



National Wildfire Coordinating Group

National Interagency Fire Center
3833 S Development Avenue
Boise, Idaho 83705-5354

MEMORANDUM

Reference: NWCG#005-2013

To: NWCG Committee Chairs, Geographic Area Coordinating Group (GACG) Chairs
Geographic Area Training Representatives Chair

From: NWCG Chair *Ator Bidabun*

Date: June 21, 2013

Subject: NWCG transition to the FEMA National Incident Management System Training Program

On April 17, 2013, The National Wildfire Coordinating Group (NWCG) Executive Board approved the NWCG Conversion to the National Incident Management System (NIMS) Training Curriculum Phase 1 Transition Plan.

The NIMS Training Program was mandated by the Post-Katrina Emergency management Reform Act of 2006. The NIMS Training Program curriculum is managed under FEMA by the Emergency Management Institute (EMI). Adoption and use of the national training courses will enable the NWCG to align itself maintaining wildland fire specific training.

NWCG will convert specific training courses to the NIMS Curriculum in multiple phases. The following 12 courses are currently targeted for transition to the NIMS Curriculum during Phase 1:

- I-100, Introduction to ICS replaced by ICS 100 (IS100), Introduction to ICS
- I-200, Basic ICS replaced by ICS 200 (IS200.b), Basic ICS
- I-300, Intermediate ICS replaced by ICS 300 (G/E/L300), Intermediate ICS
- I-400, Advanced ICS replaced by ICS 400 (G/E/L400), Advanced ICS
- S-346, Situation Unit Leader replaced by E/L964, Situation Unit Leader
- S-349, Resources Unit Leader/Demobilization Unit Leader replaced by E/L965 Resources Unit Leader/Demobilization Unit Leader
- S-356, Supply Unit Leader replaced by E/L970, Supply Unit Leader
- S-360, Finance/Administration Unit Leaders replaced by E/L975, Finance/Administration Unit Leaders
- S-400, Incident Commander replaced by E/L950, Incident Commander
- S-403, Public Information Officer replaced by E/L952, Public Information Officer
- S-460, Finance/Administration Section Chief replaced by E/L973, Finance/Administration Section Chief

- S-450, Logistics Section Chief replaced by E/L967, Logistics Section Chief

The NWCG Training Branch has created Phase 1 of the Plan as outlined in the attachment to this document. Target timelines for the transition are identified in the Plan. The transition of additional courses will occur when Phase 1 is successfully completed and lessons learned from Phase 1 can be incorporated into future transitions.

Updates and additional guidance regarding instruction on using the system and entering NWCG instructors and students into the NIMS Training Program database will be posted at:
<http://training.nwcg.gov/>

Questions can be directed to Leigh Anne Squires-Kazimir at laskazim@blm.gov

Attachment

NWCG Transition to the FEMA NIMS Training Program

Phase 1 Transition Plan

Background

The National Incident Management System (NIMS) Training Program was mandated by the Post-Katrina Emergency Management Reform Act of 2006. The NIMS Training Program curriculum is managed under FEMA by the Emergency Management Institute (EMI). Adoption and use of the NIMS training courses will enable the NWCG to align itself with the concepts and principles of the NIMS Training Program while focusing efforts more on maintaining wildland fire specific training.

The following 12 courses are currently targeted for transition to the FEMA NIMS Training Curriculum during Phase 1:

- I-100, Introduction to ICS replaced by ICS 100 (IS100), Introduction to ICS
- I-200, Basic ICS replaced by ICS 200 (IS200.b), Basic ICS
- I-300, Intermediate ICS replaced by ICS 300 (G/E/L300), Intermediate ICS
- I-400, Advanced ICS replaced by ICS 400 (G/E/L400), Advanced ICS
- S-346, Situation Unit Leader replaced by E/L964, Situation Unit Leader
- S-349, Resources Unit Leader/Demobilization Unit Leader replaced by E/L965 Resources Unit Leader/Demobilization Unit Leader
- S-356, Supply Unit Leader replaced by E/L970, Supply Unit Leader
- S-360, Finance/Administration Unit Leaders replaced by E/L975, Finance/Administration Unit Leaders
- S-400, Incident Commander replaced by E/L950, Incident Commander
- S-403, Public Information Officer replaced by E/L952, Public Information Officer
- S-460, Finance/Administration Section Chief replaced by E/L973, Finance/Administration Section Chief
- S-450, Logistics Section Chief replaced by E/L967, Logistics Section Chief

