U.S. Department of
Homeland Security

United States
Coast Guard

U. S. Coast Guard

Incident Command System
Type 3

LOGISTICS SECTION CHIEF

Performance Qualification Standard Workbook

July 2023

Performance Qualification Standard (PQS) Workbook for
LOGISTICS SECTION CHIEF (LSC3)

Overview

This Logistics Section Chief, Type 3 (LSC3) Performance Qualification Standard (PQS) workbook is the method for achieving the United States Coast Guard (USCG) Type 3 qualification for the Incident Command System (ICS) position. The USCG ICS qualification process has been established to comply with federally mandated requirements per the National Response Framework (6 U.S.C. § 320) and Homeland Security Presidential Directive – 5 (HSPD-5).

This workbook was developed to meet and/or exceed the standards set forth by the Federal Emergency Management Agency's (FEMA's) National Incident Management System (NIMS) Guideline for the National Qualification System (NQS). Alignment with these standards ensures confidence in the capabilities and interoperability of USCG personnel engaged in emergency and disaster response. It also enhances national preparedness by expanding the network of qualified incident management and support personnel who can be deployed nationwide.

The LSC3 PQS participant responsibilities and workbook components are detailed beginning on Page 2. Note that while many stakeholders are obligated to support the Trainee in completing the PQS workbook, earning the ICS qualification is ultimately the responsibility of the Trainee. The requirements listed in this workbook represent the minimum knowledge and skills necessary to perform in the Logistics Section Chief position during a Type 3 incident or event.

The Office of Emergency Management and Disaster Response (CG-OEM) defines USCG ICS Program policy within the Emergency Management Manual (EMM) Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24 (series). The ICS program's implementation is explained in the ICS Training Guide (for Type 3 qualifications) and the ICS Certification Board Guide (for Type 1 and Type 2 certifications). USCG ICS Program resources can be located in the following locations:

- The ICS Library on Homeport at http://homeport.uscg.mil/ (follow drop-down options from "Missions" tab to "Incident Management")

- The ICS Program & Coordinator Sharepointat: **CG-OEM - ICS Coordinators (sharepoint-mil.us)**

Trainees should direct questions to their local unit ICS Coordinator or to CG-OEM at ICS-ProgramCoordinator@uscg.mil.

RESPONSIBILITIES

1. The <u>Trainee</u> is responsible for:

- Seeking competency qualification guidance from the local unit ICS Coordinator.
- Reviewing, understanding, and adhering to the requirements in the PQS workbook.
- Completing all tasks required to earn the competency within three years. Tasks older than three years must be evaluated by the local unit ICS Coordinator and Verifying Officer(s).
- Participating in incidents / events / exercises / training / on-the-job training (OJT) necessary to garner the experience required to earn the competency sought.
- Engaging appropriate Verifying Officers for PQS workbook task evaluation.
- Assuring all ICS Experience Worksheets associated with task achievement are complete.
- Providing the ICS Coordinator with the finalized PQS workbook.
- Requesting and successfully completing an oral board.
- Ensuring earned competencies are documented in the Trainee's training record.
- Maintaining currency requirements for the competency once earned.

2. The <u>ICS Coordinator</u> (as supported by the <u>Training Officer</u>) is responsible for:

- Meeting with the Trainee and determining experience, qualifications, and desired goals.
- Issuing the current position-specific PQS workbook to the Trainee.
- Explaining the ICS PQS process to the Trainee as well as the Trainee's responsibilities.
- Helping the Trainee identify relevant training and experience-acquiring opportunities.
- Prioritizing the Trainee against all unit candidates for enrollment in USCG ICS courses (or the authorized equivalent) required to achieve the associated ICS competency or its prerequisite requirements. This includes submitting Electronic Training Requests (ETRs) in Direct Access (DA) using verbiage prescribed in the ICS Training Guide.
- Acquiring Qualifying Official approval for the list of Verifying Officers and the competencies for which they are eligible to verify completion of tasks outlined in this PQS Workbook.
- Tracking the Trainee's progress in acquiring the competency.
- Conferring with the Verifying Officer(s) concerning the Trainee's need to repeat any PQS tasks completed three (or more) years prior.
- Reviewing the Trainee's completed PQS workbook, assuring documentation is complete, all signatures complete, and collaborating with the Verifying Officer(s) to arrange an oral board.
- If required, issue an interim qualification letter when the Trainee is unable to secure required course enrollment and is otherwise PQS and oral board complete.
- Ensuring the Trainee's completed PQS workbook is routed to the Qualifying Official for signature.
- Verify the ICS competency is entered into Direct Access or the record management system appropriate for the Trainee.
- Assigning the Trainee to the unit Incident Management Team (IMT).

