

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.

Recruitment and Training:

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

1. **Basic ICS:** Local Finance 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: ICS-100, ICS-200, IS-700 and S-110. To be dispatched off-unit, IS-800 may be required. S-110 is available online through the NWCG Training website: <https://onlinetraining.nwcg.gov/>. The ICS courses are also available online through FEMA. They can be found at: <https://training.fema.gov/nims/>
2. **Personnel Time Regulations:** Local Finance personnel should understand the material in Chapters 10 and 50 of the NWCG Standards for Interagency Incident Business Management (SIIBM) (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 an Incident Time Report (OF-288) either manually or through e-ISuite. Training: S-260, S-261, and an e-ISuite course.
3. **Procurement Regulations and Equipment Time:** Local Finance 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 through e-ISuite (general EQTR duties). Training: S-260, S-261, an e-ISuite course, and an Incident Procurement Workshop.
 - **Contracted equipment:** If contracted equipment is in use, they must have a working knowledge of EERAs and the corresponding General Clauses, I-BPAs (competed agreements), the dispatch system and agency payment processes.
4. **Interagency Cooperation:** Local Finance 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 the DNRC “Umbrella” document for Local Government Fire Forces, the IDL Incident Business website including the Cooperative Mobilization Agreement, SIIBM Chapter 50 and the NRCG Supplement to Chapter 50 is necessary. Training: S-260 and S-261.

5. Property and Claims Regulations: Local Finance personnel should understand incident replacement policies for government equipment and/or employee personally-owned property. Training: S-260, S-261 and agency direction for claims documentation and processing.
6. Human Resources Information: Local Finance personnel must be familiar with *APMC, federal OWCP or state/private Workers’ Compensation plans* including the difference between them and how/when to apply each. Training: S260, S261. Chapter 10 of the SIIBM.
7. e-ISuite Familiarity: Local Finance personnel must be able to load the program, start an incident, input resources, post time to create OF-288s, provide basic cost reports, and close-out or transition an incident and the database. This is another area where having a network of partners to call with questions would be essential. Training: a local e-ISuite workshop, the full e-ISuite class, and/or Incident Cost.
8. Incident Records: Local Finance 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 Records Management, see the NWCG website <https://www.nwcg.gov/committees/incident-planning-subcommittee>
9. Incident Business Contacts: Local Finance personnel must have adequate contacts on the host unit to ensure compliance with the incident business operating guide. Those individuals should have the ability to assist in all areas of incident finance. Tools: Unit Incident Business Operating Guide (IBOG) 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):

- ICS-100 Introduction to ICS
- ICS-200 Basic ICS
- IS-700 Introduction to NIMS
- S-110 Basic Wildland Fire Orientation
- S-260 Interagency Incident Business Management
- S-261 Applied Interagency Incident Business Management
- Local e-ISuite workshop, or full e-ISuite class
- Incident Procurement Workshop and/or webinars

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