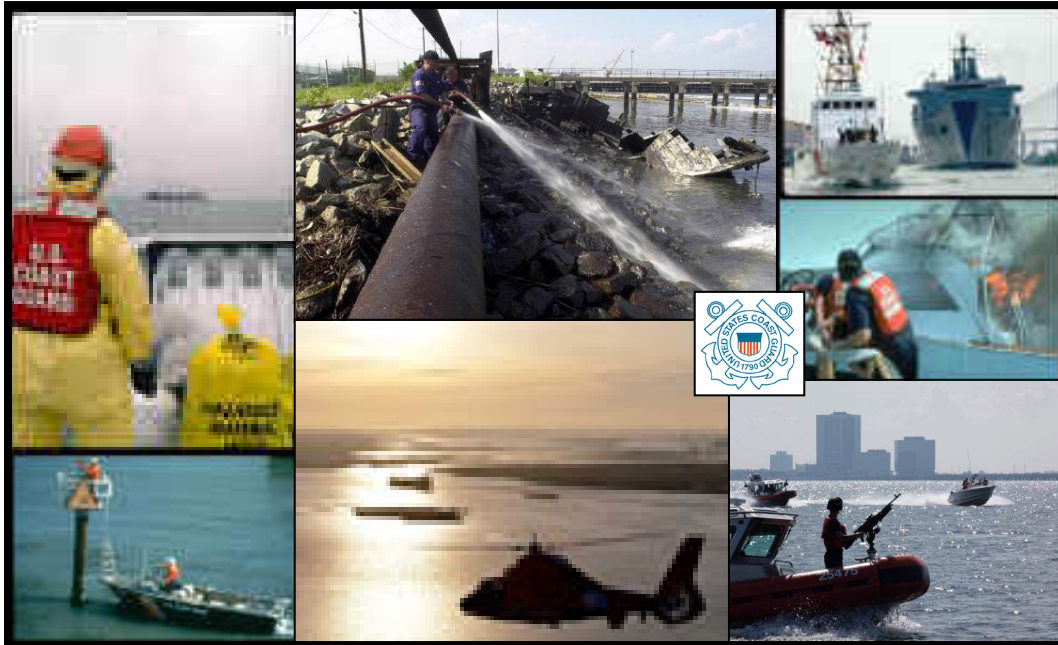


U.S. Department of
Homeland Security

United States
Coast Guard



U. S. Coast Guard



All-Hazard National Incident Management System Incident Command System Performance Qualification Standard Guide

November 2014

**U.S. Coast Guard All-Hazard National Incident Management System
Incident Command System Performance Qualification Standard Guide September 2014
version**

Change page.

The March 2009 version of the U.S. Coast Guard (USCG) All-Hazard National Incident Management System (NIMS) Incident Command System (ICS) Performance Qualification Standard (PQS) Guide has been changed in the following ways:

Section I: Updated references.

Section IV: Defined assignment and certification processes using TMT, USCG ICS “C” School courses and FEMA course equivalency, and defined USCG Type 1 through Type 3 certification authorizations.

Section V: PQS Workbooks: Clarification concerning Verifying Officer requirements.

Section VII: Historical Recognition (Grandfathering). Now called *Historical Recognition (Grandfathering), Interim Certification and Waiver of Requirements*. This includes clarification concerning historical recognition, new interim certification as differentiated from historical recognition, and clarification of waiver requirements. The historical recognition worksheet has been modified to include command recommendation so that it can be used for requests for Type 1 and Type 2 certification.

Section VIII: Interim Certification has been updated and clarified.

Section IX: Waiver of Requirements has been updated and includes new waiver options.

Section X: Equivalency is a new section that discusses equivalency options.

Section XI: *ICS Position Qualification Flow Charts* have been updated to remove courses no longer offered, add new course offerings, remove the Type 4 Incident Commander and Task Force/Strike Team Leader competencies, and outline new ICS positions.

**U. S. COAST GUARD
ALL-HAZARD
NATIONAL INCIDENT MANAGEMENT SYSTEM
INCIDENT COMMAND SYSTEM
PERFORMANCE QUALIFICATION STANDARD
Guide**

TABLE OF CONTENTS

Contents

I.	REFERENCES	4
II.	INTRODUCTION	5
III.	OBJECTIVES	6
IV.	COMPONENTS OF THE CURRENT SYSTEM	6
V.	PQS	9
A.	PQS RESPONSIBILITIES	10
B.	POSITION CATEGORIES	12
C.	PQS DESIGN AND USE	15
	Table 1: ICS BASIC QUALIFICATION REQUIREMENTS AND TIMELINE FOR TYPE 3 POSITIONS	19
VI.	INCIDENT COMPLEXITY	24
VII.	TYPE 1 AND TYPE 2 CERTIFICATION	25
VIII.	INTERIM	25
IX.	CURRENCY AND RECERTIFICATION	25
X.	DECERTIFICATION	26
XI.	WAIVER OF REQUIREMENTS	26
XII.	ICS POSITION QUALIFICATION FLOW CHARTS	27
A.	COMMAND AND COMMAND STAFF	28
B.	OPERATIONS	29
C.	INTELLIGENCE/INVESTIGATION	30
D.	PLANNING	31
E.	LOGISTICS	32
F.	FINANCE/ADMINISTRATION	33
G.	ICS STAFF	34

I. REFERENCES

- A. 6 U.S.C. §752 Federal Preparedness
- B. Homeland Security Act of 2002 as amended by Public Law 110-53 (Implementing the Results of the 911 Commission)
- C. Homeland Security Presidential Directive Five (HSPD-5)
- D. Presidential Policy Directive Eight (PPD -8)
- E. National Response Framework (NRF)
- F. National Incident Management System (NIMS)
- G. National Incident Management System Training Program, September 2011
- H. Coast Guard Connectivity to the National Response Framework, COMDTINST 16000.22
- I. USCG Alignment with NIMS and NRP, COMDTINST 16000.27
- J. Incident Command System, COMDTINST 3120.14
- K. Coast Guard Incident Command System Implementation Plan, COMDTINST M3120.15
- L. USCG Sector Organization Manual, COMDTINST M5401.6
- M. Coast Guard National Response Framework (NRF) Concept Of Operations (CONOP)
- N. U.S. Coast Guard Competency Management System Manual, COMDTINST M5300.2
- O. Coast Guard Individual Development Plan, COMDTINST 5357.1A
- P. Mandatory Use Of The Training Management Tool, COMDTINST 5270.2

II. INTRODUCTION

This document serves as the U.S. Coast Guard (USCG) Performance Qualification Standard (PQS) Guide for Incident Command System positions on all-hazard incidents and planned events. The USCG all-hazard PQS Guide and associated position-specific PQS positions are built upon the FEMA National Incident Management System (NIMS) Credentialing Guidelines, FEMA NIMS resource typing standards, and FEMA NIMS position specific tasks books (PTBs). This system is designed to establish minimum training, skills, knowledge, experience, and physical fitness standards for incident positions. NIMS competencies, behaviors, and tasks are listed in the PQS but the look and feel of the PQS's is more like standard USCG PQS Workbooks.

To comply with NIMS requirements, ICS qualifications must be based on achieving "competencies" to perform in specific positions. The primary criteria for qualification is individual demonstrated competencies that are acquired through training, experience, performance, or a combination of these modes. These competencies can be demonstrated as knowledge gained through formal training, evaluation of performance during scenarios or evaluation of performance on actual incidents observed by qualified Verifying Officers.

Competencies are defined as a set of behaviors that encompass skills, knowledge, abilities, and attributes, combined with agency authority, to perform in the position. This performance-based system involves the development of a master competency list, selection of behaviors that support the competencies and identification of activities (tasks) underlying the behaviors.

The USCG performance-based qualification system is a competency-based system where qualification is based upon demonstrated competencies gained through the completion of training and/or demonstrated performance as measured on incidents and planned events, normal job activities, in exercises, or classroom activities.

The Coast Guard master competency list can be found at:
<https://cgportal2.uscg.mil/communities/competency-mgmt-systems/Competency%20Management%20Systems/Forms/AllItems.aspx>

The FEMA NIMS Resource Typing Tool which contains the FEMA criteria for certification can be found at: <https://rtlt.ptaccenter.org/Public>.

