U. S. Coast Guard

National Incident Management System (NIMS)
Incident Command System (ICS)
TYPE 3 LOGISTICS SECTION CHIEF (LSC3)
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 LOGISTICS SECTION CHIEF (LSC3)

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 Logistics Section Chief (LSC3)
Qualification Code: ICS-LSC3

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

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

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

RESPONSIBILITIES:

1. The <u>Commanding Officer</u> 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 <u>Individual</u> 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 <u>Verifying Officer</u> 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 <u>Certifying Official</u> 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.

LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

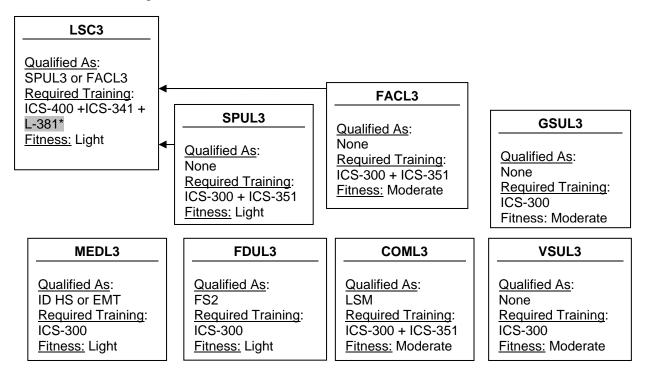|	
REQUIRED TRAINING	ICS-300 and ICS-400 and ICS-341 Incident Response Planning Course and L-381* or L-481* Incident Leadership Principles
PREREQUISITE	Satisfactory Completion of the PQS For LSC3 and Certification as an SPUL3 or FACL3
TARGET PERSONNEL	Personnel filling Logistics roles in response including Sector Logistics, ISC Comptroller and administrative staff, MLC logistics and finance personnel, Incident Management Assist Team logistics personnel, Deployable Operations Group logistics personnel
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 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	LSC1, LSC2, SPUL1, FACL1

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 Course		
3. L-381 or L-481* Incident Leadership (waived until available)		
B. ICS Qualification Prerequisites		
1. Type 3 Supply Unit Leader (SPUL3)		
2. Type 3 Facilities Unit Leader (FACL3)		
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 LSC3

This chart is <u>NOT</u> 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.

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

LSC3

<u>Qualified As:</u>
SPUL3 or FACL3
<u>Required Training</u>:
ICS-400 +ICS-341 +
L-381*
<u>Fitness:</u> Light

SPUL3

<u>Qualified As:</u>
None
<u>Required Training</u>:
ICS-300 + ICS-351
<u>Fitness:</u> Light

FACL3

<u>Qualified As:</u>
None
<u>Required Training</u>:
ICS-300 + ICS-351
<u>Fitness:</u> Moderate

GSUL3

<u>Qualified As:</u>
None
<u>Required Training</u>:
ICS-300
Fitness: Moderate

MEDL3

<u>Qualified As:</u>
ID HS or EMT
<u>Required Training</u>:
ICS-300
<u>Fitness:</u> Light

FDUL3

<u>Qualified As:</u>
FS2
<u>Required Training</u>:
ICS-300
<u>Fitness:</u> Light

COML3

<u>Qualified As:</u>
LSM
<u>Required Training</u>:
ICS-300 + ICS-351
<u>Fitness:</u> Moderate

VSUL3

<u>Qualified As:</u>
None
<u>Required Training</u>:
ICS-300
<u>Fitness:</u> Moderate

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

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

Behavior: Ensure readiness for assignment.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-GEN-01. Obtain and assemble information and materials needed for appropriate deployment kits. • Personal kit • Unit Leader / Section Chief kit. • See list in LSC job aid	O		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
2. ICS-T3-SC-01. Ensure availability of qualified Logistics Section staff.	I O3		
3. ICS-T3-SC-02. Prepare Logistics Section input to initial request on ICS-213RR.	O		

