Finance Section Chief Activities in the ICS Planning Process

Review proposed tactics
Identify funding needs from ICS 215 and 215a
Discuss funding availability and shortfalls
Identify funding support requirements

As Necessary:
- Clarify resource requesting, approval & ordering process, as needed
- Identify contracting / procurement issues to be resolved
- Implement/Review Cost doc process

Receive IC/UC direction on Priorities, limitations & constraints, Objectives, & Key decisions
Clarify & Provide feedback to IC/UC on focus/direction
Discuss interagency issues
Discuss resource requesting, approval, and ordering process
Discuss funding source & ceilings
Discuss Finance Section needs

This meeting is intended for IC/UC

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

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

This meeting is intended for IC/UC

Receive IC/UC briefing
Activate Finance Section
Organize & brief subordinates
Acquire work materials
Forecast Requirements

Review resources assigned/ordered to determine 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

Monitor finance-admin section performance
Monitor on-going finance-admin support & processes & make adjustments as necessary
Maintain interaction with Command & General Staff & external financial contacts

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

New Ops Period Begins

Revision 2/13/13