National Incident Management System

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

Civil Air Patrol has committed to being NIMS compliant like all other response agencies across the United States. In order to be NIMS compliant CAP members participating in emergency services will need to complete certain training in accordance with guidance from the Department of Homeland Security (DHS), and CAP will need to meet other NIMS guidelines established by DHS as they are announced.

Most personnel will only need to complete a few courses online, but depending on which specialty qualifications a member holds, they may have to take several courses:

IS-100 is available online at: http://training.fema.gov/EMIWeb/IS/IS100A.asp

IS-200 is available online at: http://training.fema.gov/EMIWeb/IS/IS200A.asp

IS-700 is available online at: http://training.fema.gov/EMIWeb/IS/IS700A.asp

IS-800 is available online at: http://training.fema.gov/EMIWeb/IS/IS800B.asp

ICS-300 and ICS-400 training materials are available at: http://www.nesa.cap.gov/icsscurr.htm, but this training is only provided in a classroom setting with tabletop exercises at this time.

The current required NIMS training for CAP emergency services personnel are listed on the following page:

National Incident Management System Training Requirements

	NIMS Training Required					
Specialty Qualifications Requiring NIMS Training	IS-100	IS-200	ICS-300	ICS-400**	IS-700	IS-800
ADIS Operator	X				X	
Air Operations Branch Director	X	X	X		X	X
Airborne Photographer	X				X	
ARCHER Field Spectrometer Operator	X				X	
ARCHER Ground Station Operator	X				X	
ARCHER Operator	X				X	
ARCHER Trac Technician	X				X	
Communications Unit Leader (Any Level)	X	X	X		X	X
Community Emergency Response Team	X				X	
Cost Unit Leader	X	X			X	
Critical Incident Stress Team (Any Level)	X				X	
Finance / Administration Section Chief	X	X	X	*	X	X
Flight Line Marshaller	X				X	
Flight Line Supervisor	X	X			X	
General Emergency Services						
Ground Branch Director	X	X	X		X	X
Ground Team Leader (Any Level)	X	X			X	
Ground Team Member (Any Level)	X				X	
Highbird Radio Operator	X				X	
Incident Commander (All Levels)	X	X	X	X	X	X
Liaison Officer	X	X	X	X	X	X
Logistics Section Chief	X	X	X	*	X	X
Mission Chaplain	X	X			X	
Mission Observer	X				X	
Mission Radio Operator (Any Level)	X				X	
Mission Safety Officer	X	X	X	X	X	X
Mission Scanner	X				X	
Mission Staff Assistant	X				X	
Mountain Flying Certification	X	X			X	
NOC Augmentee	X	X	*	*	X	X
Operations Section Chief	X	X	X	*	X	X
Planning Section Chief	X	X	X	*	X	X
Public Information Officer (Any Level)	X	X	X	*	X	X
Resources Unit Leader	X	X			X	
SAR/DR Mission Pilot	X	X			X	
Situation Unit Leader	X	X			X	
Transport Mission Pilot	X				X	
Urban Direction Finding Team	X				X	
Water Survival	X				X	

* indicates that this course is recommended but not required for these specialties.

** When required, ICS-400 is required to be completed by the Federal compliance date which is currently 30 September 2009.

Personnel completing IS-100, IS-200, IS-700, and IS-800 online must provide a copy of the course certificate or an EMI transcript to their unit emergency services officer, commander, or the commander's designee for entry into Ops Quals in e-services and placement into the members emergency services qualification folder. Unfortunately, completion of these courses cannot be automatically loaded into Ops Qualifications in e-services as this is not supported by DHS.

Personnel completing ICS-300 or ICS-400 will have to provide a copy of their course certificate to their unit emergency services officer, commander, or the commander's designee for entry into Ops Quals in e-services and placement into each member's emergency services qualification folder.

National Incident Management System (NIMS) training must be provided by appropriately trained and qualified instructors in accordance with established Department of Homeland Security (DHS) policies and objectives when training is not completed on-line. The current requirements for CAP members to teach the above NIMS courses are:

IS-100 Instructor Requirements
- Two instructors are recommended to teach IS-100 classes, but are not required.
- Lead and Unit Instructors must have successfully completed IS-100, IS-200 and IS-700 NIMS.
- Lead Instructors must have training and experience in adult education and have served as an Incident Commander (IC) or in a command staff or general staff position. See the section on Adult Education Experience and Instructor Training below.
- Prior versions are acceptable. See the Course Standards section below. It is not necessary to take the course again as materials are revised.

IS-200 Instructor Requirements
- Two instructors are recommended to teach IS-200 classes, but are not required.
- Lead Instructors must have successfully completed IS-100, IS-200, ICS-300, and IS-700.
- Unit Instructors must have successfully completed IS-100, IS-200, and IS-700.
- The Lead Instructor must have training and experience in adult education and have served as an IC or in a command staff or general staff position. See the section on Adult Education Experience and Instructor Training below.
- Prior versions are acceptable. See the Course Standards section below. It is not necessary to take the course again as materials are revised.

