

DONATIONS COORDINATION TASK FORCE LEADER (NQS)

RESOURCE CATEGORY	Mass Care Services
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Donations Coordination Task Force Leader has knowledge of all aspects of donations coordination and manages solicited and unsolicited goods, funds and services from the private sector and the public
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 (Donated Goods Warehouse Management Team or Donations Coordination Task Force). 2. Requestor specifies any additional qualifications necessary based on incident complexity and needs 3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment 4. The position typically works 12 hours per shift, is self-sustainable for 72 hours and is deployable up to 14 days

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 Donations Coordination Task Force Leader possesses operational knowledge of all aspects of donations coordination. This position:</p> <ol style="list-style-type: none"> 1. Determines staffing needs for the Donations Coordination Task Force 2. Works with state and local government agencies, FEMA Donations Specialists, nongovernmental organizations (NGO), Voluntary Organizations Active in Disaster (VOAD) and the private sector 3. Manages solicited and unsolicited goods, funds and services from the private sector and the public 4. Coordinates the flow of donated goods during the response and recovery phases 5. Maintains open communication with all stakeholders involved in donation operations 6. Supports the Public Information Officer (PIO) in developing press releases, public service announcements (PSA) and website updates 	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-27: Orientation to FEMA Logistics 2. IS-100: Introduction to the Incident Command System, ICS-100 3. IS-200: Basic Incident Command System for Initial Response, ICS-200 4. IS-244: Developing and Managing Volunteers 5. IS-288: The Role of Voluntary Organizations in Emergency Management 6. IS-700: National Incident Management System, An Introduction 7. IS-703: National Incident Management System Resource Management 8. IS-800: National Response Framework, An Introduction 9. IS-2900: National Disaster Recovery Framework (NDRF) Overview 10. E0289: State Volunteer and Donations Management 	The NIMS Training Program defines a national baseline to guide and promote NIMS training. It provides recommendations to assist Authorities Having Jurisdiction (AHJ) in developing their own training plans, tailored to their specific needs



COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	<p>Knowledge, Skills and Abilities:</p> <ol style="list-style-type: none">1. Ability to establish and oversee multiagency warehouses2. Familiarity with private, public and NGO donations management processes at local, state, tribal, territorial and federal levels3. Ability to supervise donations management during an incident, simulation, planned event, exercise or drill4. Ability to lead the development of a state donations plan or annex5. Ability to lead the development and execution of agreements with agencies and organizations to support state donations management6. Ability to establish and lead the Donations Coordination Task Force7. Familiarity with Individual Assistance (IA), Public Assistance (PA) and Voluntary Agency Liaison (VAL) functions under federal agreements <p>Experience:</p> <ol style="list-style-type: none">1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Donations Coordination Task Force Leader or equivalent AHJ documentation2. Experience coordinating the development of a state donations plan or annex3. Supervisory experience on a Donations Coordination Task Force in three federally declared disasters or planned events in different states, territories or tribal areas4. Experience managing donations to support disasters or planned events5. Experience working with VOAD on donations management	Not Specified
PHYSICAL/MEDICAL FITNESS	<ol style="list-style-type: none">1. Arduous2. Is able to work while wearing appropriate Personal Protective Equipment (PPE)3. Maintains immunizations in accordance with current AHJ requirements	<ol style="list-style-type: none">1. The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions2. PPE is mission specific and may vary by working environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves and masks
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill or simulation at least once every five 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: Distribution of Emergency Supplies (DES) Task Force
2. FEMA, NIMS 508: Donated Goods Warehouse Management Team
3. FEMA, NIMS 508: Donations Coordination Task Force
4. FEMA, NIMS 508: Drive-Through Point of Distribution Team
5. FEMA, NIMS 508: Mobile Distribution Team
6. FEMA, NIMS 508: Pedestrian Point of Distribution Team
7. FEMA, NIMS 509: Distribution of Emergency Supplies (DES) Task Force Leader
8. FEMA, NIMS 509: Distribution of Emergency Supplies (DES) Team Leader
9. FEMA, NIMS 509: Donated Goods Warehouse Management Team Leader
10. FEMA, NIMS 509: Donations Specialist
11. FEMA, NIMS 509: Mass Care Specialist
12. FEMA, NIMS 509: Point of Distribution Team Leader
13. FEMA, National Qualification System (NQS) Position Task Book for Donations Task Force Leader, latest edition adopted
14. FEMA, National Incident Management System (NIMS), October 2017
15. FEMA, NIMS Guideline for the NQS, November 2017
16. FEMA, National Response Framework, October 2019
17. FEMA, Recovery Policy RP9525.2, Donated Resources, February 2014