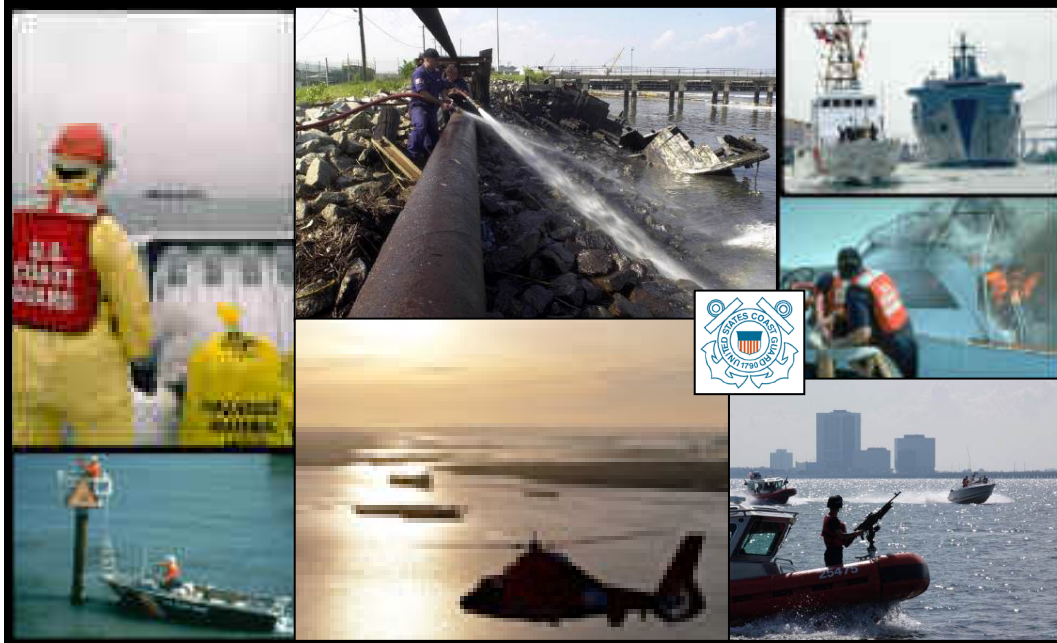# U. S. Coast Guard

**National Incident Management System
Incident Command System
Type 3 Planning Unit Leader Positions
<u>Part B</u> Specific Tasks for the Position:**

**TYPE 3 RESOURCES UNIT LEADER
TYPE 3 SITUATION UNIT LEADER
TYPE 3 DEMOBILIZATION UNIT LEADER
TYPE 3 DOCUMENTATION UNIT LEADER
TYPE 3 ENVIRONMENTAL UNIT LEADER
TYPE 3 MARINE TRANSPORTATION SYSTEM
RECOVERY UNIT LEADER
Performance Qualification Standard**

November 2014

U.S. COAST GUARD CERTIFICATION LETTER

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

TYPE 3 RESOURCES UNIT LEADER (RESL3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

I verify that _____ has completed all

requirements necessary to perform the duties in this position, has passed a unit level oral board

and should therefore be considered for certification in this position.

FINAL VERIFYING OFFICER'S SIGNATURE AND DATE

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

U. S. COAST GUARD CERTIFICATION

Note: The Certifying Official is the local unit Commanding Officer (O-4 or above) for Type 3 and Type 4 positions. See page 3 below for more information.

I certify that_____ has met all

requirements for qualification in this position and that such qualification has been issued. You

are authorized to carry out the responsibilities of this position within the scope of your

qualification.

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

THIS CERTIFICATION IS GOOD FOR SEVENYEARS 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 SITUATION UNIT LEADER (SITL3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

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

FINAL VERIFYING OFFICER'S SIGNATURE AND DATE

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

U. S. COAST GUARD CERTIFICATION

Note: The Certifying Official is the local unit Commanding Officer (O-4 or above) for Type 3 and Type 4 positions. See page 3 below for more information.

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

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

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

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

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

U.S. COAST GUARD CERTIFICATION LETTER

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

TYPE 3 DEMOBILIZATION UNIT LEADER (DMOB3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

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

FINAL VERIFYING OFFICER'S SIGNATURE AND DATE

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

U. S. COAST GUARD CERTIFICATION

Note: The Certifying Official is the local unit Commanding Officer (O-4 or above) for Type 3 and Type 4 positions. See page 3 below for more information.

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

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

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

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

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

U.S. COAST GUARD CERTIFICATION LETTER

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

TYPE 3 DOCUMENTATION UNIT LEADER (DOCL3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

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

FINAL VERIFYING OFFICER'S SIGNATURE AND DATE

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

U. S. COAST GUARD CERTIFICATION

Note: The Certifying Official is the local unit Commanding Officer (O-4 or above) for Type 3 and Type 4 positions. See page 3 below for more information.

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

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

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

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

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

U.S. COAST GUARD CERTIFICATION LETTER

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

TYPE 3 ENVIRONMENTAL UNIT LEADER (ENVL3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

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

FINAL VERIFYING OFFICER'S SIGNATURE AND DATE

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

U. S. COAST GUARD CERTIFICATION

Note: The Certifying Official is the local unit Commanding Officer (O-4 or above) for Type 3 and Type 4 positions. See page 3 below for more information.