Introduction

This Plan outlines Phase 1 of the transition to use of the NIMS Training Curriculum; see Summary below for additional information on future phases. The NWCG Training Branch will oversee and manage the transition. It is anticipated Phase 1 will occur over approximately a one year time span, and will entail initially making the above 12 FEMA courses an acceptable alternative delivery for NWCG users, then transitioning out of using the NWCG courses once all eligible instructors have been given the opportunity to become qualified to teach the FEMA courses, and the publications and systems have been altered to support the change.

Transition Components

Instructors

- All-hazards position specific instructors must be registered in the EMI database. EMI has agreed to give NWCG a three month window in which we will enter our instructors by course into their databases without having to complete their train-the-trainer courses and applying through the State Training Officers. After the three month window NWCG instructors will be required to follow the national process in order to become qualified to teach the NIMS courses.
- Training Branch will work with the Geographic Area Training Representatives and will coordinate with the EMI Position Specific Curriculum Manager to get NWCG instructors entered into the position specific instructor database which will allow them to teach the FEMA position specific courses.

June 11, 2013

- ICS 100 and ICS 200 will be available online, and therefore will have no instructor requirements. In order to teach ICS 300 and ICS 400 instructors will need to meet the instructor requirements outlined in the NIMS ICS Program Administration, Instructors, and Class Scheduling Guide. There is no database for ICS course instructors.

Publications – The publications below will be updated when NIMS courses become acceptable for NWCG users and then again when the NWCG courses are removed from publication.

- PMS 310-1
 - Provide Operations and Workforce Development Committee with NIMS course information and language for the PMS 310-1 and errata sheet (course names and numbers, link to transition plan, justification for removal, links to NIMS courses and guidance, etc.).
- Field Manager’s Course Guide (FMCG)
 - Create a conversion table to show which courses will be accepted during the transition and which ones will be removed at the end of the transition.
 - At the beginning of the transition year, update course pages to show names and numbers of acceptable NIMS courses.
 - At the end of the transition year, remove NWCG courses from the FMCG. References to which NIMS courses replaced prior NWCG courses, and links to the NIMS courses and information, will remain in the FMCG.

IQCS/IQS System Changes

- Ensure IQCS and IQS Program Managers have the necessary information on the NIMS courses, as far in advance as possible, to update both systems and inactivate the NWCG courses on the appropriate date.

NWCG/ FEMA Memorandum

- Draft a memorandum from NWCG to EMI (and vice versa) to outline expectations for the NWCG courses that will be replaced by use of the NIMS courses to include subject matter expertise, process for input into course revisions, etc.

Communication Plan – The NWCG Training Branch will:

- Outline responsibilities (Training Branch, EMI, GATRs) during the transition.
- Communicate what, why and when to NWCG partners from the national office to the field level.
- Communicate timeline and process to get NWCG instructors into the FEMA/EMI instructor database.
- Post relevant links to FEMA/EMI information and publications about courses to be transitioned.
- Market transition through GATRS, NWCG Training Branch website, committees, etc.
- Coordinate with cache on inventory numbers for NWCG courses and cut off dates.
- Communicate removal of NWCG courses from publication and date when courses will no longer be valid to teach.

Timeline for Transition

- September 1 thru November 30, 2013: Opportunity for NWCG instructors to be transitioned to FEMA databases
- October 1, 2013: New course #s input into IQCS and IQS
- October 1, 2013: PMS 310-1 and FMCG updated to reflect new courses as acceptable delivery options
- October 1, 2014: 12 NWCG courses listed above are inactivated in IQCS and IQS
- October 1, 2014: 12 NWCG courses listed above are removed from the PMS 310-1 and the FMCG

Summary

June 11, 2013

If all goes well with the transition we will have the 12 courses in Phase 1 transitioned by the fall of 2014. During 2014 we will begin to develop a Phase 2 Transition Plan as we look at additional courses targeted for transition and determine the appropriateness of developing wildland fire modules to support the NIMS training courses. These courses will be transitioned as modules are developed and available to the NWCG users. Lessons learned during the Phase 1 transition will be utilized to develop the Phase 2 Transition Plan.

June 11, 2013