

U. S. Coast Guard



Incident Command System (ICS) Training Job Aid



January 2023

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RECORD OF CHANGES

Change Number	Change	Date of Change
1	Type 3 Position-Specific Qualification Matrix Changes: 1) Updated per ALCOAST COMDT NOTIC 100/21 for AOBD, OPB, ISC, LSC, PROC3, SUPL3, IOGS, IGS, and PIO. 2) LSC3: removed COML3 as optional prerequisite requirement. 3) Added competencies: CG-AREP, SUBD, SVBD, ACDR, ACPC, ACLC, ACFC, and CRESL.	Oct 2021
2	Updated Non-CG ICS-300 Memo sample	Oct 2021
3	<ul style="list-style-type: none"> Updated Direct Access Break-In ICS Competency Codes Position Specific Added 2022 updated PQS information Added reference to ICS Incident and Event Typing Checklist Updated guide layout from ICS PQS Job Aid 	Jan 2023


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APPROVING AUTHORITY

The U.S. Coast Guard ICS Training Job Aid is the governing document of the U.S. Coast Guard ICS program. This job aid is approved by CG-5RI and maintained by CG-OEM as the sponsoring program office responsible for the management of the Coast Guard's ICS qualification and certification program.



Dana Tulis, SES

Director, Emergency Management Directorate (CG-5RI)

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DIRECTIVES & RESOURCES

FEDERAL DIRECTIVES

- 6 U.S.C. §752 Federal Preparedness
- Homeland Security Act of 2002 as amended by Public Law 110-53 (Implementing the Results of the 911 Commission)
- Management of Domestic Incidents, Homeland Security Presidential Directive-5 (HSPD-5)
- National Preparedness, Presidential Policy Directive-8 (PPD-8)
- National Incident Management System (NIMS) Guideline for the National Qualification System, 2017
- National Incident Management System (NIMS) Guideline for the Credentialing of Personnel, 2011
- National Response Framework (NRF), 2019

RESOURCES

- i. Emergency Management Manual (EMM) Volume IV: Incident Management, [COMDTINST 3120.14](#) (series)
- ii. ICS Coordinators Guide, January 2023
- iii. U.S. Coast Guard ICS Certification Guide, September 2019
- iv. U.S. Coast Guard Competency Management System Manual, COMDTINST M5300.2 (series)
- v. Mandatory Use of the Training Management Tool, COMDTINST 5270.2 (series)
- vi. Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)
- vii. Coast Guard Incident Management Handbook (IMH), COMDTPUB P3120.17 (series)
- viii. Personnel and Pay Procedures Tactics Techniques and Procedures (TTP), PPCINST M1000.2 (series)
- ix. Incident Management and Crisis Response, COMDTPUB 3-28
- x. ICS Position-specific Job Aids
- xi. ICS Position-specific Performance Qualification Standard (PQS) Workbooks
- xii. Incident Management Software System Training Guides

INTERNET LINKS

- **ICS Coordinators Portal Page:** <https://cg.portal.uscg.mil/units/cgcpe/SitePages/ICS%20Coordinators.aspx> or [CG-OEM - ICS Coordinators \(sharepoint-mil.us\)](#)
- **Homeport:** <https://homeport.uscg.mil/>
- **CGBI:** <http://cgbi.osc.uscg.mil/>
- **ETQC:** <https://cg.portal.uscg.mil/units/forcecom/ETQC/SitePages/Home.aspx>
- **USCG Competency Dictionary:** <https://cg.portal.uscg.mil/units/ppc/PD/guides/Documents/SPO/PersonProfile/CompetencyDictionary.xls> or <https://cg.portal.uscg.mil/communities/competency-mgmt-systems/Competency%20Management%20Systems/Forms/AllItems.aspx>
- **The Office of International Affairs (DCO-I):** <http://www.dco.uscg.mil/Our-Organization/Director-of-International-Affairs-and-Foreign-Policy-CG-DCO-I/Training/>
- **FEMA EMI Courses:** <https://training.fema.gov/emicourses/schedules.aspx>
- **FEMA Disasters Database:** <https://www.fema.gov/disasters>

INQUIRIES

The most pertinent ICS resources and announcements can be found on the ICS Training Program & Coordinators Portal Page. CG-OEM ICS Program updates are distributed through the ICS Coordinator network e-mail distribution list (HQS-DG-LST-ICSCoordinators@USCG.mil). Questions concerning the U.S. Coast Guard ICS Training Job Aid or program should be directed to the local unit's ICS Coordinator or CG-OEM at ICS-ProgramCoordinator@uscg.mil.

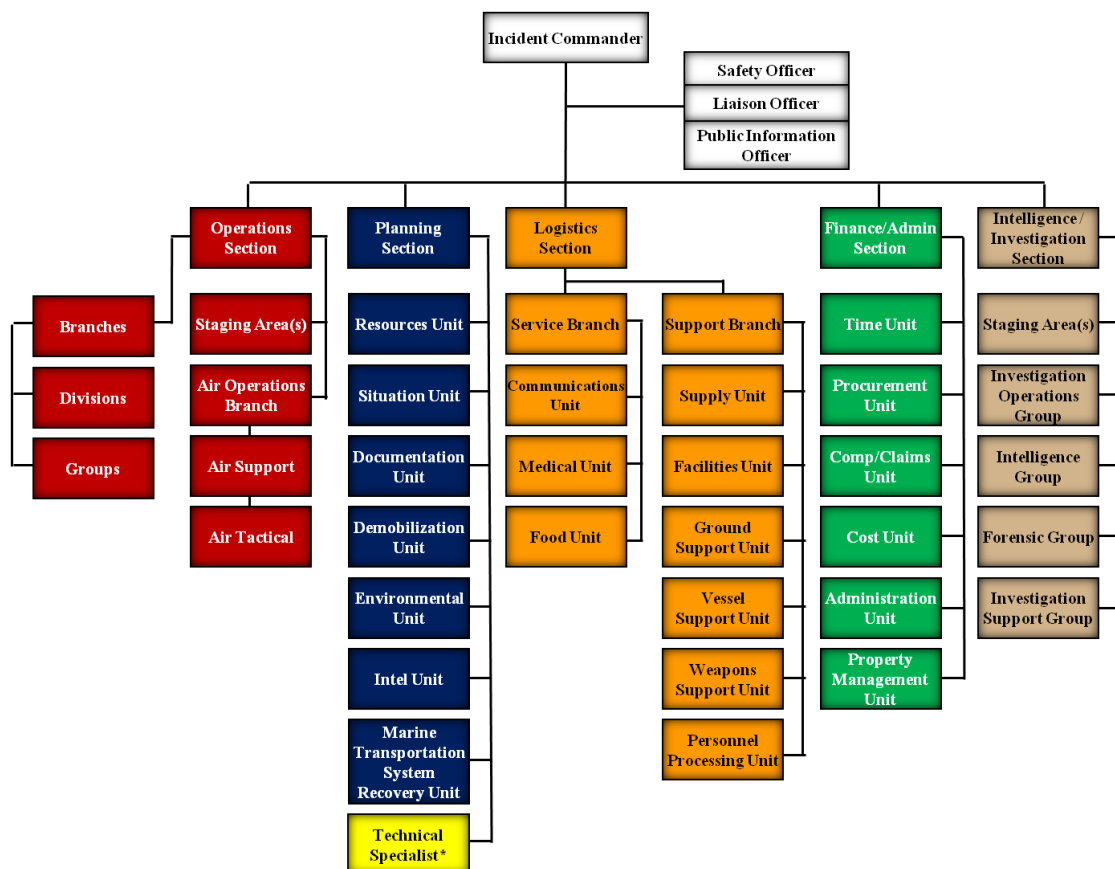
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I. GENERAL

- A. Introduction. This document serves as the U.S. Coast Guard (USCG) Incident Command System (ICS) Training Job Aid detailing the USCG qualification process for ICS positions on all-hazard incidents and planned events. The USCG ICS Training Aid and associated position-specific Performance Qualification Standard (PQS) Workbooks are built upon the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) credentialing guidelines, FEMA NIMS resource typing standards, and FEMA NIMS Position-specific Task Books (PTBs).
1. To comply with federally-mandated NIMS requirements and align with professional industry standards, the USCG qualification system is a competency-based system. Competencies are defined as a set of behaviors that encompass skills, knowledge, abilities, and attributes combined with agency authority permitting an individual to perform in the associated position. The term “competency” is used in relation to the USCG ICS training system in two capacities: 1) each ICS credential managed by the USCG represents a competency, and 2) each position-specific PQS Workbook details required competencies for qualification evidenced through the prescribed tasks.
 2. USCG competencies are earned through the qualification and/or certification process. An individual satisfies Type 3 or un-typed ICS competency requirements through the successful completion of the correlating USCG position-specific PQS Workbook. Each Workbook requires training and/or demonstrated performance as designated in the prerequisite requirements and tasks. Knowledge and experience is acquired and measured on incidents and planned events, normal job activities, in exercises, and/or classroom activities. Evaluation of performance to earn an ICS competency is conducted either by the local unit’s qualified Verifying Officers or the USCG ICS Certification Board. A master list of USCG ICS competencies is outlined both in this job aide as well as the USCG Competency Dictionary maintained by the Future Force Project Division (CG-1B1).
- B. Intended User. This job aid replaces the 2014 ICS PQS Guide and provides guidance to Coast Guard personnel. This document provides the practical solution for all of the commonly asked questions all ICS stakeholders seek. This supports ICS Coordinators, commands, and trainees alike. However, it is not intended to, nor does it impose legally-binding requirements on any party outside of the Coast Guard. When guidance in this Job Aid differs from Coast Guard policy, users should defer to the approved policy or the applicable program office. Questions about this Job Aid should be directed to the Coast Guard Office of Emergency Management and Disaster Response (CG-OEM).
- C. Qualification and Certification. Although the USCG has historically used the term *qualification* as equivalent to *certification*, the terms reference two different ICS credentialing processes. CG-OEM associates an ICS *qualification* with the Type 3 or un-typed credential achieved by completing a position-specific PQS Workbook, associated prerequisite and training requirements, as well as the satisfactory completion of an oral board as directed in the position-specific PQS Workbook. An ICS *qualification* is issued by the local unit once all prescribed position-specific requirements are met. An ICS *certification*, on the other hand, references Type 2 and Type 1 credentials awarded to applicants as recommended by the semi-annual U.S. Coast Guard ICS Certification Board and approved by the Emergency Management Directorate (CG-5RI). Type 2 and Type 1 certifications are issued as a certificate from CG-5RI following a subjective review by the ICS Certification Board using a myriad of resources including the Type 3 PQS Workbooks, USCG Incident Management Handbook, and direction provided by CG-5RI. The USCG certification process is detailed in the USCG ICS Certification Board Guide. Certification eligibility first requires qualification in the same competency.
- D. ICS Assignment and Guidance. The Emergency Management Manual (EMM) Volume IV: Incident Management and Crisis Response Manual (COMDTINST 3010.24 series) details unit requirements to establish and maintain an Incident Management Team (IMT) / Area Command (AC) intended to staff key positions during the first 48 - 72 hours of a local response.

