

Documentation Unit Leader

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Finance/Administration Section
Primary	Accounting Technician (Grants Fiscal Mgmt)
Potential Alternate(s)	Reservation Services Administration Assistant Tribal Council Executive Assistant
Supervisor	Finance Section Chief
Overview	<ul style="list-style-type: none">● Maintains fiscal documentation of the incident including mutual and auto aid and assistance records● Coordinates record keeping provisions with other sections and ESFs
Description	The Documentation Unit is responsible for coordinating record and reimbursement efforts under the Stafford Act with FEMA and other supporting federal agencies regardless of declaration status.
Responsibilities	<ol style="list-style-type: none">1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and support from other federal agencies.2. Coordinate all tribal government fiscal recovery with disaster assistance agencies.
Forms and Job Aids	<ul style="list-style-type: none">○ Time card, unit log○ FEMA public assistance general information
Checklist - Activation Phase	<ul style="list-style-type: none">○ Upon arrival at the EOC check in at the designated check in location.○ Report to the Finance/Administration Section Chief or other assigned supervisor.○ Identify yourself as Documentation Unit Leader (Green Vest).○ Set up your workstation and review your position responsibilities.○ Establish and maintain a time card and position log that chronologically describes your actions taken during your shift.○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

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Checklist - Operational Phase	<ul style="list-style-type: none">○ Establish and maintain position logs and other necessary files.○ In conjunction with Cost Unit, compute costs for use of equipment owned, rented, donated, or obtained through mutual aid.○ Obtain information from the Resources Status Unit and Cost Unit regarding equipment use times and keep records of the same.○ Ensure that the Morongo Finance Office establishes a disaster accounting system, to include an exclusive cost code for disaster response.○ Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.○ Meet with the Finance/Administration Section Chief and review EOC Position logs, journals, all status reports, and Action Plans to determine additional cost recovery items that may have been overlooked.○ Prepare all required federal documentation as necessary to recovery all allowable disaster response and recovery costs.○ Contact and assist Incident Commander(s), and obtain their cumulative cost totals for the event or disaster, on a daily basis.○ Prepare and maintain a cost report for the Finance & Administration Chief, EOC Manager, and Tribal Council. The report should provide cumulative analyses, summaries, and total disaster related expenditures for the operational period and incident.○ Organize and prepare records for final audit.○ Assist the EOC Manager and Planning/Intelligence Section with preparation of the After-Action Report.
Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out time card(s) and logs when authorized by the Finance/Administration Chief.○ Complete all required forms, reports, and other documentation.○ Be prepared to provide input to the hot wash and after-action report.○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.○ Clean around your work area before you leave.○ Leave your contact information.

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Checklist - Recovery Phase	<ul style="list-style-type: none">○ Coordinate follow-up with federal and other response and recovery partners for reimbursement of eligible expenses.○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.
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