Communications Unit Recognition Program

Standard Operating Guidelines

Version 4.0

August 2020

Revision Record

Revision Record		
VERSION	**DATE**	**DESCRIPTION OF CHANGE**
1.0	March 2013	Baseline Document
2.0	February 2017	Major revisions; COMU WG
3.0	November 2019	Major rewrite, Exercise, Evaluator, Recognition Renewal additions
4.0	August 2020	Edits to Authorized PTB Evaluators, SWIC deviation from guidelines, COMU Exercise Worksheet

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1. Background

The National Incident Management System (NIMS) is a standardized approach to incident management established in March 2004 by the U.S. Department of Homeland Security (DHS). Within NIMS, the Incident Command System (ICS) systematizes command, control, and coordination of emergency response. The Communications Unit (COMU) resides in the Logistics Section of the ICS.

Beginning in 2007, DHS started development of the Communications Unit Leader (COML) program to train and credential incident communications support staff. DHS expanded the COMU program to include Communication Unit Technician (COMT) and a variety of other positions.

In 2013, with assistance from the DHS Interoperable Communications Technical Assistance Program (ICTAP), Wisconsin established the Communications Unit Recognition Program Standard Operating Guidelines (SOG).

In 2017, the Wisconsin Interoperability Council (IC) adopted a major revision of the Communications Unit Recognition Program with the creation of the Communications Unit Workgroup (COMU WG) for maintaining a viable and effective recognition system to enhance the professional credibility of the COMU positions.

This current version of the SOG establishes an exercise and event review process for:
- task book sign-off opportunities,
- endorsement requirements to serve as a task book evaluator,
- and a revised recognition renewal process.

2. Program Endorsement

These standard operating guidelines were endorsed by the Wisconsin Interoperability Council (IC). The guidelines were developed by the Office of Emergency Communications (OEC), Department of Military Affairs (DMA), in consultation with the COMU WG.

3. Scope

This SOG applies to those individuals who meet the recommended DHS guidelines for eligibility, training, and experience for All-Hazards Communications Unit positions and are requesting recognition status for position-specific roles within the Wisconsin Communications Unit program.

This document references positions within the COMU as they pertain to All-Hazards emergency response classifications. Such references are not intended to reflect Red Card positions, as recognized under National Wildfire Coordinating Group (NWCG) or other existing organizational guidelines.

4. Purpose

The purpose of this document is to describe the process for obtaining recognition status for position-specific roles within the Wisconsin COMU program. The intent of this guidance is to recognize personnel who have completed the nationally recognized process by completing requisite tasks toward recognition. This SOG is not intended to supplant an agency's recognition process to fill the agency's needs for agency specific qualified COMU personnel.

5.   COMU Positions Summary

Wisconsin recognizes and supports the development of the following positions within the COMU. Wisconsin follows the DHS/Cybersecurity and Infrastructure Security Agency (CISA), Emergency Communications Division (ECD) and Federal Emergency Management Agency (FEMA) national All-Hazards training curriculum for positions requiring task book training within the Communications Unit.

The following is a summary of duties for each position. Refer to the national All-Hazards training program for detailed position information.

Communications Unit Leader (COML)
The All-Hazards COML has been trained to serve as a communications leader in the ICS. The COML should possess knowledge of local, regional, and state communication practices, standards, systems, and plans. Responsibilities of the COML include developing plans for the effective use of incident communications equipment and facilities, managing the distribution of communications equipment to incident personnel, and coordinating the installation and testing of communications equipment.

Communications Unit Technician (COMT)
The All-Hazards COMT has been trained to serve as a communications technician in the ICS. The COMT should possess knowledge of various communications concepts and technologies including interoperable communications solutions, LMR communications, satellite, telephone, data, and computer technologies used in incident response and planned events.

Incident Communication Center Manager (INCM)
The All-Hazards INCM has been trained to serve in the ICS as an incident-based communication center manager. The role of an INCM is to manage the Incident Communications Center (ICC) when having a COML do so would present span of control issues. An INCM should possess the knowledge and skills to manage all functions of the ICC. The INCM reports to the COML.

