

Supply/Procurement Unit Leader

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Logistics Section
Primary	Public Works Administrative Assistant
Potential Alternate(s)	Construction Services Executive Assistant Fleet Maintenance Manager
Supervisor	Logistics Section Chief
Overview	<ul style="list-style-type: none"> ● Order, receive, store, process, and allocate all disaster resources and supplies.
Description	The Supply/Procurement Unit is primarily responsible for ordering equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.
Responsibilities	<ol style="list-style-type: none"> 1. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid and assistance channels. 2. Coordinate procurement actions with the Cost/Purchasing Unit in the Finance/Administration Section. 3. Coordinate delivery of supplies and material as required. 4. Supervise staff as may be assigned to the Supply/Procurement Unit.
Forms and Job Aids	<ul style="list-style-type: none"> ○ Purchase Order and Requisition Forms ○ Resource Order Forms ○ Vendor List(s) ○ ESF-17 Volunteer and Donations Management annex
Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Report to the Logistics Section Chief and receive a brief. ○ Identify yourself as the Supply/Procurement Unit Leader (Orange Vests). ○ Set up your workstation and review this entire checklist and corresponding ESF annexes to determine your immediate responsibilities. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. ○ Mobilize sufficient section staffing for 24 hour operations. ○ Share unmet needs with Logistics Section Chief.

Supply/Procurement Unit Leader

Checklist - Operational Phase	<ul style="list-style-type: none">○ Establish and maintain a time card, position log, and other necessary files.○ Determine if requested types and quantities of supplies and material are available in Tribal inventory and already or pending assignment to the EOC.○ Determine procurement spending limits with the Cost/Purchasing Unit in Finance & Administration. Obtain a list of pre-designated emergency purchase orders as required.○ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.○ In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.○ Determine if the needed items can be obtained without cost from another supporting government activity (e.g. City of Banning, Agua Tribe).○ Determine unit costs of supplies and material, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.○ Orders exceeding the purchase order limit must be approved by the Finance/Administration Section Chief before the order can be completed.○ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.○ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.○ In coordination with the Food/Facilities Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services as requested.○ In support of ESF-17 Volunteer and Donation Management, coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.○ Keep the Logistics Section Chief informed of significant issues affecting the Unit.
----------------------------------	---

Supply/Procurement Unit Leader

Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out time card and logs when authorized by the Logistics Section Chief.○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate.○ Be prepared to provide input to the hot wash and after-action report.○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.○ Clean around your work area before you leave.○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Support ESF-17 Volunteer and Donations Management.○ Work with any other Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.