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

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

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

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

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

U.S. COAST GUARD CERTIFICATION LETTER

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

TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER (MTSL3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

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

FINAL VERIFYING OFFICER'S SIGNATURE AND DATE

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

U. S. COAST GUARD CERTIFICATION

Note: The Certifying Official is the local unit Commanding Officer (O-4 or above) for Type 3 and Type 4 positions. See page 3 below for more information.

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

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

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

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

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

U.S. Coast Guard Performance Qualification Standard (PQS) for
TYPE 3 RESOURCES UNIT LEADER (RESL3)
TYPE 3 SITUATION UNIT LEADER (SITL3)
TYPE 3 DEMOBILIZATION UNIT LEADER (DMOB3)
TYPE 3 DOCUMENTATION UNIT LEADER (DOCL3)
TYPE 3 ENVIRONMENTAL UNIT LEADER (ENVL3)
TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER (MTSL3)

Qualification Codes: ICS-RESL3, ICS-SITL3, ICS-DMOB3, ICS-DOCL3, ICS-ENVL3, and ICS-MTSL3

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

When you have completed all of the items required for this qualification, your command will issue a Letter of Certification (example on 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, see the USCG All-Hazard NIMS ICS Performance Qualification Standard (PQS) Guide. The guide can be found in the ICS Library on Homeport (http://homeport.uscg.mil/ics/).

RESPONSIBILITIES:

1. The Certifying Officer 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

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 workbook.

- 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 RESOURCES UNIT LEADER (RESL3)

REQUIRED TRAINING	ICS-100 (IS-100.B) *Introduction to ICS,* ICS-200 (IS-200.B) *ICS for Single Resources and Initial Action Incidents*; ICS-300 *Intermediate ICS for Expanding Incidents; and* ICS-348 *Resources Unit Leader*
PREREQUISITE	Part A Type 3 Unit Leader PQS
TARGET PERSONNEL	Sector personnel, Incident Management Assist Team and any other personnel filling RESL roles in response
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Moderate
CURRENCY	7 year sliding currency
CURRENCY REQUIREMENTS	<u>Once every 3 years</u>: Complete online ICS-305 *Intermediate ICS Refresher* <u>At least once every 7 years</u>: Satisfactory performance as an Type 3 Planning Unit Leader 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 Planning Unit Leader position, PSC3, PSC2, PSC1, OSC3, OSC2, OSC1, ICT3, ICT2, ICT1

TYPE 3 RESOURCES UNIT LEADER (RESL3) RECORD OF COMPLETION		
Training Prerequisites	**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 Incident*		
3. ICS-300 *Intermediate ICS for Expanding Incidents*		
4. ICS-348 *Resources Unit Leader Course*		
B. ICS PQS Prerequisites: 1. Part A Type 3 Unit Leader PQS		
C. Completion of PQS for RESL3:		
D. Successful completion of unit level oral board for RESL3:		
E. Qualification / Certification Letter (example on page 2) submitted for approval for the position		
F. Qualification certification entered into TMT		

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

TYPE 3 SITUATION UNIT LEADER (SITL3)

REQUIRED TRAINING0	ICS-100 (IS-100.B) *Introduction to ICS*, ICS-200 (IS-200.B) *ICS for Single Resources and Initial Action Incidents*; ICS-300 *Intermediate ICS for Expanding Incidents; and* ICS-346 *Situation Unit Leader*
PREREQUISITE	Part A Type 3 Unit Leader PQS
TARGET PERSONNEL	Sector personnel, Incident Management Assist Team and any other personnel filling SITL roles in response
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain of command, or COMDT (CG-CPE)
FITNESS STANDARD	Light
CURRENCY	7 year sliding currency
CURRENCY REQUIREMENTS	Once every 3 years: Complete online ICS-305 *Intermediate ICS Refresher* At least once every 7 years: Satisfactory performance as a Type 3 Situation Unit Leader 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 Planning Unit Leader position, PSC3, PSC2, PSC1, OSC3, OSC2, OSC1, IGS, ICT3, ICT2, ICT1

TYPE 3 SITUATION UNIT LEADER (SITL3) RECORD OF COMPLETION		
Training Prerequisites	**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 Incident*		
3. ICS-300 *Intermediate ICS for Expanding Incidents*		
4. ICS-346 *Situation Unit Leader Course*		
B. ICS PQS Prerequisites: 1. Part A Type 3 Unit Leader PQS		
C. Completion of PQS for SITL3:		
D. Successful completion of unit level oral board for SITL3:		
E. Qualification / Certification Letter (example on page 3) submitted for approval for the position		
F. Qualification certification entered into TMT		

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

TYPE 3 DEMOBILIZATION UNIT LEADER (DMOB3)

REQUIRED TRAINING	ICS-100 (IS-100.B) *Introduction to ICS*, ICS-200 (IS-200.B) *ICS for Single Resources and Initial Action Incidents*; ICS-300 *Intermediate ICS for Expanding Incidents; and* ICS-348 *Demobilization Unit Leader*
PREREQUISITE	Part A Type 3 Unit Leader PQS
TARGET PERSONNEL	Sector personnel, Incident Management Assist Team and any other personnel filling DMOB roles in response
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain of command, or COMDT (CG-CPE)
FITNESS STANDARD	Light
CURRENCY	7 year sliding currency
CURRENCY REQUIREMENTS	Once every 3 years: Complete online ICS-305 *Intermediate ICS Refresher* At least once every 7 years: Satisfactory performance as a Type 3Demobilization Unit Leader 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 Planning Unit Leader position, PSC3, PSC2, PSC1, OSC3, OSC2, OSC1, ICT3, ICT2, ICT1

