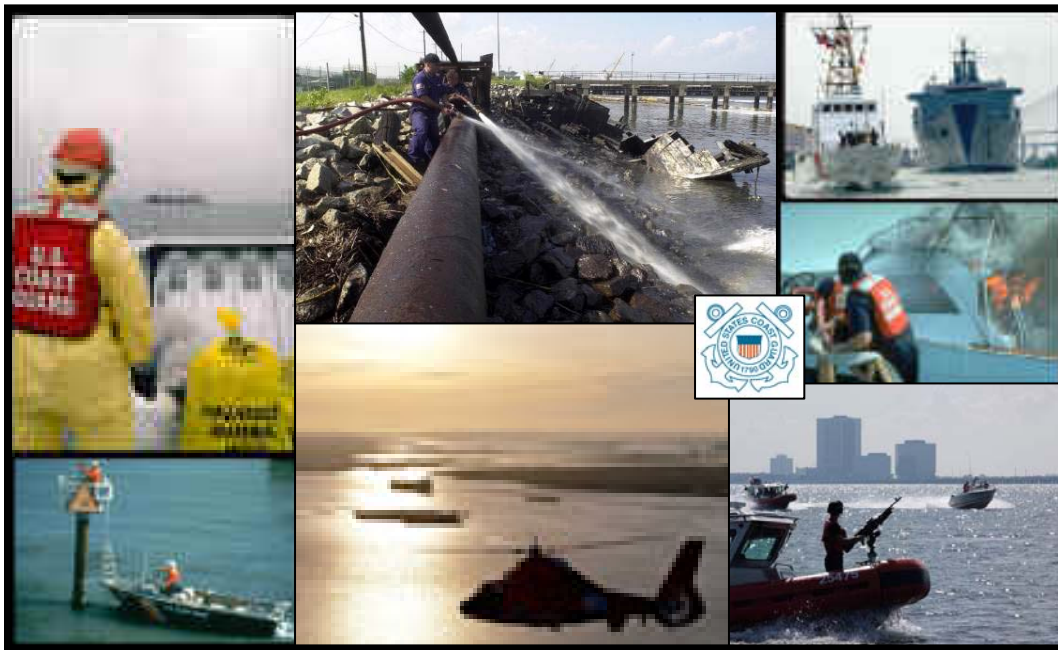




U. S. Coast Guard



National Incident Management System
(NIMS)

Incident Command System (ICS)

**TYPE 3 INCIDENT COMMANDER
(ICT3)**

Performance Qualification Standard

November 2008

U.S. COAST GUARD CERTIFICATION LETTER

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

TYPE 3 INCIDENT COMMANDER (ICT3)

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 FIVE 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 Incident Commander (ICT3)
Qualification Code: ICS-ICT3

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

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

For additional information concerning background, objectives, guidance, components, responsibilities and explanation as to the use of the NIMS ICS PQS Workbooks, see the USCG All-Hazard NIMS ICS Performance Qualification Standard (PQS) Guide. The Guide can be found in the ICS Library on Homeport (<http://homeport.uscg.mil/> click on library tab, click on ICS tab).

RESPONSIBILITIES:

1. The Commanding 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.

2. The Individual is responsible for:

- Reviewing and understanding instructions in the PQS Workbook.
- Providing background information to an 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 Workbook is completed and providing a copy to the unit Training Officer.
- Keeping the original PQS Workbook in personal records.

3. The Verifying Officer is responsible for:

- Being certified in the competencies for which they are to verify and 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 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 document 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 satisfactory.
- 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 2 of the PQS Workbook 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 Workbooks to document task performance.
- Explaining to the trainee the purpose and processes of the PQS Workbook as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an 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 Training Management Tool (TMT) system. Each task in the PQS includes the TMT task code right after the number of the task for finding and entry into TMT.

6. The Certifying Official is responsible for:
- Determining certification by reviewing the trainees PQS Workbook 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 Training Management Tool (TMT) system.

