U. S. Coast Guard

National Incident Management System
Incident Command System
SUPPORT BRANCH DIRECTOR
Performance Qualification Standard

November 2014

U.S. COAST GUARD CERTIFICATION LETTER

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

SUPPORT BRANCH DIRECTOR (SUBD)

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
Support Branch Director (SUBD)
Qualification Code: ICS-SUBD

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 can be found in the ICS Library on Homeport (http://homeport.uscg.mil/ics/).

RESPONSIBILITIES:

1. The <u>Certifying Official</u> 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 <u>Individual</u> 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 <u>Verifying Officer</u> is responsible for:
- Being certified in the competencies that he or she is to verify. Verifying Officer must be command (unit) designated.
- Entering their title, name, and initials in the Record of Verifying Officers section before making entries in the PQS.
- 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 <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.
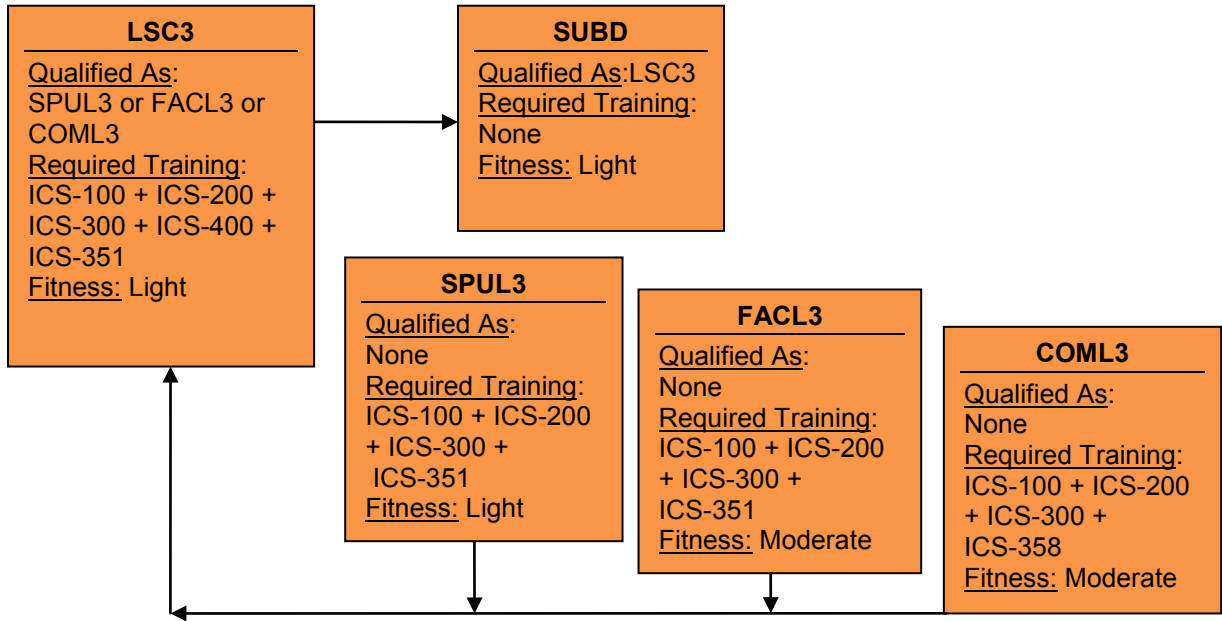
SUPPORT BRANCH DIRECTOR (SUBD)

REQUIRED TRAINING	None
PREREQUISITE	Satisfactory performance / certification as an LSC3
TARGET PERSONNEL	Sector Logistics Dept Personnel; Incident Management Assist Team and any other personnel filling Logistics section roles in response.
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Moderate
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 an SUBD 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	SPUL3, FACL3, COML3, LSC3, LSC2, LSC1, ICT3, ICT2, ICT3

SUBD RECORD OF COMPLETION		
Competency Requirements	**Date**	**Verifying Officer's Signature**
A. Completion of Training Courses: None - Required training previously completed with LSC3 qualification	N/A	N/A
B. ICS Qualification Prerequisites 1. Type 3 Logistics Section Chief (LSC3)		
C. Completion of PQS: None-required PQS previously completed with LSC3 qualification	N/A	N/A
D. Successful completion of unit level oral board.	N/A	N/A
E. Qualification / Certification Letter (page 2) submitted for approval.		
F. Qualification certification entered into TMT		

ICS Position Qualification Flow Chart for SUBD

This chart is <u>NOT</u> an ICS organization chart. This 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 Qualification Guide has more information about position qualification process and guidance.

LSC3

<u>Qualified As</u>:
SPUL3 or FACL3 or COML3
<u>Required Training</u>:
ICS-100 + ICS-200 + ICS-300 + ICS-400 + ICS-351
<u>Fitness</u>: Light

SUBD

<u>Qualified As</u>:LSC3
<u>Required Training</u>:
None
<u>Fitness</u>: Light

SPUL3

<u>Qualified As</u>:
None
<u>Required Training</u>:
ICS-100 + ICS-200 + ICS-300 + ICS-351
<u>Fitness</u>: Light

FACL3

<u>Qualified As</u>:
None
<u>Required Training</u>:
ICS-100 + ICS-200 + ICS-300 + ICS-351
<u>Fitness</u>: Moderate

COML3

<u>Qualified As</u>:
None
<u>Required Training</u>:
ICS-100 + ICS-200 + ICS-300 + ICS-358
<u>Fitness</u>: Moderate

PQS TASKS:

THERE ARE CURRENTLY NO PQS TASKS FOR SUPPORT BRANCH DIRECTOR (SUBD)