

NIMS TRAINING CHECKLIST

Follow these instructions **in this order** for **each** course!

(1) Review what courses you need with your ES Officer or Commander. They were provided with a list of requirements for each member in your squadron.

(2) Go to these links for the course(s) you need:

For IS-100: <http://training.fema.gov/EMIWeb/IS/is100a.asp>

For IS-200: <http://training.fema.gov/EMIWeb/IS/IS200A.asp>

For IS-700: <http://training.fema.gov/emiweb/is/is700a.asp>

For IS-800: <http://training.fema.gov/emiweb/is/is800b.asp>

(ICS-300 and ICS-400 are in-residence courses and are not available online!)

(3) After completing a course, FEMA will send you a completion certificate via an Email link, so you may download it in PDF format and save it on your hard drive. Print the certificate for your records, and provide a copy to your Personnel and ES Officers.

Once you have received the completion certificate from FEMA,,,

(4) Sign into eServices.

(5) On the left side, click on "My Operations Qualifications/National Reports".
A new page will appear.

(6) On this "Operations Qualifications" page, click on "Emergency Services" at the top.
A new page will appear.

(7) Click the blue tab that reads "SQTR Entry". **DO NOT USE ANY OTHER TAB!!!!**

(8) Pull-down the menu titled "Achievement", and click on the IS course you have completed.

(9) Pull-down the menu titled "Date of Completion", and select the date you completed the course on the graphical calendar provided.

(10) Scroll down, and click on the box under "Check to Save".

(11) Click "Submit" at the bottom of the page. A note will pop-up that your information has been submitted for validation.

You're almost done.... and this VALIDATION step is VERY important:

(12) **You must send a copy of your completion certificate to:** dot@nijwg.cap.gov
E-mailing the PDF certificate is preferred, or send the original Email from FEMA that contains the link to your certificate. Ask someone in your unit if you need help.

Commanders and ES officers are not permitted to validate your record!
Validation must be done by Wing HQ only.

ATTACHMENT ONE - NIMS TRAINING COMPLIANCE CHART

In order to remain emergency services qualified after 31 December 2008 (~~or the Federal compliance date if it gets pushed back to a later date~~), all personnel must complete National Incident Management System (NIMS) training as outlined below:

	NIMS Training Required						
	IS-100	IS-200	ICS-300	ICS-400	IS-700	IS-800	
Specialty Qualifications Requiring NIMS Training	Incident Commander (Any)	X	X	X	X	X	X
	Operations Section Chief	X	X	X	*	X	X
	Planning Section Chief	X	X	X	*	X	X
	Logistics Section Chief	X	X	X	*	X	X
	Finance / Administration Section Chief	X	X	X	*	X	X
	Air Operations Branch Director	X	X	X		X	X
	Ground Branch Director	X	X	X		X	X
	SAR/DR Mission Pilot	X	X			X	
	Transport Mission Pilot	X				X	
	Mission Observer	X				X	
	Mission Scanner	X				X	
	Ground Team Leader	X	X			X	
	Ground Team Member (Any)	X				X	
	Urban Direction Finding Team	X				X	
	Information Officer	X	X	X	*	X	X
	Flight Line Supervisor	X	X			X	
	Flight Line Marshaller	X				X	
	Communications Unit Leader	X	X	X		X	X
	Mission Radio Operator	X				X	
	Mission Safety Officer	X	X	X	X	X	X
	Liaison Officer	X	X	X	X	X	X
	Mission Chaplain	X	X			X	
	Mission Staff Assistant	X				X	
	Critical Incident Stress Team	X				X	
	ARCHER Operator	X				X	
	Airborne Photographer	X				X	
	SDIS Operator	X				X	
General Emergency Services							

Notes:

1. ICS-400 is recommended but not required for specialties marked with an “*”.
2. ICS-400 is required to be completed by the Federal compliance date which is currently 30 September 2009.