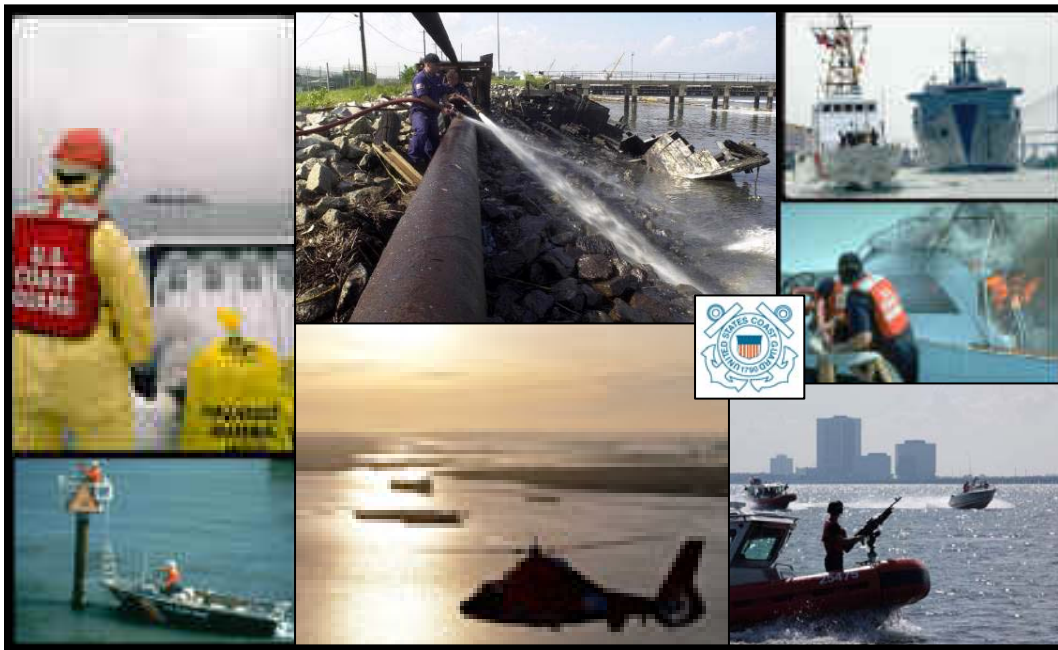




U. S. Coast Guard



National Incident Management System (NIMS)

Incident Command System (ICS)

TYPE 3 PUBLIC INFORMATION OFFICER (PIO3)

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 PUBLIC INFORMATION OFFICER (PIO3)

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 Public Information Officer (PIO3)
Qualification Code: ICS-PIO3

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 PUBLIC INFORMATION OFFICER (PIO3)

REQUIRED TRAINING	ICS-300 Intermediate ICS and ICS-400 Advanced ICS and ICS-320 Intermediate IMT and S-203 Public Affairs for Operators or equivalent and IS-702 NIMS Public Information Systems
PREREQUISITE	Satisfactory Completion of the PQS for PIO3
TARGET PERSONNEL	Sector personnel filling the PIO position and Principle Federal Official (PFO) Team PIO personnel, Incident Management Assist Team PIO, Deployable Operations Group personnel filling PIO roles in response and any other personnel filling PIO roles in response
CERTIFYING OFFICIAL	Unit CO (O-4 and above)
FITNESS STANDARD	Light
CURRENCY	5 years
CURRENCY REQUIREMENTS	<u>Every Year</u> : Complete online ICS-305 Intermediate ICS Refresher <u>Every 5 years</u> : Sat performance as an PIO3 in an actual incident/event, drill/exercise using ICS as documented on ICS-225
OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY	PIO2

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

RECORD OF COMPLETION		
Training Prerequisites	Date	Verifying Officer's Signature
A. Completion of Training Courses:		
1. ICS-300 Intermediate ICS Course		
2. ICS-320 Intermediate IMT Course		
3. ICS-400 Advanced ICS Course		
4. S-203 Public Affairs for Operators Course or equivalent		
5. IS-702 NIMS Public Information Systems		
B. ICS Qualification Prerequisites: None	N/A	N/A
C. Completion of PQS Workbook		
D. Successful completion of unit level oral board.		
E. Qualification/Certification Letter (page 2) submitted for approval.		
F. Qualification certification entered into TMT		

POSITION: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

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.

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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

Competency 1: Assume position responsibilities.