RESPONSIBILITIES

3. The <u>Verifying Officer</u> is responsible for:

    *   Being qualified in the competency (or supervisory competency) he or she is verifying.
    *   Providing entry in the Record of Verifying Officers section.
    *   Explaining task evaluation procedures and objectives to the Trainee.
    *   Observing, mentoring, and evaluating Trainee in the performance of PQS workbook tasks.
    *   Attesting to the Trainee's experience / performance on ICS Experience Worksheets.
    *   Documenting Trainee's successful completion of PQS workbook tasks.
    *   Conferring with the ICS Coordinator concerning the Trainee's need to repeat any PQS tasks completed three (or more) years prior.
    *   Recommending the Trainee for an oral board and/or serving on the Trainee's oral board as requested by the ICS Coordinator once PQS tasks are complete.

4. The <u>Qualifying Official</u> is responsible for:

    *   Assuming the Qualifying Official position as the unit's Commanding Officer (O-4 and above), first O-6 in the chain of command, COMDT (CG-OEM), or as delegated by these authorized personnel.
    *   Designating and supporting the unit Verifying Officers for each ICS competency.
    *   Providing qualification opportunities for Trainees to meet IMT/AC readiness requirements.
    *   Issuing proof of Trainee's qualification by signing the ICS Qualification Record in this PQS workbook or delegating this responsibility as appropriate.

ICS PQS WORKBOOK COMPONENTS

Competency Requirements: The Competency Requirements table provides a description of duties associated with the listed competency as well as prerequisite training, experience, licensure/certification, and the currency expected to maintain the competency qualification.

PQS Workbook Assignment: The PQS Workbook Assignment records when and to whom the PQS workbook was issued as well as the issuing unit/individual.

Record of Verifying Officers: Verifying Officers may be a single individual or, preferably, numerous individuals. The Record of Verifying Officers is a list of the Verifying Officers that validate tasks within the Trainee's PQS workbook including names, title, applicable ICS qualifications/certifications, and signature for ease of reference.

Tasks: Tasks are either knowledge- or performance-based. Knowledge tasks can be completed through demonstration (noting the coordinating ICS Experience Worksheet in the Record # as applicable) or discussion. Performance tasks, however, must be demonstrated and should be documented on an accompanying ICS Experience Worksheet. All tasks have been divided into a knowledge or performance section and marked with a "K" or "P" in the task number accordingly. Performance tasks that must be completed more than once are noted with an asterisk (*). The asterisk notes that the designated task must be completed during two different incidents / events or during an exercise. A classroom exercise (e.g., 320, 420, or other IMT or position-specific course) can only be used once and the trainee must have specifically filled the LSC role to obtain credit. The trainee must have both occurrences recorded.

Task Code (TC): Task Codes (TCs) delineate the environment in which the Trainee must demonstrate task proficiency. At least one TC is designated for each PQS workbook task. If more than one TC is listed for a task, then the task may be completed on any **ONE** of the listed TC environments (i.e., if code 1, 2, and 3 are listed, then the task may be completed on either 1, 2, or 3). Some tasks are required to be demonstrated more than once and are accompanied by two TC boxes with accompanying Verifying Officer Signature fields. TCs are listed in the table below and again at the top of each workbook page listing PQS tasks for ease of reference.

Competency Code (CC): Competency Codes (CCs), evidenced by their associated behaviors, are the characteristics an individual performing in the competency are expected to demonstrate. These CCs ensure PQS workbook tasking is representative of the necessary competency skills and simultaneously assists Verifying Officers in interpreting the relevance of each individual task.

Record Number: A Record Number (Record #) is referencing specific ICS experience on the ICS Experience Worksheet, which documents the Trainee's participation in an ICS-related event including training, exercises, or real-world incidents. Each ICS experience should be listed sequentially on the ICS Experience Worksheet. The corresponding Record # is listed in the column task of the PQS workbook when applicable. Tasks may be completed without providing a Record # though supporting documentation is highly recommended to validate ICS experience and support the qualification process.

ICS PQS WORKBOOK COMPONENTS

ICS Experience Worksheet: An ICS Experience Worksheet is used to document all ICS experience in activations, drills, exercises, training, and on-the-job experience. The ICS Experience Worksheet is used universally for Type 3 PQS workbooks and Type 1 / Type 2 ICS certification applications. Every time an individual supports an ICS activation, then that individual should record the experience in an ICS Experience Worksheet. Supporting documentation may be added to the ICS Experience Worksheet including ICS 225-CG, letters of recognition, awards, or portions of the Incident Action Plan. These documents may be included in the "List attached supporting documentation" field and combining them electronically with the ICS Experience Worksheet. The more detailed the historical record of a member's performance the easier it will be to evaluate a person's performance for ICS qualifications and certifications. The ICS Experience Worksheet is on the Homeport and CGPortal links listed in the introduction of this PQS workbook.

