



U. S. Coast Guard Sector



Auxiliary Assistant Contingency Planner

(Formerly Assistant Contingency Preparedness Specialist)

Performance Qualification Standard

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Sector Training Guide

Auxiliary Assistant Contingency Planner Performance Qualification Standard

Qualification Code: AUX-ACP

This booklet is one section of your personal on the job training (OJT) manual. It is your OJT guide to qualification as an Auxiliary Assistant Contingency Planner. It is your responsibility to document completed unit training items.

Verifying Officers shall be experienced and qualified personnel who have demonstrated the ability to evaluate, instruct, and observe other personnel in the performance task criteria. Verifying Officers must be certified in the competencies for which they are to verify and must be Sector command designated. Verifying Officers must enter their title, name, and initials in the Record of Verifying Officers section before making entries in your workbook.

A Verifying Officer shall observe your 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. The Verifying Officer will not give credit for any task that is not performed satisfactorily.

Auxiliarists do not have law enforcement authority. They cannot independently exercise COTP, OCMI, FMSC or FOSC authority and may become personally liable for actions they take outside of prescribed directives. Do not allow an Auxiliarist to be placed in a position that will compromise the limitations on the member's authority.

When you have completed all of the items required for this qualification, your COTP will issue a Letter of Designation. You must forward a copy of your Letter of Designation to your DIRAUX for entry into AUXDATA. Should any item be waived the qualification is considered local and will not be entered into AUXDATA and may not be used toward qualification for the Trident device.

RECORD OF VERIFYING OFFICERS		
Title	Verifying Officer's Name	Initials

RECORD OF MAJOR TASKS COMPLETED		
Task Number	Major Tasks	Date Completed
1.0	Review Current Sector Plans	
2.0	Conduct Contingency Exercise	

RECORD OF COMPLETION		
Training Prerequisites	Date	Verifying Officer's Signature
A. Completion of resident training course:		
1. Contingency Preparedness Planner & Exercise Planner Course (<i>recommended, not required</i>)		
B. Completion of correspondence courses:		
1. Introduction to Marine Safety and Environmental Protection (IMSEP)		
2. ICS 100		
3. ICS 200		
4. ICS 300		
5. ICS 400 (<i>recommended, not required</i>)		
6. IS 700		
7. IS 800		
C. Favorable DO PSI if required by COTP/OCMI		
D. Completion of PQS Workbook.		
E. Successful completion of unit level oral board.		
F. Designation Letter submitted for approval.		

All qualification requirements have been satisfactory completed by _____.

References

The following references will aid you in completing the tasks in this PQS.

- Doctrine for Planning Joint Operations (Joint Pub 5-0)
- Homeland Security Exercise and Evaluation Program (HSEEP) (series)
- Joint Operations Planning and Execution System (JOPES) Vol. 1 Planning, Execution, Formats, and Guidance (Joint Pub 5-03.1)
- Joint Operations Planning and Execution System (JOPES) Vol. 2 Planning, Policies, and Procedures (Joint Pub 5-03.2)
- National Oil and Hazardous Substances Contingency Plan (NCP) (40 CFR 300)
- National Response Plan (NRP)
- Operation Distant Shore Mass Immigration Emergency Plan (OVS)
- Operational Plans (OPLANs) (including 9700/9800s)
- Title 40 Code of Federal Regulations, Parts 117 and 300
- U. S. Coast Guard Addendum to the United States National Search and Rescue Equipment Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)
- U. S. Coast Guard Area Contingency Plan Organization, Content, Revision Cycle, and Distribution, COMDTINST 16471.3 (series)
- U. S. Coast Guard Civil Disturbance Support Plan, (COGARD GARDEN PLOT), COMDTINST 3010.14 (series)
- U. S. Coast Guard Contingency Preparedness Planning Manual, Volume I, Planning Doctrine and Policy COMDTINST M3010.11 (series)
- U. S. Coast Guard Contingency Preparedness Planning Manual, Volume II, Personnel and Equipment Requirements, COMDTINST M3010.12 (series)
- U. S. Coast Guard Contingency Preparedness Planning Manual, Volume III, Exercise Policy, COMDTINST M3010.13 (series)
- U. S. Coast Guard Contingency Preparedness System, COMDTINST 3010.22 (series)
- U. S. Coast Guard Continuity of Operations, Policy, and Planning, COMDTINST 3010.15 (series)
- U. S. Coast Guard Critical Incident Communications, COMDTINST 3100.8 (series)
- U. S. Coast Guard Emergency Medical Services Manual, COMDTINST M16135.4 (series)
- U. S. Coast Guard Exercise Planning Manual, COMDTINST M3010.21 (series)
- U. S. Coast Guard Guidance For Actions When Encountering Radioactive Materials During Vessel Boardings, Cargo Inspections, and Other Activities, COMDTINST 16600.2 (series)
- U. S. Coast Guard Incident Command System (ICS) Implementation Plan, COMDTINST M3120.15 (series)
- U. S. Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1 (series)
- U. S. Coast Guard Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)
- U. S. Coast Guard Marine Safety Manual, Volume VII, Port Security, COMDTINST M16000.12 (series)

