



U. S. Coast Guard Sector



Auxiliary Assistant Federal On- Scene Coordinator Representative (Formerly Auxiliary Assistant Pollution Response Specialist)

Performance Qualification Standard

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Sector Training Guide

Auxiliary Assistant Federal On-Scene Coordinator Representative PQS

Qualification Code: AUX-ET

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 Federal On-Scene Coordinator Representative. 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 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.

Certain tasks may require participation in an actual incident response, but the unit's response activity may preclude you from accomplishing these tasks. Therefore, with the approval of the Command and Verifying Officer, you may utilize exercises and/or training as a means of accomplishing the requisite participation in order to fulfill the task requirements.

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 and your Active Duty Unit Training Coordinator will record and certify the your qualification in Training Management Tool (TMT). 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.

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RECORD OF COMPLETION		
Training Prerequisites	Date	Verifying Officer's Signature
A. Completion of resident training course (<i>recommended, not required</i>):		
1. Pollution Incident Response Course		
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		
6. IS 700		
7. IS 800		
C. Favorable DO PSI		
B. Completion of Auxiliary Assistant Pollution Investigator (AUX-ED) qualification (<i>legacy or revised</i>).		
C. Completion of 24-hour HAZWOPER training.		
D. Completion of PQS Workbook.		
E. Successful completion of unit level oral board.		
F. Designation Letter submitted for approval.		
G. Once Designation Letter is signed, enter certification in TMT.		

All qualification requirements have been satisfactory completed by _____.

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References

The following references will aid you in completing the majority of tasking in this PQS.

- “Response to Marine Oil Spills,” International Tanker Owners Pollution Federation
- “The World Catalog of Oil Spill Response Products”
- “Training Reference for Oil Spill Response,” DOT/EPA/DOI.
- American Conference of Governmental Industrial Hygienists (ACGIH), Threshold Limit Values for Chemical Substances, 7th Edition
- American Conference on Governmental Industrial Hygienists (ACGIH) Threshold Limit Values and Biological Exposure Indices
- Department of Transportation (DOT) “Emergency Response Guidebook”
- National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards
- National Oceanic and Atmospheric Administration (NOAA):
 - “Shoreline Countermeasures Manual”
 - “Shoreline Assessment Manual”
 - “Mechanical Protection Guidelines”
- National Response Plan:
 - http://www.dhs.gov/xprepresp/committees/editorial_0566.shtm
 - ESF 3, Public Works and Engineering Annex
 - ESF 10, Oil and Hazardous Material Response Annex
- Oil Spill Liability Trust Fund (STLF) Disbursements, Internal Controls and Audits
- Spill Tactics for Alaska Responders (www.dec.state.ak.us/spar/perp/star/index.htm)
- The International Convention for Pollution from Ships, 1973, as modified by the Protocol of 1978 (MARPOL 73/78)
- Title 14 Code of Federal Regulations, Parts 91 (Federal Aviation Administration)
- Title 29 Code of Federal Regulations, Parts 1910.120
- Title 33 Code of Federal Regulations, Parts 2, 6, 88, 130, 135, 153, 154, 155, 156, and 160
- Title 49 Code of Federal Regulations, Parts 172.101 App., 173, 172.6, and 172.7
- Title 33 U. S. Code § 407, Refuse Act
- Title 33 U. S. Code § 1251-1387, Federal Water Pollution Control Act (FWPCA), as amended
- Title 33 U. S. Code § 2701-2761, Oil Pollution Act of 1990
- Title 40 Code of Federal Regulations, Parts 260-265, 279, 300, 300 App., 302, 310, and 355
- Title 42 U. S. Code § 1801-1812, Resource Conservation and Recovery Act (RCRA) of 1976
- Title 42 U.S. Code § 9601-9675, Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended
- U. S. Coast Guard Alignment with the National Incident Management System and National Response Plan, COMDTINST 16000.27 (series)
- U. S. Coast Guard Chemical Hazards Response Information System (CHRIS), COMDTINST M16465.12C (series)

- U. S. Coast Guard Federal On Scene Coordinator (FOSC) Finance and Resource Management Guide (FFARM)
- U. S. Coast Guard Financial Resource Management Manual, COMDTINST M7100.3C (series)
- U. S. Coast Guard Incident Management Handbook, COMDTPUB P3120.17A (series)
- U. S. Coast Guard Marine Safety Manuals, COMDTINST M16000 (series)
- U. S. Coast Guard National Pollution Funds Center's Website:
<http://www.uscg.mil/NPFC/RESPONSE/>
- Unit's Area Contingency Plan (ACP)

