

MEMS ACADEMY STUDENT GUIDELINES 2018



Presented by

State Guard Association of the United States

www.sgaus.org



Table of Contents

I. History of the State Defense Force	1
II. MEMS Academy Mission and Introductory Notes	1
III. MEMS Academy Goals	2
IV. The MEMS Academy Program	3
V. Basic MEMS Curriculum.....	3
VI. Senior MEMS Curriculum	4
VII. Master MEMS Certification	4
Master MEMS Certification	4
Master MEMS Instructor Certification	5
VIII. PRACTICUM Rules and Guidelines	5
IX. Suggestions for MEMS Practicum Assignments.....	6
X. Wearing of the MEMS Badge	7
XI. MEMS Flash	7
XII. MEMS Academy Tab.....	8
XIII. Waivers.....	8
XIV. MEMS Skills Insignia.....	8
XV. Student Code of Conduct.....	9
XVI. Legal Disclaimer.....	9
XVII. MEMS/FEMA Reciprocity.....	10
XVIII. Appendix	10
Academy State Directors	10
MEMS Academy Liaison and Staff Officers	16
MEMS Academy Organization Chart	17
MEMS Application for Enrollment.....	18
MEMS Practicum Format	19

This page is intentionally blank.

History of the State Defense Force

National Guard Regulation 10-4 1-5.a: "Any State, Territory, or District of Columbia, that creates a State Defense Force under 32 USC §109 is solely responsible for the establishment, organization, training, equipping, funding, management and employment of that SDF in accordance with (IAW) its laws."

There are only 7 states which have not authorized the creation of a State Defense Force Military, Air, or Naval Divisions.



MEMS Academy Mission

The Military Emergency Management Specialist (MEMS) Academy provides the most professional level of emergency management training to all members of State Defense Forces. Established in 1998, the Academy has gone through a number of changes, and the current curriculum has evolved over the years. With the acknowledgement and approval of all participating Adjutant Generals (TAGs), State Guard Commanding Generals, Academy State Directors, and the SGAUS Board of Directors, the MEMS Academy has been accepted as the premier learning and credentialing establishment in military emergency management. Military members from every state have gone through the Academy and graduated with credentials designating them as Military Emergency Management Specialists. The Academy is highly respected nationally and internationally as the leader in military emergency management training. Thousands of army, air, and naval militia personnel have been certified through the MEMS Academy and have gone on to use that knowledge to assist in state disasters like Katrina, Hurricane Sandy, fires in the Northwest, and floods in Southeastern states. The Academy has also trained members to respond to minor disturbances, where knowledgeable personnel have been required to assist the National Guard and first responders in Emergency Operations Centers and on the ground. The MEMS Academy will continue to provide the most professional level of emergency management training to all members of our State Defense Forces.

The Academy qualification Program fully complies with current U.S. Department of Homeland Security (DHS), Federal Emergency Management Administration (FEMA), Incident Command System (ICS), National Incident Management system (NIMS), National Response Framework (NRF), Homeland Security Presidential Directive 5 (HSPD-5), and Presidential Policy Directive / PPD-8: National Preparedness.

Special thanks go to LTC George Heart (WA), first Commandant of the MEMS Academy and former Academy Commandants Maj Roger Higby (CA) and SGM Tim White (IN) for their due diligence in establishing and maintaining the highest standards for the MEMS Academy.

MEMS Academy Goals

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 deployed during disasters. The MEMS Academy continues to fill that need.
2. The MEMS Academy Program prepares military personnel to function in any of the positions at an Incident Command Post, JOC, TOC, or EOC during a local or statewide emergency mobilization.
3. The MEMS Academy offers certification for Basic, Senior, and Master Military Emergency Management Specialists and confers the appropriate insignia.
4. Individuals with Basic MEMS certification will have operational understanding of the principles of emergency management, including mitigation, preparedness, emergency response and recovery with knowledge, skills, and abilities needed to effectively work within a comprehensive emergency management operation. Those with Senior and Master level certification 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, Cadet Corps, Naval Militias, U.S. Uniformed Services, and other MEMS Academy-approved official military and civilian organizations are eligible to take MEMS training and receive MEMS certification.
6. Participants must be members of the State Guard Association of the United States (SGAUS) to enroll in the MEMS Academy and earn MEMS credentials. *The MEMS Certification Program is offered free of charge to SGAUS members in good standing.* Academy enrollees are responsible for all expenses, if any, incurred in the course of their participation. Program costs are charged to participating non-SGAUS members.
7. Participants who have been deployed in actual emergency operations while a member of the State Defense Force may qualify for an award of the MEMS Flash.
8. Wearing of the MEMS insignia on official uniforms is dependent on the policy and authorization of the respective military department and uniform authority, *not* the MEMS Academy or SGAUS.
9. You must be a member of SGAUS to earn the badge, and you must maintain your membership to continue on to higher levels of MEMS certification.

