

NIMS ICS All-Hazards Position Specific Training Program

For Incident Management Teams



Program Administration, Instructors, and Class Scheduling

**Emergency Management Institute/FEMA
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FEMA

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NIMS ICS All-Hazard Position Specific Training Program

Introduction and background

The primary goal of the NIMS ICS All-Hazards Position Specific Training Program is to provide additional training that may be needed by personnel responsible for managing incidents of greater complexity than those typically encountered during routine operations. This training is designed to provide all-hazards competencies and behaviors for command, general staff and selected unit leader positions within a Type III or IV Incident Management Team (IMT) environment. Competencies in the training are focused around the ability of the student to assume specific position responsibilities, lead assigned personnel, communicate effectively, and to ensure the completion of assigned tasks in order to meet identified objectives for the position.

The need for a standardized approach to all-hazards training was first recognized in the mid-1980's. This recognition was underscored by the terrorist attacks on the World Trade Center and the Pentagon on September 11, 2001, in addition to the natural disasters of Hurricanes Katrina and Rita in 2005. These incidents reinforced the need for the nation's emergency managers and first responders to develop an improved posture for preparedness, prevention, mitigation, response, and recovery through an "all hazards" strategy. At the core of this realization is the need for standardized training in systems and performance competencies that enable emergency management and response personnel to execute the essential tasks needed to overcome any challenge.

The establishment of a comprehensive training program that could ultimately serve as one of the requirements for a national credentialing system also requires the establishment of a national database for record keeping. To that end, all students who successfully complete All-Hazards Position Specific training will have their names entered into the personnel training records keeping system at the National Emergency Training Center (NETC), and will receive Emergency Management Institute (EMI) Certificates of Completion for the courses.

To accomplish this, training is offered in several different formats and venues as noted below:

- On-campus or 'E' classes at the NETC: Students attending classes at the NETC are provided with all course materials at no cost, provided with rooms on campus at no charge, and the costs associated with travel to and from the facility are reimbursed under the Student Stipend Reimbursement Program. Note: Federal employees are eligible to participate in the Position Specific training program, but are not eligible for reimbursement under the student stipend reimbursement program as noted above. Federal employees will need to apply for Travel Authorizations from their respective Federal agencies in order to be reimbursed for their travel and related expenses.
- Off-campus Regional or 'L' classes: Regional classes are those classes offered in selected FEMA regions each fiscal year through EMI, pending available funds. Regional classes are noted as such (i.e. Regional Class) on all course announcements and on EMI's website. Students attending regional classes are provided with all course materials at no cost, and the costs associated with travel to and from the training site and lodging costs

incurred during training are reimbursed under the Student Stipend Reimbursement Program. Note: the same funding and reimbursement limitation applies to Federal employees attending Regional classes as noted above for resident 'E' classes.

- Off-campus or 'L' classes sponsored by state or local jurisdictions: Off-campus classes sponsored by state and local jurisdictions are administratively supported and fully recognized by EMI; however the cost for attendance is borne by the local jurisdiction. Upon proper notice, EMI will set the class up administratively within the course registration system, provide student evaluation forms, and send EMI Certificates of Completion to all students who successfully complete the course. All costs associated with the printing and duplication of course materials are the responsibility of the local/host agency. Costs associated with travel and lodging in order to attend the course is the responsibility of the student and his or her sponsoring agency.

Target audience and student selection criteria

All-Hazards Position Specific training should be completed by personnel who are currently members of Type III or Type IV IMT's, or by those persons seeking credentials or certification for ICS command, general staff, or unit leader positions. Personal qualifications to serve as members of Type III or IV IMT's are designed to consider a combination of training, operational experience during exercises or actual incidents, job shadowing or field mentoring, and administrative requirements.

Students who wish to apply for All-Hazards Position Specific training must have completed the IS-100, 200, 700, 800 and ICS 300 courses as prerequisites to entering the program; the ICS 400 course is recommended. Note: effective October 1, 2013 the ICS 400 class will be a required prerequisite for All-Hazards Position Specific Command & General Staff courses; ICS 400 will continue to be a recommended course for Unit Leader classes. To apply for resident classes at EMI, potential students must submit completed Federal Application Form 119-25-1's and supporting documentation (copies of the above certificates, etc.) through their respective Emergency Management State Training Officers to NETC Admissions at:

National Emergency Training Center/Admissions
Office of Admissions, Building I-216
16825 South Seton Avenue
Emmitsburg, MD. 21727

Students who wish to apply for field ('L') classes should follow the registration procedure as established by their respective states and/or local jurisdictions. Further information on conducting and registering for field classes can be found under the procedure for conducting off-campus offerings of the NIMS ICS All-Hazards Position Specific Training Classes, which begins on page 12 of this document.

NIMS ICS All-Hazards Position Specific Course Instructors

General

The use of qualified, knowledgeable, and experienced instructors is an important aspect in the successful delivery of All-Hazards Position Specific training. For example, the learning experience is heightened when the instructors for a Position Specific Planning Section Chief course have “been there” and have served on a variety of incidents in that capacity during major incident operations, planned events, or full scale Homeland Security Exercise Evaluation Program (HSEEP) compliant exercises as determined by the local authority having jurisdiction.

In that regard and to insure consistency in both instructor qualifications and course offerings, a national database for instructors has been established. The primary purpose for developing a national database for All-Hazards Position Specific instructors is to establish and disseminate a list of personnel qualified and capable of teaching the courses at the state and local level. All personnel who successfully complete All-Hazards Position Specific train-the-trainer classes or who were vetted through the states under the previous Historical Recognition Program have their names entered into this database for the appropriate course(s) of instruction.

In addition, several Federal agencies, notably the Department of Homeland Security (DHS), the Coast Guard, the US Agricultural Administration (USDA), and the Office of Emergency Communications (OEC) have been teaching ICS and All-Hazards courses for several years. As these agencies are now using the standardized All-Hazards Position Specific course materials and have personnel who are fully qualified as instructors for this purpose, they have been granted full reciprocity to serve as Position Specific instructors, and have been included in the national database of instructors for this purpose.

Instructor qualifications and selection

The Emergency Management Institute, in conjunction with the United States Fire Administration (USFA) and the National Integration Center (NIC) of FEMA’s Prevention and National Preparedness Directorate, will offer one or more rounds of train-the-trainer classes for the All-Hazards Position Specific Command and General Staff and Unit Leader courses annually. These course offerings are designed for potential instructors who intend to teach the All-Hazards position specific courses at the Federal, state and/or local levels.