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<u>Task Number</u>	<u>AUX-ET Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
1.0	Identify Coast Guard Jurisdiction/Authority		
1.1	Identify the purpose and the four (4) general priorities of the National Contingency Plan (NCP).	_____	_____
1.2	Describe the authority a qualified FOSCR has under the NCP.	_____	_____
1.3	Identify the On-Scene Coordinators primary responsibilities.	_____	_____
1.4	Identify the notification requirements outlined in the NCP.	_____	_____
1.5	Identify the four phases of an oil spill incident.	_____	_____
1.6	Identify the phases of a hazardous substance incident.	_____	_____
1.7	Define the jurisdiction that the following agencies have: <ul style="list-style-type: none"> • U.S. Coast Guard • U.S. Environmental Protection Agency • U.S. Department of Defense • U.S. Department of Energy 	_____	_____
1.8	Identify the source of FOSC authority.	_____	_____
1.9	Identify the source of COTP authority.	_____	_____
1.10	Explain FOSC and COTP authority to prevent access of personnel to vessels or waterfront facilities.	_____	_____
1.11	Explain FOSC and COTP authority to control vessel and facility operations.	_____	_____
1.12	Explain FOSC and COTP authority to control vessel movement.	_____	_____
1.13	Explain FOSC and COTP authority to enlist aid from other local and government agencies.	_____	_____

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<u>Task Number</u>	<u>AUX-ET Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
1.14	Explain how a Safety Zone may be used to manage a pollution incident.	_____	_____
1.15	Describe procedures for obtaining a Flight Restriction Zone.	_____	_____
1.16	Draft a COTP Order.	_____	_____
1.17	Draft an Administrative Order as outlined in the Oil Pollution Act (OPA) of 1990.	_____	_____
2.0	Conduct Preliminary Assessment and Actions		
2.1	Plot an oil spill trajectory based on a recent pollution response.	_____	_____
2.3	Create an air plume model for a Hazardous Substance in your AOR using current technology.	_____	_____
2.4	Identify the agency or agencies that may assist in determining the fate of an oil spill/hazardous substance release in your AOR. <ul style="list-style-type: none"> • NOAA 	_____	_____
2.5	Demonstrate the ability to obtain the following: <ul style="list-style-type: none"> • Federal Project Number. • CERCLA Number. 	_____	_____
2.6	Draft appropriate message on CGMS for the following: <ul style="list-style-type: none"> • Pollution or hazardous substance incident • Request to open Oil Spill Liability Trust Fund (OSTLF) Federal Project Number • Request ceiling increase 	_____	_____
3.0	Coordinate Response Resources and Planning		
3.1	Describe each of the following special teams available to assist the FOSC (include the type of services they provide, the equipment and/or personnel they may		

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3.1 (Cont.)	bring to a response, and how they are accessed when needed): <ul style="list-style-type: none"> • National Strike Force (NSF) <ol style="list-style-type: none"> 1. National Strike Force Coordination Center <ol style="list-style-type: none"> a. Strike Teams 2. Public Information Assist Team (PIAT) • Scientific Support Coordinator (SSC) • Environmental Response Team (ERT) • Navy Supervisor of Salvage (SUPSALV) • National Response Center (NRC) 	_____	_____
3.2	Describe the roles and responsibilities of the following agencies during an oil spill/hazardous substance release: <ul style="list-style-type: none"> • Department of Health and Human Services (HHS) • Agency for Toxic Substances and Disease Registry (ATSDR) • NOAA Sanctuary Manager • Mineral Management Service (MMS) • Army Corps of Engineers (USACE) • Environmental Protection Agency (EPA) • State on Scene Coordinator (SOSC) 	_____	_____
3.3	Assist with Assignment of ICS positions to the players involved in an oil and hazardous substance response. <ul style="list-style-type: none"> • Assist with Assignment of Command (Unified-state, federal, and RP) • Assist with Assignment of Planning, Operations, Logistics and Finance/ Administration 	_____	_____
3.4	Define trustees and identify trustees that require notification in your AOR.	_____	_____
3.5	List the federal and state agencies involved with pollution response in your AOR.	_____	_____
3.6	Identify the responsibilities and authorities of the Regional Response Team (RRT).	_____	_____

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3.7	Describe the FOOSC's public information responsibilities during a pollution response and summarize the Commandant's Public Affairs Policy.	_____	_____
3.8	Describe the requirements and contents of a Facility Response Plan.	_____	_____
3.9	Describe the requirements and contents of a Vessel Response Plan (VRP). <ul style="list-style-type: none"> • Minimum portions of the VRP required to be readily available on each type of vessel in both coastal and inland trade. • Maximum Most Probable Discharge (MMPD) • Worst Case Discharge (WCD) 	_____	_____
3.10	Describe the requirements and contents of a Shipboard Oil Pollution Emergency Plan (SOPEP): <ul style="list-style-type: none"> • Steps to control a discharge • National and local coordination • Appendices • Non-mandatory provisions 	_____	_____
3.11	Describe the authority and role of a Qualified Individual.	_____	_____
4.0	Coordinate Response Funding		
4.1	Describe the purpose of the Oil Spill Liability Trust Fund (OSTLF) and the criteria for using the fund.	_____	_____
4.2	Describe how the state may access the OSLTF.	_____	_____
4.3	Observe Issuance of a Notice of Federal Assumption.	_____	_____
4.4	Describe the claim procedures and time limits.	_____	_____
4.5	Describe Order of Presentment for a claim.	_____	_____
4.6	Describe the types of damage claims: <ul style="list-style-type: none"> • Removal costs • Natural resources • Real/personal property 		