//S//

CAPT Joseph J. Gleason
Chief, Office of Contingency Preparedness and Exercise Policy (CG-CPE)

III. OBJECTIVES

- A. Establish minimum USCG training and qualification standards for ICS positions that comply with NIMS.
- B. Hold a minimum of required training and allow for the development of skills and knowledge outside of the formal classroom environment.
- C. Eliminate redundancy, unnecessary positions, and requirements.

IV. COMPONENTS OF THE CURRENT SYSTEM

A. Assignment and Certification Documentation: Upon assignment of an ICS position-specific competency requirement to support the unit Incident Management Team (IMT) Watch Quarter and Station Bill (WQSB), the unit training officer shall assign that competency to the member in the Training Management Tool (TMT). Upon certification by the Certifying Official the unit training officer shall certify the member in TMT. TMT certification entry will automatically be entered into the members Direct Access records. Therefore duplicate entry of an ICS competency by the Servicing Personnel Office (SPO) is not needed. The unit CGBI IMT readiness measure, found under the training tab on the unit page, <http://cgbi.osc.uscg.mil/>, is directly tied to the number of members assigned to achieve an ICS competency divided by the number of members who have obtained an ICS competency. Individuals are responsible for providing proof of qualification on an incident.

B. PQS contain all critical tasks that are required to perform the job. Subject matter experts have established the tasks in each PQS Workbook, which are in a format that allows documentation of a trainee's ability to perform each task. Tasks pertaining to tactical decision-making and safety are flagged and may require more than demonstration. The remaining tasks may be evaluated through other means such as a simulation/exercise or other emergency and non-emergency work. Successful completion of all required tasks of the position and a final qualification interview/board, as determined by the final Verifying Officer, will be the basis for recommending certification.

C. Training Courses provide the specific knowledge and skills required to perform tasks identified in the PQS Workbook. This provides a direct link between training and job performance. Required training has been held to the minimum required for safe operations on incidents.

D. USCG ICS "C" School courses and FEMA course equivalency:

USCG ICS "C" School course descriptions and convenings can be found on the USCG Training Quota Management Center website, http://www2.tracenet.alaska.com/tqc/cschool_selectC.asp?c=35.

FEMA NIMS online training courses can be found on the FEMA Emergency Management Institute Independent Study website, <http://training.fema.gov/IS/NIMS.aspx>.

Completion of an equivalent FEMA ICS course is accepted as meeting the training minimum requirements. However, most of the FEMA courses do not cover the depth of material or the same level of performance based training that is provided in the Coast Guard ICS courses.

FEMA resident training courses beginning with E/L can be obtained through your State or local Emergency Manager's office.

- ICS-100 (IS-100.B), *Introduction to Incident Command System*, is a FEMA online independent study course. Any FEMA focus area option is acceptable to meet this requirement.
- ICS-200 (IS-200.B), *ICS for Single Resources and Initial Action Incidents*, is a FEMA online independent study course.
- ICS-300, *Intermediate ICS for Expanding Incidents*, is a USCG "C" School or members may take the FEMA NIMS approved ICS-300 Intermediate ICS for Expanding Incidents course.
 - Beginning 01 OCT 2017 the USCG version of ICS-300, *Intermediate ICS for Expanding Incidents*, will be the only course authorized to obtain USCG ICS position specific competencies described in this Handbook.
- ICS-400, *Advanced ICS*, is a USCG "C" School or any FEMA NIMS approved ICS-400 Advanced ICS course.
- ICS-339, *Division / Group Supervisor*, is a USCG "C" School is equivalent to the FEMA NIMS E / L 960: NIMS ICS All-Hazards Position Specific Division/Group Supervisor course.
- ICS-346 / 347 / 348, *Situation Unit Leader, Demob Unit Leader, Resources Unit Leader course*, a 1 week combined USCG "C" School is equivalent to the FEMA E / L 964, *All-Hazards Position Specific Situation Unit Leader* course, to satisfy the SITL3 requirement or FEMA E / L 965, *All-Hazards Position Specific Resources Unit Leader* to satisfy the RESL3 requirement. FEMA does not offer a Demobilization Unit Leader course.
- ICS-351, *Logistics and Finance Section Course*, a 1 week combined USCG "C" School, is equivalent to the FEMA E / L 970, *All-Hazards Position Specific Supply Unit Leader*, to satisfy the SPUL3 requirement, or FEMA E / L 971, *All-Hazards Position Specific Facilities Unit Leader*, to satisfy the FACL3 requirement or E / L 967, *All-Hazards Position Specific Logistics Section Chief* to satisfy the LSC3 requirement, or FEMA E / L 975, *All-Hazards Position Specific Finance/Administrator Unit Leader* course to stratify any Finance Section Unit Leader requirement, or FEMA E / L 973, *All-Hazards Position Specific Finance / Administrator Section Chief* to satisfy the FSC3 requirement.
- ICS-358, *Communications Unit Leader* course, is a USCG "C" School equivalent to the FEMA E / L 969, *All-Hazards Position Specific Communications Unit Leader*.
- ICS-430 / 440, *Operations and Planning Section Chiefs* course, a 1 week combined USCG "C" School, is equivalent to the FEMA E / L 958, *All-Hazards Position Specific Operations Section Chief*, to satisfy the OSC3 requirement, or FEMA E / L 962, *All-Hazards Position Specific Planning Section Chief*, to satisfy the PSC3 requirement.

- The USCG uses the combined USCG ICS-430 / 440, Operations and Planning Section Chiefs course, to satisfy the training requirements for ISC3. FEMA does not offer an Intelligence/Investigation Section Chief course.
- ICS-402, Advanced Liaison Officer course, a USCG “C” School, is equivalent to the FEMA E / L 956, NIMS ICS All-Hazards Position Specific Liaison Officer course.
- ICS-403, Advance Public Information Officer course, a USCG “C” School, is equivalent to the FEMA E / L 952, NIMS ICS All-Hazards Position Specific Public Information Officer course.
- ICS-404, Advanced Safety Officer course, a USCG “C” School, is equivalent to the FEMA E / L 954, NIMS ICS All-Hazards Position Specific Safety Officer course.
- ICS-410, Advanced Incident Commander, a USCG “C” School, is equivalent to the FEMA E / L 950, NIMS ICS All-Hazards Position Specific Incident Commander course.

E. ICS Training Funding. Members selected to attend a USCG “C” School will be issued orders by TQC. Per the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (Series), all ICS courses, except ICS-320, are considered class “C” School training. Units are not authorized to expend AFC-30 funds for any ICS training that the USCG provides through the USCG “C” School training system.

F. Simulations/Exercises include scenarios or testing that may be part of a PQS evaluation or a formal or informal training course. They must be documented on the evaluation worksheet and directly relate to the competencies required by the position.

G. Job Aids exist to facilitate development where there is no developed training course and to provide a ready reference for performance on the job. Individuals must possess the knowledge and skills to perform job aid tasks.

H. USCG Certification and documentation is the responsibility of the USCG unit certifying that the individual is qualified to perform in a specific position. Page two of each PQS has been developed to be used by the unit as a qualification/certification letter.

For USCG personnel (active duty, reserve, civilian and auxiliary personnel), the Certifying Official and Final Verifying Officer section of the PQS Workbook shall only be signed by the USCG official identified as the certifying official or Final Verifying official.

Final Certifying Official for Type 1 and Type 2 USCG ICS competencies is the Director of Incident Management and Preparedness, CG-5RI.

Final Certifying Official for USCG ICS Type 3, CG-AREP, DIVS, OPBD, and ICS Staff competencies is the members Commanding Officer (O-4 and above), or the first O-6 in the chain command, or COMDT (CG-CPE).

PQS task items may be signed off by Verifying Officers from any agency, non-governmental organization, or private sector company who are certified in the position being sought or a higher ICS position.

V. PQS

As defined by NIMS, each PQS lists the performance in terms of competencies, behaviors, and tasks required to show the ability to perform in the position.

- Competency—A broad description that groups the core behaviors necessary to perform a specific function.
- Behavior—A general description of an observable activity or action demonstrated by an individual in a particular context.
- Task—A specific description of a unit of work activity that is a logical and necessary action in the performance of a behavior; how the behavior is demonstrated or performed in a particular context.

