

CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
Sector 2 Headquarters Facility Committee Member	S2-FCM	S2FCM1	Rated & Non-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 & Reserve Rating Levels	G1 Private and Above	100
POSITION DESCRIPTION				
<ul style="list-style-type: none"> Members of the Sector 2 Facility Committee help manage, maintain, develop, and operate the physical building and related infrastructure that comprise Sector 2 Headquarters. Members of the Facility Committee are responsible for taking point on facility related matters, and help ensure the facility is maintained and kept available for use by the agency, its units, and personnel. 				
TYPE OF ASSIGNMENT				
<ul style="list-style-type: none"> This is an Additional Duty Assignment. Personnel assigned to the Sector 2 HQ Facility Committee 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"> Work to develop, organize, and improve the Sector 2 HQ facility. Conduct and manage regular maintenance and improvement projects. Develop and implement protocols and instructions for facility use. Assist other C.A.A. units and personnel with using the facility. Oversee facility physical infrastructure and its development. 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				
<ul style="list-style-type: none"> No specific faith requirement. Rated 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 or membership type. • Members are expected to regularly participate in maintenance/development projects and work parties related to the facility.
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.
DESCRIPTION OF SELECTION PROCESS
<ul style="list-style-type: none"> • Application Submission. • Approval by the Sector Commander or ranking officer within the Sector chain of command. • 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 and Non-Rated personnel. • No prior experience necessary. <p>ABILITY/BACKGROUND:</p> <ul style="list-style-type: none"> • Must be comfortable conducting and participating in work projects. • Must have a strong work ethic. • Must have a positive attitude. • Must be comfortable working in a team setting.

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				