



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

APR 06 2011

IN REPLY REFER TO:

Memorandum

To: All Regional Directors
Attention: Fire Management

From: Acting Director, Bureau of Indian Affairs

Subject: National Incident Management System Training Requirements

Purpose: This Instruction Memorandum (Memorandum) supersedes the memorandum dated February 2, 2011 "National Incident Management Training Requirements." This Memorandum provides policy for implementation of minimum training requirements established in the Department of the Interior (DOI) Office of Law Enforcement, Security and Emergency Management Memorandum dated May 31, 2007. "Emergency Management Policy Guidance 2007-1: National Incident Management System Training Requirements."

Background: On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) 5 to establish a "single, comprehensive approach to domestic incident management" for the nation. The National Incident Management System (NIMS), which incorporates the Incident Command System (ICS), was selected as the most efficient tool to successfully manage incidents, emergencies and events wherever they occur. Subsequently, on December 17, 2003, the President issued HSPD-8 directing all Federal Departments and Agencies (D/As) to adopt the NIMS concept and organizational structure for domestic emergency management activities.

The HSPD-5 established "... a single, comprehensive approach to domestic incident management..." for the nation. The NIMS and the ICS are components of the National Response Framework and are used to manage incidents. The training requirement established in this IM is necessary to maintain currency in ICS. This Memorandum supplements direction provided in the Department of the Interior, Office of Law Enforcement, Security and Emergency Management memorandum dated May 31, 2007. Entitled "Emergency Management Policy Guidance 2007-1: National Incident Management System Training Requirements."

Policy/ Action: All Bureau of Indian Affairs employees, Tribal employees, or Administratively Determined (AD) employees who are issued an Incident Qualification and Certification System (IQCS) qualification card are required to complete the following NIMS and ICS courses for their appropriate management level by September 30, 2012

Entry-Level First Responders. All IQCS Qualification Card holders

- Federal Emergency Management Agency (FEMA) IS-700a: NIMS. an Introduction (online). Earlier versions are acceptable.
- ICS-100: Introduction to ICS

First-line supervisors. e.g., all Single Resource Boss and Incident Commander Type 4

- FEMA IS-700a: NIMS. an Introduction (online). Earlier version are acceptable.
- ICS-100: Introduction to ICS
- ICS-200: Basic ICS for Single Resources and Initial Action Incidents

Mid-level Management including Strike Team Leader. Task Force Leader. Unit Leader. Division/Group Supervisor. Branch Directors. and Incident Commanders Type 3

- FEMA IS-700a: NIMS. an Introduction (online). Earlier version are acceptable.
- FEMA IS-800b: National Response Framework (NRF). an Introduction (online). Earlier version are acceptable.
- ICS-100: Introduction to ICS
- ICS-200: Basic ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate ICS for Supervisors and Expanding Incidents

Command and General Staff (Type 2 or higher)

- FEMA IS-700a: NIMS. an Introduction (online). Earlier version are acceptable.
- FEMA IS-800b: National Response Framework (NRF). an Introduction (online). Earlier version are acceptable.
- ICS-100: Introduction to ICS
- ICS-200: Basic ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate ICS for Supervisors and Expanding Incidents
- ICS-400: Advanced ICS for Command and General Staff and Complex Incidents

Completion of the training courses is required only once. Annual completion is not required. The FEMA training course are available online through DOI Learn or at:

IS-700a: <https://training.fema.gov/EMIWeb/IS/IS700a.asp>

IS-700b: <http://training.fema.gov/EMIWeb/IS/IS800h.asp>.

Certificates of course completion may be printed immediately online. A copy of the course completion certificate should be entered into IQCS by the unit's IQCS administrator.

Timeframe: Effective immediately.

Manual/Handbook Sections Affected: *Wildland Fire and Aviation Program Management and Operations Guide* (Blue Book). Chapter 13. Guidance in this IM will be incorporated into the 2012 Blue Book.