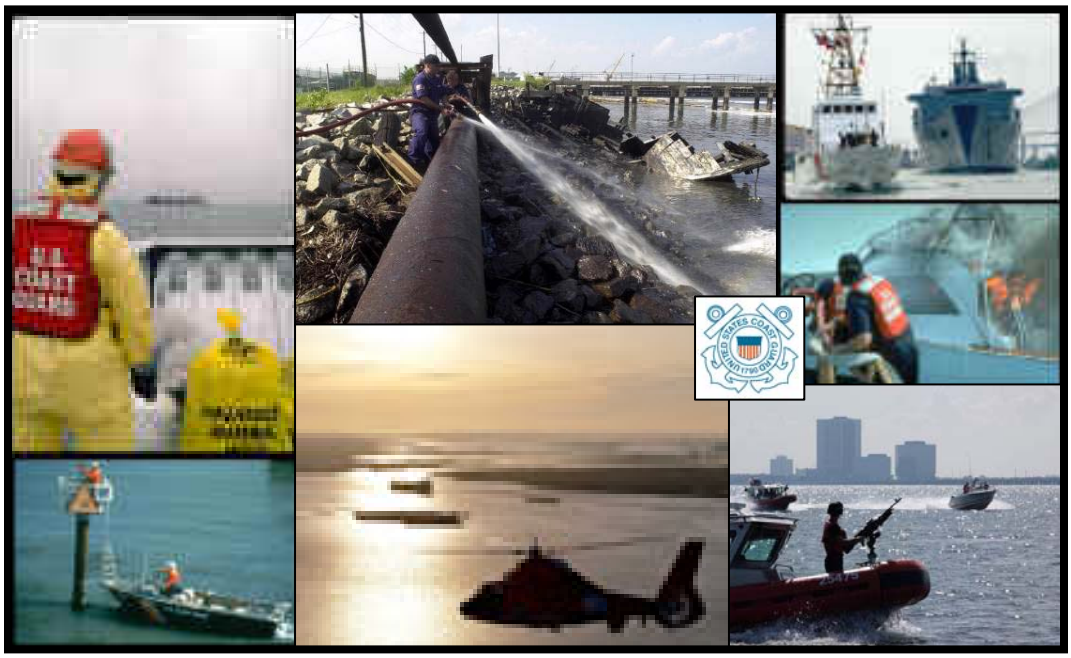
U.S. Department of Homeland Security

United States Coast Guard

U. S. Coast Guard



National Incident Management System (NIMS)

Incident Command System (ICS)

TYPE 3 LIAISON OFFICER (LNO3) 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 LIAISON OFFICER (LNO3)

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 Liaison Officer (LNO3)
Qualification Code: ICS-LNO3

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 LIAISON OFFICER (LNO3)

REQUIRED TRAINING	ICS-300 Intermediate ICS and ICS-400 Advanced ICS and ICS-320 Intermediate IMT
PREREQUISITE	Satisfactory Completion of the PQS for LNO3
TARGET PERSONNEL	Sector personnel filling the LNO position and Principle Federal Official (PFO) Team LNO personnel, Incident Management Assist Team LNO, Deployable Operations Group personnel filling LNO roles in response and any other personnel filling LNO roles in response
CERTIFYING OFFICIAL	Unit CO (O-4 and above)
FITNESS STANDARD	Light
CURRENCY	5 years
CURRENCY REQUIREMENTS	Every Year: Complete online ICS-305 Intermediate ICS Refresher Every 3 years: Sat performance as an PIO3 in an actual incident/event, drill/exercise using ICS as documented on ICS-225
OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY	LNO2

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-300 Intermediate ICS Course		
2. ICS-320 Intermediate IMT or ICS-420 Adv IMT Course		
3. ICS-400 Advanced ICS Course		
B. ICS Qualification Prerequisites: NONE	N/A	N/A
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		

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

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

*Code:

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

Competency 1: Assume position responsibilities.
Description: Successfully assume role of Liaison Officer and initiate position activities at the appropriate time according to the following behaviors.