Performance Evaluation: While not required, it is encouraged for the Trainee's performance to be evaluated and documented on an ICS 225-CG Incident Personnel Performance Rating form by an eligible Verifying Officer or qualified individual. If utilized, this documentation should be retained with the completed PQS workbook and associated ICS Experience Worksheet.

Verifying Officer's Signature: The Verifying Officer signs a task after the Trainee successfully demonstrates the ability to perform the numbered task and any bulleted items associated with it.

Record of Completion: The Record of Completion will be reviewed and filled-in by the ICS Coordinator to ensure all PQS workbook requirements have been satisfied prior to signing and routing the ICS Qualification Record to the Qualifying Official for signature.

ICS Qualification Record: The ICS Qualification Record is prepared by the ICS Coordinator to acknowledge that the Trainee has met all competency requirements and is capable of performing in the position. By signing the ICS Qualification Record, the Qualifying Official is awarding the Trainee the ICS competency indicated on the record. The ICS Qualification Record is expected to be routed electronically inside the completed PQS workbook for signature from the Qualifying Official. No additional qualification documentation is expected to be drafted or routed unless it is requested by the Qualifying Official. Once the competency is awarded, the Trainee (in collaboration with the ICS Coordinator) shall ensure the competency is recorded in DA or another appropriate system of record using the signed ICS Qualification Record as confirmation of the issued competency. The awarded competency is valid unless revoked by the Trainee's/qualified individual's current Commanding Officer (O-4 and above), first O-6 in the chain of command, or COMDT (CG-OEM).

Performance Qualification Standard (PQS) Workbook for
LOGISTICS SECTION CHIEF (LSC3)

TASKS	CODE (TC)
Task may be demonstrated in any environment (e.g., training, classroom, drill, exercise, simulation, incident, event, or standard job responsibilities).	6
Task must be demonstrated in an ICS course classroom.	5
Task must be demonstrated in on-the-job training, responsibilities, and/or experience.	4
Task must be demonstrated in an ICS-managed exercise.	3
Task must be demonstrated in a full-scale ICS-managed exercise.	2
Task must be demonstrated in an ICS-managed incident and/or event.	1

COMPETENCIES		CODE (CC)
SKILL	**BEHAVIOR** *(Include but are not limited to those listed.)*	
Adaptability	Modify actions/efforts as necessary; adjust to incident complexity.	A
Administrative Responsibilities	Ensure documentation is complete & disposition is appropriate; provide personnel evaluations.	B
Assignment Preparedness	Demonstrate readiness for assignment.	C
Collaboration & Coordination	Establish inclusive, effective, working relationships with personnel & stakeholders; coordinate interdependent activities; gain concurrence.	D
Communication	Disseminate & receive information; provide clear/concise messaging; express priorities/objectives/operations/expectations.	E
ICS Familiarity	Understand, employ, & comply with NIMS ICS principles/guidance; compliant with procedures, protocol, terminology, organizational structure, & chain of command.	F
Information Management	Participate in & support briefs appropriately; gather, produce, & distribute information per established guidelines; establish and/or follow media protocols.	G
Judgment & Decision-making	Determine effectiveness of effort, personnel & resources; make informed, accurate decisions; ensure legal & ethical compliance; ensure socio-economic, political, and cultural consideration; use pertinent analysis to make recommendations/set priorities that aid in meeting responsibilities/expectations/objectives.	H
Leadership & Supervision	Provide support; model leadership values/principles; establish & monitor work assignments & performance expectations.	I
Positional Competence	Knowledgeable of position reporting structure, plans, & procedures; apply appropriate policy, contracts, & agreements; employ technical skills & assessments; assume position & take appropriate action; produce desirable results; contributions help meet incident objectives.	J
Resourcefulness	Employ the right tools & resources; use networks to locate resources; use initiative to overcome challenges/meet objectives.	K
Safety, Well-being & Risk Management	Anticipate, recognize, & mitigate unsafe situations; ensure personnel safety/well-being; comply with safety requirements; apply appropriate risk-assessment measures & incorporate in decisions/actions.	L
Situational Awareness	Gather, apply, assess, & disseminate situational information.	M
Transition Management	Ensure effective personnel/resource transitions to and from the incident; maintain function, position, & response continuity.	N
Unity of Effort	Emphasize teamwork to achieve objectives.	O