In order to be selected to attend Position Specific train-the-trainer classes, instructor applicants must submit resumes to their respective State Training Officers (STO’s) in either electronic or paper copy for initial vetting. To assist with this process, several states have established “instructor vetting committees”, or groups that include representatives from emergency management, first responders, and other related disciplines (i.e. fire, law enforcement, health, public works, etc.) to select qualified applicants.

Note: It is extremely important that STO’s select instructor candidates based on the qualifications and knowledge requirements for instructors as noted in this document in order to maintain the highest possible degree of instructor quality. Where the applicant candidate works for a recognized Federal government agency as previously defined, the candidate must submit

his or her application packet to the competent authority for NIMS implementation within their respective agency.

All instructor candidates are required to complete a train-the-trainer (TtT) course for each All-Hazards Position Specific course they desire to teach. Personnel who became qualified to teach All-Hazards Position Specific classes under the Historical Recognition Program are encouraged to complete the train-the-trainer courses so as to gain familiarity with course materials and accompanying exercises.

Effective October 1, 2013, all applicants for admission into the All-Hazards Position Specific train-the-trainer program must have previously completed the class that they wish to teach before being accepted into the train-the-trainer program. Exceptions will be made for those instructors who are currently qualified to teach Command & General Staff courses (including those who were historically recognized) and are desirous of teaching Unit Leader courses in their area of expertise. Example: an instructor who is currently qualified to teach the Operations Section Chief class and desires to apply for a train-the-trainer class to teach either the Division/Group Supervisor or the Task Force/Strike Team leader class will be allowed to do so without having to first take the class.

As noted, students completing the All-Hazards Operations Section Chief TtT would also be authorized to teach the Division/Group Supervisor Course; students completing the Planning Section Chief TTT would also be authorized to teach the Situation and Resource Units Leader Courses; students completing the All-Hazards Logistics Section Chief TTT would also be authorized to teach the Supply Unit Leader and Facilities Unit Leader courses, etc. However instructors should insure they're thoroughly familiar with Unit Leader course materials prior to attempting to teach these classes, as the course materials are highly technical in nature and require in-depth knowledge of the subject matter. To help resolve this issue, train-the-trainers for Unit Leader classes were added to the on-campus schedule of classes in FY 2012.

Additionally, all students who apply for admission into the Communications Unit Leader (COML) train-the-trainer class (E/L-949) must have completed the COML class prior to being allowed to register for the train-the-trainer, effective October 1, 2012. Potential students who wish to apply for COML TtT classes should contact their state's Statewide Interoperability Coordinator (SWIC) and STO, as those classes are scheduled and conducted within the states.

In conjunction with the above noted requirement that future applicants for admission into the All-Hazards Position Specific TtT program must have completed the course as a prerequisite, the focus of future train-the-trainers will change. Effective October 1, 2013, All-Hazards Position Specific TtT classes will require student teaching and presentations as an integral part of the program.

Train-the-Trainer prerequisite requirements

All applicants for acceptance into the All-Hazards Position Specific train-the-trainer program are expected to possess a thorough knowledge and understanding of the Incident Command System (ICS) to include:

- ICS Command, General Staff, and Unit Leader functions
- National Incident Management System (NIMS)
- National Response Framework (NRF) concepts and principles
- Local, State, Tribal and Federal interagency cooperation and coordination
- Incident Management Team organization, roles and responsibilities

Lead instructors for All-Hazards Position Specific training courses must have a minimum of 10 years of operational field experience at the Command and/or General Staff level with an emergency response discipline (i.e. fire, emergency medical service, law enforcement, public works, public health, etc. or a wildland fire agency). In addition, lead instructors must have a minimum of 5 years experience delivering emergency management training to target audiences comprised of incident management and/or emergency response personnel. Support instructors must have a minimum of 3 years of operational field experience in a Command, General Staff, or Unit Leader position. A support instructor automatically becomes a lead instructor for all All-Hazards Position Specific classes he or she is qualified to teach upon meeting all of the listed qualifications in both training and experience for lead instructors as listed in this document.

Lead and support instructors must have successfully completed the following training requirements:

1. IS-701, *Multi-Agency Coordination Systems* (MACS) or M-480 Mac Group
2. IS-100, IS-200, IS-700a and IS-800b
3. ICS-300 and ICS-400 or equivalent as recognized by the sponsoring state or Federal agency

Lead and support instructors must have served and/or currently be serving as a member of a Type I, Type II, or Type III incident response team in the functional area for which he/she desires to instruct. Support instructors may substitute actual service as a unit leader for membership on a Type I, II or III team. Note: in states that do not currently recognize Type III teams, membership on a Type IV team will be considered as an equivalent for this requirement.

Lead and support instructors must also provide documentation that supports successful completion of formal adult education and/or training to include at least one of the following:

1. Emergency Management Institute's (EMI) Master Trainer Program
2. National Fire Academy's (NFA) Educational Methodology course
3. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) course
4. Center for Domestic Preparedness (CDP) Instructor Training Certification Course

5. Equivalents (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course: etc.)
6. State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)
7. State Certified Teaching Certificate
8. Advanced degree in education, educational psychology, technical education, or a related program

Recommended additional requirements

Lead instructors should have successfully completed one or more additional courses or exercises that require the application of ICS knowledge under monitored conditions such as:

1. National Wildfire Coordinating Group (NWCG) S-420 or S-520;
2. Integrated Emergency Management Course (IEMC)
3. National Association of State Foresters (NASF) Complex Incident Management Course (CIMC)
4. The position specific course for which they are applying or equivalent (i.e. NWCG, USCG or EPA position specific courses)
5. NFA Command and Control or Command and Control of Natural and Manmade Disasters
6. NFA 337 Command & General Staff Course

Summary of enrollment requirements for train-the-trainer classes

The steps listed below must be followed by prospective students seeking to enroll in the All-Hazards Position Specific train-the-trainer program:

- Review the instructor selection criteria to determine qualifications are met and then submit resumes and supporting documentation to the respective Emergency Management State Training Officer for initial vetting. The STO may have to verify the information with the sending agency as well as with other training entities. As previously noted, Federal employees must go through the NIMS administrator in their respective agencies when applying for classes.
- Submit a completed FEMA Application Form (FEMA 119-25-1) to your respective State Training Officer for approval. All FEMA 119's must be filled out completely including the train-the-trainer course code, documentation of all prerequisites, and must be signed by the applicant's local agency supervisor. Note: effective October 1, 2012 each 119-25-1 application form must include a Student Identification Numbers (SID's) for each applicant; the use of Social security numbers is no longer allowed. Directions on how to obtain a SID's are noted in Attachment 'D' of this document.
- Students applying for multiple train-the-trainer courses must submit separate FEMA 119-25-1 application forms for each course. Example: Operations Section Chief (E-959) and Safety Officer (E-955) train-the-trainer courses.

