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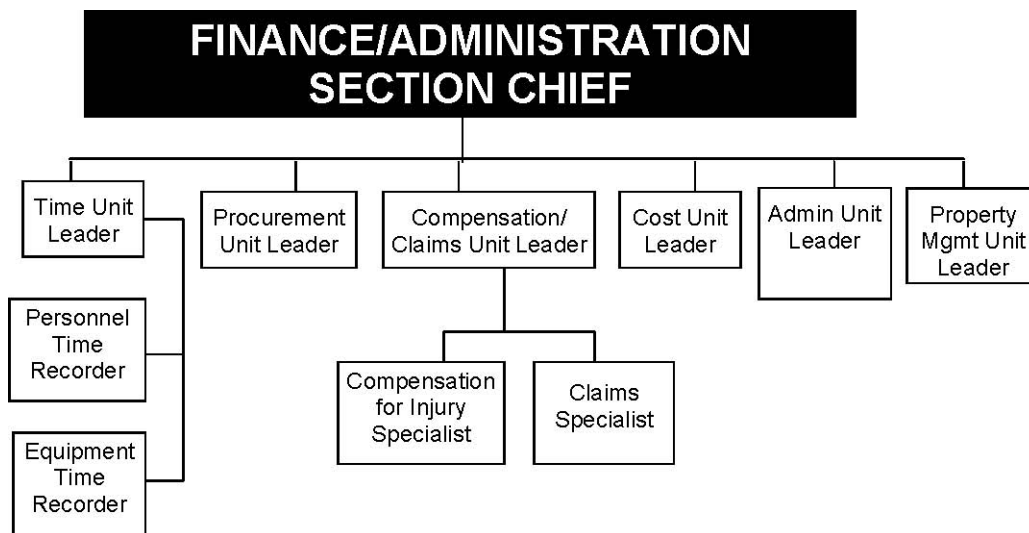
6000 Finance/Administration

6100 Finance/Administrative Section Organization

The Finance Section is responsible for all incident costs and financial considerations. Positions include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit. The IC will determine the need for a Finance/Administration Section, and designate an individual to perform that role. If no Finance Section is established, the IC will perform all finance functions. The Finance/Administration Section is set up for any incident that may require on-site financial management. More and more, larger incidents are using a Finance/Administration Section to monitor costs. Smaller incidents may also require certain Finance/Administration functions. For example, the IC may establish one or more units of the Finance/Administration Section for such things as procuring special equipment, contracting with a vendor, or for making cost estimates of alternative strategies.

The Finance Section may establish unit leaders as necessary. Not all of the units may be required, and they will be established based upon need.

Figure 6-1 – Finance/Admin Section Diagram



6110 Roles and Responsibilities

6110.1 Finance Section Chief

The Finance Section Chief (FSC) is a member of the General Staff under a Unified Command. The FSC is responsible for all financial, administrative and cost analysis of a response.

Refer to the 2014 USCG [Incident Management Handbook](#) (IMH) for all Finance Section position descriptions.

6110.2 Time Unit/Leader

The Time Unit Leader (TIME) is responsible for equipment and personnel time recording and for managing the commissary operations.

6110.3 Equipment Time Recorder

The Equipment Time Recorder (EQTR) under supervision of the TIME, is responsible for overseeing the recording of time for all equipment assigned to an incident.

6110.4 Personnel Time Recorder

The Personnel Time Recorder (PTRC) under the supervision of the TIME is responsible for overseeing the recording of time for all personnel assigned to an incident.

6110.5 Procurement Unit/Leader

The Procurement Unit Leader (PROC) under supervision of the FSC is responsible for administering all financial matters pertaining to vendor contracts, leases and fiscal agreements,.

6110.6 Compensation/Claims Unit/Leader

The Compensation Unit Leader (COMP) under supervision of the FSC is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims related activities for an incident.

6110.7 Cost Unit Leader

The Cost Unit Leader (COST) is responsible for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations for the incident.

