



**The State Guard Association of the United States, Inc.**

**Military Emergency Management Specialist Academy**



# **Military Emergency Management Specialist Program**

**Policies and Procedures Manual**

**SGAUS MEMS Academy  
P.O. Box 1416  
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“The credit belongs to the person who is actually in the arena; whose face is marred by dust and sweat and blood; who strives valiantly; who errs and comes up short again and again; who knows the great enthusiasms; the great devotions, and spends himself in a worthy cause; who, at the best, knows in the end the triumph of high achievement; and who, at worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who know neither victory nor defeat.”

Theodore Roosevelt

### Revision History

<u>Version Date</u>	<u>Summary of Changes</u>
December 1 2009	Initial release

## Welcome

Congratulations - you have taken an important first important step on the way to earn qualification as a Military Emergency Management Specialist (**MEMS**). The MEMS Academy is a unique program, designed to prepare graduates personnel to effectively function in and operate local, state or national emergency management mobilizations.

The Academy qualification program fully complies with current US Department of Homeland Security (**DHS**), Federal Emergency Management Administration (**FEMA**), Incident Command System (**ICS**), National Incident Management system (**NIMS**), National Response Framework (**NRF**) and Homeland Security Presidential Directive 5 (**HSPD-5**) requirements for emergency management personnel.

The qualification process is not easy; it will take effort, perseverance and time to complete. It will challenge you! Though the curriculum emphasizes actual experience, most course work can be completed online. This handbook will help you work with MEMS Academy staff to obtain your MEMS qualification.

## Mission Statement

To promote the advancement of the knowledge and practice of emergency management and to prepare members of the State Guard Association of the United States and other authorized participants to perform effectively in local, state and national emergency management exercises and mobilizations.

## Core Values

The MEMS Academy has adopted as core values for its staff and students:

Service      Integrity      Excellence      Leadership

Service: To community and nation in time of need and service to those who would serve;

Integrity: The high standards they will follow, claiming or granting credit or recognition solely for earned achievement, without respect to rank, office or favoritism;

Excellence: Continuous effort to ensure the best, most effective and up-to-date training and;

Leadership: To lead students by example to provide honorable and effective service and to lead fellow responders prepare for, respond to, and recover from emergencies and disasters.

## I The Military Emergency Management Specialist Program

1. Increased operational tempo, mobilization and deployment of reserve component units in support of overseas contingencies have multiplied the frequency for use of state defense forces in response to natural and man-made disaster situations. The State Guard Association of the United States, Inc (**SGAUS**) has responded to this situation by offering the Military Emergency Management Program to its members and other accepted qualified and interested personnel.
2. The MEMS Program is an adjunct training program operated by and as a part of the State Guard Association of the United States, Inc. As such it is subject to the direct oversight and management by the SGAUS Board of Directors exercised through the elected SGAUS officers and the Executive Committee. The internal operations of the program are managed by the MEMS Academy Commandant who reports directly to the SGAUS President. All policies and procedures of the Academy are subject to approval by the Board of Directors.
3. The MEMS Academy offers Basic, Senior and Master Military Emergency Management Specialist qualifications to prepare participants to operate in local, state and national emergency mobilizations.
4. Individuals with Basic MEMS qualification will have operational understanding of the principles of emergency management, including mitigation, preparedness, emergency response and recovery and have knowledge, skills and abilities needed to effectively work within a comprehensive emergency management operation. After completion of the Senior MEMS curriculum, participants will understand the principles of emergency management including the National Response Framework, National Incident Management System and Incident Command System, have completed the FEMA EMI ISP Professional Development Series, and have knowledge necessary to act as a manager within an incident response. After completion of the Master MEMS curriculum, participants will have knowledge necessary to teach, at advanced levels, principles of emergency management and to act as a manager at a high level within a complex incident response.
5. MEMS qualification recipients who have actually deployed into emergency operations may qualify for award of the MEMS Flash. Students with advanced emergency management training and experience may receive waivers for some Basic and Senior level MEMS qualification requirements upon application and approval by SGAUS.
6. MEMS Academy curricula consist principally of standardized and validated courses developed by FEMA's Emergency Management Institute (**EMI**) and other national emergency management and first responder institutions. Most are available on-line, and may also be available as in-person group presentations. A few advanced classes are available only in classroom settings. See curriculum descriptions at Appendices A-C for further information.
7. While almost all courses in the MEMS curricula are available free of charge from the agencies that offer them, students are responsible for any costs incurred. Participation in the program may entail reimbursement fees to the State Guard Association, depending on your membership status. See Section II, Paragraph 4c.
8. The term State Defense Force as used in this publication refers to those military organizations established under state authority including State Military Reserves, State Militias and State Guards.