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

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

4. ICS-T3-SC-03. Obtain initial briefing from immediate supervisor and/or Incident Commander/Unified Command.
• IC's priorities, goals, and objectives for IMT and the incident
• Initial instructions concerning the tasks expected of the Logistics Section
• Expected timeframes for briefings, planning meetings, and team meetings Incident information
  o ICS 201, Incident Briefing
  o ICS 202, Incident Objectives
  o Situation Analysis, Implementation Plan or Contingency Plan
• Special considerations
• Resources assigned, en route, and ordered.
• Facilities established and other options Anticipated incident duration, size, and type
• Key contact list with phone and fax numbers
• Cooperating and Assisting agencies
• Ordering limits
	O		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
5. ICS-T3-SC-04. Collect information from outgoing Logistics Section Chief prior to arrival. • Incident information - Situation Analysis, Implementation Plan, or Contingency Plan • Key contact list with phone and fax numbers Status of incident and assigned resources • Status of existing Logistics Section • Status of agreements (e.g., facility use, land use, cost share, blanket purchase, waterway use) • Other information relevant to Logistics Section (e.g., ICP/base/camp locations, medical facilities, road closures)	I O3		

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
6. ICS-T3-SC-06. Establish and maintain positive interpersonal and interagency working relationships. • Cooperating and assisting agencies • Local community • Hosting unit • Command and general staff • Vendors	O		
7. 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.

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
8. ICS-T3-LSC-08. Plan and activate section. **This task must be completed at two different incidents/events or exercises. Classroom environment (341, 351, or 420) can only be done once, must be during class exercise, and must have filled the LSC role**. • Identify units within the section to be activated and order resources required for section operation.	I O3 O4		
• Identify work space requirements and determine locations. • Brief unit leaders on current and anticipated activity. • Provide initial operating instructions to section personnel.	I O3		

Behavior: Understand and comply with ICS concepts and principles.

TASK	CODE	EVAL RECORD #	Verifying Officer: Initial & date upon completion of task
9. ICS-T3-SC-08. Maintain appropriate span of control.	O		
10. ICS-T3-SC-09. Demonstrate knowledge of NIMS ICS Concepts and Principles. • Chain of Command • Unity of Command • ICS forms • ICS terminology • Operational Planning process • Span of Control • Resource management • Scope, roles, responsibilities, jurisdiction, and authority	O		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

Competency 2: Lead assigned personnel.
Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

Behavior: Model leadership values and principles.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
11. ICS-GEN-11. Exhibit principles of devotion to duty. • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised and accomplished. • Develop your subordinates for the future.	O		
12. ICS-GEN-12. Exhibit principles of respect. • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Employ your subordinates per their capabilities.	O		
13. ICS-GEN-13. Exhibit principles of honor and integrity. • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
14. ICS-T3-SC-12. Manage operational periods to achieve objectives. • Ensure adequate work/rest ratio. • Evaluate need for shift periods.	I O1 O3		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
15. ICS-T3-SC-10. Provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision. • Monitor condition of assigned personnel (e.g. adequately fed, rested and protected from occupational hazards). • Provide for care of assigned personnel and notify supervisor in event of illness, injury or accident. • Follow medical plan (ICS-206) and site safety plan (ICS-208) for assigned incident.	I O1 O3		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
16. ICS-T3-SC-13. Ensure subordinates understand assignment for operational period.	O		
17. ICS-T3-LSC-17. Demonstrate knowledge of duties of a Communications Unit Leader.	O		
18. ICS-T3-LSC-18. Demonstrate knowledge of duties of a Medical Unit Leader.	O		
19. ICS-T3-LSC-19. Demonstrate knowledge of duties of a Food Unit Leader.	O		
20. ICS-T3-LSC-20. Demonstrate knowledge of duties of a Supply Unit Leader.	O		
21. ICS-T3-LSC-21. Demonstrate knowledge of duties of a Facilities Unit Leader.	O		
22. ICS-T3-LSC-22. Demonstrate knowledge of duties of a Ground Support Unit Leader.	O		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
23. ICS-T3-LSC-23. Demonstrate knowledge of duties of a Vessel Support Unit Leader.	O		
24. ICS-T3-SC-14. Continuously evaluate performance. • Communicate performance standards. • Communicate if deficiencies found immediately and take corrective action. • Provide training opportunities where available. • Complete personnel performance ratings (ICS-225) per agency guidelines.	O		
25. ICS-T3-SC-15. Develop schedule based on Incident Briefing (ICS-201), IAP or relevant plans.	I O3		
26. ICS-T3-LSC-26. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.	O		

