

COMPENSATION/CLAIMS UNIT LEADER (NQS)

RESOURCE CATEGORY	Emergency Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Compensation and Claims Unit Leader oversees unit staff responsible for financial concerns resulting from property damage, injuries or fatalities at the incident.
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource. 2. Requestor specified any additional qualifications necessary, based on incident complexity and needs 3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	<p>The Compensation and Claims Unit Leader:</p> <ol style="list-style-type: none"> 1. Establishes or transitions into a unit under the Finance/Administration Section 2. Configures unit with personnel to support incident needs, in consultation with the Finance/Administration Section Chief 3. Reviews and coordinates procedures for handling compensation and claims 4. Maintains cumulative incident compensation and claims documentation 5. Coordinates status of accident and injury-related investigations 6. Advises on the nature and status of all existing and potential claims 7. Coordinates closely with the Medical Unit, Cost Unit and Safety Officer 8. Coordinates with the Authority Having Jurisdiction (AHJ) to maintain documentation 	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. IS-2900: National Disaster Recovery Framework (NDRF) Overview 7. E/L 0975: Finance/Administration Unit Leader, or equivalent 8. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 	<ol style="list-style-type: none"> 1. Identified equivalent trainings should meet or exceed course learning objectives. 2. The National Incident Management System (NIMS) Training Program defines a national baseline to guide and promote NIMS training. It provides recommendations to assist AHJs in developing their own training plans, tailored to their specific needs.

Position Qualification for Operational Coordination
Emergency Management

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	<p>Knowledge, Skills and Abilities: Knowledge of financial management concepts and principles</p> <p>Experience: 1.Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Compensation and Claims Unit Leader, or equivalent AHJ documentation 2.Experience in incident management in a finance-related position</p>	Not Specified
PHYSICAL/MEDICAL FITNESS	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years	A higher position is one for which this position is a prerequisite.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



Position Qualification for Operational Coordination Emergency Management

NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Compensation/Claims Unit Leader, latest edition adopted
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the NQS, November 2017
4. FEMA, National Response Framework, October 2019
5. FEMA, NIMS Training Program, May 2020
6. National Wildfire Coordinating Group (NWCG), Position Catalog, latest edition published
7. FEMA, NIMS 509: Finance/Administration Section Chief
8. FEMA, NIMS 509: Safety Officer