Description: Successfully assume role of Public Information Officer 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 materials needed for an Information kit. <ul style="list-style-type: none"> • References (COMDTINST's, IMH, Joint Information Center Manual, Job Aids,...) • Telephone and contact documentation log sheets. • Media fax/email/phone numbers. • Office supplies (e.g., staple gun, masking tape, markers, push pins, clip board). • Cell phone. • Laptop Computer and Printer • Internet connection (wireless card or access) • Photographic equipment. 	O		
2. ICS-GEN-02. Obtain complete information on initial activation. <ul style="list-style-type: none"> • Incident name • Incident order number • Request number • Incident phone number • Reporting time • Reporting location • Transportation arrangements/travel routes • Contact procedures during travel (telephone/radio) • Name and location of Incident Commander and/or Public Information Officer • Weather, terrain and living conditions (pack appropriately) • Contact lists 	O		
3. ICS-GEN-03. Arrive at incident and check in. <ul style="list-style-type: none"> • Arrive properly equipped at assigned location within acceptable time limits. 	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

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
4. ICS-T3-PIO-04. Determine staffing needs and submit Resource Requests (ICS-213RR-CG) to meet immediate and long-term needs. This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> • Staffing • Equipment including internet and computer support needs • Supplies • District/PIAT support needs. 	O		
5. ICS-T3-PIO-05. Demonstrate familiarity with available communications equipment and procedures. <ul style="list-style-type: none"> • Phones • Facsimile machine (FAX) • Computer • Internet • Printers • Wireless networking devices (WiFi). 	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
6. ICS-GEN-05. Obtain initial briefing from local unit personnel, Incident Commander, Public Information Officer or Joint Information Center (JIC) Manager.	O		
7. ICS-T3-PIO-07. Gather information necessary to accurately assess incident and make appropriate decisions about immediate needs and actions. <ul style="list-style-type: none"> • Review available documentation including Incident Action Plan (IAP) and/or other relevant plan as well as Materials appropriate 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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

<p>8. ICS-GEN-06. Attend Command and General Staff meeting and obtain briefing from Incident Commander. This task must be completed at two different incidents/events or exercises.</p> <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 Public Information Officer. • Expected timeframes for briefings, planning meetings, and team meetings • Participation in interviews • Media access (ground and air) • Location of Joint Information Center • Protocol for approving information releases • Coordination with other public information staff or JIC staff members. 	<p>I O2</p>		
<p>9. ICS-GEN-07. Establish procedures to obtain current incident information. This task must be completed at two different incidents/events or exercises.</p> <ul style="list-style-type: none"> • Incident Status Summary (ICS 209) • Communication with dispatch • Follow-up briefings from IC and other key personnel • Update maps and other visuals 	<p>I O2</p>		

Behavior: Establish effective relationships with relevant personnel.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
<p>10. ICS-GEN-08. Establish and maintain positive interpersonal and interagency working relationships.</p> <ul style="list-style-type: none"> • Create a work environment that provides diversity and equal opportunity for assigned personnel. • Practice good customer service with other participating agencies, public, and media. • Demonstrate respect for cultures in contacts with incident personnel, public, and media. • Employ good listening/responding skills with co-workers, incident personnel, media, and public. 	<p>O</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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
<p>11. ICS-T3-PIO-11. Develop and receive incident commander/unified command's approval of a communications strategy that reflects both immediate and long-term goals.</p> <ul style="list-style-type: none"> • Incident commander/unified command's needs. • Acquisition and dissemination of non-routine information. • Media needs and access (air/ground). • Joint Information Center operations. • Field information operations (including media escort). • Community relations. • Internal information. • Special projects. • VIPS/special situations/sensitive issues working with Liaison Officer. • Information monitoring and analysis. • Rumor control. • Documentation (written/photo/video). • Community outreach activities 	O		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
<p>12. ICS-T3-PIO-12. Establish a central point of contact for incident information.</p> <ul style="list-style-type: none"> • Information Center /Joint Information Center. 	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

Behavior: Understand and comply with ICS concepts and principles.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
13. ICS-GEN-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 cycle 	O		

Competency 2: Lead assigned personnel.

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

Behavior: Model leadership values and principles.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
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. 	O		
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. 	O		
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. 	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

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-GEN-14. Provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision. This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> • Recognize, mitigate and communicate potentially hazardous situations within working unit (JIC, PIO staff, etc.). • Ensure that special precautions are taken when extraordinary hazards exist. • Monitor condition of assigned personnel. 	I O2		

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
18. ICS-T3-PIO-18. Establish roles and responsibilities for information function for self and/or support staff. This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> • Assign Assistant Public Information Officers as required. • Ensure subordinates understand assignment for each operational period • Provide clear, concise instructions and allow for feedback. • Establish deadlines for assignments. 	I O2		
19. ICS-GEN-16. Continuously evaluate subordinate performance. <ul style="list-style-type: none"> • Communicate performance standards. • Provide ongoing feedback to support staff during incident and demobilization. • Communicate immediately if deficiencies found and take corrective action. • Provide training opportunities where available. • Provide feedback to personnel according to guidelines (ICS-225). 	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

Behavior: Emphasize teamwork.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
20. ICS-GEN-17. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> • Establish trust through open communication. • Set expectations for accountability. • Focus on the team result. 	O R		

