



# NATIONAL QUALIFICATION SYSTEM (NQS)

POSITION TASK BOOK  
FOR THE POSITION OF

## LOGISTICS SPECIALIST

Version: March 2024

Check the appropriate position type:

Single Type

*(All WVEMD SEOC positions are Single Type)*

<b>POSITION TASK BOOK ASSIGNED TO:</b>
TRAINEE'S NAME:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
<b>POSITION TASK BOOK INITIATED BY:</b>
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
<b>POSITION TASK BOOK WAS INITIATED:</b>
LOCATION:
DATE:

## Required Training

The following courses are required for full PTB completion:

CATEGORY	CODE	TITLE
General	IS-100	Introduction to the Incident Command System
	IS-200	Basic Incident Command System for Initial Response
	IS-700	An Introduction to the National Incident Management System
	IS-800	National Response Framework, An Introduction
Professional Development Series	IS-120	An Introduction to Exercises
	IS-230	Fundamentals of Emergency Management
	IS-235	Emergency Planning
	IS-240	Leadership and Influence
	IS-241	Decision Making and Problem Solving
	IS-242	Effective Communication
Advanced ICS	G-0191	Emergency Operations Center/ICS Interface
	IS-2200	Basic Emergency Operations Center Functions

## Recommended Training

The following courses are **not** required for full PTB completion, but are recommended to enhance your understanding of this position:

CATEGORY	CODE	TITLE
Advanced ICS	ICS 300	Intermediate ICS for Expanding Incidents
	ICS 400	Advanced ICS
Position Specific	E/L 970	NIMS ICS All-Hazards Position Specific, Supply Unit Leader

**Task Completion Codes**

- (C) – Task performed in a classroom or training setting.
- (E) – Task performed during full-scale exercise.
- (F) – Task performed during a functional exercise.
- (T) – Task performed during a tabletop exercise.
- (I) – Task performed during a real-life incident or event.
- (J) – Task performed during day-to-day job duties.
- (A) – Task may be endorsed at any time.

**Task Category: Perform action tracking**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Collect and track open tasks, issues and action items through resolution.	E, F, I		
2. Communicate about tasks, issues, and action items horizontally and vertically as necessary to create awareness and ensure completion.	E, F, I		

**Task Category: Order/request resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Demonstrate understanding of various resource ordering/requesting procedures and requirements.	C, E, F, I, T		
4. Ensure that documentation aligns with reimbursement requirements: <ul style="list-style-type: none"> <li>• Document necessary approvals</li> </ul>	E, F, I, J		
5. Ensure that requests address the resources' logistical needs.	E, F, I		
6. Identify appropriate sources: <ul style="list-style-type: none"> <li>• Intrastate agreements and compacts</li> <li>• Interorganizational agreements such as Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA)</li> <li>• Emergency Management Assistance Compacts (EMAC)</li> <li>• Tribal and local jurisdiction agreements</li> <li>• Preapproved vendors and on-call contracts</li> </ul>	E, F, I, T		
7. Transmit vertical resource requests, such as from local to state or from state to Federal.	E, F, I		
8. Update status of resource requests.	E, F, I		

**Task Category: Complete common coordination and accountability tasks associated with all positions within the EOC**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Demonstrate understanding of EOC activation and operations, including how your function relates to other incident support activities: ● Demonstrate general awareness of local risks and hazards	C, E, F, I, T		
10. Maintain positive, calm demeanor to promote a positive work environment.	E, F, I		
11. Demonstrate effective communication skills, such as the ability to translate technical jargon into plain language.	E, F, I, J		
12. Comply with relevant health and safety requirements.	E, F, I		
13. Demonstrate understanding of EOC Continuity of Operations (COOP), succession, emergency procedures, and safety guidelines.	C, E, F, I, T		
14. Participate in the EOC planning process.	E, F, I		
15. Participate in appropriate EOC meetings and briefings related to your assigned function.	E, F, I		
16. Follow general internal and external information flow processes: ● Demonstrate knowledge of information management systems, such as incident management software	E, F, I		
17. Manage essential elements of information and critical information requests in accordance with processes and procedures: ● Follow EOC approval authorities ● Properly handle Personally Identifiable Information (PII) and sensitive information ● Provide proper documentation for record-keeping and accountability ● Provide information for reports and leadership decisions	E, F, I		
18. Practice proper knowledge management processes and procedures: ● File structures ● Naming conventions ● Archiving processes ● Position logs	E, F, I		
19. Follow processes for resource requests, prioritization, deployment, tracking, reassignment, and demobilization.	E, F, I		
20. Participate in orderly transition of resources and processes from response to recovery.	E, F, I		
21. Transfer responsibilities upon completion of assignment: ● Transfer to replacement, recovery personnel, or other responsible party ● If necessary, shift responsibilities to a non-disaster/day-to-day job	E, F, I		
22. Participate in EOC training and exercises.	E, F		
23. Participate in after action review and improvement planning.	E, F, I, T		