6120 Contracting Officer Authority

The National Pollution Funds Center (NPFC) Case Officer or the Shore Infrastructure Logistics Center (SILC) can provide Contracting Officers to assist the Federal On Scene Coordinator with management and coordination of funding issues with other government agencies (OGAs).

6200 Fund Access

6210 National Pollution Fund Center (NPFC)

Refer to 40 CFR 300, 33 CFR 133, 33 CFR 136

The National Pollution Funds Center (NPFC) is the fiduciary agent for the Oil Spill Liability Trust Fund (OSTLF) and Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Superfund manager for the funds available to the Federal On Scene Coordinator for hazardous materials incident response.

6220 Oil Spill Liability Trust Fund (OSLTF)

The Oil Spill Liability Trust Fund (OSTLF) is the Fund established under section 9509 of the Internal Revenue Code of 1986 (26 USC 9509). The following procedures apply to FOSCs (either Coast Guard or EPA) who are performing oil removal operations under the NCP and require funding support from the OSTLF.

- The FOSC contacts the cognizant CG District Commander and requests issuance of an FPN and a corresponding ceiling amount.
- The District Commander issues the FPN and associated ceiling amount to the FOSC by priority message. Additional information needed includes:
 - Name of all known vessels and/or facilities involved;
 - Source of the discharge or potential discharge, if known;
 - Responsible Party, if known;
 - Location and date of discharge;
 - Identification of the body of water impacted or threatened;
 - The distribution of funds between contractor costs and all other costs;
 - Clean up contractors selected, if any.
- All ceiling messages, POLREPS, or others messages related to the incident where the OSTLF has been accessed shall include the FOSC, NPFC, CG FINCEN, and cognizant MLC contracting branch as INFO addressees, in addition to current reporting requirements.

6230 Comprehensive Environmental Response, Compensation & Liability Act (CERCLA) Fund

The Comprehensive Environmental Response, Compensation & Liability Act (CERCLA) is the CERCLA fund. The following procedures apply to FOSCs (either Coast Guard or EPA) who are performing hazardous substance response operations under the NCP and require funding support from the CERCLA Fund.

- The FOSC contacts the NPFC Case officer and requests issuance of a CERCLA Project Number (CPN) and a corresponding ceiling amount. Additional information needed includes:
 - Sector San Francisco and FOSC Point of Contact;
 - Name of incident, location (city/county, state);
 - LAT/LONG
 - Date incident occurred/discovered and date OSC action commenced;
 - Description of threat;
 - Ceiling amount requested;
 - Contractor(s) hired and amount obligated for each.
- The NPFC will respond promptly to all requests, with confirmation by priority message no later than the next business day.
- Initial CERCLA Ceiling requests are limited to \$250,000
- All messages, POLREPS, or others messages related to the incident where the CERCLA Fund has been accessed shall include the OSC, NPFC, District (m), CG FINCEN, and cognizant MLC contracting branch as INFO addressees, in addition to current reporting requirements.
- There are special OSC requirements for CERCLA incidents which place additional reporting requirements. See the NPFC User Guide for more information.

6240 Federal Access to the Fund

6250 State Access to the Fund – Direct and Indirect

Information about state access to the Fund is found in 33 CFR 133 and 33 CFR 136 with additional guidance in the National Pollution Funds Center's User Reference Guide. Information from the User Guide can be obtained by contacting the Eleventh Coast Guard District Marine Safety Division Office at phone number (510) 437-2940. For additional information regarding these procedures or related subjects, State representatives, OSCs, and other interested parties are urged to contact the NPFC at (703) 235-4767.

6260 Local Access to the State Oil Spill Response Trust Fund

If the Oil Spill Liability Trust Fund is opened to provide funds for a spill incident, local agencies should seek reimbursement through the OSC. If federal funds are not available or will not be available in an adequate period of time, and a responsible party does not exist or is unable or unwilling to provide adequate and timely cleanup and to pay for the damages resulting from a marine oil spill, then the State of California Oil Spill Response Trust Fund shall be used to pay necessary costs for responding to, containing, and cleaning up the oil spill. Information regarding these procedures can be obtained from the State of California Office of Oil Spill Prevention and Response Cost Recovery Unit at phone number (916) 327-9407.

