



The State Guard Association of the United States, Inc.



Military Emergency Management Specialist Academy

STUDENT HANDBOOK

January 1, 2013

SGAUS MEMS Academy
www.sgaus.org
MEMS Academy National Site
<http://memsacademy.webs.com>

Version 2013-01-01

Note: MEMS will no longer have an expiration date.

“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

I. Commander's Welcome

Congratulations - you have taken an important first important step on the way to earn qualification as a Military Emergency Management Specialist (**MEMS**) and the coveted MEMS skills badge! The MEMS Academy is a unique program, designed to prepare military personnel to effectively function in and operate local or statewide military 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**) and (**PPD-8**) 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 the MEMS Academy staff to obtain your MEMS qualification.

I wish to thank LTC (WA) George Heart, founding Commander of the MEMS Academy, and all those who have worked to create and nurture it. I would also like to thank Maj. Roger Higby for mentoring me in this position as well.

Finally, as the 2011 MEMS Academy Commandant, I would also like to thank Major Roger Higby for all his past work with the MEMS Academy, as your Past Commandant. He had endured the hardships of command and has prospered through the tough times of the academy. His efforts will not be forgotten. I have some big shoes to fill, and I plan to be a proactive leader in this role. I will be looking to the leaders of the MEMS Academy to step up to the plate and take charge. I will be establishing some basic policies to keep this program and its integrity in tack. I expect the leaders to do the same. Together we can make this program a great success. HOAAAH.....

CSM Tim White, Indiana Guard Reserve
Commandant
MEMS Academy

II. Mission Statement

The Military Emergency Management Specialist (**MEMS**) Academy was established by the State Guard Association of the United States, Inc. (**SGAUS**) in 1998 to promote and advance the practice of emergency management among the various State Guards (State Defense Forces, State Military Reserve, or similar terms) and similar organizations.

III. Goals and Introductory Notes

1. Members of the U.S. Uniformed Services and State Guards increasingly have been mobilized to respond to natural and man-made disasters and other emergencies. Military and civilian authorities now see an urgent need to provide additional and improved emergency management training for troops deploying for emergency response.
2. The MEMS Academy program prepares military personnel to effectively function in and operate local or statewide military Emergency Management mobilizations.
3. The MEMS Academy offers qualifications as a Basic, Senior and Master Military Emergency Management Specialist and confers appropriate insignia of qualification.
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. Those with Senior and Master level qualification will be able to lead and plan incident response efforts of increasing complexity.
5. Uniformed and civilian members of the State Guards, Military Reserves, State Defense Forces, Medical Reserve Corps, U.S. Uniformed Services and other MEMS Academy-approved official military and civilian organizations are eligible to earn MEMS qualifications.
6. Individuals need to be members of SGAUS to enroll in the MEMS Academy and earn MEMS credentials. However, *the MEMS qualification program is offered free of charge to SGAUS members in good standing.* Fees to defray program costs are charged for non-SGAUS members.
7. 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. College credit may be available from Towson University (Maryland) or other colleges for completion of some MEMS Academy courses and practical assignments.
8. Unlike the past the MEMS program had an expiration date to ensure that members would keep up their skills. Based on the SGAUS Conference of 2012, that is no longer the case.
You must be a SGAUS member to earn the badge, but you do not have to maintain it to keep and wear the badge depending on your State Guard policies.
9. Wearing of the MEMS insignia on official uniforms is dependent on the policy and authorization of the respective military competent and uniform authority, *not* MEMS or SGAUS.
10. You must be a member of SGAUS to earn the badge, and you must maintain your membership to continue wearing it. Your state must authorize its wear. Special Note: You must be a member to purchase MEMS regalia.
11. MEMS Academy curricula consist principally of standardized and validated courses developed by FEMA's Emergency Management Institute (**EMI**). Most are available on-line but may be

available as in-person group presentations. A few advanced classes are available only in classroom or resident settings.

12. Almost all courses in the MEMS curricula are available free of charge. However, Academy enrollees are responsible for all expenses, if any, incurred in the course of their participation.
13. Student that are taking Direct or Indirect courses from FEMA will now have to have a Student ID number prior to attending the course. The student may attain this number by going to the following website and registering for it.

<https://cdp.dhs.gov/femasid/> This is a permanent ID number from FEMA.

14. The new MEMS application doesn't require a MEMBERS Number now, it requires the expiration date of your membership.

IV. Applying to and Completing the MEMS Program

1. Complete, print out and sign an application to the MEMS program, available on-line at <SGAUS.org> or in Appendix A. Be sure to obtain verification / endorsement by your military or civilian supervisor. If you do not have a supervisor, contact your state or regional Academy Director.
2. Submit to your state or regional Academy Director – see Appendix B to this Handbook – by mail, fax or as an e-mail attachment your application form and a civilian curriculum vitae and / or military biography including a list of relevant emergency management experience and coursework you have completed. You must submit proof of completion of coursework, e.g., copies of certificates or transcripts. Contact the state or regional director before you send materials to assure you have up-to-date contact information, submit all needed information 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 Academy Director for additional instructions.
3. If you are a member of SGAUS, send proof of current membership along with your application, e.g., a current membership card, copy of a current addressed newsletter, a membership certificate issued within a year of application or a life membership certificate.
4. If you are *not* a member of SGAUS, you must pay the necessary enrollment fee *before* you can participate in the program. 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 SGAUS Executive Director along with your application. If your payment does not clear, your 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 any bad check charges.
5. A separate application must be completed and fee paid, if necessary, for advancement in level, for example from Basic to Senior.
6. The State Academy Director will review your application. If the application is accepted, the director will act as your proctor or will assign an Academy Instructor to act in that role. If your application is not accepted, your application will be returned (along with your payment, if any).
7. 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, state and regional directors may with consent of the Academy Commander, direct substitution of equivalent courses.

8. Academy participants should maintain personal files of their work and training certificates. To protect the student's privacy, the MEMS Academy does not maintain detailed files on its students. The MEMS Academy will keep a record of program qualifiers' date and level of MEMS qualification, name, rank, military / agency affiliation, and contact information as of their date of qualification.
9. Upon completion of training, graduates will receive notification and a qualification certificate. Copies of the certificate may be placed in the graduate's military or civilian personnel records jacket. A copy of the notification or certificate must accompany requests to SGAUS to purchase MEMS insignia.
10. The MEMS Tab is authorized to be worn by All Academy Staff, whether it is on the State Staff or National Staff. The Tab becomes permanent after 3 years of service to the MEMS Academy. Tab must be authorized by the State Defense Force Commander, and purchased from SGAUS.
11. All curriculum requirements may be earned prior to applying for MEMS certification. However, the practicum can't be any older than 18 months.
12. If FEMA discontinues or eliminates a course it will be waived as a requirement for the MEMS Certification

V. Basic MEMS Curriculum

1. Complete, as a minimum, the following online EMI courses:

NOTE: These courses are available online, free of charge, at the FEMA web site under Training, Independent Study Program (ISP): <<http://training.fema.gov/emi/web/is>> and may be available in group, in person settings.

- a. IS100.b Introduction to Incident Command System (NIMS)
- b. IS200.b ICS for Single Resources and Initial Action Incidents (NIMS)
- c. IS775 Emergency Operations Center (EOC)
- e. IS700.a National Incident Management System (NIMS)
- f. IS800.b National Response Framework (NIMS)
- g. IS 75 Military Resources

Waiver for Basic MEMS: Applicants with a College Degree at any level may waive the 6 month waiting period to apply for Senior MEMS upon the presentation of the Degree. First Responders may have the practicum waived. They must write their AAR on a mission that they did as a real world mission.

Note: IS 701 Has Been Eliminated

2. Complete a Basic MEMS Practicum assigned to you by your Proctor. This will be either:
 - a. A minimum of a Tabletop Exercise (4 hours Recommended)
 - b. An Event planned under Incident Command principles
 - c. An incident controlled by Incident Command processes
 - d. Practicum must not be older than 18 months old.
3. Complete a Basic After Action Report or Narrative on the practicum option assigned. This should include, as indicated:
 - a. The title of the Basic 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. 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 all class notes and any course curricula from the training.
- l. Copies of any orders you received, After Action Reports and other documents relevant to the practicum.

