

*FEDERAL EMERGENCY MANAGEMENT AGENCY*

***NATIONAL  
URBAN SEARCH AND RESCUE  
RESPONSE SYSTEM***

A Component of the National Response Plan  
Emergency Support Function # 9



**FEMA**

**TECHNICAL INFORMATION  
SPECIALIST  
POSITION DESCRIPTION**

**National US&R Response System**  
**Task Force Position Description**  
Technical Information Specialist

**Position Specific Requirements**

**Technical Information Specialist**

The Technical Information Specialist is responsible for documenting, tracking, and retrieving all pertinent information for the Task Force during incident operations. The Technical Information Specialist reports directly to the Planning Team Manager.

Description of Duties

The Technical Information Specialist is responsible for:

- Gathering requested information from all available sources and forwarding to the Planning Team Manager for incorporation in the planning function;
- Creating, displaying, providing and compiling documentation for all pertinent Task Force and incident information via written, audio, and visual mediums.
- Providing accountability, maintenance, and minor repairs for all Planning Team equipment;
- Performing additional tasks or duties as assigned during a mission;

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Technical Information Specialists in the DHS/FEMA National US&R Response System. The intent of these requirements is to select personnel fully capable of providing competent information management for the task force in the urban disaster environment.

***National US&R Response System***  
**Task Force Position Description**  
Technical Information Specialist

Required Training

The Technical Information Specialist shall;

- Meet all General Training requirements.
- GPS Awareness Course
- The FEMA/US&R Planning Team Training course.