

WISCONSIN
INTEROPERABILITY
SEAMLESS STATEWIDE **A** PUBLIC SAFETY RADIO COMMUNICATIONS



Communications Unit
Standard Operating Guidelines
2025 Position Recognition Renewal
Application Packet

July 2024

Application packet complies with the National Incident Management System. Completion of the forms is voluntary; however, lack thereof will prevent processing. The Department of Military Affairs may use the personally identifiable information it obtains from you on these forms for purposes other than for which it is being collected.

2025 Position Recognition Renewal Process

As provided by Wisconsin's Communications Unit Standard Operating Guidelines (SOG), the recognition renewal process for the various Communication Unit positions will occur every five (5) calendar years beginning in 2020.

Individuals who were recognized prior to January 1st, 2024, will need to complete the renewal process beginning in 2025. Those who were recognized after January 1st, 2024, will not need to complete the renewal process until 2030.

Renewal applications must be received no later than December 31 of the renewal year (e.g. 12/31/2025, 12/31/2030, 12/31/2035).

Application Type

- Check Renewal Status box and position being applied for (only one position per application)

Applicant Information

- Name: Your full legal name
- Certifying Agency: The agency providing workers compensation and other liability-related protections
- Certifying Agency Address
- County: If you serve in multiple counties, list each one
- 24/7 Telephone: Note the preferred number to reach you after business hours

Agency Certification

- This section *certifies* you to serve in a COMU position as an agent of your agency.
- This section assures an incident commander that the deployed person is covered by employment-related protections such as workers compensation and liability insurance.
- This section must be completed and signed by your agency head or authorized representative from your agency.

Materials to be submitted with the applicant's renewal packet

- Completed form DMA-2103 COMU Position Qualification Application
- Completed form DMA-2102 COMU Incident/Event/Exercise Experience Record for any incident, event, or exercise that the applicant participated in prior to renewal but after the individual was originally recognized or five (5) years, whichever is less. Examples of tasks to include can be found at the end of this packet.
- Available supplemental ICS documentation for activities listed in the experience record. Examples include:
 - IAP – Incident Action Plan
 - ICS 201 – Incident Briefing
 - ICS 205 – Incident Radio Communications Plan
 - ICS 205A – Communications List
 - ICS 214 – Activity Log

Instructions

Submit the completed application and all supporting documentation electronically to the Office of Emergency Communications general email address, Interop@widma.gov. Hard copies of relevant materials may be sent to:

Wisconsin Department of Military Affairs
Office of Emergency Communications
Attn: Statewide Interoperability Coordinator (SWIC)
2400 Wright Street
Madison, WI 53704



COMU Position Qualification Application



State of Wisconsin
Department of Military Affairs
Office of Emergency Communications
DMA- 2103 (R.5/2024)

Department of Military Affairs
2400 Wright Street
Madison, WI 53708
Phone: 608-242-3000

Initial Application **Renewal Status** **Agency Change** **Historical Recognition**

Select State Recognition **OR** NQS Only. A separate application is required for each position.
State Recognition:
(OR)
NQS Only:

Full Name: _____
Agency Name: _____
Agency Address: _____
County: _____
Business Phone: _____
24/7 Phone Number: _____
Email Address: _____

SIGNATURE	DATE
RANK OR TITLE	

Agency Certification (required)

The above-named individual is seeking voluntary recognition in Wisconsin or a recommendation to the Qualification Review Board for the NQS for the above identified COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers Compensation, liability, and all other liability-related protections afforded employees of the agency, when activated for duty.

When the above-named person serves in the COMU position whether within the agency's jurisdiction, or outside, the person serves as an employee/representative of the agency.

I approve the applicant's participation in the Wisconsin Communications Unit Qualification Program in the following response area:

Agency Head or Designee Name & Title: _____
Agency Name: _____
Business Phone: _____
Email Address: _____

SIGNATURE	DATE
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State of Wisconsin
 Department of Military Affairs
 Office of Emergency Communications
 DMA- 2102 (R.5/2024)

COMU Incident/Event/Exercise Experience Record



Department of Military Affairs
 2400 Wright Street
 Madison, WI 53708
 Phone: 608-242-3000

**This form is required for Historical/Out-of-state/Renewal Recognition and NQS
 (Certification/Credentialing) Application Submissions**

Full Name	
Agency Name	
Position	

For recognition renewal, only list activities for past five years.

Incident Name	Location	Date	Position	Incident Type	Duration

SIGNATURE	DATE
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Communications Unit Leader (COML) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Complete an ICS-205	Complete an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as a COML in a real-world, planned or unplanned event	Must be under the control of the Logistics section. Must be for at least one operational period.
Leading a Communications Exercise	Examples: Formal COMMEX and informal communications exercise
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the CQRB

Communications Technician (COMT) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as a COMT in a real-world, planned or unplanned event	Must be under the control of a COML. Must be for at least one operational period.
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the CQRB

Incident Communications Center Manager (INCM) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as an INCM in a real-world, planned or unplanned event	Must be under the control of a COML. Must be for at least one operational period.
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the CQRB

Incident Tactical Dispatcher (INTD) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as a INTD in a real-world, planned or unplanned event	Must be under the control of a COML or INCM. Must be for at least one operational period.
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the CQRB

Radio Operator (RADO) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as a RADO in a real-world, planned or unplanned event	Must be under the control of a COML or INCM. Must be for at least one operational period.
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the CQRB

AUXC Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as an AUXCOMM in a real-world, planned or unplanned event	Must be under the control of a COML. Must be for at least one operational period.
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the CQRB