

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



## LOGISTICS SPECIALIST POSITION DESCRIPTION

## **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 (when staffed)
- 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 DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Complete the DHS/FEMA National US&R Response System Logistics Specialist Course
4. 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

#### **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 OSHA 29 CFR 1910.178 (forklift training) course