## II Policies

1. **Student Conduct:** Every student admitted to the MEMS qualification process is expected to treat Academy staff, fellow students, outside instructors and others with proper respect, dignity and military courtesy. Violations of this rule may result in dismissal from the MEMS Academy.
2. **Student Ethics:** Students will adhere to the highest standards of personal and military ethics while enrolled in the MEMS Academy. Any cheating, falsification, dishonesty, or deception will result in immediate dismissal from the Academy. If it is determined that a student received a MEMS qualification under deceitful or dishonest conditions, his/her qualification may be revoked at any time by the Academy Commandant.
3. **Student Issues:** Students that encounter problems or concerns with their academy studies and/or assignments are encouraged to resolve any issues informally with their academy proctor. If this approach does not lead to resolution, the student may informally contact the Academy State Director about the issue(s). If this does not resolve the problem, the student may write a formal request to the Academy Regional Director to address his/her issue(s). If the Regional Director is also not able to resolve the issue, the matter will be forwarded to the MEMS Academy Deputy Commandant and, if necessary, to the Academy Commandant for resolution. The Academy Commandant's decision is final.
4. **Program Participation:** Participation in the MEMS Program is open to the following:
  - a) **State Defense Forces Members.** Must be current Regular or Life Members of the State Guard Association of the US and may participate free of charge as a benefit of such membership. As state authorized entities, state defense forces may not make rank, awards, decorations or privileges conditional on membership in any private organization, including SGAUS. Current membership in SGAUS is, however, a requirement for active state defense force members wishing to participate in the SGAUS MEMS Program.
  - b) **Active, Reserve Component, National Guard and civilians.** If a member of the Association, they may participate free of charge as a benefit of such membership.
  - c) **Non SGAUS Members:** Participants who are not Regular Members of the Association will be charged non-refundable fees equal to twice the annual civilian membership fee (currently \$25.00) to defray program administrative costs and be accorded Associate Membership. An additional application must be completed and enrollment fee paid, for advancement in level, e.g., from Basic to Senior, or Senior to Master. The current fee is \$50.00 per enrollment.
5. **MEMS Qualification Time Limitations:** The science and practice of emergency management changes continuously, incorporating new experience and practices. Skills must be practiced and refreshed to be available when needed. Therefore, following the model long used in the medical, educational and legal communities, *all MEMS credentials granted to students after 31 December 2009 will be time limited* – valid for three years from date of issue. Credentials issued to students before 1 January 2010 will be valid indefinitely, though holders are encouraged to voluntarily renew their training. Training requirements for renewal of credentials are as follows:
  - a) **Basic** – advance to Senior level or take at least two additional emergency management related courses within three years of qualification.
  - b) **Senior** – advance to Master level or take at least two additional emergency management related courses within three years of Senior qualification.

- c) Master – any combination of two additional courses, teach two emergency management related courses, or participate in two emergency management full-scale, functional or tabletop exercises, or actual mobilizations within three years of Master qualification.
  - d) Academy State or Regional Directors will provide guidance on course selection and must approve courses.
6. Potential for Injury, Illness or Damage: All MEMS Academy students and participants, by their involvement in the qualification program and process, acknowledge that they have reviewed the requirements and fully understand the MEMS Academy program, are fully familiar with the potential hazards, potential for injury, illness or damage, and, have read or materials describing it, and have otherwise evaluated the potential for injury and resulting damages and understand that participation in the program can be a strenuous event.
7. Waiver of Liability: SGAUS and the MEMS Academy require as a condition of participating in the MEMS program, that each student, in consideration of permission to enter this activity, irrevocably release and forever discharge SGAUS and the MEMS Academy (collectively, “they” “their”), their heirs, executors, administrators, personal representatives, assigns, and anyone entitled to act on their behalf, their agents, servants, and employees, sponsors, owners of the property on which program related training is conducted, their promoters, managers, instructors, inspectors, officials, volunteers, and any and every other person participating in any way, from any and all claims for damages or injury or liability of any kind, illnesses alleged to result from the training or damages of any and every kind suffered, as a result of participating in or travel to or from training exercises or courses. Also students further agree to indemnify and hold harmless those released for costs, attorneys fees, or other expenses should the student or any person for or on the student’s behalf file a legal action against the United States of America, the various States, territories or commonwealths, SGAUS, the MEMS Academy or anyone else involved in the MEMS Academy qualification program.
8. MEMS Skill Badges and other uniform items: Current SGAUS membership is required for wear by members of state defense forces. The wear of MEMS insignia items is dependent on the policy of the recipient’s organization, *not* the MEMS Academy or SGAUS. SGAUS recommends that these items be worn in accordance with US Army uniform regulations in a position inferior to Federal or State devices.
9. Academic Waivers: Partial academic and practicum waivers for the Basic and Senior MEMS qualification may be considered from individuals with advanced emergency management schooling (e.g. a degree in Emergency Management) and/or full time work experience (e.g. Emergency Manager for a state or local emergency management department). Waivers are not available for Master MEMS qualification requirements. Waivers will *not* be granted on account of rank, service or position in any organization, military or civilian, including SGAUS or the MEMS Academy.
10. Waiver Process: Waivers are considered by the appropriate Academy State or Regional Director upon receipt of a formal request accompanied by full documentation of the reasons offered for the request. The Academy Director will make a recommendation to the Academy Commandant who will review the State or Regional Directors recommendation and render a final decision.
11. Qualification Sequence: Students must progress through the MEMS Program one qualification at a time. MEMS Basic must be completed before enrollment in the MEMS Senior curriculum and MEMS Senior must be completed before enrolling in the MEMS Master Curriculum. The application for the MEMS Flash may be submitted anytime subsequent to completion of the MEMS Basic program assuming that the MEMS Flash award criteria have been met.