TYPE 3 DEMOBILIZATION UNIT LEADER (DMOB3) RECORD OF COMPLETION		
Training Prerequisites	**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 Incident*		
3. ICS-300 *Intermediate ICS for Expanding Incidents*		
4. ICS-347 *Demobilization Unit Leader Course*		
B. ICS PQS Prerequisites: 1. Part A Type 3 Unit Leader PQS		
C. Completion of PQS for DMOB3:		
D. Successful completion of unit level oral board for DMOB3:		
E. Qualification / Certification Letter (example on page 4) submitted for approval for the position		
F. Qualification certification entered into TMT		

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

TYPE 3 DOCUMENTATION UNIT LEADER (DOCL3)

REQUIRED TRAINING	ICS-100 (IS-100.B) *Introduction to ICS*, ICS-200 (IS-200.B) *ICS for Single Resources and Initial Action Incidents*; *and*I ICS-300 *Intermediate ICS for Expanding Incidents*
PREREQUISITE	Part A Type 3 Unit Leader PQS
TARGET PERSONNEL	Sector personnel, Incident Management Assist Team and any other personnel filling DOCL roles in response
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Moderate
CURRENCY	7 year sliding currency
CURRENCY REQUIREMENTS	Once every 3 years: Complete online ICS-305 *Intermediate ICS Refresher* At least once every 7 years: Satisfactory performance as a Type 3Documentation Unit Leader 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 Planning Unit Leader position, PSC3, PSC2, PSC1, OSC3, OSC2, OSC1, IOGS, ICT3, ICT2, ICT1

TYPE 3 DOCUMENTATION UNIT LEADER (DOCL3) RECORD OF COMPLETION		
Training Prerequisites	**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 Incident*		
3. ICS-300 *Intermediate ICS for Expanding Incidents*		
B. ICS PQS Prerequisites: 1. Part A Type 3 Unit Leader PQS		
C. Completion of PQS Workbook for DOCL3:		
D. Successful completion of unit level oral board for DOCL3:		
E. Qualification/Certification Letter (example on page 5) submitted for approval for the position.		
F. Qualification certification entered into TMT		

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

TYPE 3 ENVIRONMENTAL UNIT LEADER (ENVL3)

REQUIRED TRAINING	ICS-100 (IS-100.B) *Introduction to ICS*, ICS-200 (IS-200.B) *ICS for Single Resources and Initial Action Incidents*; *and*I ICS-300 *Intermediate ICS for Expanding Incidents*
PREREQUISITE	Part A Type 3 Unit Leader PQS
TARGET PERSONNEL	State trustee agency personnel, federal trustee agency personnel, Sector personnel, Incident Management Assist Team and any other personnel filling ENVL roles in response
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Moderate
CURRENCY	7 year sliding currency
CURRENCY REQUIREMENTS	<u>Once every 3 years</u>: Complete online ICS-305 *Intermediate ICS Refresher* <u>At least once every 7 years</u>: Satisfactory performance as a Type 3Environmental Unit Leader 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 Planning Unit Leader position, PSC3, PSC2, PSC1, OSC3, OSC2, OSC1, ICT3, ICT2, ICT1

TYPE 3 ENVIRONMENTAL UNIT LEADER (ENVL3) RECORD OF COMPLETION		
Training Prerequisites	**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 Incident*		
3. ICS-300 *Intermediate ICS for Expanding Incidents*		
B. ICS PQS Prerequisites: 1. Part A Type 3 Unit Leader PQS		
C. Completion of PQS Workbook for ENVL3:		
D. Successful completion of unit level oral board for ENVL3:		
E. Qualification/Certification Letter (example on page 5) submitted for approval for the position.		
F. Qualification certification entered into TMT		

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

TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER
(MTSL3)

REQUIRED TRAINING	ICS-100 (IS-100.B) *Introduction to ICS*, ICS-200 (IS-200.B) *ICS for Single Resources and Initial Action Incidents*; *and* ICS-300 *Intermediate ICS*
PREREQUISITE	Part A Type 3 Unit Leader PQS
TARGET PERSONNEL	Sector personnel, Incident Management Assist Team and any other personnel filling MTSL roles in response
CERTIFYING OFFICIAL	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
FITNESS STANDARD	Moderate
CURRENCY	7 year sliding currency
CURRENCY REQUIREMENTS	Once every 3 years: Complete online ICS-305 *Intermediate ICS Refresher* At least once every 7 years: Satisfactory performance as an ISC3 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 Planning Unit Leader position, PSC3, PSC2, PSC1, OSC3, OSC2, OSC1, ICT3, ICT2, ICT1

TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER (MTSL3) RECORD OF COMPLETION		
Training Prerequisites	**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 Course*		
B. ICS PQS Prerequisites: 1. Part A Type 3 Unit Leader PQS		
C. Completion of PQS for MTSL3:		
D. Successful completion of unit level oral board for MTSL3:		
E. Qualification / Certification Letter (example on page 7) submitted for approval for the position		
F. Qualification certification entered into TMT		

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

PLANNING UNIT LEADER POSITIONS: RESL3, SITL3, DMOB3, DOCL3, ENVL3, and MTSL3.

This task book contains the required tasks for Type 3 Planning Section Unit Leaders (RESL3, SITL3, DMOB3, DOCL3, ENVL3, and MTSL3).

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*. While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. Tasks coded I must be evaluated on an incident/event, and so on. Performance of any task on other than the designated assignment is not valid for qualification. **If more than one code is listed, the task may be completed on any of the listed situations (e.g. If code I, O2 and O3 are listed, the task may be completed on any of the three listed).**

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

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

ADDITIONAL SPECIFIC TASKS FOR TYPE 3 RESOURCES UNIT LEADER (RESL3)

THE FOLLOWING PAGES SHOW 15 ADDITIONAL SPECIFIC TASKS FOR THE <u>TYPE 3 RESOURCES UNIT LEADER</u>

Competency 1: Lead assigned personnel.

Behavior: Coordinate interdependent activities.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-T3-RESL-01. Coordinate with Supply Unit on status of outstanding resource requests (ICS-213RR).	I O1 O4		
2. ICS-T3-RESL-02. Coordinate with Finance, Logistics, and Operations Sections to verify status of current resources. **This task must be completed twice. Classroom environment (348) can only be done once, must be during class exercise, and must have filled the RESL role.**	I O2 O4		
• Identify unassigned resources and take appropriate action.	I O2		
3. ICS-T3-RESL-03. Interact with Demobilization Unit Leader to provide access to resource status and other information. • Adjust resource availability information to reflect implementation of incident demobilization plan and pending scheduled releases.	I O2 O4		
4. ICS-T3-RESL-04. Provide information on current status of resources to Situation Unit Leader for completion of Incident Status Summary (ICS 209) within established time frames.	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 TYPE 3 RESOURCES UNIT LEADER (RESL3)

Competency 2: Communicate effectively.

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
5. ICS-T3-RESL-05. Attend tactics and planning meetings, and operations briefs as directed. **This task must be completed twice. Classroom environment (320, 341, 348, or 420) can only be done once, must be during class exercise, and must have filled the RESL role.**	I O2 O4		
• Complete ICS 215, Operational Planning Worksheet with the Operations Section Chief. • Provide resource information as requested.	I O2		

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
6. ICS-T3-RESL-06. Submit completed original documents as appropriate (e.g., each operational period, final package). • Original IAP. • Corrected copy of IAP. • ICS 207, Organization Chart. • ICS 215, Operational Planning Worksheet.	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 TYPE 3 RESOURCES UNIT LEADER (RESL3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
7. ICS-T3-RESL-07. Set up and maintain resource status system (e.g., status cards, automated system) to reflect the function, organization, status, and location of resources on the incident. **This task must be completed twice. Classroom environment (320, 341, 348, or 420) can only be done once, must be during class exercise, and must have filled the RESL role.**	I O2 O4		
• Adjust resource status to reflect changes in status for incident resources. • Check and maintain accuracy of current resource information and document operational changes in a corrected IAP, status card display, or automated system.	I O2		
8. ICS-T3-RESL-08. Respond to requests for information about resources. • Process requests for information and create reports using manual and automated database systems (e.g., MISLE, T-Card Rack). • Process emergency requests for information in a timely manner.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
9. ICS-T3-RESL-09. Prepare Assignment List (ICS 204) for the next operational period. **This task must be completed twice. Classroom environment (320, 341, 348, or 420) can only be done once, must be during class exercise, and must have filled the RESL role.**	O		
• Include assignments, instructions, and additional information contained in Operational Planning Worksheet (ICS 215). • Use information from most recent communications plan. • Submit Assignment List (ICS 204) as part of the IAP.	I O2 O3		

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

ADDITIONAL SPECIFIC TASKS FOR TYPE 3 RESOURCES UNIT LEADER (RESL3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
10. ICS-T3-RESL-10. Prepare Organization Assignment List (ICS 203) and/or Organization Chart (ICS 207). • Update resource status system to reflect results of most recent tactics or planning meeting. • Submit Organization Assignment List (ICS 203) as part of the IAP. • Post Organization Chart (ICS 207) in highly visible locations.	O		

Competency 3: Ensure completion of assigned actions to meet identified objectives.

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
11. ICS-T3-RESL-11. Monitor work requirements / restrictions for each resource to maximize safe and efficient assignments and demobilization. **This task must be completed twice.** • Number of days worked in succession. • Rest and recuperation requirements. • Number of days on previous assignment. • Contract limitations. • Restrictions on type of assignment. • Assignment to remote locations. • Assignment to special work periods. • Incident qualifications.	I O1 O3		

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

ADDITIONAL SPECIFIC TASKS FOR TYPE 3 RESOURCES UNIT LEADER (RESL3)

Behavior: Utilize information to produce outputs.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
12. ICS-T3-RESL-12. Compile master IAP. **This task must be completed twice. Classroom environment (341 or 420) can only be done once, must be during class exercise.**	O		
• Submit to Planning Section Chief.	I O2 O3		

Behavior: Take appropriate action based on assessed risks.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
13. ICS-T3-RESL-13. Manage Check-in functions. • Establish check-in locations. • Establish data collection standards for check-in (e.g., data format, calculation of data). • Establish type of information to gather (e.g., travel status information, contract work limitation, personnel qualifications, equipment condition / status, and phone numbers).	I O1 O3		
• Collect and process check-in information (e.g., Check-In List (ICS 211)) following established timeline. • Evaluate check-in information and ensure established standards are being met. • Determine logistical needs (e.g., electricity, shade, transportation, communication).			
14. ICS-T3-RESL-14. Process Resource Requests (ICS-213RR) upon direction from the Planning Section Chief and Operations Section Chief to reconcile resource needs. **This task must be completed twice. Classroom environment (320, 341, 348, or 420) can only be done once, must be during class exercise, and must have filled the RESL role.**	I O2 O4		

• Resource needs identified on:
  - Operational Planning Worksheet (ICS 215).
  - Emergent operations.
  - IMT Staffing.
• Verify against resource status.
	I O2		

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 TYPE 3 RESOURCES UNIT LEADER (RESL3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
15. ICS-T3-RESL-15. Assign specific resources to fill needs identified on Operational Planning Worksheet (ICS 215). **This task must be completed twice. Classroom environment (320, 341, 348, or 420) can only be done once, must be during class exercise, and must have filled the RESL role.**	I O2 O4		
• Coordinate resource assignments with Operations Section Chief. • Use work requirement / restriction information to guide assignments made to each resource. • Consider operating parameters when selecting resources. • Update resource status system to reflect approved assignments.	I O2		

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 TYPE 3 SITUATION UNIT LEADER (SITL3)

THE FOLLOWING PAGES SHOW 14 ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 SITUATION UNIT LEADER

Competency 1: Assume position responsibilities.

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
1. ICS-T3-SITL-01. Obtain maps / charts and data (paper or digital). • Ensure maps / charts are high quality and suitable for copying. • Ensure data is in a format that can be utilized. • Ensure maps / charts and data provide adequate detail and cover the area that can potentially be involved in the incident. • Review existing maps / charts and data from prior operational periods.	I O1 O3		

Competency 2: Lead assigned personnel.

Behavior: Coordinate interdependent activities.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
2. ICS-T3-SITL-02. Coordinate with Command and General Staff to obtain and verify situational information. **This task must be completed twice. Classroom environment (346 or 420) can only be done once, must be during class exercise, and must have filled the SITL role.**	I O2 O4		
	I O2		
3. ICS-T3-SITL-03. Direct Field Observers and Display Processors. • Reporting and task requirements. • Critical information requirements. • Follow Incident Site Safety Plan.	I O1		

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

ADDITIONAL SPECIFIC TASKS FOR TYPE 3 SITUATION UNIT LEADER (SITL3)

Competency 3: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
4. ICS-T3-SITL-04. Submit documentation to Documentation Unit Leader within established time frames. • Incident Status Summary (ICS 209), (original). • Maps and overlays. • Electronic media (e.g., photos, electronic presentations, maps, videos). • Unit Log (ICS-214).	I O2 O3		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
5. ICS-T3-SITL-04. Prepare, update and distribute accurate incident maps / charts and data in a timely manner. **This task must be completed twice. Classroom environment (320, 341, 346, or 420) can only be done once, must be during class exercise, and must have filled the SITL role.** • Collect, analyze, and evaluate incident information. • Balance the need for accuracy with the need for timeliness. • Adhere to agency or specific incident standard symbols.	O		

• Maintain incident maps / charts in a neat and orderly manner.
  - Situation Unit Map.
  - IAP Map.
  - Operational Briefing Map.
  - Transportation Map.
  - Facilities Map.
  - Progression Map.
  - Other incident-specific maps / charts.
• Coordinate with Information Officer to establish and maintain displays.
• Protect working maps / charts.
• Create map / chart updating schedule.
	I
	O2
	O3		

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

ADDITIONAL SPECIFIC TASKS FOR TYPE 3 SITUATION UNIT LEADER (SITL3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
6. ICS-T3-SITL-06. Demonstrate how to read and interpret charts. • Plotting information. • Topographical maps. • Nautical charts. • Environmental Sensitivity Indexes (ESI).	O		
7. ICS-T3-SITL-07. Ensure Operations Security (OPSEC) and Information Security. • Sanitize displays for VIP / public visitors • Maintain classified displays as required.	I O2 O3		

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

Behavior: Utilize information to produce outputs.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
8. ICS-T3-SITL-08. Complete and submit Incident Status Summary (ICS-209). • Collect and evaluate incident information from appropriate sections. • Balance need for accuracy with the need for timeliness. • Obtain final approval by Incident Commander. • Determine appropriate method for timely submission for Agency needs (e.g., CGMS, Battle Rhythm). • Distribute to appropriate incident staff.	O		
9. ICS-T3-SITL-09. Ensure required IAP inputs are provided within established timeframes. • Weather forecast. • Modeling projections. • Maps / charts.	O		
10. ICS-T3-SITL-10. Develop and maintain daily meeting schedule (ICS-230).	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 TYPE 3 SITUATION UNIT LEADER (SITL3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
11. ICS-T3-SITL-11. Maintain Open Action Tracking Worksheet (ICS-233).	O		
12. ICS-T3-SITL-12. Explain differences between situational briefs in an operational planning cycle. • Command and General Staff. • Tactics meeting. • Planning meeting. • Ops Brief. • VIP Brief.	O		
13. ICS-T3-SITL-13. Prepare for and conduct situation briefing at meetings and briefings as required. **This task must be completed twice. Classroom environment (320, 341, 346, or 420) can only be done once, must be during class exercise, and must have filled the SITL role.** • Planning cycle meetings / briefings (IMH Chapter 3). • Other briefings as directed.	O		
	I O2 O3		
14. ICS-T3-SITL-14. Prepare for and conduct situation briefing at the Operations brief. **This task must be completed twice. Classroom environment (320, 341, 346, or 420) can only be done once, must be during class exercise, and must have filled the SITL role.**	I O2 O4		
	I O2		

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 TYPE 3 DEMOBILIZATION UNIT LEADER (DMOB3)

THE FOLLOWING PAGES SHOW 8 ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 DEMOBILIZATION UNIT LEADER

Competency 3: Communicate effectively.

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
1. ICS-T3-DMOB-01. Gather resource information needed to plan for demobilization from various sources. • Incident Briefing. • IAP. • Check-In Information. • Resource Orders. • Resource Status System. • Section chiefs and unit leaders.	O		
2. ICS-T3-DMOB-02. Distribute final version of Incident Demobilization Plan. • Provide copies to command and general staff and agency dispatch for comment and approval. • Distribute final copies to command and general staff, appropriate unit leaders, agency representatives, agency dispatch and others who assist in implementation of plan.	I O2 O3		

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

ADDITIONAL SPECIFIC TASKS FOR TYPE 3 DEMOBILIZATION UNIT LEADER (DMOB3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
3. ICS-T3-DMOB-03. Obtain objectives, priorities, schedules, and constraints for the incident demobilization plan. • Consult with Planning Section Chief, Resource Unit Leader, Agency representatives / Liaison Officer, and Logistics Section Chief. • Draft release priorities. • Develop a mutually acceptable format for exchange of demobilization information with expanded dispatch. • Collect demobilization guidelines from agencies and/or coordination center (e.g., work, rest, communication, and travel guidance). • Contact section chiefs and unit leaders to obtain incident level direction (e.g., debriefs, lessons learned, evaluations, equipment turn in, medical checkout, CISM).	I O2 O3		
4. ICS-T3-DMOB-04. Prepare incident demobilization plan within established time frames. • General information section. • Responsibility section. • Release section. • Release procedure section. • Travel information section. • Emergency demobilization section.	I O2 O3		
5. ICS-T3-DMOB-05. Obtain approval of the Incident Demobilization Plan.	I O2 O3		

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

ADDITIONAL SPECIFIC TASKS FOR TYPE 3 DEMOBILIZATION UNIT LEADER (DMOB3)

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

Behavior: Utilize information to produce outputs.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
6. ICS-T3-DMOB-06. Implement and monitor incident demobilization plan. • Collect from command and general staff information on proposed demobilization dates and times. • Create tentative demobilization list for approval. • Post tentative / confirmed demobilization list in highly visible location(s). • Prepare Demobilization Checkout (ICS 221) for each resource. • Maintain contact with those responsible for implementing the incident demobilization plan. • Request itinerary from departing resources including Estimated Time of Departure (ETD) / Estimated Time of Arrival (ETA) and brief on reporting requirements upon return to home unit. • Ensure transportation information is provided to demobilizing resource in a timely manner. • Notify home unit(s) of confirmed demobilization ETD / ETAs. • Advise Planning Section Chief of progress / problems with demobilization.	I O2 O3		
7. ICS-T3-DMOB-07. Finalize incident demobilization. • Coordinate to ensure identified resources are demobilized and issues are resolved.	I O2 O3		
8. ICS-T3-DMOB-08. Process emergency release requests, following established emergency demobilization plan.	I O1 R		

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 TYPE 3 DOCUMENTATION UNIT LEADER (DOCL3)

THE FOLLOWING PAGES ARE EIGHT ADDITIONAL SPECIFIC TASKS FOR THE <u>TYPE 3 DOCUMENTATION UNIT LEADER</u> POSITION

Competency 1: Assume position responsibilities.

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
1. ICS-T3-DOCL-01. Obtain data (paper or digital) for assignment. • Ensure forms, papers, maps / charts are high quality and suitable for copying. • Ensure data is in a format that can be utilized. • Ensure forms, papers, maps / charts and data provide adequate detail and cover the area that can potentially be involved in the incident. • Review existing forms, papers, maps / charts and data from prior operational periods. • Documentation Unit Leader Job Aid.	I O1 O3		
2. ICS-T3-DOCL-02. Identify ancillary documentation duties, for potential incorporation into DOCL responsibilities.	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 TYPE 3 DOCUMENTATION UNIT LEADER (DOCL3)

Competency 2: Lead assigned personnel.

Behavior: Coordinate interdependent activities.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
3. ICS-T3-DOCL-03. Coordinate with Command and General Staff to obtain documentation and ensure knowledge of data filing process. • Ensure they are aware of the documentation/historical data needed. • Understand the functions and organizational relationships of all staff and operational response elements to determine desired documentation products. • Determine how each information loop can most easily be accessed so that generated documentation can be collected. • Determine if documents processed by each activity are dynamic (undergoing sequential changes / additions), or static (one time completed report).	I O1 O3		
4. ICS-T3-DOCL-04. Analyze all broad-based communications mechanisms within the organization and develop a means to access transmitted material (even if it is redundant).	O		

Competency 3: Communicate effectively.

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
5. ICS-GEN-19. Attend incident operational briefings and meetings as directed. • Provide information as requested.	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 TYPE 3 DOCUMENTATION UNIT LEADER (DOCL3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
6. ICS-T3-DOCL-06. Ensure documentation is complete and accurate. • Set up a system to review documentation being collected, identify defects, and correct deficiencies. • Determine the best time to collect, copy, and distribute each document type in a timely manner. • Establish command support for the Documentation Unit as the repository for all documentation and prohibiting individual staff elements from unilaterally deciding documentation needs. • Establish an overall collection plan from emergency phase through demobilization, project and termination phases. • Obtain and copy information as requested by others. • File originals in Incident Documentation Files. • Continuously monitor collection loops for changes and effectiveness. • Determine how documentation collection will change during incident demobilization phase. • Ensure that the Demobilization Plan integrates documentation collection personnel into each element's demobilization.	O		
7. ICS-T3-DOCL-07. Ensure Operations Security (OPSEC) and Information Security as appropriate for documentation files.	O		
8. ICS-T3-DOCL-08. Establish procedures to expeditiously handle Freedom of Information Act (FOIA) requests as appropriate.	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 TYPE 3 DOCUMENTATION UNIT LEADER (DOCL3)

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
9. ICS-T3-DOCL-09. Prepare and maintain index of incident files. • Organize incident files according to Agency or National Archives and Records Administration (NARA) guidelines.	O		
10. ICS-T3-DOCL-10. Deliver final documentation package to designated person. • Review the raw documentation material gathered during the incident. • Organize the raw material. • Determine if there are substantial holes in the documentation files and obtain missing files. • Organize and quality-control check the individual files. • Custodian of the archive to detail how the archive is to be maintained.	O		

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

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
11. ICS-T3-DOCL-11. Ensure equipment maintenance contracts meet unit needs.	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 TYPE 3 ENVIRONMENTAL UNIT LEADER

THE FOLLOWING PAGES ARE ADDITIONAL SPECIFIC TASKS FOR THE <u>TYPE 3 ENVIRONMENTAL UNIT LEADER</u> POSITION

There are currently no position specific tasks for ENVL3.

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 TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER (MTSL3)

THE FOLLOWING PAGES ARE ADDITIONAL SPECIFIC TASKS FOR THE <u>TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER</u> POSITION

Competency 1: Assume position responsibilities.

Behavior: Ensure readiness for assignment.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
1. ICS-T3-MTSL-01. Review applicable references for the MTSL position: • National Strategy for Maritime Security (NSMS). • Maritime Infrastructure Recovery Plan (MIRP). • Navigation and Vessel Inspection Circular (NVIC) 09-02, change 3. • LANT / PAC Instruction 160001.1 (series), Marine Transportation System Recovery, and MTSRU guidelines.	O		
2. ICS-T3-MTSL-02. Describe what Essential Elements of Information (EEI) are and how they are acquired. • Five Categories for grouping EEIs. • Two objectives of EEIs.	O		
3. ICS-T3-MTSL-03. Describe the MTSRU responsibilities.	O		
4. ICS-T3-MTSL-04. Describe what the MTS Recovery Assist Teams (MTSRATs) are and can provide.	O		
5. ICS-T3-MTSL-05. Identify composition of the MTSRU. • In advance if possible.	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 TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER (MTSL3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
6. ICS-T3-MTSL-06. Identify, track, and report impacts to the MTS in accordance with the Essential Elements of Information (EEI) established by the Sector. • Ensure baseline information is captured in the EEI's for each of the critical MTS aspects. • Ensure EEI data provides adequate detail and covers each MTS aspect that can potentially be involved in the incident. • Identify MTS impacts by comparing the post-incident MTS conditions with the baseline data in the EEI's to assess MTS impacts.	I O2		

Behavior 4: Establish effective relationships with relevant personnel.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
7. ICS-T3-MTSL-07. Identify interrelationships expected in the ICS organization. • PSC. • SITL. • IC/UC.	O		
8. ICS-T3-MTSL-08. Identify and establish effective relationships with MTS stakeholders. • In advance of incidents.	I O2		

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 TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER (MTSL3)

Behavior: Ensure ability to use tools necessary to complete the assignment.

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

9. ICS-T3-MTSL-09. Identify and effectively use all pertinent sources of MTS Recovery data.
• Identify and utilize the following.
   o CG enterprise system tools as necessary to analyze and display geo-spatially enabled MTS Recovery information.
   o Other agency data sources and tools to analyze and display MTS Recovery information.
   o Available Industry Stakeholder data sources and tools to analyze and display MTS Recovery information.
	I O2		

10. ICS-T3-MTSL-10. Identify ancillary MTS Recovery Unit duties, for potential incorporation into MTSL responsibilities.	O		

Competency 2: Lead assigned personnel.

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
11. ICS-T3-MTSL-11. Support Operations Section staff elements that are established for MTS Recovery. • Ensure Operations is aware of the MTS Recovery data that is available to the MTSRU through the participation of the various MTS Stakeholders in the MTSRU. • Make all pertinent MTS Recovery data available to Operations throughout the Planning Cycle. • Ensure the PSC has all necessary MTS Recovery data to assist OPS with establishing priorities to present to the IC/UC.	I O2		

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 TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER (MTSL3)

Competency 3: Communicate effectively.

