

Finance/Administration Section Chief (FSC) Job Aid

Overview

Position: Finance/Administration Section Chief

The Finance/Administration Section must fiscally manage the incident, including claims processing, contracting, and administrative functions. They must work closely with all sections to ensure that all costs are documented. So the FSC must possess good financial and procurement knowledge.

Section: Finance/Administration Section

Mission:

To provide overall administrative and finance services that include billing, accounting, filing, invoices, and preparation of service contracts, as well as financial and cost analysis. Key goals include:

- Staff Finance/Administration Section
 - Develop incremental and cost summaries
 - Establish contracts for supplies and services, as needed
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Duties:

- ❑ Report to the Incident Commander (or unified command) for situation briefing.
 - ❑ Brief unit leaders (time, procurement, cost, and compensation/claims) to determine deployment needs and problems.
 - ❑ Brief agency administration personnel on all incident-related business management issues needing attention and follow up prior to leaving incident.
 - ❑ Meet with assisting and cooperating agency representatives, as required.
 - ❑ Attend planning sessions on financial and cost analysis matters.
 - ❑ Coordinate the establishment of financial (cash accounts, invoices, billings, contracts, etc.) and administrative (filing, stationary supplies, etc.) systems.
 - ❑ Assign clerical staff to sections, where requested.
 - ❑ Liaise with Logistics Section Chief for preparation of equipment and service contracts and rentals and with the Planning Section Chief for specialist contracts.
 - ❑ Coordinate accounting for food, equipment, wages, accommodations, and travel for response team and auxiliary personnel.
 - ❑ Prepare financial and administrative status reports.
 - ❑ Participate in demobilization planning.
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Overview (cont'd)

References

Below is a list of references that may be required while using this job aid:

- National Pollution Funds Center User Reference Guide (NPFC)
 - Federal Acquisition Regulations (FAR)
 - Appropriation Law (red book)
 - Transportation Acquisition Regulations (TAR)
 - Coast Guard Acquisition Procedures (CGAP)
 - CG Simplified Acquisition and Procedures Manual
 - CERCLA Field Guide
 - Joint Federal Travel Regulations (JFTR)
 - Standard Rates (COMDTINST 7310.1F)
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Materials

Ensure these materials are available to the Finance/Administration Section during an incident.

- Computer kit
- Telephone directory
- ICS forms catalog
- Administrative kit (pens, pencils, etc.)
- Procurement Request forms
- Procurement Log
- CG 5136 (Automated Series)

Staffed Finance/Administration Section

General Tasks

Below is a general task checklist that should be completed as soon as possible after being assigned to an incident.

STEP	ACTION	✓						
1.	Receive assignment	<input type="checkbox"/>						
2.	Upon arrival at the incident, check-in at the Incident Command Post	<input type="checkbox"/>						
3.	Obtain an initial brief from Incident Commander (IC) <ul style="list-style-type: none"> • Size and complexity of incident • Expectations of the IC • Incident objectives • Agencies/organizations/stakeholders involved • Incident activities/situation • Special concerns and Fiscal Limitations 	<input type="checkbox"/>						
4.	Review ICS 201 or Initial Action Plan (IAP)	<input type="checkbox"/>						
5.	Maintain a detailed Finance/Admin Section Unit Activity Log (ICS 214) NOTE: Log should contain enough detail to reconstruct all events.	<input type="checkbox"/>						
6.	Establish a work location <ul style="list-style-type: none"> • Accessible • Adequate space • Close to Logistics Section • Have communications capability 	<input type="checkbox"/>						
7.	Acquire work materials from page 2	<input type="checkbox"/>						
8.	Determine resource needs for the section <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>IF</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Inadequate</td> <td>Submit requests thru logistics section & continue with next step</td> </tr> <tr> <td>Adequate</td> <td>Go to next step</td> </tr> </tbody> </table>	IF	Then	Inadequate	Submit requests thru logistics section & continue with next step	Adequate	Go to next step	<input type="checkbox"/>
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Inadequate	Submit requests thru logistics section & continue with next step							
Adequate	Go to next step							
9.	Organize, assign, and brief subordinates	<input type="checkbox"/>						

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Staffed Finance/Administration Section (Cont'd)

General Tasks (Cont'd)

General tasks continued from the previous page.

