

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

TASK FORCE LEADER POSITION DESCRIPTION

FEMA National US&R Response System

Task Force Position Description

Task Force Leader

Position Specific Requirements

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.

Description of Duties:

The Task Force Leader is responsible for:

- Developing and implementing the Task Force Tactical Action Plan
- Addressing the coordination, management, and supervision of all TF activities
- Supervising the following positions:
 - Search Team Manager
 - Rescue Team Manager
 - Medical Team Manager
 - Logistics Team Manager
 - Planning Team Manager
 - Hazardous Materials Team Manager
 - Safety Officer
- Ensuring the development of all TF organizational and logistical needs
- Interacting with the IST Leader and/or his/her designee for coordination of all TF activities and support requirements
- Receiving briefings and ensuring that all TF personnel are kept informed of mission objectives and status changes
- Providing regular situation reports to the IST
- Providing regular reports to the Sponsoring Agency Chief
- Performing additional tasks and duties, as assigned during a mission
- Ensuring the completion of all the required reports and maintenance of records
- Ensuring incident stress management activities are planned and conducted

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Task Force Position Description

Task Force Leader

- Ensuring resource acquisitions are properly processed
- Preparing performance evaluations for assigned personnel
- Manage all demobilization and return to readiness issues
- 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 Leaders in the FEMA 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.

Required Training:

The Task Force Leader shall:

1. Meet all Administrative and General Training requirements
2. Complete ICS-400 in accordance with the National Standard Curriculum Training Development Guidance
3. Complete FEMA National US&R Response System Task Force Leaders' Course