### III MEMS Program Application and Student Procedures.

1. MEMS qualification is open to active members of official state defense forces, U.S. Uniformed Services, member's state and local emergency management response organizations, and interested civilian participants in accordance with the policies contained in section II, paragraph 4.
2. Participants must be Regular or Associate Members of SGAUS prior to enrollment in the MEMS program. Program applicants will be required to show evidence (Membership Certificate of current Membership Card) upon application for enrollment in the MEMS Program. A Membership Application Form is available on the SGAUS website.
3. SGAUS headquarters will receive, process, and issue membership credentials upon receipt of the Membership Application Form and required fees. Payment should be made by check or money order in U.S. funds, payable to "State Guard Association of the US." Mail your payment to the national Headquarters address on the form. If the payment does not clear, participation in the MEMS program will automatically be suspended and will not be reinstated unless and until payment is made for the program fee and all bank charges.
4. Complete, and sign a MEMS Program Application.
5. Members of State Defense Forces, US Uniformed Services and state and local emergency manage response organizations will have their application verified and or endorsed by your military or civilian supervisor. If you do not have a supervisor, contact your MEMS State or Regional Academy Director (**ASD, ARD**).
6. Contact the ASD or ARD before you send materials to assure you have up-to-date contact information, are aware of all requirements and to assure secure delivery of possibly sensitive information. DO NOT submit applications to the SGAUS national office. If you are missing any documentation, contact your ASD or ARD for additional instructions. Address information for ARD and ASD is contained at Appendix F. Submit the application form to your ASD or ARD by mail, fax or as an e-mail attachment your application form and a civilian resume and / or military biography including a list of your relevant emergency management experience and coursework.
7. You will generally be allowed credit for coursework completed with-in a year of enrollment subject to the approval of your Academy Proctor. You must submit proof of completion e.g., copies of certificates or transcripts. .
8. The state or regional Academy Director will review your application. If the application is accepted, the director will be your proctor or assign an Academy Instructor to act in that role
9. The curriculum for each level of the MEMS Program is listed in Appendices A-C. Students will work under the guidance of their proctor to complete extension coursework and practical hands-on experiential work as specified.
10. As the science and practice of emergency response changes, and standardized courses are brought up to date, the MEMS Academy may change requirements for qualification at different levels. If a required course becomes unavailable, your proctor will arrange for the substitution of equivalent courses.
11. Participants should maintain personal files of their work and training certificates. To protect students' privacy, the MEMS Academy does not maintain detailed files on students. The MEMS Academy *will* keep a record of qualifiers' date and level of MEMS qualification, rank, military / agency affiliation, and contact information as of their date of qualification.



12. Upon completion of training, graduates will receive a qualification certificate and dated identification card. Copies of the certificate may be placed in the graduate's military or civilian personnel records jacket. A copy of the certificate or identification card must accompany requests to SGAUS headquarters to purchase MEMS insignia.

#### IV MEMS Skills Badges and Insignia

1. Authority to wear MEMS skill badges and insignia is solely dependent on military or organizational authority and not SGAUS or the MEMS Academy.
2. All SGAUS and/or MEMS Academy artwork and designs used as and in the various symbols, patches, badges, emblems, and insignias, altered or not, are trademarked property of SGAUS, Inc. and may not be reproduced, used, manufactured or otherwise copied, duplicated, replicated or otherwise disseminated, distributed or circulated without the express authorization of the SGAUS Board of Directors. Violations of this policy are prosecutable by state and federal criminal and civil law.
3. The MEMS Skills Badge depicts the historic United States "Civil Defense" eagle of World War II, rampant on a bound laurel wreath, the traditional symbol for victory.
4. The MEMS Skill badges are authorized in Basic, Senior and Master versions as illustrated below:



Basic



Senior



Master



Flash

5. MEMS skill badges are authorized in full and miniature silver high-gloss metal finish, full size subdued black metal finish and as full-size subdued black or white on olive drab sew-on patches. It is recommended that MEMS skill badges be worn in accordance with applicable military regulations. That is, centered above or below military ribbons on the left side of military dress uniform shirts or jackets. On combat-type uniform blouses, the badge is worn on the left chest - either centered above the branch name tape or below, on a pocket flap. In all cases, MEMS insignia is worn in a position inferior to Federal or State badges.
6. MEMS badge recipients may earn the MEMS Flash, denoting actual emergency management activation and mobilization in response to a disaster or emergency. The MEMS Flash has a light blue background with a gray border, denoting the colors of the State Guard Association of the United States. The MEMS badge is centered on the Flash, which is generally worn only on dress uniforms.

