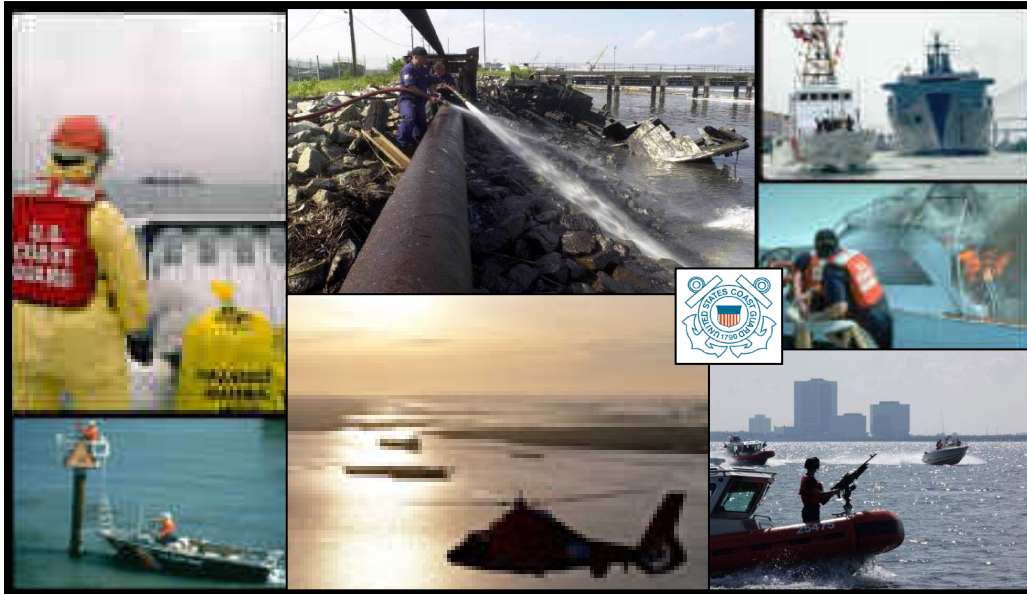




U. S. Coast Guard



National Incident Management System Incident Command System

TYPE 3 FINANCE UNIT LEADER POSITIONS PART B SPECIFIC TASKS FOR THE POSITION:

TYPE 3 ADMINISTRATION SUPPORT UNIT LEADER

TYPE 3 COMPENSATION / CLAIMS UNIT LEADER

TYPE 3 COST UNIT LEADER

TYPE 3 PROCUREMENT UNIT LEADER

TYPE 3 PROPERTY SUPPORT UNIT LEADER

TYPE 3 TIME UNIT LEADER

Performance Qualification Standard

U.S. COAST GUARD CERTIFICATION LETTER

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

TYPE 3 ADMINISTRATION SUPORT UNIT LEADER (ADMN3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has passed an 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 CERTIFICATION LETTER

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

TYPE 3 COMPENSATION / CLAIMS UNIT LEADER (COMP3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has passed an 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 CERTIFICATION LETTER

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

TYPE 3 COST UNIT LEADER (COST3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has passed an 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 CERTIFICATION LETTER

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

TYPE 3 PROCUREMENT UNIT LEADER (PROC3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has passed an 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 CERTIFICATION LETTER

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

TYPE 3 PROPERTY SUPPORT UNIT LEADER (PROP3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has passed an 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 CERTIFICATION LETTER

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

TYPE 3 TIME UNIT LEADER (TIME3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has passed an 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
TYPE 3 ADMINISTRATION SUPPORT UNIT LEADER (ADMN3)
TYPE 3 COMPENSATION / CLAIMS UNIT LEADER (COMP3)
TYPE 3 COST UNIT LEADER (COST3)
TYPE 3 PROCUREMENT UNIT LEADER (PROC3)
TYPE 3 PROPERTY SUPPORT UNIT LEADER (PROP3)
TYPE 3 TIME UNIT LEADER (TIME3)

Qualification Codes: ICS-COMP3, ICS-PROC3, ICS-TIME3, and ICS-COST3

This booklet is one section of your personal on-the-job training manual and the Performance Qualification Standard (PQS) for the position(s) 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 pages 2-5) 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 guide, see the United States Coast Guard (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 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 Verifying Officers section before making entries in the guide.
- 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 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 for finding and entry into TMT.