TYPE 3 INCIDENT COMMANDER (ICT3)

REQUIRED TRAINING	ICS-310** Int IC or ICS-410 Adv IC and ICS-320 Int IMT or ICS-420 Adv IMT and ICS-341 IRPW and IS-702 NIMS Public Information Systems and L-381* or L-481* Incident Leadership Principles
PREREQUISITE	Satisfactory Completion of the PQS for ICT3 and Sat performance/certification as an ICT4 and OSC3, PSC3, or LSC3
TARGET PERSONNEL	Sector Commander (CO), Deputy Sector Commander (XO), Response and Prevention Dept Heads, Joint Field Office (JFO) and Principle Federal Official (PFO) Team Leaders, Incident Management Assist Team Deputy Incident Commander, Deployable Operations Group personnel filling Deputy IC roles in response and any other personnel filling IC roles in response
CERTIFYING OFFICIAL	Unit CO (O-4 and above)
FITNESS STANDARD	Light
CURRENCY	5 years
CURRENCY REQUIREMENTS	<u>Every Year</u> : Complete online ICS-305 Intermediate ICS Refresher <u>Every 5 years</u> : Sat performance as an ICT3 in an actual incident/event, drill/exercise using ICS as documented on ICS- 225
OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY	Any Type 2 Command or General Staff position

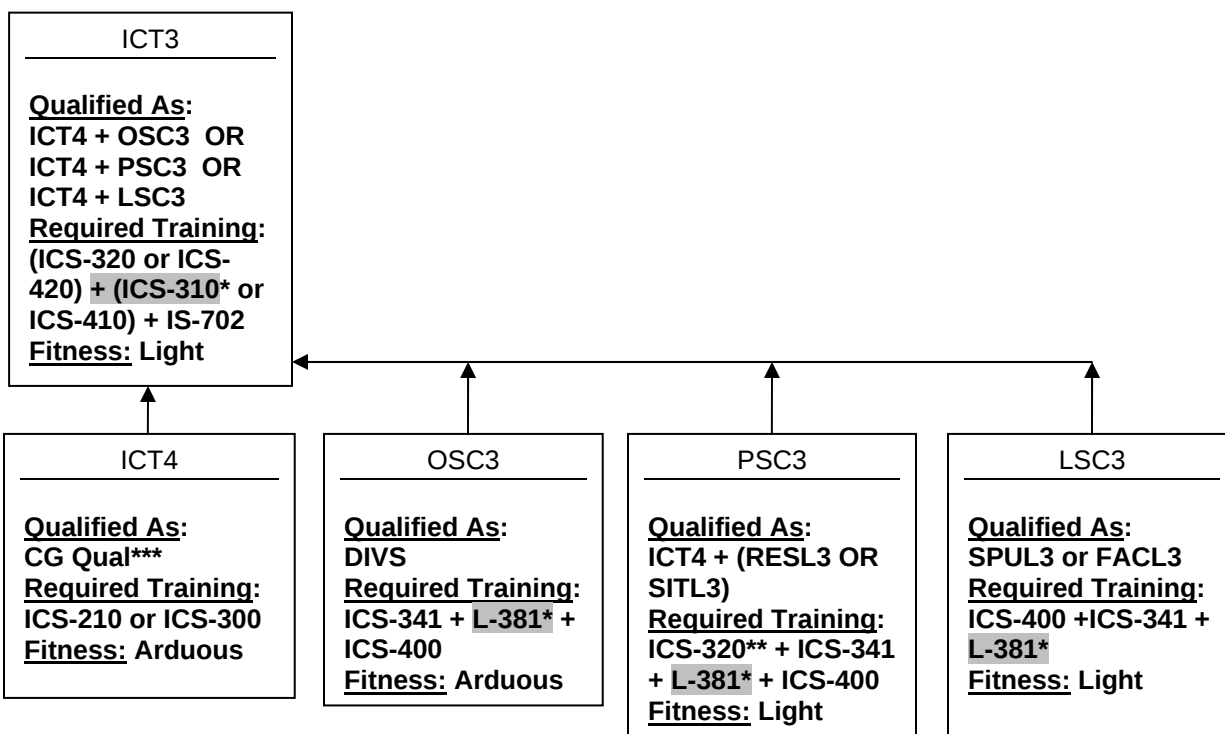
RECORD OF VERIFYING OFFICERS				
Date	Title	Verifying Officer's Name	ICS Qual	Initials

