

SF Prepared Finance and Administration Academy Curriculum

| Proficiency Level | Large Department † | | | | | Small Dept. | Controller's Office | | | | | | | | | | | | | | Status | Curriculum | | | | Phase | | | | | | | | |
|-------------------|-----------------------|----------------------|------------------------------|-----------------------|------------------|-------------------------------|-------------------------|------------|-------------|--------------------|--|---------------------------------------|------------------------------------|-------------------------------------|----------------------------------|---------------------------------------|------------------------------------|-------------------------------|-------------------------------------|--|---|--------------------------------|-----------------------------|----------|--|---|---------------------------------|--------------------|--|--|--------------|----------|----------|---|
| | Finance Section Chief | Deputy Section Chief | Accounts Payable Unit Leader | Cost/Loss Unit Leader | Time Unit Leader | Other Finance & Payroll Staff | Finance & Payroll Staff | Controller | DOC Manager | Deputy DOC Manager | Controller's Office Emergency Management | Accounting Operations Branch Director | Accounting Operations Branch Staff | Financial Reporting Branch Director | Financial Reporting Branch Staff | Employee Compensation Branch Director | Employee Compensation Branch Staff | Cost Recovery Branch Director | Cost Recovery Technical Specialist† | Financial Systems Recovery Branch Director | Financial Systems Recovery Branch Staff | Public Finance Branch Director | Public Finance Branch Staff | Existing | Planned | Course | Provider | Hours | Refresher Training | Exercises | Preparedness | Response | Recovery | |
| | | | | | | | | | | | | | | | | | | | | | | | | | Continuing Education | Refresher Training | Exercises | | | | | | | |
| Expert | | | | | | | | | | | ● | | | | | | | | | | | | | | X | ICS 400 - Advanced ICS | DEM / UASI | 14.0 | Upon course update | Conduct at least one DOC Finance Section exercise <u>annually</u> . | X | | | |
| | | | | | | | | | | | ● | | | | | | | | | | | | | | X | EOC / DOC Planning Section | DEM | 3.0 | Every 3 years | Participate in an EOC Activation or exercise <u>annually</u> . | | X | | |
| | | | | | | | | | | | ● | | | | | | | | | | | | | | X | EOC / DOC Operations Section | DEM | 3.0 | Every 3 years | Participate in at least one exercise or genuine response <u>annually</u> , as follows: | | X | | |
| | | | | | | | | | | | ● | | | | | | | | | | | | | | X | IS 548 - COOP Manager (and prerequisites) | FEMA | 7.0 | Upon course update | a) DOC Finance Section activation in San Francisco, or b) Disaster Recovery assignment in San Francisco, or c) Mutual aid deployment providing Finance or recovery services. | X | | | |
| | | | | | | | | | | | ● | | | | | | | | | | | | | | X | IS 2900 - National Disaster Recovery Framework | FEMA | 2.0 | Upon course update | | | | X | |
| Advanced | ● | ● | | | | | | ○ | ○ | ● | | | | | | | | | | | | | | | X | ICS 300 - ICS for Expanding Incidents | DEM / UASI | 18.0 | Upon course update | Participate in at least one exercise or genuine response <u>annually</u> , as follows: | X | | | |
| | ● | ● | | | | | | ● | ● | ● | | | | | | | | | | | | | | | X | Action Planning Cycle (to be revised) | DEM | 1.0 | Every 3 years | a) DOC Finance Section activation in San Francisco, or b) Disaster Recovery assignment in San Francisco, or c) Mutual aid deployment providing Finance or recovery services. | | X | | |
| | ● | ● | | | | | | ● | ● | ● | ● | | | | | | | | | | | | | | X | EOC / DOC Logistics Section Training | DEM | 3.0 | Every 3 years | | | X | | |
| | ● | ● | ● | ● | ● | ● | | | ● | | | | | | | | | ● | ● | | | | | | | X | Advanced Cost Recovery Training | CON | 16.0 | Every 3 years | | | | X |
| | ● | ● | | | | | | | ● | | | ● | | | | | | ● | | | | | | | X | Long-Term Recovery Overview | DEM / CON | 2.0 | Every 4 years | | | | X | |
| Proficient | ● | ● | ● | ● | | | | ● | ● | ● | ● | ● | | | | | | | | | | | | | X | WebEOC Training | DEM | 2.0 | Every 3 years | Participate in at least one exercise or genuine response <u>biannually</u> , as follows: | X | | | |
| | ● | ● | ● | ● | | | | | ● | ● | ● | | | | | | | ● | ● | | | | | | X | Chapter 21 Emergency Procurement | GSA / CON | 4.0 | Every 4 years | a) DOC Finance Section activation in San Francisco, or b) Disaster Recovery assignment in San Francisco, or c) Mutual aid deployment providing Finance or recovery services. | | X | X | |
| | ● | ● | ● | ● | | | | | ● | ● | ● | ● | | | | | | ● | ● | | | | | | X | Chapter 6 Emergency Procurement | GSA / CON | 4.0 | Every 4 years | | | X | X | |
| | ● | ● | ● | ● | ● | ● | | | ● | ● | ● | ● | | | | | | ● | | | | | | | X | Cal OES Cost Recovery Training | Cal OES | 8.0 | Every 3 years | | | | X | |
| | ● | ● | ● | ● | | | | | ● | | | | | | | | | ● | ● | | | | | | X | Debris Management Training | Cal OES | 4.0 | Every 3 years | | | | X | |
| Basic | ● | ● | ● | ● | ● | | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | X | DOC Finance & Administration Section Training | CON / DEM | 3.0 | Every 2 years | Participate in department or Citywide emergency recall communications drill. | X | | | | |
| | ● | ● | ● | ● | | | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | X | IS 800.B - National Response Framework | FEMA | 3.0 | Upon course update | | | X | | |
| | ● | ● | ● | ● | | | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | | X | IS 200.B - ICS for Single Resource / Initial Action Incidents | FEMA | 3.0 | Upon course update | | | X | | |
| | | | | | | ● | | ● | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | X | DOC Awareness | Each Dept. | 1.0 | Every 2 years | | | X | | |
| | ● | ● | ● | ● | ● | ● | | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | X | Cost Recovery Overview | CON | 2.5 | Every 2 years | | | | X | |
| Aware | ● | ● | ● | ● | ● | ● | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | X | Disaster Service Worker Training | DHR | 0.5 | Every 2 years | Participate in department or Citywide emergency recall communications drill. | X | | | | |
| | ● | ● | ● | ● | ● | ● | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | X | Personal Preparedness Training | DHR | 0.5 | Every 2 years | | X | | | | |
| | ● | ● | ● | ● | ● | ● | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | X | IS 700 National Incident Management System | FEMA | 3.0 | Upon course update | | X | X | | | |
| | ● | ● | ● | ● | ● | ● | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | X | IS 100.B - Introduction to the Incident Command System | FEMA | 3.0 | Upon course update | | X | | | | |
| | ● | ● | ● | ● | ● | ● | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | X | COOP Awareness | Each Dept. | 1.0 | Every 2 years | | X | | | | |

LEGEND

- Required Course
- Required only for Chapter 6 departments (or Controller's Office personnel assigned to those departments)
- Optional Course
- † Includes all departments responsible for staffing a DOC: AIR, CON, DBI, DHR, DPH, DPW, GSA, HSA, Port, SFPUC, REC, SFFD, SFPD, and Sheriff. This training curriculum is optionally made available to the SFUSD.

Note: All FEMA courses listed are provided online through the FEMA Independent Study Program