MEMS ACADEMY STUDENT GUIDELINES
2019

Presented by
State Guard Association of the United States
www.sgaus.org

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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, DOD personnel, specialized units such as Civil Air Patrol, US Coast Guard Auxiliary and civilian personnel interested in Emergency Management Training and certification. Established in 1998, the Academy has gone through several 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, naval militia and civilian 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.


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. There are currently states without State Defense Forces but have personnel who want to participate in the MEMS training and Certification program. The Commandant of the MEMS Academy will located and authorized a member of that state to operate as the MEMS Academy State Director. Those ASD’s will assist the members of their state to transition through the MEMS training and upon completion receive a MEMS certification. If there is no authorized ASD for the state then certification will be done through the Commandant of the MEMS Academy.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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. Only the Academy State Director for your state maintains individual certifications records.

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 State 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, http://training.fema.gov/emi/web/is.

   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

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*

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

2. Complete a Senior MEMS Practicum (Refer to PRACTICUM Rules and Guidelines).

3. Submit a current SGAUS membership.

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 will 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 19.18  EEO Supervisors Course revised
   - IS 400  Advanced Incident Command Systems (in classroom only)
   - 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 for MEMS certification must have prior approval by a MEMS 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 Basic, Senior, or Master levels.
   - 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.
   - 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. This will be either:
   - A minimum of an approved Tabletop Exercise (minimum of 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 an approved Table Top Exercise delineating your participation in the exercise.
   - Students must have 6 months between the Senior MEMS certification and the Master MEMS certification.

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 MEMS Academy State Director.
   - 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.
   - Multi-agency exercise involving EOC or Incident Management Teams.
   - Participation at an EOC during a major planned event (i.e., major festival, concert, etc.).

2. For FEMA and EMI resident emergency management courses held at Emmitsburg, MD, contact FEMA directly.

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. The MEMS Flash is granted to individuals who have completed at least the Basic MEMS certification and who have been activated or mobilized for a disaster, declared emergency or major event requiring the activation of the Incident Command System in or for their respective State Defense Force.

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 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.

4. If a State does not have a State Defense Force but does maintain a MEMS Academy State Director, the MEMS Flash can be awarded by the MEMS Academy State Director for activations of SGAUS members holding the minimum of a Basic MEMS certification.

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 Training Unit 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 two 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.
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, 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): Can only be appointed by the State Commanding General or on an interim basis by the MEMS Academy Commandant until the State Commanding General grants the appointment. The State Commanding General is the only person who can appoint or remove an Academy State Director from their position. There are states that do not have an Active SDF but are granted an Academy State Director by the Commandant of the MEMS Academy. ASDs will coordinate and provide logistical support for the MEMS Program within a designated state. ASDs will process applications for their personnel and may instruct and/or proctor Students. ASDs will 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.

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Executive Director

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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 Karslake 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 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 2019

This is a 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 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 or organization you represented.

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 a minimum of 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.
‘FRAGO for 2019’

12.15.2018

- The email address for Maryland’s ASD has changed to jdrummer@mddf.us