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
12. ICS-GEN-19. Attend incident operational briefings and meetings as directed. • Provide information as requested. • Ensure all appropriate response elements are aware of the type and scope of MTS Recovery data available to the MTSRU and any gaps in data that need to be addressed.	I O2		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
13. ICS-T3-MTSL-13. Ensure that MTS Recovery status reports are integrated into the battle rhythm for the incident. Attempt to synchronize reporting timeframes to ensure the Situation Report (SITREP) and the MTS Executive Summary both contain the latest information available during each reporting cycle. • MTS Executive Summary. o Incident name / location. o Incident summary. o Port / Incident Area summary. o MTS Impact. o MTS Recovery actions. o Vessels in the queue. o Waterways management actions. o Priorities, Goals, and objectives established by the IC / UC. o Comments. o EEI trends / details o Future Plans. • SITREP. o Format as required by incident.	I O2		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
14. ICS-T3-MTSL-14. Coordinate and consult with all MTS stakeholders. Solicit periodic and standardized feedback from impacted industries / stakeholders. • Develop information reporting schedules to support the collection, analysis, and reporting of critical MTS Recovery information both in and outside the response organization. • Coordinate with other response elements regarding information needs and required deadlines to ensure response organization meets all info reporting schedules. • Ensure effective information flow to and from the impacted MTS stakeholders.	I O2		
15. ICS-T3-MTSL-15. Identify the need for and provide input to assist in the preparation of any special advisories or orders necessary to support incident response operations. • Traffic Management Plans. • Safety / Security Zones. • Regulated Navigation Areas. • Incident specific vessel routing procedures.	O		
16. ICS-T3-MTSL-16. Ensure Operations Security (OPSEC) and Information Security for any proprietary information as appropriate for MTSR Unit files.	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 TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER (MTSL3)

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

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
17. ICS-T3-MTSL-17. Ensure compliance all pertinent MTS Recovery policies and plans and that the MTSRU has access to each. • National Protocols. • COMDT MTS Recovery Instructions. • Area MTS Recovery Instructions. • Regional plans / policies. • Other agency COOP / MTS Recovery Plans. • AMSP Recovery Plans. • Local Unit Recovery Plans.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
18. ICS-T3-MTSL-18. Identify resources, agencies involved, and courses of action for the recovery of MTS infrastructure. • ATON. • Communications Systems. • Federal Channels. • Etc.	I O2		

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 TYPE 3 MARINE TRANSPORTATION SYSTEM RECOVERY UNIT LEADER (MTSL3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
19. ICS-T3-MTSL-19. Prioritize recovery operations as appropriate to re-establish a functional MTS in the incident area. • Gather MTS impact data. • Analyze impacts. • Make recommendations to the IC / UC on MTS Recovery priorities based on input and feedback from the impacted stakeholders in the incident area that may be impacted by decisions made by the IC / UC.	I O2		

Behavior: Modify approach based on evaluation of incident situation.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
20. ICS-T3-MTSL-20. Identify long term (restoration vice recovery) issues and make recommendations to the IC / UC on the appropriate course of action to take with each. • What makes the issue restoration versus recovery? • Responsible Agency to deal with restoration aspect. • Suggested time to transition to the appropriate agency.	I O2		

Behavior: Ensure operations consider socio-economic, political, and cultural aspects

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
21. ICS-T3-MTSL-21. Monitor economic consequences from the incident. • Document and report on impacts associated with the incident and those impacts anticipated from corresponding MTS Recovery response actions (safety / security zones, port closures, infrastructure closures, etc.).	I O2		

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

INSTRUCTIONS FOR COMPLETING THE EVALUATON RECORD

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

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

Complete These Items at the END of the Evaluation Period:
- Incident / Event / Exercise Information:
  o Incident / Event / Exercise Name:
  o Reference Number (if any) for Incident / Event / Exercise:
  o 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.
  o Incident Kind: Specify Search and Rescue, Oil Spill, Hazmat, Flood, Event, Simulation / Exercise, or Other.
  o Location where tasks are performed: Include geographic area, agency, and state.
  o Management Type: Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
  o Number, Types, and Kinds of Resources assigned to incident: Enter the resources assigned to the incident pertinent to the trainees PQS.
- Verifying Officer's Recommendation.
  o Recommendation: Initial one line as appropriate and/or make comments regarding the future needs for the development of this trainee.
  o Signature:
  o Initials: This authenticates recommendations and allows for comparison with initials on the PQS.
  o Verifying Officer's Relevant Qualification or agency certification: This should be relevant to the trainee position supervised.

Duplicate this form as needed to document trainee experience

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee ICS Position on Incident / Event / Exercise:

Home Unit / Agency:

Home Unit / Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident / Event / Exercise:

Home Unit / Agency:

Home Unit /Agency Address and Phone Number:

Incident / Event / Exercise Information

Incident / Event / Exercise Name: Reference (Incident Number):

Duration (Enter dates during which the trainee was evaluated):

Incident Kind (Specify Search and Rescue, Oil Spill, Hazmat, Flood, Simulation/Exercise, Event, or 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 <u>only one line</u> as appropriate)

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

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

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

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

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

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

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

Duplicate this form as needed to document trainee experience

Trainee Information

Printed Name:

Trainee ICS Position on Incident / Event / Exercise:

Home Unit / Agency:

Home Unit / Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident / Event / Exercise:

Home Unit / Agency:

Home Unit / Agency Address and Phone Number:

Incident/Event/Exercise Information

Incident/Event/Exercise Name: Reference (Incident Number):

Duration (Enter dates during which the trainee was evaluated):

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