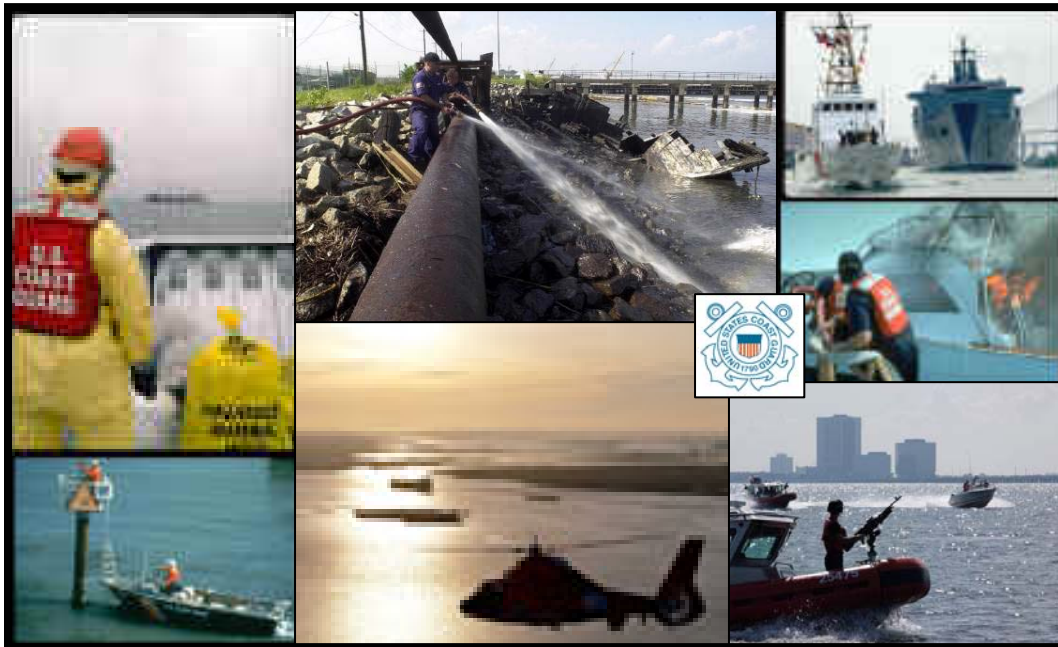




U. S. Coast Guard



National Incident Management System (NIMS)

Incident Command System (ICS)

TYPE 3 LOGISTICS UNIT LEADER POSITIONS

PART B SPECIFIC TASKS FOR THE POSITION:

TYPE 3 COMMUNICATIONS UNIT LEADER (COML3)

TYPE 3 MEDICAL UNIT LEADER (MEDL3)

TYPE 3 FOOD UNIT LEADER (FDUL3)

TYPE 3 SUPPLY UNIT LEADER (SPUL3)

TYPE 3 FACILITIES UNIT LEADER (FACL3)

TYPE 3 GROUND SUPPORT UNIT LEADER (GSUL3)

TYPE 3 VESSEL SUPPORT UNIT LEADER (VSUL3)

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 COMMUNICATIONS UNIT LEADER (COML3)

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 CERTIFICATION LETTER

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

TYPE 3 MEDICAL UNIT LEADER (MEDL3)

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 CERTIFICATION LETTER

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

TYPE 3 FOOD UNIT LEADER (FDUL3)

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 CERTIFICATION LETTER

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

TYPE 3 SUPPLY UNIT LEADER (SPUL3)

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 CERTIFICATION LETTER

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

TYPE 3 FACILITIES UNIT LEADER (FACL3)

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 CERTIFICATION LETTER

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

TYPE 3 GROUND SUPPORT UNIT LEADER (GSUL3)

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 CERTIFICATION LETTER

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

TYPE 3 VESSEL SUPPORT UNIT LEADER (VSUL3)

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 COMMUNICATIONS UNIT LEADER (COML3)
TYPE 3 MEDICAL UNIT LEADER (MEDL3)
TYPE 3 FOOD UNIT LEADER (FDUL3)
TYPE 3 SUPPLY UNIT LEADER (SPUL3)
TYPE 3 FACILITIES UNIT LEADER (FACL3)
TYPE 3 GROUND SUPPORT UNIT LEADER (GSUL3)
TYPE 3 VESSEL SUPPORT UNIT LEADER (VSUL3)

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 pages 2-8) 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/](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 LOGISTICS UNIT LEADER POSITIONS:

TYPE 3 COMMUNICATIONS UNIT LEADER (COML3)

TYPE 3 MEDICAL UNIT LEADER (MEDL3)

TYPE 3 FOOD UNIT LEADER (FDUL3)

TYPE 3 SUPPLY UNIT LEADER (SPUL3)

TYPE 3 FACILITIES UNIT LEADER (FACL3)

TYPE 3 GROUND SUPPORT UNIT LEADER (GSUL3)

TYPE 3 VESSEL SUPPORT UNIT LEADER (VSUL3)

REQUIRED TRAINING	ICS-300 and ICS-351 Logistics Finance Course
PREREQUISITE	Satisfactory Completion of the PQS for Type 3 Unit Leader Part A and Satisfactory Completion of the PQS for Part B Specific Tasks for Specific Unit Leader
TARGET PERSONNEL	Sector Logistics, ISC Finance, ESU, MLC Finance, Telecommunication and Logistics, Incident Management Assist Team or Deployable Operations Group personnel filling Logistics unit leader roles
CERTIFYING OFFICIAL	Unit CO (O-4 and above)
FITNESS STANDARD	Light (as defined in PQS System Guide)
CURRENCY	5 years
CURRENCY REQUIREMENTS	<u>Every Year</u> : Complete online ICS-305 Intermediate ICS Refresher or Sat performance as an Type 3 Logistics Unit Leader in an actual incident/event, drill/exercise using ICS <u>Every 5 years</u> : Satisfactory performance as Type 3 Logistics Unit Leader in an actual incident/event, drill/exercise using ICS
OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY	LSC3, Type 2 Logistics Unit Leader positions

