10 April 2008

MEMORANDUM FOR REGION AND WING COMMANDERS

FROM: CAP/CC

SUBJECT: National Incident Management System (NIMS) Training

1. The National Board recently voted to implement NIMS training for CAP emergency services personnel. The board made the decision to become NIMS compliant so that our volunteers will be better prepared to support all our Federal, state, and local customers.   Completing the same NIMS training that all other agencies are striving toward will make CAP a more viable partner that is able to work well with other similarly trained organizations. It will also help your units qualify for grants that are only available to those organizations that are NIMS compliant.

2. Many wings have already begun this training and others are just beginning. The requirements will soon be published in a revised CAPR 60-3. We are sending this announcement now in order to give members as much time as possible to complete the training.

3. Most members will need to complete a few online courses by 31 December 2008 in order to remain qualified, and all online courses are available at: http://training.fema.gov/IS/crslist.asp. A limited number of personnel will also need to complete Incident Command System (ICS) 300 and 400 level in-residence training. ICS 300 training needs to be completed by 31 December 2008. ICS 400 training needs to be completed by 30 September 2009. CAP will delay the implementation dates if the Department of Homeland Security (DHS) pushes back these deadlines. The May NEC will also review the compliance dates to make sure they remain achievable. Attachment one outlines what courses CAP members are required to take, by specialty qualification, in order to maintain currency.

4. All NIMS training can be provided in a classroom setting if that is more desirable. Instructor requirements are outlined in attachment two. Please note that even though DHS does allow varied methods of becoming an instructor, some states will only recognize certain courses or instructors. Commanders are encouraged to work with their state and local counterparts to accomplish NIMS training. There is great benefit to CAP members taking this training side by side with personnel from other agencies.

5. An ICS 300 course will also be conducted as a two day pre-conference session before the National Convention in Orlando this summer. Additional details about this course will be published separately.

6. We plan to track all NIMS training and instructor requirements online in Ops Quals soon. It will be available with the release of the revised CAPR 60-3 later this spring.

7. If you have any questions or suggestions in relation to NIMS training, please contact the national headquarters director of missions, John Salvador, at jsalvador@capnhq.gov or 888-211-1812, extension 301, or his deputy, John Desmarais, at jdesmarais@capnhq.gov or 888-211-1812, extension 303.

AMY S. COURTER
Brigadier General, CAP
Interim National Commander

Attachments:
1. NIMS Training Compliance Chart
2. NIMS Instructor Qualification Requirements

cc:
HQ CAP/CS/EX/EXA/GC/MD/DO/LG/IT
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ATTACHMENT ONE - NIMS TRAINING COMPLIANCE CHART

In order to remain emergency services qualified after 31 December 2008 (or the Federal compliance date if it gets pushed back to a later date), all personnel must complete National Incident Management System (NIMS) training as outlined below:

		NIMS Training Required					
		IS-100	IS-200	ICS-300	ICS-400	IS-700	IS-800
Specialty Qualifications Requiring NIMS Training	Incident Commander (Any)	X	X	X	X	X	X
	Operations Section Chief	X	X	X	*	X	X
	Planning Section Chief	X	X	X	*	X	X
	Logistics Section Chief	X	X	X	*	X	X
	Finance / Administration Section Chief	X	X	X	*	X	X
	Air Operations Branch Director	X	X	X		X	X
	Ground Branch Director	X	X	X		X	X
	SAR/DR Mission Pilot	X	X			X	
	Transport Mission Pilot	X				X	
	Mission Observer	X				X	
	Mission Scanner	X				X	
	Ground Team Leader	X	X			X	
	Ground Team Member (Any)	X				X	
	Urban Direction Finding Team	X				X	
	Information Officer	X	X	X	*	X	X
	Flight Line Supervisor	X	X			X	
	Flight Line Marshaller	X				X	
	Communications Unit Leader	X	X	X		X	X
	Mission Radio Operator	X				X	
	Mission Safety Officer	X	X	X	X	X	X
	Liaison Officer	X	X	X	X	X	X
	Mission Chaplain	X	X			X	
	Mission Staff Assistant	X				X	
	Critical Incident Stress Team	X				X	
	ARCHER Operator	X				X	
	Airborne Photographer	X				X	
	SDIS Operator	X				X	
	General Emergency Services						

Notes:
1. ICS-400 is recommended but not required for specialties marked with an "*".
2. ICS-400 is required to be completed by the Federal compliance date which is currently 30 September 2009.

ATTACHMENT TWO - NIMS INSTRUCTOR QUALIFICATION REQUIREMENTS

National Incident Management System (NIMS) training must be provided by appropriately trained and qualified instructors in accordance with established Department of Homeland Security policies and objectives when training is not completed on-line.

