



PROCUREMENT UNIT LEADER (NQS)

RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Procurement Unit Leader oversees unit staff who administer all financial matters pertaining to leases and vendor contracts.
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource. 2. Requestor specifies 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 Procurement 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 meet incident needs 3. Manages the administration of financial matters pertaining to vendor contracts, leases and fiscal agreements, as the Authority Having Jurisdiction (AHJ) delegates 4. Manages the administration of documentation associated with equipment rental and supply contracts 5. Works with operations and logistics personnel to meet incident needs under the delegation the AHJ provides 6. Ensures complete, organized contract documentation and works closely with the AHJ to ensure timely contract closeout 	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. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 7. E/L 0975: National Incident Management System Incident Command System All-Hazards Finance/Administration Unit Leader, or equivalent 	<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
Incident Management

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	Knowledge, Skills and Abilities: 1. Knowledge of financial management concepts and principles 2. Understanding of private, local, state, tribal, territorial and federal acquisition and procurement processes, policies and procedures as well as applicable laws and regulations Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Procurement Unit Leader, or equivalent AHJ documentation 2. Experience in incident management in a finance-related position	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



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NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. Additional training on this position is available from the National Wildfire Coordinating Group at <https://www.nwccg.gov/positions>.

REFERENCES

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