Special Note: You must be a current member to purchase MEMS items.
10. MEMS Academy curricula are comprised of many standardized and validated courses developed by FEMA's Emergency Management Institute. Most are available on-line and may be taught as in-person group presentations. Advanced classes are available only in classroom or resident settings.

The MEMS Academy Program

1. Join SGAUS and maintain the proof of membership at SGAUS.org.
2. Submit the completed SGAUS application with proof of membership to your State Director along with the completed course work certificates. Contact your State Director before you send the documents to assure that you have completed all the needed information. **DO NOT** submit these documents to the SGAUS national office.
3. If you are *not* a member of SGAUS, refer to the SGAUS web page for further information. You must be a current member of SGAUS to receive MEMS certification.
4. A current membership must be maintained for each level of your course of study, for example from Basic to Senior, to receive the advanced certification.
5. The State Academy Director will review your application, Practicum, and additional documents. If the documents are completed and accepted, the director will issue your MEMS completion certificate. *Only an Academy State Director is authorized to issue completion certificates.*
6. As the science and practice of emergency response changes and standardized courses are brought up to date, the MEMS Academy may change requirements for certification at different levels. If a required course becomes unavailable, notice will be provided on the MEMS Academy website for substitution or deletion.
7. Academy Participants and Academy State Directors should maintain personal files of their work and training certificates. SGAUS/MEMS Academy does not maintain completed documents for its Students and relies on the State Directors to maintain all completed documents. The MEMS Academy will keep a record of the MEMS Academy/SGAUS application and contact information as of their date of certification.
8. Upon completion of training, graduates will receive notification and a MEMS Academy certificate of completion. Copies of the certificate should be included in the graduate's military or civilian personnel record. Proof of the certificate must accompany requests to SGAUS to purchase any MEMS insignia/badge.

Basic MEMS Curriculum



1. Complete the following courses:
NOTE: Independent Study (IS) courses and certificates of completion are available online, free of charge, on the FEMA Website, <https://training.fema.gov/emi.aspx>.
IS 100 Introduction to Incident Command System
IS 200 ICS for Single Resources and Initial Action Incidents
IS 775 Emergency Operations Center
IS 700 National Incident Management System
IS 800 National Response Framework
IS 75 Military Resources
IS 907 Active Shooter
IS 915 Protecting Critical Infrastructures Against Insider Threats
IS 106.16 Workplace Violence Awareness

2. Complete a MEMS Practicum (Refer to PRACTICUM Rules and Guidelines).
3. Submit the SGAUS membership application with certificates of course completion.

After completing the Basic MEMS course of study, Participants will be able to work at any emergency disaster location.

Senior MEMS Curriculum



1. Complete the following courses:
 - IS 120 Exercise Design
 - IS 230 Principles of Emergency Management
 - IS 235 Emergency Planning
 - IS 240 Leadership and Influence
 - IS 241 Decision Making and Problem Solving
 - IS 242 Effective Communication
 - IS 244 Developing and Managing Volunteers
 - IS 26 Points of Distribution
 - IS 300 Intermediate Incident Command System (in-classroom course only)
 - AWR 160 Weapons of Mass Destruction Awareness*
2. Complete a Senior MEMS Practicum (Refer to PRACTICUM Rules and Guidelines).
3. Submit a current SGAUS membership.

* AWR 160 WMD, New Mexico Tech website, TEEEX website or the LSU website.

After completing 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 supervisor/manager within an incident response.

