

Finance / Admin Section Activities

Planning Meeting Prep:
 Review resources assigned / ordered to determine if proper use depending on funding source restrictions / regulations
 Provide input on resource availability due to contracting / procurement issues
 Procure necessary resources
 Meet with Unit leaders to determine briefing topics

Tactics Meeting Prep:
 Clarify resource requesting, approval & ordering processes, as needed
 Identify contracting / procurement issues to be resolved

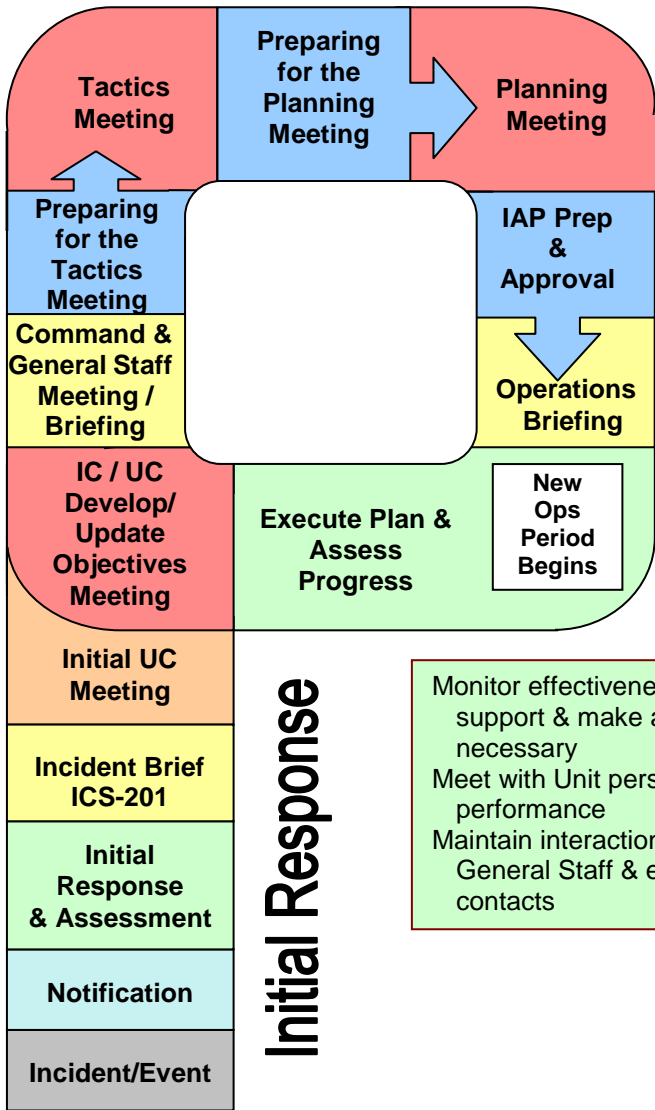
Receive IC/UC direction
 - Priorities, limitations & Constraints
 - Objectives
 - Key decisions
 Provide feedback to IC/UC on focus/direction
 Discuss interagency issues
 Discuss resource requesting, approval, and ordering process
 Brief funding source and ceilings
 Discuss claims procedures / process
 Implement/Review Cost doc process
 Discuss Finance Section needs

Attend ICS-201 brief
 - Current overview
 - Anticipated Fin Section activities
 - Indication of required support
 Determine if funding is required based upon incident/accident/event
 Determine funding source (FPN, CPN, DPN, OG-30), project number & estimate initial ceiling based upon incident

Arrive & Check-in
 Assess situation
 Receive IC/UC briefing
 Activate Finance Section
 Organize & brief subordinates
 Acquire work materials
 Forecast Requirements

Verify support for upcoming plan
 Brief on
 -funding source(s)
 -ceilings
 -burn rate
 -contract issues
 -admin services
 -claims / claims procedures
 Provide estimates of future finance/admin requirements

Brief on funding issues as appropriate



Monitor effectiveness of finance/admin support & make adjustments as necessary
 Meet with Unit personnel to monitor performance
 Maintain interaction with Command & General Staff & external financial contacts