



U. S. Coast Guard



National Incident Management System Incident Command System Coast Guard Agency Representative Performance Qualification Standard

October 2019

U.S. COAST GUARD CERTIFICATION LETTER

**RECOMMENDATION / CERTIFICATION OF COMPLETED PERFORMANCE
QUALIFICATION STANDARD (PQS) FOR THE POSITION OF
COAST GUARD AGENCY REPRESENTATIVE
(CG-AREP)**

FINAL VERIFYING OFFICER'S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has passed a unit level oral board and should therefore be considered for certification in this position.

FINAL VERIFYING OFFICER'S SIGNATURE AND DATE

FINAL VERIFYING OFFICER'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

U. S. COAST GUARD CERTIFICATION

Note: The Certifying Official is the first O-6 in the Chain of Command. See page 3 below for more information.

I certify that _____ has met all requirements for qualification in this position and that such qualification has been issued. You are authorized to carry out the responsibilities of this position within the scope of your qualification.

This Letter of Certification should be retained as part of your personal Training Record.

THIS CERTIFICATION IS GOOD FOR SEVEN YEARS FROM DATE OF ISSUE.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

U.S. Coast Guard
Performance Qualification Standard (PQS) for
Coast Guard Agency Representative (CG-AREP)
Qualification Code: CG-AREP

This booklet is one section of your personal on-the-job training manual and the Performance Qualification Standard (PQS) for the position noted above. It is your guide to qualification. It is your responsibility to document completed unit training items.

When you have completed all of the items required for this qualification, your command will issue a Letter of Certification (example on page 2) and your Unit Training Coordinator will record and certify your qualification in the Training Management Tool (TMT).

For additional information concerning background, objectives, guidance, components, responsibilities, and explanation as to the use of the National Incident Management System (NIMS) Incident Command System (ICS) PQS, see the USCG All-Hazard NIMS ICS PQS Guide. The guide, forms, and example designation letters can be found in the ICS Library on Homeport (<http://homeport.uscg.mil/> click on library tab, click on ICS tab).

RESPONSIBILITIES:

1. The Certifying Official is responsible for:

- Selecting trainees based on the needs of the unit.
- Providing opportunities for evaluation and / or making the trainee available for evaluation.
- Determining certification by reviewing the trainees PQS to ensure all tasks and course prerequisites have been completed.
- Issuing proof of certification by signing a certification letter.
- Ensuring certification/qualification is entered into the TMT system.

2. The Individual is responsible for:

- Reviewing and understanding instructions in the PQS.
- Providing background information to a Verifying Officer.
- Completing all tasks for an assigned position within three years. All tasks with an approval older than three years must be reevaluated.
- Assuring the Evaluation Record is complete.
- Notifying local unit personnel when the PQS is completed and providing a copy to the unit Training Officer.
- Keeping the original PQS in personal records.

3. The Verifying Officer is responsible for:

- Being certified in the competencies that he or she is to verify. The Verifying Officer must be command (unit) designated.
- Entering his or her title, name, and initials in the Record of the Verifying Officers section before making entries in the workbook.
- Being experienced and qualified personnel who have demonstrated the ability to evaluate, instruct, and observe other personnel in the performance task criteria.
- Meeting with the trainee and determining past experience, current qualifications, and desired

objectives / goals.

- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Observing successful performance of each task and documenting such with date and initials in the appropriate space provided in this booklet. It may be necessary to perform a task several times.
- Accurately evaluating and recording demonstrated performance of tasks on both the task and Evaluation Record. Dating and initialing completion of the task and documenting incident / event performance on an evaluation record shall document satisfactory performance. Each task must be signed off individually (e.g., initialing the first and last task with a line down the page will NOT be acceptable). Unsatisfactory performance shall also be documented in the Evaluation Record. The Verifying Officer will not give credit for any task that is not performed satisfactorily.
- Completing the Evaluation Record found at the end of each PQS for each incident / event / exercise performance.