TYPE 3 ADMINISTRATION SUPPORT UNIT LEADER (ADMN3)

REQUIRED TRAINING	ICS-100, <i>Introduction to ICS</i> ICS-200, <i>ICS for Single Resources and Initial Action Incidents</i> ICS-300, <i>Intermediate ICS for Expanding Incidents</i>
PREREQUISITE	None
TARGET PERSONNEL	Sector Logistics, Base Finance, DCMS Finance or Incident Management Assist Team personnel filling Administration Support Unit Leader roles
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Light
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 ADMN3 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	Any Type 3 or Type 1 Finance Unit Leader positions, FSC3, FSC2, FSC1

TYPE 3 ADMINISTRATION SUPPORT UNIT LEADER (ADMN3) RECORD OF COMPLETION		
Competency Requirements	Date	Verifying Officer's Signature
A. Completion of Training Courses: 1. ICS-100 <i>Introduction to ICS</i>		
2. ICS-200 <i>ICS for Single Resources and Initial Action Incident</i>		
3. ICS-300 <i>Intermediate ICS for Expanding Incidents</i>		
B. Qualification Prerequisites: None		
C. Completion of PQS 1. PQS for Type 3 Unit Leader Part A		
2. Part B; Finance Section Unit Leader specific tasks for Type 3 Administration Support Unit Leader (ADMIN3) position		
D. Successful completion of unit level oral board for the Type 3 Administration Support Unit Leader (ADMIN3) position:		
E. Qualification / Certification Letter (example on pages 2-8) submitted for approval for the Type 3 Administration Support Unit Leader (ADMIN3) position.		
F. Type 3 Administration Support Unit Leader (ADMIN3) Qualification certification entered into TMT		

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

TYPE 3 COMPENSATION / CLAIMS UNIT LEADER (COMP3)

REQUIRED TRAINING	ICS-100 <i>Introduction to ICS</i> ICS-200 <i>ICS for Single Resources and Initial Action Incidents</i> ICS-300 <i>Intermediate ICS for Expanding Incidents</i>
PREREQUISITE	None
TARGET PERSONNEL	Sector Logistics, Base Finance, DCMS Finance or Incident Management Assist Team personnel filling Administration Support Unit Leader roles
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Light
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 a COMP3 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	Any Type 3 or Type 1 Finance Unit Leader positions, FSC3, FSC2, FSC1

**TYPE 3 COMPENSATION / CLAIMS UNIT LEADER (COMP3)
RECORD OF COMPLETION**

Competency Requirements	Date	Verifying Officer's Signature
A. Completion of Training Courses: 1. ICS-100 <i>Introduction to ICS</i>		
2. ICS-200 <i>ICS for Single Resources and Initial Action Incident</i>		
3. ICS-300 <i>Intermediate ICS for Expanding Incidents</i>		
B. Qualification Prerequisites: None		
C. Completion of PQS: 1. PQS for Type 3 Unit Leader Part A		
2. Part B; Finance Section Unit Leader specific tasks for Type 3 Compensation / Claims Unit Leader (COMP3) position		
D. Successful completion of unit level oral board for the Type 3 Compensation / Claims Unit Leader (COMP3) position:		
E. Qualification / Certification Letter (example on pages 2-8) submitted for approval for the Type 3 Compensation / Claims Unit Leader (COMP3) position.		
F. Type 3 Compensation / Claims Unit Leader (COMP3) Qualification certification entered into TMT		

RECORD OF VERIFYING OFFICERS

Date	Title	Verifying Officer's Name	ICS Qual	Initials

TYPE 3 COST UNIT LEADER (COST3)

REQUIRED TRAINING	ICS-100 <i>Introduction to ICS</i> ICS-200 <i>ICS for Single Resources and Initial Action Incidents</i> and ICS-300 <i>Intermediate ICS for Expanding Incidents</i> ICS-351 <i>Logistics / Finance Course</i>
PREREQUISITE	None
TARGET PERSONNEL	Sector Logistics, Base Finance, DCMS Finance or Incident Management Assist Team personnel filling Administration Support Unit Leader roles
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Light
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 a COST3 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	Any Type 3 or Type 1 Finance Unit Leader positions, FSC3, FSC2, FSC1

