

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

COMMUNICATIONS SPECIALIST POSITION DESCRIPTION

FEMA National US&R Response System
Task Force Position Descriptions
Communications Specialist

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FEMA National US&R Response System
Task Force Position Descriptions
Communications Specialist

Position Specific Requirements:

The Taskforce Communications Specialist is responsible for managing, and maintaining, all communications and communications systems for their Task Force. The Communications Specialist reports directly to the Logistics Team Manager.

Description of Duties:

The Communications Specialist is responsible for:

- Keeping the Task Force Leader and Logistics Manager informed of the capabilities and/or limitations of incident communications
- Assessing overall communications needs, obtaining frequencies, and developing the Task Force Incident Communications Plan
- The installation, operation, and maintenance of the task force communications systems, including: radio, satellite, telephone, internet, GPS's and networks during incidents
- Coordinating communications with other entities, task forces, and the Incident Support Team (IST) Communication Unit Leader
- Adhering to all safety procedures
- Accountability, preventive maintenance, and minor repairs of communications equipment
- Maintaining appropriate records and reports
- Maintaining the communications cache in an operational state at all times
- Developing requests for replacement, or repair, for consumable, inoperative, lost, damaged, or destroyed communications items
- Develop a Task Force Communications Plan (ICS 205) as part of Tactical Action Plan
- Operate as an IST Communications Center Dispatcher

**FEMA National US&R Response System
Task Force Position Descriptions
Communications Specialist**

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Communications Specialists in the National US&R Response System. The intent of these requirements is to select personnel capable of managing the communications needs of the task force in the disaster environment.

Required Training:

The Communication Specialist shall:

1. Meet all Administrative and General Training requirements
2. Complete FEMA National US&R Response System GPS Awareness Level Course
3. Complete FEMA National US&R Response System Communications Specialist Course

Recommended Training:

The Communications Specialist should:

1. Complete Communications Technician (S-258 USWG) and/or All-hazard Comm Tech (DHS-xxx-RESP)
*Currently required for IST Communications Unit Leader Position
2. Complete Communications Unit Leader (S-358 USWG) and/or All-hazard Comm U/L (DHS-114-RESP)
*Currently required for IST Communications Unit Leader Position
3. Advanced Communications Specialist Qualification (ACOM US&R)
*This is a MERS qualification process
4. Complete 2005 or later version of the FEMA National US&R Response System Communications Specialist Course including the Non-disclosure of Sensitive Information training