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-351 Logistics/Finance Course		
B. ICS PQS Prerequisites:		
1. Part A Type 3 Unit Leader PQS		
C. Completion of PQS Workbook for the position:	-----	-----
Type 3 Communications Unit Leader (COML3)		
Type 3 Medical Unit Leader (MEDL3)		
Type 3 Food Unit Leader (FDUL3)		
Type 3 Supply Unit Leader (SPUL3)		
Type 3 Facilities Unit Leader (FACL3)		
Type 3 Ground Support Unit Leader (GSUL3)		
Type 3 Vessel Support Unit Leader (VSUL3)		
D. Successful completion of unit level oral board for the position:	-----	-----
Type 3 Communications Unit Leader (COML3)		
Type 3 Medical Unit Leader (MEDL3)		
Type 3 Food Unit Leader (FDUL3)		
Type 3 Supply Unit Leader (SPUL3)		
Type 3 Facilities Unit Leader (FACL3)		
Type 3 Ground Support Unit Leader (GSUL3)		
Type 3 Vessel Support Unit Leader (VSUL3)		
E. Qualification/Certification Letter (example on pages 2-8) submitted for approval for the position.	-----	-----
Type 3 Communications Unit Leader (COML3)		
Type 3 Medical Unit Leader (MEDL3)		
Type 3 Food Unit Leader (FDUL3)		
Type 3 Supply Unit Leader (SPUL3)		
Type 3 Facilities Unit Leader (FACL3)		
Type 3 Ground Support Unit Leader (GSUL3)		
Type 3 Vessel Support Unit Leader (VSUL3)		
F. Qualification certification entered into TMT	-----	-----
Type 3 Communications Unit Leader (COML3)		
Type 3 Medical Unit Leader (MEDL3)		
Type 3 Food Unit Leader (FDUL3)		
Type 3 Supply Unit Leader (SPUL3)		
Type 3 Facilities Unit Leader (FACL3)		
Type 3 Ground Support Unit Leader (GSUL3)		
Type 3 Vessel Support Unit Leader (VSUL3)		

TYPE 3 LOGISTICS UNIT LEADER POSITIONS: COML3, MEDL3, FDUL3, SPUL3, FACL3, GSUL3, VSUL3

This task book contains the required tasks for Type 3 Logistics Section Unit Leaders: Communications (COML3), Medical (MEDL3), Food (FDUL3), Supply (SPUL3), Facilities (FACL3), Ground Support (GSUL3) and Vessel Support (VSUL3).

Communications Unit Leader (COML3) specific tasks	Page 9
Medical Unit Leader (MEDL3) specific tasks	Page 16
Food Unit Leader (FDUL3) specific tasks	Page 21
Supply Unit Leader (SPUL3) specific tasks	Page 24
Facilities Unit Leader (FACL3) specific tasks	Page 31
Ground, Support Unit Leader (GSUL3) specific tasks	Page 36
Vessel Support Unit Leader (VSUL3) specific tasks	Page 38

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 (FSE) 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.

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

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COMMUNICATIONS UNIT LEADER (COML3)

THE FOLLOWING PAGES ARE 29 ADDITIONAL SPECIFIC TASKS FOR THE FOR TYPE 3 COMMUNICATIONS UNIT LEADER (COML3) POSITION

Competency 1: Assume position responsibilities.

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
1. ICS-T3-COML-01. Review applicable contingency plans and MOUs/MOAs. <ul style="list-style-type: none"> • Established relationships • Established frequencies • Predetermined ICS-205's • Annex P of 9700/9800 OPLAN 	O		
2. ICS-T3-COML-02. Acquire GETS and WPS for appropriate Command and General Staff. <ul style="list-style-type: none"> • Distribute GETS cards to IMT members and ensure signature for receipt 	O		
3. ICS-T3-COML-03. Determine specific incident communication requirements. <ul style="list-style-type: none"> • Radio, telephones, computer, television, video teleconferencing and other information technologies • Secure communications requirements (e.g. EKMS, DES encrypted, issue, tracking and storage of equipment) • Area (Sq Miles) of Incident • Incident personnel and resources requiring communications connectivity. 	O		
4. ICS-T3-COML-04. Determine current communication capabilities. <ul style="list-style-type: none"> • Frequencies in use • Compatibilities between existing systems 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COMMUNICATIONS UNIT LEADER (COML3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
5. ICS-T3-COML-05. Submit request for additional communications services (e.g., telephone, satcom, microwave, repeaters), as appropriate for the incident. <ul style="list-style-type: none"> Identify costs and options associated with equipment/services. Identify available communication caches. Obtain permission to use other agencies frequencies as necessary 	O		
6. ICS-T3-COML-06. Design communications systems to meet incident needs. <ul style="list-style-type: none"> Determine locations for telephone and radio equipment to be installed. 	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
7. ICS-T3-COML-07. Contact appropriate communications coordinator (Command Center Communications Duty Officer or equivalent). <ul style="list-style-type: none"> Provide contact information. Determine telephone numbers, frequencies and equipment assigned. Identify other known incidents or conflicts 	O		