4. The Final Verifying Officer is responsible for:

- Being qualified and proficient in the position being evaluated.
- Reviewing the trainee's record to ensure completeness.
- Scheduling and conducting a final qualification interview / board for the member for the desired position.
- Signing the verification statement on page 2 of the PQS when all tasks have been initialed and the oral board has been passed.
- Ensuring that all tasks have been completed within the three years prior to submission for final approval. Any task with an approval older than three years must be reevaluated and brought up to date.

5. The Training Officer or Designee of the member's / employee's home unit is responsible for:

- Issuing PQS to document task performance.
- Explaining to the trainee the purpose and processes of the PQS as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning a Verifying Officer who can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and Verifying Officer and assuring that documentation is proper and complete.
- Ensuring course completions and other PQS tasks and certifications are entered into the TMT system. Each task in the PQS includes the TMT task code right after the number of the task.

COAST GUARD AGENCY REPRESENTATIVE (CG-AREP)

REQUIRED TRAINING	IS-100.c: <i>Introduction to the Incident Command System, ICS 100</i> , IS-200.b: <i>ICS for Single Resources and Initial Action Incident, ICS 200</i> , IS-230.d: <i>Fundamentals of Emergency Management</i> , IS-700.b: <i>An Introduction to National Incident Management System</i> , IS-800.c: <i>National Response Framework, an Introduction</i> , IS-822: <i>Fundamentals of Management and Support Coordination of Federal Disaster Operations</i> , IS-913.a: <i>Critical Infrastructure Security and Resilience: Achieving Results through Partnership and Collaboration</i> , IS-2200: <i>Basic Emergency Operations Center Functions</i>
PREREQUISITE	None
TARGET PERSONNEL	Unit established. Recommend personnel with experience and knowledge of Coast Guard authorities, capabilities, and limitations.
CERTIFYING OFFICIAL	The first O-6 in the chain command, or COMDT (CG-OEM).
FITNESS STANDARD	Light
CURRENCY	7 year sliding currency
CURRENCY REQUIREMENTS	<u>Once every 3 years:</u> Complete online ICS-305, <i>Intermediate ICS Refresher</i> <u>At least once every 7 years:</u> Satisfactory performance as a CG-AREP or other position assignment listed below in an actual incident / event, drill / exercise using ICS documented on an ICS 225 and update "Perform Position" task in TMT.
OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY	LOFR3, LOFR2, LOFR1, ICT3, ICT2, ICT1

RECORD OF VERIFYING OFFICERS				
Date	Title	Verifying Officer's Name	ICS Qual	Initials

CG-AREP RECORD OF COMPLETION		
Competency Requirements	Date	Verifying Officer's Signature
A. Completion of Training Courses:		
1. IS-100.c: <i>Introduction to the Incident Command System, ICS 100</i>		
2. IS-200.b: <i>ICS for Single Resources and Initial Action Incident, ICS 200</i>		
3. IS-230.d: <i>Fundamentals of Emergency Management,</i>		
4. IS-700.b: <i>An Introduction to National Incident Management System,</i>		
5. IS-800.c: <i>National Response Framework, an Introduction,</i>		
6. IS-822: <i>Fundamentals of Management and Support Coordination of Federal Disaster Operations</i>		
7. IS-913.a: <i>Critical Infrastructure Security and Resilience: Achieving Results through Partnership and Collaboration</i>		
8. IS-2200: <i>Basic Emergency Operations Center Functions</i>		
B. ICS Qualification Prerequisites: NONE	N/A	N/A
C. Completion of CG-AREP PQS		
D. Successful completion of unit level oral board.		
E. Qualification / Certification Letter (page 2) submitted for approval		
F. Qualification certification entered into TMT		

POSITION: Coast Guard Agency Representative (CG-AREP)

