

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



## LOGISTICS TEAM MANAGER POSITION DESCRIPTION

## **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 DHS/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. Complete the DHS/FEMA National US&R Response System GPS Awareness Level Course
3. Complete the DHS/FEMA National US&R Response System Logistics Specialist Course
4. 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
5. Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance

#### **Recommended Training:**

The Logistics Specialist 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 OSHA 29 CFR 1910.178 (forklift training) course
7. Complete Facility Unit Leader (S-354)
8. Complete Ground Support Unit Leader (S-355)
9. Complete Supply Unit Leader (S-356)
10. Complete Food Unit Leader (S-357)
11. Complete Federal Property Custodial Officer