



RECEIVING, STAGING, AND STORAGE FINANCE/ADMINISTRATION TEAM LEADER

RESOURCE CATEGORY	Medical and Public Health
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Receiving, Staging, and Storage (RSS) Finance/Administration Team Leader organizes and manages the administrative section of the RSS site
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Receiving, Staging, and Storage Task Force). 2. 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	The RSS Finance/Administration Team Leader organizes and directs the RSS site's administrative section to ensure accurate fiscal cost tracking and personnel time tracking	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	Completion of the following: <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. Authority Having Jurisdiction (AHJ)-provided RSS orientation 7. AHJ-provided training for the RSS Finance/Administration Team Leader (or RSS Administrative Chief) position 	Not Specified
EXPERIENCE	Two years of experience in a supervisory-level finance or accounting role	Not Specified
PHYSICAL/MEDICAL FITNESS	<ol style="list-style-type: none"> 1. Moderate 2. Is able to work while wearing appropriate Personal Protective Equipment (PPE) 3. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations 	<ol style="list-style-type: none"> 1. The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions. 2. PPE is mission specific and may vary by work environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves, and masks.
CURRENCY	<ol style="list-style-type: none"> 1. Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every three years 2. Keeps immunizations up to date and commensurate with mission assignment 3. Background checks as applicable law permits or requires 	Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within the past 12 months; a sex-offender registry check; and a local, state, and national criminal history.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



NOTES

Nationally typed resources represent the minimum criteria for the associated component and capability.

REFERENCES

1. FEMA, NIMS 508: Receiving, Staging, and Storage Task Force
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the National Qualification System (NQS), November 2017
4. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders