

# Auxiliary Assistant Contingency Preparedness Specialist (AUX-ACP)



## Personal Qualification Standard (PQS) Workbook

## **Auxiliary Assistant Contingency Preparedness Specialist**

### **INTENT**

Upon completion of this personal qualification, an Auxiliarist will hold the minimum competencies to assist their local Marine Safety Office in planning for various incidents. Auxiliarists may need specific security clearance levels as determined by their command. If such clearance is required, it is up to the command to make such a request.

### **Marine Safety and Environmental Protection Training Guide Auxiliary Assistant Contingency Preparedness Specialist (AUX-ACP)**

This booklet is one section of your personal on the job training (OJT) manual. It is your on-the-job guide to qualification as an Auxiliary Assistant Contingency Planning Specialist. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer) is to observe you perform each task and sign in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Multiple verifying officers may make entries in your manual. Every verifying officer must enter his or her name, rate/rank, signature, and initials in the Record of Verifying Officers section.

When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation.



## Auxiliary Assistant Contingency Preparedness Specialist

Ensure that your unit possesses the following references and/or you know where each is located. These references will aid you in completing the majority of tasks in this manual, and prove necessary to carry out your duties as an Auxiliary Assistant Contingency Preparedness Specialist.

- Auxiliary Manual (COMDTINST M16790.1 Series)
- Coast Guard Addendum to the National SAR Manual Vol. 1 (COMDTINST M16120.5 Series)
- Coast Guard Addendum to the National SAR Manual Vol. 2 (COMDTINST M16120.6 Series)
- Coast Guard Capabilities Manual (COMDTINST M3000.3 Series)
- Coast Guard Manpower Mobilization and Support Plan (COMDTINST M3061.1 Series)
- Coast Guard Participation in Crisis Staffing Procedures (COMDTINST 1601.2 Series)
- Coast Guard Standard After Action Information and Lessons Learned (COMDTINST 3010.19 Series)
- Contingency Preparedness Planning Manual Vol. 1 (COMDTINST M3010.11 Series)
- Contingency Preparedness Planning Manual Vol. 2 (COMDTINST M3010.12 Series)
- Contingency Preparedness Planning Manual Vol. 3 (COMDTINST M3010.13 Series)
- Contingency Preparedness System (CPS) (COMDTINST 3010.22)
- Continuity of Operations, Policies and Planning (COMDTINST 3010.15 Series)
- Doctrine for Planning Joint Operations (Joint Pub 5-0)
- DOD Civil Disturbance – Garden Plot (COMDTINST M3010.14 Series)
- Federal Response Plan (FRP)
- Guidance for Actions when encountering Radioactive Materials during Vessel Boardings, Cargo Inspections, and other activities (COMDTINST 16600.2)
- Homeland Security Presidential Directive (HSPD) #'s: 1, 5, 8.
- Homeland Security Act (HSA)
- Incident Management Handbook (IMH) COMDTPUB P3120.17
- Incident Command System Implementation Plan (COMDTINST - M3120.15)
- Incident Command System National Training Curriculum
- International Convention for the Prevention of Pollution from Ships (MARPOL)
- International Convention for the Safety of Life at Sea (SOLAS)
- Joint Operations and Execution System (JOPES) Vol. 1 Planning, Execution, Formats, and Guidance (Joint Pub 5-03.1)
- Joint Operations and Execution System (JOPES) Vol. 2 Planning, Policies, and Procedures (Joint Pub 5-03.2)
- Joint Staff Officer's Guide (JFSC Pub 1)
- LANTAREA OPLAN 9700 Series
- LANTAREA Planning Guidance
- Marine Safety Manuals (COMDTINST M16000 Series)
- Memorandum of Understanding on Port Readiness
- National Incident Management System (NIMS)
- National Oil and Hazardous Substance Contingency Plan (NCP) (40 CFR 300)
- National Response Plan (NRP)
- National SAR Manual Vol. 1 (COMDTINST M16120.5)
- National SAR Manual Vol. 2 (COMDTINST M16120.6)
- NWP 1, Strategic Concepts of the U.S. Navy
- NWP 3-10, Naval Coastal Warfare
- NWP 5-01, Naval Operational Planning
- Oil Pollution Act of 1990 (OPA 90)
- Operation Distant Shore Mass Immigration Emergency Plan
- Operational Risk Management (COMDTINST 3500.3 Series)