Task Codes: Each task has a code associated with the type of training assignment where the task may be completed. These include: O = other, I = incident / event and R = rare event. Definitions for these codes may be found below*. Although tasks can be performed in any situation, they must be evaluated on the specific type of incident / event for which they are coded. Tasks coded I must be evaluated on an incident / event, and so on. Performance of any task on other than 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).**

*Code:

- O = Task can be completed in a variety of situations, such as in a 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. Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.
- O2 = Task must be performed on an Exercise which is managed under the ICS. Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.
- 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. Examples of incidents and events that may employ ICS include oil spill, search and rescue, hazardous material response, fire, and emergency or non-emergency (planned or unplanned) events.
- R = Rare events seldom occur and opportunities to evaluate Trainee performance in real settings are limited. Examples of rare events include accidents, injuries, vehicle and aircraft crashes. Through interviews, the Verifying Officer may be able to determine if the Trainee could perform the task in a real situation.

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples / additional clarification. Some tasks must be completed more than once.

POSITION: Coast Guard Agency Representative (CG-AREP)

Competency 1: Assume position responsibilities.

Description - Successfully assume role of CG-AREP and initiate position activities at the appropriate time according to the following behaviors:

Behavior: Ensure readiness for assignment.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-GEN-01. Obtain and assemble information and materials needed for kit. <ul style="list-style-type: none">• References• Forms• Communications• Job Aids	O		
2. ICS-GEN-02. Obtain complete information on initial activation. <ul style="list-style-type: none">• Incident name• Incident order number• Request number• Incident phone number• Reporting time• Reporting location• Transportation arrangements / travel routes• Contact procedures during travel (telephone / radio)• Name and location of Incident Commander or Liaison Officer• Weather, terrain and living conditions (pack appropriately)	O		
3. ICS-GEN-03. Describe the expectations on deployment as a CG-AREP.	O3		
4. ICS-GEN-04. Describe the contingencies that exist in your AOR.	O3		
5. ICS-GEN-05. Discuss under what circumstances might a CG-AREP deploy.	O3		
6. ICS-GEN-06. Define the qualities that make an effective CG-AREP.	O3		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples / additional clarification. Some tasks must be completed more than once.

POSITION: Coast Guard Agency Representative (CG-AREP)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
7. ICS-GEN-07. Explain the differences between a Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) response and Non-Stafford Act response.	O3		
8. ICS-GEN-08. Describe what Emergency Support Functions (ESFs) for which the Coast Guard is a Primary Supporting Agency.	O3		

Behavior: Gather, update, and apply situational information relevant to the assignment.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
9. ICS-GEN-09. Review available documentation. <ul style="list-style-type: none">Incident Action Plan (IAP) and / or other relevant plansMaterials appropriate to the incident.	O3		
10. ICS-GEN-10. Describe the significance of Critical Information Requirements (CIRs) and how they are determined.	O3		
11. ICS-GEN-11. Identify and consistently meet CG Liaison Officer (LOFR) deadlines.	O		

Behavior: Establish effective CG-AREP collaboration and coordination.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
12. ICS-T3-CG-AREP-01. Explain the relationship between a CG-AREP and LOFR.	O3		
13. ICS-T3-CG-AREP-02. Explain the role/responsibilities of a Coast Guard Emergency Preparedness Liaison Officer (CG-EPLO).	O3		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples / additional clarification. Some tasks must be completed more than once.