To apply for the MEMS Flash, contact the appropriate state or regional Academy Director and submit documentation of the recent emergency management activation(s). The proof must link the applicant specifically to the activation. Examples of acceptable documentation include:

- a. Copies of competent military orders
- b. After Action Reports
- d. Newspaper and magazine articles/stories or military papers documenting such service
- e. Formal letters from appropriate military and/or governmental authorities attesting that the applicant actually served in an emergency management activation.

## **V College and Continuing Education Credit**

1. FEMA, EMI and USFA online courses may qualify for college and Continuing Education Unit (**CEU**) credit. Various Emergency Management classroom courses may also qualify for credits. Go to <http://www.training.fema.gov/emiweb/is/crslist.asp> for more information.
2. The MEMS Academy, in a cooperative agreement with Towson University in Baltimore, Maryland, may also grant college credit for the experiential practicum portions of the MEMS qualification process and other relevant classroom and academic work. Contact the Towson University Liaison for more information or your local community college to see if it offers college credit for EMI ISP courses.

Appendix A

### Basic MEMS Curriculum

1. Complete, as a minimum, the following online EMI courses available online, free of charge, at the FEMA web site under Training, Independent Study Program (ISP): <http://training.fema.gov/IS/> and may be available in group, in-person settings. Q534 is available online, free of charge, from the US Fire Academy (USFA) at [www.usfa.fema.gov/training/nfa/independent/](http://www.usfa.fema.gov/training/nfa/independent/).
  - a. IS100 Introduction to Incident Command System (ICS)
  - b. IS200 Single Resources and Initial Action Incidents
  - c. IS775 EOC Management and Operations **Note 1.**
  - d. IS292 Disaster Basics
  - e. IS700 National Incident Management System (NIMS)
  - f. IS800 National Response Framework (NRF) **Note 2.**
  - g. Q534 Emergency Response to Terrorism.

**NOTE 1:** Formerly, IS275 Emergency Operations Center, was required for Basic qualification. FEMA has suspended presentation of IS275. If already completed, IS275 meets MEMS requirements. G-775 is **NOT** an online course. IS208 was, until 1 November 2008, an acceptable substitute for IS275.

**NOTE 2:** In March 2008, the National Response Framework significantly changed the template for emergency response, replacing the National Response Plan. IS800 or IS800A, National Response Plan (NRP) will **NOT** be accepted as meeting MEMS requirements for initial qualification or advancement after 31 December 2008.
2. Complete a Basic MEMS Practicum assigned to you by your Proctor. This will be either:
  - a. A Basic MEMS Qualification and Training Exercise offered or sponsored by the Academy,
  - b. Practical assignment with a state guard, federal, state or local EOC or other emergency management agency, approved by the MEMS state or regional director, or
  - c. An emergency management classroom training program with a state or federal emergency management agency, state or federal military school or other applicable educational institution, approved by the MEMS state or regional director.
3. Complete an After Action Report (AAR) or Narrative on the practicum option assigned. This should include, as indicated:
  - a. The title of the Practicum.
  - b. Names and addresses of agencies with which the practicum was performed.
  - c. Contact name and title of agency Points of Contact.
  - d. Rank, name, and contact information, including email, of the commanding officer or agency supervisor that approved this practicum.
  - e. Dates of practicum activities.
  - f. A detailed description of what you did and accomplished.
  - g. An assessment of how the training and experiences of this practicum assist you in future emergency management activation(s) with your unit/organization?
  - h. As assessment of how will you use MEMS qualification in your military/agency career
  - i. Suggestions and recommendations to improve MEMS training
  - k. Copies of class notes and course curricula from the training.
  - l. Copies of any orders you received, AARs and other relevant documents.

Appendix B

## Senior MEMS Curriculum

1. Complete the following online EMI courses, *in addition to those required for the Basic MEMS Qualification*:

The following courses are available online, free of charge, at <http://fema.gov> under Training, Independent Study: <http://training.fema.gov/emi/web/is> and may be available as in person group classes. Generally, ICS300 and 400 are available in classroom format only, not online. State Emergency Management Offices (or their equivalents) provide information on available classes at this level. Weapons of Mass Destruction (WMD) Awareness training is available as an in-person FEMA course, #160, from the Texas Engineering Extension Service (TEEX) <http://www.teex.com/> or New Mexico Tech (NMT). <http://campus.emrtc.nmt.edu/campus>

