



HEADQUARTERS
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11 September 2012

MEMORANDUM FOR ALL NER WING COMMANDERS AND DIRECTORS OF
OPERATIONS/EMERGENCY SERVICES

FROM: CC

SUBJECT: INTERIM CHANGE LETTER – Incident Commander Level 3, 2, 1 Program

1. The Incident Commander Level 3, 2, & 1 Program is established to identify the requirements that the Northeast Region expects all trained and qualified Incident Commanders to meet. The attached NER ICL identifies the training requirement for qualification of Incident Commander, Levels 3, 2, and 1. This ICL replaces the NER supplement to CAP60-3 currently in place in the wings. The original ICL/supplement (see NER/DO message dated 2/16/2012) was effective 1 January 2012. That date remains in effect under this replacement ICL.
2. A supplement to CAP Regulation 60-3 was prepared and submitted for approval. As requested by NHQ/DO the supplement was withdrawn pending a complete review of the training requirements in CAPR 60-3 to be presented during the summer National Boards. The presentation was made during the Operations Invitation Only meeting. The finalized training requirements for Incident Commander Level 3, 2, and 1 are expected to be presented to the CAP NEC during the November meeting.
3. Point of contact for this ICL is Col. David Braun, NER/DO.

CHRISTOPHER HAYDEN
Colonel
Commander

Attachment:
NER Incident Commander Levels 3, 2, & 1 Program, 10 September 2012

10 September 2012

NER INCIDENT COMMANDER LEVEL 3, 2, and 1 PROGRAM

Paragraph number references are to those in CAPR 60-3, dated 17 August 2009

2-2d added new section

- (4) Levels of Complexity Definitions. The IC specialty levels 3, 2, and 1 are of varying degrees of complexity that correspond to NIMS Type 5, 4, 3, 2, and 1 incidents.
- (a) An IC 3 is expected to handle missions on a local level that are NIMS type 5, 4, & 3 incidents. These missions are ones in which some or all of the command & general staff may be activated. The incident may extend into multiple operational periods. A written IAP and formal briefings may be required for multiple operational periods. An IC 3 is expected to be able to handle NIMS type 3 incidents which include AFRCC and State Emergency Management Agency (SEMA) missions, such as a tropical storm or hurricane within a wing's Area of Responsibility (AOR). Examples include missions assigned by the AFRCC, fire patrol or SEMA assigned missions. An AFRCC mission could start as an ELT mission and extend to an unconfirmed and into a confirmed overdue or missing aircraft mission.
- (b) An IC 2 is expected to handle missions beyond the capabilities of local control, such as multi-wing missions, that are NIMS type 2 incidents. The incident is expected to go into multiple operational periods. A written IAP and formal briefings will be required for each operational period. Region resources may be required. Most or all the command and general staff positions are activated. Many of the functional units are needed and staffed. An IC 2 is expected to be able to handle NIMS type 2 incidents which include both FEMA disaster relief as well as large scale SEMA support missions. Examples include missions assigned by SEMA and FEMA to support strong hurricane or devastating floods disasters.
- (c) An IC 1 is expected to manage and operate the most complex missions requiring region or multi-region resources on a NIMS type 1 incident. All command and general staff positions are activated. An incident requiring an IC 1 is of national significance and activates the National Response Plan. Examples include Operations Katrina and Deepwater Horizon.
- (5) The NER/CC will appoint a NER Incident Commander Review Board (ICRB) to review and recommend all of IC 2 candidates and review and approve IC 1 candidates. The NER ICRB will be comprised of the NER/CV and three wing Directors of

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Emergency Services appointed by the NER/CC. The NER/DOS will be ex-officio member of the board. The board will meet on an as required basis.

(6) The NER/CC or the commander's designee may in extenuating circumstances waive any or all the requirement of this supplement for qualified candidates who have gained the necessary experience outside of the CAP.

(7) Documenting IC levels 3, 2, and 1 training requirements.

(a) Before a member can be signed off as an IC 3, the following criteria must be met:

- a. There is no change to the CAPR 60-3 criteria for IC 3 signoff.
- b. The wing will maintain the member's IC 3 training package.