Master MEMS Certification



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

1. Applicants may start to work on their Master level course immediately upon receiving their Senior MEMS certification and must wait 6 months before applying for Master level certification.
2. Applicants are expected to have participated at a high level in planning and execution of emergency plans, exercises, and emergency responses.

Complete the following courses:

- IS 702 Public Information Systems
- IS 703 NIMS Resource Management Course
- IS 706 An Introduction to Interstate Mutual Aid
- IS 19.17 EEO Supervisors Course
- IS 400 Advanced Incident Command Systems (in classroom only, not on line)
- IS 916 Critical Infrastructure Security: Theft and Diversion

3. Complete a MASTER MEMS Practicum (Refer to PRACTICUM Rules and Guidelines).
4. Submit a current SGAUS membership.

After completing the Master MEMS course of study, Participants will have knowledge necessary to work at the management level within a complex incident.

Master MEMS Instructor Certification

For those special Master MEMS certified personnel who would like to become a MEMS Academy Instructor, you must first receive your Master MEMS certification. To become a Master MEMS Instructor, you are required to achieve the following:

Applicants must be 'train-the-trainer' certified in and have taught several emergency management-related classes and have completed IS-449 (in-classroom only) or have advanced documented practical experience in Emergency Operations Centers. Experience in leadership of actual emergency activation(s) may, on a case-by-case basis, be counted as partial fulfillment of the teaching requirement.

A separate Master MEMS Instructor certificate will be issued by the Academy State Director.

After completing the Master MEMS course of study certifying you as a MEMS Instructor, you may be scheduled by the Academy State Director to teach FEMA and MEMS courses.

PRACTICUM Rules and Guidelines

All Practicum exercises must have prior approval by the Academy State Director.

1. Complete a **Basic, Senior, and Master** Narrative for your Practicum. Each Practicum must be from a separate exercise. This should include, as indicated:
 - The title of the Narrative and Basic, Senior, or Master level.
 - Names and addresses of agencies with which the Practicum was performed.
 - Contact name and title of agency Points of Contact.
 - Rank, name, and contact information, including email, of the commanding officer or agency supervisor that approved this Practicum.
 - Dates of Practicum activities.
 - A detailed description of what you did and accomplished.
 - An assessment of how the training and experiences of this Practicum will assist you in future emergency management activation(s) with your unit/organization.
 - An assessment of how you will use MEMS qualification in your military/agency career.
 - Suggestions and recommendations to improve MEMS training.
 - Copies of all class notes and any course curricula from the training.
 - Copies of any orders you received, After Action Reports, and other documents relevant to the Practicum.

After completing 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.

2. Complete a **Senior MEMS** Practicum approved by your ASD or your Proctor. This will be either:
 - A minimum of a Tabletop Exercise (4 to 6 hours recommended).
 - An event planned under Incident Command principles.
 - An incident controlled by Incident Command processes.
 - Students must have 6 months as a Basic MEMS to apply for Senior MEMS.
3. Complete a **Master MEMS** Practicum:
 - Participate in a full-scale exercise,
 - Be involved in a real-world incident command post, or
 - Complete a Table Top Exercise delineating your participation in the exercise.
 - Students must have 6 months as a Senior MEMS to apply for Master MEMS.

NOTE: A Practicum format is included and may be used to complete your Practicum assignment.

Disclaimer

The Practicum is the most important part of the MEMS certification process. The Practicum is an accumulation of your individual personal knowledge of your past experiences, completion of your FEMA courses, and your ability to document those past experiences after working in an actual or field training exercise. As the most important part of the MEMS certification process, the Practicum is understood to be an accumulation of the experiences of and by that individual Student who is submitting the Practicum. The Practicum marks the completion of each level of the MEMS Academy certification process and will be used to grant MEMS certification for the wearing of the MEMS badge. The Practicum will be graded on a Pass/Fail basis after the Academy State Director reviews the content of the information submitted. Violation of the MEMS Academy policy could result in your dismissal from the MEMS Academy and could result in a misconduct investigation by your State Defense Force.