Incident Tactical Dispatcher (INTD)
The All-Hazards INTD has been trained to serve in the ICS as a tactical dispatcher. An INTD should possess knowledge and skills to operate away from the dispatch center in a command post, Emergency Operations Center, base camp, incident scene or as mutual aid to another dispatch center. INTDs leverage the multi-tasking, communication, accountability, and documentation skills of successful telecommunicators to provide public safety communications expertise and support at planned events, exercises, and extended incidents.

Radio Operator (RADO)
The All-Hazards RADO has been trained to serve in the ICS as a radio operator. A RADO should possess knowledge and skills to support staffing for the ICC, monitoring radio traffic, and base station operations for emergency operations centers, hospitals, dispatch centers, and non-governmental organizations supporting civil emergency response at the state, regional, or local level.

Auxiliary Communicators (AUXC)
Auxiliary Communicators are volunteer radio operators in the COMU of the NIMS ICS structure who assist by providing supplemental voice and data communications. The Incident Commander has the final authority as to where the AUXCOMM personnel will reside within their command.

6. COMU Recognition Process

The Wisconsin Communications Unit Recognitions Program is a voluntary program intended to provide guidance and minimum standards for the development of Communications Unit Positions. This recognition program only applies to Agency and County level responses.

7. Wisconsin-Specific Categories for Response

To provide effective communications support during emergency incidents, planned events, or exercises, Wisconsin utilizes five categories for response. Any deployment requires authorization by the individual's employing or sponsoring agency.

1. **Agency (Type 5):** Deployment in support of home agency only
2. **County (Type 4):** Deployment in support of any agency within county of home agency
3. **Regional (Type 3):** Deployment in support of any agency within the home or adjacent Wisconsin Emergency Management (WEM) Region
4. **Statewide (Type 2):** Deployment in support of any agency within the state
5. **Out-of-State (Type 1):** Deployment in support of out of state incidents following an Emergency Management Assistance Compact (EMAC) or mutual aid request

Type 3, 2 and 1 level responses are governed and credentialed by separate sponsoring agencies and are outside the scope of this SOG.

8. Agency Affiliation Requirement for COMU Position Recognition in WI

An individual **must be** affiliated with a public safety agency as an employee or with a recognized volunteer organization to be eligible for recognition under this SOG. The sponsoring agency/organization is responsible for worker's compensation and liability insurance coverage.

9. COMU Position Training Requirements

Individuals who wish to obtain Wisconsin recognition in a COMU position must first:

1. Successfully complete all local, state, and federal prerequisite requirements prior to applying for participation in the classroom training course. Refer to Appendix A.

2. Successfully complete classroom training. The course must be taught by DHS recognized instructors. A Federally approved classroom course, taken in another state, is valid in meeting the Wisconsin COMU recognition requirements.

3. Successfully complete the appropriate position task book, if required.

10. COMU Position Task Book

The Position Task Book (PTB) is the standardized means of documenting the performance of the trainee in the designated COMU position. The books contain a variety of requirements that must be successfully performed to qualify for recognition under this SOG. Wisconsin recognizes the task book version issued by the U.S. Department of Homeland Security to the student during the classroom training.

11.   Position Task Book Initiation

Before starting any tasks, the first page of the trainee's PTB must be initiated by the appropriate official of the trainee's sponsoring agency. See PTB for specific instructions.

12.   Acceptable Position Task Book Completion Activities

Exercises and planned events require prior review and approval by the Statewide Interoperability Coordinator (SWIC) or authorized designee. See Appendix F – "COMU Exercise/Event Review".

It is required that tasks be completed during a minimum of 2 different exercises, events, or incidents, and with the signatures from at least 2 different evaluators, unless authorization is obtained from the COMU WG. Trainees may participate in multiple events until all tasks have been completed.

Unplanned incidents that are witnessed by an evaluator do not require any pre-approvals.

13.   Position Task Book Completion Time Frame

The PTB must be started within eighteen (18) months of completion of classroom training.

Once started, the trainee has three (3) years to complete and submit their PTB and supporting documentation to the SWIC for recognition.