Competency 2: Lead assigned personnel

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
8. ICS-T3-COML-08. Coordinate with Facilities Unit Leader for appropriate communications unit location(s), including communication center, message center, and distribution and maintenance.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COMMUNICATIONS UNIT LEADER (COML3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
9. ICS-T3-COML-09. Facilitate effective internal incident communications. <ul style="list-style-type: none"> • Dialogue • Equipment (e.g. General Message (ICS 213) and other forms, white boards, posters, electronic displays, etc) • Meeting management (e.g. Meeting Schedule (ICS 230-CG), agendas, ground rules, and timeframe) 	O		
10. ICS-T3-COML-10. Coordinate incident specific functional communications. <ul style="list-style-type: none"> • Air operations for frequency needs • Operations for system coverage and needs • Logistics units regarding logistical needs • Safety 	O		
11. ICS-T3-COML-11. Coordinate with Medical Unit and determine frequencies and communications systems to support medical plan.	O		
12. ICS-T3-COML-12. Coordinate telephone, radio frequencies, activities, and resources with other agencies and incidents. <ul style="list-style-type: none"> • E.g. EOC, Police/Fire, county dispatch, etc.. 	O		
13. ICS-T3-COML-13. Coordinate communication and Information Technology user training to IMT personnel. <ul style="list-style-type: none"> • Help desk • Equipment operations support • Software 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COMMUNICATIONS UNIT LEADER (COML3)

Competency 3: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
14. ICS-T3-COML-14. Create and maintain accurate records for communications equipment. <ul style="list-style-type: none"> Initiate and maintain accountability system (Accountable Property Assignment Record (ICS 219-9)). Document geographic locations of equipment and transfer this information to local maps (latitude/longitude and/or legal). 	O		
15. ICS-T3-COML-15. Create, Maintain, and Submit appropriate documents within established timeframes. <ul style="list-style-type: none"> Radio/telephone logs Incident Radio Communications Plan (ICS 205) Incident Communications List (ICS 205a) General Message (ICS 213) Unit Log (ICS 214) Maps Electronic media (flash memory, CD, external HD) Unit narrative 	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
16. ICS-T3-COML-16. Develop Incident Communications Center based on specific needs of incident (e.g. message dispatch). <ul style="list-style-type: none"> Provide guidance related to specific needs of the Incident Communications Center. Coordinate location with the Facilities Unit Leader. Acquire forms (e.g., Status Change Card (ICS 210); General Message (ICS 213); Unit Log (ICS 214); Telephone Logs, Radio Logs). 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COMMUNICATIONS UNIT LEADER (COML3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
17. ICS-T3-COML-17. Create and Maintain telephone and data network. <ul style="list-style-type: none"> • Network stability and data backup • Hardware/software compatibility • Wireless capability • Information security standards • CGDN • ICP and other facilities • Interagency needs 	O		
18. ICS-T3-COML-18. Create and Maintain Communications equipment cache for the incident. <ul style="list-style-type: none"> • Radios • Phones • Cell phones • Chargers • Batteries • Digital projectors • Computers • Networking Devices • USCG TCC • COW • Clone Radios and Cell phones 	O		
19. ICS-T3-COML-19. Prepare and implement, Incident Communications Plan (ICS 205) and Incident Communications List (ICS 205a). <ul style="list-style-type: none"> • Coordinate plan with other government agencies (OGAs). • As part of IAP preparation, review Work Assignments (ICS 204s) for correct telephone numbers and frequencies 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COMMUNICATIONS UNIT LEADER (COML3)

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

Behavior: Provide logistical support as necessary.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
20. ICS-T3-COML-20. Establish appropriate service plans.	O		
21. ICS-T3-COML-21. Obtain replacement and redundant equipment for incident use. <ul style="list-style-type: none"> • Cell phone accessories • Charging Stations 	O		

Behavior: Ensure functionality of equipment.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
22. ICS-T3-COML-22. Routinely verify effectiveness and reliability of communications systems. <ul style="list-style-type: none"> • Obtain feedback from users • Participate in Debriefs 	O		
23. ICS-T3-COML-23. Test components of communications equipment to ensure the incident's systems are operational. <ul style="list-style-type: none"> • Command repeater/link • Logistics repeater • Remote • Telephones • Aircraft link 	O		

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
24. ICS-T3-COML-24. Identify excess communications systems and equipment. <ul style="list-style-type: none"> • Coordinate with IMT Personnel • Attend Tactics meeting • Reassign or designate for demobilization 			

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

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 COMMUNICATIONS UNIT LEADER (COML3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
25. ICS-T3-COML-25. Demobilize equipment. <ul style="list-style-type: none"> • Inventory and package equipment for return. • Complete appropriate documentation for return/shipment as appropriate. • Ensure secure communication devices accounted for. Zero out crypto. • Reassign or designate for demobilization 	O		
26. ICS-T3-COML-26. Review and provide input to Demobilization Plan. <ul style="list-style-type: none"> • Follow property accountability system (issued equipment) 	O		
27. ICS-T3-COML-27. Coordinate with Supply to ensure all communications and IT equipment is evaluated for damage, repaired, reset and returned to source.	O		
28. ICS-GEN-35. Coordinate with Supply Unit and Cost/Procurement Units for replacement-in-kind of damaged or lost equipment.	O		
29. ICS-T3-COML-29. Provide Communications Unit Lessons Learned to Logistics Section Chief for inclusion into After Action Reporting (AAR).	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 MEDICAL UNIT LEADER (MEDL3)

THE FOLLOWING PAGES ARE 25 ADDITIONAL SPECIFIC TASKS FOR THE FOR TYPE 3 MEDICAL UNIT LEADER (MEDL3)

Competency 1: Assume position responsibilities.