**TYPE 3 COST UNIT LEADER (COST3)
RECORD OF COMPLETION**

Competency Requirements	Date	Verifying Officer's Signature
A. Completion of Training Courses: 1. ICS-100 <i>Introduction to ICS</i>		
2. ICS-200 <i>ICS for Single Resources and Initial Action Incident</i> (
3. ICS-300 <i>Intermediate ICS for Expanding Incidents</i>		
4. ICS-351 <i>Logistics / Finance Course</i>		
B. Qualification Prerequisites: None		
C. Completion of PQS: 1. PQS for Type 3 Unit Leader Part A		
2. PQS for Type 3 Finance Unit Leader Part B specific tasks for Type 3 Cost Unit Leader (COST3) position		
D. Successful completion of unit level oral board for the Type 3 Cost Unit Leader (COST3) position:		
E. Qualification / Certification Letter (example on pages 2-8) submitted for approval for the Type 3 Cost Unit Leader (COST3) position.		
F. Type 3 Cost Unit Leader (COST3) Qualification certification entered into TMT		

RECORD OF VERIFYING OFFICERS

Date	Title	Verifying Officer's Name	ICS Qual	Initials

TYPE 3 PROCUREMENT UNIT LEADER (PROC3)

REQUIRED TRAINING	ICS-100 (IS-100.B) <i>Introduction to ICS</i> ICS-200, (IS-200.B) <i>ICS for Single Resources and Initial Action Incidents</i> ICS-300 <i>Intermediate ICS for Expanding Incidents</i> and ICS-351 <i>Logistics / Finance Course</i> Basic Simplified Acquisition Procedures and Advanced Simplified Acquisition Procedures
PREREQUISITE	Hold a CG purchase card and \$25K Contracting Officer's warrant
TARGET PERSONNEL	Sector Logistics, Base Finance, DCMS Finance or Incident Management Assist Team personnel filling Administration Support Unit Leader roles
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Light
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 a PROC3 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	Any Type 3 or Type 1 Finance Unit Leader positions, FSC3, FSC2, FSC1

**TYPE 3 PROCUREMENT UNIT LEADER (PROC3)
RECORD OF COMPLETION**

Competency Requirements	Date	Verifying Officer's Signature
A. Completion of Training Courses:		
1. ICS-100 (IS-100.B) <i>Introduction to ICS</i>		
2. ICS-200 (IS-200.B) <i>ICS for Single Resources and Initial Action Incidents</i>		
3. ICS-300, <i>Intermediate ICS for Expanding Incidents</i>		
4. ICS-351 <i>Logistics and Finance Section</i>		
5. Basic Simplified Acquisition Procedures		
6. Advanced Simplified Acquisition Procedures		
B. Qualification Prerequisites: Hold a CG purchase card and \$25K Contracting Officer's warrant		
C. Completion of PQS:		
1. Type 3 Unit Leader Part A Unit Leader		
2. Part B; Finance Section Unit Leader specific tasks for Type 3 Procurement Unit Leader (PROC3) position		
D. Successful completion of unit level oral board for the Type 3 Procurement Unit Leader (PROC3) position:		
E. Qualification / Certification Letter (example on pages 2-8) submitted for approval for the Type 3 Procurement Unit Leader (PROC3) position.		
F. Type 3 Procurement Unit Leader (PROC3) Qualification certification entered into TMT		

RECORD OF VERIFYING OFFICERS

Date	Title	Verifying Officer's Name	ICS Qual	Initials

TYPE 3 PROPERTY SUPPORT UNIT LEADER (PROP3)

REQUIRED TRAINING	ICS-100 (IS-100.B) <i>Introduction to ICS</i> ICS-200 (IS-200.B) <i>ICS for Single Resources and Initial Action Incidents and</i> ICS-300 <i>Intermediate ICS for Expanding Incidents</i> ICS-351 <i>Logistics / Finance Course</i>
PREREQUISITE	None
TARGET PERSONNEL	Sector Logistics, Base Finance, DCMS Finance or Incident Management Assist Team personnel filling Administration Support Unit Leader roles
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Light
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 a PROP3 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	Any Type 3 or Type 1 Finance Unit Leader positions, FSC3, FSC2, FSC1