RECORD OF COMPLETION		
Training Prerequisites	Date	Verifying Officer's Signature
A. Completion of Training Courses:		
1. ICS-341 IRPW		
2. ICS-320 Intermediate IMT or ICS-420 Adv IMT Course		
3. ICS-400 Advanced ICS Course		
4. ICS-310 Intermediate IC or ICS-410 Advanced IC Course		
5. L-381or L-481* Incident Leadership (waived until available)		
6. Is-702 NIMS Public Information Systems		
B. ICS Qualification Prerequisites		
1. Type 4 Incident Commander (ICT4)		
2. Type 3 Operations Section Chief (OSC3), Planning Section Chief (PSC3), or Logistics Section Chief (LSC3) – (circle)		
C. Completion of PQS Workbook		
D. Successful completion of unit level oral board.		
E. Qualification/Certification Letter (page 2) submitted for approval.		
F. Qualification certification entered into TMT		

ICS Position Qualification Flow Chart for ICT3

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

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



*** CG Qualification where the member is in charge of personnel and/or a resource (i.e. Command Duty Officer (CDO)/Sector Duty Officer (SDO), Coxswain, LE Boarding Officer, LEDET or MSST Deployable Team Leader (DTL), MSRT Direct Action Section (DAS) Leader, MTSA (full), On-Scene Coordinators Representative (OSCR), Pilot, Pollution Investigator (PI), PSU Squad Leader, PSU Fire Team Leader, SAR Controller, NSF Response Officer (RO), NSF Response Supervisor (RS), NSF Response Technician (RT), Underway OOD).

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

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

*Code:

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

Competency 1: Assume position responsibilities.

Description: Successfully assume role of Incident Commander and initiate position activities at the appropriate time according to the following behaviors.

Behavior: Ensure readiness for assignment.

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
1. ICS-GEN-01. Obtain and assemble information and materials needed for response kit. - Agency-specific forms and references/plans appropriate to the incident - Incident Management Handbook - Job Aids - ICS Forms - Contact information - Supplies appropriate to incident	I O2 O3		
2. ICS-T3-ICT-02. Review agency policies relevant to this position.	O		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)**Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.**

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
3. ICS-T3-ICT-03. Ensure appropriate functional areas are adequately staffed with qualified resources to provide for safe and efficient operations. Consider incident complexity, urgency, kinds and types of resources, etc.	I O2		
4. ICS-T3-ICT-04. Evaluate or establish incident facilities. - Incident Command Post (ICP) - Staging area - Base	O		

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
5. ICS-T3-ICT-05. Obtain information from supervisor, duty officer, or previous Incident Commander. - Jurisdiction - Agency's intent/objectives - Natural resource and cultural concerns - Local policy, standards and guidelines - Priorities - Limitations and Constraints - Political Environment - Fiscal parameters	O		
6. ICS-T3-ICT-06. Gather information necessary to assess incident assignment and determine immediate needs and actions. - Incident complexity - Values to be protected - Potentially hazardous situations - Current Resource commitments and status - Expected duration - Location – terrain, - Weather	O		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)**Behavior: Establish effective relationships with relevant personnel.**

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
7. ICS-T3-ICT-07. Establish and maintain positive interpersonal and interagency working relationships. • Create a work environment that provides diversity and equal opportunity for assigned personnel. •	I O2 O3		
8. ICS-T3-ICT-08. Manage multi-agency, multi-jurisdictional stakeholder relationships. • Coordinate with key	O		
9. ICS-T3-ICT-09. Coordinate with key team members inside and outside the ICS Organization to ensure all aspects of the incident objectives are addressed (Command and General Staff, Agency executives, EOC/MAC personnel, etc.).	O		

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
10. ICS-T3-ICT-10. Take command of assigned resources. • Create an effective command organization. • Provide leader's intent and commander's guidance. • Communicate incident objectives and priorities as Incident Commander to incident personnel, chain of command, stakeholder, and other agencies. • Confirm resource and situation status. • Establish Command presence early.	O		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

11. ICS-T3-ICT-11. Build an organization which will meet and support incident/tactical objectives. This task must be completed at two different incidents/events or exercises. Classroom environment (310, 410 or 420) can only be done once, must be during class exercise, and must have filled the IC role.	O		
	I O2 O3		
12. ICS-T3-ICT-12. Ensure resource check-in and accountability process is established.	O		

Behavior: Understand and comply with ICS concepts and principles.

