

Finance/Administration Section Endorsement Analysis

Analysis Workshop Date: The initial workshop to analyze the seven Finance/Administration Section positions was held on June 8, 2022.

Attendance: Jamie Wade (USFS/SME), Deanna Crawford (USFS/SME), Kayla Davin (BLM/SME), Kelly Reeves (NASF/SME), Steve Griffin (USFS/NIMSIC Chair), Ken Kehmna (IAFC/NIMSIC Vice-Chair), Shawn Burt (USFS detailer), Tim Blake (NWCG Coordinator), Deb Fleming (NWCG Coordinator)

End State: Using the data gathered during Step 1 of the Analysis Process, analyze data (Step 2) to determine if endorsements are warranted for the FSC1, FSC2, FSC3, COMP, COST, PROC, and TIME NWCG positions.

Finance/Administration Section Chief, Type 1

(The following data was gathered for the analysis)

Training

NWCG (1/2022)	NQS (6/2021)
S-520, Advanced Incident Management or Complex Incident Management Course (CIMC)	NQS has no required training at this level

Experience

NWCG	NQS
FSC2 is prerequisite	NIMS Type 2 Finance Section Chief

NWCG Task Book Elements

There are no W or RX tasks in NWCG FSC1 PTB

Fitness Level

NWCG	NQS
None	Light

Currency

NWCG	NQS
Assignment as a FSC1, FSC2, or ICT1 every 5 years	Functioning in this position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years

FSC1 Endorsement Recommendation - Yes

Additional NWCG Requirements:
<ul style="list-style-type: none"> S-520, Advanced Incident Management or Complex Incident Management Course (CIMC) Successful completion and certification of NWCG Finance/Administration Section Chief Type 1 (FSC1) Position Task Book, PMS 311-46, on a wildland fire incident.

Rationale/Notes:

- Critical knowledge and exposure to Strategic Operational Planning and incident complexity experienced with Complex Incident Management wildland fire pace and scale.

Finance/Administration Section Chief, Type 2

(The following data was gathered for the analysis)

Training

NWCG (1/2022)	NQS (6/2021)
ICS-400, Advanced ICS	NQS has no required training at this level
S-420, Command and General Staff or L-481, Advanced Leadership for Command and General Staff	

Experience

NWCG	NQS
TIME, COST, PROC, or FSC3 is a prerequisite	NIMS Type 3 Finance Section Chief

NWCG Task Book Elements

There are no W or RX tasks in NWCG FSC2 PTB

Fitness Level

NWCG	NQS
None	Light

Currency

NWCG	NQS
Assignment as a FSC1, FSC2, FSC3, COMP, COST, PROC, TIME, ICT1, or ICT2 every 5 years	Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years

FSC2 Endorsement Recommendation – Yes**Additional NWCG Requirements:**

- Successful completion and certification of NWCG Finance/Administration Section Chief Type 2 (FSC2) Position Task Book, PMS 311-46, on a wildland fire incident.

Rationale/Notes:

- Critical knowledge and exposure to complexities of federal wildland fire and/or interagency financial requirements, issues, pace, and scale.

Finance/Administration Section Chief, Type 3

(The following data was gathered for the analysis)

Training

NWCG (1/2022)	NQS (6/2021)
ICS-100, Intro to ICS	IS-100, Intro to ICS
Required at lower level	IS-200, Basic ICS for Initial Response
Required at lower level	ICS-300, Intermediate ICS
ICS-400, Advanced ICS	ICS-400, Advanced ICS
IS-700, NIMS, an Introduction	IS-700, NIMS an Introduction
Required at lower level	IS-800, National Response Framework
	E/G/L 0191, Emergency Operations Center/Incident Command System Interface
	E/L 0973, NIMS All-Hazards Finance/Administration Section Chief course or equivalent
	USFA O-0305 Intro Type 3 All Hazards Incident Management

