

Logistics Specialist

Task Force Position Description

A. Functional Description

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.

B. Description of Duties

The Logistics Specialist is responsible for the following:

1. Coordinating the packaging, transport, distribution and maintenance of the task force equipment cache prior, during and subsequent to mission assignments
2. Coordinating with military and/or civilian officials for transportation needs
3. Procuring equipment as directed by the Logistics Team Manager
4. Ensuring accountability and security of the task force equipment cache
5. Maintaining accurate and timely records and reports
6. Adhering to all safety procedures
7. Maintaining and repairing the task force equipment cache
8. Assisting with over-all management of task force facilities and fleet
9. Coordinating and directing support specialists
10. Performing additional tasks or duties as assigned

C. Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Logistics Specialists in the 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.

D. Required Training

The Logistics Specialist shall adhere to the following:

1. Complete all Administrative and General Training requirements
2. Complete the *FEMA US&R GPS Awareness Level Course* (Course Code: 9G6200)
3. Complete the *FEMA US&R Logistics Team Training - Instructor-Led Training* (Course Code: 9P4131)
4. Complete a forklift training course as established by OSHA 29 CFR 1910.178
5. Complete a *DOT Hazardous Materials Handler/Packer/Labeler* course as established by 49 CFR, Part 172.704

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E. Recommended Training

The Logistics Specialist should complete the following:

1. *Ordering Manager* course (Course Code: NWCG J-252)
2. *Receiving and Distribution Manager* course (Course Code: NWCG J-253)
3. *Base Camp Manager* course (Course Code: NWCG J-254)
4. *Equipment Manager* course (Course Code: NWCG J-255)
5. *Security Manager* course (Course Code: NWCG J-259)
6. Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground in accordance with the following documents:
 - 6-1. International Air Transport Association (IATA)
 - 6-2. Title 49 Code of Federal Regulations (CFR)
 - 6-3. Air Force Manual (AFMAN) 24-204