The performance requirements (tasks) for the specific position are shown in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by Verifying Officers, with a final evaluation interview / board, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the individual's performance of all the tasks may involve more than one Verifying Officer and, depending on the task, can occur on incidents, exercises, in classroom simulation, and in other work situations.

Designated PQS require position performance during which the majority of required tasks are demonstrated on a single incident or exercise at the same or higher type of incident. For example, for PSC2, the trainee must be evaluated on a Type 1 or Type 2 incident. Examples of incident, event type, and characteristics can be found on the ICS website. It is important that performance be critically evaluated and accurately recorded by each Verifying Officer. All tasks must be evaluated and may not be waived for certification, but may be waived for interim certification (see section VII for more information about Interim Certification). All bullet statements within a task that require an action must be demonstrated before that task can be signed off. The Verifying Officer signing off on tasks will also fill out an evaluation record to document specific incident performance.

Effective 01DEC14 CG members shall begin using the November 2014 PQS workbook to obtain position specific ICS competencies. Members who began pursuing ICS position specific certification prior to 01DEC14 are authorized to continue to use the previous version of the ICS PQS Workbook and must complete those certifications no later than 01JUN15. Members who cannot qualify by 01JUN15 shall complete the November 2014 PQS workbook.

A. PQS 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. (He or she must also be command or unit designated).
- Entering his or her title, name, and initials in the Record of Verifying Officers section before making entries in the PQS.
- Being experienced and qualified personnel who have demonstrated the 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 Workbook 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.

B. POSITION CATEGORIES

Listed below are ICS positions that are specific to USCG all-hazards response and are competencies in the USCG Competency Dictionary. USCG Incident Management Program PQS Workbooks must be used for Type 3 positions in demonstrating competency for these positions. If the position doesn't have a Type associated with the position, then it is appropriate for any complexity of incident. Type 1 and Type 2 positions are not required to complete a PQS Workbook but instead use a national board process described in section VII of this Handbook.

1. Command/Command Staff

Incident Commander Type 3 (ICT3)
Incident Commander Type 2 (ICT2)
Incident Commander Type 1 (ICT1)
Liaison Officer Type 3 (LOFR3)
Liaison Officer Type 2 (LOFR2)*
Liaison Officer Type 1 (LOFR1)
Coast Guard Agency Representative (CG-AREP)
Public Information Officer Type 3 (PIO3)
Public Information Officer Type 2 (PIO2)*
Public Information Officer Type 1 (PIO1)
Safety Officer Type 3 (SOFR3)
Safety Officer Type 2 (SOFR2)*
Safety Officer Type 1 (SOFR1)

2. Operations

Operations Section Chief Type 3 (OSC3)
Operations Section Chief Type 2 (OSC2)
Operations Section Chief Type 1 (OSC1)
Air Operations Branch Director Type 3 (AOBD3)*
Air Operations Branch Director Type 1 (AOBD1)
Operations Branch Director (OPBD)*
Division/Group Supervisor (DIVS)

3. Intelligence/Investigation

Intelligence / Investigation Section Chief Type 3 (ISC3)*
Intelligence / Investigation Section Chief Type 2 (ISC2)*
Intelligence / Investigation Section Chief Type 1 (ISC1)*
Investigative Operations Group Supervisor (IOGS)*
Intelligence Group Supervisor (IGS)*
Investigative Support Group Supervisor (ISGS)*

4. Planning

Planning Section Chief Type 3 (PSC3)
Planning Section Chief Type 2 (PSC2)
Planning Section Chief Type 1 (PSC1)
Demobilization Unit Leader Type 3 (DMOB3)
Demobilization Unit Leader Type 1 (DMOB1)
Documentation Unit Leader Type 3 (DOCL3)
Documentation Unit Leader Type 1 (DOCL1)
Environmental Unit Leader Type 3 (ENVL3)*
Environmental Unit Leader Type 1 (ENVL1)*
Marine Transportation System Recovery Unit Leader Type 3 (MTSL3)
Marine Transportation System Recovery Unit Leader Type 1 (MTSL1)
Resources Unit Leader Type 3 (RESL3)
Resources Unit Leader Type 1 (RESL1)
Situation Unit Leader Type 3 (SITL3)
Situation Unit Leader Type 1 (SITL1)

5. Logistics

Logistics Section Chief Type 3 (LSC3)
Logistics Section Chief Type 2 (LSC2)
Logistics Section Chief Type 1 (LSC1)
Communications Unit Leader Type 3 (COML3)
Communications Unit Leader Type 1 (COML1)
Facilities Unit Leader Type 3 (FACL3)
Facilities Unit Leader Type 1 (FACL1)
Food Unit Leader Type 3 (FDUL3)
Food Unit Leader Type 1 (FDUL1)
Ground Support Unit Leader Type 3 (GSUL3)
Ground Support Unit Leader Type 1 (GSUL1)
Medical Unit Leader Type 3 (MEDL3)
Medical Unit Leader Type 1 (MEDL1)
Supply Unit Leader Type 3 (SPUL3)
Supply Unit Leader Type 1 (SPUL1)
Vessel Support Unit Leader Type 3 (VSUL3)
Vessel Support Unit Leader Type 1 (VSUL1)
Weapons Support Unit Leader Type 3 (WEPS3)*
Weapons Support Unit Leader Type 1 (WEPS1)*

6. Finance

Finance / Administration Section Chief Type 3 (FSC3)

Finance / Administration Section Chief Type 2 (FSC2)

Finance / Administration Section Chief Type 1 (FSC1)

Administration Unit Leader Type 3 (ADMN3)*

Administration Unit Leader Type 1 (ADMN1)*

Compensation/Claims Unit Leader Type 3 (COMP3)

Compensation/Claims Unit Leader Type 1 (COMP1)

Cost Unit Leader Type 3 (COST3)

Cost Unit Leader Type 1 (COST1)

Procurement Unit Leader Type 3 (PROC3)

Procurement Unit Leader Type 1 (PROC1)

Property Management Unit Leader Type 3 (PROP3)

Property Management Unit Leader Type 1 (PROP1)

Time Unit Leader Type 3 (TIME3)

Time Unit Leader Type 1 (TIME1)

7. ICS Staff

ICS Staff (ICSStaff)*

C. PQS DESIGN AND USE

1. Purpose

PQS are designed primarily for the evaluation of individual performance or as a checklist for recertification. A PQS is valid for three years from the day it is initiated. Upon documentation of the first task in the PQS, the three-year timeframe is reset from that new date. If the PQS is not completed in three years from the date of initiation or from the date of the first task documentation, then the PQS will no longer be valid. For Type 3 positions, the Program Manager (CG-CPE) may grant waivers or approve exceptions to this policy in special circumstances. Accurate completion of PQS is important to the qualification process.

2. PQS sections

i. Cover. The cover includes the title of the position and a block of information that includes the name of the individual (trainee), the name of the person initiating the PQS (typically the unit training officer or supervisor), the unit the trainee is assigned to and the date it was initiated.

ii. Verification/Certification of the Completed PQS. The Verification/Certification blocks are on page two of the PQS.

iii. Introductory Information and Requirements. The introductory information in each PQS provides a brief description of how the PQS is to be used and the responsibilities involved. The requirements page includes a table of information on Required Training, Prerequisite(s), Target Personnel, Certifying Official, Fitness Standard, Currency, Currency Requirements, and Other Position Assignments That Will Maintain Currency.

- 1) Required Training. Required training cannot be challenged. Equivalent courses may be substituted for required courses when learning and performance objectives meet or exceed required course learning and performance objectives.
- 2) Prerequisite. Required experience includes qualification in prerequisite positions and cannot be challenged.
- 3) Target Personnel. Target personnel information is included to help units identify the target audience for the positions.
- 4) Certifying Official. The home unit is the USCG unit or other designated agency the trainee is assigned. For Type 3 positions, the certifying official is the USCG unit Commanding Officer (O-4 or above), or the first O-6 in their chain of command, or Commandant (CG-CPE). Unit Commanding Officers that are O-3 and below must submit applications to the next higher level in their chain of command for approval. Type 1 and 2 competencies are certified by Director of Incident Management and Preparedness (CG-5RI)—see Section VII.

