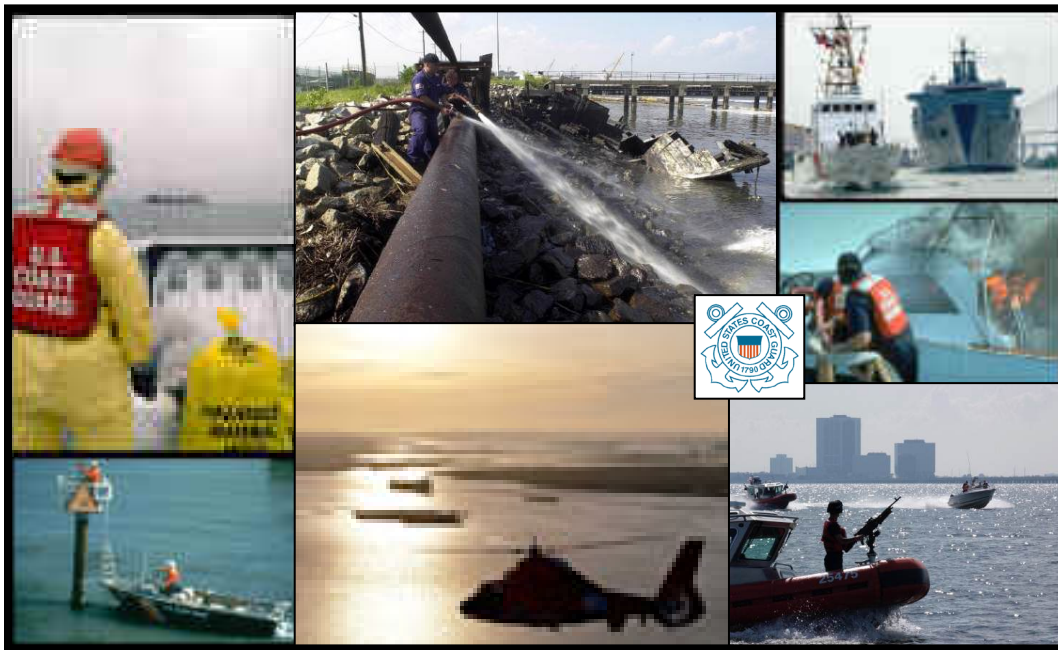# U. S. Coast Guard

National Incident Management System

Incident Command System

TYPE 3 UNIT LEADER
PART A (CORE)
GENERAL TASKS FOR ALL UNIT LEADERS
Performance Qualification Standard

November 2014

RECOMMENDATION AND CERTIFICATION

There is NO CERTIFICATION for Part A Type 3 Unit Leader PQS.

Type 3 Unit Leader certification is obtained by completing this Part A Type 3 Unit Leader PQS and then completing the Part B PQS workbook which covers specific Unit Leader position tasks.

There are three different Part B Type 3 Unit Leader PQS workbooks that serve as follow-on PQS Workbooks to obtain a Type 3 ICS Unit Leader competency:

1. **Type 3 Planning Unit Leader PQS,** Part B, which covers additional specific tasks for Type 3 Planning Unit Leader positions: Type 3 Situation Unit Leader (SITL3), Type 3 Resources Unit Leader (RESL3), Type 3 Demobilization Unit Leader (DMOB3), Type 3 Documentation Unit Leader (DOCL3), Type 3 Environmental Unit Leader (ENVL3), and Type 3 Marine Transportation System Recovery Unit Leader (MTSL3).

2. **Type 3 Logistics Unit Leader PQS**, Part B, which covers additional specific tasks for Type 3 Logistics Unit Leader positions: Type 3 Communications Unit Leader (COML3), Type 3 Medical Unit Leader (MEDL3), Type 3 Food Unit Leader (FDUL3), Type 3 Supply Unit Leader (SPUL3), Type 3 Facilities Unit Leader (FACL3), Type 3 Ground Support Unit Leader (GSUL3), Type 3 Vessel Support Unit Leader (VSUL3) and Type 3 Weapons Unit Leader (WEPS3).

3. **Type 3 Finance Unit Leader PQS**, Part B, which covers additional specific tasks for Type 3 Finance Unit Leader positions: Type 3 Administration Unit Leader (ADMN3), Type 3 Cost Unit Leader (COST3), Type 3 Compensation / Claims Unit Leader (COMP3), Type 3 Procurement Unit Leader (PROC3), Type 3 Property Unit Leader (PROP3), and Type 3 Time Unit Leader (TIME3).

U.S. Coast Guard
Performance Qualification Standard (PQS) for
Type 3 Unit Leader–PART A

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.

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 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 Training Management Tool (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 PQS.
- 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.

