



Resource Typing Definition for the National Qualification System  
Emergency Management

## FINANCE/ADMINISTRATION SECTION CHIEF

<b>RESOURCE CATEGORY</b>	Emergency Management
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Finance/Administration Section Chief Is responsible for all financial, administrative, and cost analysis aspects of an incident
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource or in conjunction with a NIMS typed team</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	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
<b>DESCRIPTION</b>	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"> <li>1. Is responsible for all financial, administrative, and cost analysis aspects of an incident</li> <li>2. Maintains daily contact with agency administrative headquarters on finance and administration matters</li> <li>3. Meets with assisting and cooperating agency representatives</li> <li>4. Advises the Incident Commander (IC) on financial and administrative matters</li> <li>5. Develops the operating plan for the</li> </ol>	Not Applicable	Not Specified



COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
			Finance/Administration Section 6. Coordinates finances at the local level 7. Establishes or transitions into an existing Finance/Administration Section 8. Supervises and configures section with units to support as necessary		
<b>EDUCATION</b>	Not Specified	Not Specified	Not Specified	Not Applicable	Not Specified
<b>TRAINING</b>	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	Not Applicable	1. For Type 2, recommend National Wildfire Coordinating Group (NWCG) S-420 Command and General Staff training or an equivalent team training. 2. For Type 1, recommend NWCG S-520 Advanced Incident Management training or equivalent team training. 3. Identified equivalent trainings should meet or exceed course learning objectives.



COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
			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		
<b>EXPERIENCE</b>	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 Applicable	Not Specified



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COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
<b>PHYSICAL / MEDICAL FITNESS</b>	Same as Type 2	Same as Type 3	Performs duties under moderate circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Applicable	Not Specified
<b>CURRENCY</b>	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 Applicable	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified	Not Specified	Not Applicable	Not Specified



## COMMENTS

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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 Finance/Administration Section Chief
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
7. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness
8. OSHA 29 CFR Part 1910.134: Respiratory Protection