Behavior: Ensure readiness for assignment.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-GEN-01. Obtain and assemble information and materials needed for kit. • References • Forms • Communications • Job Aids	O		

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

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
2. ICS-GEN-02. Obtain complete information on initial activation. • Incident name • Incident order number • Request number • Incident phone number • Reporting time • Reporting location • Transportation arrangements/travel routes • Contact procedures during travel (telephone/radio) • Name and location of Incident Commander or Liaison Officer • Weather, terrain and living conditions (pack appropriately)	O		
3. ICS-GEN-03. Arrive at incident and check in. • Arrive properly equipped at assigned location within acceptable time limits.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
4. ICS-T3-LNO-04. Establish work location, as appropriate.			
5. ICS-T3-LNO-05. Ensure sufficient personnel and resources to accomplish information exchange. Identify the need for and order, supervise and assign Assistant Liaison Officers. **This task must be completed at two different incidents/events or exercises.** • Submit Resource Requests (ICS-213RR-CG) to meet immediate and long-term needs. • Staffing • Equipment including internet and computer support needs • Supplies	I O2		

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

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
6. ICS-GEN-05. Obtain initial briefing from local unit personnel, Incident Commander or Liaison Officer necessary to assess incident assignment and determine immediate needs and actions. • Current and anticipated situation. • Specific liaison concerns.	O		
7. ICS-T3-LNO-07. Review available documentation. • Incident Action Plan (IAP) and/or other relevant plans • Materials appropriate to the incident.	O		
8. ICS-GEN-06. Attend Command and General Staff meeting and obtain briefing from Incident Commander. **This task must be completed at two different incidents/events or exercises.** • Incident Commander's priorities, goals, and objectives for IMT and the incident • Instructions concerning the tasks expected of the Liaison Officer. • Expected timeframes for briefings, planning meetings, and team meetings • Participation in interviews • Stakeholder access (ground and air) • Location of Joint Information Center • Coordination with other Liaison, other agencies and stakeholders.	O		
9. ICS-GEN-07. Establish procedures to obtain current incident information. **This task must be completed at two different incidents/events or exercises**. • Incident Status Summary (ICS 209) • Communication with dispatch • Follow-up briefings from IC and other key personnel • Update maps and other visuals • Discern FOUO status of information.	O		

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

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
10. ICS-GEN-08. Establish and maintain positive interpersonal and interagency working relationships. • Create a work environment that provides diversity and equal opportunity for assigned personnel. • Practice good customer service with other participating agencies, public, and stakeholders. • Demonstrate respect for cultures in contacts with incident personnel, public, and stakeholders.	O		
11. ICS-T3-LNO-11. Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
12. ICS-T3-LNO-12. Establish a central point of contact for Liaison and stakeholder issues through the Liaison Officer. • Joint Information Center	O		
13. ICS-T3-LNO-13. Supervise Liaison staff as needed, based on changes in incident situation and liaison resource status.			

Behavior: Understand and comply with ICS concepts and principles.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
14. ICS-GEN-10. Maintain appropriate span of control.			

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

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

TASK	CODE	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 • Scope, roles, responsibilities, jurisdiction, and authority Follow chain of command.	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	CODE	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.	O		
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.	O		

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

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
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.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
19. ICS-GEN-14. Provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision. • Recognize, mitigate and communicate potentially hazardous situations. • Inform personnel of hazards. • Monitor condition of assigned personnel. • Ensure that special precautions are taken when extraordinary hazards exist. • Ensure adequate rest is provided to subordinate personnel.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
20. ICS-T3-LNO-20. Assign Assistant Liaison Officers as needed. • Ensure subordinates understand assignment for operational period. • Provide clear, concise instructions and allow for feedback. • Authority to stop unsafe operations	O		

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

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
21. ICS-GEN-16. Continuously evaluate subordinate 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		

