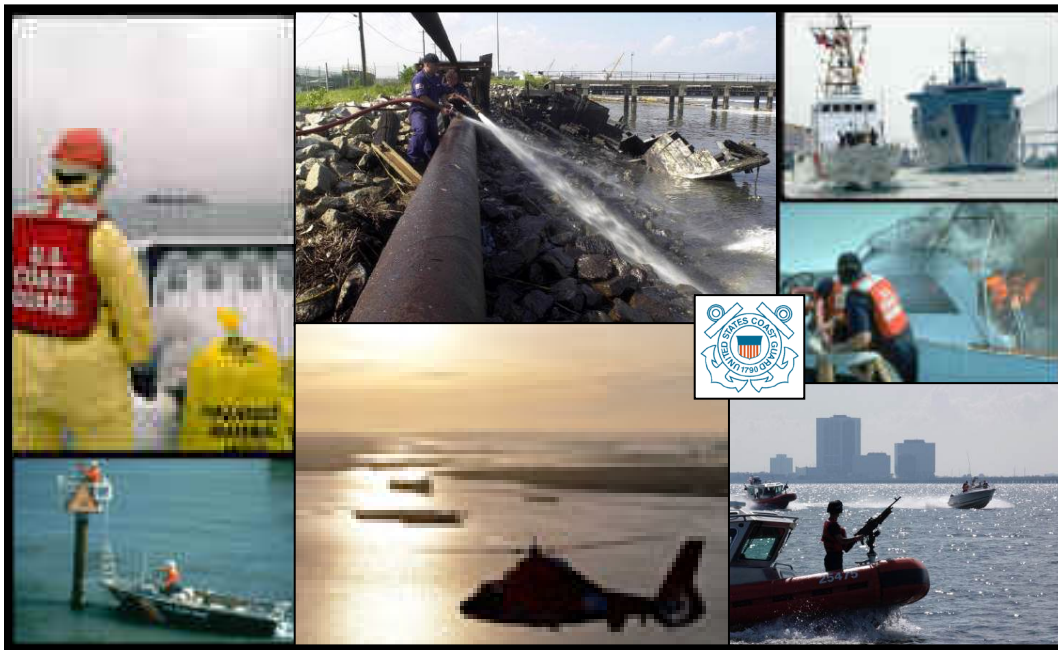




U. S. Coast Guard



**National Incident Management System
Incident Command System
TYPE 3 AIR OPERATIONS BRANCH
DIRECTOR
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 AIR OPERATIONS BRANCH DIRECTOR (AOBD3)

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 Air Operations Branch Director (AOBD3)
Qualification Code: Incident Command System (ICS)-AOBD3

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 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 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 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 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 he or she is to verify. The Verifying Officer must be command (unit) designated.
 - Entering their 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 used 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 that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and Verifying Officer and assuring that documentation is proper and complete.
- Ensuring course completions and other PQS tasks and certifications are entered into the TMT system. Each task in the PQS includes the TMT task code right after the number of the task.

TYPE 3 AIR OPERATIONS BRANCH DIRECTOR (AOBD3)

REQUIRED TRAINING	ICS-100 (IS-100.B) <i>Introduction to ICS</i> , ICS-200 (IS-200,B) <i>ICS For Single Resources and Initial Action Incidents</i> , ICS-300 <i>Intermediate ICS</i> , ICS-400 <i>Advanced ICS</i> , and ICS-430 <i>Advanced Operations Section Chief</i>
PREREQUISITE	Satisfactory performance / certification as a Division / Group Supervisor (DIVS) and currently serve in or have previously served in an Air Operations or Assistant Air Operations billet
TARGET PERSONNEL	Response and Prevention Dept Personnel and Planning Div personnel; Incident Management Assist Team Deputy Operations Section Chief; Joint Field Office (JFO) and Principle Federal Official (PFO), and any other personnel filling Operations section roles in response at a Type 3 level
CERTIFYING OFFICIAL	Unit CO (O-4 and above)
FITNESS STANDARD	Moderate
CURRENCY	7 years
CURRENCY REQUIREMENTS	<u>Once every 3 years</u> : Complete online ICS-305, <i>Intermediate ICS Refresher</i> <u>At least once every 7 years</u> : Satisfactory performance as an AOBD3 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	Air Support Division Supervisors, Air Tactics Supervisor, OSC3, OSC2, OSC1, DIVS

