ICS Board Questions for MTSL3
Marine Transportation System Recovery Unit Leader

A. MTS Recovery Policies

1. Question: Describe the MTSL responsibilities.
   Answer: See IMH pages 8-13 to 8-15 and MTSL Job Aid.

2. Question: Describe the contents of your COTP's MTS Recovery Plan
   Answer: The plan supports pre-incident preparation activities and post-incident recovery and restoration efforts of the Marine Transportation System for the Captain of the Port Zone. The MTSRP provides procedures to facilitate a safe, efficient, and timely restoration of the MTS to pre-disruption condition.
   Section 1: Introduction
   Section 2: Planning & Preparedness
   Section 3: MTS Recovery Management
   Section 4: MTS Recovery Plan Maintenance

3. Question: Describe the elements of the MTS Recovery Cycle.
   Answer:
   (1) Establish Marine Transportation System Recovery Unit,
   (2) Obtain Situational Awareness,
   (3) Determine the Impact to the MTS and Develop Courses of Action,
   (4) Communicate the Status of the MTS and Recovery Activities, and
   (5) Demobilize the MTSRU and Transition to Long-Term Restoration.

4. Question: What are some of the contingencies that might necessitate the activation of the MTSRU?
   Answer: Hurricanes/heavy weather, fog events, ice events, high/low water on rivers, marine casualties/vessel wrecks, oil spills, earthquakes, tsunamis, hazards to navigation, Terrorism Security Incident, cyber-attack, pandemic, etc…

B. ICS Processes

1. Question: What are common pre-deployment activities that a MTSL can do to prepare for an incident or event?
   Answer: Be familiar with the contents of the home unit's MTSRU go-kit, review the affected COTP's MTS Recovery Plan, ensure CART account access is current, and review event in CART or obtain a current ICS-201 or IAP.

2. Question: Describe the contents of the home unit's MTSRU kit.
   Answer: Answer varies per unit, see MTS Recovery Plan.

3. Question: What actions will you take upon arriving on scene at the incident or ICP?
   Answer: Check-in (ICS-211) and obtain ICS-201 briefing form (if possible) or current IAP. Receive a brief from your supervisor and the person you are relieving. Ensure an ICS-214 unit log is being kept documenting MTSR Unit actions, decisions, tasks, critical information received, and external information requests. Review the MTSRU ICS-233 Open Action Tracker for known long-term restoration items.
   (Source: MTSL Job Aid)

4. Question: Where do you find the current common operating picture for the incident/event?
   Answer: On the Situation Status Display maintained by the Situation Unit and the MTSRU status display.

5. Question: Describe the ICS Planning Process and how the MTSRU contributes to each block of time.
   Answer: See the MTSRU Planning P and describe each block of time.

6. Question: What is the role of each of the units in the Planning Section and their relationship with the MTSRU?
   Answer:
   SITL – maintains the current common operating picture for the incident. The MTSL must have open communication with the SITL to share the most current information on the MTS EEIs and coordinate with the SITL to determine which MTS EEIs should be included in the incident Common Operating Picture (COP).
   RESL – maintains resource tracking and status. The MTSL may need to update RESL on the status of OGA and industry assets conducting recovery operations in the incident AOR.
   ENVL – conducts environmental protection and recovery advanced planning. Environmental recovery operations and MTS recovery operations are often concurrent and overlapping activities during a large incident.

DOCL – collects and archives incident records. The MTSL must coordinate with the DOCL to ensure daily CART MTS Executive Summary reports, ICS-214 unit logs, incident MSIBs, COTP Orders, and any other MTSRU documentation is collected and archived.
DMOB – coordinates demobilization of tactical and overhead resources. The MTSL must understand the incident demobilization process in order to best support their personnel, to include preparing an ICS-225.

7. Question: Identify the interrelationships expected between the MTSL and other members of the ICS organization.
   Answer:
   - **IC/UC** – sets the incident objectives and critical information reporting requirements.
   - **PSC** – direct supervisor in the ICS chain of command for the MTSL, ensures each of the Planning Units have the resources they need to perform their tasks.
   - **OSC** – develops strategies and tactics to accomplish operational objectives set by the IC/UC. The MTSL may provide suggestions on the priorities for MTS recovery objectives based on prior planning, field updates, or stakeholder input. The MTSL may also have knowledge on stakeholder actions that may impact operations.
   - **LOFR** – is a conduit of information and assistance between organizations. The LOFR may assist the MTSL with obtaining information, setting up a reporting schedule for stakeholders, and/or obtaining MTS recovery support from organizations external to the response.

