

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).

The intended audience(s) are local, or State-level emergency responders.

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).

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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

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Time Table

Segment	Unit Total
Unit 1: Course Introduction	2.0
Unit 2: Overview of the Finance/Administration Section	2.25
Unit 3: Interaction and Coordination	1.25
Unit 4: Time Unit Leader Responsibilities	2.25
Unit 5: Procurement Unit Leader Responsibilities	2.5
Unit 6: Compensation/Claims Unit Leader Responsibilities	2.25
Unit 7: Cost Unit Leader Responsibilities	2.5
Unit 8: Unit Management	4.0
Course Totals	19.0

Time Table Key

- 1. The Time Table documents the amount of time required to deliver the content included in the course plan.
- 2. The Course Totals do not reflect time for lunch (1 hour) or breaks (10 minutes per each 50 minutes of instruction or assessment). It is the instructor's responsibility to add this time based on the course delivery schedule.
- 3. Application (activities, skills exercises, and formative testing) time will vary depending on the number of students enrolled and the acquired structure selected for training. The Application time documented is based on the maximum class size identified in the Course Details section.
- 4. Summative Assessments are determined and scheduled by the authority having jurisdiction. These are not the written or psychomotor State Fire Training certification exams. These are in-class assessments to evaluate student progress and calculate course grades.

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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.

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