

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY

# NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

A Component of the National Response Framework  
Emergency Support Function # 9



June 2011

## COMMUNICATIONS SPECIALIST POSITION DESCRIPTION

**FEMA National US&R Response System**  
**Task Force Position Descriptions**  
Communications Specialist

Page Left Blank Intentionally

## **FEMA National US&R Response System**

### **Task Force Position Descriptions**

#### Communications Specialist

#### **Position Specific Requirements:**

The Taskforce Communications Specialist is responsible for managing, and maintaining, all communications and communications systems for their Task Force. The Communications Specialist reports directly to the Logistics Team Manager.

#### **Description of Duties:**

The Communications Specialist is responsible for:

- 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, GPS's and networks during incidents
- Coordinating communications with other entities, task forces, and the Incident Support Team (IST) Communication 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 communications items
- Develop a Task Force Communications Plan (ICS 205) as part of Tactical Action Plan
- Operate as an IST Communications Center Dispatcher

**FEMA National US&R Response System  
Task Force Position Descriptions  
Communications Specialist**

**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.

**Required Training:**

The Communication Specialist shall:

1. Meet all Administrative and General Training requirements
2. Complete FEMA National US&R Response System GPS Awareness Level Course
3. Complete FEMA National US&R Response System Communications Specialist Course

**Recommended Training:**

The Communications Specialist should:

1. Complete Communications Technician (S-258 USWG) and/or All-hazard Comm Tech (DHS-xxx-RESP)  
\*Currently required for IST Communications Unit Leader Position
2. Complete Communications Unit Leader (S-358 USWG) and/or All-hazard Comm U/L (DHS-114-RESP)  
\*Currently required for IST Communications Unit Leader Position
3. Advanced Communications Specialist Qualification (ACOM US&R)  
\*This is a MERS qualification process
4. Complete 2005 or later version of the FEMA National US&R Response System Communications Specialist Course including the Non-disclosure of Sensitive Information training