A one (1) year extension may be granted by the COMU WG upon written request to the SWIC's Office. The PTB must be at least 2/3 completed to be considered for an extension.

The PTB is considered complete when:

- All tasks have been observed and signed off by a qualified evaluator
- The final evaluator will have witnessed the work product of the candidate and signed off on the final evaluator verification section. Exceptions may be considered by the COMU WG.

Successful completion of training courses, position tasks, and submission of PTB to the COMU WG does not guarantee an individual will be qualified or recommended for recognition by the COMU WG.

14.   Authorized Evaluators

Effective January 1, 2021, the person signing off on the tasks performed must be an evaluator or final evaluator as authorized by the COMU WG. The evaluator or final evaluator must be present at preplanned events to personally witness the trainee performing the task or must supervise the trainee during real world events or incidents.

A list of all approved evaluator and final PTB evaluators is maintained on the Office of Emergency Communications OEC web page, COMU tab, https://dma.wi.gov/DMA/oec/programs/lmr. For additional information regarding the evaluator endorsement program, refer to the COMU WG Standard Operating Procedures or Appendix K – "Communications Unit Standard Operating Guidelines Position Task Book Evaluator and Final Evaluator Endorsement Application."

15. Position Task Book Documentation

The PTB documentation must be clear and legible and include the following elements:

- Contact information for each evaluator
- Each numbered task must be initialed by a qualified evaluator
- Final Evaluator's Verification, attesting all tasks were performed by the trainee
- Agency Certification, signed by an agency Certifying Official, confirming that the candidate has met all requirements for qualifications for the position

16. Application for Initial Recognition

The trainee shall submit all required documentation as described in Appendix I – "Initial Position Recognition Application Packet".

17. Application for Recognition - Historical/Out-of-State Individuals

When an individual seeking recognition is recognized by another state, territory, or tribe in a specific Communications Unit position, has previous out-of-state training, and on-the-job experience outside of Wisconsin, they may receive credit for that training and experience depending on the extent and currency of their knowledge. Historical recognition applicants will be reviewed on a case-by-case basis by the COMU WG. Applications for Historical Recognition shall submit all required documentation as described in Appendix I – "Initial Position Recognition Application Packet". The COMU Incident/Event/Exercise Experience Record is included in the application packet and is required to be submitted with Historical/Out-of-State/Renewal Applications.

18. OEC Staff Review

All applications submitted will be first reviewed by OEC staff to insure compliance with the recognition requirements before being reviewed by the COMU WG. Applications not meeting the requirements will be returned to the applicant for further action. The application must include a completed "Agency Certification" from their employer or sponsoring agency/organization authorizing them to serve in the COMU position and accepting responsibility for all employment-related protections such as worker's compensation and liability insurance.

19. COMU WG Review

The COMU WG will review the trainee's documentation to determine eligibility for recognition in the desired COMU position. The COMU WG may also follow-up with the trainee to obtain additional details. The trainee will be given one of the following dispositions from the COMU WG:

- **Recommended:** The trainee will be recommended to the LMR Subcommittee for recognition for the requested Communications Unit position.
- **Additional Training/Information Required:** The trainee must provide the COMU WG with additional documentation or information as specified in correspondence. The trainee will be given a timeframe within which the requested information or documentation must be provided. If the trainee fails to provide the requested information, no further action will be taken by the COMU WG.

20.   LMR Subcommittee Recognition

Upon a recommendation by the COMU WG, the trainee's application packet and appropriate recommendation documentation will be submitted to the Interoperability Council's (IC) Land Mobile Radio (LMR) Subcommittee for recognition consideration.