8. Question: What is the purpose of the ICS-213RR and how is it routed?
   Answer: It is a standard form for use within the ICP to request additional tactical resources, overhead resources, and expendable supplies. It is filled out by the Unit Leader, routed to their Section Chief (PSC for MTSL) for signature and approval, reviewed by the RESL to see if an excess tactical or overhead resource can be re-tasked to support the request, and forwarded to the Logistics Section to order.

9. Question: What is the purpose of the ICS-214 and who fills it out?
   Answer: Unit Log, filled out by the unit leader. It is a way to document information received by the unit and actions taken by the unit for an operational period. It also lists the unit leader and unit staff assigned for that operational period.

C. CART Processes

1. Question: Explain the purpose of the Common Assessment and Reporting Tool.
   Answer: CART is the Coast Guard's primary system for tracking, reporting, and documenting MTS Recovery status nation-wide. The CART system provides a repository for MTS Recovery information that can assist Maritime Transportation System Recovery Units (MTSRUs) in making recommendations to the Incident or Unified Command.
   (Source: CART User Manual, Section 1.0 Introduction)

2. Question: What types of information are restricted from being entered into CART?
   Answer: CART is an unclassified system. CART users shall presume that content is available to the general public and exercise appropriate standards of care to screen and avoid posting Sensitive Security Information (SSI), Personally Identifiable Information (PII) (with the exception of Essential Element of Information (EEI) point of contact information), Protected Critical Infrastructure Information (PCII), and For Official Use Only (FOUO) or Sensitive but Unclassified (SBU) information.
   (Source: CART User Manual, Section 1.0 Introduction)

3. Question: How often must a user log onto CART to prevent their account from being locked out?
   Answer: Users must log into CART at least once every 35 days to prevent the account from being locked.

4. Question: When should a CART Event be opened?
   Answer: In accordance with COMDTINST 16000.28 (series), shall be used to communicate MTS Recovery status information for any transportation disruption significantly affecting the MTS. Operational commanders are encouraged to use CART for any event that affects the MTS in their local areas of responsibility (AORs).
   (Source: CART User Manual, Section 1.0 Introduction)

5. Question: Define Essential Elements of Information (EEIs).
   Answer: EEIs are a subset of Critical Information Requirements used to develop a Common Operating Picture and make cognizant decisions. The U.S. Coast Guard has identified five categories of Marine Transportation System EEIs for use in CART. To ensure consistent documentation and reporting across all Coast Guard units, numerous EEIs have been established. Coast Guard field units must populate local EEI baseline information and ensure it is accurate and readily available during incident management. In accordance with COMDT (CG-FAC) and Area-level policies and instructions, field units shall ensure their local EEI baseline data is reviewed, validated, and updated at least once annually, but no later than 31 May of each year. Additional incident specific EEIs may be developed by the Unified Command or stakeholders.
   (Source: CART User Manual, Section 1.0 Introduction)

6. Question: Define CART data integrity standards.
   Answer: The intent of having MTS Recovery Data Integrity Standards is to ensure consistent, Coast Guard-wide use of the CART system for reporting event data related to transportation disruptions affecting the nation's MTS.

   The purpose of these standards is to facilitate timely and accurate MTS Recovery documentation, reporting, and information-sharing within the IC/UC; throughout the Coast Guard chain of command; and with other government agencies, maritime stakeholders, and the public.
   (Source: CART User Manual, Section 2.0 CART Data Integrity Standards)

7. Question: Identify the five categories of EEIs used in CART and give a local example of each.
   Answer:
   1. Waterways and Navigation Systems
   2. Port Area Critical Infrastructure
   3. Port Area Vessels
   4. Offshore Energy
   5. Monitoring Systems

   (Source: CART User Manual, Section 2.2 EEI Specific Data Integrity Standards)

8. Question: What are sources of MTS recovery data?
   Answer: Stakeholder reports, field assessment team reports, CG form CG11410A, USCG VTS reports, vessel NOA/AIS information, USACE Survey Status Boards, USACE Lock Performance Management System (LPMS), NOAA Navigation Response Team assessments, other agency reports.