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- PACAREA OPLAN 9800 Series
- PACAREA Planning Guidance
- Physical Security Program (COMDTINST M5530.1 Series)
- Regional Emergency Transportation Coordinator (RETCO) Program (COMDTINST M5420.7 Series)
- The Robert T. Stafford Disaster Assistance and Emergency Relief Act (STAFFORD ACT) 42 USC 5121
- Unit OPLANs/Contingency Plans
- U.S. Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN)
- Weapons of Mass Destruction & Catastrophic Hazardous Material Releases (COMDTINST 3400.3)

## Auxiliary Assistant Contingency Preparedness Specialist

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
<b>Discovery and Notification</b>			
ACP1	Describe the types of crises, contingencies, and emergencies that should be reported to the unit. (COMDTINST M16000.11 Ch. 6); (COMDTINST M16000.12 Ch. 6); (OPLANs/Contingency Plans)	_____	_____
ACP2	List the Coast Guard contingencies (COMDTINST M3010.11, Ch. 2)	_____	_____
ACP3	Describe each of the following crises as they would be reported to your unit.		
	a. Military Port Outload (COMDTINST M16000.12, Ch. 4); (9700/9800 OPLANs as applicable)	_____	_____
	b. Oil/HAZMAT Spills (COMDTINST M16000.11, Ch. 6);(40 CFR 117); (NCP, 40 CFR 300); (OPLANs/Contingency Plans); (FRP)	_____	_____
	c. Terrorism (COMDTINST M16000.12 Ch. 1, 4, 6, 9); (NRP); (CONPLAN); (COMDTINST 3400.3); (COMDTINST 16600.2)	_____	_____
	d. Mass Rescue Operations/SAR (COMDTINST M16130.2)	_____	_____
	e. National Defense Operations (COMDTINST M16000.12, Ch. 4); (9700/9800 OPLANs as applicable)	_____	_____
	f. Mass Alien Migration (Operation Distant Shore Plan)	_____	_____
	g. Civil Disturbance (COMDTINST 3010.14); (COMDTINST M16000.12 Ch. 4)	_____	_____
	h. Natural Disaster [Natural Disaster Preparedness Plan (NDPP) CG 368-2]; (COMDTINST M16000.11, Ch. 6); (NRP) (Federal Response Plan); (COMDTINST M16135.4)	_____	_____
	i. Fires/Explosions (COMDTINST M16000.11, Ch. 8); (COMDTINST M16130.2); (COMDTINST M1600.12 Ch.4)	_____	_____
	j. Bomb Threat (COMDTINST 3010.14); (COMDTINST M5530.1 Ch. 12); (COMDTINST M16000.12 Ch. 6); (COMDTINST 16135.4)	_____	_____
	k. Collisions/Groundings/Sinkings (COMDTINST 16000.11, Ch. 6,7); (COMDTINST 16000.12, Ch. 4)	_____	_____
	l. Radiological Incident (Federal Radiological Emergency Response Plan (FRERP)); (COMDTINST M16000.11 Ch. 7); [NCP, 40 CFR 300.145(f)];(NRP);(COMDTINST 3400.3); (COMDTINST 16600.2)	_____	_____
APC4	Identify the information to be collected from an initial report/discovery and commence documentation including a case file. (OPLANs/Contingency Plans)		

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<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
	a. Type of incident	_____	_____
	b. Date/Time report received	_____	_____
	c. Reporting source	_____	_____
	d. Cause	_____	_____
	e. Location of incident	_____	_____
	f. Time of incident	_____	_____
	g. Action being taken	_____	_____
	h. Other parties notified	_____	_____
	i. ID of person receiving report	_____	_____
	j. Witnesses	_____	_____
APC5	Locate, review and describe unit contingency plans for various crises and emergencies. (OPLANs/Contingency Plans)	_____	_____
APC6	Select the appropriate contingency plan given a specific crisis or emergency and simulate activation of the plan. (COMDTINST M16000.11, Ch. 6)	_____	_____
APC7	Identify which parties/agencies shall be alerted for a report of a specific crisis or emergency from the following categories. (OPLANs/Contingency Plans)		
	a. USCG	_____	_____
	b. Federal, state, local	_____	_____
	c. Owners/operators/agents	_____	_____
<b>Crisis Assessment</b>			
APC8	Describe each of the factors for determining magnitude and severity of a crisis or emergency. (OPLANs/Contingency Plans)		
	a. Nature of threat	_____	_____
	b. Validate threat	_____	_____
	c. Public interest at stake	_____	_____
	1. Public safety	_____	_____