**TYPE 3 PROPERTY SUPPORT UNIT LEADER (PROP3)
RECORD OF COMPLETION**

Competency Requirements	Date	Verifying Officer's Signature
A. Completion of Training Courses:		
1. ICS-100 (IS-100.B) <i>Introduction to ICS</i>		
2. ICS-200 (IS-200.B) <i>ICS for Single Resources and Initial Action Incident</i>		
3. ICS-300 <i>Intermediate ICS for Expanding Incidents</i>		
4. ICS-351 <i>Logistics / Finance Course</i>		
B. Qualification Prerequisites: None		
C. Completion of PQS:		
1. PQS for Type 3 Unit Leader Part A		
2. Part B; Finance Section Unit Leader specific tasks for Type 3 Property Support Unit Leader (PROP3) position		
D. Successful completion of unit level oral board for the Type 3 Property Support Unit Leader (PROP3) position:		
E. Qualification / Certification Letter (example on pages 2-8) submitted for approval for the Type 3 Property Support Unit Leader (PROP3) position.		
F. Type 3 Property Support Unit Leader (PROP3) Qualification certification entered into TMT		

RECORD OF VERIFYING OFFICERS

Date	Title	Verifying Officer's Name	ICS Qual	Initials

TYPE 3 TIME UNIT LEADER (TIME3)

REQUIRED TRAINING	ICS-100 (IS-1000B) <i>Introduction to ICS</i> ICS-200(IS-200.B) <i>Basic ICS</i> ICS-300 <i>Intermediate ICS for Expanding Incidents</i> ICS-351 <i>Logistics / Finance Course</i>
PREREQUISITE	None
TARGET PERSONNEL	Sector Logistics, Base Finance, DCMS Finance or Incident Management Assist Team personnel filling Administration Support Unit Leader roles
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Light
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 a TIME3 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	Any Type 3 or Type 1 Finance Unit Leader positions, FSC3, FSC2, FSC1

**TYPE 3 TIME UNIT LEADER (TIME3)
RECORD OF COMPLETION**

Competency Requirements	Date	Verifying Officer's Signature
A. Completion of Training Courses:		
1. ICS-100 (IS-100.B) <i>Introduction to ICS</i>		
2. ICS-200 (IS-200.B) <i>ICS for Single Resources and Initial Action Incident</i>		
3. ICS-300 <i>Intermediate ICS for Expanding incidents</i>		
4. ICS-351 <i>Logistics / Finance</i>		
B. Qualification Prerequisites: None		
C. Completion of PQS:		
1. PQS for Type 3 Unit Leader Part A		
2. Part B; Finance Section Unit Leader specific tasks for Type 3 Time Unit Leader (TIME3) position		
D. Successful completion of unit level oral board for the Type 3 Time Unit Leader (TIME3) position:		
E. Qualification / Certification Letter (example on pages 2-8) submitted for approval for the Type 3 Time Unit Leader (TIME3) position.		
F. Type 3 Time Unit Leader (TIME3) Qualification certification entered into TMT		

RECORD OF VERIFYING OFFICERS

Date	Title	Verifying Officer's Name	ICS Qual	Initials

TYPE 3 FINANCE UNIT LEADER POSITIONS: COMP3, PROC3, TIME3, COST3

This task book contains the required tasks for Finance / Administration Section Type 3 Unit Leaders: Administration Support (ADMN3), Compensation (COMP3), Cost (COST3), Procurement (PROC3), Property Support (PROP3), and Time (TIME3).

Type 3 Administration Support Unit Leader (ADMN3)	page 23
Type 3 Compensation / Claims Unit Leader (COMP3) specific tasks	page 26
Type 3 Cost Unit Leader (COST3) specific tasks	page 27
Type 3 Procurement Unit Leader (PROC3) specific tasks	page 32
Type 3 Property Support Unit Leader (PROP3) specific tasks	page 36
Type 3 Time Unit Leader (TIME3) specific tasks	page 39

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 Incident Command System (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 Incident Command System (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 Incident Command System (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.

