

## SUPPLY UNIT LEADER JOB AID

**Position:** Supply Unit Leader

**Section:** Logistics Section

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**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.

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**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).
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