- a. IS139 Exercise Design
  - b. IS230 Principles of Emergency Management
  - c. IS235 Emergency Planning
  - d. IS240 Leadership and Influence
  - e. IS241 Decision Making and Problem Solving
  - f. IS242 Effective Communication
  - g. IS244 Developing and Managing Volunteers
  - h. G300 Intermediate Incident Command System (ICS 300)
  - i. G400 Advanced Incident Command System (ICS 400)
  - j. AWR110 WMD Terrorism Awareness for Emergency Responders (TEEX)  
or AWR160 WMD Awareness (NMT)
2. Complete a Senior MEMS Practicum assigned to you by your Proctor. This will be either:
    - a. A Senior MEMS Qualification and Training Exercise offered through or sponsored by the MEMS Academy, involving work as a manager and/or planner
    - b. A practical managerial and/or planning assignment with a state guard, federal, state or local Emergency Operations Center or other emergency management agency, approved by the MEMS state or regional director, or
  3. Complete a Senior After Action Report or Narrative on the practicum option assigned. This should include, as indicated:
    - a. The title of the Senior Narrative
    - b. Names and addresses of agencies with which the practicum was performed.
    - c. Contact name and title of agency Points of Contact.
    - d. Rank, name, and contact information, including email, of the commanding officer or agency supervisor that approved this practicum.
    - e. Dates of practicum activities.
    - f. A detailed description of what you did and accomplished.
    - g. An assessment of how the training and experiences of this practicum assist you in future emergency management activation(s) with your unit/organization?
    - h. An assessment of how will you use MEMS qualification.
    - i. Suggestions and recommendations to improve MEMS training
    - k. Copies of class notes and course curricula from the training.
    - l. Copies of any orders you received, AARs and other relevant documents.

Appendix C

**Master MEMS Curriculum**

1. Applicants must have Senior MEMS for at least 6 months before applying for Master level.
2. Applicants must be 'train the trainer' certified' in and have taught several emergency management-related categories, e.g., Community Emergency Response Team (**CERT**), ICS, NIMS, NRF, and have advanced practical experience in Emergency Operations Centers.
3. Applicants are expected to have participated at a high level in planning and execution of emergency plans, exercises and emergency responses.
4. Experience in leadership of actual emergency activation(s) may, on a case by case basis, be counted as partial fulfillment of the teaching requirement.
5. Applicants must submit documentation of:
  - a. Completion of emergency management coursework beyond that required of Senior MEMS qualifiers, and / or
  - b. Teaching emergency management coursework of the type listed in Section 2, above, and / or
  - c. Participation at a senior level in developing emergency management exercises, emergency response plans, risk analyses, documentation of Master MEMS Qualification and Training Exercise approved by the state or regional MEMS director, and / or
  - d. Participation at a senior level in leading an emergency incident response, and / or
  - e. A practical managerial and/or planning assignment with a state guard, federal, state or local Emergency Operations Center (**EOC**) or other emergency management agency, approved by the MEMS state or regional director.
5. Award of the Master MEMS qualification is made by recommendation of the appropriate ASD or ARD, upon confirmation by the Academy Commander. The Commander may designate a Deputy Commander or ARD to approve granting Master MEMS qualification nationally or within a region.

Appendix D

### Suggestions for Practicum Assignments

1. The following is a partial list of agencies you can contact for practicum and/or training purposes:
  - a. Local emergency managers.
  - b. Local Fire and/or Police Departments – in many rural areas, emergency management falls to the police or fire departments.
  - c. County emergency managers.
  - d. County Sheriff or metropolitan police department – some states mandate the sheriff is responsible for emergency management.
  - e. State office of emergency management.
  - f. Large corporations – many large corporations have their own emergency management programs and officials.
  - g. FEMA regional headquarters – contact information is available on [www.fema.gov](http://www.fema.gov)
  - h. American Red Cross.
  - i. Your state Military Department.
  - j. Your State Guard.

Contact your Academy proctor for more suggestions.

2. The following is a partial list of practical assignment suggestions you may want to consider for your practicum:
  - a. Community Emergency Response Team (CERT) disaster exercises.
  - b. Department of Homeland Security disaster drills.
  - c. Federal Emergency Management Agency (FEMA) disaster drills.
  - d. State or Local Office of Emergency Preparedness (OEP) disaster exercises.
  - e. Fire Department disaster exercises.
  - g. Local Hospital disaster exercise.
  - h. Accredited University Level disaster or emergency exercises.
  - i. Participation in a civilian or military emergency management training exercises.
  - j. Multi Agency Exercise involving EOC or Incident Management Teams.
  - k. Participation at an EOC at a major planned event, i.e. major festival, concert, etc.
  - l. Contact your Academy proctor for more suggestions.
3. The following is a list of courses you may want to consider for your practicum and classroom training requirements:
  - a. City, county or state delivered resident emergency management courses.
  - b. FEMA/Emergency Management Institute classroom courses such as:
    - B/E 132 – Exercise Design and Evaluation
    - B/E 133 - Exercise Control/Simulation Program Management
    - B/E 136 – Exercise Development
    - E 900 Series – Integrated Emergency Management Curriculum
    - E 388 – Advanced Public Information Officer
    - E 449 – Incident Command System (ICS) Curricula Train-The-Trainer
    - E 548 – COOP Program Manager Train-The-Trainer
    - E 464 – Disaster Resistant Jobs Strategies for Community & Risk Man'mt
    - E 210 – Recovery from Disaster: The Local Government Role
    - E 376 – State Public Assistance Operations
    - R 317 – Command and General Staff Functions in ICS
    - R 342 – Training Program Management
    - R 810 – Leadership and Administration

4. There are other courses that may meet classroom course requirements. Contact your Academy proctor to determine if you have specific courses in mind. For additional listings of all state delivered emergency management courses, contact your state department of Emergency Management or go to: [www.training.fema.gov/emiweb/stcourses/nrcrs.asp](http://www.training.fema.gov/emiweb/stcourses/nrcrs.asp).
5. For FEMA and EMI resident emergency management courses held at Emmetsburg, MD, contact FEMA directly.