(b) Before a member can be signed off as an IC 2, the following criteria must be met:

- a. The IC 2 candidate shall have at least 2 years experience as an IC 3 and must provide documentation that they have served in the IC role for at least eight (8) missions that each involved multiple (minimum of 4 air and ground) sorties during the same operational period. Documentation must be included in the members training package.
- b. Completion of the training requirements listed on SQTR for IC 2.
- c. Each task in the Advanced Training Section of the SQTR for IC 3 must be completed again, but using the higher level of complexity definition as a basis for the training. Documentary evidence must be presented that each task has been satisfied. This may be presented in the form of worksheets used by the candidate to complete those tasks.
- d. The IC 2 candidate must serve as an IC for at least two (2) wing-wide Guided Training Exercises (GTE) or Operational Evaluations (OPS EVAL) or other similar multi-wing mission.
- e. The two exercises the candidate uses for completion of the IC 2 qualification must be overseen by two different IC evaluators, one of which must be by the NER/CC or his designee.
- f. Each evaluator must be a current IC 2 or higher.
- g. In each of the two exercises the evaluator will only provide credit if the candidate meets the full standard of an IC 2 for the exercise, as if the evaluator had not been present.
- h. Wing commanders should maintain a list of approved evaluators to serve as an IC 2 evaluator.
- i. The IC 2 candidate must have demonstrated actual experience in working with agencies outside of CAP and the AFRCC on no less than six missions. Interaction with external agencies will be during a training exercise or a real mission. The interface with the external agency must not be simulated.

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- j. The wing Director of Emergency Services will prepare an IC 2 training package and forward a written recommendation to the wing commander for endorsement.
 - k. The wing commander will forward the IC 2 training package, with endorsement, to the NER ICRB for review. The NER ICRB will review the package and if further training is will have the wing commander provide the added training and resubmit the training package with the added documentation.
 - l. After this process is completed and the NER ICRB has recommended approval the wing commander may update the members Ops Qualifications in WMIRS. Once updated the member can perform IC 2 duties.
 - m. The NER HQ will maintain the member's IC 2 training package.
- (c) Before a member can be signed off as an IC 1, the following criteria must be met:
- a. The IC 1 candidate shall have at least 4 years experience as an IC 2 and must provide documentation they have served as an IC 2 for at least 4 missions or exercises that involved significant (minimum of 6 air and ground) sorties during the same operational period and involved coordination with at least one other CAP wing and one non-CAP agency. This could be participation in multi-wing / region or wing / multi-region missions. Documentation must be included in the members training package.
 - b. Completion of the training requirements listed on SQTR for IC 1.
 - c. Each task in the Advanced Training Section of the SQTR for IC 3 must be completed again but using the higher level of complexity definition as a basis for the training. Documentary evidence must be presented that each task has been satisfied. This may be presented in the form of worksheets used by the candidate to complete those tasks.
 - d. The IC 1 candidate must have served as an IC/AL for two (2) multi-agency training exercises or missions excluding AFRCC missions.
 - e. The two exercises the candidate uses for completion of the IC 1 qualification must be overseen by two different IC evaluators, one of which must be designated by the NER/CC or his designee.
 - f. Each evaluator must be a current IC 1.
 - g. In each of the two exercises the evaluator will only provide credit if the candidate meets the full standard of an IC 1 for the exercise, as if the evaluator had not been present.
 - h. Wing commanders should maintain a list of approved evaluators to serve as an IC 1 evaluator.
 - i. The IC 1 candidate must have demonstrated actual experience in working with agencies outside of the CAP and the AFRCC on no less than ten (10) missions. Interaction with external agencies will include a minimum of five (5) real missions and the rest may be during a training exercise. The interface with the external agency must not be simulated.

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- j. The wing Director of Emergency Services will prepare an IC 1 training package and forward a written recommendation to the wing commander for endorsement.
- k. The wing commander will forward the IC 1 training package, with an endorsement, to the NER ICRB for review. The NER ICRB will review the package and if further training is, will have the wing commander provide the added training and resubmit the training package with the added training documentation.
- l. After the NER/CC endorsement the NER/DOS will update the members Ops Qualifications in WMIRS. Once updated the member can perform IC 1 duties.
- m. The NER HQ will maintain the member's IC 1 training package.

2-4e added new section

e. Renewal of IC 3, 2, and 1 qualification:

- (a) Members qualified to the requirements cited in paragraph 2.2d(4) will be evaluated on one mission every 3 years by a qualified evaluator in each of the levels currently qualified in.
- (b) Members previously qualified to other standards must receive training using the requirements cited in paragraph 2.2d(4).

2-5c added new section

e. Renewal of expired IC 3, 2, and 1 qualification:

- (a) Members whose qualifications for IC 3, 2, and 1 have expired will be required to meet the requirements cited in paragraph 2.2d(4).

2-6d added new section

d. Transfer of IC 3, 2, and 1 qualification:

- (b) Members who transfer to the Northeast Region from other regions will be required to demonstrate proficiency through participation in a mission under the supervision of an evaluator qualified for that IC level. Failure to demonstrate proficiency will require the member to qualify under the requirements cited in paragraph 2.2d(4).