Behavior: Emphasize teamwork.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
27. ICS-T3-LSC-27. Establish cohesiveness among assigned resources. • Establish trust through open communication. • Set expectations for accountability. • Focus on the team result.	O		

Behavior: Coordinate interdependent activities.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
28. ICS-T3-SC-18. Establish priorities and coordinate units within the section. • Assist other sections in meeting priorities and time frames. • Receive and transmit needed information.	O		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
29. ICS-T3-SC-16. Interact and coordinate with command, general staff, and appropriate unit leaders. • Receive and transmit current and accurate information.	O		
30. ICS-T3-LSC-30. Coordinate with other individuals and organizations to meet section needs (.e.g., law enforcement, county, health department, city, fire department).	O		

Competency 3: Communicate effectively.
Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
31. ICS-T3-SC-17. Share pertinent logistics information that may affect the team's management of the incident.	O		
32. ICS-T3-LSC-32. Participate in operational planning cycle meetings, emphasizing the needs of the Logistics Section.	I O3		
33. ICS-T3-LSC-33. Provide daily briefings to section personnel. • Expected duration, and size of incident	I O3		
34. ICS-T3-LSC-34. Participate in briefings and debriefings. • Hotwash • Lessons learned • After Action Reporting (AAR) • VIP visits	I O3		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
35. ICS-T3-LSC-34. Ensure reports and forms are complete, accurate and timely. • ICS 214, Unit Log • Personnel and equipment time records to Time Unit Leader each operational period	I O2 O3		
36. ICS-T3-LSC-36. Review and validate relevant logistics documents. • ICS 213RR, Resource Request Forms • Bill of lading • ICS 213, General Message • Invoices and receiving reports	I O1 O3		
37. ICS-T3-LSC-37. Compile and coordinate logistics documentation for final incident package with Documentation Unit Leader.	I O3 O4		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
38. ICS-T3-LSC-38. Update Incident Commander on current logistics issues and/or accomplishments and concerns.	I O3		
39. ICS-T3-LSC-39. Prepare information for Operational Planning cycle meetings (e.g., ICS 205, ICS 206, Transportation plan) • Display logistics information appropriate for next operational period. • Prepare status of resources for each Tactics meeting (coordinate with RESL).	I O3		
40. ICS-T3-SC-19. Prepare transition brief.	I O3		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
41. ICS-T3-LSC-41. Confirm estimated time of arrival of staff, equipment and supplies.	O		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
42. ICS-T3-LSC-42. Ensure Logistics Section expectations are communicated to other functional areas during meetings and briefings.	I O3		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
43. ICS-T3-LSC-43. Participate in preparation of the IAP or relevant plan. **This task must be completed at two different incidents/events or exercises. Classroom environment (341, 351, or 420) can only be done once, must be during class exercise, and must have filled the LSC role**. • Review tactical plans for next operational period or periods. • Advise on current capabilities and limitations.	I O3 O4		
• Determine additional/excess resources. • Discuss long range plans and identify potential or future requirements. • Develop applicable portions of the IAP (e.g., Medical Plan (ICS-206); Communication Plan (ICS-205); Incident Communications List (ICS 205a), Transportation Plan, special instructions).	I O3		
44. ICS-T3-LSC-44. Coordinate with FSC and PSC to develop resource request and resource order process.	O		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
45. ICS-T3-LSC-45. Assist in development and implementation of Incident Demobilization Plan. • Coordinate with Demobilization Unit/Planning Section Chief. • Establish lead times. • Identify high-cost resources. • Identify medical concerns to be addressed in plan. • Develop communication demob procedures. • Coordinate with hosting unit concerning functional demobilization procedures. • Brief staff on demobilization responsibilities.	I O3 R		