Experience

NWCG	NQS
TIME, COST, or ICT3 is a prerequisite	Experience in incident management in a subordinate position

NWCG Task Book Elements

No W or RX tasks in NWCG PSC3 PTB

Fitness Level

NWCG	NQS
None	Light

Currency

NWCG	NQS
Assignment as a FSC3, FSC2, COST, COMP, EQTR, PTRC, PROC, or TIME every 5 years	Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years

FSC3 Endorsement Recommendation - Yes

Additional NWCG Requirements:
<ul style="list-style-type: none"> Successful completion and certification of NWCG Time Unit Leader (TIME) Position Task Book, PMS 311-47, or Cost Unit Leader (COST) Position Task Book, PMS 311-48, on a wildland fire incident.
Rationale/Notes:
<ul style="list-style-type: none"> Critical knowledge includes understanding of federal wildland fire and/or interagency financial procedures, policy, and guidance.

Compensation/Claims Unit Leader

(The following data was gathered from the analysis)

Training

NWCG (1/2022)	NQS (6/2021)
ICS-100, Introduction to ICS	IS-100, Introduction to ICS
ICS-200, ICS for Single Resources and Initial Action Incidents	IS-200, Basic ICS for Initial Response
ICS-300, Intermediate ICS for Expanding Incidents	ICS-300, Intermediate ICS for Expanding Incidents
IS-700, NIMS: An Introduction	IS-700, NIMS: An Introduction
IS-800, National Response Framework, An Introduction	IS-800, National Response Framework, An Introduction
	E/G/L 0191, Emergency Operations Center/Incident Command System Interface
	E/L, 0975 NIMS All-Hazards Finance/Administration Unit Leader course or equivalent

Experience

NWCG	NQS
None	Experience in incident management in a finance-related position

NWCG Task Book Elements

No W or RX tasks in NWCG COMP PTB

Fitness Level

NWCG	NQS
None	Light

Currency

NWCG	NQS
Assignment as a COMP, CLMS, INJR, FSC2, or FSC3 every 5 years (or other position that maintains currency)	Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years

COMP Endorsement Recommendation – Yes

Additional NWCG Requirements:
<ul style="list-style-type: none"> Successful completion and certification of position-specific tasks (#31-40) in the NWCG Compensation Unit Leader Position Task Book, PMS 311-47, on a wildland fire incident. Both S-260, Incident Business Management and e-ISuite training are recommended for anyone without wildland fire incident business experience.
Rationale/Notes:
<ul style="list-style-type: none"> Critical knowledge includes familiarity with federal claims and federal forms.

Cost Unit Leader

(The following data was gathered from the analysis)

Training

NWCG (1/2022)	NQS (6/2021)
IS-100, Introduction to ICS	IS-100, Introduction to ICS
ICS-200, ICS for Single Resources and Initial Action Incidents	IS-200, Basic ICS for Initial Response
ICS-300, Intermediate ICS for Expanding Incidents	ICS-300, Intermediate ICS for Expanding Incidents
IS-700, NIMS: An Introduction	IS-700, NIMS: An Introduction
IS-800, National Response Framework, An Introduction	IS-800, National Response Framework, An Introduction
	E/G/L 0191, Emergency Operations Center/Incident Command System Interface
	E/L, 0975 NIMS All-Hazards Finance/Administration Unit Leader course or equivalent

Experience

NWCG	NQS
None	Experience in incident management in a finance-related position

NWCG Task Book Elements

No W or RX tasks in NWCG COST PTB

Fitness Level

NWCG	NQS
None	Light

Currency

NWCG	NQS
Assignment as a COST, FSC1, FSC2, or FSC3 every 5 years	Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years

COST Endorsement Recommendation - Yes

Additional NWCG Requirements:
<ul style="list-style-type: none"> Successful completion and certification of position-specific tasks (#16, 22, 23, 26) in the NWCG Cost Unit Leader Position Task Book, PMS 311-48, on a wildland fire incident. Both S-260, Incident Business Management and e-ISuite training are recommended for anyone without wildland fire incident business experience.
Rationale/Notes:
<ul style="list-style-type: none"> Critical knowledge includes familiarity with documenting incident cost, cost share, and cost tracking.