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- U. S. Coast Guard Marine Safety Manual, Volume X, Interagency Agreements And Acronyms, M16000.15 (series)
- U. S. Coast Guard Marine Safety Manual, Volume. VI, Ports and Waterways Activities, COMDTINST M16000.11 (series)
- U. S. Coast Guard Operational Risk Management, COMDTINST 3500.3 (series)
- U. S. Coast Guard Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
- U. S. Coast Guard Planning and Programming Manual – Volume II (Field Planning Manual), COMDTINST M16010.6 (series)
- U. S. Coast Guard Public Affairs Manual, COMDTINST M5728.2 (series)
- U. S. Coast Guard Sector Organization Manual, COMDTINST M5401.6 (series)
- U. S. Coast Guard Standard After Action Information And Lessons Learned System, COMDTINST 3010.19 (series)
- U. S. Coast Guard Training and Education Manual, COMDTINST M1500.10 (series)
- U. S. Coast Guard Weapons Of Mass Destruction and Catastrophic Hazardous Material Releases, COMDTINST 3400.3 (series)
- Unit's Contingency Plans

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<u>Task Number</u>	<u>Aux-ACP Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
1.0	Review Current Sector Plans		
1.1	<p>Locate, review, and describe all applicable contingency plans for the following crises/emergencies:</p> <ul style="list-style-type: none"> • Military Port Outload • Oil/HAZMAT Spills • Terrorism • Mass Rescue Operations/SAR • National Defense Operations • Mass Alien Migration • Civil Disturbance • Natural Disaster • Collisions/Groundings/Sinkings • Radiological Incident • Marine Firefighting/Salvage • Other unit emergency plans (bomb threat/fire/explosions) 	_____	_____
1.2	<p>Describe the purpose of the National Response Plan (NRP) and how it relates to crisis and emergency plans listed above.</p>	_____	_____
1.3	<p>Identify specific jurisdiction for Coast Guard involvement in each crisis or emergency listed above:</p> <ul style="list-style-type: none"> • Legal authority • Taskings 	_____	_____
1.4	<p>Identify available crisis and emergency support teams and describe how each is activated at the following levels:</p> <ul style="list-style-type: none"> • National • Regional • Local 	_____	_____
1.6	<p>Identify and describe documentation necessary during a response to a crisis or emergency:</p> <ul style="list-style-type: none"> • Situational Reports (SITREPS)/ Pollution Reports (POLREPS) • Marine Information for Safety and Law Enforcement (MISLE) Case/Activity Report 		

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<u>Task Number</u>	<u>Aux-ACP Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
1.6 (Cont.)	<ul style="list-style-type: none"> • Logs (Unit Policy) • Press releases • Notifications to Parties of interest • Cost documentation • Incident Action Plan 	_____	_____
1.7	<p>Prepare the following:</p> <ul style="list-style-type: none"> • Incident Action Plan • MISLE Case/Activity Report 	_____	_____
1.8	<p>Name and describe the 5 basic questions that a contingency plan must answer.</p>	_____	_____
1.9	<p>Name and describe the two distinctive Coast Guard planning processes.</p>	_____	_____
1.10	<p>Name and describe the four objectives of preparedness planning.</p>	_____	_____
1.11	<p>List and describe the four-phased planning process, including the outcome of each phase.</p>	_____	_____
1.12	<p>Identify which Coast Guard plans must be written in the Joint Operations, Planning, and Execution System (JOPES) format.</p>	_____	_____
1.13	<p>List the elements of a JOPES formatted plan.</p>	_____	_____
1.14	<p>List and describe the purpose of each of the different JOPES Orders associated with crisis-action planning.</p>	_____	_____
1.15	<p>Define and describe the Contingency Preparedness Program.</p>	_____	_____
1.16	<p>Describe the relationship between Incident Command System (ICS) and JOPES.</p>	_____	_____
1.17	<p>Define Critical Incident Communications (CIC) and describe how the CIC process is activated.</p>	_____	_____