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	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
46. ICS-T3-SC-25. Apply agency policy, priorities, limitations and constraints, and political and environmental considerations. • Strategic plans (e.g., Situation Analysis, Implementation Plan, or Contingency Plan) • IAP or other relevant plan • Cost containment	I O3		
47. ICS-T3-LSC-41. Ensure release priorities address contractual requirements. • Coordinate with Finance/Administration.	O		

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
48. ICS-T3-SC-20. Manage all logistics aspects of the incident	I O3		
49. ICS-T3-LSC-49. Evaluate and monitor current operations and future tactics to determine if current and planned resources will meet incident objectives	I O3		
50. ICS-T3-LSC-50. Ensure current logistics plans support operations (e.g. Communications Plan (ICS-205), Medical Plan (ICS-206), Transportation Plan, etc.)	I O3		
51. ICS-T3-LSC-51. Evaluate available information (e.g. ICS-201, IAP, ICS-214, CANAPS message, PRFAs, FEMA Mission Assignments, SITSTAT, RESSTAT, etc) and make recommendations to support incident. • Workload priorities • Staff assignments • Information requests • Cost effective use of resources. • Appropriate non-tactical resources	I O3		

Behavior: Modify approach based on evaluation of incident situation.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
52. ICS-T3-LSC-52. Adjust incident support based on changing conditions. • Weather • Incident escalation/de-escalation • Incident within an incident • Political considerations • Long range plans and potential or future requirements	I O3		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
53. ICS-T3-SC-28. Ensure established guidelines are followed. • Work/rest • Agency safety standards and procedures • Follow medical plan (ICS-206) and site safety plan (ICS-208) for assigned incident. • Personnel protective equipment • Communication (e.g. radio, cell phone) • Facility safety requirements	I O3		
54. ICS-T3-SC-29. Ensure work/rest guidelines and length of assignments are monitored and followed for section staff.	I O1 O3		

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
55. ICS-T3-SC-22. Anticipate demobilization of personnel and equipment. • Identify excess personnel and equipment. • Prepare schedule for demobilization.	I O3		
56. ICS-T3-SC-23. Ensure efficient demobilization of personnel and equipment. • Brief subordinate staff on demobilization procedures and responsibilities • Inspect, clean, repair and decontaminate equipment prior to demobilization • Inspect facilities prior to demobilization • Account for incident property and supplies • Determine transportation requirements for demobilized personnel. • Ensure incident and agency demobilization procedures are followed. • Document equipment damage and loss.	I O3 R		

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

POSITION: LOGISTICS SECTION CHIEF TYPE 3 (LSC3)

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

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
57. ICS-T3-SC-24. Coordinate relief process. • Inform assigned subordinates and supervisor • Awareness of incident complexity (escalation/de-escalation) and impact on unit. • Document follow-up action needed and submit to supervisor. • With replacement determine time of transfer. • Communicate relief to command and general staff.	I O3		

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

INSTRUCTIONS FOR COMPLETING THE EVALUATON RECORD

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

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

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

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event/Exercise Information

Incident/Event/Exercise Name: Reference (Incident Number):

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

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

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

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

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

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

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

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

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

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

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

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

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

Duplicate this form as needed to document trainee experience

Trainee Information

Printed Name:

Trainee ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event/Exercise Information

Incident/Event/Exercise Name: Reference (Incident Number):

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

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

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

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

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

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

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

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

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

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

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

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

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

Duplicate this form as needed to document trainee experience