DISASTER RECOVERY DATA COLLECTION SPECIALIST

**RESOURCE CATEGORY** | Emergency Management
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**RESOURCE KIND** | Not Specified

**OVERALL FUNCTION**
The Disaster Recovery Data Collection Specialist protects data of a business, as well as their hardware and software, by creating technical disaster recovery plans and continuity plans.

**COMPOSITION AND ORDERING SPECIFICATIONS**
1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Disaster Cost Recovery Management Team).
2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

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| DESCRIPTION | The Disaster Recovery Data Collection Specialist:  
1. Attends meetings and conducts site visits to prepare damage descriptions, scopes of work, and costs for repairs  
2. Attends Federal Emergency Management Agency (FEMA) and State Disaster Recovery Meetings  
3. Works with disaster recovery funding streams from declaration to funding approval  
4. Coordinates with the Disaster Recovery Finance Specialists to ensure complete transfer of data regarding damages and dimension, scopes of work, estimated cost of repairs, and copies of the Applicant's procurement policy for funding streams, such as insurance, FEMA Public Assistance, Federal Transit Administration Emergency Relief Program, Federal Highway Administration Emergency Relief Program, Community Development Block Grants - Disaster Recovery (CDBG-DR), and other federal, state, tribal, territorial, and local programs | Not Specified |
| EDUCATION | Not Specified | Not Specified |
| TRAINING | Completion of the following:  
1. IS-100: Introduction to the Incident Command System, ICS-100  
2. IS-200: Basic Incident Command System for Initial Response, ICS-200  
3. E376: State Public Assistance Operations  
4. E478: Public Assistance Grants Administration for Grantees  
5. IS-632: An Introduction to Debris Operations  
6. IS-634: Introduction to the Federal Emergency Management Agency’s Public Assistance Program  
9. IS-2900: National Disaster Recovery Framework Overview | Not Specified |
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| EXPERIENCE | Knowledge, Skills, and Abilities:  
1. Ability to conduct preliminary damage assessments and knowledge of insurance policies, the Stafford Act, and CDBG-DR  
3. Ability to provide guidance and evaluate appropriate referrals, maintain confidentiality, and understand, interpret, and apply appropriate rules, regulations, and written directions  
4. Ability to use word processing, data management, finance, and scheduling software  
5. Knowledge of interviewing techniques involving application of regulations and resources  
6. Knowledge of cost estimation  
7. Knowledge of construction and repair practices  
Experience: Assists a Disaster Recovery Data Collection Specialist on a minimum of two incidents, exercises, drills, simulations, or planned events | Not Specified |
| PHYSICAL/MEDICAL FITNESS | Arduous | The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions. |
| CURRENCY | Functions in this position during an incident, planned event, exercise, drill, or simulation at least once every three years | Not Specified |
| PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS | Not Specified | Not Specified |
NOTES
Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES
1. FEMA, NIMS 508: Disaster Cost Recovery Management Team
2. FEMA, NIMS 509: Disaster Recovery Finance Specialist
3. FEMA, National Incident Management System (NIMS), October 2017
4. FEMA, NIMS Guideline for the National Qualification System, November 2017
5. FEMA, National Response Framework, June 2016
6. Stafford Disaster Relief and Emergency Assistance Act, as amended
8. Public Health Service Act, Section 319
9. H.R.2642 - Agricultural Act of 2014, Subtitle E: Supplemental Agricultural Disaster Assistance Programs