- Upon approval of the applicant's qualifications for the train-the-trainer class being requested, the State Training Officer will sign the FEMA 119-25-1 form and forward it to the National Emergency Training Center (NETC) Admissions Office.
- Upon receipt of the FEMA 119-25-1 application form, NETC Admissions staff will review the application and notify the applicant of his/her status. When an applicant is accepted into the course, NETC Admissions will send the student a course acceptance packet which will contain course logistics information.
- All-Hazard Position Specific train-the-trainer course participants from state, local, and tribal governments are eligible for student stipend reimbursement, in accordance with NETC admissions policies. Stipend reimbursement covers the cost of all training and materials, student transportation, and housing. All participants are responsible for the cost of their meals and incidentals while attending the training. Costs incurred for student transportation, baggage, and housing are reimbursed directly to the student.
- Federal employees are eligible to participate in the All-Hazards Position Specific TTT program, but are not eligible for reimbursement under the student stipend reimbursement program. Federal employees will need to apply for travel authorizations from their respective agencies in order to attend and be reimbursed for all associated costs.

Course and instructor evaluation system

EMI has developed a comprehensive evaluation program to determine the level of effectiveness of training and instructional delivery of courses. All EMI students taking All-Hazards Position Specific training courses, whether on or off-campus, will be provided with the opportunity to rate their satisfaction with EMI courses and instructors. EMI will provide Course Evaluation Forms for this purpose to a designated contact person in each agency hosting an off-campus All-Hazards Position Specific training course.

- 1 Following completion of each class, the completed course evaluation forms should be sent to NETC Admissions for processing. Admissions then forwards the completed student evaluation forms for entry into a database designed for this purpose. The data is then processed into a comprehensive report entitled, "EMI Resident/Field Course Evaluation Participant Profile" and provided to the EMI Course Manager. The Course Manager will insure that the appropriate STO and RTM receive copies of the Participant Profile for each class.

Overview of the instructor removal policy

The purpose for a policy on the removal and/or decertification of instructors from the All-Hazards Position Specific Training Program is twofold:

1. To insure the highest quality in the level of instruction for all students participating in the program, and

2. To insure currency on course materials by all instructors

In general, the authority for the removal of personnel from the list of qualified All-Hazards Position Specific instructors is vested in the respective State Training Officer (STO) or, in the case of Federal employees, the NIMS administrator in his or her respective agency. Instructor certification or approval to conduct any of All-Hazards Position Specific courses may be suspended or revoked for a number of reasons including (but not limited to):

- Voluntarily, by choice of the instructor
- Voluntarily, due to sickness or death
- Voluntarily, due to retirement
- Inactivity, or failure to instruct or maintain currency with course materials
- Involuntarily, due to poor performance or behavioral issues
- Violating grant policies pertaining to training instructor expenses

Voluntary removals

Any instructor who desires to be voluntarily removed from the list of approved instructors must notify his or her respective State Training Officer of this fact in writing. The STO will in turn notify the FEMA Regional Training Manager, the FEMA Regional NIMS Training Coordinator, and the Federal/EMI Course Manager for the program. The EMI Course Manager will take the necessary steps to have the instructor's name removed from the National All-Hazards Position Specific instructor's database (hereafter referred to as the instructor's database).

Involuntary removals

Whenever a questionable situation arises involving an individual instructor conducting an All-Hazards Position Specific course, the situation will be investigated by the appropriate State Training Officer or designee, and that person will hereafter be referred to as the "Reviewing Official", or RO. Participating Federal employees will be expected to follow the same process, and the NIMS administrator in each respective agency will function in the capacity of the RO.

STO's may wish to appoint an investigative committee for this purpose, consistent with the guidelines in place in their respective states. Many states have written policy and procedure in place to guide this process; those processes generally carry the weight of state law, and they should be followed when available. The committee or appointed Reviewing Official may investigate performance, conduct, inactivity or other similar issues and then make a recommendation to the STO for corrective action.

Suggested policy for investigations

Whenever a formal (written) complaint is made that an instructor may have made statements or other actions that could constitute sexist, racial or other remarks that impinge upon human dignity and/or could constitute a violation of law or Federal regulations for ethical behavior, the STO or the Reviewing Official will immediately suspend the instructor from any further teaching assignments and initiate an investigation.

The Reviewing Official will then notify the FEMA/EMI Course Manager, who will take the necessary steps to have the instructor's name removed from the national database until the investigation is completed and the situation is resolved. In addition, the respective FEMA Regional Training Manager and the FEMA Regional NIMS Training Coordinator will be copied on all correspondence relating to the issue. If the resulting investigation finds the instructor to be innocent of the complaint lodged against him or her, then the STO will notify the EMI Course Manager of that fact and the instructor will immediately be reinstated to the list of qualified instructors for the course or courses in question.

All STO's and RTM's are provided with copies of the Course Evaluation Summary Reports for those courses that are offered in their states and regions. Given the presence of evaluation reports, if it can be determined that the individual instructor has performed poorly during two (2) or more consecutive courses offerings based upon student evaluations, written comments, formal complaints, direct observation, or other evidence, the Reviewing Official(s) may take the following actions (it is strongly recommended these actions be taken in the order listed):

1. Schedule a meeting or call with the instructor in question to explain the complaints or concerns. Allow the instructor to offer his/her explanation or comments on the specific complaint(s) or concerns.
2. Based on the outcome of this meeting the Reviewing Official(s) can recommend the following action to the STO:
 - a. A field audit of the instructor by a Reviewing Official or other subject matter expert, i.e. another approved lead instructor for the course being delivered;
 - b. Require the instructor to attend remedial training prior to being allowed to instruct a particular course(s). Such remediation can involve refresher training on the course content or auditing another offering of a particular course to observe other instructors deliver the course;
 - c. Demote the individual to "support" instructor status while he/she is mentored under a "lead instructor" until said instructor recommends to the Reviewing Official(s) that the individual appears to be ready to assume the duties of a fully qualified instructor again.
3. If the previous steps do not result in improved performance or if the instructor in question still performs at an unsatisfactorily level or the complaints or concerns regarding the instructor in question continue, then more serious action should be taken. At that point, the individual should be notified by the STO that his or her qualification to serve as an All-Hazards Position Specific instructor is being withdrawn from a specific course, group of courses, or all courses.
4. If the decision is made that the individual's approval to instruct will be withdrawn for a specific course, group of courses or all courses, the State Training Officer will notify the FEMA Regional Training Manager, the FEMA Regional NIMS Training Coordinator,

and the FEMA All-Hazards Position Specific Program Course Manager at NETC in writing of such decision.

5. Decertification will include removal from the national instructor database maintained at EMI/NETC for a specific course, group of courses or all courses as determined by the Reviewing Official and as approved by the STO.
6. Decertification will remain in place until the problem has been corrected. At that time, the instructor may reapply for certification as noted under the guidelines as listed below.

Recertification of instructors:

An individual seeking to be recertified or reapproved to instruct a specific course, group of courses or all courses in the Position Specific course series will be provided, in consultation with the Reviewing Official(s) and the STO, the requirements to regain certification. Recertification is the responsibility of the individual and the agency or organization requesting the instructor's certification.

Any instructor who has voluntarily removed him or herself from the approved instructor's list may request to be returned to the 'active' list upon written request to the respective State Training Officer. If the former instructor has been off of the active list for two or more years (24 months), he or she will be required to attend a remedial program to insure currency, said program to be approved by the respective State Training Officer and the EMI Program Manager.

Maintaining currency of qualification

In the near future, on-line courses will be developed that will insure that All-Hazards Position Specific instructors maintain currency with both present and future course materials. When these courses are developed and implemented, it's expected that all instructors will complete update training for the courses they are qualified to teach; failure to do so may result in suspension or removal from the list of qualified instructors until the update training is completed.

Procedure for conducting off-campus deliveries of All-Hazards Position Specific training

General

As previously noted, there are two types of off-campus, or 'L' classes: (1) classes of instruction sponsored and hosted by state and local governments, and (2) courses hosted locally but sponsored by EMI, which are referred to as 'Regional' courses. Regional classes are offered in several FEMA regions each fiscal year given available funds, and provide the advantage of taking training directly to the students. Regional classes are fully supported by EMI and include: instructors, all course materials, and Student Stipend Reimbursement funds, when available.

The EMI Course Manager will work with the Regional Training Managers and State Training Officers to insure an equitable distribution of regional course offerings each fiscal year.

Locations that host regional classes should refer to the Regional Class Offering Tip Sheet for additional information, which is included as attachment C of this document.

State and local organizations seeking to host and conduct All-Hazards Position Specific training classes in their jurisdictions should first contact their respective STO's or other designated officials and then follow the guidelines for establishing classes as noted below. Federal agencies desiring to conduct classes should follow the same guidelines, using the NIMS administrator in their respective agency. For Communications Unit Leader training, the Statewide Interoperability Coordinator (SWIC) should also be contacted for additional assistance and coordination as required.

Prior to the course

Several steps must be followed prior to the delivery of off-campus Position Specific courses as noted below:

1. Determine which course(s) will be requested and identify a person to serve as the local point of contact (POC) and course coordinator.
2. Establish a course date that allows at least 30 days advance notice (45 to 60 days is preferable) to the Emergency Management Institute for course registration purposes.
3. Contact the STO and advise him/her of the proposed course, location, dates, etc.
4. Working with the STO, review the national database of instructors and ensure that two qualified instructors (minimum one lead instructor and one support or unit instructor) for each course offering are available.
5. Insure that all logistical arrangements are made for the course offering including: adequate classroom, breakout areas, audio-visual equipment, student manuals, handouts, wall displays, etc.
6. Complete the "*Request to conduct NIMS ICS All-Hazards Position Specific Training Class*" form (hereafter referred to as the Course Request form) and route to the respective STO; a copy of the form constitutes Attachment B of this document. When completing the Course Request form, please insure that the form is properly completed and that all requested information is provided including:
 - a. Location and scheduled dates for the course
 - b. The box for the course to be offered is checked
 - c. Identify a Local POC for the course, contact telephone number, and the address where the Course Evaluation Forms should be sent; a PO Box is not acceptable
 - d. All NIMS ICS Position Specific classes must be delivered by at least two qualified Position Specific instructors, one of whom will be identified as the lead (or senior) instructor and one of whom will be identified as the support (or unit)

instructor. Subject matter experts and/or experienced ICS practitioners may also be utilized for limited instructional assistance on specific topics with the approval of the STO and the EMI Course Manager.

- e. A separate form must be used for each course that will be offered; scanning of multiple forms into one document is not acceptable for submission
7. The STO will forward the Course Request form to the EMI Course Manager and ask that the course be set up as an official course. Note: the Course Request Form should be e-mailed to the Position Specific Course Manager at least 6 weeks prior to the scheduled dates for the course.
8. No course will be considered valid and no student will receive credit for any course that has not been properly registered through both the STO and EMI. 119-25-1 application forms received in NETC Admissions for courses that have not been properly registered will be returned to the sender and credit for attendance will be withheld until the course registration process is properly completed. All 119-25-1 application forms must include SID's numbers as previously noted.
9. Once the Course Request form is received by EMI, the Position Specific Course Manager will schedule the course and send a copy of the internal registration form (referred to as a 'Green Sheet') used for this purpose back to the sender, so that he or she knows that the course has been properly registered.
10. Recruit and select students that meet the course prerequisites:
 - a. The basic requirement for attendance at NIMS ICS All-Hazards Position Specific training is completion of the NIMS 100, 200, 700, 800 & ICS 300 courses. ICS 400 will also be required for attendance at all Command & General Staff courses effective October 1, 2013 as noted on page 3. In addition, students should be members of Type III or Type IV Incident Management Teams, or be working toward becoming qualified as members in the future.

During the course

1. Insure that all students fill out the FEMA Course Admission Form (FEMA Application Form # 119-25-1) accurately and completely. Note: some states may require that students complete the 119 prior to course enrollment, which is acceptable. Application forms are available on line at: training.fema.gov/emi and clicking on the 'How to Apply' link and then downloading the application form.
2. Insure that each student completes the EMI Course Evaluation form at the end of the course
3. Insure that the course manager/coordinator has students complete the appropriate local or state evaluation forms at the end of the course (if applicable)

4. Collect and secure the completed FEMA Course Admission forms and the Course Evaluation forms

After the course is completed

1. Send the completed course packet to the host State Training Officer or designated POC. Note: the respective Regional Training Manager may elect to be involved in this process and document chain. The course packet should include the following items:
 - a. Completed 119-25-1 Application Forms for students who successfully completed the entire course
 - b. Completed EMI Course Evaluation forms
 - c. The State and/or local jurisdiction's required documentation
 - d. Copy of the Course Request form.
2. The STO should forward the completed course packet to NETC admissions at:

National Emergency Training Center
Office of Admissions, Building I-216
16825 South Seton Avenue
Emmitsburg, MD. 21727

Note: the completed applications and evaluation forms should be received in the NETC Admissions Office within 60 days of completion of the course.

- a. Completed final examinations should be retained by the state or local authority having jurisdiction (AHJ); it's not necessary to send them to EMI.
3. NETC Admissions will log each student who successfully completed the course into the NETC national database and will mail a Certificate of Completion to each student. Note: please allow 4 – 6 weeks after mailing the course packet is received in NETC Admissions for receipt of Certificates of Completion.

General guidelines for instructors teaching field classes

- EMI will maintain a master list of qualified instructors by region and by state for each of the All-Hazards Position Specific command, general staff, and unit leader courses. All RTM's, STO's, SWIC's, NIMS Training Coordinators, and Federal NIMS administrators in affected agencies will be provided with access to this list.
- All instructors hired by state and local jurisdictions to teach All-Hazards Position Specific courses function as independent contractors and not as employees of EMI.
- Classes will not be recognized for the purpose of either receiving credit in the national database or receiving Emergency Management Institute Certificates of Completion unless the following requirements have been met prior to class delivery:

- a. A Position Specific Course Request form is completed and transmitted through the STO to the EMI Position Specific Course Manager for administrative registration prior to the course being conducted
 - b. The instructors for the class are listed in the National Position Specific Instructor Database
 - c. The class is taught consistent with the agenda, time lines, and content of the course
- Questions regarding offerings of Position Specific training courses can be directed to:

At the state level: the appropriate State Training Officer

At the Federal level: Course Manager, EMI
NIMS ICS All-Hazards Position Specific Training Program
robert.ridgeway@fema.dhs.gov
(301) 447-1142

Helpful Hints for STO's, RTM's, SWIC's, and NIMS Training/Exercise Coordinators

- Completion of previous ICS training (ICS-100 through 400), while meeting NIMS requirements, does not in and of itself certify or credential a team or individual; additional training, experience, and skill development is necessary to accomplish this.
- Developing a cadre of qualified instructors is the keystone to the successful delivery of All-Hazards Position Specific training. State Training Officers are encouraged to follow the instructor qualifications listed in this document when approving students for participation in Position Specific train-the-trainer courses.
- Any local entity or individual attempting to schedule a Position Specific class directly with EMI will be referred back to their respective State Training Officer for that purpose.
- EMI has provided all STO's, RTM's, SWIC's, NIMS Training Coordinators, and Federal NIMS administrators of affected agencies with password access to the instructor's database. Security of the password should be maintained and the password not distributed to other personnel due to Privacy Act issues.
- All scheduled All-Hazard Position Specific courses (nationwide) and the train-the-trainers will appear on the official EMI schedule and be posted on the website. State and local jurisdictions hosting classes may restrict outside access to the class as needed to meet the needs of their local organization(s).

Position Specific website

In 2011, an All-Hazards Position Specific website was created to support the program.

The URL address for the website is: <http://training.fema.gov/allhazards/>

Several links are provided on the website including:

- Federal fiscal year (October 1 – September 30) course offerings for both on-campus TTT and off-campus regional classes
- A copy of the Administrative Guidelines for the program
- All Position Specific course materials (password protected)
- The national database of qualified Position Specific instructors (password protected)
- The Planning P video (password protected)

All Regional Training Managers, State Training Officers, NIMS Training Coordinators, SWIC's, and Federal NIMS administrators of affected agencies and instructors have been provided with complete access information, user instructions, and entry passwords. Instructor access is limited to the Position Specific courses and the Planning P video. All listings will be updated periodically as needed to maintain currency.

Summary and the future

As noted in the *Five-Year NIMS Training Program* (2011), “Adequately trained and qualified emergency management/response personnel are critical to the national NIMS implementation”. In this regard, a critical component of the NIMS ICS All-Hazards Position Specific Training Program is to insure that the program remains up-to-date and grows as needed to meet the needs of our nation’s emergency responders and allied professions.

In addition to material updates, all course materials and audio-visual aids have been made fully compliant with Section 508 of the Rehabilitation Act of 1973. This Act guarantees access to training materials for everyone regardless of disability, and is required for Federal training programs. This change allowed the course materials and Planning P video to be placed on the EMI website, enabling all states and instructors to download updated course materials immediately as they become available.

Over the next few years, it’s anticipated that additional unit leader classes will be developed and made available to correspond to the different positions in the ICS hierarchy. Unit leader classes provide a systematic progression toward the Command and General Staff competencies, and form the base upon which the command and general staff positions rest.

Further and as previously noted, the focus of All-Hazards Position Specific train-the-trainer classes will shift to include student instruction during classes, effective October 1, 2013. As the time for implementation of this change approaches, memos will be prepared and distributed to both students and instructors explaining the change and how it will be implemented.

Instructor requalification is a topic that will need to be addressed in the immediate future. As noted, the All-hazards Position Specific training program will continue to evolve and be updated, thus driving the need to update training. To accomplish this, the EMI Course Manager will work with EMI staff, webmasters, and allied professional organizations in order to develop a web-based program for Position Specific refresher training that meets the needs of the program, both now and in the future.

Finally, it’s anticipated that the trend toward online and web based training will continue to grow and expand in the future. At EMI, this trend will be driven by both increased availability to students and the cost factors associated with offering classes in a traditional or classroom setting. To that end, we will remain cognizant of evolving technology and take the appropriate steps to follow this trend while still maintaining the overall quality of the program.

All-Hazards Position Specific Course Listings

The All-Hazards Position Specific Training Program is currently comprised of 16 separate courses of instruction as noted below:

- NIMS ICS All-Hazard Incident Commander Course (E/L-0950)
- NIMS ICS All-Hazards Public Information Officer Course (E/L-0952)
- NIMS ICS All-Hazards Safety Officer Course (E/L-0954)
- NIMS ICS All-Hazards Liaison Officer Course (E/L-0956)
- NIMS ICS All-Hazards Operations Section Chief Course (E/L-0958)
- NIMS ICS All-Hazards Division/Group Supervisor Course (E/L-0960)
- NIMS ICS All-Hazards Planning Section Chief Course (E/L-0962)
- NIMS ICS All Hazards Situation Unit Leader Course (E/L-0964)
- NIMS ICS All Hazards Resource Unit Leader Course (E/L-0965)
- NIMS ICS All-Hazards Logistics Section Chief Course (E/L-0967)
- NIMS ICS All-Hazards Communications Unit Leader Course (E/L-0969)
- NIMS ICS All-Hazards Supply Unit Leader Course (E/L-0970)
- NIMS ICS All-Hazards Facilities Unit Leader Course (E/L-0971)
- NIMS ICS All-Hazards Finance/Administration Section Chief Course (E/L-0973)
- NIMS ICS All-Hazards Finance/Administration Unit Leader Course (E/L-0975)
- NIMS ICS All-Hazards Task Force/Strike Team Leader Course (E-0984)

All Position Specific train-the-trainer classes are assigned a separate course code as follows:

- All-Hazards Communications Unit Leader TTT (E-0949)
- All-Hazards Incident Commander TTT (E-0951)
- All-Hazards Public Information Officer TTT (E-0953)
- All-Hazards Safety Officer TTT (E-0955)
- All-Hazards Liaison Officer TTT (E-0957)
- All-Hazards Operations Section Chief TTT (E-0959)
- All-Hazards Division/Group Supervisor TTT (E-0961)
- All-Hazards Planning Section Chief TTT (E-0963)
- All-Hazards Resources Unit Leader TTT (E-0966)
- All-Hazards Logistics Section Chief TTT (E-0968)
- All-Hazards Facilities Unit Leader TTT (E-0972)
- All-Hazards Finance/Administration TTT (E-0974)
- All-Hazards Finance/Admin Unit Leader TTT (E-0976)
- All-Hazards Supply Unit Leader TTT (E-0977)
- All-Hazards Situation Unit Leader TTT (E-0978)
- All-Hazards Task Force/Strike Team Leader TTT (E-0985)

Attachment 1: Course Descriptions:

NIMS ICS All-Hazards Position Specific Training Program

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 950

Curriculum Area: NIMS ICS All-Hazards Position Specific

Course Title: **Incident Commander (IC) Course**

Course Description:

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective IC on an All-Hazards Incident Management Team. These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an Incident Commander on an All-Hazards ICS Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

Selection Criteria:

NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required

IS 100, 200, 700, 800; ICS 300

Note: ICS 400 will become a required prerequisite effective October 1, 2013

Recommended

ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 5 days

CEU's: 3.5

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 952

Curriculum Area: NIMS ICS All-Hazards Position Specific

Course Title: **Public Information Officer (PIO) Course**

Course Description:

This course is designed for a PIO assigned to an incident as a member of an All-Hazard Incident Management Team (AHIMTs), Local IMTs, as well as for the PIO assigned to an incident as an assistant PIO in a variety of capacities. This course will help students develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced function to concentrate training on the fundamental duties and responsibilities of PIO in an all-hazard environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

Selection Criteria:

NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required

IS 100, 200, 700, 800; ICS 300

Note: ICS 400 will become a required prerequisite effective October 1, 2013

Recommended

ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 5 days

CEU's: 3.5

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 954

Curriculum Area: NIMS ICS All-Hazards Position Specific

Course Title: **Safety Officer (SOFR) Course**

Course Description:

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective SOFR on an All-Hazards Incident Management Team. These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of a Safety Officer on an All-Hazards IMT. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

Selection Criteria:

NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required

IS 100, 200, 700, 800; ICS 300

Note: ICS 400 will become a required prerequisite effective October 1, 2013

Recommended

ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 4 days

CEU's: 2.8

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 956

Curriculum Area: NIMS ICS All-Hazards Position Specific

Course Title: **Liaison Officer (LOFR) Course**

Course Description: This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective LOFR on an All-Hazards Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Note: ICS 400 will become a required prerequisite effective October 1, 2013

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 2 days

CEU's: 1.4

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 958

Curriculum Area: NIMS ICS All-Hazards Position Specific

Course Title: **Operations Section Chief (OSC) Course**

Course Description:

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective OSC on an All-Hazards Incident Management Team. These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an Operations Section Chief on an All-Hazards ICS Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

Selection Criteria:

NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required

IS 100, 200, 700, 800; ICS 300

Note: ICS 400 will become a required prerequisite effective October 1, 2013

Recommended

ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 4 days

CEU's: 2.8

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 960 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Division/Group Supervisor (DIVS) Course**

Course Description: The course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective DIVS on an AHIMT. The course walks students through general information, including an overview of the Operations Section and information on incident mobilization, initial situation awareness and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, as well as emphasizing the importance of risk management and safety considerations.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 3 days

CEU's: 2.1

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 962 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Planning Section Chief (PSC) Course**

Course Description: This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective PSC on an All-Hazards Incident Management Team. These responsibilities fall into two categories: PSC duties 1) managing the planning cycle and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300
Note: ICS 400 will become a required prerequisite effective October 1, 2013

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 4 days

CEU's: 2.8

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 964 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Situation Unit Leader (SITL) Course**

Course Description: This course helps attendees establish the essential core competencies required for performing the duties of the SITL in an all-hazards incident. This course addresses all responsibilities appropriate to a SITL operating in a local- or state-level AHIMT. These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring attendees to bring Situation Unit Leader Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SITL.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 5 days