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
1. ICS-T3-MEDL-01. Review existing contingency plans. Identify required medical services based on anticipated risks. <ul style="list-style-type: none"> • Fire Burns • Hazmat • Diving Decompression facilities 	O		
2. ICS-T3-MEDL-02. Identify availability of medical services. <ul style="list-style-type: none"> • Transportation methods • Hospital ER/Trauma level • Mass Casualty capability 	O		
3. ICS-T3-MEDL-03. Verify required medical certification of personnel. <ul style="list-style-type: none"> • Emergency Medical Technician (EMT) • Other medical personnel if present 	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
4. ICS-T3-MEDL-04. Gather information relevant to medical operations. <ul style="list-style-type: none"> • Assigned contractors/cooperators (e.g., ambulance) • Assigned Safety Officers • Safety hazards • Medical Unit log • Injury/illness log • Agency form for exposure to hazmat • Patient evaluations 			

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

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 MEDICAL UNIT LEADER (MEDL3)

Competency 2: Lead assigned personnel.

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
5. ICS-T3-MEDL-05. Coordinate with Safety Officer and Compensation/ Claims Unit Leader regarding medical issues. <ul style="list-style-type: none"> • Brief Safety Officer on medical trends in reported illnesses and injuries. • Inform compensation/claims personnel of injuries/illnesses requiring medical attention and request follow-up regarding patient status. 	O		
6. ICS-T3-MEDL-06. Coordinate with necessary units to establish and maintain Medical Unit operations. <ul style="list-style-type: none"> • Coordinate incident medical communication requirements with COML (e.g. 911 or other) • Facilities (e.g., utilities, space, shelter, hand washing stations, portable toilets) • Air Operations (e.g. medevac, life-flight) • Special needs (e.g., diet, personnel, supplies, and equipment) • Biohazard / medical waste handling and disposal procedures • Security 	O		
7. ICS-T3-MEDL-07. Coordinate with IC/UC, LSC, PSC, and PIO for illness, injury, accident or death reporting requirements.	O		
8. ICS-T3-MEDL-08. Coordinate with FDUL to verify compliance with food sanitation and potable water standards. <ul style="list-style-type: none"> • Local health department • Safety officer 	O		
9. ICS-T3-MEDL-01. Coordinate with FACL to ensure adequate sanitation facilities for incident personnel.	O		
10. ICS-T3-MEDL-10. Coordinate with GSUL, VSUL, and AOBD to develop transportation routes and methods for injured response personnel.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 MEDICAL UNIT LEADER (MEDL3)

Competency 3: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
11. ICS-T3-MEDL-11. Complete required documents. <ul style="list-style-type: none"> • Agency-specific forms • Injury / mishap reports 	O		
12. ICS-T3-MEDL-12. Submit required information to appropriate units. <ul style="list-style-type: none"> • Compensation/Claims Unit (completion of patient evaluation/follow-up) • Documentation Unit Leader • Host Agency 	O		
13. ICS-T3-MEDL-13. Provide for security and proper disposition of medical records (e.g. HEPA).	O		

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
14. ICS-T3-MEDL-14. Establish Medical Unit procedures. <ul style="list-style-type: none"> • Major medical emergency • Non-emergency transport • Patient return from medical facility • Decontamination of responders 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 MEDICAL UNIT LEADER (MEDL3)

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
15. ICS-T3-MEDL-15. Prepare Medical Plan (ICS 206). <ul style="list-style-type: none"> • Establish contact with local medical services and include their capabilities when developing the Medical Plan. <ul style="list-style-type: none"> - Fire department(s) - Hospital(s) - Clinic(s) - Ambulance services - Air ambulances • Decontamination prior to transport • Veterinary services for incident animals • Reviewed and signed by Safety Officer. 	O	I	

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

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
16. ICS-T3-MEDL-16. Validate effectiveness of ICS 206 Medical Plan based on evolving incident risks. <ul style="list-style-type: none"> • Evaluate local facilities ability to provide care (e.g. level of trauma center) 	O		
17. ICS-T3-MEDL-17. Evaluate requirement for Critical Incident Stress Management / Responder Rehab.	O		
18. ICS-T3-MEDL-18. Ensure incident personnel are tracked as they move from incident to a care facility to demobilization.	O		
19. ICS-T3-MEDL-19. Determine illness, injury, or exposure trends and report to IC/UC through LSC.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 MEDICAL UNIT LEADER (MEDL3)

Behavior: Take appropriate action based on assessed risks.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
20. ICS-T3-MEDL-20. Ensure appropriate and timely response to requests at the Medical Unit.	O		
21. ICS-T3-MEDL-21. Develop contingency plan for major medical emergency. <ul style="list-style-type: none"> • Line of duty death • Mass casualty • Accidental exposure 	O		

Behavior: Provide logistical support as necessary.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
22. ICS-T3-MEDL-22. Determine requirement for, supply and restocking of first aid kits, eye-wash stations, and over-the-counter medications.	O		
23. ICS-T3-MEDL-3. Provide immediate basic medical attention to incident personnel.	O		

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
24. ICS-T3-MEDL-24. Ensure demobilization plan addresses requirement for ALL responders to check-out with Medical Unit. <ul style="list-style-type: none"> • Evaluate responders for illness, injury, and exposure. • Critical Incident Stress Management. • Provide agency exposure to hazard form to all responders. 	O		
25. ICS-T3-MEDL-25. Ensure demobilization plan includes call-back procedures for responders who become ill upon returning to home unit.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 FOOD UNIT LEADER (FDUL3)

THE FOLLOWING PAGES ARE 8 ADDITIONAL SPECIFIC TASKS FOR THE FOR TYPE 3 FOOD UNIT LEADER (FDUL3)

Competency 2: Lead assigned personnel.

