

**FINANCE/ADMINISTRATIVE SECTION CHIEF**

TYPE	TYPE 1	TYPE 2
<b>DESCRIPTION</b>	The Type 1 Finance/Administration Section Chief (FSC): <ol style="list-style-type: none"> <li>1. Is a member of the General Staff</li> <li>2. Manages the finance and administration needs across the five core mission areas of protection, prevention, mitigation, response and recovery</li> <li>3. Advises the Incident Commander on all matters relating to financial and administrative matters</li> <li>4. Develops the operating plan for the finance and administration section</li> <li>5. Manages and supervises assigned units based on the complexity and magnitude of the Type 1 incident</li> <li>6. Maintains daily contact with agency administrative headquarters on finance and administration matters</li> <li>7. Meets with cooperating agency representatives as needed</li> <li>8. Participates in development of the Incident Action Plan</li> </ol>	The Type 2 Finance/Administration Section Chief (FSC): <ol style="list-style-type: none"> <li>1. Is a member of the General Staff</li> <li>2. Manages the finance and administration needs across the five core mission areas of protection, prevention, response, mitigation and recovery</li> <li>3. Advises the Incident Commander on all matters relating to financial and administrative matters</li> <li>4. Develops the operating plan for the finance and administration section</li> <li>5. Manages and supervises assigned units based on the complexity and magnitude of the Type 2 incident</li> <li>6. Maintains daily contact with agency administrative headquarters on finance and administration matters</li> <li>7. Meets with Cooperating Agency Representatives as needed</li> <li>8. Participates in development of the Incident Action Plan</li> <li>9. Is responsible for development of a finance and administration transiting plan based on a Type 2 event or incident escalating or transiting to a Type 1</li> </ol>
<b>CATEGORY</b>	<b>CRITERIA</b>	<b>CRITERIA</b>
<b>EDUCATION</b>	Not Specified	Not Specified
	<b>NOTES:</b>	Not Specified
<b>TRAINING</b>	Same as Type 2 PLUS: ICS 520: Advanced Incident Management or equivalent	Same as Type 3 PLUS: ICS 420: Command and General Staff or equivalent
	<b>NOTES:</b>	Not Specified
<b>EXPERIENCE</b>	Same as Type 2 PLUS: <b>Knowledge, Skills, and Ability:</b> Completion of FEMA Finance/Administrative Section Chief Position Task Book (PTB) or equivalent indicating completion of Type 1 FSC job performance requirements <b>Experience:</b> <ol style="list-style-type: none"> <li>1. At least five years of experience coordinating financial and administrative duties in support of prevention, protection, mitigation, response, and recovery during an incident, simulation, planned event, exercise, or drill</li> <li>2. Completion of both a Type 1 and Type 2 FSC Position Task Book approved by the employing or sponsoring agency</li> </ol>	Same as Type 3 PLUS: <b>Knowledge, Skills, and Ability:</b> Completion of FEMA Finance/Administrative Section Chief Position Task Book or equivalent indicating completion of Type 2 FSC job performance requirements <b>Experience:</b> <ol style="list-style-type: none"> <li>1. At least three years of experience coordinating financial and administrative duties in support of prevention, protection, mitigation response and recovery of an incident, simulation, planned event, exercise, or drill</li> <li>2. Completion of both a Type 2 and Type 3 FSC position task book (PTB) approved by the employing or sponsoring agency</li> </ol>
	<b>NOTES:</b>	Not Specified

<b>PHYSICAL/ MEDICAL FITNESS</b>	Same as Type 3	Same as Type 3
	<b>NOTES:</b> Not Specified	
<b>CURRENCY</b>	Currency for this position can be maintained by successful performance in the position during a incident, simulation, planned event, exercise, or drill within the given timeframe, or successful performance in positions identified <ol style="list-style-type: none"> <li>1. Type 1 or Type 2 Finance/Administration Section Chief</li> <li>2. Type 1 or Type 2 Finance/Administration Unit Leader</li> </ol> The maximum period allowed between assignments for maintaining currency is no more than 5 years	Currency for this position can be maintained by successful performance in the position during a incident, simulation, planned event, exercise, or drill within the given timeframe, or successful performance in positions identified <ol style="list-style-type: none"> <li>1. Type 1, Type 2 or Type 3 Finance/Administration Section Chief</li> <li>2. Type 1, Type 2 or Type 3 Finance/Administration Unit Leader</li> </ol> The maximum period allowed between assignments for maintaining currency is no more than 5 years
	<b>NOTES:</b> Not Specified	
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified
	<b>NOTES:</b> Not Specified	