- 5) Fitness Standard. This Handbook indicates a fitness category for each ICS position. NIMS Standards have not been established or validated for general all-hazard incidents; therefore, these categories should be considered as recommendations. Personnel must meet the position fitness requirements that have been established for specific hazards or kinds of incident work (i.e., HAZMAT, law enforcement, diving and other kinds of work/positions having specific fitness standards). The following four categories of physical fitness have been established:
- a. Arduous. Duties involve field work requiring above-average physical endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions over extended periods of time. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds. The pace of work typically is set by the emergency situation.
 - b. Moderate. Duties involve field work requiring complete control of all physical faculties and may include considerable walking over irregular ground, standing for long periods of time, lifting 25 to 50 pounds, climbing, bending, stooping, squatting, twisting and reaching. Occasional demands may be required for moderately strenuous activities in emergencies over long periods of time. Individuals usually set their own pace.
 - c. Light. Duties mainly involve office work with occasional field activity characterized by light physical exertion requiring basic good health. Activities may include climbing stairs, standing, operating a vehicle, and long hours of work, as well as some bending and stooping or light lifting. Individuals almost always can govern the extent and pace of the physical activity.
 - d. None. Duties are normally performed in a controlled environment, such as an incident base or camp.
- 6) Currency Requirements. All ICS position-specific competencies operate on a seven year sliding currency system. See Section IX for more information.
- 7) Other Position Assignments That Will Maintain Currency. These are other positions identified for that particular position that will maintain currency for position qualification/certification.
- iv. Qualification Record. The qualification record in the PQS is a series of pages that include the following:
- 1) Four overall competencies for each position and may include several behaviors for each competency.
 - 2) The left column of the table includes a list of numbered tasks, which must be performed. If a specific standard (quality or quantity) is required, it will be specified in the task. Sub-items of tasks, identified as bullet statements, further define what is included in the task for further clarification but are not required to be completed. Verifying Officers may sign off numbered tasks.

- 3) The column labeled CODE contains a code that specifies the type of situation in which the task must be completed.

***Code:**

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

- 4) The column labeled “Eval Record #” refers to the numbered evaluation record at the end of the PQS. Each Verifying Officer will complete an evaluation record and use the number of that record for each incident/event/exercise when they evaluate the tasks.
- 5) The right hand column provides space for the Verifying Officer to initial and date when the task is completed. All tasks must be completed, initialed, and dated before the trainee can be recommended for certification and a final qualification board may be completed. Each task must be initialed by a Verifying Officer (e.g., a Verifying Officer MAY NOT initial the top of a page, draw a line down the initial block and initial the bottom of a page noting the page is complete). If a task is NOT completed satisfactorily by the trainee, the Verifying Officer should include a short comment in the evaluation record that articulates the problem with that particular task or include a short comment in the right hand block next to the task that articulates the problem.

v. Evaluation Record. The Evaluation Record is for recording information about the kind and type (complexity) of incident, event, exercise, and classroom experience on which evaluation was made and the recommendations of the Verifying Officer. At least two copies are included at the end of each PQS and additional copies of the Evaluation Record should be made to document experience.

vi. Oral Qualification Boards. An Oral Qualification Board is required for each ICS PQS package completed. Once a PQS is signed off, the candidate must notify the Training Officer

to request permission to have an Oral Qualification Board. Oral Qualification Board members must be approved in writing by the Command. If the Unit is unable to provide the full complement of Oral Qualification Board members, the Unit should request assistance from their respective ICS Coordinator to establish a virtual / teleconference board. At least one member of the board is normally from the unit. Not all board members need to be physically present for the Oral Qualification Board, but may be present by video or teleconferencing. The purpose of the Oral Qualification Board is to evaluate the candidate's knowledge and experience within the ICS position under consideration. The Oral Qualification Board members test the candidate's ability to apply the ICS position knowledge he or she is striving for in the qualification process. The Oral Qualification Board shall use scenario based questions to the fullest extent possible. To pass an Oral Qualification Board, there must be a unanimous vote by all the board members. The lead member of the Oral Qualification Board will act as the Final Verifying Officer and sign the PQS package as appropriate.

**Table 1: ICS BASIC QUALIFICATION REQUIREMENTS AND
TIMELINE FOR TYPE 3 POSITIONS**

ICS Position	Qualification Prerequisites, PQS and Training required	Estimated Months from date assigned
Incident Commander Type 3 (ICT3)	ICT3 PQS and Qualification as a Type 3 Operations Section Chief or Type 3 Planning Section Chief or Type 3 Logistics Section Chief and ICS-100, ICS-200, ICS-300 (501377), ICS-430(502321) or ICS-440 (502328) or ICS-351 (502330), ICS-400 (501378), ICS-305 (502326) Triennially, ICS-410 (502320), Perform in position septennially as required in the PQS	Second Tour, 12-36
CG Agency Representative (CG-AREP)	FEMA Online training courses: ICS-100, ICS-200, IS-700, IS-800, IS-230, IS-293, IS-250, IS-450, IS-650, IS-701, IS-775, IS-801, IS-809, IS-810, IS-813, ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Liaison Officer Type 3 (LOFR3)	Completion of the LOFR3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-400, ICS-305 (502326) Triennially, & ICS-402 (501386), Perform in position septennially as required in the PQS	6-12
Public Information Officer Type 3 (PIO3)	PIO3 PQS and ICS-100, 200, 300, 400, 40 hour CG Public Affairs Officer Course (CGPAC) or Public Affairs "A" School, ICS-305 (502326) Triennially, IS-702 NIMS Public Info Sys, Perform in position septennially as required in the PQS	6-12
Safety Officer Type 3 (SOFR3)	SOFR3 PQS and Qualification as a Division/Group Supervisor (DIVS) and ICS-100, ICS-200, ICS-300 (501377), ICS-339 (501388), ICS-400 (501378), ICS-305 (502326) Triennially, HAZWOPER Awareness level training, ICS-404 (501384), Perform in position septennially as required in the PQS	6-12
Operations Section Chief Type 3 (OSC3)	Qualification as a Division Group Supervisor (DIVS), and OSC3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-430 (502321), ICS-400 (501378), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	15-24
Air Operations Branch Director Type 3 (AOBD3)	Qualification as a DIVS, AOBD3 PQS, ICS-100, ICS-200, ICS-300 (501377), ICS-400, ICS-430(502321), ICS-305 (502326) Triennially, and currently serve in or have previously served in an Air Operations or Assistant Air Operations billet, Perform in position septennially as required in the PQS.	15-24

Operations Branch Director (OPBD)	Qualification as a Division Group Supervisor (DIVS), and OSC3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-430 (502321), ICS-400 (501378), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	15-24
Division/Group Supervisor (DIVS)	DIVS PQS and ICS-100, ICS-200, ICS-300, and ICS-339 (501388), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS.	12-15
Intelligence/Investigation Section Chief Type 3 (ISC3)	Completion of the ISC3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-400, ICS-305 (502326) Triennially, ICS-430 (502321)	15-24
Investigative Operations Group Supervisor (IOGS)	ICS-100, ICS-200, ICS-300 (501377), ICS-339 (501388), ICS-305 (502326) Triennially, and also certified as a Coast Guard Investigations Officer (IO), Perform in position septennially as required in the PQS	12-15
Intelligence Group Supervisor (IGS)	Qualification as a Intelligence Professional (INTEL001), ICS-100, ICS-200, ICS-300 (501377), ICS-339 (501388), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	12-15
Investigative Support Group Supervisor (ISGS)	Qualification as a Type 3 Supply Unit Leader and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, and ICS-351 (502330), Perform in position septennially as required in the PQS	12-15
Planning Section Chief Type 3 (PSC3)	PSC3 PQS, and Qualification as a Type 3 Situation Unit Leader (SITL3) or Type 3 Resources Unit Leader (RESL3) and ICS-100, ICS-200, ICS-300 (501377), ICS-440 (502328), ICS-400 (501378), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	12-24
Demobilization Unit Leader Type 3 (DMOB3)	Type 3 Unit Leader Part A (Core) PQS and DMOB3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-347 (502328), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS.	6-12
Documentation Unit Leader Type 3 (DOCL3)	Type 3 Unit Leader Part A (Core) PQS and DOCL3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Environmental Unit Leader (ENVL3)	Type 3 Unit Leader Part A (Core) PQS and DOCL3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12

