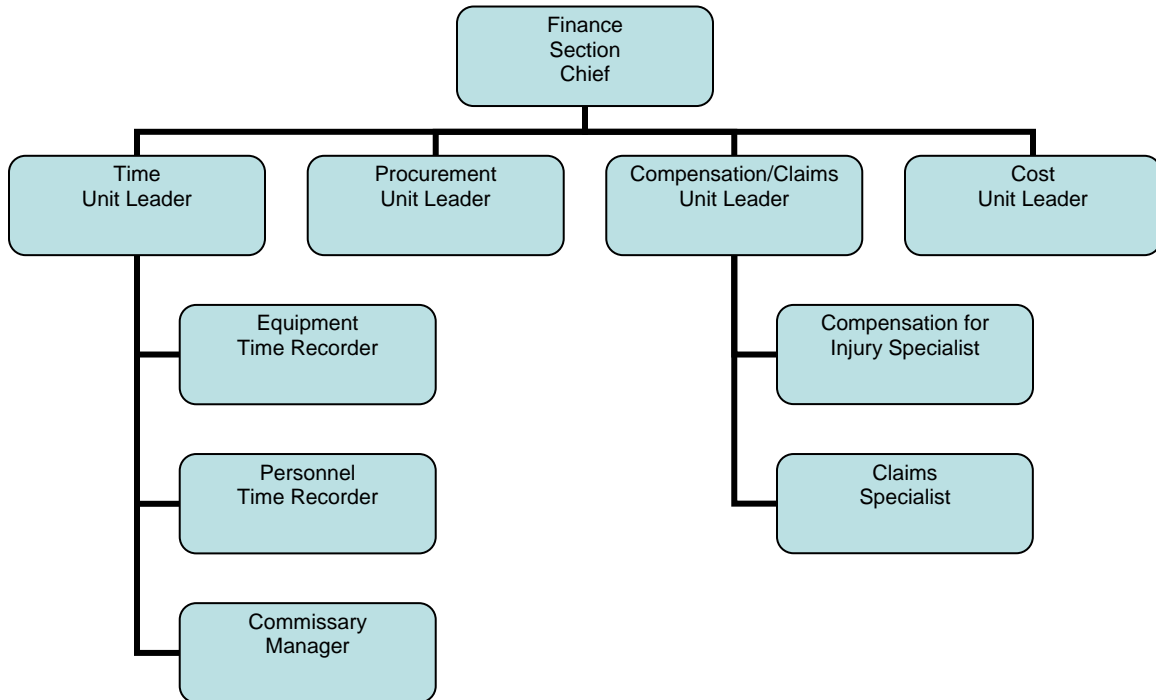


ORGANIZATION CHART



POSITION CHECKLISTS

FINANCE/ADMINISTRATION SECTION CHIEF: The Finance/Administration Section Chief is a member of the General Staff and is responsible for all financial, administrative and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain a briefing from the Incident Commander.
- c. Participate in planning meetings.
- d. Obtain copies of appropriate cooperative agreements.
- e. Manage all financial aspects of an incident.
- f. Provide financial and cost analysis information as requested.
- g. Attend and gather pertinent information from briefings with responsible agencies.
- h. Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- i. Determine need to set up and operate an incident commissary.
- j. Meet with Assisting and Cooperating Agency Representatives as needed.
- k. Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters, including any needed ADO payoff.
- l. Provide input on financial and cost analysis matters.
- m. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- n. Participate and provide financial input to demobilization planning.
- o. Ensure that all obligation documents initiated at the incident are properly prepared and completed.

- p. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- q. Maintain Unit Log (ICS Form 214).

