

## ORDERING TEAM LEADER

<b>RESOURCE CATEGORY</b>	Logistics and Transportation
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Ordering Team Leader oversees the team responsible for placing all orders for personnel, resources, supplies, and equipment for the Logistics Staging Area (LSA)
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource.</li> <li>2. This position can be ordered with a NIMS typed unit (Logistics Staging Unit).</li> <li>3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> </ol>

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
<b>DESCRIPTION</b>	<p>The Ordering Team Leader:</p> <ol style="list-style-type: none"> <li>1. Obtains necessary blank order forms</li> <li>2. Obtains copy of Delegation of Authority and estimates of budget and allowable expenditures</li> <li>3. Establishes ordering procedures</li> <li>4. Sets up and maintains a filing system</li> <li>5. Obtains roster of incident personnel who have ordering authority</li> <li>6. Orders personnel from the appropriate agency dispatch center or Emergency Operations Center (EOC)</li> <li>7. Enters and tracks orders in the appropriate organization system (paper or electronic)</li> <li>8. Identifies and resolves duplicate orders</li> <li>9. Ensures that staff complete order forms correctly</li> <li>10. Places orders in a timely manner</li> <li>11. Consolidates orders when possible</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified
<b>TRAINING</b>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-27: Orientation to FEMA Logistics</li> <li>2. IS-75: Military Resources in Emergency Management</li> <li>3. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>4. IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>5. IS-244: Developing and Managing Volunteers</li> <li>6. ICS-300: Intermediate Incident Command System for Expanding Incidents</li> <li>7. IS-700: National Incident Management System, An Introduction</li> <li>8. IS 703: National Incident Management System Resource Management</li> <li>9. IS-800: National Response Framework, An Introduction</li> <li>10. IS-807: Logistics</li> </ol>	Not Specified

Position Qualification for Logistics and Supply Chain Management  
Logistics and Transportation

COMPONENT	SINGLE TYPE	NOTES
<b>EXPERIENCE</b>	Two years of recent experience in a mid- to senior-level warehouse operations leadership role	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	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.
<b>CURRENCY</b>	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every three years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified



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### NOTES

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

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### 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