Suggestions for MEMS Practicum Assignments

1. The following is a partial list of agencies you may contact for Practicum and/or training purposes:
 - Local emergency managers.
 - Local Fire and/or Police Departments – in many rural areas, emergency management falls under Police or Fire Departments.
 - County emergency managers.
 - County Sheriff or metropolitan Police Department – some states mandate that the Sheriff is responsible for emergency management.
 - State office of emergency management.
 - Large corporations or hospitals – many large corporations have their own emergency management programs and officials.
 - American Red Cross.
 - Your State Military Department.
 - Your State Guard.

Contact your State Academy Director for more suggestions.

2. The following is a partial list of suggestions you may want to consider for your Practicum:
 - Department of Homeland Security disaster drills.
 - Federal Emergency Management Agency (FEMA) disaster drills.
 - State, County, or Local Office of Emergency Preparedness (OEP) or EOC disaster exercises.
 - Fire Department disaster exercises.
 - Local hospital disaster exercises.
 - Accredited university-level disaster or emergency exercises.
 - Participation in a civilian or military emergency management training exercises.
 - Multi-agency exercise involving EOC or Incident Management Teams.
 - Participation at an EOC during a major planned event (i.e., major festival, concert, etc.).
3. For FEMA and EMI resident emergency management courses held at Emmitsburg, MD, contact FEMA directly.
4. As a last resort, and used for those Students who have exhausted all of the above options, there is an online Virtual Tabletop Exercise (VTTX) series sponsored by the Federal Emergency Management Agency's (FEMA), Emergency Management Institute (EMI) as a series of virtual exercises designed to bring various organizations together in a collaborative environment.

Wearing of the MEMS Badge

The MEMS Badge (special skill badge according the U.S. Army, U.S. Air Force and U.S. Navy uniform manuals) is worn on the left side of the ACU, OCP, ABU, or NWU utility uniforms, centered over the pocket, either in muted or sew-on badges. **It is a special skill badge and may be worn over the pocket if there are two or less higher-ranking skill badges in that location.**

U.S. Army AF 670-1 22-16. Combat and special skill badges are awarded to denote proficiency in performance of duties under hazardous conditions and circumstances of extraordinary hardship, as well as special qualifications and successful completion of prescribed courses of training.

See DA Pam 670-1 for authorized combat and special skill badges and tabs, specific placement guidance, order of precedence, and general wear policy.

MEMS Flash

1. MEMS badge recipients may earn the MEMS Flash, denoting actual emergency management activation or mobilization in response to a disaster, declared emergency or major event requiring activation of the Incident Command System.
2. To apply for the MEMS Flash, contact the State Academy Director and submit documentation of the recent emergency management activation(s). The proof must specifically link the applicant to the activation. Acceptable documentation includes:
 - a. Copies of military orders.
 - b. After Action Reports.
 - c. Other military papers documenting such service.
 - d. 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 State Academy Director will authorize the MEMS Flash and issue an award certificate. A copy of the MEMS Flash certificate must accompany the request for purchase of the MEMS Flash.

Wearing of the MEMS Flash

NOTE: The MEMS Flash (with only the last highest awarded MEMS badge) is worn on class "A" uniform, only on the left side of the Class "A" uniform, on the left pocket flap. The MEMS Flash is not worn on the Class "B" uniform.

MEMS Academy Tab



The MEMS Academy tab will be awarded only to members of the State Defense Force MEMS Academy Staff. A certificate will be issued for those Academy members who have worked in that position for a period of one year. The wearing of the MEMS Academy tab will be permanent after three years.

Waivers

1. There are no waivers for course work done in the Basic MEMS Program. First responders will be allowed to write a Practicum relating to an incident where they participated as a first responder.
2. Senior MEMS: If a Student has a degree in Emergency Management or Homeland Security, proof of degree completion and courses covered will be submitted for waiver consideration of certain FEMA courses. This is the only waiver for Senior MEMS.
3. **There are absolutely NO Waivers for Master MEMS.**

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 certification level involved. Waivers will *not* be granted on account of rank, service to, or position in any organization, military or civilian, including SGAUS or the MEMS Academy.

MEMS Skill Insignia

1. The MEMS skill 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 skill badge is authorized only in Basic, Senior, and Master versions. The Senior MEMS skill badge has a five-pointed star added above the eagle. The Master MEMS skill badge has a five-pointed star in a circular laurel wreath added above the eagle.
3. The Basic, Senior, and Master 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 U.S. Army, U.S. Navy, and U.S. Air Force uniform manuals. The MEMS badge is worn below military ribbons on the left side centered on the left pocket flap of the Class "A" dress uniform.