TIME UNIT LEADER: The Time Unit Leader is responsible for personnel time recording and for managing the commissary operations.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing form Finance/Administration Section Chief.
- d. Determine incident requirements for time recording function.
- e. Contact appropriate agency personnel/representatives.
- f. Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
- g. Maintain separate logs for overtime hours.
- h. Establish commissary operation on larger or long-term incidents as needed.
- i. Submit cost estimate data forms to Cost Unit as required.
- j. Maintain record security.
- k. Ensure that all records are current and complete prior to demobilization.
- l. Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.
- m. Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues and follow-up requirements.
- n. Maintain Unit Log (ICS form 214).

PERSONNEL TIME RECORDER: Under supervision of the Time Unit Leader, Personnel Time Recorder is responsible for overseeing the recording of time for all personnel assigned to an incident.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Time Unit Leader.
- c. Establish and maintain a file for employee time reports within the first operational period.
- d. Initiate, gather or update a time report from all applicable personnel assigned to the incident for each operational period.
- e. Ensure that all employee identification information is verified to be correct on the time report.
- f. Post personnel travel and work hours, transfers, promotions, specific pay provisions and terminations to personnel time documents.
- g. Post all commissary issues to personnel time documents.
- h. Ensure that time reports are signed.
- i. Close out time documents prior to personnel leaving the incident.
- j. Distribute all time documents according to agency policy.
- k. Maintain a log of excessive hours worked and give to Time Unit Leader daily.

COMMISSARY MANAGER: Under the supervision of the Time Unit Leader, Commissary Manager is responsible for commissary operations and security.

- a. Review Common Responsibilities (page 1-2).

- b. Obtain briefing from Time Unit Leader.
- c. Set up and provide commissary operation to meet incident needs.
- d. Establish and maintain adequate security for commissary.
- e. Request commissary stock through Supply Unit Leader (must have Finance/Administration Section chief approval).
- f. Maintain complete record of commissary stock including invoices for material received, issuance records, transfer records and closing inventories.
- g. Maintain commissary issue record by crews and submit records to Time Recorder during or at the end of each operational period.
- h. Use proper agency forms for all record keeping. Complete forms according to agency specification.
- i. Ensure that all records are closed out and commissary stock is inventoried and returned to Supply Unit prior to demobilization.

PROCUREMENT UNIT LEADER: The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from Finance/Administration Section Chief.
- d. Review incident needs and any special procedures with Unit Leaders, as needed. Work closely with Supply Unit Leader.
- e. Coordinate with local jurisdiction on plans and supply sources.
- f. Develop incident procurement procedures for local purchase.
- g. Obtain Incident Procurement Plan.
- h. Prepare and authorize contracts and land use agreements as needed.
- i. Draft memoranda of understanding.
- j. Establish contracts and agreements with supply vendors as required.
- k. Provide for coordination between the Ordering Manager, agency dispatch and all other procurement organizations supporting the incident.
- l. Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property.
- m. Interpret contracts and agreements; resolve disputes within delegated authority.
- n. Coordinate with Compensation/Claims Unit for processing claims.
- o. Finalize all agreements and contracts.
- p. Coordinate use of impress funds as required.
- q. Complete final processing of contracts and send documents for payment.
- r. Coordinate cost data in contracts with Cost Unit Leader.
- s. Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues and follow-up requirements.
- t. Maintain Unit Log (ICS form 214).

EQUIPMENT TIME RECORDER: Under supervision of the Procurement Unit Leader, Equipment Time Recorder is responsible for overseeing the recording of time for all equipment assigned to an incident. May be assigned to work for Time Unit Leader.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from supervisor.

- c. Set up Equipment Time Recorder function in location designated by supervisor.
- d. Advise Ground Support Unit, Facilities Unit and Air Support Group of the requirement to establish and maintain a file for maintaining a daily record of equipment time.
- e. Assist units in establishing a system for collecting equipment time reports.
- f. Post all equipment time tickets after the end of each operational period.
- g. Prepare a use and summary invoice for equipment (as required) after equipment arrival at incident.
- h. Submit data to supervisor for cost effectiveness analysis as required.
- i. Maintain current posting on all charges or credits for fuel, parts, services and commissary.
- j. Verify all time data and deductions with owner/operator of equipment.
- k. Complete all forms according to agency specifications.
- l. Close out forms prior to demobilization.
- m. Distribute copies per agency and incident policy.