Upon recognition approval by the LMR subcommittee, the trainee will be issued a certificate reflecting recognition status for the applicable COMU position and the trainee's home agency/organization will be notified.
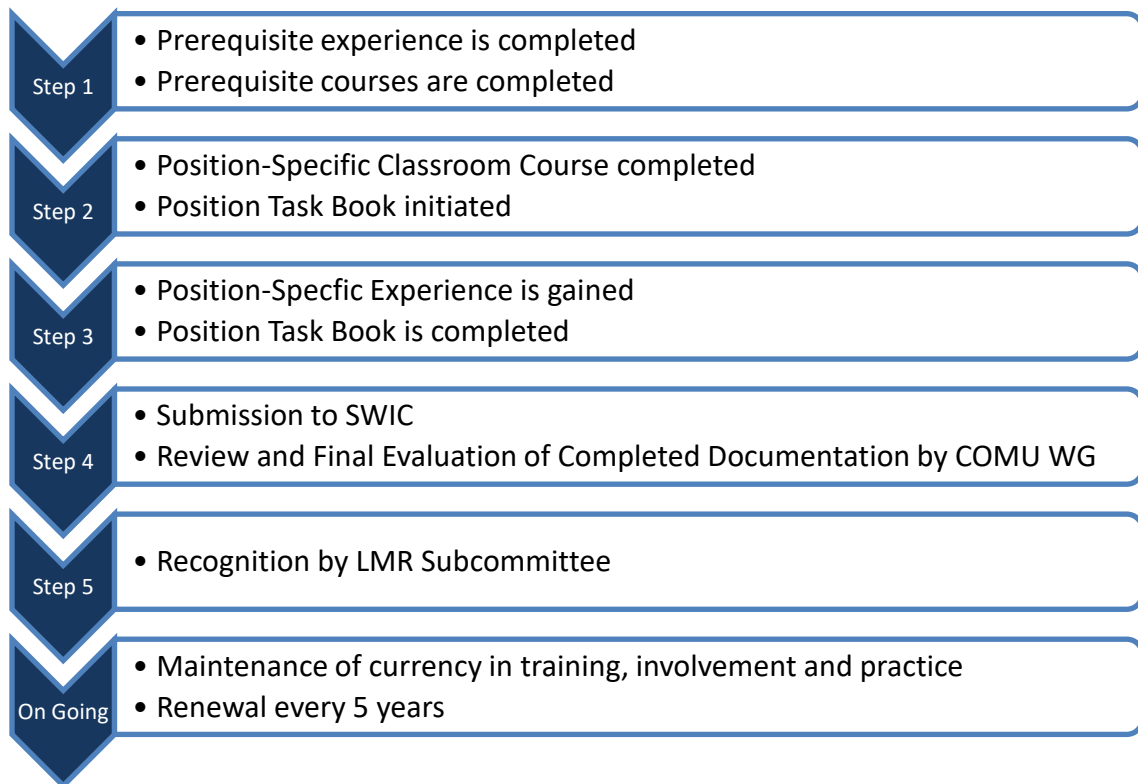
Once recognition is obtained, the trainee must comply with the provisions contained in this SOG to maintain and renew the recognition status for the desired COMU position(s) to ensure that the candidate is still actively participating within their recognized COMU position.

The initial recognition period will be for a minimum of two years or until the next standard renewal period occurs (2020, 2025 and every five years thereafter).

21.   Communications Asset Survey and Mapping (CASM) User Account

All recognized COML and/or COMT personnel are encouraged to have and maintain a Communications Assets Survey and Mapping (CASM) user account.

22.   Review and Approval Process Diagram

Step 1
- Prerequisite experience is completed
- Prerequisite courses are completed

Step 2
- Position-Specific Classroom Course completed
- Position Task Book initiated

Step 3
- Position-Specfic Experience is gained
- Position Task Book is completed

Step 4
- Submission to SWIC
- Review and Final Evaluation of Completed Documentation by COMU WG

Step 5
- Recognition by LMR Subcommittee

On Going
- Maintenance of currency in training, involvement and practice
- Renewal every 5 years

23.   Agency Affiliation Changes

Individuals currently recognized shall notify OEC within ninety (90) days of any change in agency/organization affiliation, contact information, employment status, or change in response type by submitting a new COMU Position Recognition Application (Appendix D – "COMU Position Recognition Application").

24.   Handling of Performance Issues of a Recognized Individual

Any complaints received by the OEC/SWIC office relating to performance or behavior while serving in a position that has been recognized under this program will be referred to the individual's sponsoring agency/organization for disposition.

