



Incident Management & Preparedness Directorate Quarterly Report June 2019

Executive Summary

The Incident Management and Preparedness Directorate coordinates the development of policies and procedures to provide qualified Auxiliary members for Coast Guard preparedness and incident management related activities. We implement guidelines for the incident command system, support contingency CG planning efforts, coordinate guidelines for the Incident Management Auxiliary Coordination Cell (IMACC), and assist with preparedness activities including response to real world events and exercises.

Key Outcomes:

During the 2nd quarter of CY 2019 the Q Directorate has successfully coordinated the following:

- Working directly with CG-OEM (formerly CPE) work group with assigned Q personnel (CP-PQS rewrite to Emergency Management Specialist PQS)
- Working across Directorates with work group to design and present a draft Auxiliary Deployment Guide.
- Facilitating a conference with BSX, OEM, DIRAUX's – D5NR, D5SR, D7, D8CR, and NACO, VNACO, ANACO-RP in Charlotte, NC scheduled for July 15, 2019.
- Coordinating monthly conference calls with District DSO-IM's to exchange information and best practices.
- Developing an Auxiliary delivered NIMS compliant ICS-300 course.
- Submitted the draft Gap Analysis data sheet to NEXCOM for approval and current milestones being met.

Goals & Objectives 2018-2019

A. Strengthen Auxiliary relevance to local Coast Guard units

Goal: Enhance the Auxiliary's relevance to the Coast Guard by identifying what they need from local Auxiliary units.

Activities: Develop a process for units to conduct local Gap Analyses in all areas with their Coast Guard counterparts. Define schedules for periodically reviewing and updating the analyses as Coast Guard and Auxiliary units experience changes. Distribute and train District Staff and subordinates on executing the process and keeping the data up-to-date.

1. Develop Gap Analysis model for District use with local Coast Guard counterparts
2. Coordinate with the Performance / Measurements Directorate to establish a three

year 2016-2018 analysis of Sector by Sector core mission activity as an initial measurement basis for the GAP Analysis at the deck plate level.

3. Coordinate with the Training Directorate to establish training procedures and tools for reporting and conducting GAP Analysis.
4. Develop Gap Analysis model for District use with local Coast Guard counterparts
5. Beta Test in two or more Districts through the DSO-IM at the Auxiliary Sector Coordinator (ASC) or District Captain (DCAPT)/Sector level (coordinating with The District Commodore and District Chief-of-Staff).
6. Develop GAP Analysis presentation for NACON 2019
Status: In progress with high priority

B. Implement Incident Management Auxiliary Coordination Cells (IMACC) Auxiliary-wide

1. Coordinate with CG-BSX and appropriate Active Duty staff elements (COMDT-OEM, Surge Staffing) to develop national standards (SOP) for emergency management response. Deployment activities including the development of a standardized Auxiliary coordination process to support District Directors of Auxiliary during national and regional disasters or significant events. - document the SOP in LANTAREA 9700 Plan, PACAREA 9800 Plan, and DCMS 9380 Plan. **Status: Conference in Charlotte, N.C. July 15, 2019 with key Active Duty and Senior Auxiliary Leadership to address national standards.**
2. Propose IMACC member initial qualification standards, appropriate staffing levels, and recruitment strategy for a deployable IMACC – Hold at least one ICS Type 3 qualification and hold THSP qualification.
Status: In progress with high priority

C. 2018-2024 Long-Term Strategic Planning Goals & Priorities

1. Obtain NEXCOM approval to establish CG Auxiliary internal ICS-300 training program and designate CG AUX approved ICS instructors to deliver FEMA approved ICS-300 courses. Status: CG-BSX and CG-CPE have authorized the CG Auxiliary to teach a FEMA – NIMS compliant based ICS-300 course for CG Auxiliary members. This course will NOT meet the standards for attendance at USCG ICS position-specific courses. CG AUX course will meet the requirements for the basic ICS Staff PQS so members can support a USCG Incident Command Post (ICP). AUX members wanting to pursue a Type 3 or high ICS position-specific qualification will need to attend the USCG taught ICS-300 course. **Status: Approved and work group has developed draft version being reviewed at the DIR-Q level.**
2. Work with BSX staff and Auxiliary counterparts to better represent Incident Management hours and missions in AUXDATA; to include representing ICS qualification skill sets of individual members.
Status: Due to technical issues at CHDIRAUX the recommended changes will wait for the new AUSDATA roll-out.
3. Complete development of the CG Auxiliary Deployment Guide to establish national standards for deployment across all programs.
Status: In progress with multi Directorate input.

4. Develop standardized job description for the DSO-IM position, laying out roles and responsibilities for the position. **Status: Final version ready for approval**

5. Customize the US Coast Guard Contingency Preparedness Personnel Qualification Standard for CG Auxiliary personnel supporting planning, exercises, and other preparedness activities at the Sector level.
Status: Q assigned to working group at CG-CPE to rewrite entire PQS and reissue as Emergency Management Specialist (One PQS for AD / Reserve / AUX)

6. Clarify ICS training requirements for CG Auxiliary members willing to serve in support of incident management activities at the basic levels of ICS within an incident command post. Identify positions such as Check-in Recorder, Status Display Processor, Incident Management System Software (IMSS) and other ICS positions which do not require, but recommend, completion of the minimum USCG ICS-300 or approved alternative course under development by the Q Directorate.
Status: Work group rewriting current ICS Staff PQS to support this goal / objective

7. Name change of “Q” to **Emergency Management Directorate**. USCG-CPE is moving the Incident Management program to be referred to as the broader term of Emergency Management. TRACEN Yorktown has changed the name of the Contingency Preparedness School to the Emergency Management and Disaster Response School. CG-CPE has changed the name of the Contingency Planning and Preparedness Manual to the Emergency Management Manual. And, CG-CPE has submitted an OMR to change the name of their office from the Office of Contingency Preparedness and Exercise Policy to the Office of Emergency Management. It is recommended that NEXCOM consider changing the name of the Q Directorate from Incident Management & Preparedness to Emergency Management to align with the recent and anticipated USCG changes. **Status: White paper being drafted for NEXCOM – BSX consideration for anticipated name change during 2020.**

Respectfully Submitted,
/s/ Kevin J. Cady, DIR-Q June 20, 2019