



Resource Typing Definition for the National Qualification System  
Emergency Management

## COST UNIT LEADER

<b>RESOURCE CATEGORY</b>	Emergency Management
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Cost Unit Leader collects, records, and develops recommendations related to the incident costs
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource</li> <li>2. Discuss logistics for this position, such as security, lodging, transportation, and meals, prior to deployment</li> <li>3. The position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable up to 14 days</li> <li>4. Requestor specifies any additional qualifications necessary based on incident complexity and needs</li> </ol>

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
<b>DESCRIPTION</b>	The Cost Unit Leader: <ol style="list-style-type: none"> <li>1. Collects and records all cost data</li> <li>2. Maintains cumulative incident cost records</li> <li>3. Performs cost-effectiveness analyses</li> <li>4. Provides cost estimates and cost-saving recommendations for the incident</li> <li>5. Establishes or transitions into a unit under the Finance/Administration Section</li> <li>6. Configures unit with personnel to support operations</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified



COMPONENT	SINGLE TYPE	NOTES
<b>TRAINING</b>	Completion of the following: <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Incident Command System for Single Resources and Initial Action Incidents</li> <li>3. ICS-300: Intermediate Incident Command System for Expanding Incidents</li> <li>4. IS-700: National Incident Management System, An Introduction</li> <li>5. IS-800: National Response Framework, An Introduction</li> <li>6. IS-2900: National Disaster Recovery Framework (NDRF) Overview</li> <li>7. E/L 0975: Finance/Administration Unit Leader, or equivalent</li> <li>8. G0191: ICS/EOC Interface</li> </ol>	Identified equivalent trainings should meet or exceed course learning objectives.
<b>EXPERIENCE</b>	Knowledge, Skills, and Abilities: Financial management concepts and principles  Experience: <ol style="list-style-type: none"> <li>1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Cost Unit Leader, or equivalent Authority Having Jurisdiction (AHJ) documentation</li> <li>2. Experience in emergency management in a finance-related position</li> </ol>	Not Specified
<b>PHYSICAL / MEDICAL FITNESS</b>	Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	
<b>CURRENCY</b>	Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified



## NOTES

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Nationally typed resources represent the minimum criteria for the associated component and capability.

## REFERENCES

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1. FEMA, Position Task Book for Cost Unit Leader
2. FEMA, National Qualification System Guide
3. FEMA, National Incident Management System (NIMS), pending publication
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