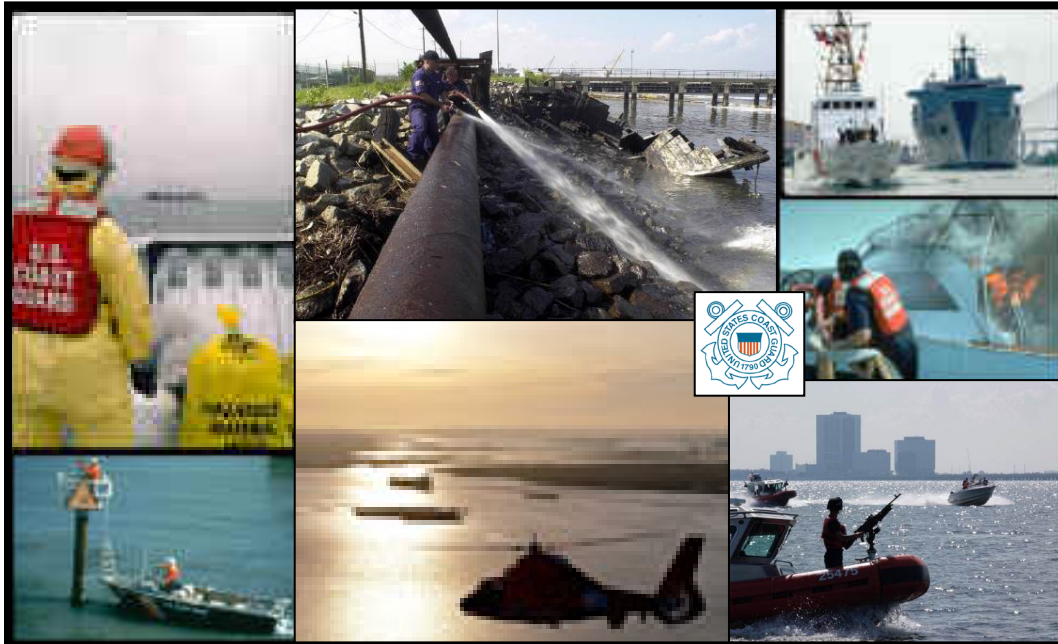




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# U. S. Coast Guard



## National Incident Management System (NIMS) Incident Command System (ICS) TYPE 3 FINANCE SECTION CHIEF (FSC3) 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 FINANCE SECTION CHIEF (FSC3)

#### 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 Finance Section Chief (FSC3)**  
**Qualification Code: ICS-FSC3**

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

When you have completed all of the items required for this qualification, your command will issue a Letter of Certification (example on page 2) and your Unit Training Coordinator will record and certify your qualification in the Training Management Tool (TMT).

For additional information concerning background, objectives, guidance, components, responsibilities, and explanation as to the use of the National Incident Management System (NIMS) Incident Command System (ICS) PQS, see the U.S. Coast Guard (USCG) All-Hazard NIMS ICS PQS Guide. The Guide can be found in the ICS Library on Homeport (<http://homeport.uscg.mil/ics/>).

**RESPONSIBILITIES:**

1. The Certifying Official is responsible for:

- Selecting trainees based on the needs of the unit.
- Providing opportunities for evaluation and / or making the trainee available for evaluation.
- Determining certification by reviewing the trainees PQS to ensure all tasks and course prerequisites have been completed.
- Issuing proof of certification by signing a certification letter.
- Ensuring certification / qualification is entered into the TMT system.

2. The Individual is responsible for:

- Reviewing and understanding instructions in the PQS.
- Providing background information to a Verifying Officer.
- Completing all tasks for an assigned position within three years. All tasks with an approval older than three years must be reevaluated.
- Assuring the Evaluation Record is complete.
- Notifying local unit personnel when the PQS is completed and providing a copy to the unit Training Officer.
- Keeping the original PQS in personal records.

