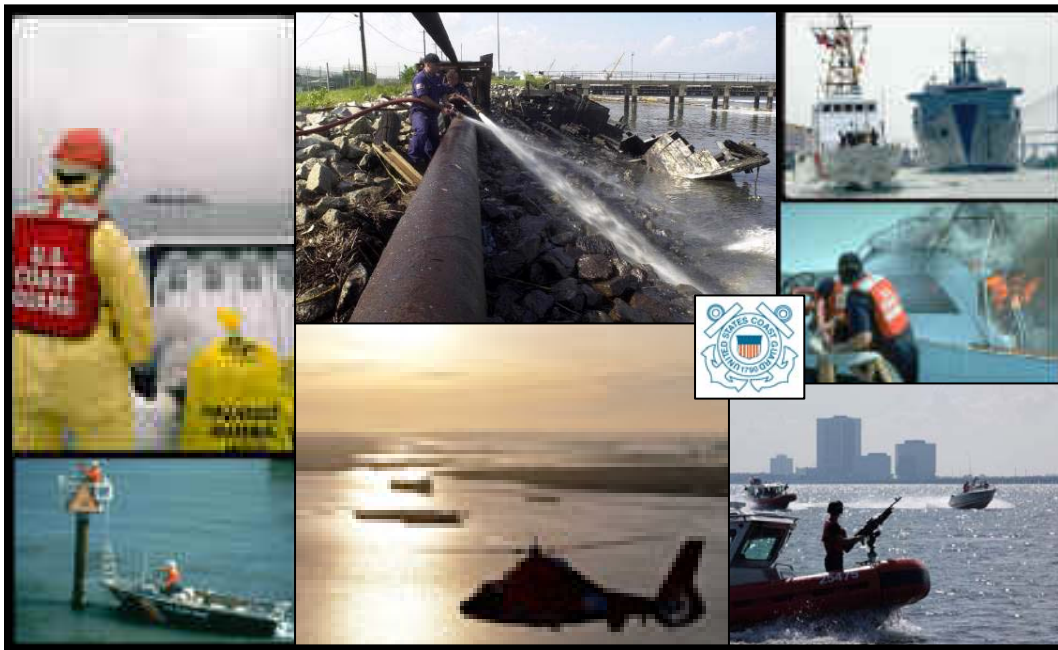




U. S. Coast Guard



National Incident Management System (NIMS)

Incident Command System (ICS)

TYPE 3 OPERATIONS SECTION CHIEF (OSC3)

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 OPERATIONS SECTION CHIEF (OSC3)

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 Operations Section Chief (OSC3)
Qualification Code: ICS-OSC3

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/](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 OPERATIONS SECTION CHIEF (OSC3)

| | |
|---|---|
| REQUIRED TRAINING | ICS-300 and ICS-400 and ICS-341 IRPW or ICS-430 Adv OSC and L-381* or L-481* Incident Leadership Principles |
| PREREQUISITE | Satisfactory Completion of the PQS For OSC3 Satisfactory performance/certification as an DIVS |
| TARGET PERSONNEL | Response and Prevention Dept Personnel and Planning Div personnel; Incident Management Assist Team Deputy Operations Section Chief; Joint Field Office (JFO) and Principle Federal Official (PFO), Deployable Operations Group and any other personnel filling Operations section roles in response at a Type 3 level |
| CERTIFYING OFFICIAL | Unit CO (O-4 and above) |
| FITNESS STANDARD | Moderate |
| CURRENCY | 5 years |
| CURRENCY REQUIREMENTS | <u>Every Year</u> : Complete online ICS-305 Intermediate ICS Refresher or Sat performance as an OSC3 in an actual incident/event, drill/exercise using ICS <u>Every 5 years</u> : Satisfactory performance as an OSC3 in an actual incident/event, drill/exercise using ICS |
| OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY | Division Group Supervisor, Branch Director, OSC2 |

