

LOGISTICS SPECIALIST

I. 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.

II. Description of Duties

The Logistics Specialist is responsible for the following:

- Coordinating the packaging, transport, distribution and maintenance of the task force equipment cache prior, during and subsequent to mission assignments
- Coordinating with military and/or civilian officials for transportation needs
- 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

III. 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.

IV. Required Training

The Logistics 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 Logistics Specialist Course
- Complete OSHA 29 CFR 1910.178 (forklift training) course
- Complete a DOT Hazardous Materials Handler/Packer/Labeler course as established by 49 CFR, Part 172.704

I. Recommended Training

The Logistics Specialist should complete the following:

- Complete Ordering Manager course (J-252)
- Complete Receiving and Distribution Manager course (J-253)
- Complete Base Camp Manager course (J-254)
- Complete Equipment Manager course (J-255)
- Complete Security Manager course (J-259)
- Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground
 - IATA
 - Title 49 CFR
 - AFMAN 24-204