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4.6 (Cont.)	<ul style="list-style-type: none"> • Subsistence use • Government revenue • Profits and earning capacity • Government public services 	_____	_____
4.6	Describe the process for making insurance claims.	_____	_____
4.7	Describe the purpose of designation of source.	_____	_____
4.8	Describe the requirements concerning designation of source and advertisement and identify the agency/individual responsible for making such a designation.	_____	_____
4.9	Describe the types and contents of advertisements.	_____	_____
4.10	Assess the eligibility of the state(s) in your AOR for OSTLF funds and CERLA funds.	_____	_____
4.11	Describe the state's responsibilities for the following: <ul style="list-style-type: none"> • Removal Actions • Record keeping • Record retention • Investigation to determine the source and responsible party 	_____	_____
4.12	Describe the purpose of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Fund and the criteria for using the fund.	_____	_____
4.13	Identify the differences between obtaining an OSLTF number and a CERCLA number.	_____	_____
4.14	Describe the CERCLA funding limitations, procedures, and requirements involved in the following: <ul style="list-style-type: none"> • Discovery and Notification • Removal site evaluation • Removal action • Remedial site evaluation • Establishing remedial priorities 	_____	_____

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4.14 (Cont.)	<ul style="list-style-type: none"> • Remedial investigation feasibility studies and the selection of remedy • Off-site response actions • State involvement 	_____	_____
4.15	Identify U. S. Coast Guard jurisdiction and US Environmental Protection Agency jurisdiction in task 4.15.	_____	_____
4.16	Communicate with the RP about cost documentation information.	_____	_____
4.17	Demonstrate effective communication skills with the contractor about tracking costs (ceiling amount). <ul style="list-style-type: none"> • Obtain daily written updates on expended costs. • Give the contractor requirements for time/material costs. 	_____	_____
4.18	Complete the following paperwork and reports: <ul style="list-style-type: none"> • Final Financial Summary for spills with no Responsible Party (RP) and less than \$25,000 • Final Financial Summary for Spills with an RP • Field ATP (LANTAREA) <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> • Procurement Request and Delivery Order (PACAREA) • Pollution Incident Daily Resource Report (CG-5136) 	_____	_____
4.19	Explain the contents and use: <ul style="list-style-type: none"> • Basic Ordering Agreements (BOA) • Pollution Removal Funding Authorization (PRFA) • Military Interdepartmental Procurement Request (MIPR) 	_____	_____
4.20	Describe how to Issue and submit a Pollution Removal Funding Authorization (PRFA).	_____	_____
4.21	Explain the procedures and limitations for hiring a BOA contractor.	_____	_____

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5.11	Describe the different types of temporary storage.	_____	_____
5.12	Explain on-site decanting procedures and regulations.	_____	_____
6.0	Identify Safety and Occupational Health		
6.1	Define emergency response and state when a spill does not have to meet the requirements of 29 CFR 1910.	_____	_____
6.2	Explain the contents of a Site Safety Plan.	_____	_____
6.3	Explain the applicability of a Site Safety Plan during a spill.	_____	_____
6.4	Draft a Site Safety Plan.	_____	_____
6.5	Explain the OSC's responsibility for the safety of personnel at a spill site.	_____	_____
6.6	Identify the training requirements for personnel responding to an oil spill (on site & off site).	_____	_____
6.7	Identify the training requirements for personnel responding to an unknown hazardous substance release.	_____	_____
6.8	Identify the potential roles of volunteers in an oil response.	_____	_____
6.9	Identify the training requirements for volunteers at an oil response.	_____	_____
6.10	Describe the purpose and content of a Disposal Plan.	_____	_____
6.11	Describe the purpose and content of a Decontamination Plan.	_____	_____
6.12	Explain and review the safety information that is located in the revised Pollution Investigator PQS.	_____	_____

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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 FEDERAL ON-SCENE
COORDINATOR REPRESENTATIVE

Ref: Auxiliary Assistant Federal On-Scene Coordinator Representative Performance
Qualification Standard Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of an Auxiliary Assistant Federal On-Scene Coordinator Representative. You are authorized to carry out the responsibilities of an Auxiliary Assistant Federal On-Scene Coordinator Representative 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 Federal On-Scene Coordinator Representative's Qualification Code "AUX-ET".

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