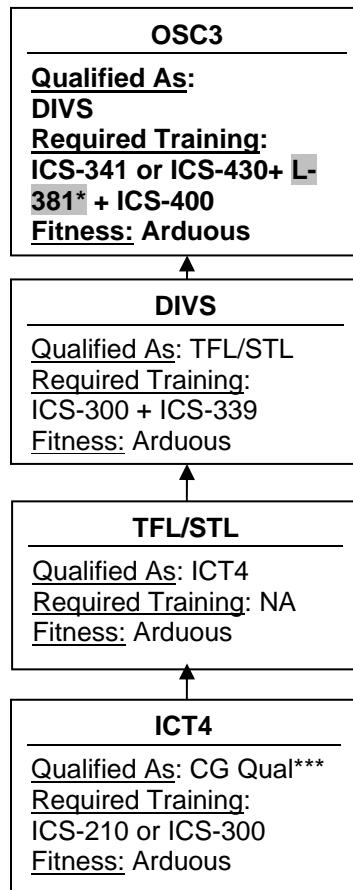
| RECORD OF VERIFYING OFFICERS | | | | |
|-------------------------------------|--------------|---------------------------------|-----------------|-----------------|
| Date | Title | Verifying Officer's Name | ICS Qual | Initials |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | |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

| RECORD OF COMPLETION | | |
|---|-------------|--------------------------------------|
| Training Prerequisites | Date | Verifying Officer's Signature |
| A. Completion of Training Courses: 1. ICS-400 Advanced ICS Course | | |
| 2. ICS-341 IRPW or ICS-430 Adv OSC Course | | |
| 3. L-381 or L-481* Incident Leadership (waived until available) | | |
| B. ICS Qualification Prerequisites 1. Division/Group Supervisor (DIVS) | | |
| C. Completion of PQS Workbook | | |
| D. Successful completion of unit level oral board. | | |
| E. Qualification/Certification Letter (page 2) submitted for approval. | | |
| F. Qualification certification entered into TMT | | |

ICS Position Qualification Flow Chart for OSC3

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

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



*waived until course available

*** Command Duty Officer (CDO)/Sector Duty Officer (SDO), Coxswain, LE Boarding Officer, MTSA (full), On-Scene Coordinators Representative (OSCR), Pilot, Pollution Investigator (PI), SAR Controller, NSF Response Technician (RT) and Underway OOD.

POSITION: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

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 Operations Section Chief and initiate position activities at the appropriate time according to the following behaviors.

Behavior: Ensure readiness for assignment.

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|------------------|---------------------|--|
| 1. ICS-GEN-01. Obtain and assemble information and materials needed for appropriate deployment kits. <ul style="list-style-type: none"> • Personal kit • Unit Leader / Section Chief kit. • See list in OSC aid job | 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: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

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 |
|--|------------------|---------------------|--|
| 2. ICS-T3-SC-01. Ensure availability of Operations Section staff. | O | | |
| 3. ICS-T3-OSC-03. Evaluate resource requirements. | O | | |
| 4. ICS-T3-SC-02. Prepare and submit initial request for resources (ICS-213RR). | O | | |

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|------------------|---------------------|--|
| 5. ICS-T3-SC-03. Obtain initial briefing from immediate supervisor and/or Incident Commander. <ul style="list-style-type: none"> • Incident information <ul style="list-style-type: none"> - ICS 201, Incident Briefing - ICS 202, Incident Objectives - IAP • Organizational structure (area command or single organization) • Special considerations on the incident • Current national situation • Resources assigned, enroute, on order, and local resource status (including initial response as it relates to the Logistics Section) • Facilities established and operating • Anticipated incident duration, size, and type | O | | |
| 6. ICS-T3-SC-05. Attend Command and General Staff meeting and obtain briefing from Incident Commander. <ul style="list-style-type: none"> • Incident Commander's priorities, goals, and objectives for IMT and the incident • Instructions concerning the tasks expected of the Operations Section • Expected timeframes for briefings, planning meetings, and team meetings | 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: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|--|
| 7. ICS-T3-SC-04. Collect information from outgoing Operations Section Chief or other personnel responsible for incident prior to your arrival. <ul style="list-style-type: none"> • Status of incident and assigned resources • Status of existing Logistics Section • Status of existing aviation operations • Information on special situations • Current and forecasted weather and modeling data • Information on location situations (e.g., ICP/base/camp locations, medical facilities, road closures...) | O | | |

Behavior: Establish effective relationships with relevant personnel.

