

## RECEIVING, STAGING & STORAGE (RSS), FINANCE/ADMINISTRATION TEAM LEADER

| TYPE                            | TYPE 1   | NO TYPE 2       |
|---------------------------------|--|-----------------|
| <b>DESCRIPTION</b>              | The Receiving, Staging, and Storage (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 Applicable  |
| <b>CATEGORY</b>                 | <b>CRITERIA</b>  | <b>CRITERIA</b> |
| <b>EDUCATION</b>                | Not Specified<br><b>NOTES:</b> Not Specified   | Not Applicable  |
| <b>TRAINING</b>                 | Completion of the following:<br>1. IS-100: Introduction to the Incident Command System, ICS-100<br>2. IS-200: Incident Command System for Single Resource and Initial Action Incidents<br>3. ICS-300: Intermediate Incident Command System for Expanding Incidents<br>4. IS-700: National Incident Management System, An Introduction<br>5. IS-800: National Response Framework, An Introduction<br>6. Authority Having Jurisdiction (AHJ)-provided RSS orientation<br>7. AHJ-provided training for the RSS Finance/Administration Team Leader (or RSS Administrative Chief) position<br><b>NOTES:</b> Not Specified                                 | Not Applicable  |
| <b>EXPERIENCE</b>               | Two years of experience in a supervisory-level finance or accounting role<br><b>NOTES:</b> Not Specified   | Not Applicable  |
| <b>PHYSICAL/MEDICAL FITNESS</b> | 1. Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time<br>2. Is able to work while wearing appropriate Personal Protective Equipment (PPE)<br>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<br><b>NOTES:</b> 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. | Not Applicable  |

Superseded



| TYPE   | TYPE 1   | NO TYPE 2      |
|--|--|----------------|
| CURRENCY   | 1. Functions in this position during an operational incident, exercise, drill, or simulation at least once every three years<br>2. Keeps immunizations up to date and commensurate with mission assignment<br>3. Background checks as applicable law permits or requires | Not Applicable |
|  | <b>NOTES:</b> 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<br>TECHNICAL LICENSES AND<br>CERTIFICATIONS | Not Specified  | Not Applicable |
|  | <b>NOTES:</b> Not Specified  |                |

Superseded



## ORDERING SPECIFICATIONS OR DESIGNATIONS

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1. (X) Can be ordered as an individual asset
2. (X) Can be ordered in conjunction with a NIMS typed team (Receiving, Staging, and Storage Task Force)
3. ( ) Can be ordered in conjunction with a NIMS typed unit
4. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment
5. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days

## REFERENCES

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

## NOTES

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

Superseded