

FINANCE/ADMINISTRATION SECTION CHIEF (NQS)

TYPE	TYPE 1	TYPE 2
DESCRIPTION	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
CATEGORY	CRITERIA	CRITERIA
EDUCATION	Not Specified NOTES: Not Specified	Not Specified
TRAINING	Same as Type 2 NOTES: 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.	Same as Type 3
EXPERIENCE	Same as Type 2, PLUS: 1. Satisfactory performance as a National Incident Management System (NIMS) Type 2 Finance/Administration Section Chief (FSC) 2. 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 NOTES: Not Specified	Same as Type 3, PLUS: 1. Satisfactory performance as a NIMS Type 3 FSC 2. Successful completion of the NQS PTB for the NIMS Type 2 Finance/Administration Section Chief, or equivalent AHJ documentation
PHYSICAL/MEDICAL FITNESS	Same as Type 2 NOTES: Not Specified	Same as Type 3
CURRENCY	Same as Type 2 NOTES: Not Specified	Same as Type 3
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified NOTES: Not Specified	Not Specified

Superseded



TYPE	TYPE 3	NO TYPE 4
DESCRIPTION	<p>The Finance/Administration Section Chief:</p> <ol style="list-style-type: none">1. Is responsible for all financial, administrative, and cost analysis aspects of an incident2. Maintains daily contact with agency administrative headquarters on finance and administration matters3. Meets with assisting and cooperating agency representatives4. Advises the Incident Commander (IC) on financial and administrative matters5. Develops the operating plan for the Finance/Administration Section6. Coordinates finances at the local level7. Establishes or transitions into an existing Finance/Administration Section8. Supervises and configures section with units to support as necessary	Not Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	Not Specified	Not Applicable
	NOTES: Not Specified	

Superseded

TYPE	TYPE 3	NO TYPE 4
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Incident Command System for Single Resources and Initial Action Incidents 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. G0191: ICS/EOC Interface 12. Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness 13. Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection 14. USFA 0305 Type III All-Hazards Incident Management Team Course, or equivalent	Not Applicable
	NOTES: 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.	
EXPERIENCE	1. Successful completion of the NQS PTB for the NIMS Type 3 Finance/Administration Section Chief, or equivalent AHJ documentation 2. Experience in emergency management in a finance-related position	Not Applicable
	NOTES: Not Specified	
PHYSICAL/MEDICAL FITNESS	Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Applicable
	NOTES: Not Specified	
CURRENCY	Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years	Not Applicable
	NOTES: Not Specified	

Superseded



TYPE	TYPE 3	NO TYPE 4
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Applicable
	NOTES: Not Specified	

Superseded

ORDERING SPECIFICATIONS OR DESIGNATIONS

1. (X) Can be ordered as an individual asset
2. () Can be ordered in conjunction with a NIMS typed team
3. () Can be ordered in conjunction with a NIMS typed unit
4. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment
5. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days
6. Requestor specifies any additional qualifications necessary based on incident complexity and needs

REFERENCES

1. FEMA, Position Task Book for Finance/Administration Section Chief
2. FEMA, National Qualification System Guide
3. FEMA, National Incident Management System (NIMS)
4. FEMA, National Response Framework, June 2016
5. FEMA, Emergency Responder Field Operations Guide (ER-FOG), October 2010
6. National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualification System Guide, PMS 310-1, Physical Fitness Levels, October 2016
7. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness, latest edition adopted
8. OSHA 29 CFR Part 1910.134: Respiratory Protection, latest edition adopted

NOTES

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

Superseded