1. Individuals assigned to IMT / AC positions, or are interested in supporting USCG ICS responses, must consult with the unit ICS Coordinator regarding all ICS qualification/certification pursuits. Upon assignment of an ICS position-specific competency required to support the unit IMT / AC, the unit Training Officer shall assign that competency to the member in the Training Management Tool (TMT). It is a best practice to work with the local Service Personnel Office (SPO) and enter the qualification into Direct Access (DA). Additionally, if members are pursuing qualifications, the correct competency should be used to show the ICS qualification pursuit which is denoted by appending “_PQ”. See *Section H of the ICS Coordinator Guide* for a more detailed layout of each qualification.
2. Upon being qualified by the unit’s Certifying Official, the unit Training Officer shall verify the member’s qualification is complete in TMT. This step provides the member credit for earning the qualification, supports unit IMT / AC metrics in the Coast Guard Business Intelligence system (CGBI), and supports the USCG’s Personnel Services Division (PSC) Surge Staffing efforts. Entries in TMT map to Direct Access (DA) and reflects on a member’s Employee Summary Sheet (ESS).
3. Members should work with their local SPO to ensure qualifications are entered into DA. Entries in both systems are not required but a best practice. The unit CGBI IMT readiness measure, found under the training tab on the unit page, is directly tied to the number of members assigned to achieve an ICS competency, divided by the number of members who have obtained an ICS competency. While the USCG maintains a member’s qualification records via the ESS, individuals are responsible for providing proof of qualification on an incident/event.

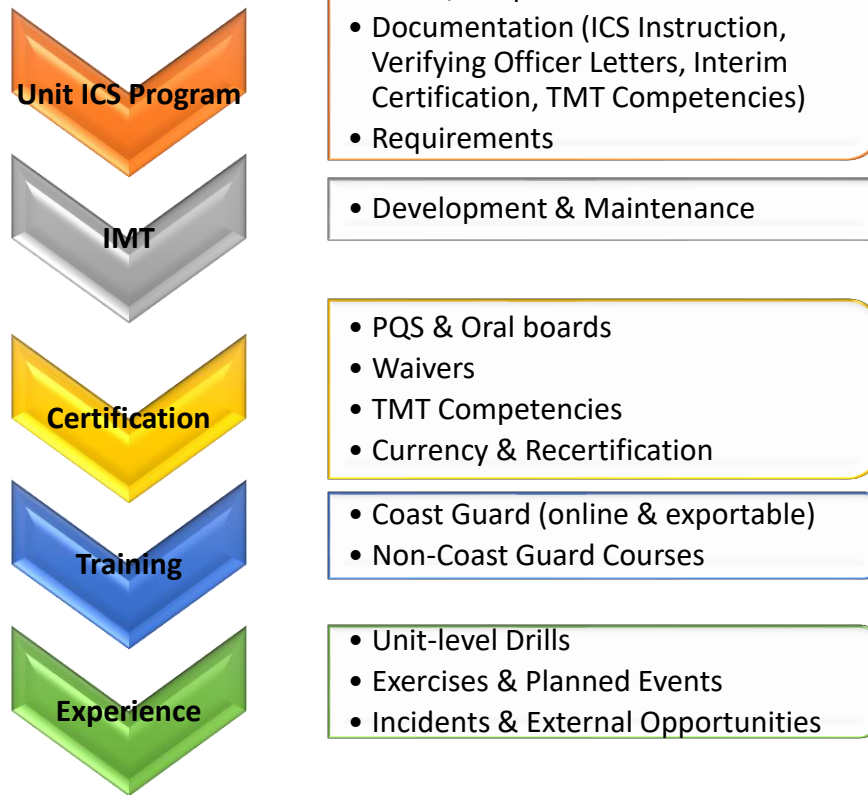
E. ICS Response Organization Charts.





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II. ICS QUALIFICATION/CERTIFICATION PROGRAM COMPONENTS



A. Unit ICS Program.

1. *Roles and Responsibilities* - The positions listed below all represent an important part of the ICS training program.

a. *The Unit ICS Coordinator:*

- i. Maintain unit ICS documentation
- ii. Stay current with ICS policy and doctrine and pass updates along to unit members
- iii. Support unit IMSS administrator(s)
- iv. Incident Management Team (IMT) development and maintenance
- v. Notify the unit Training Officer of any members being added to the IMT that will require ICS competency assignment in TMT
- vi. Guide unit members through the ICS qualification/certification process
- vii. Coordinate unit-level ICS training and drills
- viii. Ensure readiness of ICS go-kits and request or order supplies as needed
- ix. Activate the IMT, if needed, and assist the IMT with transitioning from normal operations to an IMT managed response
- x. Provide IMT readiness metrics from CGBI or TMT, if requested
- xi. Serve as POC to TRACEN Yorktown for exportable ICS courses hosted by the unit
- xii. Approve and quality control all ICS training requests from members before they reach the Unit Training Officer
- xiii. Communicate IMT readiness issues to the Command and to the District Planning office and/or District ICS Coordinator
- xiv. Ensure unit members complete ICS certifications after completing ICS training
- xv. Assist members with Type 1 and Type 2 Board Applications

b. *Unit Training Officer:*

- i. Submit all Electronic Training Requests (ETRs) in Direct Access for members requesting ICS training (ETRs are required for exportable and Facilitated Online Training (FOT) courses)
- ii. If ICS Coordinator is unable, assign ICS competencies to newly reported members in TMT when they are added to the IMT
- iii. Update assigned ICS competencies to certified in TMT once members provide proof of qualification/certification
- iv. Update ICS currency in TMT when members submit the Recertification Form and ICS-225

c. *Unit SPO:* Input personnel qualifications and information into personal records and Direct Access in accordance with *Resource xiii*. which supports the member and incident management events.

d. *PQS Verifying Officer:* Sign PQS tasks and complete Evaluation Records for trainees.

Note: CG-IMAT and CG-OEM-2 members are authorized to serve as Verifying Officers for those ICS positions they hold and do not require written approval from the Command.

e. *PQS Final Verifying Officer:*

- i. Review the PQS package to ensure all tasks have been completed and required training documentation is included
- ii. Coordinate and lead an oral board if required
- iii. Route the PQS package (including the board completion letter and draft certification memo) to the Command

Note: CG-IMAT and CG-OEM members are authorized to serve as member (s) of unit oral board for those ICS positions they hold.

f. *Certifying Official:*

- i. Serve as Certifying Official for ICS certifications and sign certification letters

Note: To serve as Certifying Officer, Commanding Officers must be O-4 or above. If not, they must submit PQS packages to first O-6 in the chain of command.

- ii. Support unit level exercises and drills as Exercise Sponsor
- iii. Participate in exercise planning by attending exercise-planning conferences and engaging stakeholders at the appropriate level
- iv. Incorporate ICS concepts and tools into daily work by requiring them to be used
- v. Demonstrate a commitment to IMT readiness by providing opening comments at unit hosted exportable ICS courses

g. *District ICS Coordinator:*

- i. Serve as Unit ICS Coordinator for District and District's subordinate units that do not have a designated Unit ICS Coordinator
- ii. Communicate IMT/Area Command readiness issues to the Command and to the Area planning office and/or Area ICS Coordinator
- iii. Serve as the main POC for ICS questions and coordination from subordinate units
- iv. Be aware of subordinate unit metrics; address deficiencies through guidance to Sector ICS Coordinators and/or advocacy for additional support to Area ICS Coordinators.
- v. Review subordinate unit Type 1 and Type 2 board applications
- vi. Manage District Members Type 1 and Type 2 board applications

h. *Area ICS Coordinator:*

- i. Serve as Unit ICS Coordinator for Area and Area's subordinate units that do not have a designated Unit ICS Coordinator
- ii. Communicate IMT/Area Command readiness issues to the Command and to COMDT (CG-OEM-2)

- iii. Serve as the main POC for ICS questions and coordination from subordinate units
- iv. Review subordinate unit Type 1 and Type 2 board applications
- v. Manage District Members Type 1 and Type 2 board applications

i. *Training Center Yorktown:*

- i. Execute Exportable and Facilitated Online Training (FOT) ICS courses
- ii. Work with units to schedule Exportable training

j. *ETQC Scheduler:* Issue cost and no cost orders for ICS courses

k. *COMDT (CG-OEM-2) ICS Program Manager:*

- i. Draft and manage ICS policy
- ii. Slate ICS courses
- iii. Maintain the ICS Coordinator Network
- iv. Maintain the ICS Training Program and Coordinator CG Portal Page
- v. Serve as Unit ICS Coordinator for USCG Headquarters

2. *Documentation* - The ICS Coordinator is responsible for developing or maintaining specific documentation for the unit. These include the Unit ICS Instruction and interim ICS Certification Letters. This could also include a Verifying Officer Letter and a unit ICS Training Plan unless this information is tracked through another method.

- a. Unit ICS Instruction. This document, signed by the command, outlines the unit policy for managing ICS training and certification processes.
- b. Verifying Officer Designation List. This list should be drafted by the ICS Coordinator to document who is authorized to sign ICS PQS and for which ICS positions they can verify (usually in table form). The list could be included as an enclosure to the Unit ICS Instruction.
- c. Interim Certification Letter. The ICS Coordinator will manage all interim certifications. Interim certifications are NOT documented in TMT or assigned to the member in Direct Access. Interim certifications expire upon transfer to a new command.
- d. TMT Competencies. The Unit Training Officer is usually responsible for managing TMT for the unit unless that ability is given to the ICS Coordinator. The ICS Coordinator should provide the Unit Training Officer with any updates to the IMT that will require TMT entries if they can't enter the information. Additionally, it is a best practice to work with local SPO to update qualifications and certifications in DA.

B. Unit Incident Management Team (IMT). Units are required to maintain an Incident Management Team (IMT) in accordance with EMM Volume IV. The IMT identifies which unit members will fill positions during an incident, exercise, or planned event. The ICS Coordinator is responsible for developing and maintaining the IMT.