D. MTSRU Management

1. Question: What are considerations for setting up a MTSRU within an Incident Command Post?
   Answer: Determine workspace needs, identify location next to or near the SITL and OSC, coordinate with SITL to determine what displays the MTSRU will be responsible for, identify personnel support requirements, identify stakeholder access requirements, identify quiet areas/meeting rooms for conducting stakeholder conference calls. *(Source: MTSL Job Aid)*

2. Question: How do you determine who should be part of the MTSRU (both internal and external)?
   Answer: Answer varies, see the unit's WQSB/IMT roster, MTS Recovery Plan and MTSL Job Aid.
   - Recommended personnel include Coast Guard members Port State qualified, Facilities qualified, and/or Waterways Management qualified.
   - The number of personnel needed may increase or decrease based on the IMT information demand.
   - Consider the addition of Assistant MTSLs to manage span of control within the unit and for shift relief.
   - Identify other stakeholders/agencies/groups that may have to be incorporated in the MTSRU. Additional representatives may include CG Auxiliary, Customs and Border Patrol (CBP), U.S. Maritime Administration, US Army Corps of Engineers (USACE), National Oceanic and Atmospheric Agency (NOAA), Department of Defense (DoD), local Governor's Office of Emergency Services, Ports Administration, Marine Exchanges, Pilot Services, and Private Stakeholders.

3. Question: Identify local MTS stakeholders that may need to be consulted with during an incident?
   Answer: Answer varies based on the AOR – common answers may include port authority, port pilots, vessel agents, tug and towing companies, facility representatives, labor unions, State agencies, CBP, USACE, NOAA, Navy, etc…

4. Question: What are some technical specialists than can be utilized in the MTSRU
   Answer: GIS Specialists, National Weather Service, Port Pilots, Port Authorities, USACE and NOAA survey teams

5. Question: What are some considerations for managing MTSRU personnel?
   Answer: Manage the team's workload and rest periods, conduct appropriate meetings and briefings during the operational period, direct and oversee CART data entry personnel, manage the MTS status display, identify the need for additional personnel, ensure MTSRU team members understand assigned responsibilities, recognize and meet priorities within established time frames, complete daily unit ICS-214s.

6. Question: What are the major maritime recovery concerns within your AOR (containerized shipping, ferries, petroleum, USN, Cruise ships, impacts to areas outside of the COTP zone, etc.)?
   Answer: Answer varies per port area, see MTS Recovery Plan.

7. Question: What are some of the various MTS status reporting requirements during an incident?
   Answer: Informal and formal reports to and from stakeholders, District CART reporting battle rhythm, internal Planning "P" meeting briefings, and daily SITREP requirements. The MTSL must synchronize reporting timeframes to ensure the Situation Report (SITREP) and MTS Executive Summary (MTS-209) contain the latest information available during the reporting cycle.

8. Question: What are the different waterway management advisories and orders that the MTSRU may provide input on to support incident operations?
   Answer: Vessel Traffic Management Plans, Vessel Traffic Queues, Safety/Security Zones, Regulated Navigation Areas.

9. Question: What is the Common Operating Picture (COP) and how does the MTSRU contribute to it?
   Answer: The Situation Unit maintains the broad view of the overall situation as reflected by situation reports and other field information and intelligence. The MTSRU is responsible for maintaining situational awareness on the Marine Transportation System and feeding information about EEI status updates, current waterway management activities, and industry actions to the SITU to contribute to the COP.

10. Question: How is the historical record of an MTS recovery response preserved during an incident?
    Answer: The MTSL must actively save copies of all MTS Executive Summaries (MTS-209s) and other pertinent records created during each Operational Period/reporting cycle. CART is a real-time system and does not archive any entries. It is recommended that units run an Executive Summary report at a minimum of once daily during an event to keep all archived data. This process usually includes generating an Executive Summary Report in CART at the end of each work day after all MTS information has been updated and saving the report as a PDF. This MTS-209 should be archived in the incident MTRU folder and a copy provided to the Documentation Unit Leader.