POSITION: Coast Guard Agency Representative (CG-AREP)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
14. ICS-T3-CG-AREP-03. Describe the functions of and how the Coast Guard maintains connectivity with each of the following multiagency coordination elements: <ul style="list-style-type: none"> • Local Emergency Operations Center (EOC) • State/Territorial EOC • FEMA Regional Response Coordination Center (RRCC) • National Response Coordination Center (NRCC) • Joint Field Office (JFO) • Defense Coordinating Element (DCE). 	O3		
15. ICS-T3-CG-AREP-04. Visit a local or state EOC, RRCC and/or NRCC.	O3		
16. ICS-T3-CG-AREP-05. Describe key stakeholders in your area of responsibility (AOR).	O3		
17. ICS-T3-CG-AREP-05. Explain the significance of situational awareness for a CG-AREP and what information would prove significant for IC/UC?	O3		
18. ICS-T3-CG-AREP-06. Describe how diplomacy can be used to resolve concerns in a multi-agency environment.	O		
19. ICS-T3-CG-AREP-07. Describe requests for information (RFIs), where they can originate, and how they can be resolved.	O		

Behavior: Demonstrate knowledge of reporting structure, plans and procedures, and information dissemination.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
20. ICS-T3-CG-AREP-08. Describe the CG-AREP's role within the ICS structure.	O3		
21. ICS-T3-CG-AREP-09. Describe the RRCC and NRCC levels of activation.	O3		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples / additional clarification. Some tasks must be completed more than once.

POSITION: Coast Guard Agency Representative (CG-AREP)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
22. ICS-T3-CG-AREP-10. Participate in briefings and meetings as assigned. <ul style="list-style-type: none">• LOFR updates based on information received.• Sensitive liaison information, emerging issues, and agency and/or stakeholder needs.	O		

Behavior: Understand and comply with ICS concepts and principles.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
23. ICS-GEN-12. Complete and submit a Unit Log (ICS 214-CG).	O		
24. ICS-T3-CG-AREP-11. Obtain initial briefing from local unit personnel, Incident Commander (IC), LOFR, or liaison coordinator at a multiagency coordination center to assess incident assignment and determine immediate needs and actions. <ul style="list-style-type: none">• Current and anticipated situation.• Specific liaison concerns.	O		
25. ICS-GEN-13. Interact and coordinate with LOFR and leaders at multiagency coordination in which deployed (e.g. local emergency manager, Operations Section Chief, Liaison Officer).	O		
26. ICS-GEN-14. Use and maintain contact log and file all records with Documentation Unit.	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples / additional clarification. Some tasks must be completed more than once.

POSITION: Coast Guard Agency Representative (CG-AREP)

Competency 2: Ensure completion of assigned actions to meet identified objectives.

Description - Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Behavior: Follow established procedures and / or safety procedures relevant to given assignment.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
27. ICS-T3-CG-AREP-12. Explain the ICS 208-CG form, Site Safety and Health Plan, and explain why this form is applicable to the CG-AREP. <ul style="list-style-type: none">• PPE• Hazards (inform others)• Transportation and aviation procedures• Work / rest guidelines.	I O2		

Behavior: Plan for demobilization and ensure demobilization procedures are followed.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
28. ICS-GEN-15. Participate in briefings and debriefings. For example: <ul style="list-style-type: none">• Hotwash• Lessons learned• After Action Reporting (AAR)	O		
29. ICS-GEN-16. Review demobilization plan and complete the ICS 221-CG, Demobilization Check-out form, and submit the completed form to the appropriate unit leader/position.	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples / additional clarification. Some tasks must be completed more than once.

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

These evaluations may be made on incidents, simulations in classroom, or in daily duties, depending on what the position task book dictates (as per the CODE column for each task). This evaluation should be sufficient for qualification in the position if the individual is adequately prepared. Two blank evaluation forms are provided. If the additional evaluations are needed, a page can be copied from a blank ICS PQS and attached.