C. Qualification.

1. Position Specific Qualification Requirements

ICS TYPE 3 POSITION-SPECIFIC QUALIFICATION REQUIREMENTS																			
QUAL	IS-100	IS-200	IS-700	IS-800	ICS-300	ICS-305	ICS-339	ICS-345^	ICS-358	ICS-400	ICS-402	ICS-404	ICS-410	ICS-430	ICS-440	ICS-450+	ICS-460+	PQS	ADDITIONAL REQUIREMENTS
AOBD	X	X	X	X	X	^^				X								AOBD3	CG-AV110, previous CG Aircraft Cdr, or CGAUX AC Cdr
ADMN	X	X	X	X	X	^^												ADMN3	
AREP	X	X	X	X		^^												AREP	IS-230, IS-293, IS-450, IS-650, IS-700, IS-701, IS-775, IS-800
COML	X	X	X	X	X	^^			X									COML3	
COMP	X	X	X	X	X	^^												COMP3	
COST	X	X	X	X	X	^^											X	COST3	
DIVS	X	X	X	X	X	^^	X											DIVS	
DMOB	X	X	X	X	X	^^		X										DMOB3	
DOCL	X	X	X	X	X	^^												DOCL3	
ENVL	X	X	X	X	X	^^												ENVL3	
FACL	X	X	X	X	X	^^												FACL3	
FDUL	X	X	X	X	X	^^												FDUL3	
FSC	X	X	X	X	X	^^				X							X	FSC3	PROC3 or COST3 qual
GSUL	X	X	X	X	X	^^							X	*	*	*	*	GSUL3	
ICT	X	X	X	X	X	^^				X			X	*	*	*	*	ICT3	T3 Section Chief qual
IGS	X	X	X	X	X	^^	X											IGS	Certified CG IO, INTELL001, or qual'd/certified CGIS agent
IOGS	X	X	X	X	X	^^	X											IOGS	Certified CG IO, INTELL001, or qualified/certified CGIS agent
ISC	X	X	X	X	X	^^				X								ISC3	Certified CG IO, INTELL001, or qualified/certified CGIS agent
ISGS	X	X	X	X	X	^^										X		ISGS	SPUL3 qual
LOFR	X	X	X	X	X	^^				X	X							LOFR3	
LSC	X	X	X	X	X	^^				X						X		LSC3	SPUL3, FACL3, or COML3 qual
MEDL	X	X	X	X	X	^^												MEDL3	
MTSL	X	X	X	X	X	^^												MTSL3	
OPBD	X	X	X	X	X	^^	X			X								OPBD	DIVS qual
OSC	X	X	X	X	X	^^	X			X				X				OSC3	DIVS qual
PIO	X	X	X	X	X	^^				X								PIO3	PA A-School or CGPAC & IS-29
PROC	X	X	X	X	X	^^												PROC3	Basic & Advanced Acquisition & \$25K Contract Officer
PROP	X	X	X	X	X	^^											X	PROP3	
PSC	X	X	X	X	X	^^		X		X					X			PSC3	SITL3 or RESL3 qual
RESL	X	X	X	X	X	^^		X										RESL3	
SITL	X	X	X	X	X	^^		X										SITL3	
SOFR	X	X	X	X	X	^^	X			X		X						SOFR3	DIVS qual & HAZWOPER
SPUL	X	X	X	X	X	^^											X	SPUL3	
SUBD	X	X	X	X	X	^^				X						X		SUBD	LSC qual
SVBD	X	X	X	X	X	^^				X						X		SVBD	LSC qual
TIME	X	X	X	X	X	^^										X		TIME3	
VSUL	X	X	X	X	X	^^												VSUL3	
WEPS	X	X	X	X	X	^^												WEPS3	GM, ME or Firearms Instructor (FAI)

INSTRUCTIONS: Members seeking ICS Certification **MUST** consult with their unit ICS Coordinator by providing an Employee Summary Sheet (ESS) outlining ICS prerequisite requirements and discussing career intentions. Member should seek a corresponding position on the unit IMT/AC. Once a member has been vetted and prioritized by the ICS Coordinator, then an ETR should be submitted with the following information included in the DA notes section (160 characters or less): 1) Enrollment choice for the course as assigned by the ICS Coordinator (i.e. 1st, 2nd, 3rd, Non-priority), 2) member's position on IMT/AC and rotation date, 3) prerequisites met/waived, 4) PQS completion (i.e. 75%, qual pends course completion), 5) applicable professional development (i.e. OAR-16, MSSR warrant), and 6) alternate course dates (i.e. 5May, 10Mar, all alt. dates accepted). Auxiliary & SELRES should consider including a personal e-mail for prompt notification of course enrollment/changes. All SELRES members recognized as a unit priority should be routed via e-mail to RFRS / DXR / PAC/LANT-15 / CG-131 with ETR notes for enrollment.

All additional resources and guidance can be found on the ICS Coordinator Portal Page: <https://cg.portal.uscg.mil/units/cgcpe/SitePages/ICS%20Coordinators.aspx>

* Indicates one course is needed towards the final qualification.

^ ICS-345 was previously ICS-346/347/348.

+ICS-351 counts toward either ICS-450 or ICS-460.

^^ ICS-305 ICS Refresher is a triennial requirement via the E-Learning System to maintain qualification once awarded.

2. Performance Qualification Standards (PQS) System

- a. The Performance Qualification Standard (PQS) Workbook is the requirements to qualification for the position indicated in the Workbook and contain all critical tasks required to perform the job as established by NIMS standards, FEMA PTBs, and USCG subject matter experts.
- b. *PQS Workbook Design and Use* - PQS Workbooks are designed to evaluate the Trainee's ability to perform in a position-specific ICS competency for the purpose of qualification and may also be used for certification/recertification. Evaluation is based on the Trainee's performance on-the-job, during incidents, events, exercises, or simulations. ICS PQS Workbook completion is the Trainee's responsibility. When all requirements have been satisfied, a Record of Qualification (page 2 of ICS PQS Workbooks) will be issued by the Trainee's unit and the ICS Coordinator or Training Officer will record the qualification in TMT, DA, or the training system assigned by the managing Directorate. A PQS Workbook should be completed within three years from the day it is initiated. Any PQS Workbook not completed within four years must be reviewed by the current unit's ICS Coordinator to ensure qualification compliance as directed by CG-OEM, utilization of the most current position-specific PQS Workbook, and determine the best process for completing the qualification process based on the knowledge and experience of the Trainee. Accurate completion of the ICS PQS Workbook is important to the qualification process.
- c. *PQS Workbook Components (2022 PQS update includes previous workbook components)*
 - i. Competency Requirements: The Competency Requirements table provides a description of duties associated with the listed competency as well as prerequisite training, experience, licensure/certification, and the currency expected to maintain the competency qualification.
 - ii. PQS Workbook Assignment: The PQS Workbook Assignment records when and to whom the PQS workbook was issued as well as the issuing unit/individual.
 - iii. Record of Verifying Officers: Verifying Officers may be a single individual or, preferably, numerous individuals. The Record of Verifying Officers is a list of the Verifying Officers that validate tasks within the Trainee's PQS workbook including names, title, applicable ICS qualifications/certifications, and signature for ease of reference.
 - iv. Tasks: Tasks are either knowledge or performance-based. Knowledge tasks can be completed through demonstration (noting the coordinating ICS Experience Worksheet in the Record # as applicable) or discussion. Performance tasks, however, must be demonstrated and should be documented on an accompanying ICS Experience Worksheet. All tasks have been divided into a knowledge or performance section and marked with a "K" or "P" in the task number accordingly. Performance tasks that must be completed more than once are noted with an asterisk (*). The asterisk notes that the designated task must be completed during two different incidents / events or during an exercise. A classroom exercise (e.g., 320, 420, or other IMT or position-specific course) can only be used once and the trainee

must have specifically filled the PSC role to obtain credit. The trainee must have both occurrences recorded.

- v. Task Code (TC): Task Codes (TCs) delineate the environment in which the Trainee must demonstrate task proficiency. At least one TC is designated for each PQS workbook task. If more than one TC is listed for a task, then the task may be completed on any **ONE** of the listed TC environments (i.e., if code 1, 2, and 3 are listed, then the task may be completed on either 1, 2, or 3). Some tasks are required to be demonstrated more than once and are accompanied by two TC boxes with accompanying Verifying Officer Signature fields. TCs are listed in the table below and again at the top of each workbook page listing PQS tasks for ease of reference.
- vi. Competency Code (CC): Competency Codes (CCs), evidenced by their associated behaviors, are the characteristics an individual performing in the competency are expected to demonstrate. These CCs ensure PQS workbook tasking is representative of the necessary competency skills and simultaneously assists Verifying Officers in interpreting the relevance of each individual task.
- vii. Record Number: A Record Number (Record #) is referencing specific ICS experience on the ICS Experience Worksheet, which documents the Trainee's participation in an ICS-related event including training, exercises, or real-world incidents. Each ICS experience should be listed sequentially on the ICS Experience Worksheet. The corresponding Record # is listed in the column task of the PQS workbook when applicable. Tasks may be completed without providing a Record # though supporting documentation is highly recommended to validate ICS experience and support the qualification process.
- viii. ICS Experience Worksheet: An ICS Experience Worksheet is used to document all ICS experience in activations, drills, exercises, training, and on-the-job experience. The ICS Experience Worksheet is used universally for Type 3 PQS workbooks and Type 1 / Type 2 ICS certification applications. Every time an individual supports an ICS activation, then that individual should record the experience in an ICS Experience Worksheet. Supporting documentation may be added to the ICS Experience Worksheet including ICS 225-CG, letters of recognition, awards, or portions of the Incident Action Plan. These documents may be included in the "List attached supporting documentation" field and combined electronically with the ICS Experience Worksheet. The more detailed the historical record of a member's performance the easier it will be to evaluate a person's performance for ICS qualifications and certifications. The ICS Experience Worksheet is on the Homeport and CGPortal links listed in the introduction of this PQS workbook.
- ix. Performance Evaluation: While not required, the Trainee's performance should be evaluated and documented on an ICS 225-CG Incident Personnel Performance Rating form by an eligible Verifying Officer or qualified individual. If utilized, this documentation should be retained with the completed PQS workbook and associated ICS Experience Worksheet.
- x. Verifying Officer's Signature: The Verifying Officer signs a task after the Trainee successfully demonstrates the ability to perform the numbered task and any bulleted items associated with it.
- xi. Record of Completion: The Record of Completion will be reviewed and filled-in by the ICS Coordinator to ensure all PQS workbook requirements have been satisfied prior to signing and routing the ICS Qualification Record to the Certifying Official for signature.
- xii. ICS Qualification Record: The ICS Qualification Record is prepared by the ICS Coordinator to acknowledge that the Trainee has met all competency requirements and is capable of

performing in the position. By signing the ICS Qualification Record, the Certifying Official is awarding the Trainee the ICS competency indicated on the record. The ICS Qualification Record is expected to be routed electronically inside the completed PQS workbook for signature from the Certifying Official. No additional qualification documentation is expected to be drafted or routed unless it is requested by the Certifying Official. Once the competency is awarded, the Trainee (in collaboration with the ICS Coordinator) shall ensure the competency is recorded in DA or another appropriate system of record using the signed ICS Qualification Record as confirmation of the issued competency. The awarded competency is valid unless revoked by the Trainee's/qualified individual's current Commanding Officer (O-4 and above), first O-6 in the chain of command, or COMDT (CG-OEM).

d. *PQS Workbook Responsibilities*

i. The Trainee is responsible for:

- a. Seeking competency qualification guidance from the ICS Coordinator or Training Officer.
- b. Reviewing, understanding, and adhering to the requirements in the PQS workbook.
- c. Completing all tasks required to earn the competency within three years¹.
- d. Participating in incidents / events / exercises / training necessary to garner the experience required to earn the competency sought.
- e. Engaging with the appropriate Verifying Officers for PQS workbook task evaluation.
- f. Assuring all ICS Experience Worksheets associated with task achievement are complete.
- g. Providing the ICS Coordinator or Training Officer with the finalized PQS workbook and requesting an oral board (as required).
- h. Ensuring earned competencies are accurately captured in the Trainee's training record.
- i. Maintaining currency requirements for the competency once earned.

