

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

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



FEMA

**LOGISTICS TEAM MANAGER
POSITION DESCRIPTION**

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

Position Specific Requirements

Logistics Team Manager

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 (FEMA Form 90-106) 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 by task force leader

FEMA US&R Response System
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Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Logistics Team Managers in the DHS/FEMA 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.

Required Training

The Logistics Team Manager shall;

1. Meet all General Training requirements
2. Meet all requirements of the Logistics Specialist
3. ICS 300 in accordance with the National Standard Curriculum Training Development Guidance

Recommended Training

The Logistics Team Manager should;

1. Complete Facility Unit Leader (S-354)
2. Complete Ground Support Unit Leader (S-355)
3. Complete Supply Unit Leader (S-356)
4. Complete Food Unit Leader (S-357)
5. Complete Federal Property Custodial Officer