

## ICS JOB AID READ ME FILE

The Incident Command System job aids are the result of a Front-End Analysis (FEA) conducted on 10 different ICS positions in April of 1998. The job aids are one of several tools that are available to support personnel filling positions in an ICS organization. The job aids highlight the responsibilities of a position from check-in to demobilization. A job aid is designed to provide assistance to personnel performing duties that may be very complicated or performed very infrequently. The relatively infrequent nature of some response operations makes referring to the job aids important. They will enable personnel to ensure that critical aspects of their positions are not overlooked.

### **The positions covered by these job aids are:**

- Incident Commander**
- Operations Section Chief**
- Planning Section Chief**
- Logistics Section Chief\***
- Finance/Administration Section Chief**
- Resource Unit Leader**
- Situation Unit Leader**
- Information Officer**
- Liaison Officer**
- Documentation Unit Leader\*\***

**\*The Logistic Section Chief** job aid has only been through a cursory review. The current version is based heavily on the Fire Service Position Task Book for that job.

**\*\*The Documentation Unit Leader** job aid is heavily focused on oil spill response, but still covers the primary responsibilities applicable to all types of incidents. Feedback on documentation requirements for other types of incidents/events will be very helpful in updating this job aid.

Input from field personnel using these job aids is critical to further refine the content and quality of the documents. Please provide Training Center Yorktown with comments on the strengths and weaknesses of the job aids so that improvements can be made.

The point of contact for your input is **Ms. Kristy Plourde**, the ICS Program Manager for the USCG. She can be contacted by phone at **(757) 856-2940** or via e-mail at **kplourde@tcyorktown.uscg.mil**