Marine Transportation Unit Leader Type 3 (MTSL3)	Type 3 Unit Leader Part A (Core) PQS, and MTSL3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Resources Unit Leader Type 3 (RESL3)	Type 3 Unit Leader Part A (Core) PQS and RESL3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-348 (502329), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Situation Unit Leader Type 3 (SITL3)	Type 3 Unit Leader Part A (Core) PQS, and SITL3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-346 (502337), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Logistics Section Chief Type 3 (LSC3)	LSC3 PQS and Qualification as SPUL3 or FACL3 or COML3 and ICS-100, ICS-200, ICS-300 (501377), ICS-400 (501378), ICS-305 (502326) Triennially, ICS-351 (502330), Perform in position septennially as required in the PQS	12-24
Communications Unit Leader Type 3 (COML3)	Type 3 Unit Leader Part A (Core) PQS, and COML3 PQS and completion of courses ICS-100, ICS-200, ICS-300 (501377), ICS-358 (502331), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS.	6-12
Facilities Unit Leader Type 3 (FACL3)	Type 3 Unit Leader Part A (Core) PQS and FACL3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, ICS-351 (502330), Perform in position septennially as required in the PQS	6-12
Food Unit Leader Type 3 (FDUL3)	Type 3 Unit Leader Part A (Core) PQS and FDUL3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Ground Support Unit Leader Type 3 (GSUL3)	Type 3 Unit Leader Part A (Core) PQS and GSUL3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Medical Unit Leader Type 3 (MEDL3)	Type 3 Unit Leader Part A (Core) PQS, and MEDL3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Supply Unit Leader Type 3 (SPUL3)	Type 3 Unit Leader Part A (Core) PQS, and SPUL3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-351 (502330), ICS-305 (502326) Triennially, be a CG purchase card holder, Perform in position septennially as required in the PQS	6-12
Vessel Support Unit Leader Type 3 (VSUL3)	Type 3 Unit Leader Part A (Core) PQS, and VSUL3 PQS and ICS-100, ICS-200, ICS-300 (501377), Perform in position septennially as required in the PQS	6-12

Weapons Support Unit Leader Type 3 (WEPS3)	Type 3 Unit Leader Part A (Core) PQS, be an enlisted rated GM, ME, or be a certified Firearms Instructor (OPSHH), and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Finance Section Chief Type 3 (FSC3)	FSC3 PQS and Qualification as PROC3 and or Qualification as COST3 and ICS-100, ICS-200, ICS-300 (501377), ICS-400 (501378), ICS-305 (502326) Triennially, ICS-351 (502330), Perform in position septennially as required in the PQS	12-24
Administration Support Unit Leader (ADMN3)	Type 3 Unit Leader Part A (Core) PQS and ADMN3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Compensation/Claims Unit Leader Type 3 (COMP3)	Type 3 Unit Leader Part A (Core) PQS and COMP3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Cost Unit Leader Type 3 (COST3)	Type 3 Unit Leader Part A (Core) PQS, and COST3 PQS and completion of courses ICS-100, ICS-200, ICS-300 (501377), ICS-351 (502330), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Procurement Unit Leader Type 3 (PROC3)	Type 3 Unit Leader Part A (Core) PQS, and PROC3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-351 (502330), ICS-305 (502326) Triennially, Basic and Advanced Simplified Acquisition Procedures course and hold a CG purchase card and \$25K Contracting Officer's warrant, Perform in position septennially as required in the PQS.	6-12
Property Unit Leader (PROP3)	ICS-100, ICS-200, ICS-300 (501377), ICS-351 (502330), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12
Time Unit Leader Type 3 (TIME3)	Type 3 Unit Leader Part A (Core) PQS, and TIME3 PQS and ICS-100, ICS-200, ICS-300 (501377), ICS-351 (502330), ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	6-12

ICS Staff (ICSStaff)	ICS-100, ICS-200, ICS-300, and ICS-305 (502326) Triennially, Perform in position septennially as required in the PQS	3-6

VI. INCIDENT COMPLEXITY

There are many factors that determine incident complexity including: size, location, threat to life property and environment, maritime commerce / transportation infrastructure threats, political sensitivity, organizational complexity, jurisdictional boundaries, values to be protected, topography, agency policy or plans, etc.

Incident complexity is identified by Type 1-5. For example, a Type 5 incident is characterized by relatively few resources, is of short duration, and has few of the complicating factors identified above. A Type 1 incident, on the other hand, has large numbers of resources, an anticipated long duration, and many of the complicating factors identified above.

The USCG Incident Commander, Commanding Officer of the affected USCG unit, or designated representative must determine the complexity of an incident and assign qualified personnel as needed. In situations involving multiple agencies and jurisdictions, the determination of complexity and qualifications should be made jointly. The incident complexity information found in NIMS and in the CG-IMH should be used to determine incident complexity.

VII. TYPE 1 AND TYPE 2 CERTIFICATION

Type 1 and Type 2 competencies are only obtained through the Type 1 and Type 2 NIMS ICS competency review board held each November sponsored by Commandant (CG-5RI). Past review board precepts, application submission processes, submission timelines, and position specific historical recognition application forms can be found on the Commandant (CG-CPE) unit page under the ICS link on the left side of the page.

<https://cgportal2.uscg.mil/units/cgpe/SitePages/Incident%20Command%20System.aspx>

VIII. INTERIM CERTIFICATION FOR SECTOR COMMANDER

As per reference (H), upon assuming command, all Sector Commanders and Commanding Officers designated as Captain of the Port are granted an interim Type 3 IC certification unless eligible for higher certification. Interim certifications are NOT documented in TMT or assigned to the member in Direct Access. Interim certifications expire upon transfer to a new command. Permanent certification is achieved by completion of the Type 3 Incident Commander PQS requirements.

IX. CURRENCY AND RECERTIFICATION

All ICS position-specific competencies operate on a seven year sliding currency system. Qualified ICS personnel must participate in at least one ICS incident, event or exercise within their position, or one of the other alternate positions listed in the PQS Workbook, at least once every seven years and take the on-line Intermediate ICS Refresher course (ICS-305) once every three years.

To document currency members shall:

- 1) Document satisfactory performance on the ICS-225 Incident Personnel Performance Rating form in the position certified or in one of the positions listed in the “Other Position assignments that will maintain currency” block found in the PQS Workbook, and
- 2) Request their Unit Training Officer update the TMT ICS “Perform Position” task for each competency.
- 3) Take the ICS-305, *ICS Refresher* course through the CG eLearning system once every three years. Upon completion, this course will automatically update TMT with the task completion.

Should a member be unable to maintain currency in a given position within the seven year timeframe, the following steps are required for recertification:

- 1) Complete ICS-300, *Intermediate ICS for Expanding Incidents*, and
- 2) Complete an oral board, and
- 3) Receive a recertification letter from the Certifying Official.

X. DECERTIFICATION

The members unit Commanding Officer or first O-6 in the chain of command has the authority to revoke the ICS certification(s) of any individual under the administrative control (ADCON) of that unit. The unit Commanding Officer or first O-6 in the chain of command shall rescind an ICS certification upon loss of trust or confidence in the member's ability to perform assigned duties. If the member is temporarily assigned the Incident Commander or unit Commanding Officer who has temporary operational control (OPCON) over the member shall submit a competency revocation recommendation letter, which includes a negative ICS-225 performance evaluation, to the Commanding Officer who maintains ADCON over the member.

XI. WAIVER OF REQUIREMENTS

For ICT3, ICS Qualification Prerequisite for certification as OSC3, PSC3 or LSC3 may be waived for O-5 or above until 30 SEP 2019. This includes the position training requirements for OSC3 (ICS-430), PSC3 (ICS-440) and/or LSC3 (ICS-351). If the member desires the OSC3, PSC3 or LSC3 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).

For OSC3, ICS Qualification Prerequisite for certification as DIVS may be waived for O-4 or above until 30 SEP 2019. This includes the position training requirements for DIVS (ICS-339). If the member desires the DIVS 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).

For PSC3, ICS Qualification Prerequisite for certification as SITL3 or RESL3 may be waived for O-4 or above until 30 SEP 2019. This includes the position training requirements for SITL3 (ICS-346) or RESL3 (ICS-348). If the member desires the SITL3 or RESL3 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).

For LSC3, ICS Qualification Prerequisite for certification as SPUL3 or FACL3 or COML3 may be waived for O-4 or above until 30 SEP 2019. The position Training requirement is the same for these positions (ICS-351) and cannot be waived. If the member desires the SPUL3 or FACL3 or COML3 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).