ii. The ICS Coordinator or Training Officer is responsible for:

- a. Meeting with the Trainee and determining experience, qualifications, and desired goals.
- b. Assigning the Trainee to the unit Incident Management Team (IMT) or Area Command (AC) as appropriate.
- c. Issuing the current position-specific PQS workbook to the Trainee.
- d. Explaining the PQS process to the Trainee as well as the Trainee's responsibilities.
- e. Helping the Trainee identify relevant training and experience-acquiring opportunities.
- f. Identifying Verifying Officers eligible to appraise the Trainee's performance.
- g. Tracking the Trainee's progress in acquiring the competency.
- h. Receiving the Trainee's completed PQS workbook, assuring documentation is complete, and collaborating with the Final Verifying Officer to arrange an oral board (as required).
- i. Ensuring course completions, prerequisite requirements for the competency, and obtainment of the competency is entered into TMT, DA, or the appropriate training record system.

iii. The Verifying Officer^{2, 4} is responsible for:

- a. Being qualified in the competency he or she is verifying.
- b. Providing entry in the Record of Verifying Officers section.
- c. Demonstrating competence in evaluating, instructing, and observing other personnel in the performance task criteria associated with the competency.
- d. Explaining task evaluation procedures and objectives to the Trainee.
- e. Observing successful performance of each task and documenting the completion of such in the appropriate space provided in this workbook. The Verifying Officer will not give credit for any task that is not performed satisfactorily.
- f. Accurately attesting to the Trainee's incident / event / exercise experience on the ICS Experience Worksheet(s) associated with the Trainee's sought competency.

- g. Providing evaluation feedback to the Trainee using the ICS-225 Incident Personnel Performance Rating form.
- iv. The Final Verifying Officer^{2, 5} is responsible for:
 - a. Being qualified and proficient in the competency he or she is verifying.
 - b. Providing entry in the Record of Verifying Officers section.
 - c. Reviewing the Trainee's PQS workbook and training record to ensure completeness.
 - d. Leading required oral boards for the Trainee.
 - e. Signing the Qualification Record on page 2 of the PQS workbook when all tasks have been completed, required oral boards passed, and upon determining the Trainee has demonstrated satisfactory proficiency to obtain the competency sought.
- v. The Certifying Official⁶ is responsible for:
 - a. Providing qualification opportunities for the Trainee in the position sought.
 - b. Outlining unit expectations associated with the Trainee's competency.
 - c. Issuing proof of Trainee's qualification by signing the Qualification Record on page 2 of the PQS Workbook and, at the discretion of the Certifying Official, a qualification letter.

Note¹: All tasks with an approval date older than three years must be reviewed by the current unit.

Note²: Verifying Officers must be designated by the unit command for the position-specific qualifications they are eligible to verify.

Note³: The Verifying Officer must be qualified in the same competency or a competency that supervises that competency.

Note⁴: CG-IMAT and the Exercise Support Team (CG-OEM-4) members are authorized to serve as Verifying Officers for those ICS Positions they hold and do not require written approval from the Command.

Note⁵: CG-IMAT and Exercise Support Team (CG-OEM-4) members are authorized to serve as members(s) of unit oral board(s) for those positions they hold.

Note⁶: The Certifying Official is the local unit Commanding Officer (O-4 or above) for Type 3 positions.

e. *PQS Workbook Task Completion*

- i. Each PQS Workbook lists the performance in terms of competencies, behaviors, and tasks required to demonstrate the ability to perform in the position. A competency is a broad description that groups the core behaviors necessary to perform a specific function. Behavior is a general description of an observable activity or action demonstrated by an individual in a particular context. A task is a specific description of a unit of work activity that is a logical and necessary action in the performance of a behavior; how the behavior is demonstrated or performed in a particular context.
- ii. PQS 2022 Update: In calendar year 2022, the first batch of updated PQS were released. The rest of the PQS will be updated in subsequent years. Due to the updated PQS being released in batches there is not a specific stop usage date. Therefore, eighteen months from the date of the updated PQS released for the specific ICS qualification, the previous PQS will be considered obsolete and should no longer be accepted.
- iii. Tasks: The Verifying Officer's signature accompanied by the date attests to the Trainee's ability to perform the numbered task and all bulleted items associated with it. The Verifying Officer must be designated by the unit and qualified in the competency (or a higher-level competency that supervises the competency sought by the Trainee). Each completed task must be accompanied by a Verifying Officer's signature. Initials or a signature with a line drawn through the fields indicating the page is complete is not acceptable. Unit's may permit Verifying Officers to include signatories from any agency, non-governmental organization, or private sector company who are qualified and/or certified in the position sought by the Trainee or a higher ICS position. In this instance, the Verifying Officer must provide the Trainee proof of qualification/certification to accompany the PQS Workbook. All tasks must be evaluated and may not be waived. It is important the Trainee's capability be critically evaluated and accurately recorded by each Verifying Officer. All bulleted

statements within a task that require an action must be demonstrated before that task can be signed off.

- iv. Record #: A completed ICS Experience Worksheet must be associated with when, where, and how the associated task was performed by the Trainee. Each ICS Experience Worksheet's fillable "Record #" should be labeled sequentially and associated with the corresponding task by listing that ICS Experience Worksheet's Record # in the appropriate block of the PQS workbook. Ideally, each ICS Experience Worksheet should be signed by an eligible Verifying Officer or supervising official able to attest to the accuracy of the documented experience. A limitless number of ICS Experience Worksheets may be included with the PQS Workbook.
- v. Performance Evaluation: It is highly recommended the Trainee's performance be evaluated and documented on an ICS-225 Incident Personnel Performance Rating form by an eligible Verifying Officer. If utilized, this documentation should be retained with the PQS Workbook and accompanying ICS Experience Worksheets.
- vi. Signature and Qualification Authority: Qualification and associated documentation is the responsibility of the Trainee's USCG unit attesting the individual is qualified to perform in a specific position. Unit's should issue a qualification letter (sample provided by CG-OEM) once the Trainee's PQS Workbook has been signed by the Certifying Official and Final Verifying Officer. The unit shall designate these positions as well as the Verifying Officers in writing. The Certifying Official is required to be the unit's Commanding Officer (O-4 and above) or the first O-6 in the chain of command.
- vii. Task Codes (before 2022 PQS): Each task has a code associated with the type of training assignment where the task may be completed. These include: O = other and I = incident / event. Definitions for these codes may be found below. Although tasks can be performed in any situation, they must be evaluated by a Verifying Officer on the specific type of incident / event for which they are coded. Performance of any task outside the designated assignment is not valid for qualification. **If more than one code is listed, the task may be completed on any of the listed situations (e.g., If code I, O2 and O3 are listed, the task may be completed on any of the three listed).**
 - O = Task can be completed in a variety of situations including classroom, exercise or simulation, incident or event, or daily job.
 - O1 = Task must be performed on a Full-Scale Exercise with equipment deployment which is managed under the ICS.
 - O2 = Task must be performed on an Exercise which is managed under the ICS.
 - O3 = Training or daily job environment that tests knowledge/skills associated with the task.
 - O4 = ICS course classroom environment that tests knowledge/skills associated with the task.
 - I = Task must be performed on an incident or event which is managed under the ICS.
- viii. Task Codes (2022 PQS update): Each task has a code associated with the type of training assignment where the task may be completed. Definitions for these codes may be found below. Although tasks can be performed in any situation, they must be evaluated by a Verifying Officer on the specific type of incident / event for which they are coded. Performance of any task outside the designated assignment is not valid for qualification. **If more than one code is listed, the task may be completed on any of the listed situations (e.g., If code 1, 2 and 3 are listed, the task may be completed on any of the three listed).**

Task may be demonstrated in any environment (e.g., training, classroom, drill, exercise, simulation, incident, event, or standard job responsibilities).	6
Task must be demonstrated in an ICS course classroom.	5
Task must be demonstrated in on-the-job training, responsibilities, and/or experience.	4
Task must be demonstrated in an ICS-managed exercise.	3
Task must be demonstrated in a full-scale ICS-managed exercise.	2
Task must be demonstrated in an ICS-managed incident and/or event.	1

3. *Oral Boards*

- a. Oral boards are required for qualification in specific positions as prescribed in the PQS workbook.
- b. The purpose of the oral qualification board is to evaluate the Trainee's knowledge and experience regarding the ICS competency sought. Oral qualification boards are required according to the position-specific ICS PQS Workbook associated with that competency and may only be waived at the direction of CG-OEM. The oral qualification board members test the Trainee's ability to apply ICS position-specific knowledge satisfactorily demonstrating to the board members the Trainee possesses at least the minimum capacity necessary to successfully serve in that competency during an incident and/or event.
- c. The oral qualification board is conducted at the conclusion of the Trainee's qualification process upon completion of all required prerequisites and tasks. The board is initiated by the Trainee in submitting the completed ICS PQS Workbook to the ICS Coordinator with a request to schedule the oral qualification board. The ICS Coordinator will coordinate with the Final Verifying Officer to ensure accurate completion of all requirements detailed in the ICS PQS Workbook prior to scheduling the oral board.
- d. It is recommended the oral qualification board consist of three individuals qualified/certified in the competency the Trainee is pursuing or possess a qualification/certification that manages the competency. For instance, a Planning Section Chief (PSC3) can serve on the board for any unit leader or subordinate position that serves in the ICS Planning Section. Similarly, a qualified Incident Commander (ICT3) can serve on the board for any ICS competency. If the Trainee's unit is unable to provide a full complement of oral qualification board members, the unit ICS Coordinator should establish a virtual / teleconference board using qualified/certified members from other units. CG-OEM and National Strike Force (NSF) personnel are often willing and able to support oral qualification boards. It is preferred, however, at least one member of the board be from the Trainee's unit.
- e. The oral qualification board should generate questions using scenarios to demonstrate knowledge and critical thinking as well as ICS resources such as the CG IMH, job aid, and corresponding PQS Workbook. Suggested board questions are available for most ICS competencies on the ICS Program & Coordinator site ([CG-OEM - ICS Coordinators \(uscg.mil\)](https://www.uscg.mil/ICS-Program-and-Coordinator)), [CG-OEM - ICS Coordinators \(sharepoint-mil.us\)](https://sharepoint-mil.us)) or Homeport ([Content - Example Questions for ICS Qualification Boards... \(uscg.mil\)](https://www.uscg.mil/ICS-Program-and-Coordinator)). To pass an oral qualification board, all board members must unanimously agree the Trainee demonstrated sufficient knowledge to serve in the competency. If an oral qualification board is successful, then the lead member of the board will act as the Final Verifying Officer signing the PQS Workbook in the corresponding fields. The results of the oral board along with the date, location, and members who served on the board should be documented in a CG memorandum to be routed with the completed PQS Workbook to the Certifying Official. Approval from the Certifying Official should be documented on the Qualification Record (page 2 of the PQS Workbook) as well as a CG memorandum or CG-3307

documenting the qualification awarded to the Trainee. A sample qualification letter is available on the ICS Program & Coordinator Portal Page. The Trainee must then ensure the qualification is recorded in TMT, DA, or the appropriate training record system.

f. Best Practices.