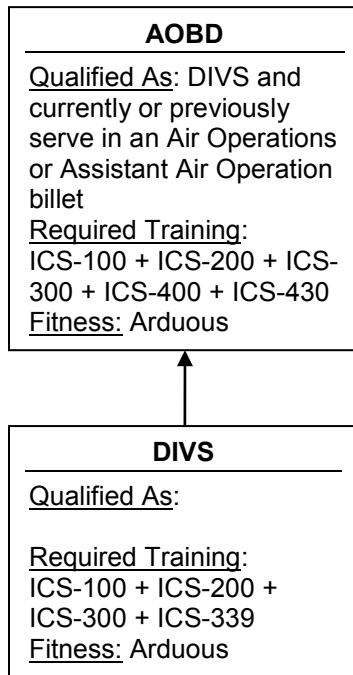
RECORD OF VERIFYING OFFICERS				
Date	Title	Verifying Officer’s Name	ICS Qual	Initials

AOBD3 RECORD OF COMPLETION

Competency Requirement	Date	Verifying Officer's Signature
A. Completion of Training Courses in addition to 1. ICS-300 <i>Intermediate ICS</i>		
2. ICS- 400 <i>Advanced ICS</i>		
3. ICS-430 <i>Advanced Operations Section Chief</i>		
B. ICS Qualification Prerequisites 1. DIVS		
2. Currently serve in or have previously served in an Air Operations or Assistant Air Operations billet.		
C. Completion of AOBD3 PQS		
D. Successful completion of unit level oral board.		
E. Qualification / Certification Letter (page 2) submitted for approval.		
F. Qualification certification entered into TMT		

ICS POSITION QUALIFICATION FLOW CHART FOR AOBD3

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 Guide has more information about position qualification process and guidance.



POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

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

- 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.

Competency 1: Assume position responsibilities.

Description - Successfully assume role of Operations Section Chief and initiate position activities at the appropriate time according to the following behaviors:

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
1. ICS-T1-AOBD3-0.1 Personal position kit. <ul style="list-style-type: none"> • Unit Leader / Branch Director Kit. • See list in AOBD3 position job aide. 	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
2. ICS-T1-AOBD3-02. Determine personnel, aircraft, and support equipment needs; order as necessary.	O		
3. ICS-T1-AOBD3-03. Identify existing and ordered aircraft status.	O		
4. ICS-T1-AOBD3-04. Ensure pilot and aircraft capabilities meet mission objectives.	O		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
5. ICS-T1-AOBD3-05. Obtain initial briefing from Operations Section Chief and / or Incident Commander. <ul style="list-style-type: none"> • Incident information <ul style="list-style-type: none"> - ICS-201 Incident Briefing. - ICS-202c Incident Objectives. - Incident Action Plan (IAP). • Organizational structure (area command or single organization). • Special considerations on the incident. • Current national situation. • Resources assigned, en route, on order, and local resource status (including initial response as it relates to the Logistics Section). • Facilities established and operating. • Anticipated incident duration, size, and type. 	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
6. ICS-T1-AOBD3-06. Determine appropriate actions required for Air Operations Branch, based on information gathered from Operations Branch Director and / or Incident Action Plan. <ul style="list-style-type: none"> • Incident Commander’s priorities, goals, and objectives for Incident Management Team (IMT) and the incident. • Instructions concerning the tasks expected of the Operations Section. • Expected timeframes for briefings, planning meetings, and team meetings. 	O		
7. ICS-T1-AOBD3-07. Collect information from outgoing Air Operations Branch Director and/or other personnel responsible for incident prior to your arrival. <ul style="list-style-type: none"> • Status of incident and assigned resources. • Status of existing aviation operations. • Information on special situations. • Current and forecasted weather and modeling data • Information on location situations (e.g., ICP/base/camp locations, medical facilities, helibase locations, etc.). 	O		

Behavior: Establish effective relationships with relevant personnel.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
8. ICS-T1-SC-06. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> • Local agencies. • Hosting unit. • Public. • Division / Group Supervisors. • Command and General staff. 	I O2 O3		
9. ICS-T1-SC-07. Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial and date upon completion of task
10. ICS-T1-AOBD3-08. Establish appropriate air divisions / groups as appropriate. <ul style="list-style-type: none"> • Identify section personnel to be activated and request resources required for section operation. • Identify work space requirements and determine locations. • Brief section personnel on current and future operation. • Provide initial operating instructions to section personnel. 	O		

Behavior: Understand and comply with ICS concepts and principles.