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|--|
| 8. ICS-T3-SC-06. Establish and maintain positive interpersonal and interagency working relationships. <ul style="list-style-type: none"> • Local agencies • Hosting unit • Public • Division/Group Supervisors • Command and General staff | I O2 O3 | | |
| 9. ICS-T3-SC-07. Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident. | O | | |

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

POSITION: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

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

| TASK | C O D E | EVAL RECORD # | Verifying Officer: Initial & date upon completion of task |
|--|------------------|---------------------|---|
| 10. ICS-T3-OSC-10. Plan and activate section. <ul style="list-style-type: none"> • Identify section personnel to be activated and request resources required for section operation. • Identify work space requirements and determine locations. • Brief section personnel on current and future operations. • Provide initial operating instructions to section personnel. | O | | |
| 11. Establish branches, divisions/groups, and staging areas. | O | | |

Behavior: Understand and comply with ICS concepts and principles.

| TASK | C O D E | EVAL RECORD # | Verifying Officer: Initial & date upon completion of task |
|--|------------------|---------------------|--|
| 12. ICS-T3-SC-08. Maintain appropriate span of control. | O | | |
| 13. ICS-T3-SC-09. Demonstrate knowledge of NIMS ICS Concepts and Principles. <ul style="list-style-type: none"> • Chain of Command • Unity of Command • ICS forms • ICS terminology • Operational Planning process • Span of Control • Resource management • Scope, roles, responsibilities, jurisdiction, and authority | O | | |

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

POSITION: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

Competency 2: Lead assigned personnel.

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

Behavior: Model leadership values and principles.

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|----------------------------|------------------------------|--|
| 14. ICS-GEN-11. Exhibit principles of devotion to duty. <ul style="list-style-type: none"> • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised and accomplished. • Develop your subordinates for the future. | I O2 O3 | | |
| 15. ICS-GEN-12. Exhibit principles of respect. <ul style="list-style-type: none"> • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Employ your subordinates in accordance with their capabilities. | I O2 O3 | | |
| 16. ICS-GEN-13. Exhibit principles of honor and integrity. <ul style="list-style-type: none"> • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example. | I O2 O3 | | |

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|----------------------------|------------------------------|--|
| 17. ICS-T3-OSC-17. Recognize potentially hazardous situations and ensure assigned resources follow safety guidelines appropriately. <ul style="list-style-type: none"> • Site Safety Plan (ICS-208) • GAR Model • Safety messages • USCG/Agency safety requirements | I O1 O3 | | |

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

POSITION: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|--|
| 18. ICS-T3-OSC-18. Ensure that special precautions are taken when extraordinary hazards exist. | I O1 O3 | | |
| 19. ICS-T3-OSC-19. Manage operational periods to achieve objectives. <ul style="list-style-type: none"> • Evaluate need to adjust operational periods. • Ensure adequate work/rest ratio. | I O1 | | |

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|------------------|---------------------|--|
| 20. ICS-T3-OSC-20. Evaluate resource status and tactical needs to determine if resource assignments are appropriate. This task must be completed at two different incidents/events or exercises. Classroom environment (341 or 430) can only be done once, must be during class exercise, and must have filled the OSC role. <ul style="list-style-type: none"> • Determine kind and number of resources required to complete tactics. • Assign/reassign single resources, task forces, or strike teams depending on the needs of the Division/Group Supervisor. • Approve assembly and disassembly of strike teams and task forces. • Provide for functional and geographical supervision as needed. • Establish staging areas as needed. | I O1 O4 | | |
| | I O2 | | |
| 21. ICS-T3-OSC-21. Set performance expectations. <ul style="list-style-type: none"> • Operations Staff • Work assignment (ICS-204) | I O2 | | |

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

POSITION: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|--|
| 22. ICS-T3-SC-14. Continuously evaluate performance. <ul style="list-style-type: none"> • Communicate performance standards. • Communicate if deficiencies found immediately and take corrective action. • Provide training opportunities where available. • Provide feedback to personnel according to guidelines (ICS-225). | I O2 | | |

Behavior: Emphasize teamwork.

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|---|
| 23. ICS-T3-OSC-23. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> • Establish trust through open communication. • Require commitment. • Set expectations for accountability. • Focus on the team result. • Integrate multi-agency resources into operations section | I O2 O3 | | |

Behavior: Coordinate interdependent activities.

