ORDERING TEAM LEADER

RESOURCE CATEGORY	Logistics and Transportation
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Ordering Team Leader oversees the team responsible for placing all orders for personnel, resources, supplies, and equipment for the Logistics Staging Area (LSA)
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource. 2. This position can be ordered with a NIMS typed unit (Logistics Staging Unit). 3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	The Ordering Team Leader: 1. Obtains necessary blank order forms 2. Obtains copy of Delegation of Authority and estimates of budget and allowable expenditures 3. Establishes ordering procedures 4. Sets up and maintains a filing system 5. Obtains roster of incident personnel who have ordering authority 6. Orders personnel from the appropriate agency dispatch center or Emergency Operations Center (EOC) 7. Enters and tracks orders in the appropriate organization system (paper or electronic) 8. Identifies and resolves duplicate orders 9. Ensures that staff compete order forms correctly 10. Places orders in a timely manner 11. Consolidates orders when possible	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	Completion of the following: 1. IS-27: Orientation to FEMA Logistics 2. IS-75: Military Resources in Emergency Management 3. IS-100: Introduction to the Incident Command System, ICS-100 4. IS-200: Basic Incident Command System for Initial Response, ICS-200 5. IS-244: Developing and Managing Volunteers 6. ICS-300: Intermediate Incident Command System for Expanding Incidents 7. IS-700: National Incident Management System, An Introduction 8. IS 703: National Incident Management System Resource Management 9. IS-800: National Response Framework, An Introduction 10. IS-807: Logistics	Not Specified

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	Two years of recent experience in a mid- to senior-level warehouse operations leadership role	Not Specified
PHYSICAL/MEDICAL FITNESS	1. Moderate 2. Is able to work while wearing appropriate Personal Protective Equipment (PPE)	1. The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions. 2. PPE is mission specific and may vary by work environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves, and masks.
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every three years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

NOTES

Nationally typed resources represent the minimum criteria for the associated component.

REFERENCES

1. FEMA, NIMS 508: Logistics Staging Unit
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the National Qualification System (NQS), November 2017