After completion of the Basic MEMS curriculum, participants will understand the principles of emergency management including the National Response Framework, National Incident Management System and Incident Command System, and have knowledge necessary to work within an incident response Reminder, Practicum can't be older than 18 month old.

VI. Senior MEMS Curriculum

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

NOTE: The following courses are available online, free of charge, at <fema.gov > under Training, Independent Study: <<http://training.fema.gov/emi/web/is>> and may be available in group, in person settings.

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.

Special Note: Online Course for ICS 300 and 400 will not be honored for MEMS and FEMA no longer recognizes them.

**AWR 160 WMD, may be found at the following locations
New Mexico Tech website, TEEX website or the LSU website.**

- a. IS139 Exercise Design or IS 120 (Note: IS 139 is only good till 2015)
 - b. IS230.d Principles of Emergency Management
 - c. IS235.b Emergency Planning
 - d. IS240.b Leadership and Influence
 - e. IS241.b Decision Making and Problem Solving
 - f. IS242.b Effective Communication
 - g. IS244.b Developing and Managing Volunteers
 - h. IS 26 Points of Distribution
 - i. ICS300 Intermediate Incident Command System
 - k. AWR 160 Weapons of Mass Destruction Awareness*
2. Complete a Senior MEMS Practicum assigned to you by your Proctor. This will be either:
 - a. A minimum of a Tabletop Exercise (4 hours Recommended)
 - b. An Event planned under Incident Command principles
 - c. An incident controlled by Incident Command processes
 - d. **Must have a completed ICS form 203 with you in a leadership position signed by the Incident Commander (optional depending on the exercise)**
 - e. Students must have 6 month as a Basic MEMS to apply for Senior MEMS. It can be waived to 90 Days if the applicant produce a copy of their College Degree at any level.
 - f. Practicum can't be older than 18 months.

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. As assessment of how will you use MEMS qualification.
 - i. Suggestions and recommendations to improve MEMS training
 - k. Copies of all class notes and any course curricula from the training.
 - l. Copies of any orders you received, After Action Reports and other documents relevant to the practicum.

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.

Waivers: Those applicants who have a Bachelors Degree in Homeland Security or Emergency Management may have the Independent Study courses waived. They must complete the other courses for Senior MEMS. They will still have to wait the 6 months waiting period for Master MEMS. These are the course that can be waived...IS 120, 230, 235, 240, 241, 242, and 244 only.

VII (a). Master MEMS Qualification (Non Trainer Certification)

Master MEMS qualification is the “capstone” of the MEMS Academy.

1. Applicants must have Senior MEMS for at least 6 months before applying for Master level.
2. Applicants are expected to have participated at a high level in planning and execution of emergency plans, exercises and emergency responses.

Experience in leadership of actual emergency activation(s) may, on a case by case basis, be counted as partial fulfillment of the teaching requirement.

Must have a completed ICS Form 203 from the Full Scale Exercise

Complete, as a minimum, the following online EMI courses, *in addition to those required for the Senior MEMS Qualification*:

- IS 702.a Public Information Systems
- IS 703.a NIMS Resource Management Course
- IS 19.15 FEMA EEO Supervisors Course
- IS 706 Interstate Mutual Aid, An Introduction
- ICS 400 Moved from Senior to Master

Note: Non Trainer Master must complete at least on ESF course in their Professional/Military expertise.

3. MASTER MEMS Practicum
 - a. Be involved in a Full Exercise and being listed on the ICS Form 203
 - b. Be involved in a real world incident and being listed on the ICS Form 203, or

- c. Write a Table Top Exercise for a disaster; implement all the forms of ICS 300, ICS Forms 201, 201, 203, 204, 205, 206, 211, 215 215a. Put on the Table top and submit an AAR to the ASD and Commandant.
 - d. Practicum can't be older than 18 months.
4. Complete a Masters 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. As assessment of how will you use MEMS qualification.
 - i. Suggestions and recommendations to improve MEMS training
 - k. Copies of all class notes and any course curricula from the training.
 - l. Copies of any orders you received, After Action Reports and other documents relevant to the practicum.