LSC3 COMPETENCY REQUIREMENTS	
Description	- Works as a member of the General Staff. - Organizes and supervises the Logistics Section. - Develops, communicates, and implements resource ordering and tracking processes. - Processes requests for incident resources. - Manages the incident resource inventory. - Advises on current service and support capabilities. - Identifies service and support requirements for future operational periods. - Designs, establishes, and maintains incident facilities. - Ensures availability of incident communication networks. - Ensures availability of incident medical support. - Oversees incident ground and water transportation services. - Oversees establishment of incident security activities. - Ensures completion of the incident Communications Plan, Medical Plan, and Transportation Plan. - Supports development of the Incident Action Plan. - Provides input to the Demobilization Plan. - Coordinates demobilization of the Logistics Section.
Training	- ICS-300 Intermediate ICS **and** - ICS-400 Advanced ICS **and** - ICS-450 Logistics Section Chief Course **or** - E/L 0967 All Hazards Logistics Section Chief
Prerequisite Qualifications	- ICS Activation and Deployment **and** - Recommended Qualifications - Service Branch Director **or** - Support Branch Director **or** - Supply Unit Leader (SUPL) **or** - Facilities Unit Leader (FACL) **or** - Ground Support Unit Leader (GSUL) **or** - Communications Unit Leader (COML)
PQS Workbook	LSC3 PQS workbook completion
Experience	Served as LSC in a drill, exercise, or actual response *(Perform as LSC a minimum of two times)*
Professional / Technical Licenses and Certifications	N/A
Currency	According to the ICS Training Guide

	ICS-450 LOGISTICS SECTION CHIEF
	TRAINING PERFORMANCE & ENABLING OBJECTIVES

The ICS-450 Logistics Section Chief Course is a four-day, CG position-specific course that presents the concepts, principles, and protocols of the Logistics Chief duties on a Type 2 or 3 incident. Course topics include preparing for deployment; readiness for operational tasking; managing personnel; activating the logistics functions; processing resource requests; tracking incident costs; ordering incident resources; tracking accountable property; Incident Action Plan development; Incident Command Post layout; documentation; and demobilization.

1.0 Prepare for Operational Tasking	**Gather guidance from the incident commander or unified command.** • Determine the current status of the incident. • Identify key facility locations. • Identify current staffing. • Identify key logistical considerations and potential limiting factors. **Activate the logistics functions.** • Explain factors that influence section staffing. • Discuss factors that warrant the use of deputies. • Discuss implementation of deputies into the section. • Explain the staffing and ordering process of the Section. • Request and organize the staff. • Brief the staff. • Request work materials and equipment. • Establish the work location. • Document work processes. • Explain the LSC's role in supporting section personnel. • Discuss how the LSC's implement techniques to aid job performance. • Resolve problems and issues. • Develop a Section Standard Operating Guide (SOG).
2.0 Respond to the Incident	**Conduct a logistics status brief.** • Prepare logistics briefing materials. • Provide a status brief at ICS Process meetings. • Participate in ICS Process meetings. • Respond to issues, concerns, and questions identified at meeting/briefing. • Record briefing on the ICS 214-CG Activity Log.

		Receive guidance for the next operational period. • Define the LSC's role at this meeting. • Describe the impact of the Command and General Staff Meeting on the Logistics Section Chief (LSC). • Participate in a Command and General Staff Meeting. • Participate in a business management meeting. • Participate in a section meeting.
2.0 Respond to the Incident (cont'd)		**Process incident resource requests.** • Develop an incident resource request process with the Finance Section Chief and Resources Unit Leader. • Validate a resource request on the ICS 213RR-CG Resource Request Form. • Enter resources on the Resource Request Tracking Matrix.
		Determine resource requirements. • Validate the functionality of the resource management process. • Validate section staffing on hand to process requests. • Participate in a Tactics Meeting. • Identify resource requirements for the next operational period. • Complete all supporting documentation of the planning process.
		Order incident resources. • Describe resource ordering responsibilities. • List resource ordering options. • Develop a resource ordering process. • List resource ordering documentation. • Process a resource order.
		Provide required components of the Incident Action Plan. • Develop an ICS 205-CG Communications Plan. • Develop an ICS 206-CG Medical Plan. • Develop a Transportation Plan. • Develop a Traffic Plan. • Develop the logistics part of the ICS 204-CG Assignment List. • Participate in a Planning Meeting. • Participate in an Operations Briefing. • Complete all supporting documentation of the planning process.