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-T3-FDUL-01. Coordinate with Facilities Unit Leader. <ul style="list-style-type: none"> • Space and facilities for kitchen and feeding area setup • Hand washing facilities and portable toilet locations • Garbage and black/gray water removal • Potable water delivery • Hazardous materials disposal (e.g., grease) • Dust abatement around the Food Unit 	O		
2. ICS-T3-FDUL-02. Coordinate with Ground Support Unit Leader. <ul style="list-style-type: none"> • Refueling government procured equipment 	O		
3. ICS-T3-FDUL-03. Coordinate with Supply Unit Leader. <ul style="list-style-type: none"> • Initial and supplemental food and drink orders as determined by agency protocol 	O		

Competency 3: Communicate effectively.

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
4. ICS-T3-FDUL-04. Develop plans to ensure continuing food service when a Mobile Food Services unit is not used, or under adverse conditions. <ul style="list-style-type: none"> • Identify various options. • Determine which options are appropriate 	O R		

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

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 FOOD UNIT LEADER (FDUL3)

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

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
<p>5. ICS-T3-FDUL-05. Perform inspector duties for the administration of the National Mobile Food Services contract.</p> <ul style="list-style-type: none"> • Review Delegation of Authority for duties of the Food Unit Leader. • Review Food Unit layout with contractor's representative to determine needs and/or changes. • Review and approve menus to determine if menu content, variety, and serving sizes meet contract specifications. • Obtain feedback from incident personnel on food service, complete evaluations, discuss with contractor and disburse copies to appropriate personnel. • Provide contractor with meal scheduling, number of meals ordered, and actual meals served. • Inspect for safe food handling, preparation, holding, serving, and storage practices. • Ensure mobile food service unit provides equipment and supplies specified in contract. • Review kitchen unit contract, including past performance evaluations, quality control plans, and equipment specifications. • Conduct periodic inspections to ensure quality and quantity specifications of meals. • Review, approve and submit invoices to appropriate payment office. 	O R		

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
<p>6. ICS-T3-FDUL-06. Gather information for daily meal orders.</p> <ul style="list-style-type: none"> • IAP • ICS 209, Incident Status Summary • Unit Briefing • Resources Unit Leader 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 FOOD UNIT LEADER (FDUL3)

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
7. ICS-T3-FDUL-07. Ensure appropriate health and safety measures are met. <ul style="list-style-type: none"> • Ensure Medical Unit reports illnesses that could be related to food service. • Provide safe food handling and sanitation rules to personnel at base/camp(s), staging areas, and other incident feeding locations. • Contact local health authority and request assistance, if necessary. 	O		

Behavior: Provide logistical support as necessary.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
8. ICS-T3-FDUL-08. Ensure food delivery to line personnel (e.g., hot/cold food containers, sack lunches). <ul style="list-style-type: none"> • Remote camps • Helibases • Staging areas 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 SUPPLY UNIT LEADER (SPUL3)

THE FOLLOWING PAGES ARE 38 ADDITIONAL SPECIFIC TASKS FOR THE FOR TYPE 3 SUPPLY UNIT LEADER (SPUL3)

Competency 1: Assume position responsibilities.

Behavior: Ensure Readiness for assignment.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-T3-SPUL-01. Describe the difference between resource kind and resource type.	O		
2. ICS-T3-SPUL-02. Describe the difference between resource requesting and resource ordering.	O		
3. ICS-T3-SPUL-03. Describe the difference between a tactical and non-tactical resource.	O		
4. ICS-T3-SPUL-04. Describe agency resource ordering constraints and limitations. <ul style="list-style-type: none"> Purchases with special considerations (e.g. food, bottled water, uniforms, hazmat, vehicles, electronics, etc) Purchase authority limitations (e.g. credit card limits, warrant authority) 	O		
5. ICS-T3-SPUL-05. Describe incident resource ordering constraints and limitations. <ul style="list-style-type: none"> First right of refusal UC management objectives (e.g. buy local, high cost items, etc) Funding limitations (e.g. amount, use, and source) Trust fund limitations 	O		
6. ICS-T3-SPUL-06. Demonstrate knowledge of ordering from different sources. <ul style="list-style-type: none"> Agency resources Other agency resources Commercial sources 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 SUPPLY UNIT LEADER (SPUL3)

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
7. ICS-T3-SPUL-07. Determine need for Ordering Managers and Receiving and Distribution Managers.	O		
8. ICS-T3-SPUL-08. Make recommendation on requirement for PROC position.	O		

Competency 2: Lead assigned personnel.

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
9. ICS-T3-SPUL-09. Develop Resource Requesting Process in coordination with PSC, LSC, FSC and RESL. <ul style="list-style-type: none"> • Scope of incident/event • Signature authority/approvals • Definition of tactical and non-tactical resources • Interagency concerns/requirements 	O		
10. ICS-T3-SPUL-10. Coordinate with Procurement Unit Leader the development of an incident specific ordering process. <ul style="list-style-type: none"> • Procurement authority • Assignment of roles between PROC and SPUL • Specific agency procedures • Constraints and limitations (e.g. first right of refusal and high cost items) 	O		
11. ICS-T3-SPUL-11. Coordinate with Facilities Unit to establish layout of Supply Unit. <ul style="list-style-type: none"> • Ordering • Receiving and distribution • Space for expansion • Shelter • Tool/Equipment repair 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 SUPPLY UNIT LEADER (SPUL3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
12. ICS-T3-SPUL-12. Coordinate with check-in / status recorder, RESL, STAM, DIVS, RCDM. <ul style="list-style-type: none"> • Resources for receipt and check-in • Track non-tactical accountable resources 	O		