4. 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 and is worn only on Class "A" dress uniforms on the left side of the uniform centered on the pocket.
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 SGAUS 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 is prosecutable by state and federal criminal and civil law.

Student Code of Conduct

1. **STUDENT CONDUCT:** Every Student admitted to the MEMS certification 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. Cheating, falsification, dishonesty, or deception will result in immediate dismissal from the Academy. If it is learned that a Student received a MEMS certification under deceitful or dishonest conditions, his/her certification will be revoked by the Academy State Director, and notification will then be forwarded to the MEMS Academy Commandant. The ASD will then report this action to the State's Defense Force Commanding Officer.
3. **STUDENT ISSUES:** Students that encounter problems or concerns with their Academy studies or assigned courses are encouraged to resolve any issues informally with their Academy State Director. If this does not resolve the problem, the Student may write a formal request to the Commandant of the MEMS Academy regarding the disputed issue. The Academy Commandant's decision is final.

Legal Disclaimer

1. All MEMS Academy Students and Participants, by their involvement in the certification 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 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 requires 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.

4. Further inquiries will be directed to SGAUS/MEMS Academy legal counsel.

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 with 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 Course at EMI, Emmitsburg, MD.
- c. Be a SGAUS member.
- d. Practicum will be waived with 10 years of experience.

Master Qualification

- 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 Master's Program, complete the Emergency Managers Course at EMI, Emmitsburg, MD.
- d. Be a SGAUS member.
- e. Practicum waived with 15 years of experience.

Appendix

Academy State Directors

Academy Advisory Staff: These Staff members are appointed by the Academy State Directors (ASDs). These Staff members will act as mentors and advisors to the State Director on an as-needed basis. They will act as information and problem-solving resources only to ASDs. They answer only to the MEMS Academy State Directors.

Academy State Directors (ASDs): Appointed by the State Commanding General or on an interim basis by the MEMS Academy Commandant until the State Commanding General grants the appointment. ASDs coordinate and provide logistical support for the MEMS Program within a designated state. ASDs process applications for their personnel and may instruct and/or proctor

Students. ASDs approve the issuing of all awards for MEMS credentials and issue MEMS certificates for Basic, Senior, Master MEMS, and MEMS Flashes.

Deputy State Directors and Staff: ASDs may appoint their own state staff (i.e., Deputy State Directors, Instructors, Proctors, and Unit Representatives). These Staff members must be at least Senior MEMS certified and appointed to the position by the ASD for a period not to exceed the term of the ASD. These Staff members may have the authority to verify that a Student has completed the Basic and Senior MEMS levels and forward that information to the ASD for award of certification. Only the ASD can verify certification of Students at the Master MEMS level. Records should not be decentralized. All certifying documents should be given to the ASD. **(This is a preferred option for State Directors).** ASDs with a working system may not want to take advantage of this option.

States not having an Academy State Director may contact the Academy Commandant for information on how to obtain MEMS certification.



ALABAMA
COL Robert Clark
robert.j.clark@us.army.mil



ALASKA
LTC John Bilyeu
figaro@alaska.net

ARKANSAS



CALIFORNIA
SGM Fred Tredy
submarine582@verizon.net

COLORADO



CONNECTICUT STATE MILITIA

DELAWARE

FLORIDA



GEORGIA
Anthony S. Evangelista
LTC, GSDF
Tony.Evangelista@gasdf.us
Cell: (404) 579-1222

