COMMUNICATIONS SPECIALIST

I. Functional Description

The task force Communications Specialist is responsible for managing, and maintaining, all communications and communications systems for his/her task force. The Communications Specialist reports directly to the Logistics Team Manager.

II. Description of Duties

The Communications Specialist is responsible for the following:

- 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, GPSs and networks during incidents
- Coordinating communications with other entities, task forces and the Incident Support Team (IST) Communications 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 items
- Developing a task force communications plan (ICS 205) as part of the tactical action plan
- Operating as an IST communications center dispatcher

III. 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.

IV. Required Training

The Communication Specialist shall adhere to the following:

- Meet all administrative and general training requirements
- Complete the National US&R Response System GPS Awareness Level Course
- Complete the National US&R Response System Communications Specialist Course

V. Recommended Training

The Communications Specialist should complete the following:

- Communications Technician Course (S-258 USWG) and/or All-Hazards Communications Tech Course ((DHS-xxx-RESP), which is currently required for IST Communications Unit Leader position
- Communications Unit Leader Course(S-358 USWG) and/or All-Hazards Communications U/L Course (DHS-114-RESP), which is currently required for IST Communications Unit Leader position
- Advanced Communications Specialist Qualification (ACOM US&R), which is a MERS qualification process
- The 2005 or later version of the National US&R Response System Communications Specialist Course including the Non-Disclosure of Sensitive Information Training