Procurement Unit Leader

(The following data was gathered from the analysis)

Training

NWCG (1/2022)	NQS (6/2021)
Required at EQTR	IS-100, Introduction to ICS
IS-200, Basic ICS for Initial Response	IS-200, Basic ICS for Initial Response
ICS-300, Intermediate ICS for Expanding Incidents	ICS-300, Intermediate ICS for Expanding Incidents
Required at EQTR	IS-700, NIMS: An Introduction
IS-800, National Response Framework, An Introduction	IS-800, National Response Framework, An Introduction
	E/G/L 0191, Emergency Operations Center/Incident Command System Interface
	E/L, 0975 NIMS All-Hazards Finance/Administration Unit Leader course or equivalent

Experience

NWCG	NQS
EQTR is a prerequisite	Experience in incident management in a finance-related position

NWCG Task Book Elements

No W or RX tasks in NWCG PROC PTB

Fitness Level

NWCG	NQS
None	Light

Currency

NWCG	NQS
Assignment as a PROC, EQTR, FSC1, FSC2, or FSC3 every 5 years	Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years

PROC Endorsement Recommendation - No

Additional NWCG Requirements:
<ul style="list-style-type: none"> N/A
Rationale/Notes:
<ul style="list-style-type: none"> No endorsement recommended for PROC due to complexity of federal procurement regulations.

Time Unit Leader

(The following data was gathered from the analysis)

Training

NWCG (1/2022)	NQS (6/2021)
Required at PTRC	IS-100, Introduction to ICS
IS-200, Basic ICS for Initial Response	IS-200, Basic ICS for Initial Response
ICS-300, Intermediate ICS for Expanding Incidents	ICS-300, Intermediate ICS for Expanding Incidents
Required at PTRC	IS-700, NIMS: An Introduction
IS-800, National Response Framework, An Introduction	IS-800, National Response Framework, An Introduction
	E/G/L 0191, Emergency Operations Center/Incident Command System Interface
	E/L, 0975 NIMS All-Hazards Finance/Administration Unit Leader course or equivalent

Experience

NWCG	NQS
PTRC is a prerequisite	Experience in incident management in a finance-related position

NWCG Task Book Elements

No W or RX tasks in NWCG TIME PTB

Fitness Level

NWCG	NQS
None	Light

Currency

NWCG	NQS
Assignment as a TIME, EQTR, PTRC, FSC1, FSC2, or FSC3 every 5 years	Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years

TIME Endorsement Recommendation - Yes

Additional NWCG Requirements:
<ul style="list-style-type: none"> • Successful completion and certification of position-specific tasks (#50-55) in the NWCG Time Unit Leader Position Task Book, PMS 311-47, on a wildland fire incident. • Both S-260, Incident Business Management and e-ISuite training are recommended for anyone without wildland fire incident business experience.
Rationale/Notes:
<ul style="list-style-type: none"> • Critical knowledge includes familiarity with federal wildland fire and/or interagency personnel pay policy and travel.

Summary:

The analysis team determined that:

- FSC1, FSC2, FSC3, COMP, COST, TIME – endorsement recommended. The endorsement will include additional NWCG requirements as identified above.
- PROC – no endorsement recommended due to the complexity of federal procurement regulations. All-hazards Procurement Unit Leaders will need to meet the wildland fire position qualification requirements.

Approval:

This recommendation was approved by:

- Incident Business Committee on 7/7/2022
- NIMS Integration Committee on 7/13/2022
- Incident and Position Standards Committee on 7/13/2022
- NWCG Executive Board on 7/20/2022