ADDITIONAL TASKS FOR THE TYPE 3 ADMINISTRATION SUPPORT UNIT LEADER (ADMN3)

THE FOLLOWING PAGES ARE ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 ADMINISTRATION SUPPORT UNIT LEADER (ADMN3)

Competency 1: Assume position responsibilities.

Description- Successfully assume role of Unit Leader within the Finance / Administration Section 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. Describe agency specific administrative documentation requirements.	O		
2. Review applicable contingency plans, MOU / MOAs.	O		

Behavior: Establish effective relationships with relevant personnel.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
3. Gather incident information relative to Administrative activities. <ul style="list-style-type: none"> • Identify incident resources activated. 	O		
4. Identify personnel issues for the incident.	O		
5. Identify gaps and forecast future requirements.	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.

ADDITIONAL TASKS FOR THE ADMINISTRATION SUPPORT UNIT LEADER (ADMN3)

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: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
6. Describe interactions with key IMT personnel. <ul style="list-style-type: none"> DOCL, RESL, SKCN, STAM, TIME, COST. 	C		
7. Advise incident personnel on pay and travel regulations, policies and procedures. <ul style="list-style-type: none"> Driving / travel regulations / standards. Work / rest guidelines. Assignment extensions. Meal entitlements / restrictions. Hazard / environmental pay. Civilian overtime / weekend / holiday. 	O		
8. Describe internal / external sources that may have personnel issues based on incident. <ul style="list-style-type: none"> Station. Sector. Cutter. OGA Rep. 	O		

Competency 3: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
9. Assist with civilian overtime authorization (CG-4358) for CG civilian employees.	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.

**ADDITIONAL TASKS FOR THE ADMINISTRATION SUPPORT UNIT LEADER
(ADMN3)**

Competency 4: Ensure completion of assigned actions to meet identified objectives.

Behavior: Administer and / or apply agency policy, contracts and agreements.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
10. Describe process of maintaining records for the incident.	O		
11. Create a tracking log for civilian overtime hours with TIME. <ul style="list-style-type: none"> • Shift. • Holiday. • Weekend. • Follow agency policies. 	O		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
12. Work with cooperating and assisting agencies for personnel issues.	O		
13. Review excessive civilian overtime and ensure mitigation measures are documented with TIME.	O		

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
14. Provide input to demobilization plan. <ul style="list-style-type: none"> • Administrative Support Unit check off on ICS-221. • Verify overtime hours prior to civilian personnel departure. • Identify key IMT personnel and equipment required to checkout with TIME and ADMN. 	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.

**ADDITIONAL TASKS FOR THE TYPE 3 COMPENSATION/CLAIMS UNIT LEADER
(COMP3)**

**THE FOLLOWING PAGES ARE ADDITIONAL SPECIFIC TASKS FOR THE
TYPE 3 COMPENSATION CLAIMS UNIT LEADER (COMP3)**

To Be Developed

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

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COST UNIT LEADER (COST3)

**THE FOLLOWING TWO PAGES ARE 23 ADDITIONAL SPECIFIC TASKS FOR THE
COST UNIT LEADER**

Competency 1: Assume position responsibilities.

Description: Successfully assume role of Unit Leader within the Finance / Administration Section 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. Describe agency specific cost documentation requirements.	O		
2. Review applicable contingency plans, MOU / MOAs.	O		

Behavior: Establish effective relationships with relevant personnel.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
3. Gather incident information relative to PROC activities. <ul style="list-style-type: none"> • Identify incident resources activated. • Determine contracts or agreements in place (e.g. IAG, ISSA, MIPR, BOAs, BPAs, and MOAs). 	O		
4. Identify funding sources.	O		
5. Identify ceiling on funding sources.	O		
6. Identify gap and forecast future requirements.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COST UNIT LEADER (COST3)

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: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
7. Describe interaction necessary to gather / present incident cost information. • TIME / PROC / SPUL / LSC / SITL	O		
8. Communicate with cooperating / assisting agencies on PRFA process.	O		

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 all relevant information is exchanged during check-in, briefings, and debriefings.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
9. Communicate burn rate for individual resources and daily summary per IC / UC direction.	O		

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
10. Establish Cost Documentation process.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COST UNIT LEADER (COST3)

Competency 4: Ensure completion of assigned actions to meet identified objectives.