HAWAII

IDAHO

ILLINOIS



INDIANA
CSM Timothy J. White
policervices1@gmail.com

IOWA

KANSAS

KENTUCKY

MAINE



MARYLAND
CW2 J. Eric Drummer
jedrum59@yahoo.com



MASSACHUSETTS
LTC Charles McCarthy
cmccarthy@csc.com

MICHIGAN



MINNESOTA
CPT Jean Karlake
thequenbys@yahoo.com



MISSISSIPPI
CPT John S. Brown
jsb911@cableone.net

NEBRASKA

NEW HAMPSHIRE



NEW JERSEY
CW3 John Molner
jmolner@gmail.com



NEW MEXICO
1SG Ray Spencer
ray.spencer@nmsg-mil.org



NEW YORK
Maj Louis Nock
nockguard@hotmail.com

NORTH CAROLINA



OHIO
MSG John Ball
john.ball@ohmr.ohio.gov

Ohio Naval Militia
Todd Waddell
waddellt73@gmail.com

OKLAHOMA



OREGON
COL Norman Stewart
nwsos@comcast.net

PENNSYLVANIA



PUERTO RICO

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

RHODE ISLAND



SOUTH CAROLINA

CSM Wesley Snipes
wesley.snipes@sg.sc.gov

SOUTH DAKOTA



TENNESSEE

MAJ Alan Bagley
alan.bagley.tnsg@gmail.com



TEXAS

LTC (TX) Clifford "Butch" Durham
memsacademy@txsg.state.tx.us

UTAH



VERMONT

MAJ Ira Salom
Ira.Salom@mssm.edu



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



WASHINGTON (State)
CSM James Brewer
jcbrewer1@comcast.net

Washington D.C.
LTC Victor Metta
victorcm@aol.com

WISCONSIN

MEMS Academy Liaison and Staff Officers

AMERICAN CADET ALLIANCE

George Berghorn, Liaison Officer
berghorn@msu.edu

ACADEMY J.A.G.

COL Eugene F. Rogers, (SC)
rogers@rtt-law.com

Past COMMANDANT/PR/INTERNATIONAL MEMS PROGRAM

Maj Roger Higby, (CA)
combatncoic@aol.com

Founder/First Commandant

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

Civil Authority Southern States

Christopher Earp (TX)
gunslinger40@me.com

Civil Authority Northern States

Anthony Lamb, (KS)
alamb@sedgwick.gov

**State Guard Association of the United States
BOARD OF DIRECTORS**

**State Guard Association of the United States
Executive Director**

**Commandant
MEMS Academy
SGM Fred Tredy CA**

**Deputy Commandant
Logistics
SGM Tim White IN**

**Deputy Commandant
Operations
MAJ Alan Bagley TN**

**Regional Director
(LNO)
Support Manager
Maj Roger Higby CA**

**Staff Advisor
Northeast**

Maj Salom NY

New York
Maryland
Delaware
District of Columbia
Connecticut
Virginia
Massachusetts

**Staff Advisor
Southeast**

South Carolina
Georgia
West Virginia
Mississippi
Louisiana
Vermont

**Staff Advisor
Texas**

LTC Durham

**Staff Advisor
West Coast**

Maj Roger Higby
CA

California
Washington State
Alaska
New Mexico
Oregon

**Staff Advisor
Midwest**

CW4 Karlake MN

Indiana
Michigan
Ohio
Tennessee



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

Check one: Basic Senior Master SGAUS Membership Expiration Date: _____

Full Name, Rank: _____

Mailing Address: _____

City, State and Zip: _____

Home Phone: () _____

Cell Phone: () _____

Work: () _____

Email Address: _____

Military Unit (if applicable): _____

Name and rank of the person who recruited you into the MEMS Academy:

Civilians Only:

Agency: _____

Address: _____

For membership fees and SGAUS membership expiration dates, please visit the SGAUS Website.

When applying for a Senior or Master MEMS level, Students must attach a copy of the MEMS completion certificate as proof of enrollment in the advanced MEMS Academy Program.

As a condition of participation, I certify that all of the information contained in this application and attached documents are correct and complete to the best of my knowledge. I have read the MEMS Academy Student Handbook, and I am in compliance with all of the requirements of the MEMS level for which I am applying.

Your Signature: _____ Date: _____

MEMS Practicum Format

This is a suggested format for the MEMS Basic, Senior, and Master level Practicums. Each level of study should reflect how the Student has progressed with their knowledge of the Emergency Management System. You will be graded (Pass/Fail) on your knowledge and progressive experience in this field.

Additional information may be included such as maps, Incident Action Plans, and After Action Reports (AARs). The Practicum shall be an accumulation of your personal observation and experiences. Documentation of other personnel's participation is acceptable as it relates to the accomplishment of the writer performance and understanding of the exercise. The following is only a format for you to follow, you may and should add any other observations that occurred during the incident.

