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)

<table>
<thead>
<tr>
<th><strong>Training</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NWCG (1/2022)</strong></td>
<td><strong>NQS (6/2021)</strong></td>
</tr>
<tr>
<td>S-520, Advanced Incident Management or Complex Incident Management Course (CIMC)</td>
<td>NQS has no required training at this level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Experience</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NWCG</strong></td>
<td><strong>NQS</strong></td>
</tr>
<tr>
<td>FSC2 is prerequisite</td>
<td>NIMS Type 2 Finance Section Chief</td>
</tr>
</tbody>
</table>

**NWCG Task Book Elements**

There are no W or RX tasks in NWCG FSC1 PTB

<table>
<thead>
<tr>
<th><strong>Fitness Level</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NWCG</strong></td>
<td><strong>NQS</strong></td>
</tr>
<tr>
<td>None</td>
<td>Light</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Currency</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NWCG</strong></td>
<td><strong>NQS</strong></td>
</tr>
<tr>
<td>Assignment as a FSC1, FSC2, or ICT1 every 5 years</td>
<td>Functioning in this position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years</td>
</tr>
</tbody>
</table>

**FSC1 Endorsement Recommendation - Yes**

**Additional NWCG Requirements:**

- 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

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

Experience

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME, COST, PROC, or FSC3 is a prerequisite</td>
<td>NIMS Type 3 Finance Section Chief</td>
</tr>
</tbody>
</table>

NWCG Task Book Elements

There are no W or RX tasks in NWCG FSC2 PTB

Fitness Level

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
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</table>

Currency

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment as a FSC1, FSC2, FSC3, COMP, COST, PROC, TIME, ICT1, or ICT2 every 5 years</td>
<td>Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years</td>
</tr>
</tbody>
</table>

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**

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

**Experience**

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME, COST, or ICT3 is a prerequisite</td>
<td>Experience in incident management in a subordinate position</td>
</tr>
</tbody>
</table>

**NWCG Task Book Elements**

No W or RX tasks in NWCG PSC3 PTB

**Fitness Level**

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
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<td>None</td>
<td>Light</td>
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**Currency**

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment as a FSC3, FSC2, COST, COMP, EQTR, PTRC, PROC, or TIME every 5 years</td>
<td>Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years</td>
</tr>
</tbody>
</table>

**FSC3 Endorsement Recommendation - Yes**

**Additional NWCG Requirements:**

- 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:**

- 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

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

### Experience

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Experience in incident management in a finance-related position</td>
</tr>
</tbody>
</table>

### NWCG Task Book Elements

No W or RX tasks in NWCG COMP PTB

### Fitness Level

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Light</td>
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</table>

### Currency

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

### COMP Endorsement Recommendation – Yes

**Additional NWCG Requirements:**
- 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:**
- Critical knowledge includes familiarity with federal claims and federal forms.
**Cost Unit Leader**

*(The following data was gathered from the analysis)*

### Training

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

### Experience

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Experience in incident management in a finance-related position</td>
</tr>
</tbody>
</table>

### NWCG Task Book Elements

No W or RX tasks in NWCG COST PTB

### Fitness Level

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Light</td>
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### Currency

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment as a COST, FSC1, FSC2, or FSC3 every 5 years</td>
<td>Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years</td>
</tr>
</tbody>
</table>

### COST Endorsement Recommendation - Yes

**Additional NWCG Requirements:**

- 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:**

- 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

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

### Experience

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQTR is a prerequisite</td>
<td>Experience in incident management in a finance-related position</td>
</tr>
</tbody>
</table>

### NWCG Task Book Elements

No W or RX tasks in NWCG PROC PTB

### Fitness Level

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Light</td>
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</table>

### Currency

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<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment as a PROC, EQTR, FSC1, FSC2, or FSC3 every 5 years</td>
<td>Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years</td>
</tr>
</tbody>
</table>

### PROC Endorsement Recommendation - No

#### Additional NWCG Requirements:
- N/A

#### Rationale/Notes:
- No endorsement recommended for PROC due to complexity of federal procurement regulations.
**Time Unit Leader**
*(The following data was gathered from the analysis)*

### Training

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

### Experience

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTRC is a prerequisite</td>
<td>Experience in incident management in a finance-related position</td>
</tr>
</tbody>
</table>

### NWCG Task Book Elements

No W or RX tasks in NWCG TIME PTB

### Fitness Level

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
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</table>

### Currency

<table>
<thead>
<tr>
<th>NWCG</th>
<th>NQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment as a TIME, EQTR, PTRC, FSC1, FSC2, or FSC3 every 5 years</td>
<td>Functioning in this position or a higher position during a qualifying incident, planned event, exercise, drill, or simulation at least once every 5 years</td>
</tr>
</tbody>
</table>

### TIME Endorsement Recommendation - Yes

**Additional NWCG Requirements:**

- 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:**

- 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