

# Planning Team Manager Task Force Position Description

## **A. Functional Description**

The task force Planning Team Manager is responsible for planning aspects of the task force during incident operations. The Planning Team Manager supervises the Structures Specialist and Technical Information Specialist. The Planning Team Manager reports directly to the Task Force Leader.

## **B. Description of Duties**

The Planning Team Manager is responsible for the following:

1. Developing and implementing the planning components of the task force tactical action plan
2. Coordinating, managing and supervising all planning component activities
3. Determining the planning component organizational and logistics needs
4. Receiving briefings and situation reports and ensuring that all planning personnel are kept informed of status changes
5. Providing situation reports and maintaining records and reports
6. Preparing performance evaluations for assigned personnel
7. Providing accountability, maintenance, and minor repairs for all planning team equipment
8. Performing additional tasks or duties assigned

## **C. Position Requirements and Criteria**

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

## **D. Required Training**

The Planning Team Manager shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-300: Intermediate ICS for Expanding Incidents*
3. Complete the *FEMA US&R Planning Team Training - Instructor-Led Training* (Course Code: 9P6131)

## **E. Recommended Training**

The Planning Team Manager should complete the following:

1. *FEMA US&R Search Planning and Management - Instructor-Led Training* (Course Code: 9G1431)