



Resource Typing Definition for the National Qualification System
Emergency Management

PROCUREMENT UNIT LEADER

RESOURCE CATEGORY	Emergency Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Procurement Unit Leader administers all financial matters pertaining to vendor contracts, leases, and fiscal agreements
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource 2. Discuss logistics for this position, such as security, lodging, transportation, and meals, prior to deployment 3. The position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable up to 14 days 4. Requestor specifies any additional qualifications necessary based on incident complexity and needs

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	The Procurement Unit Leader: <ol style="list-style-type: none"> 1. Administers all financial matters pertaining to vendor contracts, leases, and fiscal agreements 2. Administers documentation associated with equipment rental and supply contracts 3. Prepares and authorizes contracts and land-use agreements 4. Ensures effective and timely contract close-out 5. Establishes or transitions into a unit under the Finance/Administration Section 6. Configures unit with personnel to support operations 	Not Specified
EDUCATION	Not Specified	Not Specified



COMPONENT	SINGLE TYPE	NOTES
TRAINING	Completion of the following: <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Incident Command System for Single Resources and Initial Action Incidents 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-703: National Incident Management System Resource Management 6. IS-800: National Response Framework, An Introduction 7. IS-2900: National Disaster Recovery Framework (NDRF) Overview 8. E/L 0975: Finance/Administration Unit Leader, or equivalent 9. G0191: ICS/EOC Interface 	Identified equivalent trainings should meet or exceed course learning objectives.
EXPERIENCE	Knowledge, Skills, and Abilities: <ol style="list-style-type: none"> 1. Financial management concepts and principles 2. Understanding of Federal, state, local, tribal, territorial, or private acquisition/procurement processes, policies, procedures, and applicable laws and regulations Experience: <ol style="list-style-type: none"> 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 2. Experience in emergency management in a finance-related position 	Not Specified
PHYSICAL / MEDICAL FITNESS	Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Specified
CURRENCY	Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Contracting Officer's Technical Representative	Not Specified



NOTES

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

REFERENCES

1. FEMA, Position Task Book for Procurement Unit Leader
2. FEMA, National Qualification System Guide
3. FEMA, National Incident Management System (NIMS), pending publication
4. FEMA, National Response Framework, June 2016
5. FEMA, Emergency Responder Field Operations Guide (ER-FOG), October 2010
6. National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualification System Guide, PMS 310-1, Physical Fitness Levels, October 2016