Competency 3: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
13. ICS-GEN-26. Review procurement documents for accuracy and ensure invoices are completed and transmitted to appropriate administrative processing agency. This task must be completed twice.	O		
14. ICS-GEN-25. Create a procurement documentation process that will meet agency audit requirements (cradle to grave). <ul style="list-style-type: none"> • General Message (ICS 213) • Resource Request (ICS 213RR) • Unit logs (ICS 214) • DD1149 • SF-122 • Receipts, bills of lading, invoices • Resource order log • Decision memos for key decisions 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 SUPPLY UNIT LEADER (SPUL3)

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
15. ICS-T3-SPUL-15. Communicate Resource Request Process to Incident Management Team. <ul style="list-style-type: none"> • Post process in key ICP locations • Ensure availability of Resource Requests (ICS 213RRs) in same locations • Communicate process at appropriate meetings and briefings • Conduct training on process as needed 	O		
16. ICS-T3-SPUL-16. Establish Resource tracking matrix for incident resources ordered. <ul style="list-style-type: none"> • Provide to RESL, PROC, FSC, LSC, and other IMT members as appropriate or requested. 	O		
17. ICS-T3-SPUL-17. Update customers on status of requested resources.	O		
18. ICS-T3-SPUL-18. Provide vendors with appropriate procurement information. <ul style="list-style-type: none"> • Reporting/Delivery times and locations • Order numbers • Statement of Work • Process for payment • Wet/Dry rates 	O		
19. ICS-T3-SPUL-19. Provide cooperating and/or assisting agencies with appropriate information. <ul style="list-style-type: none"> • Reporting/Delivery times and locations • Order numbers • Incident assignments • Berthing assignment and instructions • After hours check-in 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 SUPPLY UNIT LEADER (SPUL3)

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

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
20. ICS-T3-SPUL-20. Create and maintain supply unit procurement files and logs.	O		
21. ICS-T3-SPUL-21. Compile and submit procurement documentation to COST.	O		
22. ICS-T3-SPUL-22. Establish accountability of supply unit property.	O		

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
23. ICS-T3-SPUL-23. Describe the process for a Resource Request (ICS 213RR) to support incident objectives (from cradle to grave).	O		
24. ICS-T3-SPUL-24. Evaluate effectiveness of unit processes (resource request, resource ordering, tracking matrix).	O		

Behavior: Take appropriate action based on assessed risks.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
25. ICS-T3-SPUL-25. Develop security requirements and communicate to FACL. <ul style="list-style-type: none"> • Receiving and distribution area • Supply lockers • Staging area 	O		
26. ICS-T3-SPUL-26. Prioritize work effort based on incident priorities and objectives.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 SUPPLY UNIT LEADER (SPUL3)

Behavior: Provide logistical support as necessary.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
27. ICS-T3-SPUL-27. Communicate with command and general staff regarding resource needs. <ul style="list-style-type: none"> • Current operational period. • Subsequent operational periods 	O		
28. ICS-T3-SPUL-28. Source request. <ul style="list-style-type: none"> • Validate requestor requirements • Determine sourcing options • Determine lead time • Determine maintenance/operator requirements/service contract • Determine if proposed solution meets requestor needs • Recommend alternatives if necessary 	O		
29. ICS-T3-SPUL-29. Oversee ordering function. <ul style="list-style-type: none"> • Ensure external ordering procedures are implemented. 	O		
30. ICS-T3-SPUL-30. Oversee receiving and distribution function. <ul style="list-style-type: none"> • Adequate inventory of equipment and supplies • Coordinate with RESL and SCKN as appropriate. 	O		
31. ICS-T3-SPUL-31. Establish order tracking system. <ul style="list-style-type: none"> • Single system of accountability • All resources • Time of order until check-in 	O		
32. ICS-T3-SPUL-32. Maintain incident resources in coordination with RESL. <ul style="list-style-type: none"> • Minimum supply restocking levels • Incident personnel rotation and rest • Maintenance and repair contracts • Lead times for restocking 	O		
33. ICS-T3-SPUL-33. Distribution of resources. <ul style="list-style-type: none"> • Resource storage requirements • Accountability and property management • Incident receiving and distribution center (e.g. warehousing) 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 SUPPLY UNIT LEADER (SPUL3)

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
34. ICS-T3-SPUL-34. Determine if resource is ready to demobilize or be reassigned in coordination with OSC and RESL. <ul style="list-style-type: none"> • Resource time remaining • Other resource capabilities • Current and projected needs • Other incident locations • Travel costs and lead time 	O		
35. ICS-T3-SPUL-35. Reviewing existing orders for under utilization or high cost items in coordination with OSC and RESL.	O		
36. ICS-GEN-28. Coordinate with RESL, PROC and other Logistics Unit Leaders to ensure all accountable property is cleaned and evaluated for damage and returned to source or disposed of per agency accountable property requirements and incident accountable property plan.	O		
37. ICS-GEN-31. Provide input to Demobilization Plan. <ul style="list-style-type: none"> • Follow agency accountable property requirements • Follow incident accountable property plan 	O		
38. ICS-T3-SPUL-38. Resource demobilization. <ul style="list-style-type: none"> • Provide input to demobilization plan • Support demobilization of resources and facilities • Cleaning and refurbishing • Shipping arrangements and costs 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 FACILITIES UNIT LEADER (FACL3)

THE FOLLOWING PAGES ARE 20 ADDITIONAL SPECIFIC TASKS FOR THE FOR TYPE 3 FACILITIES UNIT LEADER (FACL3)

Competency 1: Assume position Responsibilities

Behavior: Ensure Readiness for assignment.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-T3-FACL-01. Review existing contingency plans (e.g. ACP, AMSP, COOP, etc.) for pre-selected facilities (e.g. Incident Command Posts).	O		
2. ICS-T3-FACL-02. Describe basic requirements for ICP, JIC, Incident Base and Staging Areas.	O		
3. ICS-T3-FACL-03. Identify and visit (where possible) other sites that might meet basic criteria (e.g. FEMA facilities, EOC's, DOD facilities, hotels, National Guard Armories, warehouses, etc.)			