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<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
	2. Port safety	_____	_____
	3. National security	_____	_____
	4. Marine environment	_____	_____
	5. Commercial vessel safety	_____	_____
	6. Other	_____	_____
APC9	Define weapons of mass destruction. (PDD-39 (Secret));(COMDTINST 3400.3)	_____	_____
APC10	Identify which is the lead agency for weapons of mass destruction, with regard to: (PDD-39 (Secret));(COMDTINST 3400.3);(NRP)		
	a. Response management	_____	_____
	b. Consequence management	_____	_____
APC11	List possible lead agencies in a crisis or emergency, and, given a specific incident, identify the lead agency. (COMDTINST M16000.11, Ch. 6); (COMDTINST M16000.12); (COMDTINST M16000.15); [Regional Contingency Plan (RCP)]		
	a. Coast Guard	_____	_____
	b. Other Federal	_____	_____
	c. State or Local	_____	_____
	d. Non-government	_____	_____
APC12	Identify specific jurisdiction for Coast Guard involvement in a given crisis or emergency. (COMDTINST M16000.11); (COMDTINST M16000.12 Ch. 6); (COMDTINST M16000.15)		
	a. Legal authority	_____	_____
	b. Taskings	_____	_____
APC13	Identify all the crisis management teams in the port for a specific crisis or emergency, and describe how each is activated. (OPLANs/Contingency Plans)	_____	_____
APC14	Identify options for further action from the assessment, and select one appropriate for the given crisis or emergency. (OPLANs/Contingency Plans)		
	a. Stand down/no action	_____	_____

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<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
	b. Monitor situation only	_____	_____
	c. Continue preparations and identify courses of action	_____	_____
<b>Execute Response to Crisis or Emergency</b>			
APC15	List possible response actions from contingency plans for a given crisis or emergency. (OPLANs/Contingency Plans)	_____	_____
APC16	Select an appropriate response action from the contingency plan for the following crises or emergencies. (OPLANs/Contingency Plans)		
	a. Bomb Threat	_____	_____
	b. Military Port Outload	_____	_____
	c. Oil/HAZMAT release	_____	_____
	d. Terrorism	_____	_____
	e. Marine Disaster	_____	_____
	f. National Defense Operations	_____	_____
	g. Mass Rescue Operations/SAR	_____	_____
	h. Mass Alien Migrant Interdiction	_____	_____
	i. Civil Disturbance	_____	_____
	j. Natural Disaster	_____	_____
APC17	Identify and describe documentation necessary during response to a crisis or emergency. (OPLANs/Contingency Plans); (COMDTINST M5728.3)		
	a. SITREPS/POLREPS	_____	_____
	b. Case file (Unit Policy)	_____	_____
	c. Logs (Unit Policy)	_____	_____
	d. Press releases	_____	_____
	e. Parties in interest	_____	_____
	f. Cost documentation	_____	_____
	g. Other	_____	_____

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APC18	Identify agencies/industry to coordinate with during response to a crisis or emergency. (COMDTINST M16000.11, Ch. 7); (OPLANs/Contingency Plans)		
	a. Special Forces	_____	_____
	b. Public and news media	_____	_____
	c. Federal and State Agencies	_____	_____
	d. Local agencies	_____	_____
	e. Industry resources	_____	_____
APC19	Coordinate with appropriate parties during response to a crisis or emergency or an exercise simulating a response. (COMDTINST M16000.11, Ch. 7); (OPLANs/Contingency Plans)	_____	_____
APC20	Identify possible follow-up actions from contingency plans for a given crisis or emergency. (OPLANs/Contingency Plans); (COMDTINST M3010.13)		
	a. Start investigation	_____	_____
	b. Complete documentation	_____	_____
	1. AAR/CGSAILS	_____	_____
	2. SITREP/POLREP	_____	_____
	3. Logs (Unit policy)	_____	_____
	4. Case file (Unit Policy)	_____	_____
	5. Public info/Press release	_____	_____
APC21	Select and conduct necessary follow-up action in accordance with the unit's contingency plans. (OPLANs/Contingency Plans)	_____	_____
<b>Conduct Contingency Planning and Exercises</b>			
APC22	Locate, review, evaluate, identify, and correct deficiencies in existing contingency plans. (COMDTINST M16000.11 Ch. 6); (COMDTINST M3010.11); (COMDTINST M16000.12 Ch. 4); (OPLANs/Contingency Plans)		
	a. Military Port Outload	_____	_____
	b. Oil/HAZMAT releases	_____	_____
	c. Terrorism	_____	_____

