



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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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



COMDTINST 3120.22  
11 July 2014

COMMANDANT INSTRUCTION 3120.22

Subj: Incident Command System (ICS) Mandated Training Requirements

- Ref: (a) Homeland Security Presidential Directive 5 (HSPD-5)-Management of Domestic Incidents  
(b) Presidential Policy Directive 8, National Preparedness  
(c) National Incident Management System (NIMS), 3 December 2008  
(d) National Incident Management System Training Program, September 2011

1. PURPOSE. This document establishes the Coast Guard’s Incident Command System (ICS) baseline mandated training requirements in order to ensure the Coast Guard complies with reference (a) through (d). 6 U.S.C. §752, Federal Preparedness, executed through the Presidential direction in reference (a) requires all Federal Departments and agencies to comply with reference (c) and (d) to be prepared to respond to a natural disaster, act of terrorism, or other man-made disaster.
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 Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Alignment with the National Incident Management System and National Response Plan, COMDTINST 16000.27 (series) and the United States Coast Guard National Incident Management System (NIMS) and National Response Plan (NRP) Implementation Plan, 29 December 2004 are canceled.
4. BACKGROUND. The Coast Guard adopted ICS as the all-hazards, all-risk incident management system in 1998. In 2004 the Coast Guard adopted reference (c), NIMS, which included ICS as one of the five components of NIMS. NIMS provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations (NGOs) to work together effectively and efficiently to

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NON-STANDARD DISTRIBUTION:

prepare for, prevent, respond to, and recover from domestic incidents regardless of cause, size, or complexity.

- a. The NIMS includes a core set of concepts, principles, and terminology to provide for interoperability and compatibility among Federal, State, local, tribal, and private sector capabilities. Reference (C) identifies these as the Incident Command System (ICS); multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
- b. The Coast Guard has proven the benefits of ICS as the all-hazards, all-risk incident management system during daily small incident response operations. The Coast Guard further demonstrated the flexibility and scalability of the system during the Deepwater Horizon oil spill response expanding the ICS organization to an Area Command managing 4 Incident Commands with 17 Branches, 47,000 responders, 6,331 vessels, and 145 aircraft across the shorelines of 5 States, and the near shore, off-shore, and sub-sea areas of the Gulf of Mexico.

5. 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.

6. DISTRIBUTION. No paper distribution will be made of this Instruction. 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>.

7. RECORDS MANAGEMENT CONSIDERATIONS. This instruction 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.

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

MSU, MSD, Base, Fire Department, National Strike Force, or CG-IMAT.	
All Civilian Personnel GS-11 and above who are at a Sector, MSU, MSD, Base, Fire Department, National Strike Force, or CG-IMAT.	ICS-200 and ICS-300

d. Auxiliary personnel mandated training requirements:

All Auxiliary members.	ICS-100 and IS-700
All Auxiliary members working in a Command Center (except Radio Watchstanders), or any of the other information conduits.	ICS-200 and ICS-300
All Auxiliary members who serve as a Communications Unit/Radio Watchstander.	ICS-200
All CG Auxiliary members who work at a Sector, MSU, MSD, Base, MSST, MSRT, National Strike Force, or CG-IMAT.	ICS-200
All Auxiliary members who actively support incident response by working in the Incident Command Post (ICP).	ICS-200 and ICS-300

9. NIMS EQUIVALENCIES. Any non-Coast Guard training that meets the training standards set forth in the FEMA Training Program, reference (d), shall be accepted by the Coast Guard to meet the mandated training requirements listed above.
10. TIMELINE. ICS-100 and IS-700 training shall be completed within 6 months after promulgation of this Instruction or within the first 6 months after becoming a member of the Coast Guard. ICS-200 and ICS-300 training shall be completed within the first year after attainment of rank or arrival to a billet that requires the training.
11. ICS-300 TRAINING REQUIREMENT FOR OBTAINING ICS POSITION SPECIFIC COMPETENCIES. Effective fiscal year (FY) 17 personnel seeking to obtain Coast Guard ICS position specific competencies shall attend the Coast Guard version of the ICS-300 course (Course code: 501377). The performance training system enhancements in the Coast Guard version, which are not found in the FEMA version, of the ICS-300 course establish the expected baseline ICS knowledge prior to attendance of advanced ICS position specific courses provided by FORCECOM.
12. TRAINING MANAGEMENT TOOL. Commandant (CG-741) shall make the necessary changes to the Training Management Tool (TMT) to allow for proper tracking and documentation of the requirements established by this Instruction.
13. DIRECT ACCESS. Commandant (CG-1B1) shall make the necessary changes to Direct Access and the Competency Dictionary to allow for proper tracking and documentation of the requirements established by this Instruction.
14. IS-800. The Coast Guard IS-800, *Introduction to the National Response Framework*, training requirement is suspended pending FEMA revisions to the IS-800 course required by

Presidential Policy Directive – 8, National Preparedness to the entire National Preparedness System training curriculum.

