

February 13, 2006

ADMINISTRATION BUREAU MEMORANDUM NO. 06-2

SUBJECT: NIMS and ICS-100 Training for Commanders

Homeland Security Presidential Directive 5 (HSPD-5) requires that all federal, state, and local law enforcement personnel considered to be "first responders" receive National Incident Management System (NIMS) and IS-100 and IS-700 training. The directive also requires that the training be completed no later than September 30, 2006. Failure to meet these requirements could result in the loss of federal preparedness grant funding assistance.

All commanders are required to complete this training, as well as future NIMS training. It is recommended that commanders complete their IS-100 training "on-line" at <http://training.fema.gov/emiweb/IS/is100.asp>. Locate the printable version of IS-100 as well as "download final exam questions" to use as a study guide. Once this has been completed, return to the same website and click on "Take final exam". Complete the exam and submit all required information.

The IS-700 course can be found at <http://training.fema.gov/emiweb/IS/is700.asp>. Again, read the information and upon completion, take the final exam.

In order to receive both the e-mail notification of pass/fail and the printed certificate of achievement, the contact information for both courses must be completed. The e-mail notification should be received within 48 hours; the certificate of achievement will be sent through the U.S. mail. Please retain your e-mail notification until you receive your certificate. A copy of the certificate of achievement should be forwarded directly to Robin Jackson at the Professional Training Section in order to receive credit for the courses.

Deputy Chief Nick Nichols  
Commander  
Administration Bureau

DISTRIBUTION: All Department Elements  
To be posted on all bulletin boards for one week.