- i. Boards should be comprised of at least three people that hold either the certification being sought or a position senior to the certification being sought
- ii. At least one board member should be familiar with the board candidate and have worked with them in some capacity
- iii. Additional board members may be requested from District, Area collateral duty IMAT, NSF or CG-IMAT/Strike Teams or COMDT (CG-OEM)
- iv. Boards may be conducted in person or virtually and the member sitting for the board should have access to ICS references (i.e., CG-IMH, mobile IMH application, or ICS Job Aids)

4. *Area Command* - Area Command (AC) Certification is obtained through submitting a qualification package through the District or Area chain of command in accordance with unit routing requirements. Qualification packages consist of a Type 1, 2, or 3 certification that “best matches” certification on AC staff; for example, CRESL would require a RESL1, 2, or 3 certification. Additionally, a certificate of completion for Coast Guard NIMS Area Command ICS-620 and at least one of the following:

- a. A favorable recommendation ICS- 225-CG
- b. ICS-620 completion certificate
- c. Documentation highlighting the position held during an Area Command incident, event, or exercise

5. *Interim Qualifications*

- a. There are two types of interim USCG ICS qualifications available: 1) a Type 3 Incident Commander (IC) qualification for commanders and commanding officers for specific units and 2) those issued by local commands to individuals who are PQS complete and awaiting enrollment in required ICS courses.
 - i. ICT3 Interim Qualification: Upon assuming command, all Sector, District, and Area commanders and commanding officers without an ICT3, ICT2, or ICT1 qualification/certification and designated as Captain of the Port are granted an interim Type 3 IC qualification.
 - ii. PQS Complete Interim Qualification: Local commands are authorized to issue interim qualifications to individuals who have completed all position-specific ICS qualification requirements listed in the PQS Workbook and are only awaiting completion of the required ICS course(s).
- b. Interim qualifications should be documented as “_PQ” on a standard USCG memorandum and tracked by the local unit ICS Coordinator and/or Training Officer. Interim qualifications are not documented in TMT. Interim qualification can be assigned to the member in DA as position specific code and “_PQ.” Interim qualifications cannot be used to obtain officer specialty codes

(OSCs). Interim qualifications expire upon transfer to a new command, though the receiving unit may utilize the interim qualification to expedite the individual's permanent qualification. Permanent qualification is only achieved after completion of all PQS Workbook requirements. Individuals possessing interim qualifications should be prioritized by the unit ICS Coordinator for required ICS training and needed experience-garnering opportunities.

6. *TMT Competencies* - The Unit Training Officer is usually responsible for managing TMT for the unit. The ICS Coordinator should provide the Unit Training Officer with any updates to the IMT that will require TMT entries unless they can enter the information themselves.

7. *Currency and Recertification*

- a. All ICS position-specific competencies operate on a seven-year sliding currency system. Maintaining the currency requires both experience and training. It is expected an individual will maintain a qualification/certification by serving in that position during an incident, event, or exercise at least once every seven years. As an alternative, each position-specific ICS PQS Workbook lists "other position assignments that will maintain currency" if a member is unable to perform in the position in which they are qualified/certified. To retain familiarity with ICS, each individual is also required to complete ICS-305 Intermediate (Review) on CG-LMS every three years regardless of the individual's qualification/certification position or type. Ultimately, it is at the discretion of the individual's assigned unit to determine if an individual continues to possess the capacity and required knowledge to serve in the competency originally awarded to the individual. To document currency, qualified/certified individuals shall:
 - i. Document satisfactory performance on an ICS-225 Incident Personnel Performance Rating form in the qualified/certified position or another position that maintains currency as listed in the PQS Workbook.
 - ii. The unit Training Officer use the ICS-225 to update DA or TMT with the position performance date.
 - iii. The unit Training Officer use the individual's CG-LMS to update TMT with the ICS-305 completion date.
- b. *Experience* - To maintain currency, members must serve in that position (or another approved position listed in the PQS) within a 7-year timeframe. Participation should be documented in the ICS-225. The member must also complete the Recertification Form (located on Homeport) and both the ICS-225 and the Recertification Form should be forwarded to the ICS Coordinator for approval. Once approved, the ICS Coordinator will notify the Training Officer to update the competency in TMT.
- c. *Training* - Members must complete the ICS-305 (ICS Refresher) course every 3 years to maintain currency. This course is located on the Coast Guard Learning Management Server (LMS) and, when completed, will update TMT automatically.
- d. *Type 3 Requalification* - Should an individual's qualification lapse, then it is at the Commanding Officer's discretion to require an oral board, new position-specific PQS Workbook completion, ICS-305 completion, repeating prerequisite requirements, or a combination of these to satisfactorily satisfy the confidence of the unit's Certifying Officer to re-issue a qualification letter.
- e. *Type 3 Decertification* - An individual's Commanding Officer, or first O-6 in the chain of command, has the authority under the unit's administrative control (ADCON) to revoke ICS

qualification(s). The unit Commanding Officer or first O-6 in the chain of command shall rescind an ICS qualification upon loss of trust or confidence in the individual's ability to perform assigned duties as associated with the qualification(s). If the individual demonstrates extremely poor performance while temporarily assigned to an Incident Commander or unit Commanding Officer with operational control (OPCON) over the individual, then a competency revocation recommendation letter or USCG memorandum including a negative ICS-225 Incident Personnel Performance Rating form documenting the decertification justification must be submitted to the Commanding Officer with ADCON over the individual. The determination to decertify an individual's ICS qualification(s) rests with the individual's home unit.

- f. *Type 1 or 2 Decertification* - Decertification of an ICS qualification must be documented with justification on a CG-3307 to be entered into the individual's electronic personnel development record (E-PDR). The qualification must also be removed from the individual's ESS via DA or TMT. Decertification recommendations for an individual's ICS certification(s) must be routed to CG-5RI, as the originating entity of the certification, through CG-OEM for final determination.

D. Training

1. ICS training courses provide the specific knowledge and skills required to perform tasks identified in related PQS Workbooks. These provide a direct link between training and job performance. Required training has been held to the minimum necessary for safe operations on incidents. USCG ICS courses are built on FEMA curriculum and with agency-specific scenarios, practices, and terminology to make the content more applicable to USCG personnel. Some behaviors are performed during USCG ICS courses that, at the Trainee's home unit's discretion, may satisfy certain tasks listed in PQS Workbooks.
2. The Education and Training Quota Center (ETQC) will issue local/no-cost orders for the Facilitated Online Training (FOT) courses. Members are issued orders in order to not be pulled away from the course. If a member lacks any of the required training objectives, then the member will NOT be credited the course completion.
3. ETQC will issue up to 10 travel quotas for ICS-620 per course, with 20 no-cost/local orders.
4. Associated Reserve points for ICS training courses can be found on the following website:
<https://www.reserve.uscg.mil/Resources/CG131/CG1311/Training/EBDL/>
5. ICS Courses
 - a. *Course Descriptions* - descriptions and pre-requisite information can be found on the [ETQC "C" Training Page](#) on the CG portal. Click on the ETQC tab to the Course Catalog. Request for the IMT Workshop can be made by contacting LANT 35-IM. ICS training requirements are listed in EMM Volume IV and in the position-specific PQS.
 - b. *Facilitated Online Training* – The following ICS courses are delivered online as interactive courses with TRACEN Yorktown:

Name	Description	Course Code
ICS-339	Division/Group Supervisor	501388
ICS-345	Situation Unit Leader, Resources Unit Leader, and Demobilization Unit Leader	100180
ICS-358	Communications Unit Leader	502331
ICS-402	Liaison Officer	501386
ICS-404	Safety Officer	501384
ICS-410	Incident Commander	502320
ICS-430	Operations Section Chief	502322
ICS-440	Planning Section Chief	502321
ICS-450	Logistics Section Chief	100461
ICS-460	Finance and Administration Section Chief	100460

- c. *Exportable Training* – The following ICS courses are delivered as exportable training hosted by units throughout the Coast Guard:

Name	Description	Course Code
ICS-620	Area Command	501380

- d. *Online Training* – Courses in CG-LMS allows candidates to self-enroll and complete the course within the allotted timeframe. The following courses are available as online training through CG-LMS:

Name	Description	Course Code
ICS-100	Introduction to ICS	501375
ICS-200	Basic ICS	501376
ICS-210	Initial Incident Command	502325
ICS-305	ICS Refresher	502326
ICS-300	Intermediate ICS	501377
ICS-400	Advanced ICS	501378

- e. *Course Slating Process* - Courses are slated using the priorities outlined in EMM Vol 4. In addition, unit need is an important factor in determining which members receive ICS training. The Unit ICS Coordinator should work with the Unit Training Officer to ensure a member's Electronic Training Request is correct.
- f. *Electronic Training Request (ETR) Submission* - All Trainees (A/D, SELRES, Civilians, Auxiliary, etc.) seeking enrollment in ICS courses must first consult with their unit ICS Coordinator.
- i. ETR Notes are limited to 160 characters and should be kept concise, primarily attesting to the required verbiage listed in *Section D.5.f.ii.* below. ETRs must be submitted 10-weeks prior to the course convening or they won't be pulled when slating the course.
 - ii. ETR Notes should contain the following information:
 - a. Enrollment priority as assigned by the ICS Coordinator (i.e. 1st, 2nd, 3rd, Non-priority),
 - b. Member's position on IMT/AC and rotation date,
 - c. Prerequisites confirmed by ICS Coordinator,
 - d. PQS completion (i.e. 75%, qual pends course completion),
 - e. Applicable professional development (i.e. OAR-16, MSSR warrant),
 - f. Alternate course dates (i.e. 5May, 10Mar, all alt. dates accepted).

Reminder: Professional Development and attaining Officer Specialty Codes are considered lower priority to those who are requesting and assigned to an IMT/AC.

- g. *Non-Coast Guard ICS Training* - Other entities (federal, state, and local) offer FEMA ICS training at various locations in the U.S. FEMA offers online independent study (IS) courses through the FEMA EMI website at: <https://training.fema.gov/is/crslist.aspx>
- i. Completion of an approved ICS course alternative outlined in the below table is accepted as meeting the minimum training requirements to its associated Coast Guard counterpart. However, most of these equivalent courses do not cover the depth of material or the same level of performance-based training that is provided in the Coast Guard ICS courses. Members attending these equivalent courses are responsible for ensuring they acquire the skills and knowledge necessary to perform and qualify in the associated ICS position.

