CURRICULUM MANAGEMENT ISSUE PAPER NUMBER 13
--PROPOSED CHANGES IN TRAINING AND QUALIFICATIONS FOR FINANCE/ADMINISTRATION POSITIONS--

BACKGROUND

The approved curriculum identifies nine job aids which, in conjunction with the Fire Business Management Principles S-260 course, support the training needs of finance/administration positions from entry level through unit leader.

CURRENT STATUS

Based on the project leader's analysis of the training needs for these positions, when provided with the new Interagency Incident Business Management Handbook (IIBMH), we felt that there may need to be some reductions to this curriculum. During the first meeting of the finance/administration development group, we asked them to conduct a further analysis to determine if all of the identified job aids were needed. The attached memorandum contains the results of the group's analysis. It recommends the elimination of the eight job aids; the addition of a 200 level "Practical Exercises for Finance" course; and modifications to the qualifications requirements for procurement unit leader, cost unit leader, and commissary manger positions.

RECOMMENDATION

The NIFC National Fire and Aviation Training Support Group agrees with the recommendations of the development group that

1. The following eight job aids be eliminated from the curriculum:

   J-261 Time Recorder Personnel
   J-262 Time Recorder Equipment
   J-263 Claims Manager
   J-264 Compensation-for-Injury Manager
   J-266 Commissary Manager
   J-362 Cost Unit Leader
   J-363 Compensation/Claims Unit Leader
   J-365 Time Unit Leader
   J-368 Time Unit Leader

2. That a new course entitled "Practical Exercises for Finance" be added to the curriculum. We further recommend that this course be numbered S-261.

3. That, when the Wildland Fire Qualifications Subsystem Guide and the position task books are revised, the following changes be made in the qualifications for finance/administration positions:

   a. That tasks in the position task books be cross referenced with the IIBMH.

   b. That the experience requirement for procurement unit leader be modified to eliminate "current agency procurement authority" and substitute "the person must have contract administration skills." The requirement for experience as a personnel time recorder should also be added to this position.

c. That the experience requirement for cost unit leader be modified to eliminate "satisfactory performance in agency cost accounting procedures" and substitute "the person must have agency related cost estimation and analysis duties."

d. That the experience requirement for commissary manager be modified to eliminate "agency specific for imprest or property management" and substitute the word "none."

e. That suggested training for all entry level finance/administration positions include Practical Exercises for Finance, S-261.

ACTIONS REQUIRED

Upon approval of this recommendation

1. The NIFC National Fire and Aviation Training Support Group will direct the development group in the revision of Fire Business Management Principles, S-260 and the new course Practical Exercises for Finance, S-261. When Unit Leader S-320 is developed, we will ensure the inclusion of a 16 hour block of instruction for the finance section.

2. The ICS Working Team will need to make appropriate changes to the qualifications system during the revision of the 310-1.

APPROVED:

Theodore M. Martin — 3/15/96
Chairman, Training Working Team — Date

John Philbrin — 4-3-96
Chairman, ICS Working Team — Date