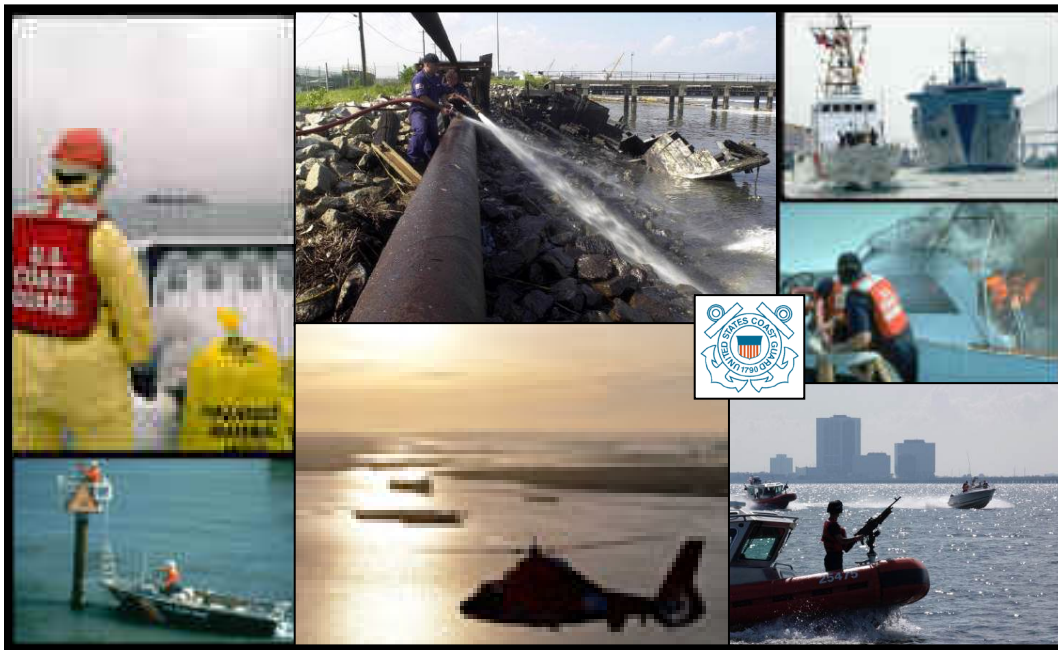# U. S. Coast Guard

National Incident Management System
Incident Command System
DIVISION/GROUP SUPERVISOR

Performance Qualification Standard

November 2014

U.S. COAST GUARD CERTIFICATION LETTER

RECOMMENDATION / CERTIFICATION OF COMPLETED PERFORMANCE QUALIFICATION STANDARD (PQS) FOR THE POSITION OF

DIVISION/GROUP SUPERVISOR (DIVS)

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 local unit Commanding Officer (O-4 or above) for Type 3 and Type 4 positions. 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
Division / Group Supervisor (DIVS)
Qualification Code: ICS-DIVS

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 PQS Guide. The guide can be found in the ICS Library on Homeport (Http://homeport.uscg.mil/ics/).

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 TMTsystem.

2. The Individual is responsible for:
- Reviewing and understanding instructions in the PQS.
- Identifying desired objectives / goals.
- 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. Verifying Officer must be command (unit) designated.
- Entering his or her title, name, and initials in the Record of Verifying Officers section before making entries in thePQS.
- Being experienced and qualified with demonstrated 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 <u>Final Verifying Officer</u> 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 <u>Training Officer</u> 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.

DIVISION GROUP SUPERVISOR (DIVS)

REQUIRED TRAINING	ICS-100 (IS-100.B) *Introduction to ICS*, ICS-200 (IS-200.B) *ICS for Single Resources and Initial Action Incidents*, ICS-300 *Intermediate ICS for Expanding Incidents*, and ICS-339 *Division Group Supervisor*
PREREQUISITE	None
TARGET PERSONNEL	Unit personnel expected to perform in DIVS response role at any unit with response mission
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Arduous
CURRENCY	7-year sliding currency
CURRENCY REQUIREMENTS	<u>Once every 3 years</u>: Complete online ICS-305 *Intermediate ICS Refresher* <u>At least once every 7 years</u>: Satisfactory performance as DIVS 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	OPBD, AOBD3, OSC3, IOGS, IGS, ISC3, AOBD1 OSC2, OSC1

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

DIVS RECORD OF COMPLETION		
Competency Requirements	**Date**	**Verifying Officer's Signature**
A. Completion of Training Courses: 1. ICS-100 (IS-100.B) *Introduction to ICS*		
2. ICS-200 (IS-200.B) *ICS for Single Resources and Initial Action Incidents*		
3. ICS-300 *Intermediate ICS for Expanding Incidents*		
4. ICS-339 *Division / Group Supervisor Course*		
B. ICS Qualification Prerequisites None	N/A	N/A
C. Completion of DIVS PQS		
D. Successful completion of unit level oral board		
E. Qualification / Certification Letter (page 2) submitted for approval		
F. Qualification certification entered into TMT		

ICS POSITION QUALIFICATION FLOW CHART FOR DIVS

This chart is <u>NOT</u> an ICS organization chart. The chart shows the Type 3 progression from one ICS position to another within the qualification system. Each box within the chart contains information pertaining to the position. Job Titles are listed as abbreviations for the position. Please see Homeport ICS library for a list of NIMS ICS Position Abbreviations / Mnemonics. The PQS Guide has more information about position qualification process and guidance.