After completion of the Senior MEMS curriculum, participants will have knowledge necessary to teach at advanced level principles of emergency management and to act as a manager at a high level within a complex incident response.

VII (b). Master MEMS Qualification (Master Trainer Certification)

1. 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 (L449), NRF, and have advanced practical experience in Emergency Operations Centers
2. An Applicant with a Train the Trainer Certification in Emergency Management will not have to complete the other IS Courses outlined in the Non Master Certification, and have up to 8 hours of evaluated classroom instruction.

Waivers: There are no Waivers for Master MEMS.

VIII. MEMS Flash

1. MEMS badge recipients may earn the MEMS Flash, denoting actual emergency management activation and mobilization in response to a disaster or emergency.
2. 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. Acceptable documentation includes:
 - a. Copies of competent military orders
 - b. After Action Reports
 - c. Other military papers, documenting such service.
 - d. Newspaper and magazine articles/stories.
 - e. Formal letters from appropriate military and/or governmental authorities attesting that the applicant actually served in a management position during an emergency activation.

3. The appropriate state or regional Academy Director authorizes the MEMS Flash, adds the awardees name to the MEMS Academy records and issues a certificate of award. The letter of notification or certificate must accompany requests for purchase of the MEMS Flash from SGAUS. See Section X for more information about the MEMS Flash.

VIII. College and Continuing Education Credit

1. Many FEMA, EMI and USFA online courses will qualify for college and Continuing Education Unit (CEU) credit. Various Emergency Management classroom courses may also qualify for credits. Contact either FEMA for more information at <http://www.training.fema.gov/emiweb/is/crslist.asp> or talk to your Academy proctor.
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.
3. You may also check with your local community college if they offer college credit for EMI ISP courses. Contact your Academy State Director for more information.
4. The MEMS Academy has entered into an agreement with Indiana University/Perdue University of Indianapolis in to awarding CEUs for the MEMS program. There is a small cost for obtaining the CEUs.
 - a. Basic MEMS 1.7 CEUs Cost 25.00
 - b. Senior MEMS 3.7 CEUs Cost 35.00
 - c. Master MEMS 4.7 CEUs Cost 50.00Enrollment dates are set by the MEMS Commandant
Classes for certification are set up by the MEMS Commandant

IX. Waivers

1. There are no waivers for course work done in the Basic MEMS program. Law Enforcement and other EMS personnel will be waived from doing a separate Practicum. However, they will have to still write and AAR on an event or incident they did under ICS. That is it.
2. Senior MEMS: If a member has a degree in Emergency Management; the only waiver will be for the Professional Development course in ICS at the EMI site. This degree is supposed to cover this training. This is the only waiver for Senior MEMS.
3. There are absolutely NO Waivers for Master MEMS.
4. See below for FEMA/SEMA reciprocity.

Waiver of any requirements are not guaranteed, rarely granted and will be granted *only* in recognition of significant, demonstrated experience at a level appropriate to the qualification level involved. Waivers will *not* be granted on account of rank, service or position in any organization, military or civilian, including SGAUS or the MEMS Academy.

X. MEMS Skills Insignia

1. The MEMS Skills Badge depicts the historic United States "Civil Defense" eagle of World War II rampant on a bound laurel wreath, the ancient symbol for victory.
2. The MEMS Skills badge is authorized in Basic, Senior and Master Versions. The Senior MEMS Skills Badge has a five pointed star added above the eagle. The Master MEMS Skills Badge has a five pointed star in a circular laurel wreath added above the eagle.

3. The Basic, Senior and Maser 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. MEMS skill badges are worn in accordance with applicable military regulations. That is, generally 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. ACU Sew on patches will be available soon.
4. The MEMS Flash patch 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 and generally worn only on dress uniforms.
5. Official wear of all MEMS skill badges and patches is solely dependent on military or organizational authority and not SGAUS or the MEMS Academy! Consult your military authority on official wearing guidelines.
6. All SGUAS and/or MEMS Academy artwork and designs used as and in the various symbols, patches, badges, emblems, and insignias, altered or not, are proprietary to SGAUS and the MEMS Academy 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 and/or the MEMS Academy Executive Council. Violation of this policy are prosecutable by state and Federal criminal and civil law

XI. 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
 - 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. 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.
 4. For FEMA and EMI resident emergency management courses held at Emmetsburg, MD, contact FEMA directly.