Complete These Items at the START of the Evaluation Period:

- Evaluation Record number: the number in the upper right corner of the evaluation record identifies a particular incident / events / exercises or group of incidents / events / exercises. This number should be placed in the column labeled “EVAL RECORD #” on the PQS for each task performed satisfactorily. This number will enable reviews of the completed PQS to ascertain the qualifications of the different Verifying Officers prior to making the appropriate sign-off on the PQS.
- Trainee Information: Name, ICS position performed on the incident / event / exercise, Unit Name and Address
- Verifying Officer Information: Name, ICS position performed on the incident / event / exercise, Unit Name and Address

Complete These Items at the END of the Evaluation Period:

- Incident / Event / Exercise Information
 - Incident / Event / Exercise Name:
 - Reference Number (if any) for Incident / Event / Exercise:
 - Duration: Include dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, e.g., several initial response incidents.
 - Incident Kind: Specify Search and Rescue, Oil Spill, Hazmat, Flood, Event, Simulation / Exercise, Other, etc.
 - Location where the tasks were performed: Include geographic area, agency, and state Identify the location.
 - Management Type: Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
 - Number, Types, and Kinds of Resources assigned to incident: enter the number of resources and types assigned to the incident pertinent to the trainees PQS.
- Verifying Officer’s Recommendation.
 - Recommendation: Initial one line as appropriate and / or make comments regarding the future needs for the development of this trainee.
 - Signature
 - Initials: This authenticates recommendations and allows for comparison with initials on the PQS
 - Verifying Officer’s Relevant Qualification or agency certification relevant to the trainee position supervised.

Trainee Information

Printed Name: _____

Trainee ICS Position on Incident / Event / Exercise: _____

Home Unit / Agency: _____

Home Unit / Agency Address and Phone Number: _____

Verifying Officer Information

Printed Name: _____

Verifying Officer ICS Position on Incident / Event / Exercise: _____

Home Unit / Agency: _____

Home Unit / Agency Address and Phone Number: _____

Incident / Event / Exercise Information

Incident / Event / Exercise Name: _____

Reference (Incident Number): _____

Duration (Dates during which the trainee was evaluated): _____

Incident Kind (Specify Search and Rescue, Oil Spill, Hazmat, Flood, Simulation / Exercise, Event, Other): _____

Location (Include geographic area, agency, and state): _____

Management Type (Circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command

Number, Types, and Kinds of Resources assigned to incident: _____

Verifying Officer's Recommendation(Initial only one line as appropriate)

_____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PQS for the position. The trainee is ready for a final qualification board.

_____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ 3) The trainee did not complete certain tasks in the PQS in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ 4) The individual is severely deficient in the performance of tasks in the PQS for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks / recommendations on an Individual Performance Evaluation (ICS-225), on reverse or by attaching an additional sheet to the evaluation record.

Verifying Officer's Signature: _____ Initials: _____ Date: _____

Verifying Officer's Relevant Qualification (or agency certification): _____

Trainee Information

Printed Name: _____

Trainee ICS Position on Incident / Event / Exercise: _____

Home Unit / Agency: _____

Home Unit / Agency Address and Phone Number: _____

Verifying Officer Information

Printed Name: _____

Verifying Officer ICS Position on Incident / Event / Exercise: _____

Home Unit / Agency: _____

Home Unit / Agency Address and Phone Number: _____

Incident / Event / Exercise Information

Incident / Event / Exercise Name: _____

Reference (Incident Number): _____

Duration (Dates during which the trainee was evaluated): _____

Incident Kind (Specify Search and Rescue, Oil Spill, Hazmat, Flood, Simulation / Exercise, Event, Other: _____

Location (Include geographic area, agency, and state): _____

Management Type (Circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command

Number, Types, and Kinds of Resources assigned to incident: _____

Verifying Officer's Recommendation(Initial only one line as appropriate)

_____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PQS for the position. The trainee is ready for a final qualification board.

_____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ 3) The trainee did not complete certain tasks in the PQS in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ 4) The individual is severely deficient in the performance of tasks in the PQS for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks / recommendations on an Individual Performance Evaluation (ICS-225), on reverse or by attaching an additional sheet to the evaluation record.

Verifying Officer's Signature: _____ Initials: _____ Date: _____

Verifying Officer's Relevant Qualification (or agency certification): _____