DIVS

Qualified As:
None
Required Training:
ICS-100 + ICS-200 +
ICS-300 + ICS-339
Fitness: Arduous

POSITION: DIVISION/GROUP SUPERVISOR (DIVS)

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 one 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, 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.

Competency 1: Assume position responsibilities.
Description - Successfully assume role of Division/Group Supervisor and initiate position activities at the appropriate time according to the following behaviors:

Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
1. ICS-DIVS-01. On expanding incidents, prepare list of assigned resources. **This task must be completed twice.** • Determine location and status. • Verify resources have completed check-in process. • Verify resources capability for assigned task.	I O1		

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: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
2. ICS-DIVS-02. On established incident, review division / group assignment (ICS-204) from Incident Action Plan (IAP) to identify resources assigned to division / group by type and quantity and relevant plans for associated assignment (e.g., Salvage Plan, Dive Plan, ACP, AMSP).	I O1		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
3. ICS-DIVS-03. Obtain initial briefing from Branch Director, Operations Section Chief, or Incident Commander. • Obtain current IAP, ICS-201 or relevant plans (e.g., ACP, AMSP, MRO, 97/9800).	O		

Behavior: Establish effective relationships with relevant personnel.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
4. ICS-GEN-08. Establish and maintain positive interpersonal and interagency working relationships. • Command and general staff. • Task Force Leaders. • Strike Team Leaders. • Single Resource Leaders. • Resource Advisors. • Planning Section.	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: DIVISION/GROUP SUPERVISOR (DIVS)

Behavior: Establish organization structure, reporting procedures, and chain of command of assigned resources.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
5. ICS-DIVS-05. Organize assigned resources into configurations to meet incident/tactical objectives. **This task must be completed at twice.**	O		

Behavior: Understand and comply with ICS concepts and principles.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
6. ICS-DIVS-06. Coordinate with functional areas within the ICS structure.	O2 O3		

Competency 2: Lead assigned personnel.
Description - Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

Behavior: Model leadership values and principles.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
7. ICS-GEN-11. Exhibit principles of devotion to duty. • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised and accomplished. • Develop your subordinates for the future.	O		
8. ICS-GEN-12. Exhibit principles of respect. • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Employ your subordinates in accordance with their capabilities.	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: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
9. ICS-GEN-13. Exhibit principles of honor and integrity. • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example.	O		

Behavior: Ensure the safety, welfare, and accountability of assigned personnel.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
10. ICS-GEN-15. Ensure assigned resources follow safety guidelines appropriately. **This task must be completed at twice.** • Site Safety Plan (ICS-208). • GAR Model. • Safety messages.	O		

Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
11. ICS-DIVS-11. Determine assigned resources ability to complete assignment within time frame and provide feedback through the chain of command (e.g., Verbal, ICS-213, ICS-214).	O		
12. ICS-DIVS-12. Assign responsibilities for segments within division when appropriate.	I O1 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: DIVISION/GROUP SUPERVISOR (DIVS)

Behavior: Emphasize teamwork.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
13. ICS-GEN-17. Establish cohesiveness among assigned resources. • Establish trust through open communication. • Require commitment. • Set expectations for accountability. • Focus on the team result.	O		

Behavior: Coordinate interdependent activities.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
14. ICS-DIVS-14. Coordinate activities with adjacent division / groups. • Review division / group assignments to determine specific areas or tasks involving coordination. • Maintain communications with adjoining divisions / groups.	I O1		
15. ICS-DIVS-15. Coordinate activities with air operations. • Ensure air support protocol is established and communications are maintained.	I O1 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: DIVISION/GROUP SUPERVISOR (DIVS)

Competency 3: Communicate effectively.
Description - Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

Behavior: Ensure relevant information is exchanged during briefings and debriefings.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
16. ICS-DIVS-16. Obtain briefing from previous shift supervisor.	O		
17. ICS-DIVS-17. Participate in Operations briefing. **This task must be completed twice.** • As per the Incident Management Handbook, perform DIVS role in the operations briefing.	I O1		
18. ICS-DIVS-18. Provide subordinates tactical briefings. • Discuss alternate plan based on strategies, control objectives, and type of resources available.	O		
19. ICS-DIVS-19. Inform Branch Director or Operations Section Chief as appropriate. • Conditions affecting division / group operations. • Hazardous conditions. • Situation status in assigned work area. • Unresolved conflicts with adjacent divisions / groups. • Effectiveness of air operations within division / group area. • Underutilized assets.	O		
20. ICS-DIVS-20. Obtain periodic reports from subordinates and adjacent resources on progress.	O		
21. ICS-GEN-20. Brief relief forces. • Current status / conditions / concerns regarding assignment.	O		
22. ICS-GEN-22. Participate in functional briefings and debriefings.	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: DIVISION/GROUP SUPERVISOR (DIVS)

