

## PROCUREMENT UNIT LEADER (NQS)

<b>RESOURCE CATEGORY</b>	Incident Management
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Procurement Unit Leader administers all financial matters pertaining to vendor contracts, leases, and fiscal agreements
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource.</li> <li>2. Requestor specifies any additional qualifications necessary based on incident complexity and needs</li> <li>3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> </ol>

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
<b>DESCRIPTION</b>	<p>The Procurement Unit Leader:</p> <ol style="list-style-type: none"> <li>1. Administers all financial matters pertaining to vendor contracts, leases, and fiscal agreements</li> <li>2. Administers documentation associated with equipment rental and supply contracts</li> <li>3. Prepares and authorizes contracts and land-use agreements</li> <li>4. Ensures effective and timely contract close-out</li> <li>5. Establishes or transitions into a unit under the Finance/Administration Section</li> <li>6. Configures unit with personnel to support operations</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified
<b>TRAINING</b>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>3. ICS-300: Intermediate Incident Command System for Expanding Incidents</li> <li>4. IS-700: National Incident Management System, An Introduction</li> <li>5. IS-703: National Incident Management System Resource Management</li> <li>6. IS-800: National Response Framework, An Introduction</li> <li>7. IS-2900: National Disaster Recovery Framework (NDRF) Overview</li> <li>8. E/L 0975: Finance/Administration Unit Leader, or equivalent</li> <li>9. E/G/L 0191: Emergency Operations Center/Incident Command System Interface</li> </ol>	Identified equivalent trainings should meet or exceed course learning objectives.

Superseded

Position Qualification for Operational Coordination  
Incident Management

COMPONENT	SINGLE TYPE	NOTES
<b>EXPERIENCE</b>	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Knowledge of financial management concepts and principles</li> <li>2. Understanding of private, local, state, tribal, territorial, and Federal acquisition and procurement processes, policies, procedures, and applicable laws and regulations</li> </ol> <p>Experience:</p> <ol style="list-style-type: none"> <li>1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Procurement Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation</li> <li>2. Experience in incident management in a finance-related position</li> </ol>	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
<b>CURRENCY</b>	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Contracting Officer's Technical Representative	Not Specified

Superseded



## Position Qualification for Operational Coordination Incident Management

### NOTES

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

### REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Procurement 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, June 2016

Superseded