15. TRAINING DOCUMENTATION. Training required by this instruction shall be documented in the Training Management Tool (TMT) by the unit training officer following the steps below.

- a. Assign required training to the member by choosing the “Assign Competencies to People” function. The training required should show as a “blue: Permanent competency”. If the training requirement does not appear then assign the training as a requirement. Filter for the following TMT short titles IS700, ICS100, ICS200, or ICS300. Return to main menu.
- b. Certify the members’ completion of the training under the “All Certifications” and then “Certifications” function. After selecting the member move to the Certifications tab and move the training competed from the “Uncertified” table to the “Certifications” table. Adjust the Certification date to the date the training was completed.
- c. To validate a members proper entry of training completion chose the “Reports” function found on the main menu of TMT and choose the “certifications” report function. Select the member and click the submit button. The training should be listed on the left side of the report as a “Competency” and show a green “Yes” under the “Certified” column of the report.

16. COURSE DESCRIPTIONS.

- a. ICS-100, *Introduction to the Incident Command System*, provides training and resources for personnel who require a basic understanding of the Incident Command System (ICS). ICS-100 introduces ICS and provides the foundation for higher level ICS training. This course describes the history, principles, and organizational structure of ICS. It also explains the relationship between ICS and the NIMS.
  - (1) ICS-100 training is available through the FEMA Emergency Management Institute Independent Study Program (ISP) at <http://training.fema.gov/IS/NIMS.aspx>.
  - (2) FEMA offers several different versions of the ICS-100 course based on discipline specific subject area. Coast Guard personnel should take the ICS-100 course that most closely matches their area of expertise in the Coast Guard.
- b. ICS-200, *ICS for Single Resources and Initial Action Incidents*, is designed to enable personnel to operate efficiently during an incident or event within ICS with focus on management of single resources, and providing training and resources for personnel who are likely to assume a supervisory position within ICS.
  - (1) ICS-100 is a prerequisite training requirement.
  - (2) ICS-200 training is available through the FEMA Emergency Management Institute Independent Study Program (ISP) at <http://training.fema.gov/IS/NIMS.aspx>.

- c. ICS-210, *Initial Incident Commander*, is a Coast Guard specific course that expands upon ICS-210 concepts to prepare Coast Guard members to serve as the first Federal response official on-scene of any incident. The ICS-210 course focuses on initial incident assessment, initial incident management, transition to a larger ICS organization, and the development and use of the Coast Guard ICS-201 Incident Briefing form.
    - (1) ICS-100 and ICS-200 are a prerequisite training requirement.
    - (2) The ICS-210 course is available through the CG eLearning Portal, <https://elearning.uscg.mil/>.
  - d. ICS-300, *Intermediate ICS for Expanding Incidents*, builds upon the basic ICS principles taught in ICS-100 and ICS-200, to train personnel who will be assigned to supervisory Incident Command Post positions. ICS-300 provides more description and detail of the organization and operation of ICS, management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident and event planning. The Coast Guard version of this course is performance based requiring the students to work from initial response through two full planning cycles to develop two Incident Action Plans.
    - (1) ICS-300 is taught as an exportable resident “C” School by the TRACEN Yorktown Contingency Preparedness and Response Management School. Course convening dates and locations can be found on the Coast Guard Training Quota Management Center under ICS training, [http://www2.tracenetaluma.com/tqc/cschooll\\_selectC.asp?c=35&cc=501377](http://www2.tracenetaluma.com/tqc/cschooll_selectC.asp?c=35&cc=501377).
    - (2) ICS-100, ICS-200, and ICS-210 are prerequisite training requirements.
  - e. IS-700, *National Incident Management System, an Introduction*, provides training and resources for personnel who require a basic understanding of NIMS. ICS-700 is available through the FEMA Emergency Management Institute Independent Study Program (ISP) at <http://training.fema.gov/IS/NIMS.aspx>.
17. **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>.

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