Behavior: Administer and / or apply agency policy, contracts, and agreements.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
11. Obtain and validate accuracy of travel documents for all incident personnel.	O		
12. Monitor established contracts / BOAs / agreements for fund ceilings.	O		
13. Identify agency specific cost impacts. <ul style="list-style-type: none"> • Overtime. • Union Issues. • Shift differential. • Hazardous Duty Pay. 	O		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
14. Verify incident resources with RESL and SPUL. <ul style="list-style-type: none"> • Review ICS-211, ICS-219. 	O		
15. Validate appropriate funding sources and uses for cost containment opportunities. <ul style="list-style-type: none"> • Develop cost saving alternatives for high dollar items. 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COST UNIT LEADER (COST3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
16. Ensure resources are entered and tracked in the applicable cost-reporting program (e.g. CG-5136 or EPA RCMS). <ul style="list-style-type: none"> • Validate rates within the applicable cost-reporting program for accuracy. • Provide projections as necessary. • Obtain equipment hours from Operations Section (e.g. aircraft, vessel, or vehicle). • Obtain purchase information and contract costs from Supply and / or Procurement Unit Leader. • Obtain other miscellaneous costs (e.g., cache items, mobilization costs, rental vehicles). • Obtain Other Government Agency obligations (e.g. PRFAs). • Modify travel orders as appropriate. 	O		
17. Create and maintain a Document Control Number (DCN) log and coordinate with Supply and Procurement Unit Leaders.	O		

Behavior: Utilize information to produce outputs.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
18. Produce cost documentation package that meets agency requirements. <ul style="list-style-type: none"> • Use Cost Doc checklist. 	O		
19. Establish a ceiling management process to maintain a running balance of expenditures against available funds. <ul style="list-style-type: none"> • Trigger points for potential ceiling increase. 	O		
20. Determine current burn rate and estimate future burn rate (frequency to be determined by the IC / UC).	O		
21. Ensure financial reports are completed and distributed per agency policy. <ul style="list-style-type: none"> • Accounting. • Burn Rate. • FPD PES Errors. • Pipeline certification validation. 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COST UNIT LEADER (COST3)

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
22. Review and provide input to demobilization plan. <ul style="list-style-type: none"> • Travel Claim information (used as TVL cost estimates). • High cost resource. • Establish procedures for reporting final travel costs to incident Accounting. 	O		
23. Coordinate with Logistics Unit Leaders for replacement in kind (RIK) or repair of damaged or consumed equipment.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 PROCUREMENT UNIT LEADER (PROC3)

THE FOLLOWING PAGES ARE 24 ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 PROCUREMENT UNIT LEADER (PROC3)

Competency 1: Assume position responsibilities.

Description - Successfully assume role of Unit Leader within the Finance / Administration Section 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	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-T3-PROC-01. Identify external ordering authority (e.g. contracting warrant) and availability to support incidents.	O		
2. Review existing regional contracts and agreements (e.g. BOA, BPA, MOAs).	O		
3. Describe the activation process for a response specific credit card. <ul style="list-style-type: none"> POCs. 	O		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
4. Gather incident information relative to PROC activities. <ul style="list-style-type: none"> Identify incident resources activated. Determine contracts or agreements in place (e.g. IAG, ISSA, MIPR, BOAs, BPAs, and MOAs). 	O		
5. Identify funding sources.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 PROCUREMENT UNIT LEADER (PROC3)

Competency 2: Lead assigned personnel.