25.   Withdrawal of Recognition by Sponsoring Agency

An individual's recognition status will be immediately withdrawn when the OEC/SWIC office is notified by an individual's employing or sponsoring agency/organization that it is withdrawing approval for participation in the Communications Unit Recognition Program.

26.   WI-CAMS/Credentialing

It is recommended that all individuals who are recognized under this program obtain a Wisconsin Credentialing Asset Management System (WI-CAMS) identification card. The WI-CAMS program is supported by WEM and the individual's sponsoring agency/organization is responsible for issuance of the card. The COMU WG, the LMR Subcommittee, the IC, nor the State of Wisconsin do not credential an individual through this program. The individual's sponsoring agency/organization is responsible for credentialing.

27.   Recognition Renewal Process

The recognition renewal process will occur every five (5) calendar years beginning in 2020. Those who were recognized under the previous COMU program shall complete the renewal process in 2020.

Individuals who were recognized prior to January 1st of the preceding year shall complete the renewal process for the upcoming renewal year. Individuals who were recognized after January 1st of the preceding year shall complete the renewal process for the next renewal year.

For example, those who were recognized prior to January 1st, 2019 shall complete the renewal process beginning in 2020. Those who were recognized after January 1st, 2019 shall complete the renewal process beginning in 2025.

The Wisconsin position recognition renewal application is available for download at https://dma.wi.gov/DMA/oec/programs/lmr and is also located in Appendix J – "2020 Position Recognition Renewal Application".

28.   Application Submission and Record Keeping

All applications and relevant supporting documentation shall be submitted to OEC. The preferred submission method is electronically to:

The Office of Emergency Communications, Attn: SWIC at Interop@wisconsin.gov.

However, hard copies of all relevant materials can be sent to:
> Wisconsin Department of Military Affairs
> Office of Emergency Communications
> Attn: Statewide Interoperability Coordinator (SWIC)
> 2400 Wright Street
> Madison, WI 53704

Centralized record keeping for personnel with recognition for Communications Unit positions in Wisconsin is provided by the SWIC's office. The SWIC's office will maintain the current Wisconsin Communications Unit Resource List.

The general office telephone number for the Office of Emergency Communications is (608) 888-5501.

29.   Unforeseen or Unique Circumstances

To effectively handle any unforeseen or unique circumstances that may arise, the SWIC may deviate from these guidelines at their discretion, and they will notify the COMU Workgroup of any such deviations.

Appendix A - Position-Specific Communications Unit Training Prerequisites

Candidates wishing to complete All-Hazards position-specific training must meet the prerequisites listed below prior to attending the desired course(s). These prerequisites are based on the DHS/CISA/Interoperable Communications Technical Assistance Program (ICTAP) training catalog.

R = REQUIRED O = OPTIONAL, RECOMMENDED	COML	COMT	INCM	INTD	RADO	AUXC
PREREQUISITE COURSES:						
IS-100	R	R	R	R	R	R
IS-144	O	O	O	R	O	
IS-200	R	R	R	R	R	R
ICS-300	R	O	O	O	O	
ICS-400	O					
IS-700	R	R	R	R	R	R
IS-800	R	R	R	R	R	R
PREREQUISITE DOCUMENTATION, EXPERIENCE:						
Complete and submit FEMA Form 119-25-1 – General Admissions Application	R					
Obtain FEMA Student ID	R					
Public safety background with experience in field operations	R	R				
Awareness of public safety communications technology	R	R	R	R	R	
Basic knowledge of local communications systems, frequencies and spectrum, technologies, local topography, system site locations including knowledge of local, regional, and State communication plans, and contacts	R	R				
Public safety background with technical experience in field communications (radio, telephone, data, SATCOM, etc.)		R				
Active Amateur Radio License						R
Documented experience in Auxiliary Emergency Communications						R
OEC Communications Unit Awareness web based course at https://www.dhs.gov/sites/default/files/publications/COMU-CommunicationsUnitAwareness-Final%20V2_0.pdf	R	R	R	R	R	