3. The Verifying Officer is responsible for:

- Being certified in the competencies that he or she is to verify. 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 two 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 FINANCE SECTION CHIEF (FSC3)

<b>REQUIRED TRAINING</b>	ICS-100 (IS-100.B) <i>Introduction to ICS</i> , ICS-200 (IS-200.B) <i>ICS for Single Resources and Initial Action Incidents</i> , ICS-300 <i>Intermediate ICS for Expanding Incidents</i> , ICS-400 <i>Advanced ICS</i> , ICS-351 <i>Logistics and Finance Section</i>
<b>PREREQUISITE</b>	Certification as a PROC3 or COST3
<b>TARGET PERSONNEL</b>	Personnel filling Finance roles in response including Sector Logistics, Base Comptroller staff, DCMS finance personnel, Incident Management Assist Team finance personnel, and Strike Team finance personnel.
<b>CERTIFYING OFFICIAL</b>	Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE)
<b>FITNESS STANDARD</b>	Light
<b>CURRENCY</b>	7-year sliding currency
<b>CURRENCY REQUIREMENTS</b>	<u>Once every three years</u> : Complete online ICS-305 <i>Intermediate ICS Refresher</i> .  <u>At least once every 7 years</u> : Satisfactory performance as an LSC3 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.
<b>OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY</b>	FSC1, FSC2, PROC1, PROC3, COST1, COST3, ICT1, ICT2, ICT3

<b>RECORD OF VERIFYING OFFICERS</b>				
Date	Title	Verifying Officer’s Name	ICS Qual	Initials

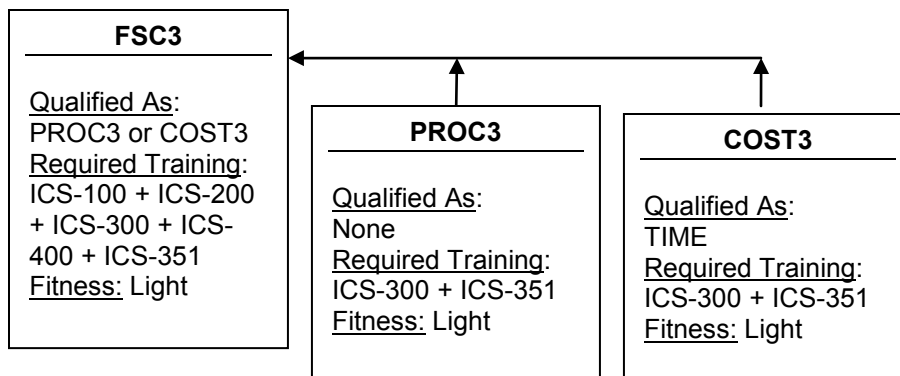
<b>FSC3 RECORD OF COMPLETION</b>		
<b>Competency Requirements</b>	<b>Date</b>	<b>Verifying Officer's Signature</b>
A. Completion of Training Courses:		
1. ICS-100 (IS-100.B) <i>Introduction to ICS</i>		
2. ICS-200 (IS-200.B) <i>ICS for Single Resources and Initial Action Incidents</i>		
3. ICS-300 <i>Intermediate ICS for Expanding Incidents</i>		
4. ICS-400 <i>Advanced ICS Course</i>		
5. ICS-351 Logistics Finance Section		
B. ICS Qualification Prerequisites		
1. Type 3 Procurement Unit Leader (PROC3) or		
2. Type 3 Cost Unit Leader (COST3)		
C. Completion of FSC3 PQS Workbook		
D. Successful completion of unit level oral board.		
E. Qualification/Certification Letter (page 2) submitted for approval.		
F. Qualification certification entered into TMT		

**Waivers:** For FSC3, ICS Qualification Prerequisite for certification as PROC3 or COST3, task B. above, may be waived for O-4 or above until 30 SEP 2019. The position Training requirement for ICS-351 and cannot be waived. If the member desires the PROC3 or COST3 certification, they must complete the requirements for the desired position. The general ICS and FEMA IS training requirements CANNOT be waived (e.g., ICS-100, ICS-200, ICS-300, and ICS-400).

## ICS Position Qualification Flow Chart for FSC3

This chart is NOT an ICS organization chart. The chart shows the Type 3 progression from one ICS position to another within the qualification system. Each box within the chart contains information pertaining to the position. Job Titles are listed as abbreviations for the position. Please see Homeport ICS library for a list of NIMS ICS Position Abbreviations / Mnemonics. The PQS Qualification Guide has more information about position qualification process and guidance.