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial and date upon completion of task
11. ICS-T1-SC-08. Maintain appropriate span of control.	O		
12. ICS-T1-SC-09. Demonstrate knowledge of NIMS ICS Concepts and Principles. <ul style="list-style-type: none"> • Chain of Command. • Unity of Command. • ICS forms. • ICS terminology. • Operational Planning process. • Span of Control. • Resource management. • Scope, roles, responsibilities, jurisdiction, and authority. 	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

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 and date upon completion of task
13. ICS-GEN-11. Exhibit principles of devotion to duty. <ul style="list-style-type: none"> • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised, and accomplished. • Develop your subordinates for the future. 	I O2 O3		
14. ICS-GEN-12. Exhibit principles of respect. <ul style="list-style-type: none"> • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Employ your subordinates in accordance with their capabilities. 	I O2 O3		
15. ICS-GEN-13. Exhibit principles of honor and integrity. <ul style="list-style-type: none"> • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example. 	I O2 O3		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
16. ICS-T1-AOBD3-09. Recognize potentially hazardous situations and ensure assigned resources follow safety guidelines appropriately. <ul style="list-style-type: none"> • Site Safety Plan (ICS-208). • GAR Model. • Safety messages. • USCG / Agency safety requirements. 	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
17. ICS-T1-AOBD3-10. Ensure that special precautions are taken when extraordinary hazards exist.	I O1 O3		
18. ICS-T1-AOBD3-11. Determine hours of operational period for air operations and manage operational periods to achieve objectives. <ul style="list-style-type: none"> • Evaluate need to adjust operational periods. • Ensure adequate work / rest ratio. 	I O1		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
19. ICS-T1-AOBD3-12. Evaluate resource status and tactical needs to determine if resource assignments are appropriate. This task must be completed at two different incidents / events or exercises. Classroom environment (341 or 430) can only be done once, must be during class exercise, and must have filled the OSC role. <ul style="list-style-type: none"> • Determine kind and number of resources required to complete tactics. • Assign/reassign single resources, task forces, or strike teams depending on the needs of the Division / Group Supervisor. • Approve assembly and disassembly of strike teams and task forces. • Provide for functional and geographical supervision as needed. • Establish staging areas as needed. 	I O1 O4		
	I O2		
20. ICS-T1-AOBD3-13. Set personnel performance expectations. <ul style="list-style-type: none"> • Operations Staff. • Work assignment (ICS-204). 	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
21. ICS-T1-SC-14. Continuously evaluate performance. <ul style="list-style-type: none"> • Communicate performance standards. • Communicate if deficiencies found immediately and take corrective action. • Provide training opportunities where available. • Provide feedback to personnel according to guidelines (ICS-225). 	I O2		

Behavior: Emphasize teamwork.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
22. ICS-T1-AOBD3-14. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> • Establish trust through open communication. • Require commitment. • Set expectations for accountability. • Focus on the team result. • Integrate multi-agency resources into operations section. 	I O2 O3		

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
23. ICS-T1-AOBD3-15. Coordinate with applicable dispatchers and / or Air Stations Operations / Scheduling offices. <ul style="list-style-type: none"> • Brief and debrief between operational periods. • Coordinate the preparation of the next operational period's IAP or relevant plan. 	I O1 O4		

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

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
24. ICS-T1-OSC-25. Interact and coordinate with command and general staff, and appropriate unit leaders. <ul style="list-style-type: none"> • Receive and transmit current and accurate information. • Communicate changes to the IAP or relevant plan. • Inform appropriate team personnel of significant changes in operations. • Ensure Resources Unit Leader is advised of changes in status of resources assigned to the operation. Keep status current . • Provide Situation Unit Leader operational status. 	O		
25. ICS-T1-OSC-26. Coordinate with federal, state, and local agencies as required during the incident. <ul style="list-style-type: none"> • Personnel access. • Traffic control. • Evacuation. • Livestock and pets. • Volunteers. 	I O2		
26. ICS-T1-OSC-27. Coordinate with subordinates and provide Planning Section Chief a list of excess personnel and other resources. <ul style="list-style-type: none"> • Kind / type. • Quantity. • Time / date of available release. • Daily review of list for accuracy. 	I O2 O4		