XII. Student Information

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 learned that a student received a MEMS qualification under deceitful or dishonest conditions, his/her qualification revoked at any time by the Academy Commander.
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 Commander and, if necessary, to the Academy Commander for resolution. The Academy Commander's decision is final.

XIII. Legal Disclaimer

1. 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.
2. 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.

3. For more information contact the MEMS Academy JAG.

XIV Appendix

1. MEMS Academy Staff Public Roster *as of November 2012-2013.*

Academy State and Regional Directors (ASD & ARD)

**Academy Regional Directors (ARD) No Longer Valid See New Title and description
The regional map will stay in place for administrative purposes only.**

Academy Advisory Staff: These Staff Members are appointed by the Commandant or Dep. Commandant. Since the Regional Director have not been productive in this capacity, These staff members will act as mentors and advisors to State Director on an, as need basis. They will act as information and problem solving resources only to ASD's. They answer to the MEMS Academy Command Staff only. **Advisory Staff will no longer be over the State Directors. They are advisors only.**

Academy State Directors (ASD) Are appointed by the State Commanding General or Upon request by the MEMS Commandant, they coordinate and provide logistical support for the MEMS program within a designated state or area. ASDs 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.

Special Instructions for ASDs:

You may appoint your own state staff i.e. Dep. State Directors, Instructors, Proctors, and unit representatives. These Staff members must be at least a Senior MEMS. To avoid processing problems in the future these staff members must be approved just like the state directors etc. These staff members should have the authority to certify members at the Basic and Senior MEMS Levels. However, Only the ASD can Certify Master MEMS. Records should not be decentralized. All Certifying Document should be given to the ASD. (**This is an Option for all State Directors**). If you have a successful program in place, don't change it.

Special Note: Those states that have been deactivated will have to go through the Commandant or Dep. Commandant for Certification until they are reinstated, and they are SGAUS members.

Commandant

CSM Tim White

timwhite_sr@comcast.net

ALABAMA

COL Robert Clark

Robert.j.clark@us.army.mil

ALASKA

Vacant

CALIFORNIA

SGM Fred Tredy (CA) (Deputy Commandant for Operations)

submarine582@verizon.net

GEORGIA

CW4 Lloyd Garrard, ASD

lloydgarrard@me.com

lloyd.garrard@us.army.mil

INDIANA/Commandant

CSM Timothy J. White, ASD
timothy.white4@us.army.mil

MARYLAND

CW2 J. Eric Drummer ASD
jedrum59@yahoo.com

MASS Defense Force

LTC Charles McCarthy
cmccarthy@csc.com

Michigan/Midwest ARD

CW3 Gordon Karlake, ASD
gordonkarlake@gmail.com

MISSISSIPPI

CPT John S. Brown, ASD
jsb911@cableone.net

NEW JERSEY

CW3 John Molner, ASD
jmolner@gmail.com

NEW MEXICO

Maj. Ira Salmon
Ira.Salmon@mssn.edu

NEW YORK

Maj. Louis Nock
nockguard@hotmail.com

OHIO

SGM John Ball
john.ball@ohmr.ohio.gov

Ohio Naval Militia

Todd Waddell

waddellt73@gmail.com

OREGON

COL Norman Stewart, Acting ASD
nwsos@comcast.net

PUERTO RICO

Col. Jesus "Nesty" Delgado
jesus.delgado@prsairforce.us

SOUTH CAROLINA

SGT Kelly Pounds

kelly.pounds@sq.sc.gov

TENNESSEE
Vacant TBA

TEXAS
CPT (TX) Michael von Wupperfeld
memsacademey@txsg.state.tx.us

VERMONT
TO BE APPOINTED – until then, contact MAJ Ira Salom, Acting ASD
Ira.Salom@mssm.edu

VIRGINIA
CW2 Steve Dishman
dishmsr@ci.danville.va.us

WASHINGTON (State)
CSM Brewer
cbrewer1@comcast.net

Washington D.C. (Provisional)
LTC Victor Metta
victorcm@aol.com

Select MEMS Academy Liaison and Staff Officers:

AMERICAN CADET ALLIANCE
George Berghorn, Liaison Officer
berghorn@msu.edu

JUNIOR R.O.T.C.
WO1 C. David Cauble, Liaison Officer (TX)
caubletxsg@paxway.com

MEDICAL RESERVE CORPS
CPT Mark Ottens, Liaison Officer (TX)
Mark.ottens@centurytel.net

TOWSON UNIVERSITY
COL H. Wayne Nelson, Liaison Officer (MD)
waynelmaj@aol.com

ACADEMY J.A.G.
COL Eugene F. Rogers, (SC)
rogers@rtt-law.com

DEPUTY COMMANDANT
LTC Charles Law (VA) (Ret)
charles.law@catawba.dmhmrzas.virginia.gov

Past COMMANDANT/PR/INTERNATIONAL MEMS PROGRAM
LTC Roger Higby, (CA)
combatncoic@aol.com

Founder/First Commandant

LTC (WA) George H. Heart, Ret.
613heart@gmail.com

Civil Authority Southern States

Christopher Earp (TX)
gunslinger40@me.com

Civil Authority Northern States

Anthony Lamb, (KS)
alamb@sedgwick.gov

East Coast Advisor

LTC George Heart
613heart@gmail.com

West Coast Advisor

Maj. Higby
combatncoic@aol.com

USAE

Col. Ricky Clay
ricky.clay@armyexplorers.us

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

Check one: Basic Senior Master SGAUS Member Exp.Date: _____

Prior MEMS Certification (if applicable): _____

Full Name and

Rank: _____

Mailing Address: _____

City, State and Zip Code: _____

Home Phone: () _____

Cell Phone: () _____

Work: () _____

Email Address: _____

Military Unit (if applicable) _____

Contact information for CO or

Supervisor: _____

Civilians Only: Agency and Address:

Participation in the MEMS Academy is Free for SGAUS members: The MEMS Academy charges non-SGAUS members Associate Member Fees to defray program costs. The participation fee for Non-SGAUS members is twice the annual fees for civilian members of SGAUS.

Participants must attach the following documents to this application, Transcripts, Certificates, Bio (if Applicable), practicum, and any further documents to show completion of the MEMS level you are applying for. These documents will then be mailed to your State Director or Civilian Director for verification and issuance of your MEMS Certification.

As a condition of participation I certify that all the information contained in this application and attached documents are correct and complete to the best of my knowledge.

I have read the MEMS Student Handbook, and I am in compliance with all the requirement of the MEMS Level I am applying for.

Your Signaure: _____ Date: _____

Supervisor Verification: _____

MEMS/FEMA Reciprocity

By order of the Executive Board of the State Guard Association of the United States, this document is being produced to establish the Guidelines for that reciprocity. Reciprocity will be based only on the guidelines established in this document. This document will outline the Basic, Senior and Master MEMS Qualifications for those employees of the FEMA, SEMA or Equal.

Basic Qualification:

- a. Must have an Associate's Degree or Bachelor's Degree in Homeland Security or Emergency Management as a specific Major.**
- b. Complete all the ICS Courses outlined in the MEMS Basic program or the CEM program.**
- c. Be a SGAUS member**
- d. Practicum will be waived if they have at least 5 years of experience.**

Senior Qualification:

- a. Have at Least a Bachelor's Degree in Homeland Security or Emergency Management as a specific major.**
- b. Have Completed the CEM Program, the Courses outlined in the MEMS Senior Course or the Emergency Managers program at EMI, Emmitsburg, MD.**
- c. Be a SGAUS member**
- d. Practicum will be waived with 10 Years experience.**

Masters Qualified:

- a. Master's Degree in Homeland Security or Emergency Management as a specific Major**
- b. Must have been involved in at least 3 Full Scale Exercises**
- c. Complete the Courses outlined in the MEMS Masters Program, Complete the Emergency Managers Course at EMI, Emmitsburg, MD**
- d. Be a SGAUS member**
- e. Practicum waived with 15 years experience.**