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May 10, 2007

**To:** State, Local Government, Tribal, and Non-Governmental Partners

**Subject:** Changes in the National Incident Management System (NIMS) Training Requirements and the NIMS Five Year Training Plan

The Governor's Office of Emergency Services Training Branch/California Specialized Training Institute (OES CSTI) recently participated in a working group session at the National Incident Management System (NIMS) Integration Center (NIC). The purpose of this working group was to develop a NIMS Compliance Five Year Training Plan. The Five Year Training Plan will be distributed in July, 2007 and will provide training guidelines for the years 2008 through 2012. This Training Plan was developed to provide clarification about Federal requirements and to allow for additional lead time to plan and implement NIMS compliance training.

It is important to remember that the Federal Fiscal Year (FFY) 2007 self-certification approach to measuring NIMS compliance has changed to a performance-based "metrics" system ([See NIMS Implementation Matrix for States and Territories](#)).

These metrics are separated into **two** categories:

1. **Tier 1** requirements which must be completed during FFY07 to be NIMS Compliant
2. **All other tasks** on the matrix which are necessary to establishing a clear path towards future NIMS compliance.

**Tier 1 training requirements** that must be completed by Sept 30<sup>th</sup>, 2007 are:

- Entry level first responders and disaster workers, first line supervisors, middle management, Command and General staff must complete IS-700, ICS-100, and ICS 200.
- Middle management, Command and General staff personnel must complete IS-800.
- All NIMS-related training must conform to the [NIMS National Standard Curriculum Guidance](#).

The following tasks should be in progress and may be required by September 30<sup>th</sup>, 2008:

- Middle management, Command and General staff personnel must complete ICS 300 and ICS 400. A NIMS Alert last month reiterated the ICS 300 and 400 is not a Tier 1 requirement for FFY 07. [NIMS ALERT 09-07](#)
- State and local government training institutions and their facilities are to be utilized to provide NIMS training.

The following information is from the NIMS working group and includes changes to ICS 300 and 400. This information has not been published by the federal government:

## **FIELD RESPONSE PERSONNEL**

- Command and General Staff response personnel in the field are required to take ICS 300 and ICS 400. This generally means only those response personnel likely to be placed in a Command or General staff position during a disaster.
- The minimum hour requirements for field response personnel are:
  - ICS 300 course should be a minimum of 20 hours (Recommend 24 hours)
  - ICS 400 course should be a minimum of 12 hours (Recommend 16 hours)
  - Personnel who take ICS 300 or 400 with fewer hours will not be considered NIMS compliant
- The NIMS Integration Center *recommends* that in order to ensure ICS 300 and ICS 400 courses are effective, ICS 300 and 400 should not be given in the same week. The optimum amount of time between courses is 6 months to a year apart.

The above suggested hours were developed by response Subject Matter Experts from local, state and federal government organizations based on their estimation of the time required to present all material needed to adequately teach the course objectives. These minimum hour requirements are in accordance with the SEMS Field Course in the SEMS Approved Course of Instruction. The hours listed can vary slightly due to factors such as the addition of local materials.

## **EMERGENCY OPERATIONS CENTER PERSONNEL**

In the current National Standard Training Curriculum Guidance, Emergency Operations Center personnel who are identified to be assigned as Command or General Staff positions or EOC Managers should take ICS 300 and 400. **This requirement has changed.** EOC personnel are NOT required to take the Field ICS courses, nor are they required to take a minimum number of course hours. While it is important for EOC management personnel to understand advanced ICS concepts, the NIC has deferred to States the authority to decide how much training EOC personnel should have.

The credentialing of EOC personnel will not be a Federal requirement. The NIC recognized that California has the most well developed system for EOC positions and that our newly established credentialing program will serve as a model for future federal credentialing guidance.

## **ELECTED OFFICIALS**

All elected officials will need to take a NIMS Executive Course by 2009. A course is being developed that can be distributed in an on-line and in-person format. The in-person format will be tied to Governor's Conferences, Mayor's conferences, etc. States will then be responsible for

ensuring their elected officials also understand their State's system. A pocket guide for elected officials is under development.

### **INSTRUCTOR QUALIFICATIONS**

Instructors of Field Position Training will need to complete the following guidelines by September 30<sup>th</sup> 2009:

- Instructor Techniques Course
- Adult Education Methodology Course
- Completed ICS 100-400, IS 700 and 800, and any State approved position specific course they will be teaching

By 2010, Instructors must have served in the position they are teaching in the last five years in either:

- An Incident
- An Exercise – any type
- Planned Event
- Shadowing in an incident or exercise counts as serving in the position

### **2012 NIMS REQUIREMENTS**

To be NIMS Compliant, the following activities should be completed by the end of September 30<sup>th</sup> 2012:

- FEMA's ICS position specific training rollout completed and a sustainable program in place.
- Instructors meet all instructor qualifications by 2010
- Every agency or jurisdiction will have a NIMS ICS organization that allows them to effectively respond based on their threat – hazard - vulnerability analysis
- The Five Year Training Plan will transition to a Preparedness Plan

OES CSTI is committed to assisting you with achieving your SEMS/NIMS compliance goals. It is our pleasure to serve you. Should you have any questions, please don't hesitate to call OES CSTI at (805) 549-3535 or e-mail us at [cstiinfo@oes.ca.gov](mailto:cstiinfo@oes.ca.gov).

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