Behavior: Coordinate interdependent activities.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
21. ICS-T3-PIO-21. Coordinate with operations and safety to provide details of media escort. This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> • Provide Personal Protective Equipment (PPE) as appropriate. • Ensure designated escorts are qualified and have adequate communication equipment. 	I O2		
22. ICS-T3-PIO-22. Coordinate with other information functions. <ul style="list-style-type: none"> • Joint information center • Local unit/Cooperating agencies • MAC Groups. • EOC's. 	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

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
23. ICS-T3-PIO-23. Participate in briefings and meetings as assigned. This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> Develop information updates based on information received. Apprise Incident Commander of sensitive information, emerging issues and community needs. 	I O2		
24. ICS-T3-PIO-24. Participate in the Planning meeting. This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> As per the Incident Management Handbook, perform PIO role in the planning meeting. 	I O2		
25. ICS-T3-PIO-25. Participate in the Operations briefing. This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> As per the Incident Management Handbook, perform PIO role in the operations briefing. 	I O2		
26. ICS-GEN-21. Participate in briefings and debriefings. <ul style="list-style-type: none"> Hotwash Lessons learned After Action Reporting (AAR) VIP visits (in coordination with Liaison Officer) 	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
27. ICS-T3-PIO-27. Complete and submit required documentation. <ul style="list-style-type: none"> Unit Logs (ICS 214). 	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
28. ICS-GEN-27. Use and maintain contact log.	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
29. ICS-T3-PIO-29. Prepare a fact sheet for the incident. This task must be completed at three different incidents/events or exercises. <ul style="list-style-type: none"> • Location (proximity to well-known locations or communities) • Size of affected area • Time and date of origin • Cause (may be under investigation) • Values/Areas to be protected • Approximate costs to date • Incident objectives • Current and expected weather conditions • Expected duration of incident, if possible • Agencies, jurisdictions and cooperators • Equipment and resources committed and responding • Special messages 	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
<p>30. ICS-T3-PIO-30. Explain the Coast Guard policy for news releases.</p> <ul style="list-style-type: none"> • Draft a news release in accordance with the Coast Guard Public Affairs Manual (COMDTINST M5728.2 series) • Prepare a distribution list for release of information using available media guides. • Post news releases and fact sheets to an authorized Coast Guard website in accordance with the Coast Guard Public Affairs Manual (COMDTINST M5728.2 series) and the Coast Guard policy on use of the internet (COMDTINST 5230.56) • Edit material for release using the associated press style guide • Explain abbreviations and content in Coast Guard message traffic in accordance with the Radiotelephone Communications Handbook (COMDTINST M2300.7 series) 	O		
<p>31. ICS-T3-PIO-31. Identify and consistently meet media deadlines and provide current information periodically to external audiences (e.g., fact sheets, news release). This task must be completed at two different incidents/events or exercises.</p> <ul style="list-style-type: none"> • Internet resources • Posted in appropriate locations. • Ensure timeliness for requests • Anticipate requests for information. 	I O2		
<p>32. ICS-T3-PIO-32. Facilitate media relations. This task must be completed at two different incidents/events or exercises.</p> <ul style="list-style-type: none"> • Publicize (Joint) Information Center information: phone numbers, location, operating hours and web sites. • Maintain complete log of media queries. • Follow up on media requests for callbacks and additional information. 	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
33. ICS-T3-PIO-33. Assist with effective community relations. <ul style="list-style-type: none"> • Provide updates for community leaders and other partners. • Prepare for community meetings. • Establish and maintain personal contacts as needed (trapline - Understanding key issues of concern and ensuring they are addressed). • Establish town hall meetings, and/or open house meetings as appropriate. • Establish incident websites as appropriate. 	I O2		
34. ICS-T3-PIO-34. Prepare and disseminate information to incident personnel. <ul style="list-style-type: none"> • Establish and maintain bulletin board(s) at Incident Command Post (ICP) and other incident locations. • Assist with development of newsletter as appropriate. 	I O2		
35. ICS-T3-PIO-35. Demonstrate ability to understand how imagery can be released to the media. <ul style="list-style-type: none"> • Understand proper use of photo and video equipment and electronic news gathering techniques. • Document response effort via photography and videography, as appropriate. • Review and approve images for release to the media • Release operational Coast Guard imagery to the media. • Coordinate disposition of photo/video documentation with Documentation Unit leader. 	O		
36. ICS-T3-PIO-36. Incorporate approved special messages/ information into routine incident information. <ul style="list-style-type: none"> • Safety • Prevention • Resource benefits • Environmental protection measures • Interagency cooperation • Rehabilitation and resource recovery programs • Recognition of local community and volunteer support 	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