- ii. ICS courses are often taught locally by Federal, State and Local agencies and usually coordinated through the Emergency Manager. The Coast Guard accepts certain ICS courses as equivalent to Coast Guard ICS courses if they meet minimum FEMA standards (course name will generally begin with an E or L). These accepted equivalent courses include:

APPROVED ICS COURSE EQUIVALENCIES	
COAST GUARD COURSE	APPROVED ALTERNATE
ICS-300 (SPeL), Intermediate ICS for Expanding Incidents (100307)	Any NIMS compliant ICS-300 for Expanding Incidents ¹ course is acceptable*.
ICS-339 (FOT), Division/Group Supervisor (501388)	FEMA E/L 960, NIMS ICS All-Hazards Division/Group Supervisor ²
ICS-345 (FOT), Situation Unit Leader, Demobilization Unit Leader, Resources Unit Leader (100180)^	FEMA E/L 964, NIMS ICS All-Hazards Situation Unit Leader ² FEMA E/L 965, NIMS ICS All-Hazards Resources & Demobilization Unit Leader ²
ICS-358 (FOT), Communications Unit Leader (502331)	FEMA E/L 969, NIMS ICS All-Hazards Communications Unit Leader ²
ICS-400 (SPeL), Advanced ICS (100284)	Any NIMS compliant ICS-400 Advanced ICS Command and General Staff – Complex Incidents ¹ course is acceptable.
ICS-402 (SPeL), Advanced Liaison Officer (100330)	FEMA E/L 952, NIMS ICS All-Hazards Liaison Officer ²
ICS-403, Advanced Public Information Officer (501385)^	FEMA E/L 952, NIMS ICS All-Hazards Public Information Officer ²
ICS-404 (FOT), Advanced Safety Officer (501384)	FEMA E / L 954, NIMS ICS All-Hazards Safety Officer ²
ICS-410 (FOT), Advanced Incident Commander (502320)	FEMA E / L 950, NIMS ICS All-Hazards Incident Commander ²
ICS-430 (FOT), Operations Section Chief (502322)^	FEMA E / L 958, NIMS ICS All-Hazards Operations Section Chief ²
ICS-440 (FOT), Planning Section Chief (502321)^	FEMA E / L 962, NIMS ICS All-Hazards Planning Section Chief ²
ICS-450 (FOT), Logistics Section Chief (100461)^	FEMA E / L 967, NIMS ICS All-Hazards Logistics Section Chief ² FEMA E / L 970, NIMS ICS All-Hazards Supply Unit Leader ²
ICS-460 (FOT), Finance and Administration Section Chief (100460)^	FEMA E / L 973, NIMS ICS All-Hazards Finance/Administration Section Chief ² FEMA E / L 975, NIMS ICS All-Hazards Finance/Administration Unit Leader ²
<p>FOT: Facilitated Online Training (interactive online training with instructors)</p> <p>SPeL: Self-Paced eLearning (located on the Learning Management System)</p> <p>¹ Course hosted by FEMA, Emergency Management Offices, or UASI-sponsored agencies are preferred.</p> <p>² FEMA courses are available either at EMI in Emmitsburg, MD or exported to various hosting agencies. The FEMA EMI Course may be viewed online. Equivalent courses are position-specific.</p> <p>* Members obtaining non-Coast Guard ICS-300 training must, upon enrollment in an advanced Coast Guard ICS training (i. e. ICS-345), have their unit verify via memorandum to TRACEN Yorktown that the member can effectively utilize T-Cards and develop an ICS-201 brief. These are prerequisite requirements known to be absent in NIMS curriculum. A sample memorandum exists on the ICS Coordinator Portal Page.</p> <p>^ ICS-345 was previously ICS-346/347/348; ICS-430 and ICS-440 were previously combined; ICS-450 and ICS-460 was previously combined as ICS-351.</p> <p>^^ ICS-403 is not currently available via the Coast Guard ICS Training Program.</p> <p>Note: Per the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (Series), all ICS courses are considered class “C” School training. Units are not authorized to expend Coastal and Shore Operations PPA funds for any ICS training that the USCG provides through the USCG “C” School training system. This includes money for travel or any course-related costs which will adapt if policy changes with updated PPA and FSMS guidance.</p>	

- h. *Non-Coast Guard ICS Course Funding* – Per the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series), all ICS courses are considered class “C” School training. To preserve the training system and avoid abusing unit funding, units are not authorized to expend Coastal and Shore Operations PPA funds for any ICS training that the USCG provides through the USCG “C” School training system. CG-OEM will adapt this as guidance is given to policy changes with PPAs and FSMS usage. Exceptions to this are only available through temporary waivers established between CG-OEM, FORCECOM, and CG-LGL due to training

requirements exceeding training system capacity OR UNAVAILABILITY. CG-OEM only recommends Trainees utilize local training with little to no-costs incurred by the Trainee. Select Reservists (SELRES) are authorized to use IDT (INACTIVE DUTY TRAINING) and ADT (ACTIVE DUTY TRAINING), with correct unit approval for any USCG “C” School as well as the approved alternative courses.

- i. *Additional Training Opportunities* – Additional training opportunities are available through a Memorandum of Agreement (MOA) with various partners like the U. S. Forest Service and State Emergency Managers, which can be found in EMM Vol. 4. ICS Coordinators are encouraged to engage area response entities to increase mutually beneficial ICS training opportunities for the local community while also building positive relationships prior to incidents/events.
- j. *Non-Coast Guard ICS-300* - **Any non-Coast Guard training that meets the training standards set forth in the FEMA ICS Training Program shall be accepted by the Coast Guard to meet the mandated training requirements per EMM Vol IV.** In addition, active duty, civilian and auxiliary personnel may take comparable NIMS courses as long as they are local, at no cost to the unit and with supervisor’s approval. If members desire to attend local trainings they shall work through their local command to identify funding options. Non-Coast Guard ICS-300 courses are known to be missing content otherwise included in the Coast Guard ICS-300 course. If a member has taken a non-Coast Guard ICS-300 alternative, then it is the unit’s responsibility to ensure the missing content is reviewed at the local level. Once this content has been reviewed by the unit ICS Coordinator (and/or Training Officer) and the member, the member should be provided the following memorandum. This memorandum is intended to be provided to the Training Center (TRACEN) Yorktown Emergency & Disaster Management course chief once the member is enrolled in ICS position-specific training courses requiring this knowledge as a course prerequisite. Members having attended non-Coast Guard ICS-300 courses will provide this signed memorandum as directed to verify required prerequisite experience.

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
<Unit>

111 USA Street
Washington, DC 00000-0000
Staff Symbol: (x)
Phone: (800) 888-8888
E-mail: S.S.Smith@uscg.mil

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DDMMYYYY

MEMORANDUM

From: S. S. Smith, LT <Unit ICS Coordinator>
<Unit>

To: TRACEN Yorktown Emergency & Disaster Management School

Subj: VERIFICATION OF ICS-300 PREREQUISITE REQUIREMENTS

Ref: (a) U.S. Coast Guard Emergency Management Manual, Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24 (series)

1. As authorized by REF (a), Sarah J. Gooblatz (EMPLID) attended a non-Coast Guard Incident Command System (ICS) 300, Intermediate ICS, course.

2. It is understood this non-Coast Guard ICS-300 course does not satisfy prerequisite requirements for advanced Coast Guard ICS courses. To ensure the member is prepared to attend these courses, I attest the following topics have been satisfactorily reviewed and proficient knowledge demonstrated by this member:

- a. ICS-201, Incident Briefing
- b. ICS-219, Resource Status Cards (or “T-cards”)

3. This memorandum will be maintained by the member and presented to Training Center (TRACEN) Yorktown Emergency & Disaster Management School to verify prerequisite requirements for advanced Coast Guard ICS course attendance.

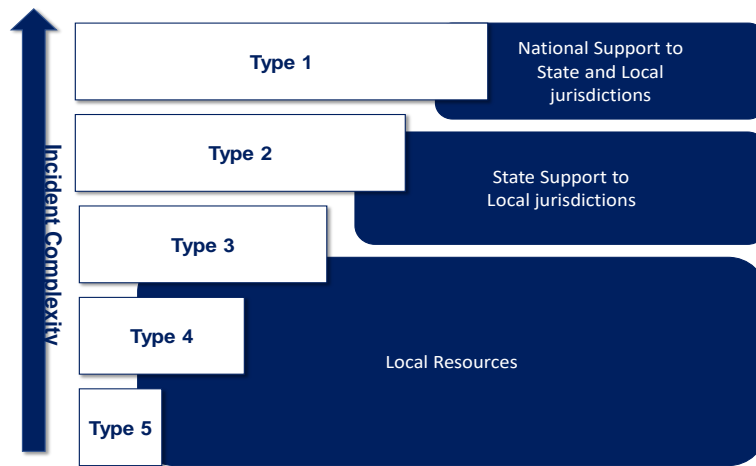
#

- E. Achieving Experience. Participation in exercises, incidents and planned events are the most important ways of becoming proficient in an IMT position. However, because Type 3 incidents and planned events happen infrequently, and spots for trainees may be limited, this can present a barrier to earning ICS certifications or maintaining currency of certifications. The following best practices are offered to further ICS experience.

1. *Small Functional Exercises* – The ICS Coordinator or other members of the IMT (e.g. IC, PSC, LSC, or OSC) should conduct short, small-scale functional exercises to test IMT proficiency and provide practice opportunities. These are also valuable to help prepare for full-scale or interagency exercises. These could include, but are not limited to:
 - a. Organizing go-kits
 - b. Reviewing unit plans or checklists
 - c. Reviewing a specific ICS form
 - d. Conducting a planning process meeting
 - e. Setting up a situation display
 - f. Practicing one function in Incident Management Software System (IMSS)
 - g. Developing a Pollution Removal Funding Authorization (PRFA)
 - h. Developing CG Costs
2. *Exercises and planned events* – The ICS Coordinator should seek to maximize functional exercises as training opportunities. While the primary goal of exercises is to validate plans, seek ways to gain valuable experience, and sign-offs for IMT members. Consider the following recommendations when planning for exercises or planned events:
 - a. Add an exercise objective that will place emphasis on testing the IMT, such as “Manage current operations according to policy and procedures.”
 - b. Use the exercise scenario to prompt certain actions to be taken by IMT members. For example, the scenario may include the history of that contingency in the AOR, and highlight past Remedial Action Items (RAI) that the exercise is attempting to resolve (e.g. using IMSS to track incident resources). The scenario can also include a list of response actions already taken by initial responders. These actions should prompt follow-up from specific IMT members (e.g. mentioning that an overflight has been requested should prompt a request for the overflight results). The scenario should also include details to prompt certain actions or implementation of processes by IMT members (e.g. mentioning that many stakeholders seem unsure of where to get updates should prompt the development of a Stakeholder Management Plan by the LOFR or an incident website or social media presence by the PIO.)
 - c. Include injects in the Master Scenario Event List (MSEL) to prompt actions that meet PQS requirements.
 - d. Extend exercises to cover multiple operational periods. Limiting exercises to one operational period (e.g. ending the exercise with the completion of the first Incident Action Plan) does not allow many IMT processes to be fully implemented. For example, cost tracking and resource ordering are not generally fully established until several days or operational periods into the incident. Adding additional operational periods also allows for members in deputy or assistant positions to “fleet up” and complete certain tasks required of the position.
 - e. Incorporate pre-exercise training for IMT members. Consider tasking the Area Committee or Area Maritime Security Committee workgroups or sub-committees with developing a training

plan for the exercise. Committee meetings prior to the exercise can be used as a venue to hold training sessions that will help prepare for the exercise and meet PQS requirements (e.g., ensuring functional areas are adequately staffed or determining adequacy of ICP).

