



Position Qualification for Economic Recovery
Emergency Management

DISASTER RECOVERY DATA COLLECTION SPECIALIST

RESOURCE CATEGORY	Emergency Management
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	<ol style="list-style-type: none"> 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.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	<p>The Disaster Recovery Data Collection Specialist:</p> <ol style="list-style-type: none"> 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	<p>Completion of the following:</p> <ol style="list-style-type: none"> 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 7. IS-700: National Incident Management System, An Introduction 8. IS-800: National Response Framework, An Introduction 9. IS-2900: National Disaster Recovery Framework Overview 	Not Specified



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COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> 1. Ability to conduct preliminary damage assessments and knowledge of insurance policies, the Stafford Act, and CDBG-DR 2. Knowledge of Title 44 Code of Federal Regulations (CFR) Emergency Management and Assistance 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 <p>Experience: Assists a Disaster Recovery Data Collection Specialist on a minimum of two incidents, exercises, drills, simulations, or planned events</p>	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



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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
7. Title 44 Code of Federal Regulations (CFR): Emergency Management and Assistance
8. Public Health Service Act, Section 319
9. H.R.2642 - Agricultural Act of 2014, Subtitle E: Supplemental Agricultural Disaster Assistance Programs