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<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
	d. Marine Disaster	_____	_____
	e. National Defense Operations	_____	_____
	f. Mass Rescue Operations/SAR	_____	_____
	g. Mass Alien Migration Operations	_____	_____
	h. Civil Disturbance	_____	_____
	i. Natural Disaster	_____	_____
APC23	List the strategic ports in the U. S. (MOU on Port Readiness)	_____	_____
APC24	Identify parties to coordinate with in contingency planning. (COMDTINST M16000.11, Ch. 7)	_____	_____
APC25	Name and describe the 5 basic questions that a contingency plan must answer. (COMDTINST M3010.11, Ch. 2)	_____	_____
APC26	Name and describe the two distinctive Coast Guard planning processes. (COMDTINST M3010.11, Ch. 2)	_____	_____
APC27	Name and describe the four objectives of preparedness planning. (COMDTINST M3010.11, Ch. 3)	_____	_____
APC28	List and describe the four-phased planning process, including the outcome of each phase. (COMDTINST M3010.11, Ch. 3)	_____	_____
APC29	Briefly describe what JOPES stands for, and identify which Coast Guard plans must be written in this format. (COMDTINST M3010.11, Ch. 4)	_____	_____
APC30	List the elements of a JOPES formatted plan. (COMDTINST M3010.11, Ch. 4)	_____	_____
APC31	List and describe the purpose of each of the different JOPES Orders associated with crisis-action planning. (Joint Pub 5-0, Ch. 3)	_____	_____
APC32	What information does COMDTINST M3010.12 provide to operational commanders and unit planners?	_____	_____
APC33	Describe the typical platform requirements for a major mass migration contingency? (COMDTISNT M3010.12, Ch. 4)	_____	_____
APC34	How many Food Service Specialists (excluding CPOs) are required to operate a 24-hour dining facility that is required to feed 138 support personnel during a contingency? (COMDTINST M3010.12, Ch. 5)	_____	_____
APC35	Describe the sequence of events for a successful exercise. (COMDTINST M3010.13, Ch. 1)	_____	_____

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APC36	Explain the three primary sources of exercise funding, their primary use and their limitations. (COMDTINST M3010.13, Ch. 3)	_____	_____
APC37	Describe the exercise planning organization and the responsibilities of each component. (COMDTINST M3010.13, Ch. 4)	_____	_____
APC38	What are the two methodologies used to evaluate an exercise? (COMDTINST M3010.13, Ch. 7)	_____	_____
APC39	List the documents required to conduct an exercise. (COMDTINST M3010.13, appendices)	_____	_____
APC40	CG-SAILS/CPS (COMDTINST 3010.19)		
	a. What are CG-SAILS & CPS internet and intranet addresses?	_____	_____
	b. What type of information gets reported in CG-SAILS/ CPS?	_____	_____
	c. When is an after-action report required?	_____	_____
	d. How long after an exercise should an after-action report be submitted?	_____	_____
APC41	Briefly describe the purpose of the NRP/FRP, and how it relates to the NCP. (FRP)(NRP)	_____	_____
APC42	Determine safety and response equipment needs. (Local unit requirements); (COMDTINST M3010.12)	_____	_____
APC43	List and describe considerations for each step of the Operational risk management tool. (COMDTINST 3500.3)	_____	_____
APC44	Draw and describe “The Cycle of Quality Preparedness and Response.” (COMDTINST M3010.11 Series)	_____	_____
APC45	Review the Contingency Planning Manual – Volume 1 (COMDTINST M3010.11 Series)	_____	_____
APC46	Review the Contingency Planning Manual – Volume 2 (COMDTINST M3010.12 Series)	_____	_____
APC47	Review the Contingency Planning Manual – Volume 3 (COMDTINST M3010.13 Series)	_____	_____
APC48	Develop an exercise, or assist with preparations for an exercise already planned at the unit, to test resources and contingency plans. (OPLANs/Contingency Plans);(COMDTINST M3010.13)	_____	_____