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TYPE	TYPE 3	NO TYPE 4
<b>DESCRIPTION</b>	The Type 3 Finance/Administration Section Chief (FSC): <ol style="list-style-type: none"> <li>1. Is a member of the General Staff</li> <li>2. Manages the finance and administration needs across the five core mission areas of protection, prevention, mitigation, response and recovery for planned events or incidents</li> <li>3. Advises the Incident Commander on all matters relating to financial and administrative matters</li> <li>4. Develops the operating plan for the finance and administration section.</li> <li>5. Manages and supervises assigned units based on the complexity and magnitude of the Type 3 incident</li> <li>6. Meets with assisting and Cooperating Agency Representatives as needed.</li> <li>7. Participates in development of the Incident Action Plan</li> <li>8. Is responsible for development of a finance and administration transition plan based on a Type 3 event or incident the escalating or transitioning to a Type 2</li> </ol>	Not Applicable
<b>CATEGORY</b>	<b>CRITERIA</b>	<b>CRITERIA</b>
<b>EDUCATION</b>	Not Specified	Not Applicable
<b>NOTES:</b> Not Specified		
<b>TRAINING</b>	Completion of the following: <ol style="list-style-type: none"> <li>1. ICS/IS-100: Introduction to ICS</li> <li>2. ICS/IS-200: Basic ICS</li> <li>3. ICS-300: Intermediate ICS</li> <li>4. ICS-400: Advanced ICS</li> <li>5. IS-700: NIMS, An Introduction</li> <li>6. IS-800: NRF, An Introduction</li> <li>7. E973: All-Hazards Finance/Administration Section Chief or equivalent</li> <li>8. E975: All-Hazards Finance/Administration Unit Leader or equivalent</li> </ol>	Not Applicable
<b>NOTES:</b> Not Specified		
<b>EXPERIENCE</b>	Knowledge, Skills, and Ability: Completion of FEMA Finance/Administrative Section Chief Position Task Book or equivalent, indicating completion of Type 3 FSC job performance requirements  Experience: <ol style="list-style-type: none"> <li>1. At least one year of experience coordinating financial and administrative duties in support of prevention, protection, mitigation, response and recovery of an incident, simulation, planned event, exercise, or drill</li> <li>2. Completion of a Type 3 FSC Position Task Book approved by the employing or sponsoring agency</li> </ol>	Not Applicable

	<b>NOTES:</b> Not Specified	
<b>PHYSICAL/ MEDICAL FITNESS</b>	Physical fitness requirements include the ability to perform duties at light stress and work levels that will be sustained for an undetermined period, while working consecutive 12-14 hour days that may produce physical and emotional stress	Not Applicable
	<b>NOTES:</b> Not Specified	
<b>CURRENCY</b>	Currency for this position can be maintained by successful performance in the position during a incident, simulation, planned event, exercise, or drill within the given timeframe, or successful performance in positions identified <ol style="list-style-type: none"> <li>1. Type 1, Type 2, or Type 3 Finance/Administration Section Chief</li> <li>2. Type 1, Type 2, or Type 3 Finance/Administration Unit Leader</li> </ol> The maximum period allowed between assignments for maintaining currency is no more than 5 years	Not Applicable
	<b>NOTES:</b> Not Specified	
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Applicable
	<b>NOTES:</b> Not Specified	

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## ORDERING SPECIFICATIONS OR DESIGNATIONS

- Can be ordered as a single resource
- Can be ordered in conjunction with a NIMS typed team
- Can be ordered in conjunction with a NIMS typed unit

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## REFERENCES

None

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## NOTE

Nationally typed resources represent the minimum criteria for the associated category

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