2.0 Respond to the Incident (cont'd)	**Design the Incident Command Post.** • Determine ICP requirements. • Identify potential sites that meet requirements. • Select optimal site. • List standard section/unit relationships. • Develop layout of ICP • Identify options for moving ICP. • Compose a decision memorandum.
	Track incident accountable property. • List agency accountability property standards. • Complete the Incident Command System ICS 261-CG Incident Accountable Resource Tracking form. • Report accountability property discrepancies to the incident commander (IC)/unified commander (UC).
	Participate in the Demobilization Plan process. • Identify sections of the Demobilization Plan. • Provide input to the Demobilization Plan. • Evaluate the draft Demobilization Plan. • Monitor effectiveness of controls. • Complete the ICS 225-CG Incident Personnel Performance Rating form.

Performance Qualification Standard (PQS) Workbook for

LOGISTICS SECTION CHIEF (LSC3)

PQS WORKBOOK ASSIGNED TO:
TRAINEE'S NAME:
UNIT:
PHONE NUMBER:
E-MAIL:

PQS WORKBOOK INITIATED BY:
OFFICIAL'S NAME:
TITLE:
UNIT:
PHONE NUMBER:
E-MAIL:

PQS WORKBOOK WAS INITIATED AT:
UNIT/LOCATION:
DATE:

RECORD OF VERIFYING OFFICERS				
DATE	**TITLE**	**VERIFYING OFFICER'S NAME**	**ICS QUAL(S)/ CERT(S)**	**SIGNATURE**

KNOWLEDGE TASKS				
TASK	**TC**	**CC**	**RECORD #**	**VERIFYING OFFICER'S SIGNATURE**
K-1. Explain the role and responsibilities of the Logistics Section Chief including responsibilities at each stage in the Planning P.	6	D E F J M		
K-2. Explain the organization of the Logistics Section and the circumstances that would necessitate the use of deputies.	6	C F J		
K-3. Explain the duties and responsibilities of all positions supervised by you as Section Chief. The following are examples, not all encompassing: a) Service Branch Director (SVBD) b) Support Branch Director (SUBD) c) Communications Unit Leader (COML) d) Facilities Unit Leader (FACL) e) Food Unit Leader (FDUL f) Ground Support Unit Leader (GSUL) g) Vessel Support Unit Leader (VSUL) h) Weapons Support Unit Leader (WEPS) i) Medical Unit Leader (MEDL) j) Supply Unit Leader (SPUL)	6	C F J		
K-4. Explain the scope of resource-related responsibilities of these ICS positions (non-Logistics Section): a) Finance Section Chief (FSC) b) Resource Unit Leader (RESL) c) Property Unit Leader (PROP) d) Procurement Unit Leader (PROC)	6	C F J		

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
K-5. Explain the contents of a Logistics Section deployment kit.	6	C F J		
K-6. Discuss how to provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision. a) Monitor condition of assigned personnel (e.g., adequately fed, rested and protected from occupational hazards). b) Provide for care of assigned personnel and notify supervisor in event of illness, injury or accident. c) Follow Medical Plan (ICS-206) and Site Safety Plan (ICS-208) for assigned incident. d) Care for and remain aware of members' mental health.	3 2 1	A D H I L		
K-7. Discuss the aspects of planning, coordinating, and overseeing the buildout of incident facilities.	6	D E G H J O		
K-8. Discuss agency policy, priorities, limitations/constraints, and environmental considerations when developing an IAP these supporting plans: a) Communications Plan b) Medical Plan c) Transportation Plan d) Weapons Plan	6	C F H J		
K-9. Explain special incident conditions, existing or predicted, that would require technical expertise and identify roles of key technical specialists.	6	H K L M		

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
K-10. Discuss the resource ordering and resource request process and their relation to these ICS forms: a) ICS 213RR-CG (Resource Request Form) b) ICS 215-CG (Operational Planning Worksheet) c) ICS 235-CG (Facility Needs Assessment Worksheet) d) ICS 261-CG (Incident Accountable Resource Tracking Sheet)	6	B C F J		
K-11. Discuss how to best evaluate available information (e.g., ICS 201-CG, IAP, ICS 214-CG, CANAPS message, PRFAs, FEMA Mission Assignments, SITSTAT, RESSTAT) and what recommendations could improve incident support. The following are examples, not all encompassing: a) Workload priorities b) Staff assignments c) Information requests d) Cost effective use of resources e) Appropriate non-tactical resources	3 2 1	A D G H I J		
K-12. Discuss how incident support can be adjusted to changing conditions. The following are examples, not all encompassing: a) Weather b) Incident escalation/de-escalation c) Incident within an incident d) Long-range plans and potential or future requirements e) Transportation constraints and limitations f) Berthing constraints and limitations g) Safety and Security	6	A D E H K M		