- Job Title (Position Abbreviation),
- Required Qualification(s)/Certification(s). Position qualification referenced by Position Abbreviation,
- Required Training Course(s) for qualification in this position (does not include prerequisites for positions in required experience) which is noted in individual PQS.
- Fitness: Recommended fitness requirements for each ICS position. Categories: Arduous, Moderate, Light, or None.



**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

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

**Competency 1: Assume position responsibilities.**

*Description: Successfully assume role of Finance/Administration Section Chief and initiate position activities at the appropriate time according to the following behaviors.*

**Behavior: Ensure readiness for assignment.**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-GEN-01. Obtain and assemble information and materials needed for appropriate deployment kits. <ul style="list-style-type: none"> <li>• Personal kit</li> <li>• Unit Leader / Section Chief kit.</li> <li>• See job aid from ICS-351 course</li> </ul>	O		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**



**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
2. ICS-T3-SC-01. Ensure availability of qualified Finance/Administration Section staff.	I O3		
3. ICS-T3-SC-02. Prepare Finance/Administration Section input to initial request on ICS-213RR.	O		
4. ICS-T3-FSC-04. Establish, identify and engage PROC for external ordering (e.g. ISC, MLC, GSA).	O		
5. ICS-T3-FSC-05. Obtain and review copies of applicable required contracts (e.g. BOA, BPA, EPA).	O		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
6. ICS-T3-SC-03. Obtain briefing from immediate supervisor and/or Incident Commander/Unified Command. <ul style="list-style-type: none"> <li>• IC's priorities, goals, and objectives for IMT and the incident</li> <li>• Initial instructions concerning the tasks expected of the Finance/Administration Section</li> <li>• Expected timeframes for briefings, planning meetings, and team meetings <ul style="list-style-type: none"> <li>○ ICS 201, Incident Briefing</li> <li>○ ICS 202, Incident Objectives</li> <li>○ Situation Analysis, Implementation Plan or Contingency Plan</li> </ul> </li> <li>• Key contact list with phone and fax numbers</li> <li>• Written delegation of authority (Funds Certifying Official and amount)</li> <li>• Cooperating and assisting agencies</li> </ul>	O		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
<p>7. ICS-T3-SC-04. Collect information from outgoing Finance Section Chief or the IC/UC.</p> <ul style="list-style-type: none"> <li>• Incident information                             <ul style="list-style-type: none"> <li>- Situation Analysis, Implementation Plan, or Contingency Plan</li> </ul> </li> <li>• Written Delegation of Authority (Funds Certifying Official and amount)</li> <li>• Key contact list with phone and fax numbers</li> <li>• Status of incident and assigned resources</li> <li>• Status of existing Finance/Administration Section</li> <li>• Status of agreements (e.g., facility use, land use, cost share, PRFAs, IAGs, Mutual Aid, blanket purchase, etc)</li> <li>• Other information relevant to Finance/Administration Section (e.g., ICP/base/camp locations, medical facilities, road closures)</li> </ul>	I O3		

**Behavior: Establish effective relationships with relevant personnel.**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
<p>8. ICS-T3-SC-06. Establish and maintain positive interpersonal and interagency working relationships.</p> <ul style="list-style-type: none"> <li>• Cooperating and assisting agencies</li> <li>• Local community</li> <li>• Hosting unit</li> <li>• Command and general staff</li> <li>• Vendors</li> <li>• Unit Leaders</li> </ul>	O		
<p>9. ICS-T3-SC-07. Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.</p>	O		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
10. ICS-T3-FSC-10. Plan and activate section. <b>This task must be completed at two different incidents/events or exercises. Classroom environment (341, 351, or 420) can only be done once, must be during class exercise, and must have filled the FSC role.</b>	I O3 O4		
<ul style="list-style-type: none"> <li>• Identify units within the section to be activated and request resources required for section operation.</li> <li>• Identify work space requirements and determine locations.</li> <li>• Brief unit leaders on current and anticipated activity.</li> <li>• Provide initial operating instructions to section personnel.</li> </ul>	I O3		

