

S-260: Interagency Incident Business Management Course Learning Objectives

Module 1 – Conduct & Ethics

- List prohibited conduct and consequences for incident assignments.
- Identify conduct and ethics as they relate to incident business management.
- Describe the role of the human resource specialist.

Module 2 – Recruitment and Classification of Casuals

- List situations that authorize the hiring of casuals.
- Describe conditions of hire and position classifications in the Pay Plan for Emergency Workers.

Module 3 – Pay Provisions and Timekeeping/Recordings

- Describe processes and complete required forms for the hiring and payment of casuals.
- Describe pay provisions for regular government employees and casuals.
- Describe and distinguish similarities and differences in timekeeping and reporting requirements for regular government employees (GS and WG) and casuals.
- Find and apply regulations with respect to work/rest, length of assignment, and day off.
- Identify and accurately complete timekeeping and recording forms: Crew Time Report, SF-261 and Emergency Firefighter Time Report, OF-288.

Module 4 – Commissary

- Describe the two types of commissary, personnel entitled to commissary, and methods of payment.
- Describe procedures and complete forms required to process and post commissary.

Module 5 – Compensation for Injury or Illness

- Identify the authorities under which treatment and injury compensation may be authorized.
- Identify the personnel or units involved in the injury/illness reporting process and their responsibilities.
- Define traumatic injury and occupational disease and complete the reporting forms required for each.

Module 6 – Travel

- Describe the travel mobilization process for incident assignments.
- Describe per diem and the process for reimbursement of travel expenses.
- Describe the regulations and restrictions on POV and rental car usage.
- Describe the regulations governing unique travel situations that may occur on incidents.

Module 7 – Acquisitions

- Describe procurement authorities, policies, and the processes for requesting equipment, supplies, and/or services on an incident.
- Describe the various acquisition methods.
- Describe the equipment time recording and payment process and how to complete the required forms.
- Describe contract claims procedures.

Module 8 – Property Management

- Identify responsibilities for incident property management.
- Define accountable, durable, and consumable property.
- Discuss property accountability controls and property requiring special management considerations.
- Explain demobilization procedures with regard to the return of property.

Module 9 – Cooperative Agreements

- Describe types of cooperative agreements and their implementing documents.
- Describe how cooperative agreements impact or affect incident management.

Module 10 – Claims

- Identify the types of claims that may be filed against the government.
- Describe the role and responsibilities of all personnel in the claims process.
- List the needed documentation and processing procedures for claims for or against the government.

Module 11 – Cost Accounting

- Describe why incident costs are tracked and reported, and who is responsible for cost tracking.
- List and define incident cost categories.
- Describe the relationship among incident actions, cost analysis, and containment measures.

Module 12 – All Hazard Incident

- Identify elements of incidents requiring FEMA assistance.
- Identify pay provision differences for all hazard incidents.
- Identify other considerations for business management of all hazard incidents.