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
6. Contact and interact with incident agencies cooperating and assisting Procurement staff – discuss agency guidelines.	O		
7. Coordinate with Logistics Section personnel. <ul style="list-style-type: none"> • Resource Request process. • Ordering Process. • Property Accountability System. • Fuel. • Current and future acquisition activities. 	O		
8. Provide contract administration guidance to all IMT personnel. <ul style="list-style-type: none"> • Provide procurement advice, guidance, and information to workers, customers and other interested parties. 	O		

Competency 3: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
9. Review procurement documents for accuracy and ensure invoices are completed and transmitted to appropriate administrative processing agency.	O		
10. Create a procurement documentation process that will meet agency audit requirements (cradle to grave). <ul style="list-style-type: none"> • Decision Memos for significant procurement actions. • General Message (ICS 213), Resource Request (ICS 213RR), Unit logs (ICS 214), DD1149, SF-122, Receipts, bills of lading, invoices. • Resource order log. 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 PROCUREMENT UNIT LEADER (PROC3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
11. Compile and submit procurement documentation to COST.	O		

Competency 4: Ensure completion of assigned actions to meet identified objectives.

Behavior: Administer and / or apply agency policy, contracts, and agreements.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
12. Verify availability of funds to support procurement and contracting needs. <ul style="list-style-type: none"> • Available ceiling. • Appropriate funds for purchase(s). • Follow appropriate rules for funding source. 	O		
13. Execute procurement(s) and contracts to meet incident needs per agency policy. <ul style="list-style-type: none"> • Enter all CG transactions into FPD. • Facilitate resolution to contractual and procurement disputes. • Review for underutilized or costly contract resources. • Coordinate modifications with Contracting Officer. • Administer contracts per agency requirements. 	O		
14. Review travel orders are structured correctly, charged to correct accounting strings, and entered into agency accounting system (e.g. FPD). <ul style="list-style-type: none"> • Modify travel orders as appropriate. 	O		
15. Create and maintain procurement files and logs. <ul style="list-style-type: none"> • Electronic and hard copy. 	O		
16. Demonstrate understanding of agency procurement policies. <ul style="list-style-type: none"> • CGAP, SAP, FRMM, and NPFC user reference guide. 	O		
17. Demonstrate knowledge of agency property management requirements.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 PROCUREMENT UNIT LEADER (PROC3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
18. Establish accountability of all incident property per agency requirements.	O		
19. Coordinate with Supply Unit Leader to provide guidance to vendors on procedures to receive payment as needed.	O		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
20. Evaluate effectiveness of procurement process with Supply Unit Leader based on incident. <ul style="list-style-type: none"> Do procurements support operational objective strategies and tactics? (e.g., timely, appropriate resources, property supported, etc.). Cost of resources (fair and reasonable). 	O		

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
21. Review and provide input to demobilization plan. <ul style="list-style-type: none"> Follow agency accountable property requirements. Follow incident property plan. 	O		
22. Coordinate with Supply unit and other Logistics Unit Leader to ensure all accountable property is cleaned and evaluated for damage and returned to source. <ul style="list-style-type: none"> Report of Survey ('s). 	O		
23. Coordinate with Logistics for replacement-in-kind or repair of damaged or consumed equipment.	O		
24. Review existing procurements for under utilization or high cost.	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.

ADDITIONAL TASKS FOR THE TYPE 3 PROPERTY SUPPORT UNIT LEADER (PROP3)

THE FOLLOWING PAGES ARE ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 PROPERTY SUPPORT UNIT LEADER (PROP3)

Competency 1: Assume position responsibilities.

Description - Successfully assume role of Unit Leader within the Finance / Administration Section 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	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. Identify resource request process to support incidents.	O		
2. Review existing regional contracts and agreements (e.g. BOA, BPA, MOAs).	O		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
3. Gather incident information relative to PROP activities. <ul style="list-style-type: none"> Identify incident resources activated. 	O		

Competency 2: Lead assigned personnel.

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
4. Contact and interact with incident agencies cooperating and assisting staff – discuss agency guidelines.	O		
5. Coordinate with PROC and Logistics Section personnel. <ul style="list-style-type: none"> Resource Request process. Ordering Process. Property Accountability System. Current and future acquisition activities. 	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.

ADDITIONAL TASKS FOR THE COMPENSATION/CLAIMS UNIT LEADER (COMP)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
6. Provide property administration guidance to all IMT personnel. <ul style="list-style-type: none"> • Provide property advice, guidance, and information to workers, customers and other interested parties. 	O		

Competency 3: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
7. Review property documents for accuracy.	O		
8. Create a property documentation process that will meet agency audit requirements (cradle to grave).	O		
9. Compile and submit property documentation.	O		

Competency 4: Ensure completion of assigned actions to meet identified objectives.