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
13. ICS-T3-ICT-13. Maintain appropriate span of control.	O		
14. ICS-T3-ICT-14. Recognize jurisdictional boundaries and which authorities/agencies should be involved and evaluate the need for Unified Command (UC) and UC makeup.	I O2 O3		
- Establish unified command when appropriate. - Mutual aid/Request for Forces (RFF) - Initial response agreements (e.g. MOU, MOA, Plans...). - IMH Chapter 5			

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
15. ICS-GEN-09. Demonstrate knowledge of NIMS ICS Concepts and Principles. • Chain of Command • Unity of Command • ICS forms • ICS terminology • Operational Planning process • Span of Control • Resource management	O		

Competency 2: Lead assigned personnel.

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

Behavior: Model leadership values and principles.

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
16. ICS-GEN-11. Exhibit principles of devotion to duty. • 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		
17. ICS-GEN-12. Exhibit principles of respect. • 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		
18. ICS-GEN-13. Exhibit principles of honor and integrity. • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example	I O2 O3		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)**Behavior: Ensure the safety, welfare, and accountability of assigned personnel.**

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
19. ICS-T3-ICT-19. Ensure the Risk Management Process is used and provides for the safety, welfare, and accountability of assigned personnel during the entire period of command. • Site Safety Plan (ICS-208) • GAR Model • Safety messages • Implement procedures to recognize potentially hazardous situations • Ensure Subordinates are informed of hazards • Comply with safety requirements.	I O1 O3		

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
20. ICS-T3-ICT-20. Assign personnel that allows for effective utilization of skills and qualifications.	O		
21. ICS-T3-ICT-21. Evaluate and adjust assignments based on changing conditions or situations.	I O2 O3		
22. ICS-T3-ICT-22. Continuously evaluate performance. • 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)	O		
23. ICS-T3-ICT-23. Ensure performance evaluation system is implemented as appropriate. • Provide training opportunities where available. • Individual Incident Performance Evaluation (ICS-225)	I O2 O3		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

24. ICS-T3-ICT-24. Conduct Command and General Staff meeting and set performance expectations for staff. This task must be completed at two different incidents/events or exercises. Classroom environment (310, 410 or 420) can only be done once, must be during class exercise, and must have filled the IC role.	I O1 O4		
	I O1		
25. ICS-T3-ICT-25. Describe use of Open Action Tracking Worksheet (ICS-233).	O		

Behavior: Emphasize teamwork.

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
26. ICS-T3-ICT-26. Establish cohesiveness among assigned resources.	I O2 O3		

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
27. ICS-T3-ICT-27. Coordinate with assisting and cooperating agencies and other stakeholders involved in the incident activities. • Response Agencies • Utilities • Media • Private land owner • Vessel and Facility owners • Non-Government Organizations (e.g. Red Cross, Salvation Army...) • Volunteers • Other commercial entities • Trustees (e.g. Tribal, DOI, DOC...)	I O2 O3		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

Competency 3: Communicate effectively.

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

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
28. ICS-T3-ICT-28. Brief and keep subordinates informed throughout the incident.	I O2 O3		
29. ICS-T3-ICT-29. Brief Chain of Command, Area Command if established, MAC Groups (AMSC, AC/RRT) as appropriate.	I O2 O3		
30. ICS-T3-ICT-30. Participate in the Initial UC/UC objectives meeting. This task must be completed at two different incidents/events or exercises. Classroom environment (310 or 410) can only be done once, must be during class exercise, and must have filled the IC role. As per the Incident Management Handbook, perform IC role in the Initial UC/UC objectives meeting	I O2 O4		
	I O2		
31. ICS-T3-ICT-31. Participate in the Planning meeting. This task must be completed at two different incidents/events or exercises. Classroom environment (310, 410 or 420) can only be done once, must be during class exercise, and must have filled the IC role. As per the Incident Management Handbook, perform IC role in the planning meeting.	I O2 O4		
	I O2		
32. ICS-T3-ICT-32. Participate in the Operations briefing. This task must be completed at two different incidents/events or exercises. Classroom environment (310, 410 or 420) can only be done once, must be during class exercise, and must have filled the IC role. As per the Incident Management Handbook, perform IC role in the operations briefing	I O2 O4		
	I O2		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

