

FINANCE/ADMINISTRATION SECTION CHIEF (NQS)

RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Finance/Administration Section Chief Is responsible for all financial, administrative, and cost analysis aspects of an incident
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource. 2. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment 3. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days 4. Requestor specifies any additional qualifications necessary based on incident complexity and needs

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, 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"> 1. Maintains daily contact with agency administrative headquarters on finance and administration matters 2. Meets with assisting and cooperating agency representatives 3. Advises the Incident Commander (IC) on financial and administrative matters 4. Develops the operating plan for the Finance/Administration Section 5. Coordinates finances at the local level 6. Establishes or transitions into an existing Finance/Administration Section 7. Supervises and configures section with units to support as necessary 	Not Specified
EDUCATION	Not Specified	Not Specified	Not Specified	Not Specified

Superseded

Position Qualification for Operational Coordination
Incident Management

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: 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	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	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	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	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 Specified
PHYSICAL/MEDICAL FITNESS	Same as Type 2	Same as Type 3	Performs duties under light circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Specified

Superseded

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

Superseded



Position Qualification for Operational Coordination Incident Management

NOTES

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

REFERENCES

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

Superseded