

# **NIMS Incident Command All-Hazard Position Specific Train-the-Trainer Course Application Requirements**



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## **PURPOSE**

This document serves as the student qualification guidelines for the All Hazard Incident Command System Command and General Staff Position-Specific Train-the-Trainer courses implemented by USDHS FEMA. Students seeking to attend ICS PS TTT courses must meet the qualifications set forth in this document.

## **OBJECTIVES**

This document will...

1. List and define qualifications of ICS position-specific train-the-trainer (ICS PS TTT) course applicants
2. Define FEMA ICS PS TTT course enrollment process
3. Clarify IDHS course registration process for those who attend the ICS PS TTT courses and wish to conduct courses in Indiana

## **BACKGROUND**

NIMS ICS position specific training is designed to provide all-hazards competencies and behaviors for the eight Command and General Staff positions and select unit leader positions. The competencies in the training are focused around the ability of the student to assume the position responsibilities, lead assigned personnel, communicate effectively, and to ensure the completion of assigned tasks to meet identified objectives for the position.

NIMS ICS position specific training should be completed by personnel who desire to eventually be certified as a member of a Type III Incident Management Team (IMT) or who desire to seek credentials/certification in an ICS Command and General Staff or Unit Leader position. Personnel qualification relies on a combination of training, operational experience (during exercises or incidents), job shadowing or field mentoring, and administrative requirements (such as agency association and criminal background checks). Credentialed personnel in an ICS Command and General Staff position (as well as unit leader positions) must supplement training for a candidate to meet minimum expectations to qualify for service in an all-hazards NIMS position during a complex multi-jurisdictional incident nationwide (incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

## QUALIFICATIONS & TRAINING

Each of the NIMS ICS All-Hazards Position Specific Command and General Staff (train-the-trainer) courses is limited to 30 students. Each FEMA region will initially be limited to 3 slots for each offering. In order to select the most qualified students, all ICS PS TTT applicants must meet all requirements as set forth in sections A-E of this document. *Incomplete applications or those with incorrect information will not be considered.*

- A. **TRAINING:** Students who wish to complete NIMS ICS All-Hazards Command and General Staff position specific training (as well as unit leader positions) must have completed the following courses and submit a copy of the course certificate with their application packet.
1. ICS 100
  2. ICS 200
  3. ICS 300
  4. ICS 400
  5. All-Hazards Incident Management Team (AHIMT)
  6. IS-700a. National Incident Management System, an Introduction;
  7. IS-800b. Introduction to the National Response Framework
  8. IS-701 Multi-Agency Coordination Systems (MACS);
- B. **ENDORSEMENT:** Each applicant wanting to take an ICS PS TTT course must provide an endorsement from all of the following:
1. District All-Hazard Incident Management Team (AHIMT) Incident Commander,
  2. District Response Task Force (DRTF) Commander,
  3. Agency head
- [In the case of AHIMT Incident Commanders seeking the ICS PS TTT training, they must provide an endorsement from their District Response Task Force Commander and their agency head.]
- C. **EXPERIENCE:** All instructors for the NIMS ICS Command and General Staff position specific (ICS PS) courses are expected to demonstrate in their application/resume a thorough understanding and application of:
1. Command and general staff functions;
  2. National Incident Management System (NIMS);
  3. National Response Framework (NRF) concepts and principles;
  4. Local, state, tribal, and federal interagency cooperation and coordination;
  5. Incident Management Team organization, roles and responsibilities.
- D. **DISTRICT INVOLVEMENT:** Additionally, each applicant must be listed on their district AHIMT roster with their name and IMT position listed (all applicants are expected to be serving in or training for a command or general staff position on the district AHIMT). Rosters will be provided by IDHS Field Services Division staff.

**E. MANDATORY INSTRUCTOR REQUIREMENTS:**

1. Lead instructors for NIMS ICS position specific training courses must have a minimum of 10 years operational field experience at the command or general staff level with an emergency management discipline (i.e. fire, emergency medical service, law enforcement, public works, public health, etc. or a wildland fire agency).
2. Lead instructors must have a minimum of 5 years experience delivering emergency management type training (including exercises that test team and individual performance) to a target audience comprised of incident management level emergency response personnel.
3. Unit instructors must have a minimum of 3-5 years of operational field experience at the Command Level.
4. Lead and unit instructors must have participated in developing an Incident Action Plan at an emergency incident or for a planned event or exercise, within the last 5 years.
5. Lead and unit instructors must provide documentation that supports they have successfully completed formal adult education training to include at least one of the following:
  - a. College courses
  - b. Emergency Management Institute's (EMI) Master Trainer Program
  - c. National Fire Academy's (NFA) Instructional Methodology course
  - d. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) course
  - e. Center for Domestic Preparedness (CDP) Instructor Training Certification Course
  - f. Equivalents (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course: etc.)
6. All lead and unit instructors must be able to use computers to support course delivery.

**F. RECOMMENDED INSTRUCTOR REQUIREMENTS:** Lead instructors have successfully completed a course or exercise that allowed them to apply their ICS knowledge 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)

## APPLICATION PROCESS

The following steps should be followed by applicant to participate in the NIMS ICS All-Hazards Position Specific Command and General Staff (Train-the Trainer):

- ❑ Review the instructor selection criteria to determine if you meet the qualifications.
- ❑ Submit a resume or other documentation on your qualifications to your respective State Training Officer<sup>1</sup>.
- ❑ Submit a FEMA 75-5 application to your State Training Officer<sup>1</sup>. All FEMA applications must include the ICS PS train-the-trainer course code.
- ❑ If you are applying for multiple ICS PS train-the-trainer courses you must submit a separate FEMA 75-5 form for each course.
- ❑ Upon approval of the instructor qualifications, the State Training Officer will sign the FEMA 75-5 form and forward it to the FEMA National Emergency Training Center (NETC) admissions office<sup>2</sup>.
- ❑ Upon receipt of the FEMA 75-5 form NETC admissions will review the application and notify the student of their status. Upon acceptance into the course, NETC admissions will send the student a course acceptance packet which will contain course logistics information.

<sup>1</sup> Instructor applicants for lead or unit instructors may submit their resume to respective State Training Officers (STO) either in electronic or paper copy for initial vetting. Indiana's STO is Amy Lindsey ([alindsey@dhs.in.gov](mailto:alindsey@dhs.in.gov) or fax to 317-234-0736). Applications may be mailed to 302 W. Washington St., Rm E208, Indianapolis, IN 46204. Please put "Attn: Amy Lindsey, ICS PS application" on the envelope for faster processing.

<sup>2</sup> The STO will provide a list of qualified instructors for each course to the FEMA Regional Training Manager who will maintain a regional database that will feed into a national instructor database.

Note: NIMS ICS All-Hazard Position Specific train-the-trainer course participants are eligible for a stipend (in accordance with NETC admissions policies). There are no tuition fees for the training. Stipend dollars cover the cost of student transportation and housing (in this case the hotel room). All participants are responsible for the cost of meals while attending the training. The cost of student transportation and housing will be reimbursed by direct deposit to your personal account.