Please state your name, rank, and assigned unit.

What was the name of the exercise or incident you participated in? If it was an actual activation, what was the FRAGO/Operational Order number?

What is the name, title, and address of the agency you represented?

Email the completed Practicum form for approval to your:

Academy State Director

Practicum Background

- **How long did the Practicum take? To qualify for a passable Practicum, you must work at an exercise or incident for at least 8 to 16 hours. Anything less than that, you will not be able to accumulate enough information or experience to complete a passable Practicum.**
- **Explain in summary format what you did during the exercise and what was accomplished?**
- **Explain in detail how will this experience assist you in future activations?**
- **How will you use your MEMS qualification in your military career?**
- **What steps will you take to complete the Senior and Master MEMS qualifications?**
- **How will you let others know about the MEMS Program?**
- **What kind of suggestions do you have for the MEMS Program?**

Practicum Details

- **Describe in detail the Incident/Exercise you participated in (Fire, Tsunami, Earthquake, Flood, Biological, Radioactive, FTX, TTX) including the specific location of the event and your duty assignment.**
- **What were your title and duties?**
- **What shift did you work?**

- Describe your arrival and the mobilization/demobilization process provided.
- What did the Safety Officer's briefing include at check-in? Describe in detail what kinds of safety procedures were explained.
- Describe the briefing you received upon your arrival, from whom, and for each change of shift.
- Where was the Incident Command Post located, how many personnel were present, and what positions were assigned?
- Describe your assignment in detail.
- Were you a member of the Command Staff or General Staff?
- What personal equipment (PE) did you deploy with?
- Who was designated as the Incident Commander?
- What did the Logistics Section provide to you relative to your job and personal needs?
- Were you ever 'Out of Service' during your assignment, and if so, where were you during this time, and what were you doing?
- How did you transition your job to others at shift change?
- In detail, what kind of briefing did you do on shift change?
- Describe any camp(s) and/or staging area(s) resources you passed through (e.g., ICP, EOC, TOC, JOC, REOCC, CMOC, etc.).
- What Presidential Declarations were made relative to the incident (theoretically, if this was an exercise)?
- Name at least four agencies contributing resources to this incident.
- Describe the layout and organization of any ICP, EOC, or JOC that you observed or were assigned to.
- Provide your observations of the exercise actions, roles, and responsibilities of at least two of the following positions that you observed?
 - Incident Commander
 - Operations Section Chief
 - Planning Section Chief – Logistics Section Chief
 - Finance/Administration Section Chief
 - Public Information Officer
 - Safety Officer
 - Liaison Officer
- What was the mission of the Liaison (LNO) Officer/Team?
- What agency did you represent?
- What agency concerns or issues did you communicate?

- In your position, what concerns or issues did you communicate back to the agency from the ICP, EOC, or JOC?
- As an LNO, what were your primary methods/channels of communication (e.g., radio, phone, and/or runner)?
- Please provide an example of a 'clear text message' you communicated?
- What does the acronym PPE stand for? Explain.
- What paperwork did you complete as part of your assignment (e.g., FEMA log)? Include copies of those documents with this Practicum.
- Did you complete any standard Incident Command System forms, and what were they?
- What agency was charged with providing the medical resources for disaster workers in your ICP, EOC, TOC, or JOC?
- What were the objectives of the Incident Action Plan (IAP)?
- What form of communication did you utilize during your assignment? Explain each.
- What was the length of the Operational Period for this incident?
- What Non-Governmental Organizations provided resources to this incident?
- Provide examples of mutual aid that took place during this exercise.
- Describe how this exercise complements the major components of:
 - NIMS
 - Incident Command System
 - Management Preparedness
 - Resource Management
- Based on your observations, describe the roles of the following participating agencies:
 - City
 - County
 - State OES
 - Other States (Non-California)
 - FEMA
 - Red Cross
 - Salvation Army
 - National Guard
 - Homeland Security
 - Other NGO
- What Emergency Support Functions (ESFs) did you observe in action or observe via reports during this exercise?
- How many people did you supervise during your assignment, what were their responsibilities, and how did you grade their participation?
- What was the status of the incident upon demobilization and what did you do for check out at demobilization? Please explain.