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
4. ICS-T3-FACL-04. Determine facilities needed. <ul style="list-style-type: none"> • Type (e.g. ICP, base, staging area, etc) • Location (e.g. distance from incident, pre-identified in contingency plan(s), MOUs, nature of incident, outside influences, etc) 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 FACILITIES UNIT LEADER (FACL3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
5. ICS-T3-FACL-05. Determine facility requirements. <ul style="list-style-type: none"> • Facility support matrix • Facility needs assessment worksheet (ICS 235 CG) • Size • Anticipated incident change in size • Environmental and structural considerations • Access and security • Availability of facility • Permission to use • Cost • Capabilities (e.g. Comms, water, HVAC, etc). • ADA accessible 	O		
6. ICS-T3-FACL-06. Describe constraints and limitations of real property leases.	O		
7. ICS-T3-FACL-07. Review existing national contracts for region. <ul style="list-style-type: none"> • USFS contracts (mobile kitchens, shower facilities, mobile laundry, etc.) • BOA's 			

Behavior: Establish organizational 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
8. ICS-T3-FACL-08. Establish at a minimum contacts within AOR (E.g. Telephone contacts, GSA Real Property POC, CEU Real property specialists, etc.).	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 FACILITIES UNIT LEADER (FACL3)

Competency 2: Lead assigned personnel.

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
9. ICS-T3-FACL-09. Identify other agency counterparts who have FACL responsibilities.	O		
10. ICS-T3-FACL-10. Establish relationships with SPUL, GSUL, VSUL, FDUL, STAM, SCKN.	O		
11. ICS-T3-FACL-11. Coordinate with Logistics Section Chief to identify location for incident facilities. <ul style="list-style-type: none"> • Incident Command Post • Base/camp(s) • Helibase/Helisport • Piers/Marinas • Staging areas • Contingency/Expansion sites 	O		
12. ICS-T3-FACL-12. Explore alternatives (vet and select). <ul style="list-style-type: none"> • Present alternatives and propose selections to LSC for IC/UC approval. • Once selected ensure proper setup 	O		

Competency 3: Communicate effectively.

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
13. ICS-T3-FACL-13. Complete documentation package for each facility selected (e.g. decision memo, real property contract, MOA, use agreement, etc).	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 FACILITIES UNIT LEADER (FACL3)

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

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
14. ICS-T3-FACL-14. Monitor effectiveness of each facility. <ul style="list-style-type: none"> • Contract requirements and limitations • Tracking costs • Potential need to relocate/demobilize 	O		
15. ICS-T3-FACL-15. Describe process for relocating incident facilities. <ul style="list-style-type: none"> • Plan • Communications • Continuity of operations (e.g. situation unit displays, resources unit, etc.) • Method (e.g. movers or responders) • Notify stakeholders of new location 	O		

Behavior: Provide logistical support as necessary.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
16. ICS-T3-FACL-16. Describe incident facilities initial set up. <ul style="list-style-type: none"> • Partitions • Furniture • Utilities • Other build out needed • Layout • Wall covering • Communications/IT needs 	O		
17. ICS-T3-FACL-17. Ensure facility maintenance services are provided. <ul style="list-style-type: none"> • Sanitation (e.g. porta-potty service) • Lighting • Clean up • Potable water • Storage • Security • Recycling 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 FACILITIES UNIT LEADER (FACL3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
18. ICS-T3-FACL-18. Manage and maintain facilities. <ul style="list-style-type: none"> • Building and janitorial • Security • Safety • Signage • Sanitation • Parking • Hazmat storage • Potable Water • Recycling 	O		

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
19. ICS-GEN-31. Provide input to Demobilization Plan concerning incident facility demobilization needs.	O		
20. ICS-T3-FACL-20. Demobilize incident facilities. <ul style="list-style-type: none"> • Real property/claims • Inspection of facility • Cleanup and environmental • Disposition of property • Compensation/Claims • Rehab/Restoration of facilities 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 GROUND SUPPORT UNIT LEADER (GSUL3)

THE FOLLOWING PAGES ARE 11 ADDITIONAL SPECIFIC TASKS FOR THE FOR TYPE 3 GROUND SUPPORT UNIT LEADER (GSUL3)

Competency 2: Lead assigned personnel.

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
1. ICS-T3-GSUL-01. Provide clear and concise direction to operators/contractors. <ul style="list-style-type: none"> • Kind and duration of assignment • Interim supervisor for assignment • Travel routes • Communication procedures • Safety requirements (e.g., hour limitations, Personal Protective Equipment (PPE), special instructions) 	O		

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
2. ICS-T3-GSUL-02. Coordinate with Facilities Unit Leader to establish layout of Ground Support Unit. <ul style="list-style-type: none"> • Parking • Fueling • Maintenance • Loading/unloading of heavy equipment/personnel • Incident base/camp traffic flow pattern • Space for expansion • Shelter • Security 	O		
3. ICS-T3-GSUL-03. Coordinate with other units to manage hazardous materials (e.g., fuel, oil, foam) according to applicable regulations. <ul style="list-style-type: none"> • Environmental requirements • Shipping/handling • Storage/disposal/containment 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 GROUND SUPPORT UNIT LEADER (GSUL3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
4. ICS-T3-GSUL-04. Coordinate with Safety Officer and agency representative to ensure driver familiarity with conditions.	O		

