



L0975: NIMS ICS All-Hazards Finance/Administration Unit Leader (2019)

Course Plan

Course Details

Description:	The goal of this professional development course, E/L0975 Finance/Administration Unit Leader, is to provide federal, state, and local-level emergency responders with an overview of key duties and responsibilities of the four Finance/Administration Unit Leader Type III positions in a Type III All-Hazards Incident Management Team (AHIMT).
Designed For:	The intended audience(s) are local- or State-level emergency responders who may be designated as Finance/Administration Unit Leaders on their local or State Incident Management Team.
Authority:	Federal Emergency Management Agency - Emergency Management Institute
Prerequisites:	IS-0100 An Introduction to the Incident Command System; IS-0200 Basic Incident Command System for Initial Response; E/L/G 0300 Intermediate Incident Command System for Expanding Incidents; IS-0700 An Introduction to the National Incident Management System; and IS-0800 National Response Framework (NRF), An Introduction.
Standard:	N/A
Hours:	19.0 hours
Maximum Class Size:	24
Instructor Level:	Primary instructor
Instructor/Student Ratio:	1:24 (Note: FEMA recommends at least two instructors).
Restrictions:	None.
SFT Designation:	FSTEP
Note:	For FEMA issued course completion diplomas, the course must be registered through California Governor's Office of Emergency Services (Cal OES).

Required Resources

Instructor Resources

The following instructor resources are required:

- Instructor Guide
- Electronic files of all Unit Visual presentations
- Pretest and final exam
- National Qualification System IMT Position Task Books

Student Resources

To participate in this course, students need:

- Student Manual

Facilities, Equipment, and Personnel

The following facilities, equipment, or personnel are required to deliver this course:

Facilities

- Standard classroom equipped for 24 students
- Whiteboards or easel pads with appropriate writing implements
- Projector/TV with appropriate laptop connections
- Wifi/Internet access

Objectives

Course Objectives

1. Identify the course objective and position-specific resource materials for the four Finance/Administration Unit Leader positions.
2. Explain the purpose and function of the Finance/Administration Section.
3. Identify information exchange strategies and appropriate communication skills when interacting with incident personnel.
4. Identify the Time Unit Leader's roles and responsibilities for an all-hazard incident.
5. Identify the Procurement Unit Leader's roles and responsibilities for an all-hazards incident.
6. Identify the Compensation/Claims Unit Leader's roles and responsibilities for an all-hazards incident.
7. Identify the Cost Unit Leader's roles and responsibilities for an all-hazards incident.
8. Explain a Finance/Administration Unit Leader's management and administrative responsibilities that are integral to the Finance/Administration Unit.