

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

A Component of the National Response Framework
Emergency Support Function # 9



June 2011

LOGISTICS SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System
Task Force Position Description
Logistics Specialist

Page Left Blank Intentionally

FEMA National US&R Response System

Task Force Position Description

Logistics Specialist

Position Specific Requirements:

The Logistics Specialist is responsible for ensuring the preparation and maintenance of the task force equipment cache. The Logistics Specialist reports directly to the Logistics Team Manager.

Description of Duties:

The Logistics Specialist is responsible for:

- Coordinating the packaging, transporting, distribution, and maintenance of the Task Force equipment cache prior, during, and subsequent to mission assignments
- Coordinating with military and/or civilian officials for transportation needs
- Procuring equipment as directed by the Logistics Team Manager
- Ensuring accountability and security of the task force equipment cache
- Maintaining accurate and timely records and reports
- Adhering to all safety procedures
- Maintains and repairs the task force equipment cache
- Assist with over-all management of task force facilities and fleet
- Coordinate and direct Support Specialists
- Performing additional tasks or duties as assigned

FEMA National US&R Response System

Task Force Position Description

Logistics Specialist

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Logistics Specialists in the DHS/FEMA National US&R Response System. The intent of these requirements is to select personnel capable of managing the logistics needs of the Task Force in the urban disaster environment.

Required Training:

The Logistics Specialist shall:

1. Meet all Administrative and General Training requirements
2. Complete FEMA National US&R Response System GPS Awareness Level Course
3. Complete the FEMA National US&R Response System Logistics Specialist Course
4. Complete OSHA 29 CFR 1910.178 (forklift training) course
5. Complete a DOT Hazardous Materials Handler/Packer/Labeler course as established by 49 CFR, Part 172.704

Recommended Training:

The Logistics Specialist should:

1. Complete Ordering Manager course (J-252)
2. Complete Receiving and Distribution Manager course (J-253)
3. Complete Base Camp Manager course (J-254)
4. Complete Equipment Manager course (J-255)
5. Complete Security Manager course (J-259)
6. Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground
 - a. IATA
 - b. Title 49 CFR
 - c. AFMAN 24-204