

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