33. ICS-T3-ICT-33. Participate in a Press Briefing. This task must be completed at two different incidents/events or exercises. Classroom environment can only be done once, must be during class exercise.	I O2 O4		
	I O2		
34. ICS-T3-ICT-34. Participate in briefings and debriefings. • Hotwash • Lessons learned • After Action Reporting (AAR) • VIP visits.	I O2		
Behavior: Ensure documentation is complete and disposition is appropriate.			
TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
35. ICS-T3-ICT-35. Initiate and maintain Incident Briefing (ICS 201). • Initial incident objectives and strategies • Changes in incident situation • Tactical decisions • Resource summary • Organization • Sketch map • Safety issues and hazards	I O2 O3		
36. ICS-T3-ICT-36. Maintain appropriate records and submit complete documentation to supervisor, designated officer or command center as required or at end of incident. • Accidents and injuries report • Cost documentation • Decision Memos • IAPs • Documentation Unit Case Files	I O2 O3		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
37. ICS-T3-ICT-37. Ensure command and general staff receive information necessary to perform their jobs and ensure they understand what to do with the information.	O		

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
38. ICS-T3-ICT-38. Assign tasks to subordinate staff and monitor status. • Open Action Tracking Worksheet (ICS-233).	O		
39. ICS-T3-ICT-39. Ensure appropriate situation awareness. • Advise subordinates of changes in incident strategy and tactics based on changing conditions.	O		

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
40. ICS-T3-ICT-40. Review IAP for completeness and approve. This task must be completed at two different incidents/events or exercises. Classroom environment (310, 410 or 420) can only be done once, must be during class exercise, and must have filled the IC role.	I O2 O4		
	I O2		
41. ICS-T3-ICT-41. Ensure implementation of Incident Action Plan (IAP).	I O2 O3		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
42. ICS-T3-ICT-42. Identify need for contingencies and/or supplemental plans and direct their creation. • Evacuation plan • Salvage plan • Lightering plan • Dive plan • Decontamination plan • Demobilization plan • Transfer of command plan • Contingency plan(s) as needed (evacuation/sheltering, protection)	O		

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

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

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
43. ICS-T3-ICT-43. Ensure applicable agency policies, contracts and agreements are followed.	O		
44. ICS-T3-ICT-44. Evaluate differences in agency policies and priorities and initiate processes to ensure unity of effort.	I O2 O3		

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
45. ICS-T3-ICT-45. Evaluate incident complexity and the need for additional resources/staff.. • Use of IMATS and other Specialized Forces (Deployable Specialized Forces (DSF), District Response Group (DRG), NCP Special Teams...)	I O2 O3		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
46. ICS-T3-ICT-46. Analyze situation and make changes as appropriate. • IAP effectiveness • Incident complexity • Hazards/Safety • Values to be protected • Communications • Logistical considerations • Span of Control • Analyze alternative strategies	I O2 O3		
47. ICS-T3-ICT-47. Monitor, evaluate and document progress towards incident objectives. • IAP effectiveness • Incident complexity • Actual progress compared to planned tactics • Decide if plan will accomplish incident objectives • Incident Status Summary (ICS 209)	I O2 O3		

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 & date upon completion of task
48. ICS-T3-ICT-48. Obtain and monitor weather and other environmental factors. • Request weather forecasts. • Modeling predictions • Communicate to subordinates.	O		
49. ICS-T3-ICT-49. Evaluate Site Safety Plan (ICS-208) for effectiveness.	I O2 O3		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
50. ICS-T3-ICT-50. Plan for subsequent operational periods. This task must be completed at two different incidents/events or exercises. Classroom environment (420) can only be done once, must be during class exercise, and must have filled the IC role.	O		
• Projections • Incident objectives • Strategy and tactics • Resource needs • Logistical needs • Fiscal needs and funding sources • Demobilization • Documentation needs • Incident information (media, public)	I O2 O3		
51. ICS-T3-ICT-51. Evaluate trigger points.	I O2 O3		
• Complexity (up or down) • Strategy and tactics • Communications • Contingency activation (Evacuation, Civil Unrest, Explosion, MARSEC changes, COOP...) • Support requirements			
52. ICS-T3-ICT-52. Develop critical resource list as appropriate.	I O2 O3		
• Coordinate with Area Command, MAC Groups, EOC/Command Center as appropriate.			

Behavior: Take appropriate action based on assessed risks.

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
53. ICS-T3-ICT-53. Ensure the Risk Management Process is established and maintained throughout the Incident. This task must be completed at two different incidents/events or exercises.	I O2 O3		
54. ICS-T3-ICT-54. Ensure tactics meet operational objectives.	I O2 O3		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
55. ICS-T3-ICT-55. Ensure efficient management of incident resources.	I O2 O3		

Behavior: Modify approach based on evaluation of incident situation.