Behavior: Emphasize teamwork.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
22. ICS-GEN-17. Establish cohesiveness among assigned resources. • Establish trust through open communication. • Set expectations for accountability. • Focus on the team result. • Identify and emphasize the achievement of group goals.	OR		

Behavior: Coordinate interdependent activities.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
23. ICS-GEN-18. Interact and coordinate with command and general staff. • Receive and transmit current and accurate information.	O		
24. ICS-T3-LNO-24. Coordinate with other Liaison functions. • Local unit/Cooperating agencies	O		
25. ICS-T3-LNO-25. Use diplomacy to resolve concerns related to multi-agency involvement.	O		

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

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

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	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
26. ICS-T3-LNO-26. Participate in briefings and meetings as assigned. • Develop liaison updates based on information received. • Apprise Incident Commander of sensitive liaison information, emerging issues and agency and stakeholder needs.	O		
27. ICS-T3-LNO-27. Participate in the Planning meeting. **This task must be completed at two different incidents/events or exercises**. • As per the Incident Management Handbook, perform LNO role in the planning meeting	I O2		
28. ICS-T3-LNO-28. Participate in the Operations briefing. **This task must be completed at two different incidents/events or exercises.** • As per the Incident Management Handbook, perform LNO role in the operations briefing	O2		
29. ICS-T3-LNO-29. Provide assisting and cooperating agencies' input to the planning process.	O		
30. ICS-GEN-21. Participate in briefings and debriefings. • Hotwash • Lessons learned • After Action Reporting (AAR) • VIP visits	O		

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

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
31. ICS-GEN-24. Complete and submit Unit Log (ICS 214).	O		
32. ICS-GEN-27. Use and maintain contact log and file all records with Documentation Unit.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
33. ICS-T3-LNO-33. Identify and consistently meet liaison coordination deadlines.	O		
34. ICS-T3-LNO-34. Facilitate appropriate relationships with Agency Representatives, assisting and cooperating agencies, and stakeholders. • Keep informed of planned actions. • Provide current information periodically (e.g., fact sheets, news release, talking points). • Provide demobilization information to assisting and cooperating agencies well in advance of demobilization	O		
35. ICS-T3-LNO-35. Facilitate appropriate relationships with volunteers. • Establish a volunteer coordinator (technical specialist) as needed to coordinate volunteer issues	OR		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
36. ICS-T3-LNO-36. Review IAP and work with Agency Representatives and stakeholders to ensure their concerns are addressed in the IAP.	OR		

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

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
37. ICS-T3-LNO-37. Monitor Agency and stakeholder issues and concerns and make recommendations to IC/UC as appropriate.	O		

Behavior: Modify approach based on evaluation of incident situation.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
38. ICS-T3-LNO-38. Respond to requests for information and resolve problems.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
39. ICS-GEN-34. Follow safety procedures and be aware of incident-specific hazards. • PPE • Hazards (inform others) • Transportation and aviation procedures • Work/rest guidelines.	I O2		

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
40. ICS-GEN-33. Coordinate the development, approval and implementation of transfer of position duties when incident complexity changes (escalates/de-escalates) for standard relief process (e.g., incoming Incident Management Team (IMT), host agency).	O		

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

POSITION: LIAISON OFFICER TYPE 3 (LNO3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
41. ICS-T3-LNO-41. Meet with assisting and cooperating agencies, and gather information on personnel and equipment priorities prior to demobilization and provide to planning section. • Attend demobilization meeting • Provide demobilization information to assisting and cooperating agencies well in advance of demobilization	O		
42. ICS-GEN-29. Demobilize and check out. • Receive demobilization instructions from incident supervisor. • If required, complete ICS 221, Demobilization Checkout and submit completed form to the appropriate person	O		

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

INSTRUCTIONS FOR COMPLETING THE EVALUATON 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 a 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 Verifying Officers 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.

Duplicate this form as needed to document trainee experience

Evaluation Record # _____

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

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

Duplicate this form as needed to document trainee experience

Evaluation Record # _____

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.

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

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

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

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

Duplicate this form as needed to document trainee experience