STEP	ACTION	✓										
10.	<p>Brief section personnel on mission/functions/responsibilities</p> <ul style="list-style-type: none"> • Provide overview of incident • Provide overview of Finance/Administration Section responsibilities • Emphasize accuracy of required information <table border="1"> <thead> <tr> <th>Position</th> <th>Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Procurement Unit Leader</td> <td>Administer financial and vendor contracts Act as Contracting Officer</td> </tr> <tr> <td>Time Unit Leader</td> <td>Equipment and personnel time recording</td> </tr> <tr> <td>Claims Unit Leader</td> <td>Provide claims processing</td> </tr> <tr> <td>Cost Unit Leader</td> <td>Financial analysis and ceiling management</td> </tr> </tbody> </table>	Position	Responsibilities	Procurement Unit Leader	Administer financial and vendor contracts Act as Contracting Officer	Time Unit Leader	Equipment and personnel time recording	Claims Unit Leader	Provide claims processing	Cost Unit Leader	Financial analysis and ceiling management	<input type="checkbox"/>
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Claims Unit Leader	Provide claims processing											
Cost Unit Leader	Financial analysis and ceiling management											
11.	Determine funding sources for incident	<input type="checkbox"/>										
12.	<p>Identify/publish avenues for claim processing</p> <ul style="list-style-type: none"> • Consult with MLC Legal/NPFC • Establish and post numbers and points of contact • Publish in local media 	<input type="checkbox"/>										
13.	Track, stay aware of incident expansion / contraction due to changes in conditions, meeting of objectives	<input type="checkbox"/>										
14.	Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit	<input type="checkbox"/>										

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Staffed Finance/Administration Section (Cont'd)

Finance/ Administration Section Forms

Below is a table that provides forms used by the Finance/Administration Section.

Form number	Name
ICS 214	Unit Log
CG 5136A	Pollution Incident Daily Resource Report (Summary)
CG 5136B	Pollution Incident Daily Resource Report (Government Personnel)
CG 5136C	Pollution Incident Daily Resource Report (Government Equipment)
CG 5136D	Pollution Incident Daily Resource Report (Purchases, Travel, Contractor expendables)
CG 5136E	Pollution Incident Daily Resource Report (Short Form, less than 25K)
CG 5136F	Pollution Incident Daily Resource Report (Ceiling Management)
NOTES: 1. All CG 5136 series forms can be found in the NPFC Reference Guide. All forms available from NPFC on disk. 2. All necessary forms must be completed with current available data prior to the end of each operational period. 3. Submit finance paperwork to appropriate (incident specific) agency/office	

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Incremental and Cost Summaries

Tasks

The Finance/Administration Section Chief is responsible for tracking and reporting all costs incurred during the response.

STEP	ACTION	✓																		
1.	Collect cost data from applicable ICS sections <table border="1" data-bbox="678 464 1289 1310"> <thead> <tr> <th data-bbox="678 464 954 510">Data</th> <th data-bbox="954 464 1289 510">Source</th> </tr> </thead> <tbody> <tr> <td data-bbox="678 510 954 625">Government personnel, rank, unit</td> <td data-bbox="954 510 1289 625">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="678 625 954 701">Government Equipment</td> <td data-bbox="954 625 1289 701">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="678 701 954 777">Government Vehicles</td> <td data-bbox="954 701 1289 777">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="678 777 954 852">Government Boats</td> <td data-bbox="954 777 1289 852">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="678 852 954 928">Government Cutters</td> <td data-bbox="954 852 1289 928">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="678 928 954 1003">Government aircraft</td> <td data-bbox="954 928 1289 1003">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="678 1003 954 1163">Commercial contracts</td> <td data-bbox="954 1003 1289 1163">Finance/Administration Section/ Procurement Unit Leader</td> </tr> <tr> <td data-bbox="678 1163 954 1310">Pollution Removal Funding Authorization (PRFA)*</td> <td data-bbox="954 1163 1289 1310">IC/Liaison Officer</td> </tr> </tbody> </table> <p data-bbox="646 1318 1302 1453">NOTE: Refer to http://www.uscg.mil/hq/g-s/g-si/g-sii/dpri/dprindex.htm for standard rate tables. The complete rate standards are found in COMDTINST 7310.1 (series).</p> <p data-bbox="646 1465 1084 1499">*NOTE: Pollution Incident specific</p>	Data	Source	Government personnel, rank, unit	Planning Section/ Resource Unit Leader	Government Equipment	Planning Section/ Resource Unit Leader	Government Vehicles	Planning Section/ Resource Unit Leader	Government Boats	Planning Section/ Resource Unit Leader	Government Cutters	Planning Section/ Resource Unit Leader	Government aircraft	Planning Section/ Resource Unit Leader	Commercial contracts	Finance/Administration Section/ Procurement Unit Leader	Pollution Removal Funding Authorization (PRFA)*	IC/Liaison Officer	<input type="checkbox"/>
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2.	Enter collected data into automated system <ul data-bbox="646 1556 1263 1684" style="list-style-type: none"> • Ensure appropriate categories are assigned in accordance with CG 5136F (Environmental Response Ceiling Management Form) 	<input type="checkbox"/>																		