**Task Category: Ensure that EOC infrastructure is operational**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>24.</b> Demonstrate knowledge of key building maintenance support locations, such as: <ul style="list-style-type: none"> <li>● Water/gas shutoffs</li> <li>● Electrical panels</li> <li>● Alarm panels</li> <li>● Heating, ventilation, and air conditioning (HVAC) systems</li>   <li>● Closed-circuit TV cameras</li> <li>● Communications towers</li> <li>● Backup generators</li> <li>● Fuel storage</li> <li>● Fire extinguishers</li> </ul>	E, F, I, J		
<b>25.</b> Ensure adequate communications access: <ul style="list-style-type: none"> <li>● Coordinate with Information Technology (IT) and communications services to meet facility and staff needs</li> <li>● Coordinate facility communications requirements with EOC leadership</li> </ul>	E, F, I, J		
<b>26.</b> Adapt facility setup to meet EOC needs.	E, F, I, J		
<b>27.</b> Ensure that the facility is accessible: <ul style="list-style-type: none"> <li>● Coordinate reasonable accommodations for those with access and functional needs</li> <li>● Provide adequate parking, if necessary</li> </ul>	E, F, I, J		
<b>28.</b> Ensure that communications systems, such as data, voice, and video, are secure, protected, and redundant, as appropriate.	E, F, I, J		
<b>29.</b> Coordinate facility demobilization when EOC team is deactivated.	E, F, I		

***Task Category: Support the needs of EOC personnel***

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>30.</b> Provide for maintenance and sanitation supplies and support.	E, F, I, J		
<b>31.</b> Order EOC logistical support resources as necessary, such as food, office supplies, and kitchen supplies.	E, F, I, J		

***Task Category: Ensure security of the EOC***

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>32.</b> Establish facility access control and accountability: <ul style="list-style-type: none"> <li>● Coordinate with law enforcement and other security organizations</li> </ul>	E, F, I		
<b>33.</b> Ensure implementation of facility security measures.	E, F, I		

34. Help meet EOC operational security requirements, such as by providing shredders or storage containers for sensitive materials.	E, F, I, J		
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**Task Category: Understand potential sources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
35. Demonstrate awareness of resource sources: <ul style="list-style-type: none"> <li>• For various disciplines</li> <li>• Regional, state, local, tribal, territorial, Federal, private sector, and nongovernmental organization (NGO) sources</li> <li>• Preapproved vendors and on-call contracts</li> </ul>	E, F, I, T		
36. Coordinate with resource acquisition personnel from other organizations to identify potential resources and gain better understanding of sourcing mechanisms.	E, F, I		
37. Prioritize the allocation of scarce resources.	E, F, I		
38. Demonstrate awareness of incident-specific fiscal and resource constraints.	E, F, I, T		
39. Identify options for fulfilling resource requirements or requests: <ul style="list-style-type: none"> <li>• Validate that options meet needs</li> <li>• Consider constraints</li> <li>• Consider support requirements</li> <li>• Estimate costs</li> </ul>	E, F, I		
40. Identify and communicate resource support requirements, such as lodging, feeding, fuel, power, and equipment operators.	E, F, I		
41. Develop courses of action for fulfilling resource requirements or requests, factoring in considerations such as: <ul style="list-style-type: none"> <li>• Incident needs and priorities</li> <li>• Logistical factors, such as transport, security, storage, and support requirements</li> <li>• Legal considerations</li> <li>• Financial factors/costs</li> <li>• Backfill requirements</li> <li>• Mutual aid, private sector, and Voluntary Organizations Active in Disaster (VOAD) capabilities</li> </ul>	E, F, I		
42. Determine the best option for fulfilling resource requirements.	E, F, I		
43. Facilitate the acquisition process based on chosen course of action.	E, F, I		
44. Notify appropriate personnel for resource fulfillment and information based on selected course of action: <ul style="list-style-type: none"> <li>• Close loop for requestor and report resource request status</li> </ul>	E, F, I		

**Task Category: Track resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<b>45.</b> Demonstrate knowledge of EOC and field operations resource tracking processes.	E, F, I, T		
<b>46.</b> Monitor and track resources and supporting logistics.	E, F, I		
<b>47.</b> Update requestor on request status, estimated time of arrival, and related logistical details: <ul style="list-style-type: none"> <li>● Verify that provided information meets incident needs</li> </ul>	E, F, I		
<b>48.</b> Establish communication channels to maintain resource status.	E, F, I		
<b>49.</b> Track resources from initial request through: <ul style="list-style-type: none"> <li>● Hand-off to incident, or Demobilization (for resources that remain under EOC management)</li> </ul>	E, F, I		
<b>50.</b> Anticipate, recognize, plan for, and address resource drawdown levels for resources that remain under EOC management.	E, F, I		
<b>51.</b> Communicate with incident command and EOC stakeholders regarding resource status.	E, F, I		