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
K-13. Discuss factors the Logistics Section Chief must consider in the event the Incident Command Post must be moved.	6	A B D H L N		
K-14. Discuss available sources of information to determine when and how to demobilize personnel and equipment.	6	F J M N		
K-15. Explain the importance of the ICS 221-CG for demobilizing incident resources.	6	B E F I J		
K-16. Explain the importance of the ICS 225-CG from both an individual and organizational perspective.	6	B E F I J		

PERFORMANCE TASKS				
TASK	**TC**	**CC**	**RECORD #**	**VERIFYING OFFICER'S SIGNATURE**
P-1* Serve as a Logistics Section Chief for an incident.	5 3 2 1			
	3 2 1			
P-2. Receive initial briefing from immediate supervisor and / or Incident Commander. The following are examples, not all encompassing: a) IC's priorities, goals, and objectives for IMT and the incident. b) Anticipated incident duration, size, and type. c) Initial guidance concerning the tasks expected of the Logistics Section. d) Expected timeframes for briefings, planning meetings, and team meetings incident information. e) Cooperating and assisting agencies. f) Ordering limits. g) Special considerations.	6	A C F H J M		
P-3* Demonstrate the ability to implement appropriate staffing of a Logistics Section required for an incident using: a) USCG personnel b) OGA personnel c) Private Sector d) Technical Specialists	6	C F I J		
	3 2 1			

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
P-4. Collect information from outgoing Logistic Section Chief or other personnel responsible for the incident prior to arrival. The following are examples, not all encompassing: a) Status of incident. b) Current/planned assigned resources. c) Facilities established and others being planned. d) Resources assigned, enroute, and ordered. e) Status of taskers. f) Status of agreements (e.g., facility use, land use, cost share, blanket purchase, waterway use). g) Other information relevant to Logistics Section (e.g., food services, medical services, security environment, road closures).	6	A C D M N O		
P-5*. Identify and evaluate the Logistics Section units/staff required for the incident based on the following, not all encompassing: a) Incident type and size b) Available agency personnel	6	A C H I K N		
c) Available personnel from other agencies d) Appropriate span of control e) Equipment needs	3 2 1			
P-6*. Plan and activate section. The following are examples, not all encompassing: a) Identify workspace requirements and determine locations.	6	E F H I J K		
b) Brief unit leaders on current and anticipated activity. c) Provide initial operating instructions to section personnel.	3 2 1			

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
P-7. Establish logistics priorities and ensure personnel understand expectations of positions based on command direction.	6	B C H I		
P-8. Maintain positive working relationships during interactions with command and general staff, OGA reps, other stakeholders, and vendors.	6	D F I O		
P-9*. Participate in a Command and General Staff Meeting and obtain briefing from Incident Commander. The following are examples, not all encompassing. a) Incident Commander's priorities, goals, and objectives for IMT and the incident. b) Instructions concerning the tasks expected of Logistics. c) Expected timeframes for procurement.	6 3 2 1	D E J I M		
P-10*. Interact and coordinate with command staff, general staff and appropriate unit leaders. The following are examples, not all encompassing. a) Receive and transmit current and accurate information. b) Communicate changes to the Incident Action Plan (IAP) or relevant plans. c) Inform appropriate team personnel of significant changes in operations. d) Ensure the Resources Unit Leader is advised of changes in status of resources assigned to the operation. Keep status current. e) Provide Situation Unit Leader operational status.	6 3 2 1	A E F H K O		

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
P-11. Confirm estimated time of arrival of staff, equipment and supplies.	3 2 1	D E G H J M		
P-12*. Supervise a capability and risk assessment of proposed incident facilities. Include considerations such as: a) Planned occupancy b) Power c) Safety d) Environmental (e.g., HVAC, air quality, sanitation) e) Security f) Evacuation potential	6	C E I J L		
	3 2 1			
P-13*. Ensure establishment of incident communications. Supervise development of the Incident Communications Plan.	6	D E H I J		
	3 2 1			
P-14. Establish incident medical services. Supervise development of the Incident Medical Plan.	3 2 1	D E H I J		
P-15. Establish ground and water transportation services. Supervise development of Incident Transportation and Traffic Plans.	3 2 1	D E I J L O		
P-16. Establish process for procurement and incident supply services. Supervise development of an Accountable Property Tracking Process.	3 2 1	D E I J		
P-17. Establish incident food and potable water services.	3 2 1	D G K L		

