

# Task Force Leader

## Task Force Position Description

### A. Functional Description

The Task Force Leader is responsible for managing all aspects of a mission including operational and administrative issues from the time of activation through the return to the home jurisdiction. This includes all personnel and equipment resources as well as overseeing and directly supervising the task force management. The TFL is responsible for the development and completion of all task force tactical objectives as well as the proper reporting, record keeping, and after-action requirements. The TFL reports directly to the DHS/FEMA NRCC during the mobilization and demobilization phases of the mission and the IST at a mission location.

### B. Description of Duties

The Task Force Leader is responsible for the following:

1. Developing and implementing the task force tactical action plan
2. Addressing the coordination, management, and supervision of all TF activities
3. Supervising the following positions:
  - 3-1 Search Team Manager
  - 3-2 Rescue Team Manager
  - 3-3 Medical Team Manager
  - 3-4 Logistics Team Manager
  - 3-5 Planning Team Manager
  - 3-6 Hazardous Materials Team Manager
  - 3-7 Safety Officer
4. Ensuring the development of all TF organizational and logistical needs
5. Interacting with the IST Leader and/or his/her designee for coordination of all TF activities and support requirements
6. Receiving briefings and ensuring that all TF personnel are kept informed of mission objectives and status changes
7. Providing regular situation reports to the IST
8. Providing regular reports to the Sponsoring Agency Chief
9. Ensuring the completion of all the required reports and maintenance of records
10. Ensuring that incident stress management activities are planned and conducted
11. Ensuring resource acquisitions are properly processed
12. Preparing performance evaluations for assigned personnel
13. Manage all demobilization and return to readiness issues
14. Performing additional tasks or duties as assigned

## Task Force Leader

### Task Force Position Description (continued)

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

Individuals who meet the following requirements and criteria will be eligible to become Task Force Leaders in the National US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising all aspect of the task force in the urban disaster environment.

#### **D. Required Training**

The Task Force Leader shall adhere to the following:

1. Meet all Administrative and General training requirements
2. Complete *ICS-400: Advanced ICS for Expanding Incidents*
3. Complete the *FEMA US&R Task Force Leader Instructor-Led Training* (Course Code: 9P7131)

#### **E. Recommended Training**

The Task Force Leader should complete the following:

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