For FSC3, ICS Qualification Prerequisite for certification as PROC3 or COST3 may be waived for O-4 or above until 30 SEP 2019. The position Training requirement is the same for these positions (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).

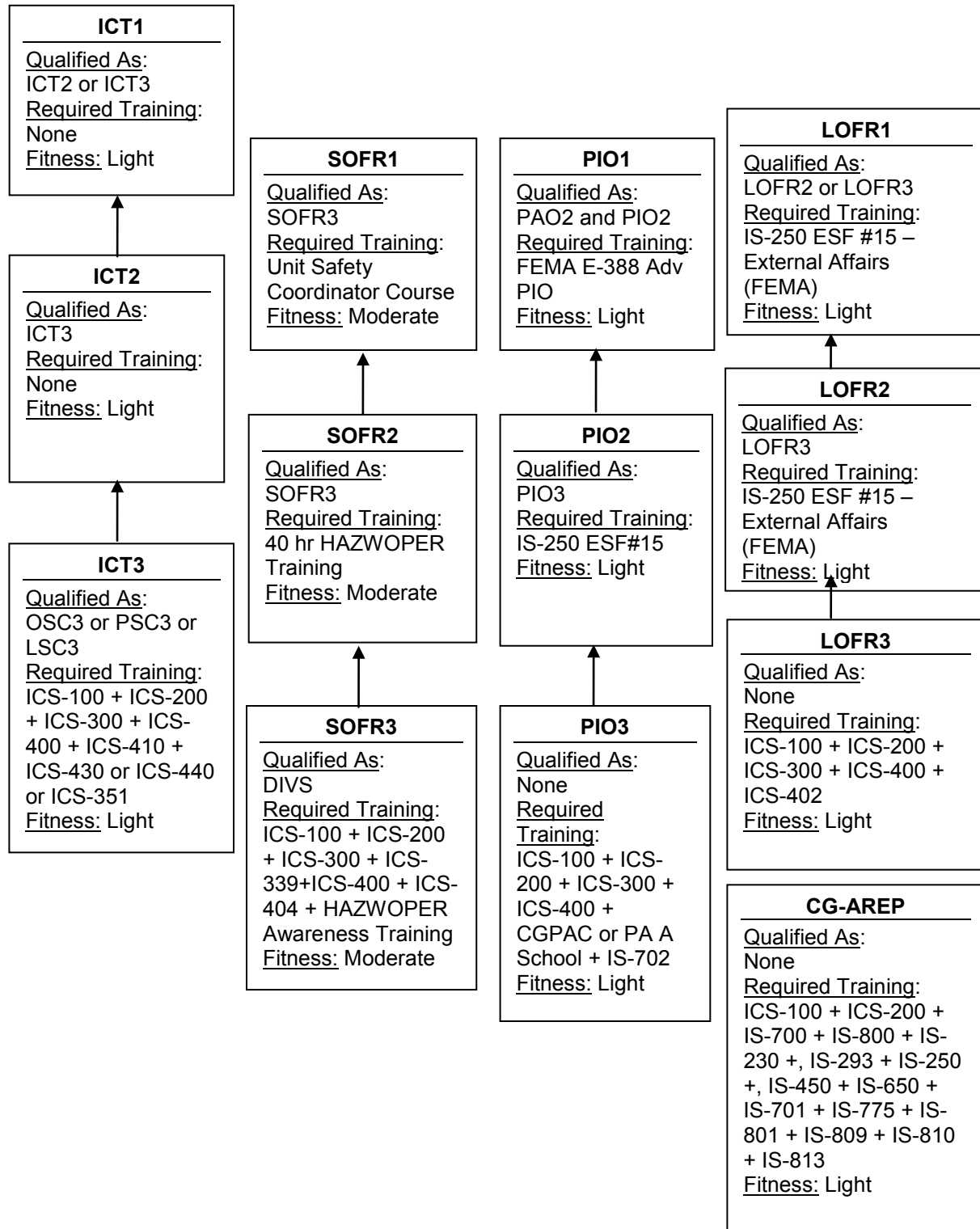
XII. ICS POSITION QUALIFICATION FLOW CHARTS

These charts are NOT ICS organization charts. These charts show the progression from one ICS position to another within the PQS. For more information on a position, refer to the PQS.

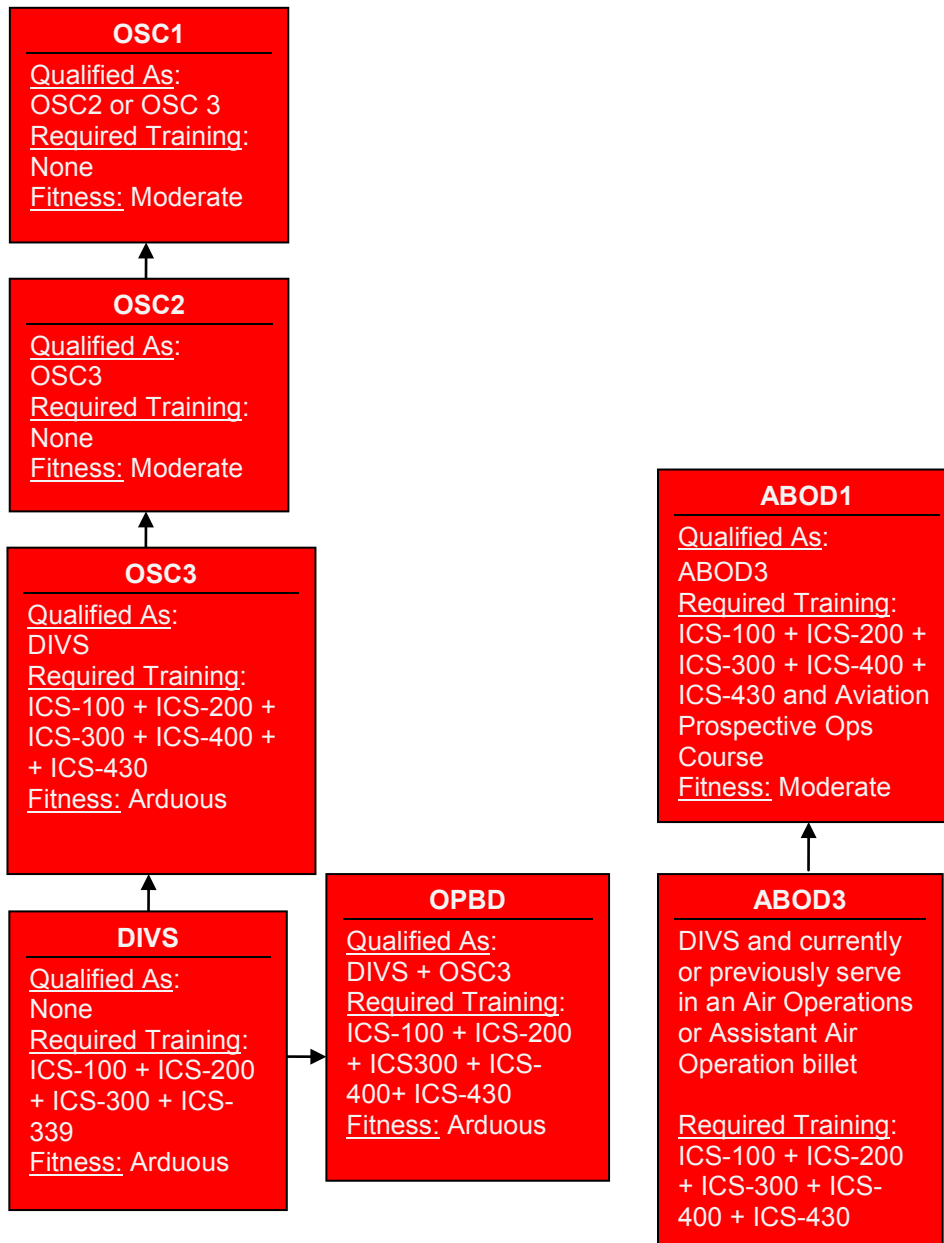
Each box within the charts contains information pertaining to the position. Job Titles are listed as abbreviations for the position. Please see of the Incident Management Handbook for a list of NIMS ICS Position Abbreviations. Please see the specific PQS for the position to see the required experience, Required Training courses, and other pertinent information/requirements for that particular position.