6270 Lead Administrative Trustee Access to the Fund

Executive Order 12777 (October 22, 1991) requires the federal natural resource trustees to select a representative as the federal lead administrative trustee (LAT). In general, the LAT serves as the federal contact for all aspects related to damage assessment, resource restoration, and federal funding for NRDA activities. Depending on the resources affected and other relevant factors, it might be appropriate for most administrative duties to be undertaken by a lead trustee from a non-federal agency. In such cases, a LAT would still be selected to work with the representatives of the OSTLF to secure federal funds to initiate the damage assessment. All other administrative duties regarding damage assessment activities would be coordinated by the non-federal lead trustee. This lead trustee or trustee agency shall be selected by consensus of all participating trustees. The trustees will notify the Coast Guard of the LAT and, when applicable, non-federal lead trustee as soon as possible after an oil spill.

The trustees intend to execute a general Memorandum of Agreement (MOA) to coordinate their damage assessment and restoration activities. Among other things, the MOA will identify trustees, establish criteria for selecting the LAT, and provide procedures for decision making and monetary recoveries.

The LAT will contact the OSC or his/her representative to secure money to initiate the assessment of natural resource damages following an oil spill. The LAT will provide an outline of studies jointly agreed upon by the participating trustees for which funding is sought and how such funds will be allocated among the trustees. Each participating trustee will provide documentation of all expenditures, costs and activities. The LAT is responsible for coordinating all such documentation to the representatives of the OPA Fund.

6280 Claims Against Fund

Information about claims against the Fund can be found in 33 CFR 133 and 33 CFR 136 with additional guidance in the National Pollution Funds Center's User Reference Guide. A full copy of the User Guide can be obtained by contacting the Eleventh Coast Guard District Marine Safety Division Office at phone number 510/437-2940. For additional information regarding these procedures or related subjects, State representatives, OSCs, and other interested parties are urged to contact the NPFC at (703) 235-4767.

6300 Documentation and Cost Recovery

Information about Cost Recovery and Documentation and cost recovery/documentation forms are in 33 CFR 133 and 33 CFR 136 with additional guidance in the National Pollution Funds User Reference Guide. Information from the User Guide can be obtained by contacting the Eleventh Coast Guard District Marine Safety Division Office at phone number 510/437-2940, or the local Marine Safety Office. For additional information regarding these procedures or related subjects, State representatives, OSCs, and other interested parties are urged to contact the NPFC at (703) 235-4767.

6310 Required Letters

The following letters pertain primarily to USCG and other federal agencies for compiling the administrative record during an incident.

6310.1 Notice of Federal Interest

The Notice of Federal Interest informs a suspected discharger of a potential violation of the Federal Water Pollution Control Act, as amended, and the potential liability to a civil penalty. Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.3.a.

6310.2 Letter of Federal Assumption

If the Federal On Scene Coordinator believes a response effort may be expedited of more efficient the FOSC is legally empowered and bound to ensure the necessary action are taken. This letter also refers back to the Notice of Federal Interest. Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.B.3.d.

6310.3 Letter of Designation of Source

The letter of Designation of Source is the legal notice to the identified and verified responsible party of liability for removal costs and damages as specified in 33 USC 2702. Reference COMDTINST M16000.11, Coast Guard Marine Safety Manual, Volume VI, Chapter 7.

6310.4 Administrative/Directive Order

6320 Administrative Reports

6320.1 FOSC Report

FOSC Reports will be submitted as required by the RRT at the discretion of the FOSC for a particular incident as stated in 40 CFR 300.165.

6400 Reserved

6500 Reserved

6600 Reserved

6700 Reserved for Area

6800 Reserved for District

6900 Reserved