**Behavior: Understand and comply with ICS concepts and principles.**

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
11. ICS-T3-SC-08. Maintain appropriate span of control.	O		
12. ICS-T3-SC-09. Demonstrate knowledge of NIMS ICS Concepts and Principles. <ul style="list-style-type: none"> <li>• Chain of Command</li> <li>• Unity of Command</li> <li>• ICS forms</li> <li>• ICS terminology</li> <li>• Operational Planning process</li> <li>• Span of Control</li> <li>• Resource management</li> <li>• Scope, roles, responsibilities, jurisdiction, and authority</li> </ul>	O		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

**Competency 2: Lead assigned personnel.**

*Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.*

**Behavior: Model leadership values and principles.**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
13. ICS-GEN-11. Exhibit principles of devotion to duty. <ul style="list-style-type: none"> <li>• Be proficient in your job, both technically and as a leader.</li> <li>• Make sound and timely decisions.</li> <li>• Ensure tasks are understood, supervised and accomplished.</li> <li>• Develop your subordinates for the future.</li> </ul>	O		
14. ICS-GEN-12. Exhibit principles of respect. <ul style="list-style-type: none"> <li>• Know your subordinates and look out for their well-being.</li> <li>• Keep your subordinates informed.</li> <li>• Build the team.</li> <li>• Employ your subordinates per their capabilities.</li> </ul>	O		
15. ICS-GEN-13. Exhibit principles of honor and integrity. <ul style="list-style-type: none"> <li>• Know yourself and seek improvement.</li> <li>• Seek responsibility and accept responsibility for your actions.</li> <li>• Set the example.</li> </ul>	O		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
16. ICS-T3-SC-12. Manage operational periods to achieve objectives. <ul style="list-style-type: none"> <li>• Ensure adequate work/rest ratio.</li> <li>• Evaluate need for shift periods.</li> </ul>	I O1 O3		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
17. ICS-T3-SC-10. Provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision. <ul style="list-style-type: none"> <li>• Monitor condition of assigned personnel (e.g. adequately fed, rested and protected from occupational hazards).</li> <li>• Provide for care of assigned personnel and notify supervisor in event of illness, injury or accident.</li> <li>• Follow medical plan (ICS-206) and site safety plan (ICS-208) for assigned incident.</li> </ul>	I O1 O3		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
18. ICS-T3-SC-13. Ensure subordinates understand assignment for operational period.	O		
19. ICS-T3-FSC-19. Demonstrate knowledge of duties of a Compensation and Claims Unit Leader.	O		
20. ICS-T3-FSC-20. Demonstrate knowledge of duties of a Cost Unit Leader.	O		
21. ICS-T3-FSC-21. Demonstrate knowledge of duties of a Time Unit Leader.	O		
22. ICS-T3-FSC-22. Demonstrate knowledge of duties of a Procurement Unit Leader.	O		
23. ICS-T3-FSC-23. Conduct Section Business Meeting to discuss command and general staff issues, expectations, incident priorities and personnel issues.	O		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
24. ICS-T3-SC-14. Continuously evaluate Section personnel performance. <ul style="list-style-type: none"> <li>• Communicate performance standards.</li> <li>• Communicate if deficiencies found immediately and take corrective action.</li> <li>• Provide training opportunities where available.</li> <li>• Complete personnel performance ratings (ICS-225) per agency guidelines.</li> </ul>	O		
25. ICS-T3-SC-15. Develop section work schedule/operating procedures based on Incident Briefing (ICS-201), IAP or relevant plans. <ul style="list-style-type: none"> <li>• Internal drivers</li> <li>• External drivers</li> </ul>	I O3		
26. ICS-T3-FSC-26. Evaluate and project staffing requirements and ensure adequate personnel to meet needs.	O		

**Behavior: Emphasize teamwork.**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
27. ICS-GEN-27. Establish cohesiveness among assigned personnel. <ul style="list-style-type: none"> <li>• Establish trust through open communication.</li> <li>• Set expectations for accountability.</li> <li>• Focus on the team result.</li> </ul>	O		

