



**United States
Coast Guard**



Incident Command System

Maritime Transportation System Unit Leader

- MTSL -

Job Aid



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Table of Contents

Overview	5
User	5
When to Use	5
Major Accomplishments	5
References	6
Materials	7
Initial Actions	8
General Tasks	8
Set Up System	10
Prepare for Meetings	10
Provide IAP Input	10
MTSL Responsibilities	12
General Tasks	12
MSTRU Responsibilities	15
General Tasks	15
Demobilization Tasks	16

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Incident Command System Maritime Transportation System Recovery Unit Leader (MTSL)

Overview

User

The user of this job aid will be anyone who is assigned as Maritime Transportation System Recovery Unit Leader within the Incident Command System. Personnel assigned to this position should possess incident-specific background. That background will aid them in determining all the potential sources of information available in setting up and maintaining an effective Maritime Transportation System Recovery Unit. This recommendation is made with the presumption that the Planning Section Chief is experienced and available to answer questions and provide assistance.

When to Use

This job aid should be used to assist the Maritime Transportation System Recovery Unit Leader whenever an incident has occurred that requires the Incident Command System Organization to respond.

Major Accomplishments

Below is a list of the major accomplishments:

- Complete Maritime Transportation System assessments
 - Identify and track and report impacts to the MTS
 - Complete and update MTS Executive Summary
 - Facilitate coordinated stakeholder MTS recovery planning
 - Recommendations to Planning Section Chief Section
 - Produce and implement approved MTS Recovery Plan
 - Section/Unit demobilized
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References

Below is a list of references that may be required while using of this job aid:

- National Strategy for Maritime Security (NSMS)
- Maritime Infrastructure recovery Plan (MIPR)
- LANT/PAC Instruction 160001.1 (series), Marine Transportation System Recovery and MSTRU guidelines
- Navigation and Vessel Inspection Circular (NVIC) 09-02, Change 3
- Applicable Area Maritime Security Plan
- USCG Incident Management Handbook (IMH) (pages 8-10 & 8-11)
- Local Essential Elements of Information (EEl)s

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Overview (cont'd)

Materials

Ensure that these materials are available to the MSTR Unit Leader during an incident, if not already provided in a unit or section specific support kit. Submit order request for supplies to Supply Unit Leader via the Planning Section Chief.

- | | |
|---|--|
| <input type="checkbox"/> Computer (w/Internet access) | <input type="checkbox"/> White out |
| <input type="checkbox"/> Local Charts and Maps | <input type="checkbox"/> Notebooks (some waterproof) |
| <input type="checkbox"/> ICS Forms Catalog | <input type="checkbox"/> Masking tape |
| <input type="checkbox"/> Flip charts | <input type="checkbox"/> In boxes or large envelopes |
| <input type="checkbox"/> Mylar sheets | <input type="checkbox"/> Stapler |
| <input type="checkbox"/> Felt tip pens | <input type="checkbox"/> Push pins |
| <input type="checkbox"/> Dry erase markers (wide and thin line) | <input type="checkbox"/> 3 or 6 part folders |
| <input type="checkbox"/> Pencils (lead and grease) | <input type="checkbox"/> 2 hole punch |
| <input type="checkbox"/> Paper, sticky notes | <input type="checkbox"/> Scissors |
-
-



Initial Actions

General Tasks

Below are the initial actions to be taken by the MTSRU Leader (MTSL).

STEP	ACTION	✓
1.	Receive assignment	<input type="checkbox"/>
2.	Upon arrival at the incident, check-in at designated check-in locations. Check-in locations may be found at: <ul style="list-style-type: none">• Incident Command Post• Base	<input type="checkbox"/>
3.	Obtain an initial brief from Planning Section Chief <ul style="list-style-type: none">• Size and Complexity of incident• Expectations of the IC• Incident objectives• Agencies/Organizations/stakeholders involved• Incident activities/situation• Special concerns	<input type="checkbox"/>
4.	Review ICS 201 or IAP	<input type="checkbox"/>
5.	Begin/maintain Unit Activity Log (ICS 214)	<input type="checkbox"/>
6.	Establish work location within the ICP <ul style="list-style-type: none">• Adequate space for possible expansion• Located in the Planning Section between the Resources Unit and the Situation Unit• Establish a system for receiving information/updates <i>For example: inboxes, envelopes, easel chart</i>• Capability for displays to be placed on walls (maps, charts, forms, etc.)	<input type="checkbox"/>

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Initial Actions (Cont'd)

General Tasks (Cont'd)

The initial actions for the MTSRU Leader are continued below.

STEP	ACTION	✓
7.	Acquire work materials listed on page 2	<input type="checkbox"/>
8.	Calculate staffing requirements for MSTL Determine technical specialists needed <i>Example: MTS Recovery Assist Teams (MTRATs), Navy Sup/Salv Geographic Information Specialist (GIS), Resources At Risk Specialist (RAR)</i>	<input type="checkbox"/>
9.	Submit resource order form/request for personnel and/or equipment required to PSC	<input type="checkbox"/>
10.	Brief Maritime Transportation System Recovery Unit Staff on responsibilities	<input type="checkbox"/>
11.	Complete forms and reports required of the assigned position and send through PSC to Documentation Unit	<input type="checkbox"/>

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Initial Actions (Cont'd)

Set Up System

The MTSL is responsible for providing the Situation Unit Leader with all information pertaining to the MTS status

STEP	ACTION	✓
1.	Establish INBOX/OUTBOX area near displays for: INBOX: <ul style="list-style-type: none"> • maps/charts/photos • Updates • Other OUTBOX: <ul style="list-style-type: none"> • Documentation (historical data) 	<input type="checkbox"/>
		<input type="checkbox"/>

Prepare for Meetings

In order to prepare for the Tactics and Planning meetings, the MSTL takes the following actions:

STEP	ACTION	✓
1.	Compile information regarding current and future status of MTS	<input type="checkbox"/>
2.	Update status MTSL boards	<input type="checkbox"/>
3.	Discuss information to be passed prior to each meeting with the Situation Unit Leader (SUL)	<input type="checkbox"/>

Provide IAP Input

The Maritime Transportation System Recovery Unit Leader is responsible for providing to the Planning Section Chief summary information about the MTS.