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Incremental and Cost Summaries (Cont'd)

Tasks (Cont'd)

The checklist for tracking and reporting incident costs is continued below.

STEP	ACTION	✓
3.	Process procurement requests (PR) and Pollution Removal Funding Authorizations (PRFA) Requests are originated by: <ul style="list-style-type: none">• Logistics section• IC / LO - PRFA (pollution incidents only)	<input type="checkbox"/>
4.	Develop operational period cost summary report and distribute to: <ul style="list-style-type: none">• Incident Commander/Unified Command• All Section Chiefs• Situation Unit Leader• Documentation Unit Leader	<input type="checkbox"/>

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Contracts for Supplies and Services

Tasks

The Finance/Administration Section Chief must issue various obligation documents and ensure that incident response money is spent wisely.

STEP	ACTION	✓
1.	Create accounts in Large Unit Financial System (LUFS) for Type I obligations	<input type="checkbox"/>
2.	Enter all obligations in LUFS and transmit to the Finance/Administration Center <ul style="list-style-type: none">• Travel orders• Commercial contracts• Purchase orders• Credit card transactions• PRFAs and other funds obligations documents	<input type="checkbox"/>
3.	Submit cost saving recommendations to the Federal On Scene Coordinator as appropriate <i>Example: Use of government sources and contracts</i>	<input type="checkbox"/>

Section Demobilized

Tasks

Below are responsibilities applicable to all ICS personnel.

STEP	ACTION	✓
1.	Provide input to the Demobilization Plan <ul style="list-style-type: none">• Lead times• Identify high cost resources• Equipment release considerations	<input type="checkbox"/>
2.	Demobilize section and transfer all functions and the completed financial documentation to FOSC staff	<input type="checkbox"/>
3.	Debrief the section <ul style="list-style-type: none">• Participate in incident management team debriefing• Participate in closeout session• Brief replacement if necessary	<input type="checkbox"/>
4.	Provide Supply Unit Leader with a list of supplies to be replenished	<input type="checkbox"/>
5.	Forward all Section documentation to Documentation Unit	<input type="checkbox"/>
6.	Complete Check-out Sheet	<input type="checkbox"/>

Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Finance/Administration Section Chief in exchanging information with other ICS positions.

MEET With	WHEN	FSC OBTAINS	FSC PROVIDES
Incident Commander	Check in Initial brief OPS brief	Incident status IC priorities, goals and objections Instructions concerning Finance/Admin Section priorities Meeting times Permission from IC to raise ceiling as needed ICS 201 info Motivational remarks	Financial reports
Finance/ Administration Section Personnel	Upon arrival at incident and when ordered personnel arrive on-scene	List of names Qualifications	Assignments Tasking Incident status Check-in procedures
Liaison Officer	Planning meeting	OGA documentation (PRFA), i.e. purpose and estimated cost	Update on finance concerns Financial reports
Planning Section Chief	Planning meeting Ops brief	Proposed Incident Action Plan Briefing on situation Review IC/UC objectives	
All Sections	Initial brief End of operational period	List of names, other info for personnel requiring orders Any financial concerns	Travel order numbers (TONOS) Accounting data Operational period financing summary report/projections

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Information Exchange Matrix (continued)

Inputs/Outputs

MEET With	WHEN	FSC OBTAINS	FSC PROVIDES
Resource Unit Leader	As needed	Check-in list from ICS 211 Resource status Copies of travel orders	
Logistics Sections Chief	As needed	Procurement requests	Funds availability Status of deliverables
Situation Unit Leader	Planning Meeting	Future projections for incident	