Appendix B - Incident Types & Complexity*

Type 5
- The incident can be handled by one or two single resources with up to six personnel
- Command and General Staff positions (other than Incident Commander) are not activated
- No written Incident Action Plan (IAP) is required
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene
- Examples include a vehicle fire, an injured person, or a police traffic stop

Type 4
- Command and General Staff functions are activated only if needed
- Several resources are required to mitigate the incident, including Task Force or Strike Team
- The incident is usually limited to one operational period in the control phase
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated
- No written IAP is required but a documented operational briefing will be completed for all incoming resources
- The role of the agency administrator includes operational plans including objectives and priorities

Type 3
- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident
- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions
- A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or Type 2 IMT

Type 2
- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing
- Most or all of the Command and General Staff positions are filled
- A written IAP is required for each operational period
- Many of the functional units are needed and staffed
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only)
- The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority

Type 1
- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate
- All Command and General Staff positions are activated
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000
- Branches need to be established
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation authority are updated
- Use of resource advisors at the incident base is recommended
- There is a high impact on the local jurisdiction, requiring additional staff for the office administrative and support functions

Informational purposes only

Appendix C - Acronyms and Glossary of Terms

Acronym	Definition
ACM	Auxiliary Communications Manager
AHIMT	All-Hazard Incident Management Team
AUXC/AUXCOMM	Auxiliary Communicator/Auxiliary Communications
CASM	Communications Assets Survey and Mapping Tool
CISA	U.S. DHS Cybersecurity and Infrastructure Security Agency
COML	Communications Unit Leader
COMT	Communications Unit Technician
COMU	Communications Unit
COMU WG	Communications Unit Workgroup
DHS	U.S. Department of Homeland Security
ECD	U.S. DHS/CISA/Emergency Communications Division
EMAC	Emergency Management Assistance Compact
FEMA	Federal Emergency Management Agency
IC	Wisconsin State Interoperability Council
ICS	Incident Command System
INCM	Incident Communications Center Manager
INTD	Incident Tactical Dispatcher
LMR	Land Mobile Radio Subcommittee
NIMS	National Incident Management System
NWCG	National Wildlife Coordinating Group
OEC	Wisconsin Office of Emergency Communications
PTB	Position Task Book
RADO	Radio Operator
SATCOM	Satellite Communications
SOG	Standard Operating Guidelines
SWIC	Statewide Interoperability Coordinator
THSP	Technical Specialist
WEM	Wisconsin Emergency Management
WI	Wisconsin
WI-CAMS	Wisconsin Credentialing and Asset Management System

Authority Having Jurisdiction (AHJ) – The AHJ is defined as the governmental unit having statutory responsibility for the incident or event.

Communications Unit Workgroup (COMU WG) – The purpose of the COMU WG is to ensure there is cooperation, communication, and coordination among the various stakeholders who are involved in the interoperable communications arena. This includes establishing and maintaining a viable and effective recognition system that will serve to enhance the professional credibility of the COMU positions. The COMU WG is composed of multi-disciplinary and multi-jurisdictional subject matter experts (SMEs).

Core Competencies – When a single PTB is used for multiple positions the core competencies are competencies that are common to all the positions identified in the PTB. If more than one position is to be evaluated using a single PTB, the position-specific competencies for each position may be evaluated in any order or at any time. *It is recommended that one position be completed before a second position is started.*

Currency – Successful performance on a qualifying incident, event, or exercise in a position or associated position for which an individual is qualified, at least once every five (5) years on a qualifying incident, event, or exercise.

Evaluator – An Evaluator is an individual that is responsible for evaluating a Trainee completing one or more tasks within a PTB. The Evaluator must be qualified in the position they are evaluating or be qualified in a position that supervises that position in the ICS.

Final Evaluator – The Final Evaluator is the Evaluator who has witnessed the work product of the trainee and is signing the verification statement at the front of the PTB after all tasks have been completed. The Final Evaluator must be qualified and proficient in the position being evaluated, as recognized by the COMU WG through the application process. A Final Evaluator must be a state-recognized COML and COMT. The qualifications to become a Final Evaluator are more rigorous than that of an Evaluator. The difference is necessitated due to the increased responsibility of the Final Evaluator and the increased depth of knowledge and understanding of the position being evaluated that only a qualified individual may possess.

