

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM

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



June 2011

LOGISTICS TEAM MANAGER POSITION DESCRIPTION

FEMA National US&R Response System
Task Force Position Description
Logistics Team Manager

Page Left Blank Intentionally

FEMA National US&R Response System

Task Force Position Description

Logistics Team Manager

Position Specific Requirements:

The Logistics Team Manager is responsible for the logistics function of the Urban Search and Rescue Task Force and supervising the Task Force Logistics Specialist, Communications Specialist, Support Specialist, and other personnel as assigned. The Logistics Team Manager reports directly to the Task Force Leader.

Description of Duties:

The Logistics Team Manager is responsible for:

- All duties and responsibilities of the Logistics Specialist
- Completion of all Task Force Transportation documents (cargo manifests, shipping declarations, bills of lading, etc.)
- Coordinating, managing, and supervising all logistical activities
- Maintaining accurate and timely records and reports
- Preparing performance evaluations for assigned personnel
- Ensuring accountability, maintenance, and repairs for all task force equipment
- Provide for operation and maintenance for all facilities and associated equipment
- Coordinate with IST Logistics Section on task force issues
- Management of task force transportation fleet
- Performing additional tasks or duties as assigned

Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Logistics Team Managers in the FEMA National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the logistical component in the urban disaster environment.

FEMA National US&R Response System

Task Force Position Description

Logistics Team Manager

Required Training:

The Logistics Team Manager shall:

1. Meet all Administrative and General Training requirements
2. Meet all required training for Logistics Specialist
3. Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground
 - a. IATA
 - b. Title 49 CFR
 - c. AFMAN 24 – 204

Recommended Training:

The Logistics Team Manager should:

1. Complete Ordering Manager course (J-252)
2. Complete Receiving and Distribution Manager course (J-253)
3. Complete Base Camp Manager course (J-254)
4. Complete Equipment Manager course (J-255)
5. Complete Security Manager course (J-259)
6. Complete Facility Unit Leader (S-354)
7. Complete Ground Support Unit Leader (S-355)
8. Complete Supply Unit Leader (S-356)
9. Complete Food Unit Leader (S-357)
10. Complete Federal Property Custodial Officer
11. Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance