

EPA Order #2073 on Incident Command System (ICS) Training, Qualifications and Certification Standards Order is posted on the NIMS Integration Team website:

<https://response.epa.gov/NIMSIntegrationTeam>

ICS is implemented within the federal government as an organizational and procedural system for managing emergencies in accordance with Homeland Security Presidential Directive – 5. The training and qualification standards in Order #2073 were established by EPA to ensure that personnel who may be assigned to a Key Leadership Position (KLP) within ,or provide support or deploying to, an EPA-managed or multi-agency ICS structure, are appropriately trained, qualified, and certified to perform the duties of those positions.

Basic ICS **training** generally includes Independent Study (IS) 100, IS 200, IS 700, and IS 800. These courses are on line and can be found on the FEMA Emergency Management Institute website:

<https://training.fema.gov/is/>

Advanced ICS **training** includes ICS 300 and 400, KLP training and Incident Management Team (IMT) training (EPA 420 or equivalent). Some KLPs, like Safety Officer, may require some additional training, as per Order #2073. These class room courses are offered several times a year in EPA regions and HQ. Training and registration are located on:

<https://trainex.org>

In order to be **qualified** in a KLP and serve in that position in a regional Incident Management Team (IMT) and/or EPA's National Incident Management Assistance Team (N-IMAT), individuals must meet core competencies and professional experience requirements and completed all minimum training courses, as defined in Appendix 1 of Order #2073.

Certification is required for regional IMT and/or N-IMAT members serving in KLPs. Upon completion of the qualification requirements, an employee must submit a “Nomination for Qualification and Certification of NIMS Position” form, found in Appendix 3 of Order #2073 to his/her supervisor. The supervisor reviews the request and can agree that the nominee meets all core competencies, minimum training, and professional experience requirements for the KLP. If necessary, the supervisor may consult with the regional or program NIMS Coordinator and/or Removal Manager on the qualification requirements. If the supervisor determines that the employee meets the requirements for certification, he/she signs the nomination form and forwards the form to the Removal Manager. The Removal Manager also reviews the request and can agree by signature that the nominee meets all core competencies, minimum training, and professional experience requirements for the KLP. Once the supervisor and Removal Manager signs the form, the regional NIMS Coordinator signs the form and agrees to document the certification in the Agency’s database.

Documentation of participation in exercises, events, actual incidents, or an EPA-420 or equivalent training is required to maintain certification in a KLP. The general standard for re-certification is 5 years, during which time the individual must document their experience and training specific to the position. The “Documentation of NIMS Position Qualification & Re-Certification Maintenance” form in Appendix 4 of the Order should be used to document re-certification.