ICS 300 Instructor Requirements
- At least two instructors are required to teach ICS-300 classes.
- Lead Instructors must have successfully completed IS-100, IS-200, ICS-300, ICS-400, and IS-700.
- Unit Instructors must have successfully completed IS-100, IS-200, ICS-300, and IS-700.
- Lead instructors must have served as served as IC or in a command staff or general staff position in an incident that went beyond one operational period or required a written Incident Action Plan (IAP).
- Lead Instructors must have training and experience in adult education. See the section on Adult Education Experience and Instructor Training below.
- Unit instructors must have served as served as IC or in a command staff or general staff position; or, have specialized knowledge and experience appropriate for the audience, such as public health or public works.

- ICS-300 must be completed in residence. There is not an on-line version of this course, though there are online prep and review courses available. See the Course Standards section below.
- Prior versions are acceptable. It is not necessary to take the course again as materials are revised.

ICS-400 Instructor Requirements
- At least two instructors are required to teach ICS-400 classes.
- Lead Instructors must have successfully completed IS-100, IS-200, ICS-300, ICS-400, IS-700, and IS-800.
- Unit Instructors must have successfully completed IS-100, IS-200, ICS-300, ICS-400, IS-700, and IS-800.
- Lead instructors must have served as served as IC or in a command staff or general staff position in an incident that went beyond one operational period or required a written Incident Action Plan (IAP).
- The Lead Instructor must have training and experience in adult education. See the section on Adult Education Experience and Instructor Training below.
- Unit instructors must have served as served as an IC or in a command staff or general staff position; or, have specialized knowledge and experience appropriate for the audience, such as public health or public works.
- ICS-400 must be completed in residence. There is not an on-line version of this course. See the Course Standards section below.
- Personnel having completed ICS-400 previously in accordance with the

IS-700 Instructor Requirements
- Two instructors are recommended to teach IS-700 classes, but are not required.
- Lead and Unit Instructors must have successfully completed IS-100, IS-200 and IS-700.
- Lead Instructors must have training and experience in adult education and have served as an IC or in a command staff or general staff position. See the section on Adult Education Experience and Instructor Training below.
- Prior versions are acceptable. See the Course Standards section below. It is not necessary to take the course again as materials are revised.

IS-800 Instructor Requirements
- Two instructors are recommended to teach IS-800 classes, but are not required.
- Lead and Unit Instructors must have successfully completed IS-100, IS-200, IS-700, and IS-800.
- Lead Instructors must have training and experience in adult education and have served as an IC or in a command staff or general staff position. See the section on Adult Education Experience and Instructor Training below.
- Prior versions are acceptable. See the Course Standards section below. It is not necessary to take the course again as materials are revised.

Adult Education Experience and Instructor Training
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:
- DHS Office of Grants and Training's Instructor Training Certification Course or equivalent state course
- National Wildfire Coordinating Group Facilitative Instructor M-410 course
- Emergency Management Institute Master Trainer Program
- National Fire Academy Instructional Methodology class

- College education courses
- USAF Academic Instructor School
- American Red Cross, National Safety Counsel, American Heart Association, or American Safety and Health Institute instructor development training
- Equivalent instructor certification courses as determined by the Wing or higher commander or their designee. NHQ CAP/DO can provide additional assistance in determining instructor course equivalency.

Some states require their instructors to complete specific courses 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. Wings desiring to restrict instructor qualifications further than noted above can do so through an approved supplement to CAPR 60-3.

Course Standards

Courses developed using the National Standard Curriculum Development Guidance document meet NIMS training requirements. However, it is the responsibility of the sponsoring agency or organization, CAP in this case, to verify that the training guidelines are met.

The DHS NIMS Integration Center (NIC) considers anyone who has taken all applicable NIMS courses to their level of responsibility within an incident to have satisfied the NIMS training elements as part of the NIMS Implementation Activities, Compliance Matrix and Metrics. Therefore it is immaterial to the NIC if someone takes the courses from USFA, EMI, NWCG, USDA, EPA, Coast Guard, State Agencies, CAP, a private vendor etc., as long as the courses meet the content and objectives outlined in the National Standard Curriculum Training Development Guidance. The NIC discourages the establishment of specific agency/organization version ICS courses as prerequisites for additional training acceptance. CAP will generally use EMI materials, but will accept courses that meet the established National Standard Curriculum Development Guidance. Personnel do not need to re-take courses with CAP as long as they can provide documentation of completion of training from a recognized organization, using acceptable curriculum appropriately.

For more information on the National Incident Management System (NIMS):
Contact NHQ CAP/DO at 888-211-1812, extension 303 or email do@capnhq.gov.