



**INCIDENT COMMAND SYSTEM
ICS POSITION: FINACE/ADMINISTRATION SECTION CHIEF**

REPORTS TO: INCIDENT COMMANDER

POST ORDER

THE FINACE/ADMINISTRATION SECTION CHIEF IS RESPONSIBLE FOR ALL FINACIAL AND COST ANALYSIS AND PROCUREMENT ASPECTS OF THE CRITICAL INCIDENT AND FOR SUPERVISING THE FINANCE/ADMINISTRATION SECTION.

- A. RECIEVES A BRIEFING FROM THE INCIDENT COMMANDER.
- B. CONDUCTS AN EVALUATION OF THE INCIDENT TO DETERMINE THE SCOPE OF SECTION RESPONDSIBILITIES TO INCIDENT OPERATIONS.
- C. ATTEN PLANNING MEETING TO GATHER INFORMATION.
- D. IDENTIFY AND ORDER SUPPLIES AND SUPPORT NEEDS FOR THE FINANCE SECTION.
- E. DEVELOP WORK OBJECTIVES FOR SUBORDINATES, BRIEF STAFF AND MAKE ASSIGNMENTS, AND EVALUATE PERFORMANCE.
- F. MANAGE SECTION FUNCTIONS SUPPORTING INCIDENT OPERATIONS.
- G. INFORM INCIDENT COMMANDER AND GENERAL STAFF WHEN THE SECTION IS FULLY OPERATIONAL.
- H. MEET WITH ASSISTING AND COOPERATING AGENCY REPRESENTATIVES AS REQUIRED.
- I. PROVIDE INPUT IN ALL PLANNING SESSIONS ON FINANCIAL AND COST ANALYSIS MATTERS.
- J. MAINTAIN DAILY CONTACT WITH AGENCY(S) ADMINISTRATIVE HEADQUARTERS ON FINACIAL MATTERS.
- K. INSURE THAT ALL PERSONNEL TIME RECORDS ARE TRANSMITTED TO HOME AGENSIES ACCORDING TO POLICY.

- L. COORDINATE PROCUREMENT FUNCTIONS IN SUPPORT OF THE INCIDENT.
- M. PARTICIPATE IN ALL DEMOBILIZATION PLANNING.
- N. MAINTAIN A UNIT LOG.

CRITICAL INCIDENT CHECK LIST		CRITICAL INCIDENT COMMAND POST
FINANCE SECTION CHIEF		DATE/TIME:
	ACTIVITIES	TIME:
01	OBTAIN BRIEFING FROM INCIDENT COMMANDER	
02	ATTEND RESPONSIBLE AGENCY BRIEFING-GATHER INFORMATION	
03	ATTEND PLANNING MEETING-GETHARE INFORMATION	
04	DEVELOP FIANCE OPERATION PLAN	
05	PREPARE SUBORDINATE WORK OBJECTIVES, BRIEF STAFF, MAKE ASSIGNMENTS AND EVALUATE PERFORMANCE. TIME/COMPENSATION/CLAIMS UNIT: PROCUREMENT UNIT:	
06	ADVISE INCIDENT COMMANDER WHEN OPERATIONAL	
07	MEET WITH ASSISTING AGENCIES WHEN REQUIRED	
08	PROVIDE COST INPUT IN PLANNING SESSIONS ON FINANCIAL AND COST ANALYSIS MATTERS	
09	MAINTAIN DAILY CONTACT WITH AGENCY ADMINSTRATIVE HEADQUARTERS ON FIANACIAL MATTERS	
10	TRANSMIT PERSONNEL TIME RECORDS ACCORDING TO POLICY	
11	PARTICIPATE IN DEMOBILIZATION PLANNING	
12	INSURE OBLIGATION DOCUMENTS ARE PROPERLY PREPARED AND COMPLETED	
13	BRIEF AGENCY ADMINISTRATION PERSONNEL ON ALL INCIDENT RELATED BUSINESS MANAGEMENT ISSUES, AND FOLLOW UP PRIOR TO LEAVING INCIDENT	
14	COORDIANTE INITIAL INCIDENT PROCUREMENT PLAN WITH THE PROCUREMENT COORDINATOR	
15	COORDINATE WITH THE USE OF FUNDS AND RESOLVE CLAIMS WITHIN DELEGATED AUTHORITY	
16	MAINTAIN UNIT LOG	
REMARKS/COMMENTS:		

