

LOGISTICS SPECIALIST



POSITION SUMMARY

- Coordinating the packaging, transport, distribution and maintenance of the task force equipment cache prior to, during, and subsequent to mission assignments
- Coordinating with military and/or civilian officials for transportation needs, sleeping arrangements, and food
- 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
- Maintaining and repairing the task force equipment cache
- Assisting with over-all management of task force facilities and fleet
- Coordinating and directing support specialists
- 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
- TEEEX General Release

REQUIRED POSITION-SPECIFIC TRAINING

- FEMA US&R GPS Awareness Level
- FEMA US&R Logistics Team Training
- Forklift training as established by OSHA 29 CFR 1910.178
- DOT Hazardous Materials Handler/Packer/Labeler as established by 49 CFR, Part 172.704

ANNUAL TRAINING REQUIREMENTS

- Either an Operational Readiness Exercise (3 days) or a Mobilization Exercise (2 days)
- 1 Regional Training (1 day)
- Skill Set/Work Days (at least 12 days)

TRAINING RECOMMENDATIONS

- Ordering Manager
- Receiving and Distribution Manager
- Base Camp Manager
- Equipment Manager
- Security Manager
- Certifying Official for Transportation Requirements and Regulations – Air and Ground in accordance with the following documents:
 - International Air Transport Association (IATA)
 - Title 49 Code of Federal Regulations (CFR)
 - Air Force Manual (AFMAN) 24-204
- Swiftwater Rescue Levels I&II
- Wide Area Search
- MGT-314 (If pursuing a leadership role)
- ICS 300 and ICS 400 (If pursuing a leadership role)

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