Incident Command System (ICS) – Incident Command System is standardized, on-scene, All-Hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.
- ICS is flexible and can be used for incidents of any type, scope, and complexity.
- ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

Incident Complexity – Incident complexity is a characterization used to describe the level of difficulty, severity, or overall resistance to control that incident management personnel face while trying to manage an incident or event to a successful and safe conclusion or to manage one type of incident compared to another type. It is essential to understand the relationship between certain position qualifications that are typed to correlate with incident complexity typing. (See Appendix B for a detailed description of Incident Types and Complexity)

National Wildfire Coordinating Group (NWCG) – The purpose of NWCG is to coordinate programs for the participating wildfire management agencies to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

National Qualification System (NQS) - A nationwide approach and best practices for AHJs to use in qualifying, certifying, and credentialing incident management and support personnel.

Position Performance Assignment (also called a "Trainee Assignment") – As assignment of an individual on an incident or qualifying exercise that is working as a Trainee with an open PTB in the position the individual is working towards recognition. The Trainee is being actively trained or coached by a Coach/Evaluator in a position during an assignment or is actually performing the task under the supervision of a qualified individual while completing the task identified in the PTB and being evaluated for the required experience to become recognized. The Evaluator and the Coach may be the same person; however, the functions of coaching and evaluating must remain separate in a Position Performance Assignment.

Position Task Book (PTB) – The PTB will serve as the "lesson plan" for a Trainee's on-the-job training. As the Trainee is capable of accomplishing tasks, the PTB serves as the official record documenting evaluation of the Trainee's performance. Successful completion, as determined by a qualified Evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the Trainee be recognized. It is required that tasks be completed during a minimum of 2 different exercises, events, or incidents, and with the signatures from at least 2 different evaluators, unless authorization is obtained from the COMU WG.

Qualifying Exercise – An exercise or simulation meeting the requirements as specified within this document. It is recommended that the qualifying exercise follow the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Qualifying Incident/Event – An incident or event that meets the incident complexity, duration of time, and relevancy to the COMU position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the COMU position they are filling.

Recognition – Recognition of personnel ensures personnel possess a minimum level of training, experience, physical and mental fitness, and capability appropriate for a specific position.

Recommended Training – Training that is not required to be completed to qualify for a position but is recommended to support the position. This training is identified as a recommendation that may guide an individual to increase knowledge and/or skills. This may be acquired through on-the-job training, work experience, or training.

Recommending Official – The Recommending Official is the individual from the Trainee's sponsoring agency/organization who is recommending the candidate to be recognized and has the support of the sponsoring agency/organization and is confirming the trainee's completion of the position requirements.

Trainee (The Individual) – An individual, approved by their Employing/Sponsoring Agency/Organization, who is preparing to be recognized for a COMU position once prerequisites are met and the PTB has been initiated.

WI-CAMS – WEM managed multi-purpose tool to link and coordinate local, tribal, county, state, nonprofit and private sector agencies with incident commanders and emergency response assets. WI-CAMS defines people assets through credentialing – a process of identifying, qualifying, and validating personnel.

Appendix D – COMU Position Recognition Application

COMU Position Recognition Application

Appendix E – COMU Experience Record

COMU Experience Record

Appendix F – COMU Exercise Review Sheet

COMU Exercise Review Sheet

Appendix G – Evaluator Endorsement Application

Evaluator Endorsement Application

Appendix H – Evaluator Endorsement Experience Record

Evaluator Endorsement Experience Record

Appendix I – COMU Initial Position Recognition Application Packet

COMU Initial Position Recognition Application Packet

Appendix J – COMU 2020 Position Recognition Renewal Application Packet

COMU 2020 Position Recognition Renewal Application Packet

Appendix K – Evaluator Endorsement Application Packet

Evaluator Endorsement Application Packet