

CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
Sector 2 Equipment Quartermaster	S2-EQ	S2EQ1	Rated Personnel	
DETAILS				
HAZARDOUS ROLE STATUS	POSITION COMMAND	POSITION LOCATION	SERVICE POINTS REQUIRED	
No	Personnel retain original Command assignment	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 Rating Levels	G1 Private and Above	100
POSITION DESCRIPTION				
<ul style="list-style-type: none"> The Sector 2 Equipment Quartermaster is responsible for overseeing, managing, and issuing, all equipment for units and personnel in or affiliated with the Central Aid Agency. The Equipment Quartermaster is also responsible for uniform and equipment purchasing, production, and supply chain logistics. Finally, the Equipment Quartermaster oversees equipment return, grading, organization, and storage for the Central Aid Agency. 				
TYPE OF ASSIGNMENT				
<ul style="list-style-type: none"> This is an Additional Duty Assignment. Personnel assigned as the Sector 2 Equipment Quartermaster carry out the related duties in addition to their main role within the Central Aid Agency, and must maintain simultaneous standards for both roles. However, it may be made into a Primary Duty Assignment in the future. 				
DESCRIPTION OF DUTIES				
<ul style="list-style-type: none"> Oversees all aspects of equipment logistics. Has purchase authority for purchasing uniforms and equipment. Manages finances related to equipment, and attempts to secure deals and sales. Grades, organizes, and stores uniforms and equipment. Issues uniforms and equipment. Oversees equipment returns from personnel. Responsible for overseeing equipment supply and production. Approves, denies, and fulfills requisition requests. Acts as point of contact between C.A.A. and equipment suppliers/producers. Responsible for managing issues related to equipment scarcity and/or supply chain issues. Oversees equipment inventory and inventory management. Other related duties as assigned. 				

MEMBERSHIP REQUIREMENT
<ul style="list-style-type: none"> • Equipment Quartermasters are required to be a member 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. • Equipment Quartermasters are expected to be actively engaged in this role on an ongoing basis if selected.
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
<ul style="list-style-type: none"> • Personnel follow the hygiene and appearance requirements of their home unit.
UNIFORM
<ul style="list-style-type: none"> • Personnel will typically wear a Class D uniform, or the uniform of their home unit.
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. • Equipment Quartermasters will be designated by a role badge worn on the uniform.
DESCRIPTION OF SELECTION PROCESS
<ul style="list-style-type: none"> • Application Submission. • Interview by the Sector Commander and/or ranking Sector officers. • Approval by the Sector Commander or ranking officer within the Sector chain of command. • Personnel will be on probation for up to one (1) year after initial assignment.

ELIGIBILITY

- **This role is open to Rated personnel.**
- Priority will be given to those with prior experience.

EDUCATION/WORK EXPERIENCE:

- Must demonstrate ability to carry out the duties associated with this role.
- Must have familiarity with uniforms, equipment, suppliers, and production.
- Experience as retail purchaser, quartermaster, or supply officer (or similar role) preferred, but not absolutely necessary.

CERTIFICATIONS:

- Any quartermaster or equipment related certifications are recognized and accepted.

ABILITY/BACKGROUND:

- Must be responsible and able to manage finances.
- Must be trustworthy.
- Must be organized.
- Must be detail-oriented.
- Must be a self-starter, self-motivated, and self-disciplined.
- Must have a good work ethic.
- Must be able to find deals and discounts.
- Must be knowledgeable about uniforms and equipment.
- Must be familiar with C.A.A. regulation related to uniforms and equipment, and how to find them.
- Must be willing and able to problem solve, especially problems related to supply chain and production/customization.
- Must be able to handle all stages of uniform/equipment production, from purchasing, to production, to issuing and then return
- Must be able to make decisions and problem solve.
- Must be communicative, and able to report to superiors about updates and issues.
- Must recognize that uniforms and equipment are a very important part of Central Aid Agency operations, and is an integral part of the image of the organization; therefore must be held to the highest standards possible.

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
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				