STEP	ACTION	✓
1.	Provide input for incident action plan (IAP) to Planning Section Chief (PSC)	<input type="checkbox"/>



	<ul style="list-style-type: none">• Current/future impacts to Maritime Transportation System• Resources needed for Maritime Transportation System Recovery Unit in next operational period	
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MTSL Responsibilities

General Tasks

Below is a checklist of task to be completed by the MSTL

STEP	ACTION	✓
1.	<p>Identify, track, and, report impacts to the MTS in accordance with the Essential Elements of Information (EIs) established by the Sector</p> <ul style="list-style-type: none">• Duties<ul style="list-style-type: none">- Ensure baseline information is captured in EEI's- Ensure EEI data provides adequate detail to cover each MTS aspect that may be involved in the incident.- Identify MTS impacts by comparing the pre- incident MTS condition.	<input type="checkbox"/>
2.	<p>Identify and establish effective relationships with MTS stakeholders</p> <ul style="list-style-type: none">• Identify agencies and resources involved• Coordinate activities with Liaison Officer (LOFR)• Solicit periodic standardized feedback from:<ul style="list-style-type: none">- Civil Authorities- Port partners- Impacted Industries- Stakeholders	<input type="checkbox"/>



General Tasks (Cont'd)

Task check list

STEP	ACTION	✓
3.	Develop course of action for recovery of public infrastructure.	<input type="checkbox"/>
4.	Prioritize recovery operations	<input type="checkbox"/>
5.	Develop traffic management plans, special advisories, and orders	<input type="checkbox"/>
6.	Ensure MTS Recovery status report is integrated into Situation brief.	<input type="checkbox"/>
7.	<p>Create MTS Executive Summary</p> <ul style="list-style-type: none">• Ensure Executive Summary includes the following:<ul style="list-style-type: none">- Incident name/location- Incident summary- Port/Incident Area summary- MTS Impact- MTS recovery actions- Vessels in queue- Waterways management actions- Priorities, goals, and objectives, developed by UC/IC- EEI Trends/details- Future plans Forward completed draft Incident Action Plan to the Planning Section Chief	<input type="checkbox"/>



General Tasks (Cont'd)

Task check list

STEP	ACTION	✓
8.	Working with LOFR, Develop information reporting schedule to keep UC/IC and MTS stakeholders informed.	<input type="checkbox"/>
9.	Prioritize recovery operations <ul style="list-style-type: none">• Gather MTS impact data• Analyze impacts• Make recommendations to the UC/IC on MTS Recovery priorities	<input type="checkbox"/>
10.	Develop and update any plans, special advisories, and orders needed to support incident operations. These plans may include <ul style="list-style-type: none">○ Traffic Management Plans○ Safety/Security Zones,○ Regulated Navigation Areas,○ Incident Specific vessel routing procedures	<input type="checkbox"/>
11.	Ensure Operational Security (OPSEC) and Information Security for any proprietary information as appropriate for the MTSRU Unit Files.	<input type="checkbox"/>
12.	Identify long term (restoration vice recovery) issues and make recommendations to UC/IC on appropriate action to be considered Consider the following <ul style="list-style-type: none">• What makes the issue a restoration versus a recovery issue?• Responsible Agency to deal with restoration• Suggested time to transmit to appropriate agency	<input type="checkbox"/>



MSTRU Responsibilities

General Tasks

These tasks are to be completed by the MTS Recovery Unit

STEP	ACTION	✓
1.	Assist the MTSL in the standup and function of the unit	<input type="checkbox"/>
2.	Request, integrate MTSRU RAT as available	<input type="checkbox"/>
3.	Use Area Maritime Security Plan (AMSP) and Area Contingency Plan (ACP) to inform stakeholders of recovery planning (w/LOFR)	<input type="checkbox"/>
4.	Engage with Area Maritime Contingency Committee and Area Committee for advisory support	<input type="checkbox"/>
5.	Identify and implement MTS recovery and salvage response plans	<input type="checkbox"/>
6.	Incorporate MTS security and recovery into ICS planning cycle	<input type="checkbox"/>
7.	Perform and arrange situational and functional assessments	<input type="checkbox"/>
8.	Identify downstream /cross-sector infrastructure and commerce issues	<input type="checkbox"/>
9.	Assist in the prioritizing of critical infrastructure	<input type="checkbox"/>
10.	Coordinate with Law Enforcement Group regarding evidence protection (if applicable)	<input type="checkbox"/>
11.	Identify short term and long term issues that may affect MTS recovery	<input type="checkbox"/>
12.	Identify reporting requirements for the MSTRU	<input type="checkbox"/>



Demobilization Tasks

Below are demobilization responsibilities applicable to all personnel assigned to this section/unit.

STEP	ACTION	✓
1.	Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	<input type="checkbox"/>
2.	Brief subordinates regarding demobilization	<input type="checkbox"/>
3.	Supervise demobilization of unit, including storage of supplies	<input type="checkbox"/>
4.	Provide Supply Unit Leader with a list of supplies to be replenished	<input type="checkbox"/>
5.	Forward all Section/Unit documentation to Documentation Unit	<input type="checkbox"/>
6.	Complete Check-out Sheet	<input type="checkbox"/>