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task

23. ICS-GEN-23. Report and document (ICS-214) special occurrences or events (e.g., accidents, structure / improved property loss or damage, sickness) to immediate supervisor.
• Receive reports of events from subordinates or personal observation of events.
   - Nature of event .
   - Location.
   - Magnitude.
   - Personnel involved.
   - Action taken.
• Request assistance as established in response protocol outlined in the IAP or relevant plan.
	I O R		

24. ICS-DIVS-24. Submit demobilization documentation (e.g. ICS-214, ICS-221, ICS-225, critiques) as requested. **This task must be completed at twice.**	O		

Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
25. ICS-DIVS-25. Coordinate across functional areas. • Safety Officer. • Field Observers. • Resource Advisors. • Resources Unit Leader. • Situation Unit Leader. • Law Enforcement Officers.	O		
26. ICS-DIVS-26. Provide timely feedback in response to requests from other ICS sections.	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: DIVISION/GROUP SUPERVISOR (DIVS)

Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
27. ICS-DIVS-27. Participate in the development of the IAP or relevant plan for the next operational period. **This task must be completed at two different incidents / events or exercises.** • Submit situation and resources status to Branch Director or Operations Section Chief. - Summary of resource utilization. - Work progress. - Changes from assignment. - Conditions affecting division / group operations. - Hazards. - Unresolved conflicts with adjacent. Divisions / groups. - Effectiveness of air operations within division / group area. • Place orders for resources and logistical needs. • Recommend objectives for next operational period. - Attend meetings with Operations Section Chief, Branch Director, and other Division / Group Supervisors as requested.	I O1		

Competency 4: 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: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
28. ICS-DIVS-28. Identify kind, type, and number of resources required to achieve strategies and objectives. • Consider weather, sea state, environmental factors, terrain, kinds and types of resources, resource availability, and safety factors.	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.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
29. ICS-DIVS-29. Develop risk or engineering controls (e.g. GAR model). **This task must be completed at twice.**	O		
30. ICS-DIVS-30. Implement work assignments and special instructions for division / group (ICS-204). **This task must be completed at twice.** • Evaluate different uses of single and combined resources based on tactical needs within division / group. • Monitor work progress and evaluate incident situation. • Develop recommendations for next operational period.	I O1 O3		

Behavior: Make appropriate decisions based on analysis of gathered information.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
31. ICS-DIVS-31. Determine need for assistance. • Identify need for additional assistance by monitoring work progress or based on reports from subordinates. • Coordinate with Operations Section Chief or Branch Director and request assistance according to procedures discussed in briefing. • Notify Operations Section Chief when resources are moved or shared between divisions / groups, or excess to operational needs.	I O1 O3		

Behavior: Take appropriate action based on assessed risks.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
32. ICS-DIVS-32. Apply the Risk Management Process using the GAR model. **This task must be completed at twice.**	I O1 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: DIVISION/GROUP SUPERVISOR (DIVS)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
33. ICS-DIVS-33. In an emergency, take appropriate action based on established procedure. Notify your supervisor of situation and document actions taken.	O R		

Behavior: Modify approach based on evaluation of incident situation.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
34. ICS-DIVS-34. Assess and adjust tactics in response to opportunities or problems encountered.	O		

Behavior: Provide logistical support as necessary.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
35. ICS-DIVS-35. Identify and communicate logistical support needs. • Review logistics elements of plan to determine if they meet operational needs. • Maintain documentation of accountable property assigned to the division / group. • Anticipate and resolve logistical needs.	O		

Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
36. ICS-DIVS-36. Coordinate relief process. • Inform assigned resources and command staff. • Awareness of incident escalation / de-escalation and impact on Division / Group. • Document follow-up action needed and submit to supervisor.	I O1 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: DIVISION/GROUP SUPERVISOR (DIVS)

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
37. ICS-DIVS-37. Anticipate demobilization of resources. • Identify excess resources. • Prepare for demobilization.	O		
38. ICS-GEN-30. Ensure efficient demobilization of resources. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure incident and agency demobilization procedures are followed.	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 EVALUATON 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. The number will also enable reviews of the completed PQS to ascertain the qualifications of the different evaluators 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 .
  - Location: Include geographic area, agency, and state.
  - 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.

Duplicate this form as needed to document trainee experience

Evaluation Record # _____

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): _____

Duplicate this form as needed to document trainee experience

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 (Enter 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): _____

Duplicate this form as needed to document trainee experience