1. IS-100 Requirements
(a)   Two instructors recommended to teach IS-100 classes, but not required.
(b)   Lead and Unit Instructors must have successfully completed IS-100, IS-200 and IS-700.
(c)   Lead Instructor must have training and experience in adult education and have served as an Incident Commander or in a command staff or general staff position. See paragraph 7 below.
(d)   IS-100 can also be completed on-line at: http://training.fema.gov/EMIWeb/IS/is100.asp.

2. IS-200 Requirements
(a)   Two instructors recommended to teach IS-200 classes, but not required.
(b)   Lead Instructor must have successfully completed IS-100, IS-200, ICS-300, IS-700, and IS-800.
(c)   Unit Instructors must have successfully completed IS-100, IS-200, and IS-700.
(d)   Lead Instructor must have training and experience in adult education and have served as an Incident Commander or in a command staff or general staff position. See paragraph 7 below.
(e)   IS-200 can also be completed on-line at: http://training.fema.gov/EMIWeb/IS/is200.asp.

3. ICS 300 Requirements
(a)   At least two instructors recommended to conduct ICS-300 classes.
(b)   Lead Instructor must have successfully completed IS-100, IS-200, ICS-300, ICS-400, IS-700, and IS-800.
(c)   Unit Instructors must have successfully completed IS-100, IS-200, ICS-300, IS-700, and IS-800.
(d)   Lead instructor must have served in at least a mid-level incident management position, preferably as an Incident Commander, within five years in real-world incidents, planned events, or accredited exercises that went beyond one operational period or required a written Incident Action Plan (IAP).
(e)   Lead Instructor must have training and experience in adult education. See paragraph 7 below.
(f)   Unit instructors must have served in at least a mid-level incident management position, preferably as an Incident Commander, within five years in real-world incidents, planned events, or accredited exercises; or, have specialized knowledge and experience appropriate for the audience, such as public health or public works.
(g)   ICS 300 must be completed in residence. There is not an on-line version of this course.

4. ICS 400 Requirements
(a)   At least two instructors recommended to conduct ICS-400 classes.
(b)   Lead Instructor must have successfully completed IS-100, IS-200, ICS-300, ICS-400, IS-700, and IS-800.
(c)   Unit Instructors must have successfully completed IS-100, IS-200, ICS-300, ICS-400, IS-700, and IS-800.
(d)   Lead instructor must have served as served in at least a mid-level incident management position, preferably as an Incident Commander, within five years in real-world incidents, planned events, or accredited exercises that went beyond one operational period or required a written Incident Action Plan (IAP).
(e)   Lead Instructor must have training and experience in adult education. See paragraph 7 below.
(f)   Unit instructors must have served as served in at least a mid-level incident management position, preferably as an Incident Commander, within five years in real-world incidents, planned events, or accredited exercises; or, have specialized knowledge and experience appropriate for the audience, such as public health or public works.
(g)   ICS 400 must be completed in residence. There is not an on-line version of this course.

<u>5. IS-700 Requirements</u>
(a)   Two instructors recommended to teach IS-700 classes, but not required.
(b)   Lead and Unit Instructors must have successfully completed IS-100, IS-200 and IS-700.
(c)   Lead Instructor must have training and experience in adult education and have served as an Incident Commander or in a command staff or general staff position. See paragraph 7 below.
(d)   IS-700 can also be completed on-line at: http://www.training.fema.gov/EMIWeb/IS/is700.asp.

<u>6. IS-800 Requirements</u>
(a)   Two instructors recommended to teach IS-800 classes, but not required.
(b)   Lead and Unit Instructors must have successfully completed IS-100, IS-200, IS-700, and IS-800.
(c)   Lead Instructor must have training and experience in adult education and have served as an Incident Commander or in a command staff or general staff position. See paragraph 7 below.
(d)   IS-800 can also be completed on-line at: http://training.fema.gov/EMIWeb/IS/IS800b.asp.

<u>7. Adult Education Experience and Instructor Training</u>
There are several acceptable types of formal adult education experience and instructor training to meet the requirements to present NIMS training in residence for Civil Air Patrol:
(a)   College education courses
(b)   National Wildfire Coordinating Group Facilitative Instructor M-410 course
(c)   Emergency Management Institute Master Trainer Program
(d)   National Fire Academy Instructional Methodology class
(e)   DHS Office of Grants and Training's Instructor Training Certification Course (E449/L449 Incident Command System (ICS) Curricula Train-The-Trainer (TTT) Course)
(f)   USAF Academic Instructor School
(g)   American Red Cross, National Safety Counsel, American Heart Association, or American Safety and Health Institute instructor development training
(h)   Equivalent instructor certification courses as determined by the Wing or higher commander or their designee. HQ CAP/DO can provide additional assistance in determining instructor course equivalency.

Note: Some states require instructors to complete a specific course in order to teach ICS, or for courses to be recognized locally. Wings that desire to conduct their own courses should coordinate with their state and local counterparts in order to be sure that training will be recognized locally. Wings desiring to restrict instructor qualifications further than noted above can do so through an approved policy memo or supplement to regulation CAPR 60-3.