COST UNIT LEADER (NQS)

RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Cost Unit Leader collects, records, and develops recommendations related to the incident costs
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource. 2. Requestor specifies any additional qualifications necessary based on incident complexity and needs 3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

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	SINGLE TYPE	NOTES
DESCRIPTION	The Cost Unit Leader: 1. Establishes or transitions into a unit under the Finance/Administration Section 2. Configures unit with personnel to support the incident 3. Oversees unit staff in: a. Collecting and recording incident cost data b. Maintaining cumulative incident cost documentation at the direction of the Finance/Administration Section Chief to meet Authority Having Jurisdiction (AHJ) needs c. Performing cost-effectiveness analyses d. Providing incident-related cost estimates and cost-saving recommendations	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	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. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 7. E/L 0975: National Incident Management System Incident Command System All-Hazards Finance/Administration Unit Leader, or equivalent	1. Identified equivalent trainings should meet or exceed course learning objectives. 2. The National Incident Management System (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.

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	Knowledge, Skills and Abilities: 1. Knowledge of financial management concepts and principles 2. Knowledge of time- and cost-tracking systems, such as spreadsheet software or automated systems Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Cost Unit Leader, or equivalent AHJ documentation 2. Experience in incident management in a finance-related position	Not Specified
PHYSICAL/MEDICAL FITNESS	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	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.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. Additional training on this position is available from the National Wildfire Coordinating Group at https://www.nwcg.gov/positions.

REFERENCES

1. FEMA, NIMS 509: Finance/Administration Section Chief
2. FEMA, National Qualification System (NQS) Position Task Book for Cost Unit Leader, latest edition adopted
3. FEMA, National Incident Management System (NIMS), October 2017
4. FEMA, NIMS Guideline for the NQS, November 2017
5. FEMA, NIMS Training Program, May 2020
6. FEMA, National Response Framework, October 2019
7. National Wildfire Coordinating Group (NWCG), Position Catalog, latest edition published