

# Northern Rockies Recommended Local Unit Guide for Incident Finance Skills and Standard Operating Procedures



*Finance/Admin is an essential part of the Incident Command System (ICS) at all levels. To efficiently support and manage local incidents (Type 3, 4 or 5), it is recommended that local units within the Northern Rockies establish training and development plans for Finance/Admin personnel with a goal of providing skills and SOPs as defined below. It is further recommended that units provide a network of Finance/Admin support with their interagency partners. (3/2010)*

## **Recruitment and Training:**

Finance/Admin Support personnel for local incidents should possess the following skills:

1. **Basic ICS:** Local Finance Support personnel should have a working knowledge of the Incident Command System to understand where they fit into the organization, to whom they report and with whom they need to interact and share information. They also need to understand that with small, local incidents, individuals may serve multiple roles depending on whether the incident is beginning (and ICS is expanding) or ending (and ICS is contracting). Training: I-100, S-110, and I-200.
2. **Personnel Time Regulations:** Local Finance Support personnel should understand the material in Chapter 10 of the IIBMh (including Northern Rockies Geographic Area Supplements and the appropriate agency AD & EFF pay plans) and be able to explain the regulations to incident personnel as questions arise. They should be able to identify errors on incoming Crew Time Reports so that the incident personnel are notified as soon as possible. They should be able to accurately post time from a CTR to a Firefighter Time Report (OF-288) either manually or using I-Suite. Training: S-260, S-261, and an I-Suite course.
3. **Procurement Regulations and Equipment Time:** Local Finance Support personnel should understand basic procurement guidelines for incidents, including the use of resource request numbers, lodging and meal authorizations, and appropriate purchases (i.e. supplemental foods, rental vehicles for fireline use, incident utility services, medical payment processes, and agency-specific guidelines). They should possess the ability to record equipment time to an Emergency Equipment Use Invoice either manually or using I-Suite (general EQTR duties). Training: S-260, S-261, an I-Suite course, and Fire Procurement.
  - **Contracted equipment:** If contracted equipment is in use, they must have a working knowledge of EERAs, I-BPAs and competed contracts, the dispatch system and agency payment processes.
4. **Interagency Cooperation:** Local Finance Support personnel should understand the basic components of interagency cooperation including any differences required for posting time for other agency employees. They should also be aware of the guidelines to follow to ensure that paperwork is submitted to the right place in a timely manner. Having a network of interagency partners to call with questions would be essential to developing these skills. Understanding Chapter 50 and the NRCG Supplement to Chapter 50 is necessary. Training: S-260 and S-261

5. Property Regulations: Local Finance Support personnel should understand incident replacement policies for government equipment and/or employee personally-owned property. Training: S-260 and S-261.
6. Human Resources Information: Local Finance Support personnel must be familiar with:
  - *APMC/OWCP*: The difference between APMC and OWCP and how/when to apply each. Also, there must be an understanding of how the APMC/OWCP processes are managed on the unit. Training: S260, S261. Chapter 10 Section 15 of the IIBMH.
7. I-Suite Familiarity: Local Finance Support personnel must be able to set up the program, stand up an incident, input resources, post time to create OF-288s, submit accruals to ASC, provide basic cost reports, and close out or transition an incident. In order to provide cost reports, they will need to know how to keep the cost module clean by deleting unwanted default estimates that the program creates. This is another area where having a network of partners to call with questions would be essential. \*\*Training: IFL: I-Suite for Locals
8. Incident Records: Local Finance Support personnel must understand the Incident Records Protocols as established by NWCG (Legacy Filing). In addition, the added responsibility of securing Personal Identification Information (PII data) applies to locally-created incident paperwork and databases. Training: PII and Computer Security Awareness training, and for Fire Record Management, see the NIFC website – <http://www.nifc.gov/policies/records/index.html>
9. Incident Business Contacts: Local Finance Support personnel must have adequate contacts on the host unit to ensure compliance with the incident business plan. Those individuals should have the ability to assist in all areas of incident finance. Tools: Unit Incident Business Plan and Contact List, and/or the unit's Service and Supply Plan.
10. Training: Along with preplanning, agency employees should be trained to respond to a variety of local incidents as dictated by the agency's authority and jurisdiction.

Minimum training may include (but not be limited to):

- I-100 Introduction to ICS
- S-110 Basic Wildland Fire Orientation
- I-200 Basic ICS
- S-260 Interagency Incident Business Management
- S-261 Applied Interagency Incident Business Management
- I-Suite for Locals
- Fire Procurement

Future Training Recommended: See training requirements for finance positions in the NWCG PMS 310-1 or FSH 5109.17.