

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. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment 3. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days 4. Requestor may specify any additional qualifications necessary based on incident complexity and needs

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: Incident Command System for Single Resources and Initial Action Incidents 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

Superseded

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 Federal, tribal, state, and local 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 National Incident Management System (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 or more 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	Performs duties under arduous circumstances, characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Specified
CURRENCY	Functions in this position during an operational incident, exercise, drill, or simulation at least once every three years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

Superseded



Position Qualification for Mass Care Services
Mass Care Services

NOTES

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

REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Donations Task Force Leader, latest edition adopted
2. FEMA, NIMS 508: Emergency Supplies Task Force
3. FEMA, NIMS 508: Donated Goods Warehouse Management Team
4. FEMA, NIMS 508: Donations Coordination Task Force
5. FEMA, NIMS 508: Drive-Through Point of Distribution Team
6. FEMA, NIMS 508: Mobile Distribution Team
7. FEMA, NIMS 508: Pedestrian Point of Distribution Team
8. FEMA, NIMS 509: Distribution of Emergency Supplies Task Force Leader
9. FEMA, NIMS 509: Distribution of Emergency Supplies Team Leader
10. FEMA, NIMS 509: Donated Goods Warehouse Management Team Leader
11. FEMA, NIMS 509: Donations Specialist
12. FEMA, NIMS 509: Mass Care Specialist
13. FEMA, National Incident Management System (NIMS), October 2017
14. FEMA, NIMS Guideline for the for the NQS, November 2017
15. FEMA, National Response Framework, June 2016
16. FEMA, Recovery Policy RP9525.2, Donated Resources, February 2014

Superseded