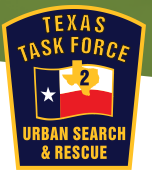


TECHNICAL INFORMATION SPECIALIST



POSITION SUMMARY

- Gathering requested information from all available sources and forwarding to the Planning Team Manager for incorporation into the planning function
- Creating, displaying, providing, and compiling documentation for all pertinent task force and incident information via written, audio, and visual media
- Providing accountability, maintenance, and minor repairs for all planning team equipment
- Coordinating with other functions (Operations, Logistics, etc.) within the task force to ensure critical information is collected and distributed to the appropriate parties
- Serving as a technical expert for critical data collection tools across various platforms
- Ensuring the operational readiness of planning team equipment and applicable cache equipment
- Performing additional tasks or duties as assigned

REQUIREMENTS

- Physical Training Walk: Members must be able to walk 2 miles within 40 minutes carrying a thirty-pound pack (tested annually)
- Medical Clearance: Members must be cleared by Medical Staff (renew every 3 years)

REQUIRED GENERAL TRAINING

Complete prior to application (no cost):

- [ICS-100](#), [ICS-200](#), [ICS-700](#), and [ICS-800](#)

Complete once accepted to the team (cost covered by Task Force):

- Water Rescue Awareness
- FEMA National US&R Response System Orientation – Computer-Based Portion
- Blood-Borne Pathogen Training
- Critical Incident Stress Awareness
- CPR License (renew as needed)
- Confined Space Search and Rescue Awareness
- Structural Collapse Search and Rescue Awareness

Complete during New Member Orientation (cost covered by Task Force):

- FEMA National US&R Response System Orientation- instructor-Led
- First Responder Operations Level for Hazardous Materials (renew annually)
- Respiratory Protection Training and Fit Test (renew annually)
- FEMA US&R Enhanced Operations in the Contaminated Environment - Instructor-Led

PAPERWORK REQUIREMENTS

After acceptance onto the Task Force, you will need to have the following documents on file:

- Memorandum of Understanding (renew every 3 years)
- Application for Federal Employment
- Immunization Record
- Signed Code of Conduct
- FEMA Transmittal
- FEMA Affidavit
- TEEX General Release

REQUIRED POSITION-SPECIFIC TRAINING

- FEMA US&R Planning Team Training

ANNUAL TRAINING REQUIREMENTS

- Either an Operational Readiness Exercise (3 days) or a Mobilization Exercise (2 days)
- 1 Regional Training (1 day)
- Skill Set (2 days)
- Recommended attendance at monthly Planning Team meetings (1 Hour)

TRAINING RECOMMENDATIONS

- Swiftwater Rescue Levels I&II
- Wide Area Search
- MGT-314 (If pursuing a leadership role)
- ICS 300
- IS-922 Applications of GIS for Emergency Management
- NIMS ICS All-Hazards Situation Unit Leader Course
- NIMS ICS All-Hazards Planning Section Chief
- Other relevant GIS courses

FINANCIAL REQUIREMENT / DEPLOYMENT EQUIPMENT LIST

Uniform items and Personal Protective Equipment (PPE) are provided by the Task Force, items not provided include:

- Belt
- US&R Boots
- Sleeping clothes, Undergarments, and socks
- Swimmer's towel and small towel
- Hygiene kit/Toiletries

The following items are optional for personal protection or comfort:

- Additional bedding options for comfort
- Wet wipes
- Personal Hand Tools
- Other items as desired