Appendix E.2

**State Guard Association of the United States, Inc.**  
**Military Emergency Management Specialist Academy**  
**Application for Enrollment**

Check:   • Basic   • Senior   • Master                      SGAUS Member No \_\_\_\_\_

Prior MEMS qualification? If yes, check box . What level and date awarded \_\_\_\_\_

Full name, rank: \_\_\_\_\_

Mailing Address (provide 9-digit ZIP code if known):  
\_\_\_\_\_  
\_\_\_\_\_

Home (H), business (B), mobile (M), fax (F) numbers:  
\_\_\_\_\_

E-mail address:  
\_\_\_\_\_

Current/Last Military or Qualifying Unit / Years: \_\_\_\_\_  
For example: 1st Bde, TX State Guard/10 years; NY City EMS/4 years

Name & Rank of CO/Supervisor verifying application:  
\_\_\_\_\_

Contact information for CO/Supervisor verifying application (including postal & e-mail addresses and telephone numbers):  
\_\_\_\_\_  
\_\_\_\_\_

Participation in the MEMS Academy is *free* for SGAUS members. The MEMS Academy charges non-SGAUS Associate Member fees to defray program costs. The participation fee for non-SGAUS members is twice the annual civilian SGAUS dues, or \$50.00 per enrollment. Membership application forms are available on the SGAUS website.

Attach a military biography and/or civilian resume listing relevant experience and coursework, copies of relevant transcripts and certificates, proof of current SGAUS membership (if applicable) and (if applicable) the application fee (See Student Handbook for details).

**As a condition of participation I certify that all the information contained in this application, including attached resumes and documents, is correct and complete to the best of my knowledge and belief and that I have read, understand and accept the policies of the MEMS Academy as of this date.**

**I have read and agree to be bound by the Waiver of Liability provisions contained in Section II, Paragraphs 6 and 7 of the MEMS Policy and Procedures Manual.**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of supervisor verifying Application \_\_\_\_\_



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**VI MEMS Academy Policies**

1. The MEMS Program is an adjunct training program operated by and as a part of the State Guard Association of the United States, Inc. As such it is subject to the direct oversight and management by the SGAUS Board of Directors exercised through the elected SGAUS officers and the Executive Committee. The internal operations of the program are managed by the MEMS Academy Commandant who reports directly to the SGAUS President. All policies and procedures of the Academy are subject to approval by the Board of Directors.
2. The MEMS Academy is composed of a cadre of volunteer staff administering and supporting the MEMS program nationally and in each state or region of the United States.
3. The MEMS Academy is committed to excellent and professional performance, not mere accomplishment of its program. To this end, MEMS Academy staff will execute their duties in the most proficient and ethical manner possible, to be subject matter experts in the course materials they instruct and proctor and to maintain a high level of preparation, practice, attention to detail, reliability, fairness and integrity in performance of their duties.
4. Academy staff members will maintain open and productive communication with senior officials, peers, students, and unit personnel, must be open to constructive criticism and respond quickly and decisively to concerns, problems, and complaints.
5. Academy staff members will be current members of SGAUS and an active or retired member of an authorized State Guard, U.S. Uniformed Service, or local or state emergency management response organization unless specifically exempted from this requirement by the Commandant.
6. Academy staff members must have earned a MEMS qualification. Staff members may receive waiver of *time* requirements for Senior and Master qualification, as determined on a case-by-case basis by the Academy Commandant.
7. Academy Instructors and other state or regional level staff members are appointed by State or Regional Directors, and confirmed by the Academy Commandant. State or Regional Directors and other national Academy staff members are appointed by the Academy Commandant. The

Academy Commandant is appointed by the SGAUS President subject to the confirmation by the SGAUS Board of Directors

8. Academy staff members are appointed for indefinite terms. Their appointments will be reviewed periodically and they may be replaced or their responsibilities changed by the respective staff member or organization at the next higher level of organization.
9. May wear MEMS Academy staff insignia only while they are on active status as Academy Staff. Staff members who have served three cumulative years as Academy staff may permanently wear staff insignia.
10. Only persons with current, i.e., non-expired, MEMS qualifications may purchase MEMS insignia, e.g. uniform badges, patches. Only academy staff may purchase staff insignia. The items are available from SGAUS Headquarters. A merchandise order form is attached as Appendix E.3
11. Organizations in accord with their own policies and practices, may grant privileges based in part on MEMS qualification. The effect of expiration of time-limited MEMS qualification on such privileges is the responsibility of the respective organization, not MEMS or SGAUS.

