

INCIDENT COMMAND FINANCE/ADMINISTRATION SECTION

**MABAS Division 2
Operational
Checklist
#09-C**
EFFECTIVE 02/01/10
Reviewed 6/23/21

Type of Strategy: **Offensive** **Defensive**

Upon arrival, don ADMIN vest and report to IC for briefing

Responsibilities	<input type="checkbox"/> Obtain briefing from IC <input type="checkbox"/> Determine level of fiscal process <input type="checkbox"/> Determine potential for rental or contract services <input type="checkbox"/> Assess potential for legal claims <input type="checkbox"/> Identify applicable financial guidelines/policies <input type="checkbox"/> Determine time/place of planning meeting	<input type="checkbox"/> Confirm/establish purchasing guidelines
	<input type="checkbox"/> Organize/staff section as needed	<input type="checkbox"/> Coordinate with Command/General staff for additional needs
	<input type="checkbox"/> Attend planning meetings	<input type="checkbox"/> Meet with assisting/cooperating agencies as required to determine any cost-share agreements of financial obligations
	<input type="checkbox"/> Ensure that all personnel time records reflect incident activity	<input type="checkbox"/> Assist LOGISTICS in resource procurement
	<input type="checkbox"/> Hold section meetings as needed	
	Brief statement of Incident Action Plan	

FINANCE/ADMINISTRATION SECTION

RADIO DESIGNATION: ADMIN **CHANNEL:** _____

REPORTS TO: INCIDENT COMMANDER

REPORTS TO YOU: COST, TIME, COMPENSATION, CLAIMS,
PROCUREMENT UNITS

