

# Logistics Team Manager

## Task Force Position Description

### **A. Functional Description**

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.

### **B. Description of Duties**

The Logistics Team Manager is responsible for the following:

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

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

Individuals who meet the following requirements and criteria will be eligible to become Logistics 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 logistical component in the urban disaster environment.

### **D. Required Training**

The Logistics Team Manager shall adhere to the following:

1. Complete all Administrative and General Training requirements
2. Meet all the requirements for the Logistics Specialist Position Description
3. Complete and maintain certification as a Certifying Official for Transportation Requirements and Regulations – Air and Ground in accordance with the following documents:
  - 3-1. International Air Transport Association (IATA)
  - 3-2. Title 49 Code of Federal Regulations (CFR)
  - 3-3. Air Force Manual (AFMAN) 24-204

## Logistics Team Manager Task Force Position Description (continued)

### **E. Recommended Training**

The Logistics Team Manager should complete the following:

1. *ICS-300: Intermediate ICS for Expanding Incidents*
2. *Ordering Manager* course (Course Code: NWCG J-252)
3. *Receiving and Distribution Manager* course (Course Code: NWCG J-253)
4. *Base Camp Manager* course (Course Code: NWCG J-254)
5. *Equipment Manager* course (Course Code: NWCG J-255)
6. *Security Manager* course (Course Code: NWCG J-259)
7. *Facilities Unit Leader* course (Course Code: NWCG S-354) or the *NIMS ICS All-Hazards Position Specific Facilities Unit Leader* course (Course Code: E/L-971)
8. *Ground Support Unit Leader* course (Course Code: NWCG S-355)
9. *Supply Unit Leader* course (Course Code: NWCG S-356) or the *NIMS ICS All-Hazards Position Specific Supply Unit Leader* course (Course Code: E/L-970)
10. *Food Unit Leader* course (Course Code: NWCG S-357)