TYPE 3 UNIT LEADER PART A.

REQUIRED TRAINING	ICS-100 (IS-100.B) *Introduction to ICS*, ICS-200(IS-200.B) *Basic ICS*, and ICS-300 *Intermediate ICS for Expanding Incidents*
PREREQUISITE	None
TARGET PERSONNEL	Personnel expected to fill Unit Leader positions in response.
CERTIFYING OFFICIAL	N/A There is NO Certification for Part A Type 3 Unit Leader PQS. Trainees must complete Part A and specific position Part B PQS for certification in a specific position.
FITNESS STANDARD	Light (as defined in PQS System Guide)
CURRENCY	N/A–No Currency since there is no certification for Part A Type 3 Unit Leader PQS
CURRENCY REQUIREMENTS	N/A–There are No Currency Requirements since there is no certification for Part A Type 3 Unit Leader PQS
OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY	N/A–No Other position assignments can be used as currency since there is no certification for Part A Type 3 Unit Leader PQS

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*		
B. ICS Qualification Prerequisites: None	N/A	N/A
C. Completion of PQS		
D. Successful completion of unit level oral board.	N/A	N/A
E. Qualification / Certification Letter (page 2) submitted for approval.	N/A	N/A
F. Qualification certification entered into TMT	N/A	N/A

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

UNIT LEADER TASKS PART A

This PQS contains the required tasks for Part A Type 3 Unit Leader.

Part B for the specific Type 3 Unit Leader Position MUST be completed to obtain qualification / certification

Each task has a code associated with the type of training assignment where the task may be completed. These include: O = other, I = incident / event and R = rare event. Definitions for these codes may be found below*. Although tasks can be performed in any situation, they must be evaluated on the specific type of incident / event for which they are coded. Tasks coded I must be evaluated on an incident / event, and so on. Performance of any task on other than the designated assignment is not valid for qualification. **If more than one code is listed, the task may be completed on any of the listed situations (e.g., If code I, O2 and O3 are listed, the task may be completed on any of the three listed).**

*Code:

O	=	Task can be completed in a variety of situations, such as in a classroom, exercise or simulation, incident or event, or daily job.
O1	=	Task must be performed on a Full Scale Exercise with equipment deployment which is managed under the ICS. Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.
O2	=	Task must be performed on an Exercise which is managed under the ICS. Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.
O3	=	Training or Daily Job environment that tests knowledge / skills associated with the task.
O4	=	ICS course classroom environment that tests knowledge / skills associated with the task.
I	=	Task must be performed on an incident or event which is managed under the ICS. Examples of incidents and events that may employ ICS include oil spill, search and rescue, hazardous material response, fire, and emergency or non-emergency (planned or unplanned) events.
R	=	Rare events seldom occur and opportunities to evaluate Trainee performance in real settings are limited. Examples of rare events include accidents, injuries, vehicle and aircraft crashes. Through interviews, the Verifying Officer may be able to determine if the Trainee could perform the task in a real situation.

UNIT LEADER TASKS PART A

Competency 1: Assume position responsibilities.
Description - Successfully assume role of Unit Leader within the Logistics Section and initiate position activities at the appropriate time according to the following behaviors.

Behavior: Ensure readiness for assignment.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-GEN-01. Obtain and assemble information and materials needed for appropriate deployment kits. • Personal kit • Unit Leader kit • See Job Aid	O		
2. ICS-T3-UL-02. Identify unique characteristics, limitations and constraints of your AOR that may influence your ability to perform as a unit leader (e.g. geography, weather, technology, demographics, culture, etc).	O		
3. ICS-T3-UL-03. Identify position within unit Watch, Quarter and Station Bill (WQSB).	O		
4. ICS-T3-UL-04. For position on WQSB identify additional non-ICS training required to support position (e.g. credit card training, defensive driving, OSHA safety course, etc.).	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
5. ICS-T3-UL-05. Coordinate with Section Chief and other functional areas to obtain resources to organize work space and keep unit operating. • Request materials and supplies using established procedures. • Maintain adequate quantities of forms, supplies, and materials to prevent shortage of basic needed items. • Obtain equipment to complete assignment (e.g., radio, telephones, faxes, and computers). • Ensure appropriate personnel to perform unit functions (e.g., night operational period, increase / reduce staffing). • Ensure adequate signage for work locations (e.g. check-in, resources, demob, etc).	I O3		