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
P-18. Establish security services for all incident facilities and operations.	3 2 1	D H K L M		
P-19. Manage operational periods to achieve objectives. a) Evaluate need to adjust operational periods or work shifts and make appropriate recommendations to IC. b) Ensure adequate agency work / rest ratio.	6	D E H I M		
P-20*. Participate in a Tactics Meeting.	6	D E F G I M		
a) As per the Incident Management Handbook, perform LSC role in the Tactics Meeting.	3 2 1			
P-18. Provide briefings to Logistics Section personnel. a) Expected duration, and size of event. b) Share pertinent logistics information that may affect team's management of the incident.	6	A D E I L M		
P-21. Coordinate with Finance/Admin Section Chief (FSC) and Operations Section Chief (OSC) to develop resource request process and resource ordering process.	6	D E G J M O		
P-22*. Prepare information for Planning meetings (ex. ICS 205-CG, ICS 206-CG, Transportation Plan).	6	B C F H J M		
a) Display logistics information for next operational period. b) Prepare status of resources for each Tactics Meeting (coordinate with RESL).	3 2 1			

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
P-23*. Participate in the Planning Meeting.	6	D E F G I M		
a) As per the Incident Management Handbook, perform LSC role in the Planning Meeting.	3 2 1			
P-24. Brief the IC/UC on logistics issues or essential impacts that result from the incident.	3 2 1	E G J		
P-25*. Participate in preparation of the IAP or relevant plan. a) Review tactical plans for next operational period or periods. b) Advise on current capabilities and limitations. c) Determine additional / excess resources. d) Discuss long-range plans and identify future requirements.	6	B D E F J O		
e) Develop applicable portions of the IAP (e.g., Medical Plan (ICS 206-CG); Communication Plan (ICS 205-CG); Incident Communications List (ICS 205a-CG), Transportation Plan, special instructions).	3 2 1			
P-26. Coordinate the development and implementation of key strategic plans (evacuation, contingency, demobilization).	3 2 1	D E H J K O		
P-27. Ensure reports and forms are complete, accurate and timely. The following are examples, not all encompassing. a) Unit Log (ICS 214-CG) b) Personnel and equipment time records c) Incident Personnel Performance Rating Form (ICS 225-CG)	3 2 1	B F H J K		

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
P-28*. Review all applicable incident documentation is completed as required by the incident. The following are examples, not all encompassing: a) IAP b) Unit Log (ICS 214-CG) c) Incident Status Summary (ICS 209-CG) d) Resource Requests (ICS 213RR-CG) e) Work Assignments (ICS 204-CG) f) Operational Planning Worksheet (ICS 215-CG) g) Air Operations Summary Worksheet (ICS 220-CG) h) Work Analysis Matrix (ICS 234-CG) i) Performance evaluations (ICS 225-CG) for Logistics Section staff when demobilized	6	B F G I J M		
	3 2 1			
P-29. Periodically evaluate staffing requirements and operational needs to determine whether personnel assignments and resources are appropriate. The following are examples, not all encompassing. a) Determine kind and number of personnel necessary for section staffing. b) Provide for functional and geographical supervision as necessary.	6	A D E G H K		
P-30*. Work with OSC and RESL to evaluate resource status and requests to determine if resource assignments are appropriate.	6	A D F H I K O		
	3 2 1			

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
P-31. Coordinate a resource order from initial request to final delivery.	5 3 2 1	B J K		
P-32. Review and validate relevant logistics documents. The following are examples, not all encompassing: a) General Message (ICS 213-CG) b) Resource Request Form (ICS 213RR-CG) c) Bill of lading d) Invoices and receiving reports	3 2 1	B F H J K		
P-33. Prepare for and conduct a transition brief. a) Limitations & constraints b) Future resource requirements c) Key incident relationships	5 3 2 1	B D F J M N		
P-34. Demonstrate a complete relief process. a) Inform assigned resources and command staff. b) Prepare ICS 225-CG evaluations for all staff. c) Submit your ICS 225-CG to your supervisor for review and performance feedback. d) Document follow-up action needed and submit to supervisor.	5 3 2 1	G H M		
P-35. Monitor current operations and future tactics to determine if current and planned resources will meet incident objectives.	3 2 1	A D E G M		
P-36. Compile and coordinate logistics documentation for the incident Demobilization Plan in the final incident package with Documentation Unit Leader.	3 2 1	A B E F K M		

