

**Ninth Coast Guard District  
Performance Qualification Standard (PQS) for  
Coast Guard International Coordinating Officer (CG-ICO)  
Qualification Code: CG-ICO**

**INTRODUCTION:**

The Canadian Coast Guard (CCG) Central and Arctic Region and US Coast Guard (USCG) Ninth District developed the International Coordinating Officer (ICO) role to ensure robust international coordination between the United States and Canada during all-hazard response operations. An ICO is designated by their home country's Incident Commander (IC) for integration into the host country's Incident Command Post (ICP) as a knowledgeable, senior representative with decision-making authority and ability to request and use their own country's scientific and operational resources. This Performance Qualification Standard booklet is your guide to achieving this qualification. When you complete all required qualification checklist items, your unit issues a letter of certification and finalizes your qualification in the Training Management Tool (TMT).

**RESPONSIBILITIES:**

1. The Certifying Official is responsible for:

- Selecting trainees based on District requirements and unit availability
- Providing opportunities for evaluation and / or making the trainee available for evaluation.
- Determining certification by reviewing the trainee's PQS 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 TMT system.

2. The Individual is responsible for:

- Reviewing and understanding instructions in the PQS.
- Providing background information to a 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 is completed and providing a copy to the unit Training Officer.
- Keeping the original PQS in personal records.

3. The Verifying Officer is responsible for:

- Being certified in the competencies that he or she is to verify. The Verifying Officer must be command (unit) designated.
- Entering his or her title, name, and initials in the Record of the 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 documenting 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 satisfactorily.
- Completing the Evaluation Record found at the end of each PQS 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 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 to document task performance.
- Explaining to the trainee the purpose and processes of the PQS as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning a Verifying Officer who 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 TMT system. Each task in the PQS includes the TMT task code right after the number of the task.

**COAST GUARD INTERNATIONAL COORDINATING OFFICER (ICO)**

<b>REQUIRED TRAINING</b>	ICO workshops, exercises and incidents.
<b>PREQUISITE</b>	Agency Representative (CG-AREP)
<b>RECOMMENDED/OPTIONAL</b>	Federal On-Scene Coordinator Representative (FOSC-R) Planning Section Chief or Operations Section Chief (PSC/OSC)
<b>TARGET PERSONNEL</b>	Sector or District personnel in Response, Incident Management, or Contingency Preparedness
<b>CERTIFYING OFFICIAL</b>	CGD Nine (drm)
<b>FITNESS STANDARD</b>	Light
<b>CURRENCY</b>	Year sliding currency
<b>CURRENCY REQUIREMENTS</b>	<u>Once every 3 years</u> : Complete online ICS-305, <i>Intermediate ICS Refresher</i> <u>At least once every 2 years</u> : Satisfactory performance as a CG-ICO or other position assignment listed below in an actual incident / event / drill / exercise using ICS documented on an ICS- 225 and update “Perform Position” task in TMT
<b>OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY</b>	AREP, LOFR2, LOFR1, PSC2, PSC1, OSC2, OSC1, ICT3, ICT2, ICT1

## CG-ICO RECORD OF COMPLETION

Competency Requirements	Date	Verifying Officer's Signature
A. Qualification Prerequisites: 1. CG-AREP 2. FOOSC-R 3. PSC or OSC		
B. Completion of CG-ICO PQS		
C. Successful completion of district/regional-level oral board.		
D. Qualification / Certification Letter		

### References:

Will aid you in completing many tasks and be vital carrying out your ICO duties:

- a) Canadian Coast Guard – United States Coast Guard Joint Marine Pollution Contingency Plan (JCP)
- b) Canadian/U.S. Lakes (CANUSLAK) Annex 1 to Reference (a)
- c) U. S. Coast Guard Incident Management Handbook, COMDTPUB P3120.17B
- d) Canadian Coast Guard Incident Management Handbook
- e) National Contingency Plan
- f) Regional Contingency Plans (Regions II, III and V)
- g) National Frameworks (Prevention, Protection, Mitigation, Response and Recovery)
- h) National Oil and Hazardous Substance Contingency Plan (NCP) (40 CFR 300)

<u>Task Number</u>	<u>Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
<b>1.0 Training Requirements / Courses</b>			
1.1	Completion of CG-AREP	_____	_____
1.2	<i>OPTIONAL</i> Completion of FOOSC-R, PSC or OSC	_____	_____
1.3	Participation during two CANUSLAK exercises or incidents.	_____	_____
<b>2.0 General Tasks</b>			
2.1	Demonstrate familiarity with the Canadian Coast Guard – United States Coast Guard Joint Marine Pollution Contingency Plan (JCP) and Canadian/U.S. Lakes (CANUSLAK) Annex.	_____	_____
2.2	Describe the responsibilities for notification, activation and deactivation of bi-national response activities under CANUSLAK.	_____	_____

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| 2.3  | Describe the procedures for customs and immigration clearance, non-application of coasting trade laws and trans-border movement of response resources under CANUSLAK.  |  |  |
| 2.4  | Describe the organization and resources of Canadian Coast Guard Central and Arctic Region, names of counterpart Response Officers and Superintendent, location of command and control points and mandates for pollution response.  |  |  |
| 2.5  | Describe the Canada Shipping Act and how it is relevant to Canadian marine environmental response  |  |  |
| 2.6  | Demonstrate familiarity with names and locations of primary Canadian ports, waterways, locks and unique geographic features of Canadian Great Lakes shoreline (NOAA Chart 14500).  |  |  |
| 2.7  | Describe the other Canadian agencies involved with environmental response, what their mandates are and how the Canadian system differs from U. S. FOSC jurisdictions.  |  |  |
| 2.8  | Describe the ICO's role and authorities.   |  |  |
| 2.9  | Describe the relationship between the CCG Central and Arctic Region staff and the USCG Ninth District Response Group (DRG) during an all-hazard response.  |  |  |
| 2.10 | Identify the ICO's major objectives during an all-hazard response.   |  |  |
| 2.11 | Discuss the ICO's responsibilities that include but are not limited to: <ul style="list-style-type: none"> <li>• Enhancing cooperation and understanding between ICs and District/Regional staffs of both countries.</li> <li>• Coordinating on tactical matters to achieve unity of effort.</li> <li>• Requesting and/or directing resources to support operational objectives.</li> <li>• Requesting and/or directing scientific support of a response.</li> <li>• Ensuring understanding of policy guidance and coordination measures to achieve the best possible results.</li> <li>• Aiding both IC's ability to coordinate and focus response planning and resource deployment across the international border.</li> </ul> |  |  |

2.6 List various scenarios warranting employment of an ICO.

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2.7 Discuss Lead Federal Agencies (LFAs) that may provide leadership, expertise and authorities for cross-border incident response.

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### **3.0 Response Tasks**

3.1 Identify required ICO tasks during deployment phases.

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3.2 Identify regional spill response and scientific support capabilities.

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3.3 Discuss cross-border resource request procedures.

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3.4 Explain battle rhythm and identify CCG/D9's reporting requirements.

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3.5 Describe composition and role of an ICO scalable team and identify incidents when a team may be required to deploy.

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3.6 Describe sensitive areas as defined in Annex 1 CANUSLAK and identify joint protection strategies that developed in appropriate Area Plans.

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3.7 Discuss national level support to an all-hazard response, including the role of the National Strike Force and their resources.

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3.8 Identify challenges to cross-border communication and steps you would take, and Command and General Staff (C&GS) you would work with, to resolve them.

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3.9 Identify scenarios in which both ICP C&GS elements may duplicate response efforts, steps you would take to proactively recognize those response efforts and how you would resolve them.

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