



TIME UNIT LEADER (NQS)

RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Time Unit Leader collects, records, and maintains all time data and cumulative time records
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 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	<p>The Time Unit Leader:</p> <ol style="list-style-type: none"> 1. Establishes or transitions into a unit under the Finance/Administration Section 2. Configures unit with personnel to meet incident needs 3. Oversees the collection, recording and maintenance of time data and cumulative time documentation, as the Authority Having Jurisdiction (AHJ) requires 4. Determines, in coordination with the Finance/Administration Section Chief, the incident personnel and equipment for which staff will track time 5. Provides Incident Commander (IC) and Operations Section Chief with documentation on personnel hours worked and equipment time usage to ensure compliance with established work/rest ratios 	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	<p>Completion of the following:</p> <ol style="list-style-type: none"> 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. IS-2900: National Disaster Recovery Framework (NDRF) Overview 7. E/L 0975: Finance/Administration Unit Leader, or equivalent 8. E/G/L 0191: Emergency Operations Center/Incident Command System Interface 	<ol style="list-style-type: none"> 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.
EXPERIENCE	<p>Knowledge, Skills, and Abilities: Financial management concepts and principles</p> <p>Experience:</p> <ol style="list-style-type: none"> 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Time Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Experience in incident management in a finance-related position 	Not Specified



Position Qualification for Operational Coordination
Incident Management

COMPONENT	SINGLE TYPE	NOTES
PHYSICAL/MEDICAL FITNESS	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



Position Qualification for Operational Coordination
Incident Management

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.nwccg.gov/positions>.

REFERENCES

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