3. *Incidents* – Units should establish a process and trigger points for when an IMT should be activated or when the command center should be augmented with certain IMT positions (e.g. SITL or MTSL). The Command Duty Officer (CDO) should recommend this decision with Department Head or Command concurrence.
4. *Incident Typing* - As outlined in the EMM Volume IV, the concept of incident typing allows Incident Commanders (ICs) and others to understand the characteristics of an incident/event and plan for potential resource needs based on the incident/event type. The incident type corresponds to both the number of resources required and the anticipated incident duration. Incident types move from Type 5 being the least complex to Type 1 being the most complex. The complexity increases as the number of resources required gets larger and the duration of the incident gets longer. The vast majority of incidents are in the Type 3-5 range. Many factors determine incident complexity including: size, location, threat to life, property and the environment, maritime commerce, transportation infrastructure threats, political sensitivity, organizational complexity, jurisdictional boundaries, topography, agency policy or plans, etc. For a more comprehensive list of factors, see the ICS Incident and Event Typing Checklist in the EMM Volume IV and ICS Coordinator CG Portal Page. Presidential/DHS National Special Security Events (NSSEs), presidentially declared emergencies, and presidentially declared major disasters are automatically considered a Type 1 event/incident.
 - a. National Special Security Events. Events of national or international significance deemed by DHS to be a potential target for terrorism or other criminal activity. NSSE's are coordinated by the U.S. Secret Service at the direction of the President. Events typically recognized as NSSEs include presidential inaugurations, presidential nominating conventions, major sporting events, and major international meetings held in the U.S. No authoritative, comprehensive list exists of designated NSSEs. NSSEs are best determined via announcements by the DHS Secretary and identification in the annual U.S. Secret Service budget summaries. The U.S. Coast Guard Office of Emergency Management and Disaster Response (CG-OEM) retains a list of known NSSEs on the [ICS Coordinator Portal Page](#).
 - b. Presidential Major Disaster Declarations. Major disaster declarations are made solely at the discretion of the President of the United States. These declarations are authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act. These declarations authorize the President to provide supplemental federal disaster assistance. The President can declare a major disaster for any natural event, including, but not limited to, any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, or, regardless of cause, fire, flood, or explosion. The President determines if the severity of the damage is beyond the combined capabilities of state and local governments to respond. A major disaster declaration provides a wide range of federal assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work. FEMA evaluates requests for major disasters and makes recommendations to the President. A comprehensive list of presidentially declared major disasters are retained in the FEMA database located at <https://www.fema.gov/disasters>.
 - c. Presidential Emergency Declarations. Similar to Presidential Major Disaster Declarations, Emergency Declarations are solely at the discretion of the President and authorize federal disaster assistance. Emergency declarations supplement state and local or tribal government efforts in providing emergency services, or to mitigate or prevent the threat of a catastrophe in the United States. A comprehensive list of presidentially declared emergencies are retained in the FEMA database located at <https://www.fema.gov/disasters>.



- d. Incident Typing. ICS is a flexible, scalable system to best accommodate ever-changing incidents/events. Therefore, it must be recognized that typed incidents/events expand and retract throughout the duration, meaning a single incident/event may transition from Type 5 to Type 1 and back again from initiation to conclusion. It is the responsibility of the individual attempting to qualify or certify in an ICS position-specific competency to detail the incident/event type at the time and location of their involvement. This information should be documented on the ICS Experience Worksheet accompanying the PQS Workbooks and may also be captured on an associated ICS-225 Incident Personnel Performance Rating form. Verifying Officers will corroborate incident/event typing during the qualification process while the ICS Certification Board makes these determinations based on information included in the application's supporting documentation for certification.
- e. Incident Typing Characteristics. The below table lists the characteristics for Type 5 to Type 1 incidents/events to consider when determining type, whether the incident or event is planned or unplanned. Incidents/events not qualifying as an NSSE, presidentially declared emergency, or presidentially declared major disaster may be considered for Type 1 and/or Type 2 recognition. Interested units are required to submit a USCG memorandum to CG-5RI through CG-OEM initiated by the Sector, District, or Area Commander. Per paragraph 3.D for the EMM Vol. IV, all request memos will be determined by CG-5RI based on the following, but not limited to, information:
 - i. Number of resources and personnel.
 - ii. Scope of operations, including incident complexity, and impact on the local jurisdictions involved.
 - iii. List the agencies and organizations involved in the response.
 - iv. Media and political interest in the response.
 - v. Period as a Type 1 or Type 2, if known.
 - vi. Contingency plan(s) utilized.

Catastrophic Incident. A catastrophic incident is any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, or government functions.

Incident Type	Characteristics
Type 1	<ul style="list-style-type: none"> • This type of incident is the most complex, requiring national resources for safe and effective management and operation. • All command and general staff positions are filled, per Reference (h). • Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. • Branches need to be established. • Highly complex information management requirements including the use of one or more incident management software tools and a Common Operational Picture (COP). • An Incident Action Plan (IAP) is required for each operational period. • The agency administrator* will have briefings, and ensure that the complexity analysis and delegation of authority are updated. • Use of resource advisors at the incident base is recommended. • There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions. • A Contingency Plan is used (that is, Area Contingency Plan, Heavy Weather Plan, etc.)
Type 2	<ul style="list-style-type: none"> • This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. • Most or all of the command and general staff positions are filled. • An IAP is required for each operational period. • Many of the functional units are needed and staffed. • A formal Information Management Plan is developed. • Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). • The agency administrator* is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority. • The unit's organic resources are exhausted within 48-72 hours • A Contingency Plan is used (that is, Area Contingency Plan, Heavy Weather Plan, etc.)

Incident Type	Characteristics
Type 3	<ul style="list-style-type: none"> • Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions. • A Type 3 IMT or incident command organization is established. • Operations personnel often exceed 25 per operational period and total incident personnel do not exceed 200 (guidelines only). • The incident requires multiple operational periods. • An IAP is typically used for each operational period. • The unit's organic resources are exhausted within 48-72 hours • A Contingency Plan is used (that is, Area Contingency Plan, Heavy Weather Plan, etc.)
Type 4	<ul style="list-style-type: none"> • Command staff and general staff functions activate only if needed. • Several resources are required to mitigate the incident, including a task force or strike team. • The incident is usually limited to one operational period in the initial response phase. • The agency administrator* may have briefings and ensures that the complexity analysis and delegation of authority is updated. • No written IAP is required but a documented operational and safety briefing will be completed for all incoming resources. • The role of the agency administrator* includes development of objectives and priorities. • Examples include a maritime search and rescue case, small recoverable oil spill, or extended law enforcement boarding.
Type 5	<ul style="list-style-type: none"> • The incident can be handled with one or two single resources with up to six personnel. • Command and general staff positions (other than the incident commander) are not activated. • No written IAP is required. • The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. • Examples include a maritime search and rescue case, sheen or unrecoverable oil spill, medical evacuation (MEDEVAC) of an injured person, or a law enforcement boarding.

III. RECORD-KEEPING & DATA ENTRY

Accurate record-keeping is necessary to credit member's achievements. It is also essential to expedite surge staffing efforts during incidents, events, and disasters. ICS Type 1-3 competencies, their requirements, and data entry are listed in the [Competency Dictionary](#).

- A. USCG ICS Position-Specific Competencies. The table below lists all USCG ICS position-specific competencies available for qualification and/or certification. These competencies are detailed in the USCG Competency Dictionary. Each position's roles and responsibilities are outlined in the USCG Incident Management Handbook (IMH) or the associated position-specific job aid. Un-typed positions are appropriate for any complexity of incident/event. Members working on ICS positions should be assigned the position specific competency without a Type such as "ICT". Type 3 and un-typed qualifications require completion of the associated PQS Workbook to demonstrate competency in these positions. Type 1 and Type 2 competencies do not have associated PQS Workbooks. Instead, these certifications are issued by CG-5RI at the recommendation of the USCG ICS Certification Board based on the individual's submitted application. As mentioned in the Certification section of this Job Aid, individuals interested in ICS certification should consult with their unit ICS Coordinator as well as reference the USCG ICS Certification Board Guide.

U. S. COAST GUARD ICS COMPETENCIES	
COMMAND/ COMMAND STAFF	Incident Commander Pursuing Qualification (ICT_PQ) Incident Commander Type 3 (ICT3) Incident Commander Type 2 (ICT2) Incident Commander Type 1 (ICT1)
	Liaison Officer Pursuing Qualification (LOFR_PQ) Liaison Officer Type 3 (LOFR3) Liaison Officer Type 2 (LOFR2) Liaison Officer Type 1 (LOFR1)
	Coast Guard Agency Representative Pursuing Qualification (AREP_PQ) Coast Guard Agency Representative (CG-AREP)
	Public Information Officer Pursuing Qualification (PIO_PQ) Public Information Officer Type 3 (PIO3) Public Information Officer Type 2 (PIO2) Public Information Officer Type 1 (PIO1)
	Safety Officer Pursuing Qualification (SOFR_PQ) Safety Officer Type 3 (SOFR3) Safety Officer Type 2 (SOFR2) Safety Officer Type 1 (SOFR1)
OPERATIONS	Operations Section Chief Pursuing Qualification (OSC_PQ) Operations Section Chief Type 3 (OSC3) Operations Section Chief Type 2 (OSC2) Operations Section Chief Type 1 (OSC1)
	Air Operations Branch Director Pursuing Qualification (AOBD_PQ) Air Operations Branch Director Type 3 (AOBD3) Air Operations Branch Director Type 2 (AOBD2) Air Operations Branch Director Type 1 (AOBD1)
	Operations Branch Director Pursuing Qualification (OPBD_PQ) Operations Branch Director (OPBD)
	Division/Group Supervisor Pursuing Qualification (DIVS_PQ) Division/Group Supervisor (DIVS)
INTELLIGENCE/ INVESTIGATION	Intelligence / Investigation Section Chief Pursuing Qualification (ISC_PQ) Intelligence / Investigation Section Chief Type 3 (ISC3) Intelligence / Investigation Section Chief Type 2 (ISC2) Intelligence / Investigation Section Chief Type 1 (ISC1)
	Investigative Operations Group Supervisor Pursuing Qualification (IOGS_PQ) Investigative Operations Group Supervisor (IOGS)
	Intelligence Group Supervisor Pursuing Qualification (IGS_PQ) Intelligence Group Supervisor (IGS)
	Investigative Support Group Supervisor Pursuing Qualification (ISGS_PQ) Investigative Support Group Supervisor (ISGS)
	Planning Section Chief Pursuing Qualification (PSC_PQ)