CEU's: 3.5

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 965 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Resources Unit Leader (RESL) Course**

Course Description: This course provides an overview of Unit Leader responsibilities, the Planning Section and the planning process to contextualize the Resources Unit for students unfamiliar with the planning process or the Incident Command System (ICS). It then explores specific RESL functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The Status/Check-in and Demobilization functions are covered to provide students with the knowledge to perform those duties if necessary. Exercises/simulations, discussions, and a final exam enable students to process and apply their new knowledge.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 4 days

CEU's: 2.8

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 967 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Logistics Section Chief (LSC) Course**

Course Description: This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective LSC on an All-Hazards Incident Management team. These responsibilities fall into two categories: Logistics Section Chief duties (1) responding to the incident; and (2) effectively fulfilling the position responsibilities of a Logistics Section Chief on an All-Hazards ICS Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300
Note: ICS 400 will become a required prerequisite effective October 1, 2013

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 5 days

CEU's: 3.5

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 969 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Communications Unit Leader (COML) Course**

Course Description: This course helps attendees establish the essential core competencies required for performing the duties of the COMM UL in an all-hazards incident. This course addresses all responsibilities appropriate to a COMM UL operating in a local- or state-level AHIMT. These responsibilities include the collection, processing and dissemination as needed to facilitate Operations of Command, general Staff, and Unit Leaders within the confines of a Type 3 AH Incident Management Team. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring attendees to bring Communications Unit Leader Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a COMM UL.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 3 days

CEU's: 2.1

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 970 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Supply Unit Leader (SPUL) Course**

Course Description: This course helps attendees establish the essential core competencies required for performing the duties of the SPUL in an all-hazards incident. By requiring attendees to bring jurisdiction-specific information to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SPUL organized by the fundamental steps of the ordering process. Attendees identify information required for ordering, as well as complete required forms and documentation related to ordering, and anticipates ordering and supply needs for the incident. In addition to the ordering process, the course discussed mobilization, setting up and managing the Supply Unit, and demobilization.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 4 days

CEU's: 2.8

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 971 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Facilities Unit Leader (FACL) Course**

Course Description: The course will help students establish the essential core competencies required for performing the duties of the FACL in an all-hazards incident. The course walks students through general information, including an overview of the Logistics Section and information on incident mobilization, initial situation awareness, and unit management. It also provides detailed instruction in setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security. Each unit contains a discussion-based exercise and there is a capstone tabletop exercise at the end of the course to give students hands-on practice functioning as a FACL.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 5 days

CEU's: 3.5

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 973 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Finance/Administration Section Chief (FSC) Course**

Course Description: This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective FSC on an All-Hazards Incident Management Team. These responsibilities fall into two categories: FSC duties 1) managing the Finance/Administration Section personnel and 2) managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300
Note: ICS 400 will become a required prerequisite effective October 1, 2013

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 3 days

CEU's: 2.1

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 975 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Finance/Administration Unit Leaders (FAUL) Course**

Course Description: The Finance/Administration Unit Leader course will help students establish the essential core competencies required for performing the duties of the Finance/Administration Unit Leader in an all-hazards incident. The course is designed to enable students to perform as any of the four Finance/Administration Unit Leaders (Time Unit Leader, Procurement Unit Leader, Compensation and Claims Unit Leader, Cost Unit Leader). Students will learn information that is applicable across all four positions, such as Unit set-up and management, information gathering, and interactions. Complex experiential exercises and discussions will afford students the opportunity to act as each Unit Leaders while connecting all information learned back to real-world application.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 3 days

CEU's: 2.1

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Course Code: E/L - 984 **Curriculum Area:** NIMS ICS All-Hazards Position Specific

Course Title: **Task Force/Strike Team Leader (TF/ST) Course**

Course Description: The course is addresses the roles and responsibilities appropriate to a Task Force/Strike team Leader operating on concert with a local or state-level AH IMT. These responsibilities fall into two categories: (1) responding to the incident and the command needs of the incident, and (2) effectively fulfilling the position responsibilities of a Task Force/Strike Team Leader in conjunction with an AH IMT. This is an all-hazards, instructor-led course that facilitates learning through discussion, lecture, and active participation in multiple exercise scenarios.

Selection Criteria: NIMS ICS Position Specific training should be completed by personnel who are regularly assigned to functional, support, or unit leader positions on USFA or other Type III or IV All-Hazards Incident Management Teams (AHIMT), or by those persons who desire to seek credentials/certification in those positions.

Prerequisites

Required IS 100, 200, 700, 800; ICS 300

Recommended ICS 400

ACE Recommendation

Credit hours:

Level:

Curriculum:

Course Length: 3 days

CEU's: 2.1

CEC's:

Course Manager: Robert L. Ridgeway

Tel. Ext. 1142

Attachment B:

Request to Conduct NIMS ICS All-Hazards Position Specific Training Class



Request to conduct NIMS ICS All-Hazards Position Specific Training Class

Note: all agencies desiring to offer All-Hazards Position Specific classes in their jurisdiction will route requests to their respective EM State Training Officer via this completed form. No classes will be recognized for the purpose of receiving credit in the national database or receiving EMI Certificates of Completion unless this form is completed, transmitted to the STO, and then forwarded to EMI for administrative registration. Completed request forms should be transmitted to EMI via the STO at least 30 days prior to the start of the requested class.

Course to be delivered (**please use a separate form for each course**):

- | | |
|---|--|
| <input type="checkbox"/> L949 Comm. Unit Leader TtT | <input type="checkbox"/> L965 Resources Unit Leader |
| <input type="checkbox"/> L950 Incident Commander | <input type="checkbox"/> L967 Logistics Section Chief |
| <input type="checkbox"/> L952 Public Information Officer | <input type="checkbox"/> L969 Communications Unit Leader |
| <input type="checkbox"/> L954 Safety Officer | <input type="checkbox"/> L970 Supply Unit Leader |
| <input type="checkbox"/> L956 Liaison Officer | <input type="checkbox"/> L971 Facilities Unit Leader |
| <input type="checkbox"/> L958 Operations Section Chief | <input type="checkbox"/> L973 Finance / Admin. Section Chief |
| <input type="checkbox"/> L960 Division & Group Supervisor | <input type="checkbox"/> L975 Finance / Admin. Unit Leader |
| <input type="checkbox"/> L962 Planning Section Chief | <input type="checkbox"/> L984 Task Force/Strike Team Leader |
| <input type="checkbox"/> L964 Situation Unit Leader | |

