

*DEPARTMENT OF HOMELAND SECURITY*  
FEDERAL EMERGENCY MANAGEMENT AGENCY

# **NATIONAL URBAN SEARCH AND RESCUE RESPONSE SYSTEM**

A Component of the National Response Framework  
Emergency Support Function # 9



**June 2011**

## **PLANNING TEAM MANAGER POSITION DESCRIPTION**

**FEMA National US&R Response System**  
**Task Force Position Description**  
Planning Team Manager

**Position Specific Requirements:**

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

***Description of Duties:***

The Planning Team Manager is responsible for:

- Developing and implementing the planning components of the Task Force Tactical Action Plan
- Coordinating, managing, and supervising all planning component activities
- Determining the planning component organizational and logistics needs
- Receiving briefings and situation reports and ensures that all planning personnel are kept informed of status changes
- Providing situation reports and maintaining records and reports
- Preparing performance evaluations for assigned personnel
- Providing accountability, maintenance, and minor repairs for all Planning Team equipment
- Performing additional tasks or duties as assigned

**Position Requirements and Criteria:**

Individuals who meet the following requirements and criteria will be eligible to become Task Force Planning Team Managers in the DHS/FEMA 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.

**Required Training:**

The Planning Team Manager shall:

1. Meet all Administrative and General Training requirements
2. Complete ICS-300 in accordance with the National Standard Curriculum Training Development Guidance
3. Complete FEMA National US&R Response System Planning Team Training Course