COMPENSATION/CLAIMS UNIT LEADER: The Compensation/Claims Unit Leader is responsible for the overall management of Specialists and direction of all administrative matters pertaining to compensation for injury- and claims-related activities (other than injury) for an incident.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from Finance/Administration Section Chief.
- d. Establish contact with incident Safety Officer and Liaison Officer (or Agency Representatives if no Liaison Officer is assigned).
- e. Determine the need for Compensation for Injury and Claims Specialists and order personnel as needed.
- f. Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.
- g. Review Incident Medical Plan.
- h. Review procedures for handling claims with Procurement Unit.
- i. Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.
- j. Obtain Demobilization Plan and ensure that Compensation for Injury and Claims Specialists are adequately briefed on Demobilization Plan.
- k. Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.
- l. Coordinate with Interagency Resource Representative, if any are assigned.
- m. Maintain Unit Log (ICS Form 214).

COMPENSATION FOR INJURY SPECIALIST: Under the supervision of the Compensation/Claims Unit Leader, the Compensation for Injury Specialist is responsible for administering financial matters resulting from serious injuries and fatalities occurring on an incident. Close coordination is required with the Medical Unit.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Compensation/Claims Unit Leader.
- c. Co-locate Compensation for Injury operations with those of the Medical Unit when possible.

- d. Establish procedure with Medical Unit Leader on prompt notification of injuries or fatalities.
- e. Establish contact with Safety Officer and Agency Representatives.
- f. Obtain copy of Incident Medical Plan (ICS Form 206).
- g. Provide written authority for persons requiring medical treatment according to agency policy.
- h. Ensure that correct agency forms are being used.
- i. Provide correct billing forms for transmittal to doctor and/or hospital.
- j. Keep informed and report on status of hospitalized personnel.
- k. Obtain all witness statements from Safety Officer and/or Medical Unit and review for completeness.
- l. Coordinate the analysis of injuries with the Safety Officer.
- m. Develop and maintain a log of all injuries occurring on incident.
- n. Coordinate/handle all administrative paperwork on serious injuries or fatalities.
- o. Coordinate with appropriate agency(s) to assume responsibility for injured personnel in local hospitals prior to demobilization.

CLAIMS SPECIALIST: Under the supervision of the Compensation/Claims Unit Leader the Claims Specialist is responsible for managing all claims-related activities (other than injury) for an incident.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Compensation/Claims Unit Leader.
- c. Develop and maintain a log of potential claims.
- d. Mitigate or resolve potential claims whenever possible.
- e. Coordinate claims prevention plan with applicable incident functions.
- f. Initiate investigation on all claims other than personnel injury.
- g. Ensure that site and property involved in investigation are protected.
- h. Coordinate with investigation team as necessary.
- i. Obtain witness statements pertaining to claims other than personnel injury.
- j. Review investigations for completeness and follow-up action needed by local agency.
- k. Keep the Compensation/Claims Unit Leader advised on nature and status of all existing and potential claims.
- l. Ensure use of correct agency forms.
- m. Request skilled investigation from appropriate agency, when needed.
- n. Maintain Unit Log (ICS Form 214).

COST UNIT LEADER: The Cost Unit Leader is responsible for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations for the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from Finance/Administration Section Chief.
- d. Coordinate with agency headquarters on cost reporting procedures.
- e. Collect and record all cost data.
- f. Develop incident cost summaries.
- g. Prepare resources – use cost estimates for the Planning Section.
- h. Make cost-saving recommendations to the Finance/Administration Section Chief.

- i. Maintain cumulative incident cost records.
- j. Complete all records prior to demobilization.
- k. Provide reports to Finance/Administration Section Chief.
- l. Maintain Unit Log (ICS Form 214).

Finance/Administration Section Planning Cycle Guide

