



Commandant  
United States Coast Guard

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COMDTCHANGE NOTE 3120  
07 NOV 2014

COMMANDANT CHANGE NOTICE 3120

Subj: CH- 1 TO INCIDENT COMMAND SYSTEM (ICS) MANDATED TRAINING REQUIREMENTS

1. PURPOSE. This Commandant Change Notice publishes a change to Incident Command System (ICS) Mandated Training Requirements COMDTINST 3120.22.
2. ACTION. Area, District, and Sector Commanders, Commanders of Service and Logistics Centers, Commanding Officers of Headquarters Units, Assistant Commandants for Directorates, Judge Advocate General and special staff elements at Headquarters shall ensure compliance with the provisions of this Change Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED. With the addition of this Commandant Change Notice, Incident Command System (ICS) Mandated Training Requirements COMDTINST 3120.22 is updated.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard Personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. Remove the following mandated training requirement from Section 8.b, page 3:

All Military members working in a Command Center (except Communications Unit/Radio Watchstanders), or any of the other information conduits.	ICS-200 and ICS-300
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DISTRIBUTION – SDL No. 165

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NON-STANDARD DISTRIBUTION:

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) number 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. DISTRIBUTION. No paper distribution will be made of this Change Notice. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.

8. PROCEDURE. If maintain a paper library, remove the following section on page 3 of Incident Command System (ICS) Mandated Training Requirements COMDTINST 3120.22:

All Military members working in a Command Center (except Communications Unit/Radio Watchstanders), or any of the other information conduits.	ICS-200 and ICS-300
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9. RECORDS MANAGEMENT CONSIDERATIONS. This Change Notice has been thoroughly reviewed by the Coast Guard, and the undersigned have determined this action requires no further scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have significant or substantial change to existing records management requirements, or inconsistencies with existing determinations relating to documentation requirements.

10. FORMS/REPORTS. Coast Guard NIMS ICS position specific qualification and certification guidance, performance qualification standards, standard ICS forms, and the Coast Guard Incident Management Handbook (IMH) and can be found at <https://homeport.uscg.mil/ics>.

11. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to Commandant (CG-CPE).

Ms. Mary E. Landry /s/  
U. S. Coast Guard  
Director of Incident Management & Preparedness  
Policy

8. **MANDATED ICS TRAINING REQUIREMENTS.** The Coast Guard is one of the few first responder Federal agencies; as such each Coast Guard member is either the first responder or supports the Coast Guards first response operations. These mandated ICS training requirements set minimum training standards for Coast Guard personnel. Position-specific ICS competencies have additional training requirements.

a. The following Coast Guard competencies shall require completion of the FEMA ICS-200 and the Coast Guard ICS-210 – *Initial Incident Commander* course prior to certification.

<ul style="list-style-type: none"> <li>• Command Duty Officer (CDO)</li> <li>• Coxswain, (Any Coxswain)</li> <li>• Boarding Officer (OPSBO)</li> <li>• Advanced Interdiction Boat Team Leader (AIBTL)</li> <li>• Pollution Responder (MARED)</li> <li>• Federal On-Scene Coordinators Representative (MARET)</li> <li>• Explosive Handling – Team Supervisor (MAREB)</li> <li>• Facility Inspector (MAREU)</li> <li>• Maritime Enforcement Investigator (MAREO)</li> <li>• First Pilot (Any airframe)</li> <li>• Auxiliary Aircraft Commander</li> </ul>	<ul style="list-style-type: none"> <li>• Port Security Unit (PSU) Squad Leader (PSU-SL)</li> <li>• Port Security Unit (PSU) Fire Team Leader (PSU-FTL)</li> <li>• Situation Unit Watchstander (OS0030)</li> <li>• Ops Unit Watchstander (OS0029)</li> <li>• Response Officer (MAREH)</li> <li>• Response Supervisor (MAREG)</li> <li>• Response Technician(MAREF)</li> <li>• Response Member (MAREE)</li> <li>• Officer of the Deck (any OOD)</li> <li>• SA/Criminal Investigator (OPSHA)</li> </ul>
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b. Military (Active and Reserve) mandated training requirements:

All Military.	ICS-100 and IS-700
All Military members who serve as a Communications Unit/Radio Watchstander.	ICS-200
All E-4 and above at a Sector, MSU, MSD, Base, MSST, MSRT, TACLET, National Strike Force, CG-IMAT.	ICS-200
All E-6 and above at a Sector, MSU, MSD, Base, MSST, MSRT, TACLET, National Strike Force, CG-IMAT, District (Dr or Dx) staff, Area (Area-3 or Area-5) staff, or assigned as a CO/OinC or XO/XPO of any unit.	ICS-200 and ICS-300

c. Civilian personnel mandated training requirements:

All Civilian Personnel.	ICS-100 and IS-700
All Civilian Personnel working in a Command Center. (except Communications Unit/Radio Watchstander), or any of the other information conduits.	ICS-200 and ICS-300
All Civilian personnel who serve as a Communications Unit/Radio Watchstander.	ICS-200
All Civilian Personnel GS-9 and above who are at a Sector,	ICS-200