b></li> </ul> <p><input type="checkbox"/> Team Leader (TL)</p> <p><input type="checkbox"/> Team Second-In-Command (SIC)</p> <ul style="list-style-type: none"> <li><b>PLEASE NOTE: Because this role is important to the function of the organization, personnel are required to prioritize it over other volunteer commitments, especially when their unit is activated.</b></li> </ul>				

<b>DESCRIPTION OF DUTIES</b>
<ul style="list-style-type: none"> <li>• Deploy to assist with and support C.A.A. operations.</li> <li>• Oversee and manage the operations of a Chaplain Team and assigned personnel.</li> <li>• Manage certifications and standards for the unit.</li> <li>• Develop and oversee training for the unit.</li> <li>• Be the primary point of contact for the unit.</li> <li>• Represent the unit and be responsible for its operation and wellbeing.</li> <li>• Oversee the conduct and assignment of unit personnel.</li> <li>• Oversee tasks and duty assignments for unit personnel.</li> <li>• Assist as needed partner agencies with chaplain related activities.</li> <li>• Participate in regular training and disaster response related events.</li> <li>• Other related duties as assigned.</li> </ul>
<b>MEMBERSHIP REQUIREMENT</b>
<ul style="list-style-type: none"> <li>• Chaplain Corps personnel are required to be members of the Central Aid Agency in a Rated capacity.</li> </ul>
<b>FAITH REQUIREMENT</b>
<p>Devoted Follower of Jesus</p> <p>Devoted Follower of Jesus means someone that has accepted Jesus Christ as their Lord and Savior into their life, is engaged in an active relationship with Him, and must demonstrate on a regular basis at least four or more of the below:</p> <ul style="list-style-type: none"> <li>• Seeks to honor God in their words and actions.</li> <li>• Makes decisions prayerfully with wisdom and critical thinking based on objective and verifiable facts, rather than emotion or baseless ideology.</li> <li>• Seeks to live according to Christ's teachings as best they can.</li> <li>• Acts with wisdom, humbleness, and uses introspection in consultation with God to guide self-improvement.</li> <li>• Is knowledgeable about matters of faith and the Bible.</li> <li>• Does not blatantly engage in activities, behavior, or lifestyle that is sinful.</li> <li>• Values faith, goodness, truth, honesty, and honor.</li> </ul>
<b>HOURS / ACTIVENESS REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Personnel must maintain the minimum activeness standards required by their level of Rating.</li> </ul>
<b>PAYSCALE</b>
<ul style="list-style-type: none"> <li>• This is a volunteer position</li> </ul>
<b>BENEFITS</b>
<ul style="list-style-type: none"> <li>• No benefits are currently offered for this position</li> </ul>

## HYGIENE AND APPEARANCE REQUIREMENTS

### Type 2.5 (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 not specifically restricted, but must be professional in appearance. Beards if worn must be practical, trimmed, and well groomed.
- 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.

Type 2 – Field Chaplains (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

- Chaplain Corps personnel typically wear full uniforms (Class C or greater)
- Field Chaplain personnel assigned to an Emergency Response Force unit will typically wear the same uniform as the rest of the unit.

EQUIPMENT

- Equipment personally purchased by personnel is their property and they may keep it upon leaving the program.
- All other equipment is issued to personnel and must be returned upon leaving the program.

## DESCRIPTION OF SELECTION PROCESS

- Application Submission
- Interview by the chain of command (may be waived)
- Approval by Chaplain senior officer within the chain of command
- Complete any additional training, as required.
- Confirmation and deduction of points, and promotion
- Personnel will be on probation for up to one (1) year after initial assignment.

## ELIGIBILITY

- **This role is open to Rated personnel.**

### EDUCATION/WORK EXPERIENCE:

- Must have at least 100 Service Points, or equivalent experience
- Must have at least 1 year in service with the Chaplain Corps, or equivalent experience.
- Must not be on any disciplinary, probationary, or remedial processes related to the Chaplain Corps.

### CERTIFICATIONS:

- Must complete ICS 800 within 1 month of assuming duties.  
---Field Chaplains Only---
- Ham radio certification (Technician or above) is strongly recommended. Field Chaplain 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 leading others.
- Must be a competent, organized, and responsible leader.
- Must be a self-starter, self-motivated, and self-disciplined.
- Must watch out for the wellbeing of their personnel.
- Must maintain certifications and standards within the unit.
- Must be comfortable in the presence of death and/or corpses.
- 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 around blood, first aid and/or medical 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 a highly organized unit.

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

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>				<input type="checkbox"/> Check if same as above
<b>COMMAND</b>				
<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>				