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|------------------|---------------------|--|
| 24. ICS-T3-OSC-24. Coordinate with Deputy Operation Section Chief(s). <ul style="list-style-type: none"> • Brief and debrief between operational periods. • Coordinate the preparation of the next operational period's Incident Action Plan (IAP) or relevant plan. | I O1 O4 | | |

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

POSITION: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|------------------|---------------------|--|
| 25. ICS-T3-OSC-25. Interact and coordinate with command and general staff, and appropriate unit leaders. <ul style="list-style-type: none"> • Receive and transmit current and accurate information. • Communicate changes to the IAP or relevant plan. • Inform appropriate team personnel of significant changes in operations. • Ensure Resources Unit Leader is advised of changes in status of resources assigned to the operation. Keep status current. • Provide Situation Unit Leader operational status. | O | | |
| 26. ICS-T3-OSC-26. Coordinate with federal, state, and local agencies as required during the incident. <ul style="list-style-type: none"> • Personnel access • Traffic control • Evacuation • Livestock and pets • Volunteers | I O2 | | |
| 27. ICS-T3-OSC-27. Coordinate with subordinates and provide Planning Section Chief a list of excess personnel and other resources. <ul style="list-style-type: none"> • Kind/type • Quantity • Time/date of available release • Daily review of list for accuracy | I O2 O4 | | |

Competency 3: Communicate effectively.

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

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|--|
| 28. ICS-T3-OSC-28. Share pertinent operations information that may affect the management of the incident. | O | | |

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

POSITION: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|--|
| 29. ICS-T3-OSC-29. Participate in the Tactics meeting. This task must be completed at two different incidents/events or exercises. Classroom environment (341 or 430) can only be done once, must be during class exercise, and must have filled the OSC role. <ul style="list-style-type: none"> • As per the Incident Management Handbook, perform OSC role in the tactics meeting. | I O2 O4 | | |
| | I O2 | | |
| 30. ICS-T3-OSC-30. Participate in the Planning meeting. This task must be completed at two different incidents/events or exercises. Classroom environment (341 or 430) can only be done once, must be during class exercise, and must have filled the OSC role. <ul style="list-style-type: none"> • As per the Incident Management Handbook, perform OSC role in the planning meeting. | I O2 O4 | | |
| | I O2 | | |
| 31. ICS-T3-OSC-31. Participate in the Operations briefing. This task must be completed at two different incidents/events or exercises. Classroom environment (341 or 430) can only be done once, must be during class exercise, and must have filled the OSC role. <ul style="list-style-type: none"> • As per the Incident Management Handbook, perform OSC role in the operations briefing. | I O2 O4 | | |
| | I O2 | | |
| 32. ICS-T3-OSC-32. Debrief off going ops personnel to evaluate IAP effectiveness. This task must be completed at two different incidents/events or exercises. | I O2 | | |
| 33. ICS-T3-SC-18. Participate in briefings and debriefings. <ul style="list-style-type: none"> • Hotwash • Lessons learned • After Action Reporting (AAR) • VIP visits | 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: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

Behavior: Ensure documentation is complete and disposition is appropriate.

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|------------------|---------------------|--|
| 34. ICS-T3-OSC-34. Ensure assigned operations personnel and equipment time records and/or logs are complete and have been submitted to the Time Unit Leader at the end of each operational period. | I O2 | | |
| 35. ICS-T3-OSC-35. Ensure incident documentation is completed as required by the Incident Commander. <ul style="list-style-type: none"> • Submit Resource Requests (ICS-213RR) to Resource unit leader. • Complete and submit Unit Log (ICS 214), Operational Planning Worksheet (ICS-215), and Work Analysis Matrix (ICS-234-CG) to Documentation Unit at the end of each operational period. • Complete and submit performance evaluations (ICS-225) for Operations Section resources when demobilized. | I O2 | | |

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|--|
| 36. ICS-T3-OSC-36. Report special events (e.g., incidents within an incident, accidents, political contacts, property loss or damage). <ul style="list-style-type: none"> • Obtain information about special events. • Include standard information. <ul style="list-style-type: none"> - Nature of event - Location - Magnitude - Personnel involved (do not release names of victims or agency over radio) - Initial action taken (e.g., helicopter picking up injured, appropriate subsequent action). | O R | | |

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

POSITION: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

| | | | |
|---|------------------------|--|--|
| <p>37. ICS-T3-OSC-37. Update Incident Commander on current accomplishments and/or problems. This task must be completed at two different incidents/events or exercises. Classroom environment (430) can only be done once.</p> | <p>I O2 O4</p> | | |
| <ul style="list-style-type: none"> Inform Incident Commander as soon as possible of problems and accomplishments. | <p>I O2</p> | | |

