



**American
Red Cross**

Greater Los Angeles

Emergency and Disaster Response
11355 Ohio Avenue
Los Angeles, CA 90025
Phone: (310) 445-9900
Fax: (310) 445-9961
After Hours: (888) 737-4306
www.RedCrossLA.org

Training Guide

Group: Material Support Services (MSS)
Activity: Invoice Review (IR)

Record for _____ DSHR # _____

Definition: Verify receipt and accurate billing for all goods and services received by the Disaster Relief Operation (DRO).

Position: Service Associate (SA)

Required Classes	Completed On	Recommended	Completed On
FOM Fulfilling Our Mission (DSGEN200A) 3.5 Hours		CEESD Collaborating to Ensure Effective Service Delivery (ARG-3074-3) 12 Hours	
LOG1 Logistics: An Overview (ARG-3071-1) 3 Hours		IS-100 Introduction to ICS (Online Training)	
LS Logistics Simulation (ARG-3071-2) 4 Hours		IS-200 Basic ICS (Online Training)	
IKD In-Kind Workshop		IS-700 NIMS, An Introduction (Online Training)	
		IS-800 National Response Plan, An Introduction (Online Training)	

Service Associate to Supervisor promotions approved by Chapter DSHR review panel

Position: Supervisor (SV)

Required Classes	Completed On	Recommended	Completed On
All Service Associate Required Classes		On the Job Training -- Admin Tools	
DFS Disaster Frontline Supervisor (DSSSS601A) 3.5 Hours			



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DFSS Disaster Frontline Supervisor Simulation (DSSSS602A) 3.5 Hours			
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Supervisor to Manager promotions pre-approved by Chapter for final approval from NHQ

Position: Manager (MN)

Required Classes	Completed On	Recommended	Completed On
All Service Associate and Supervisor Required Classes		On the Job Training -- Admin Tools	

Manager to Administrator promotions pre-approved by Chapter for final approval from NHQ

Position: Administrator (AM)

Required Classes	Completed On	Recommended	Completed On
All Service Associate, Supervisor, and Manager Required Classes		On the Job Training -- Admin Tools	