<p>37. ICS-T3-PIO-37. Demonstrate writing skills appropriate to the audience in a variety of formats. This task must be completed at two different incidents/events or exercises.</p> <ul style="list-style-type: none"> • Flyers • Photo Captions • Fact Sheets • Talking points • News releases 	I O2		
<p>38. ICS-T3-PIO-38. Demonstrate interview techniques appropriate to the audience. This task must be completed at two different incidents/events or exercises.</p>	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: Take appropriate action based on assessed risks.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
<p>39. ICS-T3-PIO-39. Be alert to rumors, verify and take appropriate action. This task must be completed at two different incidents/events or exercises.</p> <ul style="list-style-type: none"> • Identify rumors that threaten perception of incident. • Respond to rumors with validated information in a timely manner. 	I O2		
<p>40. ICS-T3-PIO-40. Initiate contact and response to inquiries from media and serve as incident spokesperson.</p>	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

Behavior: Modify approach based on evaluation of incident situation..

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
41. ICS-T3-PIO-41. Respond to special situations within the incident. <ul style="list-style-type: none"> • Issue appropriate communications based on emerging situations (e.g. Evacuations, Road closures, Unusual Conditions). 	O		

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

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
42. ICS-GEN-34. Follow safety procedures and be aware of incident-specific hazards. <ul style="list-style-type: none"> • PPE • Hazards (inform others) • Transportation and aviation procedures • Work/rest guidelines. • Mobilization/Demobilization travel guidelines 	I O2		
43. ICS-T3-PIO-43. Work with Operations for Media staff access to incident and ensure appropriate PPE is used.	O		

Behavior: Provide logistical support as necessary.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
44. ICS-T3-PIO-44. Assist in preparing for very important person (VIP) visits and/or community meetings in coordination with the Liaison Officer. <ul style="list-style-type: none"> • Planning • Coordination • Logistics • Briefing materials • Access/Restriction to sensitive areas 	O		
45. ICS-T3-PIO-45. Arrange and schedule media access to the incident. Provide transportation as appropriate for media (aircraft, ground transportation, 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.

POSITION: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

Behavior: Develop appropriate information releases and conduct media interviews according to established protocol.

TASK	C O D E	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
<p>46. ICS-T3-PIO-46. Give interviews that are concise, accurate, up-to-date, well planned and consistent with current information and messages. This task must be completed at two different incidents/events or exercises.</p> <ul style="list-style-type: none"> • Follow established security, accuracy, policy and propriety (SAPP) guidelines. 	I O2		
<p>47. ICS-T3-PIO-47. Anticipate interview questions and practice responses. This task must be completed at two different incidents/events or exercises.</p> <ul style="list-style-type: none"> • Prepare and deliver key messages. 	I O2		
<p>48. ICS-T3-PIO-48. Arrange and schedule phone and/or in-person interviews for the media with incident personnel This task must be completed at two different incidents/events or exercises.</p> <ul style="list-style-type: none"> • Provide interviewees with key messages. • Schedule, prepare for, and conduct practice briefing sessions for interviewees using the rules for release of information. • Follow established security, accuracy, policy and propriety (SAPP) guidelines. 	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: PUBLIC INFORMATION OFFICER TYPE 3 (PIO3)

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
49. ICS-GEN-33. Coordinate the development, approval and implementation of transfer of position duties when incident complexity changes (escalate/de-escalates) for standard relief process (e.g., incoming Incident Management Team (IMT), host agency). This task must be completed at two different incidents/events or exercises. <ul style="list-style-type: none"> • Inform subordinate staff and Incident Commander. • Document follow-up action needed and submit to supervisor. • Develop transition plan as needed. • Assemble briefing materials (pass-down log, etc.) for incoming PIO 	I O2		
50. ICS-T3-PIO-50. Transfer incident information, policies/procedures and pending commitments to new and/or relieving public information staff.	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
51. ICS-T3-PIO-51. Dismantle websites, postings, etc., if necessary. <ul style="list-style-type: none"> • Ensure contacts are informed. • Provide follow up contact information. • Post or issue final media update. 	O R		
52. ICS-T3-PIO-52. Provide input to Planning section for the demobilization plan.	O		
53. ICS-GEN-29. Demobilize and check out. <ul style="list-style-type: none"> • Receive demobilization instructions from incident supervisor. • If required, complete Demobilization Checkout (ICS 221), and submit completed form to the appropriate person. 	O		

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

INSTRUCTIONS FOR COMPLETING THE 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.

Duplicate this form as needed to document trainee experience

Trainee Information

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

Verifying Officer Information

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

Incident/Event/Exercise Information

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

Verifying Officer's Recommendation

(Initial only one line as appropriate)

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

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

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

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

Trainee Information

Printed Name:

Trainee ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event/Exercise Information

Incident/Event/Exercise Name:

Reference (Incident Number):

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

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

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

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

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

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

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

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

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

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

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

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

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