



Position Qualification for Mass Care Services
Mass Care Services

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

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 Agencies 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 	Not Specified



Position Qualification for Mass Care Services
Mass Care Services

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> 1. Ability to establish and oversee multiagency warehouses 2. Familiarity with private, public, and NGO donations management processes at local, state, tribal, territorial, and Federal levels 3. Ability to supervise donations management during an incident, simulation, planned event, exercise, or drill 4. Ability to lead the development of a state donations plan or annex 5. Ability to lead the development and execution of agreements with agencies and organizations to support state donations management 6. Ability to establish and lead the Donations Coordination Task Force 7. 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 Authority Having Jurisdiction (AHJ) documentation 2. Experience coordinating the development of a state donations plan or annex 3. Supervisory experience on a Donations Coordination Task Force in three Federally declared disasters or planned events in different states, territories, or tribal areas 4. Experience managing donations to support disasters 5. Experience working with VOAD on donations management 	Not Specified
PHYSICAL/MEDICAL FITNESS	Arduous	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	Functions in this position during an operational 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



Position Qualification for Mass Care Services
Mass Care Services

NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, NIMS 508: Distribution of Emergency Supplies 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 Task Force Leader
8. FEMA, NIMS 509: Distribution of Emergency Supplies 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, June 2016
17. FEMA, Recovery Policy RP9525.2, Donated Resources, February 2014