



Resource Typing Definition for Response  
Operational Coordination

## COMPENSATION AND CLAIMS UNIT LEADER

<b>RESOURCE CATEGORY</b>	Incident Management
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Compensation and Claims Unit Leader oversees unit staff responsible for financial concerns resulting from property damage, injuries or fatalities at the incident.
<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. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation and meals, prior to deployment.</li> <li>3. Requestor specifies any additional qualifications necessary, based on incident complexity and needs.</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>	The Compensation and Claims Unit Leader: <ol style="list-style-type: none"> <li>1. Establishes or transitions into a unit under the Finance/Administration Section</li> <li>2. Configures unit with personnel to support incident needs, in consultation with the Finance/Administration Section Chief</li> <li>3. Reviews and coordinates procedures for handling compensation and claims</li> <li>4. Maintains cumulative incident compensation and claims documentation</li> <li>5. Coordinates status of accident and injury-related investigations</li> <li>6. Advises on the nature and status of all existing and potential claims</li> <li>7. Coordinates closely with the Medical Unit, Cost Unit and Safety Officer</li> <li>8. Coordinates with the Authority Having Jurisdiction (AHJ) to maintain documentation</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified



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COMPONENT	SINGLE TYPE	NOTES
<b>TRAINING</b>	Completion of the following: <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-800: National Response Framework, An Introduction</li> <li>6. E/G/L 0191: Emergency Operations Center/Incident Command System Interface</li> <li>7. E/L 0975: National Incident Management System Incident Command System All-Hazards Finance/Administration Unit Leader, or equivalent</li> </ol>	<ol style="list-style-type: none"> <li>1. Identified equivalent trainings should meet or exceed course learning objectives.</li> <li>2. The National Incident Management System (NIMS) Training Program defines a national baseline to guide and promote NIMS training. It provides recommendations to assist AHJs in developing their own training plans, tailored to their specific needs.</li> </ol>
<b>EXPERIENCE</b>	Knowledge, Skills and Abilities: Knowledge of financial management concepts and principles  Experience: <ol style="list-style-type: none"> <li>1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Compensation and Claims Unit Leader, or equivalent 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 or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years	A higher position is one for which this position is a prerequisite.
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified



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### NOTES

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1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. Additional training on this position is available from the National Wildfire Coordinating Group at <https://www.nwccg.gov/positions>.

### REFERENCES

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1. FEMA, NIMS 509: Finance/Administration Section Chief
2. FEMA, NIMS 509: Safety Officer
3. FEMA, National Qualification System (NQS) Position Task Book for Compensation and Claims Unit Leader, latest edition adopted
4. FEMA, National Incident Management System (NIMS), October 2017
5. FEMA, NIMS Guideline for the NQS, November 2017
6. FEMA, NIMS Training Program, May 2020
7. FEMA, National Response Framework, October 2019
8. National Wildfire Coordinating Group (NWCCG), Position Catalog, latest edition published