Scheduled Class Dates: _____

Mailing address for delivery of Course Evaluation forms: _____

Street Address: _____

City, State, Zip: _____

Class Location (city and state): _____

Local Point of Contact person for class & phone number: _____

Projected Number of Students: _____

Instructor (Lead): _____

Instructor (Support): _____

Questions: Contact Robert L. Ridgeway, Course Manager, EMI/FEMA
(301) 447-1142 robert.ridgeway@fema.dhs.gov

Attachment C:

Regional Class Tip Sheet for conducting off-campus Position Specific Regional Classes

Tips for Hosting Regional Classes
NIMS ICS All-Hazards Position Specific Training Program

1. Identify a local Point of Contact (POC) person. This person will work closely with the EMI Course Manager and the host State Training Officer (STO) on class arrangements and should possess good administrative and communication skills. A partial list of duties this position will need to perform include:
 - Getting students registered into classes
 - Checking student applicant qualifications
 - Maintaining class rosters
 - Notifying students that they have been accepted into classes
 - Receiving course materials from EMI
 - Distributing local hotel/motel and restaurant availability lists
 - Providing directions to the training site
 - Coordinating class times, etc with students and instructors
 - Insure that FEMA Student Application form 119-25-1's and course evaluations are completed by all students for each class and returned to EMI
 - Insure that all students who need them receive FEMA Student Stipend Reimbursement Forms and the instruction sheets for completing same

The EMI Course Manager will insure that all required FEMA forms are delivered to the training site prior to all classes, will attend as many regional offerings as possible (usually 2 – 3 per region), and will take care of all needed forms and reports when he is in attendance. For those classes that the EMI Course Manager is unable to attend personally, the POC (along with the STO) will need to function in that capacity and insure that all required forms are properly completed.

2. Effective October 1, 2012, all students who wish to enroll in either on of off-campus EMI classes must have a student identification number (SID) in order to do so. The SID number replaces the social security number on the 119-25-1 application form, and no application can or will be processed without an SID number as of that date. To obtain an SID number, follow the directions as noted in Attachment 'D' of this document.
3. Avoid scheduling other Position Specific classes in the region for at least 3 months before and 3 months after Regional offerings are scheduled. Scheduling local Position Specific class offerings immediately before or after Regional classes can cause the classes to compete with each other for students, and reduce the number of available students for both offerings.
4. Develop a list of available hotels and restaurants in the immediate area. This list can then be handed out and/or e-mailed to students, which will allow them to make local hotel accommodations and dining arrangements during their stay.
5. Consider overbooking of each class by 10 %. The target number of students in a full Position Specific class is 30 students. Overbooking by 10 % (3 students) helps to insure

that all classes have maximum enrollment, as there will usually be a few ‘no shows’ or last minute cancellations.

6. Develop a flyer to help market the classes throughout the region. A flyer announcing Regional Position Specific classes should be prepared and distributed throughout the region at least 3 months prior to scheduled classes. The flyer should note specific classes and scheduled dates, qualifications for enrollment, stipend reimbursement information, POC contact information, enrollment information, and other relevant items. The EMI Course Manager can assist with flyer preparation and announcements as needed, and can also insure national distribution of the flyer if needed to boost class enrollments. National distribution should be considered if the scheduled class(es) is not filled 90 days before the course is due to start.
7. Once a Flyer has been developed, market the class aggressively throughout your FEMA Region. The intent of regional offerings in the All-Hazards Position Specific training program is to provide classes within the region(s) so as to avoid the inconvenience of having to travel greater distances for similar training. To the extent possible, classes should be filled with personnel from the local FEMA region and then opened up to students from outside that region only if it appears that the class may not be full.
8. Students attending Regional class offerings sponsored by EMI are eligible to receive Student Stipend Reimbursements for their attendance during training.

At this time, FEMA will provide reimbursement only for the following expenses:

- Travel (either a round trip airline ticket or 1 round trip by car)
- Baggage charges
- Local transportation to and from the airport (use hotel shuttle when available)
- Lodging charges (for the room only. FEMA does not reimburse for room service, movies, internet access, etc)

Reimbursement for airfare is contingent upon the advanced purchase of a coach/economy non-refundable ticket. Any questions regarding airfare reimbursement should be referred to NETC Admissions per the above noted contact information.

9. Employees of the Federal Government are not eligible for reimbursement under the Student Stipend Reimbursement Program. The stipend reimbursement program, which pays for travel costs and housing for students attending regional class offerings, is not available to Federal employees. Potential applicants who are Federal employees should be directed to apply for a Travel Authorization (TA) from their respective Federal agencies, along with associated travel costs. Any questions relating to stipend reimbursements should be referred to either the EMI Course Manager or to Ms. JoAnn Boyd, NETC Admissions at: (301) 447-1415.

For further information, contact:

Robert L. Ridgeway, Course Manager; (301) 447-1142
NIMS ICS All-Hazards Position Specific Training Program
robert.ridgeway@fema.dhs.gov

Attachment D:

Procedure for obtaining Student Identification Number (SID)

NOTICE TO APPLICANTS FOR FY 2013 NFA OR EMI COURSES

To reduce the risk of identity theft, FEMA, the National Fire Academy (NFA), and the Emergency Management Institute (EMI) are eliminating the use of the Social Security Number (SSN), where possible. One of those areas is when applying for any NFA or EMI training.

Who is affected? Anyone applying for any of the courses listed below delivered on or after October 1, 2012.

1. All NFA courses including State-sponsored courses
2. EMI courses at the National Emergency Training Center (NETC), at the Noble Training Facility (NTF), or in the field (L courses).

What do I need to do? Obtain a FEMA Student Identification (SID) number if you do not already have one from the Center for Domestic Preparedness.

How do I obtain my FEMA Student Identification (SID) number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the “Need a FEMA SID” box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I’ve been assigned?

The SID number must be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1, Box 3) and the General Admissions Application Short Form (FEMA Form 119-25-2, Box 3) for any courses that begin on or after October 1, 2012.

Why is it important to register and obtain an SID?

Applications for any NFA or EMI courses that begin on or after October 1, 2012, and do not include the training registration number will not be processed until the FEMA SID is provided to NETC Admissions.