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 and date upon completion of task
27. ICS-T1-OSC-28. Share pertinent operations information that may affect the management of the incident.	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
28. ICS-T1-AOBD3-16. Coordinate with vendors, contractors, and other incidents. <ul style="list-style-type: none"> • Fuel. • Crew Berthing. 	I O2 O4		
	I O2		
29. ICS-T1-AOBD3-17. Coordinate information sharing with IMT functional areas. <ul style="list-style-type: none"> • Operations Section Chief. • Planning Section Chief. 	I O2 O4		
	I O2		
30. ICS-T1-AOBD3-18. Coordinate information sharing with personnel external to the IMT. <ul style="list-style-type: none"> • Local airport authority. • Media. • Land owners. • Local unit dispatch and / or aviation manager. • Adjacent incident personnel and / or area command. 	I O2 O4		
	I O2		
31. ICS-T1-AOBD3-19. Brief pilots and subordinate staff. <ul style="list-style-type: none"> • Incident and work objectives, schedules, and mission. • Requirements, priorities, time schedules, and process for briefings and debriefings. • Work-site locations, status of aircraft, crews, and equipment assigned or ordered. 	I O2		
32. ICS-T1-AOBD3-20. Conduct functional area briefings and After Action Review (AAR). <ul style="list-style-type: none"> • AAR. • Lessons learned. • Mitigate. 	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
33. ICS-T1-AOBD3-21. Ensure assigned operations personnel and equipment time records and / or logs are complete and have been submitted to the Time Unit Leader at the end of each operational period. <ul style="list-style-type: none"> • ICS-214 Unit Log. • ICS-220 Air Operations Summary. • Narrative and documentation for final incident report. 	I O2		
34. ICS-T1-AOBD3-22. Ensure incident documentation is completed as required by the Incident Commander. <ul style="list-style-type: none"> • Submit Resource Requests (ICS-213RR) to Operations Section Chief for review / signature. • Operational Planning Worksheet (ICS-215). • Work Analysis Matrix (ICS-234-CG) to Operations Section Chief at the end of each operational period. • Complete and submit performance evaluations (ICS-225) for Operations Section resources when demobilized. 	I O2		

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 and date upon completion of task
35. ICS-T1-AOBD3-23. Prepare for and participate in preplanning/strategy meetings. <ul style="list-style-type: none"> • Obtain information about special events. • Include standard information. <ul style="list-style-type: none"> - Nature of event. - Location. - Magnitude. - Personnel involved (do not release names of victims or agency over radio). - Initial action taken (e.g., helicopter picking up injured, appropriate subsequent action). 	O 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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

36. ICS-T1-AOBD3-24. Update Operations Section Chief on current accomplishments and/or problems. This task must be completed at two different incidents / events or exercises. Classroom environment (430) can only be done once.	I O2 O4		
	I O2		

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 and date upon completion of task
37. ICS-T1-AOBD3-25. Ensure aviation expectations are communicated to other functional areas during meetings and briefings.	I O2 O3		
38. ICS-T1-AOBD3-26. Ensure any changes in priorities, objectives, strategies, or tactics are communicated and understood.	I O2 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 and date upon completion of task
39. ICS-T1-AOBD3-27. Participate in preparation of the IAP; provide aviation perspective support and guidance during development of IAP. This task must be completed at two different incidents / events or exercises. Classroom environment (341 or 430) can only be done once.	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
40. ICS-T1-AOBD3-28. Participate in the preparation of other necessary relevant plans – provide planning support from aviation perspective for the plans. <ul style="list-style-type: none"> • Evacuation plan. • Salvage plan. • Lightering plan. • Dive plan. • Decon plan. 	I O2 O3		
41. ICS-T1-AOBD3-29. Provide aviation perspective input and guidance to assist in development and implementation of Incident Demobilization Plan. <ul style="list-style-type: none"> • Coordinate with Demobilization Unit / Planning Section Chief. • Coordinate with federal, state, and local agencies and non-government organizations / agencies concerning functional demobilization procedures. • Brief staff on demobilization responsibilities. • Ensure section is demobilized in a timely and complete manner. 	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

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 and date upon completion of task
42. ICS-T1-AOBD3-30. Ensure assigned contracted resources meet contract specifications. <ul style="list-style-type: none"> • Take necessary action for those not meeting specifications. • Ensure contractors comply with applicable FAR / AIM sections (maintenance records, flight time records, passenger manifests, etc.). 	IO2		
43. ICS-T1-AOBD3-31. Identify and request aviation related agreements as necessary. <ul style="list-style-type: none"> • Coordinate with Finance / Administration Section. 	IO2		

