



Position Qualification for Operational Coordination  
Incident Management

## FINANCE/ADMINISTRATION SECTION CHIEF (NQS)

<b>RESOURCE CATEGORY</b>	Incident Management
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Finance/Administration Section Chief Is responsible for all financial, administrative, and cost analysis aspects of an incident
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Incident Management Team).</li> <li>2. Requestor specifies any additional qualifications necessary based on incident complexity and needs</li> <li>3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> </ol>

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
<b>DESCRIPTION</b>	Same as Type 2, PLUS: Coordinates finances at the state level or across jurisdictions	Same as Type 3, PLUS: Develops and implements a transition plan based on escalating incident complexity	The Finance/Administration Section Chief: <ol style="list-style-type: none"> <li>1. Is responsible for all financial, administrative, and cost analysis aspects of an incident</li> <li>2. Maintains daily contact with agency administrative headquarters on finance and administration matters</li> <li>3. Meets with assisting and cooperating agency representatives</li> <li>4. Advises the Incident Commander on financial and administrative matters</li> <li>5. Develops the operating plan for the Finance/Administration Section</li> <li>6. Coordinates finances at the local level</li> <li>7. Establishes or transitions into an existing Finance/Administration Section</li> <li>8. Supervises and configures section with units to support as necessary</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified	Not Specified	Not Specified



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COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
<b>TRAINING</b>	Same as Type 2	Same as Type 3	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. ICS-400: Advanced Incident Command System for Command and General Staff - Complex Incidents 5. IS-700: National Incident Management System, An Introduction 6. IS-703: National Incident Management System Resource Management 7. IS-706: National Incident Management System Intrastate Mutual Aid - An Introduction 8. IS-800: National Response Framework, An Introduction 9. IS-2900: National Disaster Recovery Framework (NDRF) Overview 10. E/L 0973: Finance/Administration Section Chief, or equivalent 11. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 12. United States Fire Administration (USFA) 0305: Type III All-Hazards Incident Management Team Course, or equivalent	1. Identified equivalent trainings should meet or exceed course learning objectives. 2. For Type 2, recommend National Wildfire Coordinating Group (NWCG) S-420 Command and General Staff training or an equivalent team training. 3. For Type 1, recommend NWCG S-520 Advanced Incident Management training or equivalent team training.
<b>EXPERIENCE</b>	Same as Type 2, PLUS: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Type 1 Finance/Administration Section Chief, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Satisfactory performance as a NIMS Type 2 Finance/Administration Section Chief	Same as Type 3, PLUS: 1. Successful completion of the NQS PTB for the NIMS Type 2 Finance/Administration Section Chief, or equivalent AHJ documentation 2. Satisfactory performance as a NIMS Type 3 Finance/Administration Section Chief	1. Successful completion of the NQS PTB for the NIMS Type 3 Finance/Administration Section Chief, or equivalent AHJ documentation 2. Experience in incident management in a subordinate position	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	Same as Type 2	Same as Type 3	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.



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COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
<b>CURRENCY</b>	Same as Type 2	Same as Type 3	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified	Not Specified	Not Specified



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## NOTES

Nationally typed resources represent the minimum criteria for the associated category.

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## REFERENCES

1. FEMA, NIMS 508: Incident Management Team
2. FEMA, NIMS 509: Incident Commander
3. FEMA, National Qualification System (NQS) Position Task Book for Finance/Administration Section Chief, latest edition adopted
4. FEMA, National Incident Management System (NIMS), October 2017
5. FEMA, NIMS Guideline for the NQS, November 2017
6. FEMA, National Response Framework, June 2016