

**MARSEC Qualification and Training Guide  
Auxiliary Component  
MSO St Louis**

**Qualification PQS  
Documentation Unit Leader**

**AUXILIARIST NAME** \_\_\_\_\_ **EMPLID** \_\_\_\_\_ **DIVISION/FLOTILLA** \_\_\_\_\_

**REFERENCE:** Coast Guard Incident Management Handbook, COMDTPUB P3120.17.

**SUMMARY:** The documentation unit leader is primarily responsible for the maintenance of accurate, up-to-date incident files, to include Incident Action Plans (IAP), incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis. Some of the documents may originate in other sections, and this unit shall ensure each section is maintaining and providing appropriate documents. The Documentation Unit will provide duplication and copying services for all other sections. The Documentation Unit will store incident files for legal, analytical, and historical purposes.

<b><u>REQUIRED QUALIFICATIONS:</u></b>	<b><u>Date completed</u></b>	<b><u>Authorized Signature</u></b> include position
ICS 100	_____	_____
ICS 200	_____	_____
IIMS Course	_____	_____
<b><u>DESIRED QUALIFICATIONS:</u></b>		
Familiar w/ Coast Guard Standard Workstation	_____	_____
Proficient w/ Excel Spreadsheets	_____	_____
Secret Clearance	_____	_____

Based upon completion of the above qualifications, member is certified to assume the duties of Documentation Unit Leader for a Coast Guard Incident Response or MARSEC II and III Operations.

\_\_\_\_\_  
**Flotilla Commander**

I certify that I understand the demands that can be involved in a Coast Guard contingency operation or MARSEC II or III response, and I voluntarily submit my name to be called upon during such an event.

\_\_\_\_\_  
**Member Signature**