PLANNING	Planning Section Chief Type 3 (PSC3)
	Planning Section Chief Type 2 (PSC2)
	Planning Section Chief Type 1 (PSC1)
	Demobilization Unit Leader Pursing Qualification (DMOB_PQ)
	Demobilization Unit Leader Type 3 (DMOB3)
	Demobilization Unit Leader Type 2 (DMOB2)
	Demobilization Unit Leader Type 1 (DMOB1)
	Documentation Unit Leader Pursing Qualification (DOCL_PQ)
	Documentation Unit Leader Type 3 (DOCL3)
	Documentation Unit Leader Type 2 (DOCL2)
	Documentation Unit Leader Type 1 (DOCL1)
	Environmental Unit Leader Pursing Qualification (ENVL_PQ)
PLANNING	Environmental Unit Leader Type 3 (ENVL3)
	Environmental Unit Leader Type 2 (ENVL2)
	Environmental Unit Leader Type 1 (ENVL1)
	Marine Transportation System Recovery Unit Leader Pursing Qualification (MTSL_PQ)
	Marine Transportation System Recovery Unit Leader Type 3 (MTSL3)
	Marine Transportation System Recovery Unit Leader Type 2 (MTSL2)
	Marine Transportation System Recovery Unit Leader Type 1 (MTSL1)
	Resources Unit Leader Pursing Qualification (RESL_PQ)
	Resources Unit Leader Type 3 (RESL3)
	Resources Unit Leader Type 2 (RESL2)
	Resources Unit Leader Type 1 (RESL1)
	Situation Unit Leader Pursing Qualification (SITL_PQ)
LOGISTICS	Situation Unit Leader Type 3 (SITL3)
	Situation Unit Leader Type 2 (SITL2)
	Situation Unit Leader Type 1 (SITL1)
	Logistics Section Chief Pursing Qualification (LSC_PQ)
	Logistics Section Chief Type 3 (LSC3)
	Logistics Section Chief Type 2 (LSC2)
	Logistics Section Chief Type 1 (LSC1)
	Communications Unit Leader Pursing Qualification (COML_PQ)
	Communications Unit Leader Type 3 (COML3)
	Communications Unit Leader Type 2 (COML2)
	Communications Unit Leader Type 1 (COML1)
	Facilities Unit Leader Pursing Qualification (FACL_PQ)
	Facilities Unit Leader Type 3 (FACL3)
	Facilities Unit Leader Type 2 (FACL2)
	Facilities Unit Leader Type 1 (FACL1)
	Food Unit Leader Pursing Qualification (FDUL_PQ)
	Food Unit Leader Type 3 (FDUL3)
	Food Unit Leader Type 2 (FDUL2)
	Food Unit Leader Type 1 (FDUL1)
	Ground Support Unit Leader Pursing Qualification (GSUL_PQ)
	Ground Support Unit Leader Type 3 (GSUL3)
	Ground Support Unit Leader Type 2 (GSUL2)
	Ground Support Unit Leader Type 1 (GSUL1)
	Medical Unit Leader Pursing Qualification (MEDL_PQ)
	Medical Unit Leader Type 3 (MEDL3)
	Medical Unit Leader Type 2 (MEDL2)
	Medical Unit Leader Type 1 (MEDL1)
	Supply Unit Leader Pursing Qualification (SPUL_PQ)
	Supply Unit Leader Type 3 (SPUL3)
	Supply Unit Leader Type 2 (SPUL2)
	Supply Unit Leader Type 1 (SPUL1)
	Support Branch Director Pursing Qualification (SUBD_PQ)
	Support Branch Director (SUBD)
	Service Branch Director Pursing Qualification (SVBD_PQ)
	Service Branch Director (SVBD)
	Vessel Support Unit Leader Pursing Qualification (VSUL_PQ)
	Vessel Support Unit Leader Type 3 (VSUL3)
	Vessel Support Unit Leader Type 2 (VSUL2)
	Vessel Support Unit Leader Type 1 (VSUL1)
	Weapons Support Unit Leader Pursing Qualification (WEPS_PQ)
	Weapons Support Unit Leader Type 3 (WEPS3)
	Weapons Support Unit Leader Type 2 (WEPS2)
	Weapons Support Unit Leader Type 1 (WEPS1)
	Finance / Administration Section Chief Pursing Qualification (FSC_PQ)
	Finance / Administration Section Chief Type 3 (FSC3)

FINANCE/ ADMINISTRATION	Finance / Administration Section Chief Type 2 (FSC2)
	Finance / Administration Section Chief Type 1 (FSC1)
	Administration Unit Leader Pursuing Qualification (ADMN_PQ)
	Administration Unit Leader Type 3 (ADMN3)
	Administration Unit Leader Type 2 (ADMN2)
	Administration Unit Leader Type 1 (ADMN1)
	Compensation/Claims Unit Leader Pursuing Qualification (COMP_PQ)
	Compensation/Claims Unit Leader Type 3 (COMP3)
	Compensation/Claims Unit Leader Type 2 (COMP2)
	Compensation/Claims Unit Leader Type 1 (COMP1)
	Cost Unit Leader Pursuing Qualification (COST_PQ)
	Cost Unit Leader Type 3 (COST3)
	Cost Unit Leader Type 2 (COST2)
	Cost Unit Leader Type 1 (COST1)
	Procurement Unit Leader Pursuing Qualification (PROC_PQ)
	Procurement Unit Leader Type 3 (PROC3)
	Procurement Unit Leader Type 2 (PROC2)
	Procurement Unit Leader Type 1 (PROC1)
	Property Management Unit Leader Pursuing Qualification (PROP_PQ)
	Property Management Unit Leader Type 3 (PROP3)
	Property Management Unit Leader Type 2 (PROP2)
	Property Management Unit Leader Type 1 (PROP1)
	Time Unit Leader Pursuing Qualification (TIME_PQ)
	Time Unit Leader Type 3 (TIME3)
	Time Unit Leader Type 2 (TIME2)
	Time Unit Leader Type 1 (TIME1)
AREA COMMAND	Area Commander (ACDR)
	Assistant Area Commander Planning (ACPC)
	Assistant Area Commander Logistics (ACLC)
	Assistant Area Commander Finance/Administration (ACFC)
	Critical Resources Unit Leader (CRESL)
MISC	ICS Staff (ICSStaff)
	ICS Position-Specific Foundations

B. Other Direct Access Codes. The Direct Access (DA) codes listed in the following tables are those not included in the Competency Dictionary.

DA Codes for Approved non-USCG ICS Course Alternatives & Training

Course Name	DA Course Title	DA Code	ESS Category
ICS-300, Intermediate ICS for Expanding Incidents	ICS-300 Intermediate ICS (Non-CG)	501377A	Additional Training Summary
E / L 960, NIMS ICS All-Hazards Division/Group Supervisor	FEMA 960-Div/Group Supervisor	FEMA960	Additional Training Summary
E / L 964, NIMS ICS All-Hazards Situation Unit Leader	FEMA 964-Situation Unit Leader	FEMA964	Additional Training Summary
E / L 965, NIMS ICS All-Hazards Resources Unit Leader	FEMA 965-Resources Unit Leader	FEMA965	Additional Training Summary
E / L 967, NIMS ICS All-Hazards Logistics Section Chief	FEMA 967-Logs Section Chief	FEMA967	Additional Training Summary
E / L 970, NIMS ICS All-Hazards Supply Unit Leader	FEMA 970-Supply Unit Leader	FEMA970	Additional Training Summary
E / L 971, NIMS ICS All-Hazards Facilities Unit Leader	FEMA 971-Facilities Unit Leader	FEMA971	Additional Training Summary
E / L 973, NIMS ICS All-Hazards Finance/Administration Section Chief	FEMA 973-Fin/Admn Sec Chief	FEMA973	Additional Training Summary
E / L 975, NIMS ICS All-Hazards Finance/Administration Unit Leader	FEMA 975-Fin/Admn Unit Leader	FEMA975	Additional Training Summary
E / L 969, NIMS ICS All-Hazards Communications Unit Leader	FEMA 969-Comms Unit Leader	FEMA969	Additional Training Summary
ICS-400, Advanced ICS Command and General Staff – Complex Incidents	ICS-400 Advanced ICS (Non-CG)	501378A	Additional Training Summary

E / L 956, NIMS ICS All-Hazards Liaison Officer	FEMA 956-Liaison Officer	FEMA956	Additional Training Summary
E / L 952, NIMS ICS All-Hazards Public Information Officer	FEMA 952-Public Info Officer	FEMA952	Additional Training Summary
E / L 954, NIMS ICS All-Hazards Safety Officer	FEMA 954-Safety Officer	FEMA954	Additional Training Summary
E / L 950, NIMS ICS All-Hazards Incident Commander	FEMA 950-Incident Commander	FEMA950	Additional Training Summary
E / L 958, NIMS ICS All-Hazards Operations Section Chief	FEMA 958-Ops Section Chief	FEMA958	Additional Training Summary
E / L 962, NIMS ICS All-Hazards Planning Section Chief	FEMA 962-Plan Section Chief	FEMA962	Additional Training Summary
FEMA's National Emergency Management Basic Academy (NEMBA)	Nat'l Em Mgmt Basic Academy	NEMBA	Additional Training Summary
FEMA's National Emergency Management Advanced Academy (NEMAA)	Nat'l Em Mgmt Advanced Academy	NEMAA	Additional Training Summary
FEMA's National Emergency Management Executive Academy (NEMEA)	Nat'l Em Mgmt Exec Academy	NEMEA	Additional Training Summary

DA Codes for Emergency Management Certifications

Certificate Name	Certifying Agency	DA Certificate Title	DA Code	ESS Category
IAEM Certified Emergency Manager (CEM)	IAEM	IAEM Certified Emergency Mgr	CEM	Certifications & Licenses
IAEM Associate Emergency Manager (AEM)	IAEM	IAEM Associate Emergency Mgr	AEM	Certifications & Licenses
CG Certified Emergency Manager (CEM)	USCG	CG Certified Emergency Mgr	CGCEM	Certifications & Licenses
NEMA Certified Emergency Manager (CEM)	NEMA	NEMA Certified Emergency Mgr	NEMACEM	Certifications & Licenses
State Certified Emergency Manager (CEM)	Various	State Certified Emergency Mgr	STATECEM	Certifications & Licenses
Local Certified Emergency Manager (CEM)	Various	Local Certified Emergency Mgr	LOCALCEM	Certifications & Licenses
Tribal Certified Emergency Manager (CEM)	Various	Tribal Certified Emergency Mgr	TRIBECEM	Certifications & Licenses

DA Codes for Emergency Management Memberships

Board & Association Membership	DA Membership Title	DA Code	ESS Category
Int'l Assoc of Emergency Mgrs Member	Int'l Assoc of Emergency Mgrs	IAEM	Memberships
Nat'l Emergency Mgmt Assoc Member	Nat'l Emergency Mgmt Assoc	NEMAMBR	Memberships
State Emergency Mgmt Assoc Member	State Emergency Mgmt Assoc	STATEEMA	Memberships
Local Emergency Mgmt Assoc Member	Local Emergency Mgmt Assoc	LOCALEMA	Memberships
Tribal Emergency Mgmt Assoc Member	Tribal Emergency Mgmt Assoc	TRIBEEMA	Memberships

