CAPF 101T-FASC– FINANCE/ADMINISTRATION SECTION CHIEF

SPECIALTY QUALIFICATION TRAINING CARD
FINANCE / ADMINISTRATION SECTION CHIEF

NAME (Last, First, MI)	CAPID	DATE ISSUED

Prerequisites

Item	Date Completed
Qualified GES	
At least 21 years of age	

The above listed member has completed the required prerequisite training for issuance of the CAPF 101T-FASC.

UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE _____ DATE _____

Familiarization and Preparatory Training

Task	Trainer's CAPID and Date Completed
Demonstrate knowledge of principles and features of ICS	
Demonstrate knowledge of the ICS Organization	
Demonstrate knowledge of incident facilities	
Demonstrate knowledge of incident resources	
Demonstrate knowledge common responsibilities in ICS	
Demonstrate knowledge of organization and staffing	
Demonstrate knowledge of organizing for incidents & events	
Demonstrate knowledge of incident resources management	
Demonstrate knowledge of air operations	
Demonstrate knowledge of incident and event planning	
Demonstrate knowledge of the responsibilities and issues of the command and general staff	
Demonstrate knowledge of unified command	
Demonstrate knowledge of major incident management	
Demonstrate knowledge of area command	

The above listed member has completed the required familiarization and preparatory training requirements for the Finance / Administration Section Chief specialty qualification and is authorized to serve in that specialty while supervised on training or actual missions.

UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE _____ DATE _____

CAPF 101T-FASC, MAY 01 **OPR/ROUTING: DOS**

PREVIOUS EDITION (101T, OCT 95) WILL NOT BE USED AFTER 31 OCTOBER 2001

Advanced Training

Task	Trainer's CAPID and Date Completed
Demonstrate the ability to keep a log	
Demonstrate the ability to provide financial and cost analysis information as requested	
Demonstrate the ability to develop an operating plan for the Finance/Administration Section	
Demonstrate the ability to determine the need to setup and operate an incident commissary	
Demonstrate the ability to keep and transmit as necessary all personnel and equipment time records to appropriate agencies	
Demonstrate the ability to provide financial input to the demobilization plan	
Demonstrate preparation of all obligation documents for the incident commander	
Complete Task L-0001 (Basic Communications Procedures for ES Operations)	
Complete the current continuing education examination for finance / administration section chiefs	

Exercise Participation

The above listed member satisfactorily participated as a Finance / Administration Section Chief trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE _____ DATE _____

The above listed member satisfactorily participated as a Finance / Administration Section Chief trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE _____ DATE _____

Unit Certification and Recommendation

The above listed member has completed the requirements for the Finance / Administration Section Chief specialty qualification and is authorized to serve in that specialty on training or actual missions. This document can be used in lieu of a CAPF 101 until a new CAPF 101 is received reflecting your upgraded specialty.

UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE _____ DATE _____

CAPF 101T-FASC, MAY 01 REVERSE