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------------|---------------------|--|
| <p>38. ICS-T3-OSC-38. Ensure priorities, objectives, strategies, and tactics are communicated and understood throughout the Operations Section.</p> | <p>I O2 O3</p> | | |
| <p>39. ICS-T3-OSC-39. Ensure any changes in priorities, objectives, strategies, or tactics are communicated and understood.</p> | <p>I O2 O3</p> | | |

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 |
|---|------------------------|---------------------|---|
| <p>40. ICS-T3-OSC-40. Participate in preparation of the IAP. This task must be completed at two different incidents/events or exercises. Classroom environment (341 or 430) can only be done once.</p> | <p>I O2 O4</p> | | |
| <ul style="list-style-type: none"> Provide input for and approve work assignments (ICS-204). Provide input for Operations portion for Organization. (ICS-203 and ICS-207) | <p>I O2</p> | | |

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: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|---|
| 41. ICS-T3-OSC-41. Participate in the preparation of other necessary relevant plans. <ul style="list-style-type: none"> • Evacuation plan • Salvage plan • Lightering plan • Dive plan • Decon plan | I O2 O3 | | |
| 42. ICS-T3-OSC-42. Assist in development and implementation of Incident Demobilization Plan. <ul style="list-style-type: none"> • Coordinate with Demobilization Unit/Planning Section Chief. • Coordinate with federal, state, and local agencies and non-government organizations/ agencies concerning functional demobilization procedures. • Brief staff on demobilization responsibilities. • Ensure section is demobilized in a timely and complete manner. | I O2 | | |

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

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

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|---|
| 43. ICS-T3-OSC-43. Ensure assigned contracted resources meet contract specifications. <ul style="list-style-type: none"> • Take necessary action for those not meeting specifications. | I O2 | | |
| 44. ICS-T3-OSC-44. Identify and request agreements as necessary. <ul style="list-style-type: none"> • Coordinate with Finance/Administration Section. | 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: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|------------------|---------------------|--|
| 45. ICS-T3-OSC-45. Identify kind, type, and number of resources required to achieve strategies and objectives. <ul style="list-style-type: none"> • Consider weather, sea state, environmental factors, terrain, kinds and types of resources, resource availability, and safety factors. • Order necessary personnel and equipment. • Discuss long-range and contingency plans and identify potential and future resources. | O | | |
| 46. ICS-T3-OSC-46. Evaluate and monitor current situation and adjust as necessary. This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> • Determine if present IAP is meeting incident objectives and make changes as appropriate. • Identify problems and concerns (e.g., evacuation, sheltering, aviation safety). • Advise Incident Commander and other appropriate IMT personnel. | I O2 | | |
| 47. ICS-T3-OSC-47. Personally observe and review current operations to prepare tactics for the next operational period. This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> • Resource status • Situation status • Weather factors influencing strategy • Communications capability • Environmental impact • Values to be protected • Cost constraints • Aviation capabilities and limitations | I O1 | | |

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: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|----------------------------|------------------------------|--|
| 48. ICS-T3-OSC-49. Provide input for completing Safety Analysis Worksheet (ICS 215A). | I O2 O3 | | |

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|----------------------------|------------------------------|--|
| 49. ICS-T3-OSC-49. Evaluate resource status and tactical needs to determine if resource assignments are appropriate. <ul style="list-style-type: none"> • Use modeling data information to plan, organize, or adjust tactical operations. • Evaluate/adjust tactics based on projections. • Consider alternatives (e.g. ICS-234-CG, What ifs...). • Compare actual incident behavior to predicted behavior at end of each operational period. | I O2 O3 | | |

Behavior: Utilize information to produce outputs.

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|----------------------------|------------------------------|--|
| 50. ICS-T3-OSC-50. Prepare or review special instruction portions of the IAP. | I O2 | | |
| 51. ICS-T3-OSC-51. Report special events (incidents, accidents, political issues/contacts, property loss or damage, etc.). | O | | |
| 52. ICS-T3-OSC-52. Ensure Air Operations Summary Worksheet (ICS 220) is completed. | O | | |
| 53. ICS-T3-OSC-53. Prepare Operations Section of transition plan. | O R | | |

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

POSITION: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

Behavior: Take appropriate action based on assessed risks.

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|--|
| 54. ICS-T3-OSC-54. Ensure the Risk Management Process is established and maintained throughout the Operations Section. This task must be completed at two different incidents/events or exercises. | I O2 | | |
| | O3 | | |

Behavior: Modify approach based on evaluation of incident situation.