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<u>Task Number</u>	<u>Aux-ACP Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
1.18	<p>Assist with Evaluating and updating existing contingency plans including the following subtasks:</p> <ul style="list-style-type: none"> • Solicit input from Department Heads. • Identify and solicit input from maritime partners. • Establish/validate goals and objectives. • Develop and implement a course of action. • Evaluate vertical alignment with District, Area, and/or Commandant's plans and identify inconsistencies. • Update Sector plans. 	_____	_____
2.0	Conduct Contingency Exercise		
2.1	Describe the exercise planning cycle.	_____	_____
2.2	Explain the three primary sources of exercise funding and its limitations.	_____	_____
2.3	<p>Describe the roles and the responsibilities of the following positions in the exercise planning organization:</p> <ul style="list-style-type: none"> • Sponsor • Player/ Participant • Exercise Director • Exercise Design Team Coordinator • Senior Controller/ Controller • Senior Evaluator/ Evaluator • Training Design Team Coordinator • Support Planning Team Coordinator 	_____	_____
2.4	Explain the two methodologies used to evaluate an exercise.	_____	_____
2.5	<p>Describe the purpose of the following required documents to conduct an exercise.</p> <ul style="list-style-type: none"> • Exercise Plan (EXPLAN) • Exercise Control Plan • Control Staff Instructions • Evaluation & Data Collection Plan (E&DCP) • Master Scenario Event List (MSEL) 	_____	_____

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<u>Task Number</u>	<u>Aux-ACP Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
2.6	List the steps of the Operational Risk Management (ORM) tool and describe how ORM applies to the exercise cycle.	_____	_____
2.7	Draw and describe “The Cycle of Preparedness”.	_____	_____
2.8	Access the Contingency Preparedness System (CPS) to complete the following subtasks: <ul style="list-style-type: none"> • Review a concept of exercise. • Review an after action report. • Review a remedial action (RAI). 	_____	_____
2.9	Under supervision, develop a readiness exercise, or assist with preparations for an exercise already planned at the unit to test resources and contingency plans including the following subtasks: <ul style="list-style-type: none"> • Solicit advice from the Department Head, federal, state, and/or local governments. • Solicit input from maritime community. • Determine the broad concepts and the general goals and objectives of the exercise. • Write a Concept of Exercise (COE). • Write an Exercise Plan. • Write an Exercise Control Plan. • Determine asset requirements and confirm participants. • Develop and refine supporting objectives. • Plan exercise(s). • Write an Exercise Evaluation and Data Collection Plan (EE&DCP). 	_____	_____
2.10	Under supervision, direct the execution of the exercise.	_____	_____
2.11	Assist with Evaluating the contingency exercise. <ul style="list-style-type: none"> • Document lessons learned and recommendations for procedural changes. • Incorporate approved changes and recommendations into the response/contingency plan. 	_____	_____

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<u>Task Number</u>	<u>Aux-ACP Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
2.12	Assist with Preparing and submitting post exercise CPS report.	_____	_____

U.S. Department of
Homeland Security

United States
Coast Guard



SAMPLE LETTER OF DESIGNATION

Command's Name

Street Address
City, State Zip Code
Staff Symbol:
Phone:
Email:

1601
DATE

MEMORANDUM

From: I. M. Frank, CAPT
Unit's Name

Reply to
Attn of:

To: M. O. Ore, USCG Auxiliary

Subj: DESIGNATION AS AUXILIARY ASSISTANT CONTINGENCY PLANNER

Ref: Auxiliary Assistant Contingency Planner Performance Qualification Standard
Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of an Auxiliary Assistant Contingency Planner. You are authorized to carry out the responsibilities of an Auxiliary Assistant Contingency Planner within the scope of your qualifications. This is a significant milestone in your professional development and I commend your accomplishments.

2. This Letter of Designation should be retained as part of your personal Training Record and you will be assigned the Auxiliary Assistant Contingency Planner's Qualification Code "AUX-ACP".

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