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
56. ICS-T3-ICT-56. Validate and revise incident objectives and ensure strategies and tactics address changing conditions. • Advise subordinates of changes. • Ensure IAP appropriately addresses changing situation.	I O2 O3		
57. ICS-T3-ICT-57. Recognize changing incident complexity and take appropriate action. • Adapt to incident escalation and maintain incident control.	O		

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
58. ICS-T3-ICT-58. Re-evaluate and modify the risk management process as needed. (e.g. Mishap, Environmental Changes, incident within Incident...)	I O2 O3		
59. ICS-T3-ICT-59. Ensure safety considerations are integrated into all aspects of incident management. • Site Safety Plan (ICS-208) • Work Safety Analysis, (ICS-215A) • Safety messages and briefings	I O2 O3		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)**Behavior: Ensure operations consider socio-economic, political and cultural aspects.**

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
60. ICS-T3-ICT-60. Engage stakeholders and trustees to mitigate damage to economic, social, or cultural environment.	I O2 O3		

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
61. ICS-T3-ICT-61. Coordinate transfer of command process. This task must be completed at two different incidents/events or exercises. - Consider transition early in the incident. - Determine time of transfer. - Inform assigned resources and command and general staff. - Awareness of incident escalation/de-escalation and impact on Incident. - Document follow-up action needed and submit to supervisor. - No adverse impact on safety or productivity. - Coordinate with agencies about transfer of command as necessary.	I O2 O3		

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

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
62. ICS-T3-ICT-62. Anticipate demobilization of resources. Identify excess and critical resources early enough during the incident so that an adequate Demobilization/Transition Plan is in place prior to actual need to release resources..	I O2 O3		

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

POSITION: INCIDENT COMMANDER TYPE 3 (ICT3)

TASK	C O D E	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
63. ICS-T3-ICT-63. Ensure demobilization of resources. • Approve demobilization plan. • Brief subordinate staff on demobilization procedures and responsibilities. • Ensure incident and agency demobilization procedures are followed. • Demobilize resources by predetermined priorities or as work progress dictates.	I O2 O3		

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

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

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

Complete These Items at the START of the Evaluation Period:

- Evaluation Record #: the number in the upper right corner of the evaluation record identifies a particular incident/events/exercises or group of incidents/events/exercises. This number should be placed in the column labeled “EVAL RECORD #” on the PQS Workbook for each task performed satisfactorily. This number will enable reviews of the completed PQS Workbook to ascertain the qualifications of the different evaluators prior to making the appropriate sign-off on the PQS Workbook.
- 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 inclusive 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: Search and Rescue, Oil Spill, Hazmat, Flood, Simulation/Exercise, Event, Other (specify)
 - Location (include Geographic Area, Agency, and State): Identify the location where the tasks were performed.
 - Management Type: Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
 - Number, Types, and Kinds of Resources assigned to incident: enter the number of resources and types assigned to the incident pertinent to the trainees PQS Workbook.
- Verifying Officer's Recommendation.
 - Recommendation: Initial one line as appropriate and/or make comments regarding the future needs for the development of this trainee.
 - Signature
 - Initials: to authenticate recommendations and to allow for comparison with initials on the PQS Workbook
 - Verifying Officer's Relevant Qualification (or agency certification) – relevant to the trainee position supervised.

Trainee Information

Printed Name:

Trainee ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event/Exercise Information

Incident/Event/Exercise Name:

Reference (Incident Number):

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

Incident Kind: Search and Rescue, Oil Spill, Hazmat, Flood, Simulation/Exercise, Event, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command

Number, Types, and Kinds of Resources assigned to incident:

Verifying Officer's Recommendation(Initial only one line as appropriate)

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

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

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

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

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

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

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

Trainee Information

Printed Name:

Trainee ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event/Exercise Information

Incident/Event/Exercise Name:

Reference (Incident Number):

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

Incident Kind: Search and Rescue, Oil Spill, Hazmat, Flood, Simulation/Exercise, Event, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command

Number, Types, and Kinds of Resources assigned to incident:

Verifying Officer's Recommendation(Initial only one line as appropriate)

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

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

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

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

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

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

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