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|------------------|---------------------|--|
| 55. ICS-T3-OSC-55. Evaluate effectiveness of IAP or relevant plan(s) and adjust as necessary. This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> Evaluate progress of operations based on situation reports and evaluations from operations personnel. Request or release resources as needed, providing appropriate lead time. | I O2 | | |
| | I O1 | | |
| 56. ICS-T3-OSC-56. Estimate immediate and long range operational resource needs and logistical requirements. This task must be completed at two different incidents/events or exercises. | I O2 | | |
| | | | |

Behavior: Ensure operations consider socio-economic, political and cultural aspects.

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|--|------------------|---------------------|--|
| 57. ICS-T3-OSC-57. Engage stakeholders and trustees to mitigate damage to economic, social, or cultural environment. <ul style="list-style-type: none"> Notify Incident Commander of historical/cultural resources found. | I O2 O3 | | |

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

POSITION: OPERATIONS SECTION CHIEF TYPE 3 (OSC3)

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 |
|---|------------------|---------------------|--|
| 58. ICS-T3-SC-22. Anticipate demobilization of personnel and equipment. <ul style="list-style-type: none"> • Identify excess personnel and equipment. • Prepare schedule for demobilization | I O3 | | |
| 59. ICS-T3-OSC-59. Assist in development, approval, and implementation of Incident Demobilization Plan. <ul style="list-style-type: none"> • Brief subordinate staff on demobilization procedures and responsibilities • Ensure that all resources are demobilized in an efficient and timely manner. • Inspect, clean, repair and decontaminate equipment prior to demobilization • Account for incident property and supplies • Ensure incident and agency demobilization procedures are followed. • Document equipment damage and loss • Complete Demobilization and Check-out (ICS 221) as required. | I O3 R | | |

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

| TASK | C O D E | EVAL RECORD # | VERIFYING OFFICER: Initial & date upon completion of task |
|---|------------------|---------------------|--|
| 60. ICS-T3-SC-24. Coordinate relief process. <ul style="list-style-type: none"> • Consider transition early in the incident. • Inform assigned resources and command staff. • Awareness of incident escalation/de-escalation and impact on Section. • Document follow-up action needed and submit to supervisor. • With replacement determine time of transfer. • No adverse impact on safety or productivity | I O2 | | |

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

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

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

Complete These Items at the START of the Evaluation Period:

- Evaluation Record #: the number in the upper right corner of the evaluation record identifies a particular incident/events/exercises or group of incidents/events/exercises. This number should be placed in the column labeled “EVAL RECORD #” on the PQS Workbook for each task performed satisfactorily. This number will enable reviews of the completed PQS Workbook to ascertain the qualifications of the different evaluators prior to making the appropriate sign-off on the PQS Workbook.
- Trainee Information
 - Name, ICS position performed on the incident/event/exercise, Unit Name and Address
- Verifying Officer Information
 - Name, ICS position performed on the incident/event/exercise, Unit Name and Address

Complete These Items at the END of the Evaluation Period:

- Incident/Event/Exercise Information
 - Incident/Event/Exercise Name
 - Reference Number (if any) for Incident/Event/Exercise
 - Duration: include inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, e.g. several initial response incidents.
 - Incident Kind: Search and Rescue, Oil Spill, Hazmat, Flood, Simulation/Exercise, Event, Other (specify)
 - Location (include Geographic Area, Agency, and State): Identify the location where the tasks were performed.
 - Management Type: Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
 - Number, Types, and Kinds of Resources assigned to incident: enter the number of resources and types assigned to the incident pertinent to the trainees PQS Workbook.
- Verifying Officer’s Recommendation.
 - Recommendation: Initial one line as appropriate and/or make comments regarding the future needs for the development of this trainee.
 - Signature
 - Initials: to authenticate recommendations and to allow for comparison with initials on the PQS Workbook
 - Verifying Officer’s Relevant Qualification (or agency certification) – relevant to the trainee position supervised.

Trainee Information

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

Verifying Officer Information

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

Incident/Event/Exercise Information

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

Verifying Officer's Recommendation

(Initial only one line as appropriate)

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

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

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

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

Trainee Information

Printed Name:

Trainee ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event/Exercise Information

Incident/Event/Exercise Name:

Reference (Incident Number):

Duration (Enter 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): _____