Behavior: Administer and / or apply agency policy, contracts, and agreements.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
10. Create and maintain property files and logs. <ul style="list-style-type: none"> • Electronic and hard copy. 	O		
11. Demonstrate understanding of agency property management requirements / policies. <ul style="list-style-type: none"> • CGAP, SAP, FRMM, and NPFC user reference guide. 	O		
12. Establish accountability of all incident property per agency requirements.	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.

ADDITIONAL TASKS FOR THE COMPENSATION/CLAIMS UNIT LEADER (COMP)

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
13. Evaluate effectiveness of property process with PROC and SPUL based on incident.	O		

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
14. Review and provide input to demobilization plan. <ul style="list-style-type: none"> • Follow agency accountable property requirements. • Follow incident property plan. 	O		
15. Coordinate with PROC, Supply unit and other Logistics Unit Leader to ensure all accountable property is cleaned and evaluated for damage and returned to source. <ul style="list-style-type: none"> • Report of Survey ('s). 	O		
16. Coordinate with Logistics for replacement-in-kind or repair of damaged or consumed equipment.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 TIME UNIT LEADER (TIME3)

**THE FOLLOWING PAGES ARE 16 ADDITIONAL SPECIFIC TASKS FOR THE
TYPE 3 TIME UNIT LEADER (TIME3)**

Competency 1: Assume position responsibilities.

Description - Successfully assume role of Unit Leader within the Finance / Administration Section 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. Describe methods of collecting personnel and equipment time and attendance data. <ul style="list-style-type: none"> • USCG NAVLOGS. • USCG Aircraft Logs. • ICS-211. • ICS-204. • ICS-214. • EPA RCMS. • ICS-219. • Equipment hours. 	O		
2. Review applicable contingency plans, MOU / MOAs.	O		

Behavior: Establish effective relationships with relevant personnel.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
3. Identify other counterparts who have TIME responsibilities.	O		
4. Identify NPFC Regional Case Officer.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 TIME UNIT LEADER (TIME3)

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: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
5. Describe interactions with key IMT personnel. <ul style="list-style-type: none"> • DOCL, RESL, SKCN, STAM. 	C		
6. Advise incident personnel on pay and travel regulations, policies and procedures. <ul style="list-style-type: none"> • Driving / travel regulations / standards. • Work / rest guidelines. • Assignment extensions. • Meal entitlements / restrictions. • Hazard / environmental pay. • Civilian overtime / weekend / holiday. 	O		
7. Describe internal / external sources that may have time data based on incident. <ul style="list-style-type: none"> • Station. • Sector. • Cutter. • OGA Rep. 	O		

Competency 3: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
8. Coordinate with other agency representatives to establish process for capturing time and attendance records.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 TIME UNIT LEADER (TIME3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
9. Review time and attendance data for accuracy. <ul style="list-style-type: none"> • NAVLOGS. • Aircraft Logs. • ICS-211. • ICS-204. • ICS-214. • EPA RCMS. • ICS-219. 	O		
10. Complete civilian overtime authorization (CG-4358) for CG civilian employees.	O		

Competency 4: Ensure completion of assigned actions to meet identified objectives.

Behavior: Administer and / or apply agency policy, contracts, and agreements.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
11. Describe process of maintaining time and attendance records for the incident.	O		
12. Create a tracking log for civilian overtime hours. <ul style="list-style-type: none"> • Shift. • Holiday. • Weekend. • Follow agency policies. 	O		
13. Provide daily time and attendance data to Cost Unit Leader.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 TIME UNIT LEADER (TIME3)

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
14. Validate cooperating and assisting agencies time and attendance records.	O		
15. Review excessive civilian overtime and ensure mitigation measures are documented.	O		

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
16. Provide input to demobilization plan. <ul style="list-style-type: none"> • Time Unit check off on ICS-221. • Verify overtime hours prior to civilian personnel departure. • Identify key IMT personnel and equipment required to checkout with TIME. 	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:** This 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, Simulation / Exercise, Event, Other
 - Location: Identify 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)

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): _____

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): _____