SUPPLY UNIT LEADER JOB AID

Position: Supply Unit Leader

Section: Logistics Section

Mission:
To order personnel, equipment, and supplies; to receive and store all supplies for the incident; to maintain an inventory of supplies; and to service non-expendable supplies and equipment.

Duties:
- Obtain a briefing from the Support Branch Director or Logistics Section Chief.
- Participate in Logistics Section/Support Branch planning activities.
- Liaise with Staging Area Manager to maintain minimum resource requirements.
- Provide kits to Planning, Logistics, and Finance Sections.
- Determine the type and amount of supplies en route.
- Arrange for receiving ordered supplies.
- Review Incident Action Plan for information on operations of the Supply Unit.
- Develop and implement safety and security requirements.
- Order, receive, distribute, and store supplies and equipment.
- Coordinate contracts and resource orders with the Finance Section.
- Receive and respond to requests for personnel, supplies, and equipment.
- Maintain inventory of supplies and equipment.
- Coordinate service of reusable equipment.
- Submit reports to the Support Branch Director.
- Maintain unit/activity log (ICS form 214).