



DISASTER RELIEF
New Unit Leaders (Blue Caps)
Selection/Approval Process
July 8, 2024, Revision

Traits of a Unit Leader

1. Spiritually mature Christian
2. Active member of a Christian church
3. Active in disaster relief activities
4. Good reputation
5. Demonstrated leadership skills
6. Wise steward of resources.
7. Mature adult
8. Willingness to learn and train
9. Ability/willing to deploy with a disaster relief unit.
10. Current Yellow Cap credentials

Selection Process

Unit Leader Candidates may be recommended by local unit leadership, another Unit Leader, Unit Leader Candidate's pastor or director of missions, or Texans on Mission leadership.

1. Recommending person
 - Complete "Unit Leader Candidate" section of Selection/Approval form. (All blanks must be completed.)
 - Complete "Recommending Person" section of Selection/Approval form. (All blanks must be completed.)
 - If Unit Leader Candidate is compatible with "Traits of a Unit Leader" (above) is answered "No," no additional action is required and the volunteer cannot serve as a Unit Leader.
 - Insert name and date on form and forward form to appropriate Area Coordinator (Area Coordinator for area in which Unit Leader Candidate resides)
2. Area Coordinator
 - Reviews information provided by Recommending Person
 - Contacts Texans on Mission Administrative Assistant to verify training
 - Yellow Cap credentials must be current.
 - Recommends approval (If Area Coordinator does not recommend approval, provide explanation in comment section)
 - Insert name and date on form and forward to appropriate Specialty Coordinator



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3. Specialty Coordinator
 - Reviews information provided by Recommending Person and Area Coordinator
 - Recommends approval (If Specialty Coordinator does not recommend approval, provide explanation in comment section)
 - Insert name and date on form and forward to State Disaster Relief Director)
4. State Disaster Relief Director
 - Reviews all information provided by Recommending Person and Area Coordinator
 - Approves new Unit Leader (If State Disaster Relief Director does not recommend approval, provide explanation in comment section and return to Area Coordinator and Recommending Person)
 - Insert name and date on form
 - Sends letter of congratulations to new Unit Leader
 - Provides copy of form to Area Coordinator and Specialty Coordinator of preferred specialty
 - Files completed form in appropriate location

Notes:

1. The Disaster Relief data base will not be updated with Unit Leader status until completion of Unit Leader training.
2. Texans on Mission will provide each new Unit Leader a “Blue Cap” after completion of training.

Unit Leader Training

1. All new Unit Leaders should complete Unit Leader training prior to functioning as a Unit Leader. Any exception must be approved by the State Disaster Relief Director.
2. All Unit Leaders must complete additional authorized Unit Leader training (Renew Credentials) as provided by Texans on Mission at least every three (3) years. Unit Leader designation will be forfeited if the provided training is not completed within the allowed time period.
3. All Unit Leaders are encouraged to complete FEMA courses 100, 200, 400, 700 and 800. These courses are available and may be completed “on line” at FEMA.gov.



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General Information

1. A trained Texans on Mission Unit Leader may function as the Unit Leader of any deployed unit; however, a Unit Leader should recognize his own limitations and not serve as a Unit Leader of a deployed unit for which he does not have the necessary training and technical expertise.