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE
P-37. Help prepare incident Demobilization Plan within established time frames. a) Consult with PSC, OSC, RESL, LOFR /Agency reps, and Logistics staff. b) Help draft release priorities. c) Review demobilization guidelines from agencies and / or coordination center (e.g., work, rest, communication, and travel guidance).	5 3 2 1	F J		
P-38. Ensure release priorities address contractual requirements. Coordinate with Finance / Administration Section.	3 2 1	B D I M N		
P-39. Implement Demobilization Plan for Logistics. a) Ensure realistic release priorities. b) Address agency, cooperating / assisting agency and incident requirements. c) Minimize contract, response, and personnel costs. d) Ensure incident and agency demobilization safety and travel procedures are followed.	5 3 2 1	E G I O		
P-40. Maintain appropriate records and submit completed documentation to the Documentation Unit Leader (DOCL).	3 2 1	B N		
P-41. Demonstrate understanding and awareness of incident complexity (escalation / de-escalation) and impact on Logistics Section.	3 2 1	A F H		

TASK	TC	CC	RECORD #	VERIFYING OFFICER'S SIGNATURE

P-42. Participate in post-event briefings and meetings.
 	
  a) Hotwash
  b) Lessons learned
  c) After-Action Reporting (AAR)
	3
	2
	1
		D
		E
		G
		J
		N
		O		

P-43. Assist in developing an After-Action Report (AAR) for an incident or exercise.	3 2 1	B J		

* *The asterisk notes that the designated task must be completed during two different incidents / events or during an exercise. A classroom exercise (e.g., 320, 420, or other IMT or position-specific course) can only be used once and the trainee must have filled specifically filled the LSC role to obtain credit. The trainee must have both occurrences recorded.*

LSC3 RECORD OF COMPLETION		
COMPETENCY REQUIREMENTS	**DATE**	**ICS COORDINATOR'S SIGNATURE**
A. Completion of Training Courses: ☐ ICS-300 Intermediate ICS Course **and** ☐ ICS-400 Advanced ICS Course **and** ☐ ICS-450 Logistics Section Chief Course **or** ☐ E/L 0967 All Hazards Logistics Section Chief		
B. Completion of Prerequisite Qualifications by the USCG or another agency: ☐ ICS Activation and Deployment **and** Recommended – Not Required ☐ Service Branch Director **or** ☐ Support Branch Director **or** ☐ Supply Unit Leader (SUPL) **or** ☐ Facilities Unit Leader (FACL) **or** ☐ Ground Support Unit Leader (GSUL) **or** ☐ Communications Unit Leader (COML)		
C*. Verification of Prerequisite Experience: ☐ Served as LSC in a drill, exercise, or actual response or assigned as LSC on an IMT.		
D. Verification of Professional / Technical Licenses and Certifications:	**N/A**	**N/A**
E. Completion of LSC3 PQS workbook tasks.		
F. Satisfactory completion of oral board.		
F.1. Oral board composition**:** *List each board member by Rate/Rank, Name, and Unit.*		
G. Signed and electronically routed appropriate documentation to Qualifying Official.		

U.S. COAST GUARD
ICS QUALIFICATION RECORD

THIS PAGE VERIFIES TRAINEE'S QUALIFICATION IN THE COMPETENCY OF

LOGISTICS SECTION CHIEF (LSC3)

TRAINEE: _____ RATE/RANK: _____ EMPLID: _____

ICS COORDINATOR'S RECOMMENDATION

I verify _____ has satisfactorily completed all competency requirements, has demonstrated the capability to perform in the position of Logistics Section Chief Type 3, and is thereby recommended for qualification.

ICS COORDINATOR

NAME: _____ RATE/RANK: _____ UNIT: _____

EMAIL: _____ PHONE:_____

SIGNATURE: _____ DATE: _____

QUALIFYING OFFICIAL'S ISSUANCE OF
U. S. COAST GUARD ICS QUALIFICATION

I affirm _____ has met all competency-related requirements and is now issued the Logistics Section Chief Type 3 qualification. The Trainee is hereby authorized and confirmed capable of assuming this position-specific role in a Type 3 incident or event and carrying out the position responsibilities as detailed in the U.S. Coast Guard Incident Management Handbook, COMDTPUB P3120.17 (series) and the National Qualification System (NQS). This qualification meets and/or exceeds National Incident Management System (NIMS) standards. It is valid unless revoked.

QUALIFYING OFFICIAL

NAME: _____ RATE/RANK: _____ UNIT: _____

EMAIL: _____ PHONE:_____

SIGNATURE: _____ DATE: _____

This ICS Qualification Record shall be provided to the Trainee's Administrative Office or appropriate equivalent to enter the awarded competency in the correct system of record. Trainee is responsible for maintaining competency currency per CG-OEM's ICS Training Guide.