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

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

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 and date upon completion of task
44. ICS-T1-AOBD3-32. Collect and process incident reports and daily fiscal information per agency standard. <ul style="list-style-type: none"> • Flight hours flown. • Aircraft cost summaries. • Gallons of water, foam, and retardant dropped. • Number of personnel transported. • Adjustment to IAP or other relevant plan. • Support needs for other sections. 	O		
45. ICS-T1-AOBD3-33. Evaluate and monitor current situation and adjust as necessary. This task must be completed at two different incidents / events or exercises. <ul style="list-style-type: none"> • Determine if present IAP is meeting incident objectives and make changes as appropriate. • Identify problems and concerns (e.g., evacuation, sheltering, and aviation safety). • Advise Incident Commander and other appropriate IMT personnel. 	IO2		
46. ICS-T1-AOBD3-34. Gather intelligence and information for future operational planning. <ul style="list-style-type: none"> • Obtain status and availability of aircraft and personnel. 	IO1		

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

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
47. ICS-T1-AOBD3-35. Provide input for completing Safety Analysis Worksheet (ICS-215A).	I O2 O3		

Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
48. ICS-T1-AOBD3-36. Monitor flight / duty hour limitations and ensure they are not exceeded. 49. ICS-T1-AOBD3-37. Inspect and visit areas of operation to ensure compliance with agency rules, regulations, and procedures.	I O2 O3		

Behavior: Utilize information to produce outputs.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
50. ICS-T1-AOBD3-38. Report special events (incidents, accidents, political issues/contacts, property loss or damage, etc.).	O		
51. ICS-T1-AOBD-39. Ensure Air Operations Summary Worksheet (ICS 220) is completed.	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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

Behavior: Take appropriate action based on assessed risks.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
52. ICS-T1-AOBD-40. Ensure the Risk Management Process is established and maintained throughout the Operations Section. This task must be completed at two different incidents / events or exercises.	I O2 O3		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial and date upon completion of task
53. ICS-T1-AOBD-41. Anticipate demobilization of personnel and equipment. <ul style="list-style-type: none"> • Identify excess personnel and equipment. • Prepare schedule for demobilization. 	I O3		
54. ICS-T1-AOBD-42. Assist in development, approval, and implementation of Incident Demobilization Plan. <ul style="list-style-type: none"> • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure that all resources are demobilized in an efficient and timely manner. • Inspect, clean, repair and decontaminate equipment prior to demobilization. • Account for incident property and supplies. • Ensure incident and agency demobilization procedures are followed. • Document equipment damage and loss. • Complete Demobilization and Check-out (ICS-221) as required. 	I O3 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.

POSITION: AIR OPERATIONS BRANCH DIRECTOR TYPE 3 (AOBD3)

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 and date upon completion of task
55. ICS-T1-AOBD-43. Coordinate relief process. <ul style="list-style-type: none"> • Consider transition early in the incident. • Inform assigned resources and command staff. • Awareness of incident escalation/de-escalation and impact on Section. • Document follow-up action needed and submit to supervisor. • With replacement determine time of transfer. • No adverse impact on safety or productivity. 	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 EVALUATION RECORD

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

Complete These Items at the START of the Evaluation Period:

- Evaluation Record number: This number in the upper right corner of the evaluation record identifies a particular incident / events / exercises or group of incidents / events / exercises. The number should be placed in the column labeled “EVAL RECORD #” on the PQS for each task performed satisfactorily. The number will enable reviews of the completed PQS to ascertain the qualifications of the different evaluators 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, Event, Simulation / Exercise, Other.
 - Location: 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: Enter the resources assigned to the incident pertinent to the trainee’s PQS.
- Verifying Officer’s Recommendation.
 - Recommendation: Initial one line as appropriate and / or make comments regarding the future needs for the development of this trainee.
 - Signature.
 - Initials: These authenticate recommendations and allow for comparison with initials on the PQS.
 - Verifying Officer’s Relevant Qualification or agency certification relevant to the trainee position supervised.

Trainee Information

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

Verifying Officer Information

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

Incident / Event / Exercise Information

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

Verifying Officer's Recommendation

(Initial only one line as appropriate)

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

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

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

Date: _____

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