Competency 3: Communicate effectively

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
5. ICS-T3-GSUL-05. Develop incident Transportation Plan. <ul style="list-style-type: none"> • Coordinate with appropriate command and general staff. • Provide approved transportation plan for IAP and update as needed. 	O		

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
6. ICS-T3-GSUL-06. Collect and record information on rental, contract, and agency equipment. <ul style="list-style-type: none"> • Ensure resource identification (“E”) numbers are displayed. • Maintain and update Support Vehicle Inventory (ICS 218), and provide information to Resources Unit. • Review agreements and contracts. • Ensure inspections are completed and submitted to Finance/Administration. • Track contractor use of government furnished supplies, parts, fuels, and repairs and submit to Finance/Administration. • Ensure fuel issues/supplies/maintenance costs are submitted to Finance/Administration. 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 GROUND SUPPORT UNIT LEADER (GSUL3)

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

Behavior: Provide logistical support.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
7. ICS-T3-GSUL-07. Ensure incident road locations of support activities are clearly marked. <ul style="list-style-type: none"> • Drop points • Road junctions • Water sources • Routes 	O		
8. ICS-T3-GSUL-08. Provide ground transportation of resources and supplies. <ul style="list-style-type: none"> • Order vehicles/equipment based on anticipated needs. • Ensure vehicle/equipment is appropriate for job and terrain. • Reassign vehicles/support equipment based on priorities. 	O		
9. ICS-T3-GSUL-09. Provide fuel, service, maintenance, and repair of vehicles and other equipment.	O		
10. ICS-T3-GSUL-10. Coordinate maintenance and repair of incident roads. <ul style="list-style-type: none"> • Coordinate maintenance schedules with agency representative. • Conduct incident road system survey (e.g., bridge conditions, weight limits, surface condition). • Coordinate dust abatement with appropriate units. 	O		

Behavior: Ensure functionality of equipment.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
11. ICS-T3-GSUL-11. Ensure pre- and post-inspections are completed.	O		

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

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 VESSEL SUPPORT UNIT LEADER (VSUL3)

THE FOLLOWING PAGES ARE 10 ADDITIONAL SPECIFIC TASKS FOR THE FOR VESSEL SUPPORT UNIT LEADER

Competency 2: Lead assigned personnel.

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
1. ICS-T3-GSUL-01. Provide clear and concise direction to operators/contractors. <ul style="list-style-type: none"> • Kind and duration of assignment • Interim supervisor for assignment • Travel routes • Communication procedures • Safety requirements (e.g., hour limitations, Personal Protective Equipment (PPE), special instructions) 	O		

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
2. ICS-T3-GSUL-02. Coordinate with Facilities Unit Leader to establish layout of Vessel Support Unit. <ul style="list-style-type: none"> • Pier Space • Fueling • Maintenance • Loading/unloading of heavy equipment/personnel • Incident base/camp traffic flow pattern • Space for expansion • Shelter 	O		
3. ICS-T3-GSUL-03. Coordinate with other units to manage hazardous materials (e.g., fuel, oil, foam) according to applicable regulations. <ul style="list-style-type: none"> • Environmental requirements • Shipping/handling • Storage/disposal/containment 	O		
4. ICS-T3-GSUL-04. Coordinate with Safety Officer and agency representative to ensure familiarity with on-water conditions.	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 VESSEL SUPPORT UNIT LEADER (VSUL3)

Competency 3: Communicate effectively

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
5. ICS-T3-VSUL-05. Develop incident Water Transportation Plan (similar to Ground Transportation Plan). <ul style="list-style-type: none"> • Coordinate with appropriate command and general staff. • Provide approved transportation plan for IAP and update as needed. 	O		

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
6. ICS-T3-GSUL-06. Collect and record information on rental, contract, and agency equipment. <ul style="list-style-type: none"> • Ensure resource identification (“E”) numbers are displayed. • Maintain and update Support Vessel Inventory, and provide information to Resources Unit. • Review agreements and contracts. • Ensure inspections are completed and submitted to Finance/Administration. • Track contractor use of government furnished supplies, parts, fuels, and repairs and submit to Finance/Administration. • Ensure fuel issues/supplies/maintenance costs are submitted to Finance/Administration. 	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.

ADDITIONAL SPECIFIC TASKS FOR THE TYPE 3 VESSEL SUPPORT UNIT LEADER (VSUL3)

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

Behavior: Provide logistical support.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
7. ICS-T3-VSUL-07. Post incident charts/maps as needed for the unit. <ul style="list-style-type: none"> • Drop points • Safety Zones • Security Zones • Water sources • Routes 	O		
8. ICS-T3-GSUL-08. Provide transportation of resources and supplies. <ul style="list-style-type: none"> • Order support vessels/equipment based on anticipated needs. • Ensure vessel/equipment is appropriate for job and terrain. • Reassign vessel/support equipment based on priorities. 	O		
9. ICS-T3-GSUL-09. Provide fuel, service, maintenance, and repair of vessels and other equipment.	O		

Behavior: Ensure functionality of equipment.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
10. ICS-T3-GSUL-11. Ensure pre- and post-inspections are completed.	O		

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

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 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.

Trainee Information

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

Verifying Officer Information

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

Incident/Event/Exercise/Exercise Information

Incident/Event/Exercise/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/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident/Event/Exercise/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event/Exercise/Exercise Information

Incident/Event/Exercise/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): _____