

TRAVEL SPECIALIST (TRVS)

The Travel Specialist (TRVS) is responsible for:

- Managing travel requests and coordinating travel arrangements for personnel supporting SECC operations either in the field or at DHS&EM. This includes all overhead personnel ordered from other State Agencies, through the wildland fire system and any mutual aid requests (EMAC).
- Providing personnel travel expenditure data to the Cost Unit Leader on a routine basis.
- The Travel Specialist(s) reports to the Human Resources Unit Leader.

(Note: several Travel Specialists may be needed in large incidents with extensive travel requirements.)

Duties

- Reports to the Human Resources Unit Leader. Obtain briefing on arrival.
- Supports SECC personnel with travel requests and travel arrangements.
- Forwards cost data to the Cost Unit Leader on a routine basis.
- Forms used (or contribute to):
 - Travel Requests
 - Daily Situation Reports
 - ICS 209 Incident Status Summary
 - ICS 214 Unit Log
 - DHS&EM After-Action Comment Form

Event Task List

Immediate Actions:

- Report to; obtain briefing and any special instructions from Human Resources Unit Leader.

Daily Actions:

- Manage travel requests and make travel arrangements for personnel transportation needs supporting the SECC and deployed teams.
 - Logistics Section will provide information from personnel resource orders to include names, departure and arrival location, delivery times, etc.
- Provide expenditure data to the Cost Unit Leader on a routine basis.
- Coordinate with the Resources Unit Leader to update personnel movements for the SECC or field operations.
- Brief replacement/turnover staff as required.
- Complete Unit Logs and provide to Documentation Unit daily (ICS Form 214).

At Conclusion of the Event:

- Complete After-Action Comment form and give to Finance/Admin Section Chief prior to demobilization. (DHS&EM After-Action Comment Form).
- If requested by supervisor, participate in an event Hotwash with SECC Staff to review comments and recommendations.