UNIT LEADER TASKS PART A

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
6. ICS-T3-UL-06. Organize work area to facilitate unit effectiveness. • Establish filing system • Establish area to receive documents • Establish message center (e.g. bulletin board)	O		
7. ICS-T3-UL-07. Determine support needs to meet the Incident Action Plan (IAP) or other relevant plans.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
8. ICS-T3-UL-08. Obtain initial briefing from Section Chief / supervisor. • Names, contact number, and positions / functions of host unit administrative personnel and cooperating / assisting agencies • Local administrative guidelines • Policies and operating procedures (e.g., requesting resources and supplies, work schedule, timelines, and priorities) • Resources assigned and ordered for the incident and the unit • Logistical information (e.g., work space, work schedule, eating, sleeping, shower hours) • Current resource commitments • Current situation • Expected duration of assignment • Expectations and section operating procedures (if applicable) • Copy of Incident Briefing (ICS-201), Incident Action Plan (IAP), Incident Status Summary (ICS-209) and / or other relevant plans • Unit specific information • Safety Concerns / Hazards	O		

UNIT LEADER TASKS PART A

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
9. ICS-T3-UL-09. Establish situation awareness pertinent to unit and to assess the incident assignment. • Organizational contacts (e.g., counterparts, host unit personnel) • Supporting documentation (e.g., maps, digital information, Resource Request (ICS-213RR) • Mobilization • Incident activities • Unit briefings • Planning meetings • Demobilization	O		

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
10. ICS-GEN-08. Establish and maintain positive interpersonal and interagency working relationships.	I O1 O3		
11. ICS-T3-UL-11. Establish and maintain communication with relevant personnel (e.g. RESL, PROC, SKCN, DOCL, FOBS, vendors, contracting officers, other government agencies and / or private stakeholders).	I O3		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
12. ICS-T3-UL-12. Organize assigned personnel to meet the needs of the incident. • Organization chart for unit	O		

UNIT LEADER TASKS PART A

Behavior: Understand and comply with ICS concepts and principles.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
13. ICS-T3-UL-13. Demonstrate ability to expand and contract unit to meet needs of organization (e.g., span of control) • Explain concept of span-of-control • Develop organization chart for fully staffed type 3 incident • Develop organization chart for demobilizing type 3 incident	O		
14. ICS-T3-UL-14. Describe 2 examples that require a unit leader to coordinate with another unit leader to perform their function.	O		
15. ICS-GEN-09. Demonstrate understanding of common ICS terminology. • Describe the difference between: groups and divisions, task force and strike team, deputies and assistants, other key positions, etc.	O		

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 & date upon completion of task
16. 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		

UNIT LEADER TASKS PART A

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
17. 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		
18. 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. • Proper Stewardship of resources and maintaining the public trust	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
19. ICS-GEN-14. Provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision. • Monitor condition of assigned personnel (e.g. adequately fed, rested and protected from occupational hazards). • Provide for care of assigned personnel and notify supervisor in event of illness, injury or accident. • Follow medical plan (ICS-206) and site safety plan (ICS-208) for assigned incident. • Use ICS-214 to document personnel in attendance in your Unit at incident.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
20. ICS-T3-UL-20. Evaluate incident and project staffing requirements and ensure adequate personnel to meet needs.	O		

UNIT LEADER TASKS PART A

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
21. ICS-T3-UL-21. Develop work schedule for unit personnel based on Incident Briefing (ICS-201), IAP, ICS-230, operational period, external demands and / or relevant plans.	O		
22. ICS-T3-UL-22. Brief subordinates on assignment(s) for operational period.	O		
23. ICS-GEN-16. Continuously evaluate performance. • Communicate performance standards. • Communicate if deficiencies found immediately and take corrective action. • Provide training opportunities where available. • Complete personnel performance ratings (ICS-225) per agency guidelines.	O		

Behavior: Emphasize teamwork.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
24. ICS-GEN-17. Establish cohesiveness among assigned personnel. • Establish trust through open communication. • Require commitment. • Set expectations for accountability. • Focus on the team result. • Convey appropriate expectations for human relations, EEO, civil rights, sexual harassment, ethics and other IMT operating procedures	O		

Behavior: Coordinate interdependent activities.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
25. ICS-T3-UL-25. Coordinate with other units and sections for completion of work assignments. • Assist other sections to meet priorities and time frames. • Receive and transmit needed information.	O		

UNIT LEADER TASKS PART A

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
26. ICS-T3-UL-26. Coordinate with section personnel to identify needed / excess resources (personnel, equipment and facilities).	O		
27. ICS-T3-UL-27. Describe a situation in which a unit leader and / or their staff might perform a function outside of normal unit responsibilities.	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 relevant information is exchanged during briefings and debriefings.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
28. ICS-T3-UL-28. Brief and keep subordinates and Section Chief informed and updated. • Demonstrate initial brief to incoming personnel • Demonstrate unit / section business meeting • Ensure unit leader expectations are communicated and understood.	O		
29. ICS-T3-UL-29. Communicate command expectations (priorities, objectives, limitations and constraints, operating policies, etc.).	O		
30. ICS-T3-UL-30. Identify information associated with operational period meetings and briefings. • Information for Section Chief who will attend • Information Section Chief should obtain from meeting • Meeting schedule ICS-230	O		
31. ICS-GEN-21. Participate in briefings and debriefings for After Action Reporting (AAR). • Hotwash • Lessons learned	O		

Behavior: Ensure documentation is complete and disposition is appropriate.