## VII. MEMS Academy Staff Positions

Principal MEMS Academy staff positions include:

1. The **Academy Commandant** operates the day-to-day activities of the academy. He or she sets standards and direction for the academy and approves updates to the Student Handbook and Policies & Procedures Manual. The SGAUS President, subject to approval by the SGAUS Board of Directors (**BOD**), appoints the Academy Commandant.
2. The **Academy Vice Commandant** performs duties delegated by the Commandant, and functions in place of the Commandant in the event of his or her incapacitation, death, resignation or removal from office. The current Commandant and SGAUS President, subject to approval by the BOD, jointly appoint the Vice Commandant.
3. **Academy Regional Directors (ARD)** supervise ASDs within their region and function as ASDs for states/areas within their region that do not have an assigned ASD and monitor implementation of the MEMS Academy Quality Assurance Plan within their regions.
4. **Academy State Directors (ASD)** coordinate and provide logistical support for the MEMS program within a designated state or area. ASDs may process applications from their areas and may instruct and/or proctor students. ASDs approve award of MEMS credentials and issue MEMS certificates, i.e., Basic, Senior and Master MEMS, and Flashes. ASDs appoint Academy Instructors, subject to approval as described in Section VI.
5. **Academy Instructors (AI)** work under an ARD or ASD and instruct and proctor MEMS Academy students and process applications. AIs are appointed by their respective ARDs or ASDs, subject to approval as described in Section V. AIs must be trained in their subject areas and in instruction techniques.
6. Additional assistants and other functional staff positions may be created and appointed by the Academy Commandant as required for efficient operation of the program. All such appointments are subject to oversight by the SGAUS Board of Directors.

### **VIII: Academy Student Management Procedures**

1. Students will first contact an Academy State Director (**ASD**) or Regional Director (**ARD**) for more information and to start the application process.
2. Students will have their applications verified locally by the applicant's military or civilian supervisor and provided to the supporting ASD, ARD or Academy Instructor (**AI**).
3. Applicants should present proof of SGAUS membership when enrolling. If the student presents a SGAUS membership application or payment for non-member enrollment fees, the applications and funds will be forwarded immediately to SGAUS HQ for processing. The fee charged to non-SGAUS members must accompany the application, is not refundable, and due on acceptance of the application to the MEMS Academy - not completion of the program - and must be in U.S. funds payable to "State Guard Association of the U.S." It is the responsibility of the Academy staff member handling the application to immediately forward the payment to the SGAUS executive office. If the payment is not honored, e.g., a bounced check, the student is automatically suspended from the MEMS program until good payment is made, including check or similar fees charged to SGAUS.
4. The Academy staff member handling the application will assign a proctor - an ASD, ARD or AI - to work with and assist them in the application, training and qualification process. Most communications with Academy staff will be conducted by e-mail, fax or telephone. MEMS curriculum requirements are listed in the Appendices.
5. Emergency Management Institute Independent Study Program (**EMI ISP**), U.S. Fire Academy and most other courses in the Academy curriculum are available at no cost and online. Training is available at FEMA <<http://training.fema.gov/IS/>>, Texas Engineering Extension Service <<http://www.teex.com/>> and National Fire Academy <[nfa.onlinedhs.gov/browse/index.htm](http://nfa.onlinedhs.gov/browse/index.htm)>, among other sites. Announcement of new sites will be made as they become available.
6. Course requirements may be adjusted from time to time to reflect changes by EMI ISP and other course providers, or to improve the MEMS curriculum. Academy students and staff should make certain they consult the current curriculum requirements.
7. Students work with their proctor on the experiential training portion of each qualification segment, e.g., projects, and practical or teaching assignments. The proctor must approve all projects or assignments before the student undertakes them for MEMS qualification.
8. Waivers of some requirements for Basic and Senior qualifications may be considered on a very limited basis for individuals with advanced training and experience in Emergency Management. Such waivers are granted by the respective ASD or ARD, subject to review by the Academy Commandant.
9. When students successfully complete each MEMS course of study, they will be provided written notification by the ASD with a copy to the SGAUS Executive Director who will prepare and forward their formal certificate and identification card. ASD should provide the students name, rank, SGAUS membership number, mailing address and MEMS level.

### **IX. Quality Assurance Plan**

1. The provision of a consistently high quality, functionally relevant, and academically sound educational experience requires that all members of the Academy staff, program participants and supporting personnel constantly strive to achieve excellence. Accordingly a quality

assurance plan is in place to guide and evaluate the performance of all personnel involved with the program. Specifically, the Academy has committed itself to excellent and professional performance, not mere accomplishment of its program. To this end, MEMS Academy staff are expected to execute their duties in the most proficient and ethical manner possible, to be subject matter experts in the course materials they instruct and proctor and to maintain a high level of preparation, practice, attention to detail, reliability, fairness and integrity in performance of their duties.

