

FINANCE/ADMINISTRATION SECTION CHIEF (NQS)

RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	<p>OVERALL FUNCTION</p> <p>The Finance/Administration Section Chief oversees staff responsible for recording personnel time, negotiating leases, maintaining vendor contracts, administering claims and tracking and analyzing incident costs.</p>
COMPOSITION AND ORDERING SPECIFICATIONS	<p>1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Incident Management Team).</p> <p>2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation and meals, prior to deployment.</p> <p>3. Requestor specifies any additional qualifications necessary, based on incident complexity and needs.</p>

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
DESCRIPTION	Same as Type 2	Same as Type 3, PLUS: Develops and implements a transition plan based on escalating incident complexity	<p>The Finance/Administration Section Chief:</p> <ol style="list-style-type: none"> 1. Establishes or transitions into an existing Finance/ Administration Section 2. Supervises and configures section with units to support incident as necessary 3. Is responsible for the financial, administrative and cost analysis aspects of an incident 4. Develops the Finance/ Administration Section's operating plan 5. Creates, maintains and transfers section documentation 6. Maintains contact with agency administrative headquarters on finance and administration matters as the Authority Having Jurisdiction (AHJ) directs 7. Coordinates with assisting and cooperating agency representatives on finance-related issues 8. Advises the Incident Commander (IC) on financial and administrative matters 	Not Specified
EDUCATION	Not Specified	Not Specified	Not Specified	Not Specified

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COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
TRAINING	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-800: National Response Framework, An Introduction 7. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 8. E/L 0973: National Incident Management System Incident Command System All-Hazards Finance/ Administration Section Chief, or equivalent 9. United States Fire Administration (USFA) O-0305: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction, or equivalent	1. Identified equivalent trainings should meet or exceed course learning objectives. 2. The NIMS Training Program defines a national baseline to guide and promote NIMS training. It provides recommendations to assist AHJs in developing their own training plans, tailored to their specific needs.
EXPERIENCE	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 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
PHYSICAL/MEDICAL FITNESS	Same as Type 2	Same as Type 3	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	Functions in this position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years	Same as Type 3	Functions in this position or a higher position during a qualifying incident, planned event, exercise, drill or simulation at least once every five years	A higher position is one for which this position is a prerequisite.



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COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified	Not Specified	Not Specified



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NOTES

1. Nationally typed resources represent the minimum criteria for the associated category.
2. Additional training on this position is available from the National Wildfire Coordinating Group at <https://www.nwccg.gov/positions>.

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, NIMS Training Program, May 2020
7. FEMA, National Response Framework, October 2019
8. National Wildfire Coordinating Group (NWCG), Position Catalog, latest edition published
9. United States Fire Administration (USFA), O-0305: All-Hazards Incident Management Team (AHIMT) Introduction, latest edition published