UNIT LEADER TASKS PART A

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
32. ICS-T3-UL-32. Maintain appropriate unit files based on agency and incident requirements. • E.g., Vehicle maintenance records, Procurement records, unit documentation files, etc.	O		
33. ICS-T3-UL-33. Submit Unit Log (ICS-214). • Accountability of subordinates • Significant events recorded • Key decisions documented.	O		
34. ICS-T3-UL-34. Submit completed documents at appropriate time (e.g. each operational period, final package). • General Message Form (ICS-213) • Resource Request Form (ICS-213RR) • Demobilization form ICS-221 • Check-in form ICS-211	O		
35. ICS-T3-UL-35. Ensure accuracy of unit personnel on ICS-211 and ICS-219.	O		
36. ICS-T3-UL-36. Describe the use of the of the following ICS forms and who uses them: ICS-213, ICS-213RR, and ICS-214	O		

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
37. ICS-T3-UL-37. Review IAP. • Identify information required for inclusion in IAP • Identify information for extraction from IAP (e.g. number of personnel requiring lunches)	O		
38. ICS-T3-UL-38. Prepare transition brief. • Current activities • Personnel staffing issues • Safety • Schedule	O		

UNIT LEADER TASKS PART A

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
39. ICS-T3-UL-39. Identify appropriate / inappropriate information for internal and external use. • Sensitive information (e.g. Sensitive Security Information (SSI), For Official Use Only (FOUO), or personal identifying information (PII)) • Next of kin notifications • Discussion of incident with non-incident personnel	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 & date upon completion of task
40. ICS-T3-UL-40. Establish time frames and protocols for information exchange to complete work assignments. • IAP inputs (Communications Plan (ICS-205), Medical Plan (ICS-206), other applicable plans) • Provide timely feedback in response to requests. • Tentative release of resources for reuse or demob • Work assignments (ICS-204)	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
41. ICS-T3-UL-41. Develop alternate plans for contingencies as applicable. • Equipment breakdown • Unexpected staffing shortages • Power outages	O		

UNIT LEADER TASKS PART A

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 & date upon completion of task
42. ICS-T3-UL-42. Evaluate available information and make recommendations to support incident. • Workload priorities • Staff assignments • Information requests • Cost effective use of resources. • Examples: ICS 201, IAP, ICS 214, CANAPS message, PRFAs, FEMA Mission Assignments, SITSTAT, RESSTAT…	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
43. ICS-T3-UL-43. Determine and monitor current status of unit activities. • Changing needs • Staffing levels • Feedback from other IMT members • Identify key indicators of success (e.g. stress levels, mishaps, fatigue, external timeframes met, etc.)	O		
44. ICS-T3-UL-44. Describe how information from above task could be used to make appropriate decisions.	O		

UNIT LEADER TASKS PART A

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
45. ICS-T3-UL-45. Demonstrate compliance with the following guidelines. • Work / rest • Agency safety standards and procedures • Follow medical plan (ICS-206) and site safety plan (ICS-208) for assigned incident. • Personnel protective equipment • Communication (e.g. radio, cell phone).	O		
46. ICS-T3-UL-46. Demonstrate proper reporting of inappropriate actions involving incident personnel. • Contracting personnel • Agency liaison • Safety Officer	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 & date upon completion of task
47. ICS-T3-UL-47. Coordinate relief process. • Inform assigned subordinates and supervisor. • Awareness of incident escalation / de-escalation and impact on Unit. • Document follow-up action needed and submit to supervisor. • With replacement, determine time of transfer	I O1 O3		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
48. ICS-T3-UL-48. Anticipate demobilization of personnel and equipment. • Identify excess personnel and equipment. • Prepare schedule for demobilization.	O		

UNIT LEADER TASKS PART A

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
49. ICS-T3-UL-49. Demonstrate demobilization of personnel and equipment. • Brief subordinate staff on demobilization procedures and responsibilities and use of demobilization checkout (ICS-221). • Ensure incident and agency demobilization procedures are followed.	O		

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: 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):

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

<div align="right">**Evaluation Record #** _____</div>

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