2. Academy staff members will maintain open and productive communication with senior officials, peers, students, and unit personnel, must be open to constructive criticism and respond quickly and decisively to concerns, problems, and complaints.
3. Academy management and instructional staff, to assure superior and consistent performance, will:
  - a. Ensure the required resources are available for presenting training as scheduled.
  - b. Ensure instructors receive support, and materials needed for presentations.
  - c. Ensure instructors are fully trained and able to give and manage their presentations.
  - d. Continuously evaluate course and proctor effectiveness and provide prompt appropriate feedback to trainers and / or students on their performance.
  - e. Ensure faculty and students comply with safety and environmental-protection rules, regulations, laws, and course requirements.
  - f. Ensure all facilities, materials, equipment, and systems required for training and proctoring students are properly maintained.
  - g. Maintain at training sites an environment conducive to learning.
  - h. Remain alert to students and subordinate staff having difficulty and intercede when appropriate.
  - i. Counsel students and provide appropriate remedial training when required.
  - j. Assure that MEMS qualification is uninfluenced by rank or position or awarded for any reason other than merit and true completion of requirements.
  - k. Commit to produce an exceptional final product - MEMS qualifiers, fully prepared to support and direct emergency operations.
  - l. Student participants are charged to diligently perform all study assignments, effectively participate in hands-on and other practicum events and to strive to achieve mastery of the material presented and to effectively employ the knowledge and skills acquired by participation in the program.

### **X. Academy Quarterly and Other Reports**

1. Academy staff shall keep accurate records of all work performed for the Academy and prepare and deliver an Academy Quarterly Report of their activities to the Commandant. These reports will be used to prepare a twice-yearly briefing to SGAUS.
2. Academy staff, including ARDs and ASDs, will submit a quarterly report to the Academy Commandant or his designee via email, in Microsoft Word format (.doc). A sample report template is contained at Appendix A.
3. The quarterly report will include:
  - a. Number of students qualified and currently enrolled (Basic, Senior, and Master).
  - b. Accomplishments during the last 3 months and scheduled events and goals for the next 3 months.
  - c. Other information requested by the National Commandant.
4. Quarterly report information points may be updated and changed from time to time to reflect additional facts and figures that may be needed at times. (See attached template)
5. ARDs and ASDs will securely maintain records of the:
  - a. Names, rank and awarding authority, e.g., state, federal or other organization,
  - b. Postal and e-mail address, and telephone contact information,
  - c. Level of MEMS qualification, i.e., Basic, Senior or Master, as of the date of qualification, for persons awarded MEMS qualification or appointed as Academy Instructors.
7. ARDs and ASDs will transmit the above information on qualifying students or appointed staff to the National Operations Director (or other Academy staff member designated by the Commandant) promptly on qualification or appointment and will promptly transmit their files to their successors in office.

### **XI Miscellaneous Provisions**

1. When referring to completion of the MEMS program, 'qualification' is preferred to 'certification,' which should not be used.
2. MEMS qualification at any level - Basic, Senior or Master - should *not* be characterized as by itself conferring 'professional' status.
3. Certificates of appointment to the MEMS Academy staff and students' certificates of qualification will each use a single, nationally-standardized format.
4. Certificates of appointment to staff positions for:
  - a. Intra-state staff, e.g., Academy Instructors, will be signed by the appointing state or regional director and the national Academy Commandant.
  - b. State and regional staff, e.g., ASDs and ARDs, will be signed by the national Academy Commandant and Deputy Commandant.
  - c. National staff, e.g., Academy Advisors, will be signed by the national Academy Commandant and Deputy Commandant.
  - d. The Academy Commandant will be signed by the President of SGAUS.

6. Academy staff members issuing appointment and qualification certificates will provide signatures for scanning and facsimile reproduction on the certificates.
7. To preserve the integrity and security of Academy credentials, computer files of certificates or letters relating to student qualification or academy staff appointments should not be transmitted to the recipient student or staff in the form of an easily altered, unprotected Microsoft Word file, ('.doc' or .docx'). The files should be edit-protected or converted to '.pdf' form before being sent. Manual should be distributed only as printout or in electronic formats protected from editing.
8. Address (or copy) notice of errors or suggestions for improvements to this Manual to the Commandant, SGAUS MEMS Academy.

**MILITARY EMERGENCY MANAGEMENT SPECIALIST ACADEMY**

**Quarterly MEMS Activity Report**

(Provide to Academy Commandant 10 days after each quarter)

**Date submitted: Year:**

**Quarter: (1<sup>ST</sup>) (2<sup>ND</sup>) (3<sup>RD</sup>) (4<sup>TH</sup>)**

**Prepared by:** \_\_\_\_\_

**Staff Position and State:** \_\_\_\_\_

**e-mail:** \_\_\_\_\_

<u>EVENT/PROJECT</u>	<u>This Quarter</u>	<u>Last Quarter</u>	<u>Total YTD</u>
<u>New Candidates</u>	_____	_____	_____
<u>Basic MEMS qualifiers</u>	_____	_____	_____
<u>Senior MEMS qualifiers</u>	_____	_____	_____
<u>Master MEMS qualifiers</u>	_____	_____	_____
<u>Presentations</u>	_____	_____	_____
<u>Recruiting</u>	_____	_____	_____
<u>MEMS hours</u>	_____	_____	_____

**Narrative / comments:**