



Commander
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Policy Ltr 6-98
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From: Commander, Seventh Coast Guard District
To: Distribution

Subj: MARINE SAFETY TRAINING AND QUALIFICATIONS MANUAL FOR THE
UNIFIED/INCIDENT COMMAND SYSTEM

1. Over the past two years, we have observed a trend in lessons learned developed during the aftermath of actual responses or exercise/training activities within the Seventh District. The lessons learned consistently noted a lack of an ongoing training or qualification program at each Marine Safety Office (MSO) to address and support National Interagency Incident Command Management System (NIIMS) Incident Command System (ICS) concepts. Personnel at each MSO have had the opportunity to receive the NIIMS ICS I-200 and I-300 core training provided by the National Strike Force. This training has been excellent and well received. However, there exists no consistent and standard training/qualification program to allow MSO personnel to perpetuate and polish ICS skills as part of their routine professional development goals.
2. The National Strike Force training has purposely been developed with a somewhat general course curriculum that provides an overview of several of the functional positions within the ICS response management system. Feedback received from the field has indicated that unit personnel need a medium in which to concentrate and develop specific functional skills to align with ICS positions that they are assigned to within the unit's Watch, Quarter, and Station Bill (WQSB).
3. To address this training and qualification gap, we have developed the attached "Marine Safety Training and Qualification Manual for the Unified/Incident Command System" (enclosure 1). We sought to include the training aspects of NIIMS ICS along with the internal Coast Guard expectations to complete a specific qualification. The manual was designed to be overly thorough to assist the mentoring aspects of this program during our early ramp-up phases of our ICS educational program. A member is not expected to complete the entire booklet. The booklet is designed to allow the member to qualify within the specific functional job element assigned in accordance with the unit's WQSB. The booklet would continue to be completed as the member cross-trains in other functional areas.

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4. Procedures.

- a. Seventh District Marine Safety Offices are encouraged to use this manual as a qualification and training tool. To facilitate this process, we have enclosed an electronic version of the manual with this letter.
- b. The Command may use any appropriate method to validate the base knowledge of the member prior to issuing a Qualification Letter. Upon completion of the applicable section(s) of the manual, validation of the member's knowledge may be obtained by interview, examination, or qualification board. The method used is strictly left to the Command's discretion.
- c. The Command has full autonomy to issue a Qualification Letter for a specific Incident Command position or job element. The member need not complete the entire booklet to receive a Qualification Letter for a specific position.
- d. It is recommended that each member qualify in the specific job function that he/she is assigned to on the unit's WQSB. Because of resource shortfalls, members are also encouraged to cross-train in other functional areas of the NIIMS ICS response management system.

W. H. FELS
By direction

Encl: (1) Marine Safety Training and Qualification Manual for the Unified/Incident Command System – Revision 18 Jul 98
(2) Marine Safety Training and Qualification Manual for the Unified/Incident Command System – Electronic Version (3.5 Disk)

Dist: All CGD SEVEN MSOs