**Behavior: Coordinate interdependent activities.**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
28. ICS-T3-SC-16. Establish priorities and coordinate unit work assignment and other sections. <ul style="list-style-type: none"> <li>• Assist other sections in meeting priorities and time frames.</li> <li>• Receive and transmit current and accurate information.</li> </ul>	I O2		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
29. ICS-T3-FSC-29. Interact and coordinate with command staff, general staff and appropriate unit leaders. <ul style="list-style-type: none"> <li>• Receive and transmit current and accurate information.               <ul style="list-style-type: none"> <li>- Current fund ceiling information</li> <li>- Current burn rate</li> <li>- Dailies or time records (CG-5136, ICS-214)</li> <li>- Claims and potential claims</li> <li>- Injury information</li> <li>- Work/rest guidelines</li> <li>- Procurement</li> </ul> </li> </ul>	O		
30. ICS-T3-SC-17. Coordinate with other internal and external individuals and organizations to meet section needs (.e.g., law enforcement, county, health department, city, fire department).	O		

**Competency 3: Communicate effectively.**

*Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.*

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
31. ICS-T3-FSC-31. Obtain relevant financial information from section personnel.	O		
32. ICS-T3-FSC-32. Provide pertinent Finance/Administration information that may affect management of the incident at Planning Cycle meetings and briefings.	I O3		
33. ICS-T3-FSC-33. Participate in the operational planning cycle meetings, emphasizing the needs of the Finance/Administration Section.	I O3		
34. ICS-T3-FSC-34. Provide daily briefings to section personnel. <ul style="list-style-type: none"> <li>• Expected duration, and size of incident</li> </ul>	I O3		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
35. ICS-T3-FSC-35. Provide financial and cost analysis information as requested.	I O3		
36. ICS-T3-SC-18. Participate in briefings and debriefings. <ul style="list-style-type: none"> <li>• Hotwash</li> <li>• Lessons learned</li> <li>• After Action Reporting (AAR)</li> <li>• VIP visits</li> </ul>	I O3		

**Behavior: Ensure documentation is complete and disposition is appropriate.**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
37. ICS-T3-FSC-37. Ensure reports and forms are complete, accurate and timely. <ul style="list-style-type: none"> <li>• ICS-214 Unit Log</li> <li>• Personnel and equipment time records (CG 5136) to Time Unit Leader for each operational period</li> <li>• Open Action Tracking Worksheet (ICS-233)</li> <li>• Performance evaluations (ICS-225) for Section staff when demobilized.</li> <li>• Review periodically.</li> <li>• Sensitive procurement issues (e.g. Decision Memo's)</li> </ul>	I O3		
38. ICS-T3-FSC-38. Ensure all financial obligation documents are completed and entered into FPD for Coast Guard expenditures or submitted to appropriate agency representative. <ul style="list-style-type: none"> <li>• Travel documents</li> <li>• Procurement documents</li> <li>• Pollution Removal Funding Authorizations (PRFAs)</li> </ul>	I O1 O3		
39. ICS-T3-FSC-39. Compile coordinate and validate financial documentation for final incident package with DOCL.	I O3 O4		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**



**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
40. ICS-T3-FSC-40. Prepare information for the Operational Planning cycle meetings. <ul style="list-style-type: none"> <li>Discuss appropriate financial information at Command and General Staff Meeting, Planning Meeting, etc..</li> </ul>	I O3		
41. ICS-T3-FSC-41. Update IC/UC and hosting agency rep on current financial issues and/or accomplishments and concerns. <ul style="list-style-type: none"> <li>Provide daily financial summary information as required</li> </ul>	I O3		
42. ICS-T3-SC-19. Prepare transition brief. <ul style="list-style-type: none"> <li>Limitations &amp; constraints</li> <li>Future resource requirements</li> <li>Key incident relationships</li> </ul>	I O3		

**Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
43. ICS-T3-FSC-43. Ensure Finance/Administration Section expectations are communicated to other functional areas during meetings and briefings.	I O3		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
44. ICS-T3-FSC-44. Provide input to LSC in developing resource request process and order process.	I O3 O4		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
45. ICS-T3-FSC-45. Participate in preparation and review of the IAP. <ul style="list-style-type: none"> <li>• Provide cost analysis data on incident operations as appropriate.</li> <li>• Provide information on financial limitations as appropriate.</li> </ul>	O		
46. ICS-T3-FSC-46. Coordinate with Planning Section Chief and response partners to discuss long range financial issues and plans.	O		
47. ICS-T3-FSC-47. Provide input in the development and implementation of Incident Demobilization Plan. <ul style="list-style-type: none"> <li>• Establish lead times.</li> <li>• Provide financial input to demobilization planning (e.g. Decon, transportation &amp; Replacement in Kind (RIK), etc.)</li> <li>• Identify high-cost resources.</li> </ul>	I O3 R		

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

*Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.*

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
48. ICS-T3-SC-21. Apply agency policy, priorities, limitations and constraints, and political and environmental considerations. <ul style="list-style-type: none"> <li>• Strategic plans (e.g., Situation Analysis, Implementation Plan, or Contingency Plan)</li> <li>• IAP or other relevant plan</li> <li>• Cost containment</li> <li>• Agency accounting requirements/records</li> </ul>	I O3		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
49. ICS-T3-FSC-49. Evaluate current situation to determine if present plan of action will be restricted by financial limitations or constraints. <ul style="list-style-type: none"> <li>• IAP other relevant plans</li> <li>• Stewardship</li> </ul>	I O3		
50. ICS-T3-FSC-50. Obtain available information (e.g. ICS-201, IAP, ICS-214, CANAPS message, PRFAs, FEMA Mission Assignments, SITSTAT, RESSTAT, etc) and make financial recommendations to support incident. <ul style="list-style-type: none"> <li>• Workload priorities</li> <li>• Staff assignments</li> <li>• Information requests</li> <li>• Cost effective use of resources.</li> </ul>	I O3		

**Behavior: Modify approach based on evaluation of incident situation.**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
51. ICS-T3-FSC-51. Adjust incident financial support based on changing conditions. <ul style="list-style-type: none"> <li>• Weather</li> <li>• Incident escalation/de-escalation</li> <li>• Incident within an incident</li> <li>• Political considerations</li> </ul>	I O3		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
52. ICS-T3-SC-28. Ensure established guidelines are followed. <ul style="list-style-type: none"> <li>• Work/rest</li> <li>• Agency safety standards and procedures</li> <li>• Follow medical plan (ICS-206) and site safety plan (ICS-208) for assigned incident.</li> <li>• Personnel protective equipment</li> <li>• Communication Plan (ICS-205) - e.g. radio, cell phone</li> </ul>	I O3		
53. ICS-T3-SC-29. Ensure work/rest guidelines and length of assignments are monitored and followed for section staff.	I O1 O3		

**Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
54. ICS-T3-SC-24. Coordinate relief process. <ul style="list-style-type: none"> <li>• Inform assigned subordinates and supervisor</li> <li>• Awareness of incident complexity (escalation/de-escalation) and impact on unit.</li> <li>• Document follow-up action needed and submit to supervisor.</li> <li>• With replacement, determine time of transfer.</li> <li>• Communicate relief to command and general staff.</li> </ul>	I O3		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
55. ICS-T3-SC-22. Anticipate demobilization of personnel and equipment. <ul style="list-style-type: none"> <li>• Identify excess personnel and equipment.</li> <li>• Prepare schedule for demobilization</li> </ul>	I O3		

**Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.**

**POSITION: FINANCE SECTION CHIEF TYPE 3 (FSC3)**

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
56. ICS-T3-FSC-56. Ensure release priorities address contractual requirements as applicable. <ul style="list-style-type: none"> <li>• Coordinate with Logistics</li> </ul>	R		
57. ICS-T3-SC-23. Ensure efficient demobilization of personnel and equipment. <ul style="list-style-type: none"> <li>• Brief subordinate staff on demobilization procedures and responsibilities</li> <li>• Ensure incident and agency demobilization procedures are followed.</li> <li>• Complete Deployment Health Assessment forms DD-2796 and 2900</li> </ul>	I O3 R		

***Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.***

## INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

These evaluations may be made on incidents, simulations in classroom, or in daily duties, depending on what the position task book dictates (as per the CODE column for each task). This evaluation should be sufficient for qualification in the position if the individual is adequately prepared. Two blank evaluation forms are provided. If the additional evaluations are needed, a page can be copied from a blank ICS PQS workbook 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
  - Incident / Event / Exercise Name:
  - Reference Number (if any) for Incident / Event / Exercise:
  - Duration: Include dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, e.g., several initial response incidents.
  - Incident Kind: Specify Search and Rescue, Oil Spill, Hazmat, Flood, Simulation / Exercise, Event, Other.
  - Location where the tasks were performed: Include geographic area, agency, and state).
  - Management Type: Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
  - Number, Types, and Kinds of Resources assigned to incident: enter the number of resources and types assigned to the incident pertinent to the trainees PQS Workbook.
- Verifying Officer’s Recommendation.
  - Recommendation: Initial one line as appropriate and / or make comments regarding the future needs for the development of this trainee.
  - Signature
  - Initials: This authenticates recommendations and allows for comparison with initials on the PQS Workbook
  - Verifying Officer’s relevant qualification or agency certification: Relevant to the trainee position supervised.

**Trainee Information**

Printed Name:  
Trainee ICS Position on Incident / Event / Exercise:  
Home Unit / Agency:  
Home Unit / Agency Address and Phone Number:

**Verifying Officer Information**

Printed Name:  
Verifying Officer ICS Position on Incident / Event / Exercise:  
Home Unit / Agency:  
Home Unit / Agency Address and Phone Number:

**Incident / Event / Exercise Information**

Incident / Event / Exercise Name: Reference (Incident Number):  
Duration (Enter dates during which the trainee was evaluated):  
Incident Kind (Specify Search and Rescue, Oil Spill, Hazmat, Flood, Simulation / Exercise, Event, Other):  
Location (Include geographic area, agency, and state):  
Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command  
Number, Types, and Kinds of Resources assigned to incident:

**Verifying Officer's Recommendation**

(Initial only one line as appropriate)

- \_\_\_\_\_ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PQS for the position. The trainee is ready for a final qualification board.
- \_\_\_\_\_ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- \_\_\_\_\_ 3) The trainee did not complete certain tasks in the PQS in a satisfactory manner and additional training, guidance, or experience is recommended.
- \_\_\_\_\_ 4) The individual is severely deficient in the performance of tasks in the PQS for the position and additional training, guidance, or experience is recommended prior to another training assignment.

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

Verifying Officer's Signature: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Trainee Information**

Printed Name:  
Trainee ICS Position on Incident / Event / Exercise:  
Home Unit / Agency:  
Home Unit / Agency Address and Phone Number:

**Verifying Officer Information**

Printed Name:  
Verifying Officer ICS Position on Incident / Event / Exercise:  
Home Unit / Agency:  
Home Unit / Agency Address and Phone Number:

**Incident / Event / Exercise Information**

Incident / Event / Exercise Name: \_\_\_\_\_ Reference (Incident Number): \_\_\_\_\_  
Duration (Enter dates during which the trainee was evaluated): \_\_\_\_\_  
Incident Kind (Specify Search and Rescue, Oil Spill, Hazmat, Flood, Simulation / Exercise, Event, Other): \_\_\_\_\_  
Location (Include geographic area, agency, and state): \_\_\_\_\_  
Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command  
Number, Types, and Kinds of Resources assigned to incident: \_\_\_\_\_

**Verifying Officer's Recommendation**

(Initial only one line as appropriate)

- \_\_\_\_\_ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PQS for the position. The trainee is ready for a final qualification board.
- \_\_\_\_\_ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- \_\_\_\_\_ 3) The trainee did not complete certain tasks in the PQS in a satisfactory manner and additional training, guidance, or experience is recommended.
- \_\_\_\_\_ 4) The individual is severely deficient in the performance of tasks in the PQS for the position and additional training, guidance, or experience is recommended prior to another training assignment.

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

Verifying Officer's Signature: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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