ICT2	← Job Title (Position Abbreviation)
<u>Qualified As:</u> ICT3 + OSC2 OR ICT3 + PSC2 OR ICT3 + LSC2	← Required Qualification(s)/Certification(s). Position qualification referenced by Position Abbreviation
<u>Required Training:</u> None	← <u>Required Training</u> course(s) for qualification in this position (does not include prerequisites for positions in required experience). Required Training of “None” implies that all training required for a lower position leading to that position has been completed (e.g., For ICT2, the member must have completed ICS-100, ICS-200, ICS-300 (501377), ICS-320 (501390) or ICS-420 (501383), ICS-430(502321) or ICS-440 (502328) or ICS-351 (502330), ICS-400 (501378), and ICS-410 (502320)).
<u>Fitness:</u> Moderate	← <u>Fitness:</u> Recommended fitness requirements for each ICS position. Categories: Arduous, Moderate, Light, or None.

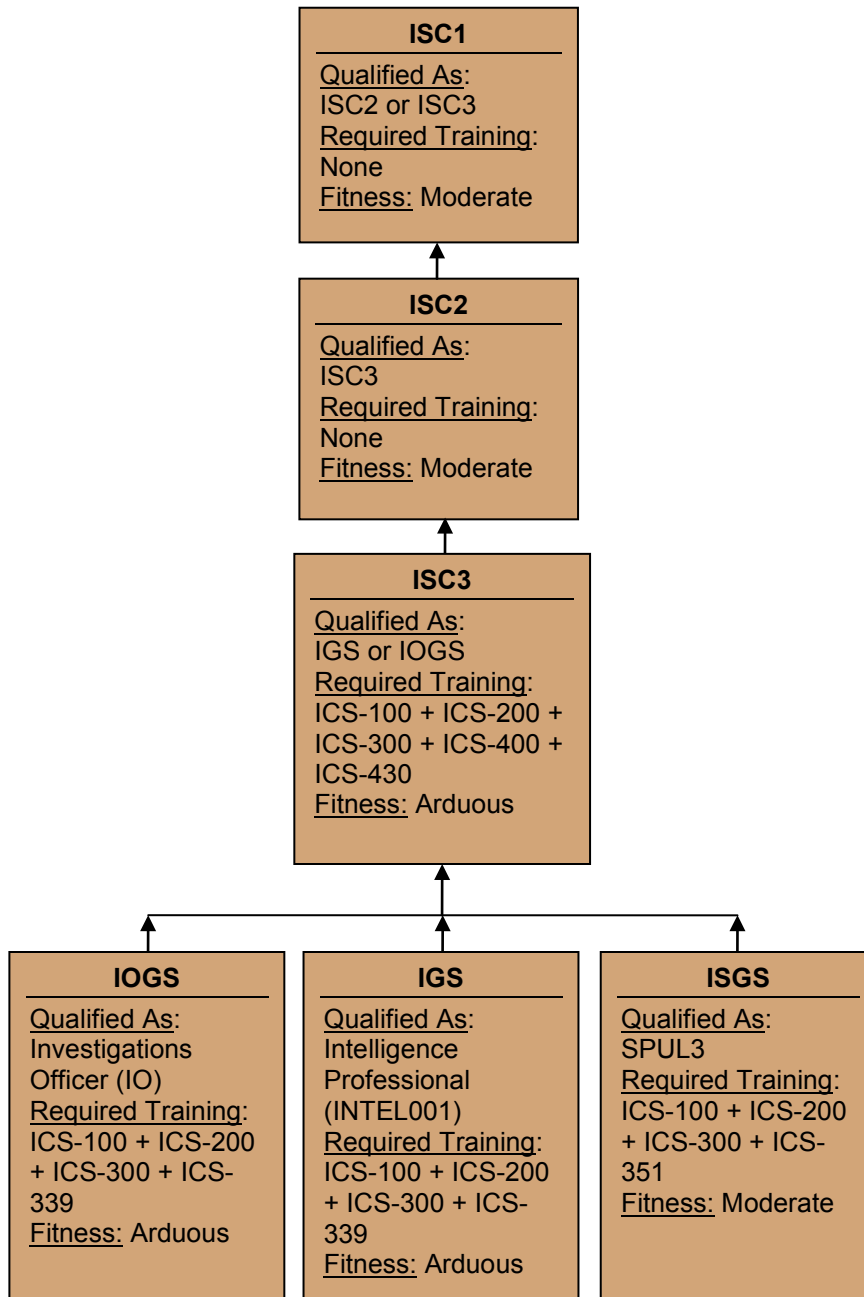
A. COMMAND AND COMMAND STAFF



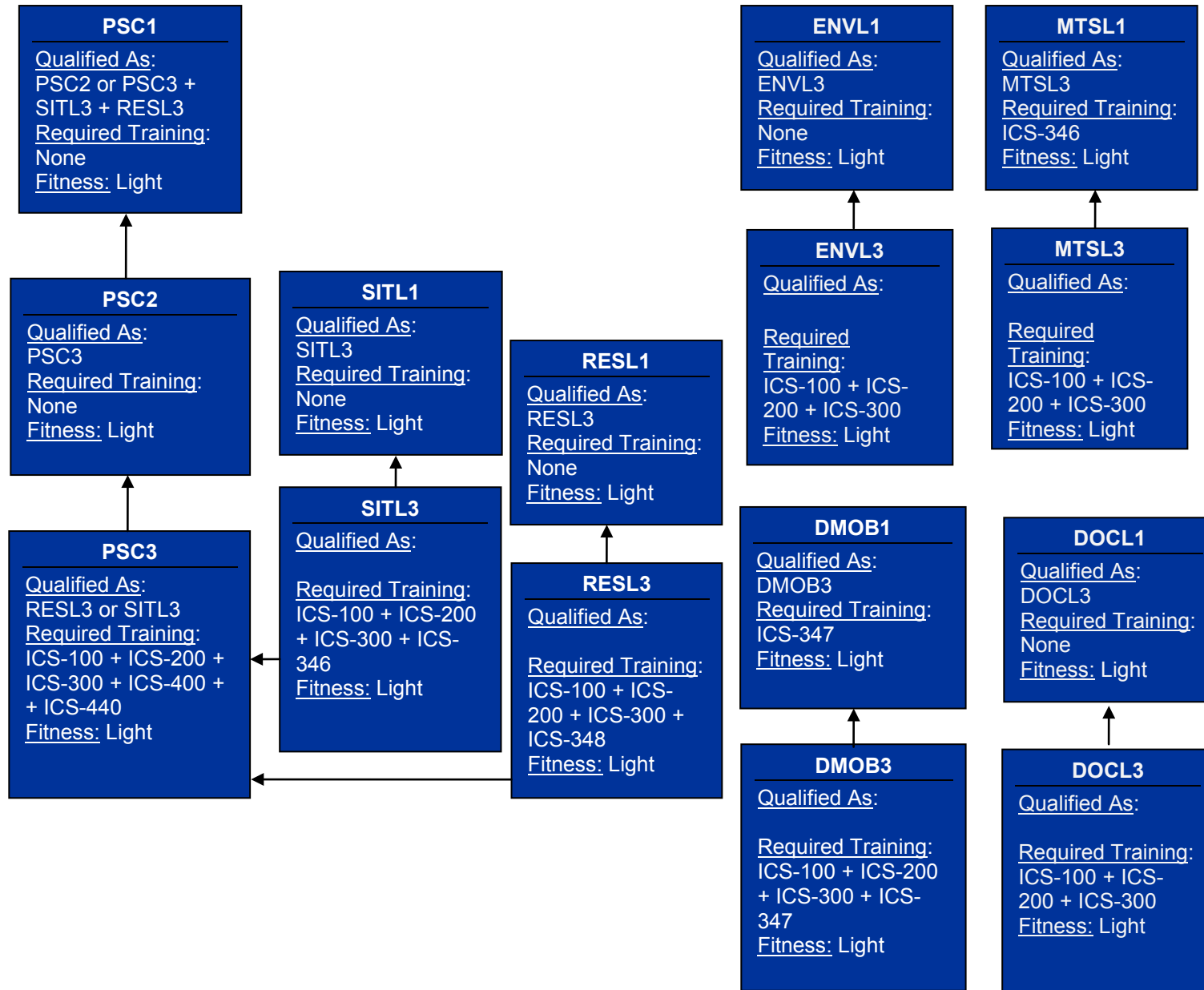
B. OPERATIONS



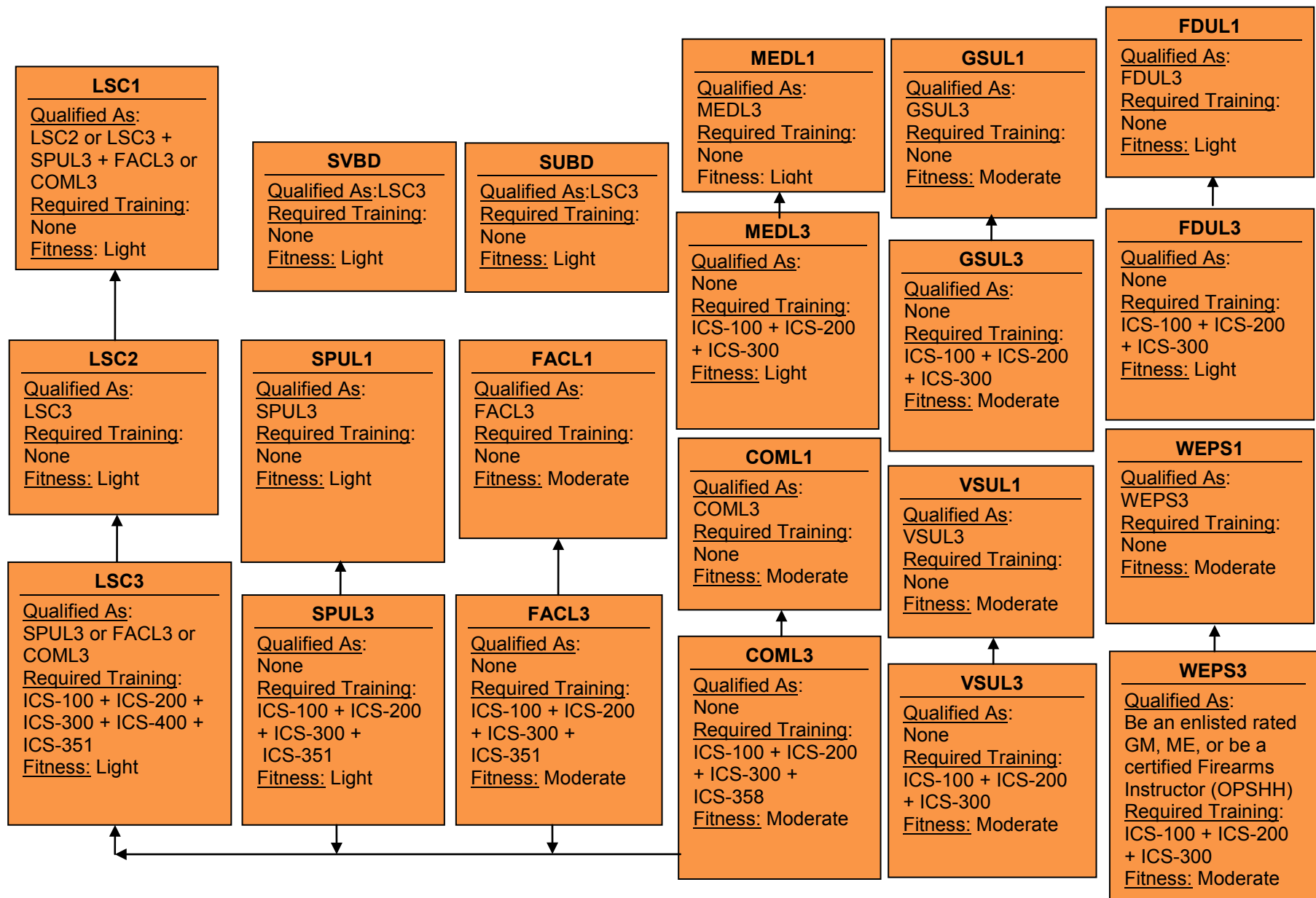
C. INTELLIGENCE/INVESTIGATION



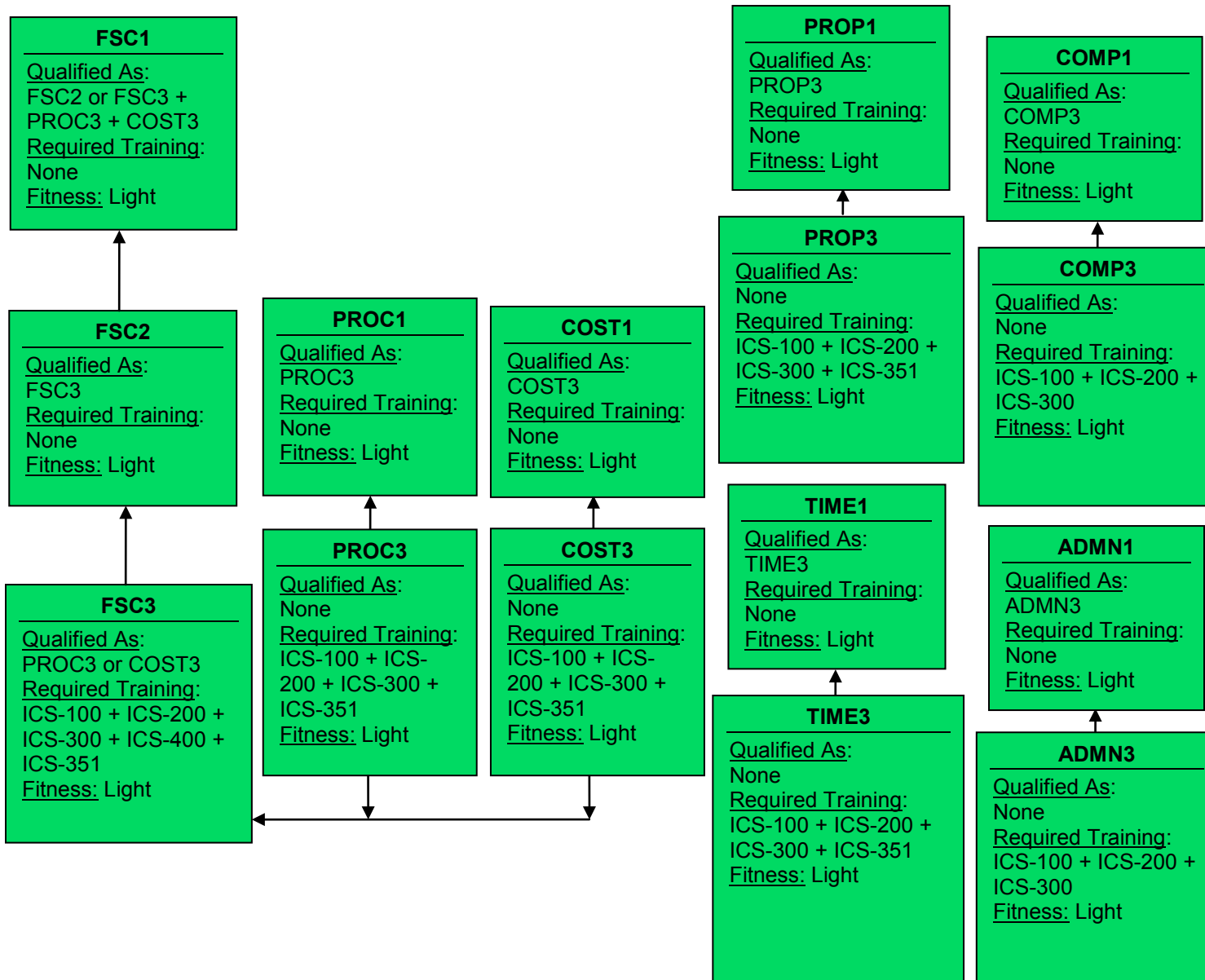
D. PLANNING



E. LOGISTICS



F. FINANCE/ADMINISTRATION



G. ICS STAFF

ICSStaff
<u>Qualified As:</u> None
<u>Required Training:</u> ICS-100 + ICS-200 + ICS-300
<u>Fitness:</u> Moderate