

MEMS ACADEMY STUDENT GUIDELINES 2021



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



Table of Contents

History of the State Defense Force	3
MEMS Academy Mission	3
MEMS Academy Goals.....	4
The MEMS Academy Program	5
Basic MEMS Curriculum	6
Senior MEMS Curriculum	7
Master MEMS Curriculum.....	8
Master MEMS Instructor Certificate	9
LNO All-Hazard Specialist Certification.....	10
Wearing of the MEMS Badge.....	11
Wearing of the MEMS Flash	12
MEMS Academy Tab.....	12
Waivers	13
Student Code of Conduct.....	15
Legal Disclaimer	16
Appendix.....	17
Academy State Directors	17
MEMS Leadership	31
Board of Directors.....	33
Application for Enrollment.....	34
MEMS Practicums	35
FRAGO 2021	39

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.

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.

SGM Fred Tredy (CA) Commandant MEMS Academy

[\[back to top\]](#)

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 personnel deployed during disasters. The MEMS Academy continues to fill that need.
2. The MEMS Academy Program prepares personnel to function in any of the positions at an Incident Command Post, JOC, TOC, EOC CERTS or civilian responses during a local or statewide emergency mobilization.
3. The MEMS Academy offers certification for Basic, Senior, Master and LNO Military Emergency Management Specialists and confers the appropriate insignia.
4. Individuals with Basic MEMS certificates 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 certificates will be able to lead and plan incident response efforts of increasing complexity. Members with the LNO certificate will be able to work within any EOC.
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, US Coast Guard Auxiliary **and other MEMS Academy-approved official military and civilian organizations** are eligible to take MEMS training and receive MEMS certificates.
6. There are currently states without active State Defense Forces but have personnel who want to participate in the MEMS training and Certificate program. The Commandant of the MEMS Academy will locate and authorize 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 certificate. If there is no authorized ASD for the state, then a certificate will be issued through the Commandant of the MEMS Academy.
7. *The MEMS Certificate Program is offered free of charge to SGAUS members in good standing.* Academy enrollees are responsible for all expenses, if any, incurred during their participation.
8. Participants who have been deployed in actual emergency operations 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. To receive a higher level of MEMS certification 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.
11. The MEMS Student Guidelines for 2021 will be published in three other languages. It will be published in **German, Spanish and Italian**. The MEMS Academy is a National and International Academy for Emergency Management training.

The MEMS Academy Program

1. **Join SGAUS** and maintain the proof of membership at SGAUS.org.
2. Submit the completed SGAUS application your 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 documentation.
DO NOT submit these documents to the SGAUS national office. Only the MEMS Academy State Director will maintain individual certifications records.
3. For member benefits please refer to the SGAUS web page for further information.
4. For members a current membership must be maintained for each level of your course of study, for example from Basic to Senior, to receive your certificate. Non-members will receive a MEMS certificate please refer to the SGAUS web page for further information
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 for any of the MEMS levels, Practicum and the MEMS Flash.***
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 certificates at different levels. If a required course becomes unavailable, notice will be provided on the MEMS Academy website for substitution or deletion will be included in the FRAGO section of this guidelines.
7. Academy Participants and Academy State Directors shall maintain personal files of their work and training certificates. SGAUS and the MEMS Commandant does not maintain files of completed documents for the Students and relies on the State Directors to maintain all completed documents. The MEMS Academy State Directors will keep a record of the MEMS Academy/SGAUS application and contact information and the date of their certificate.
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.
9. In States that maintain a MEMS Academy training Units only those training units are authorized to establish, maintain, train and sponsor IS 300, IS 400 and TTX exercises as approved by the MEMS Academy State Director. In States without MEMS Academy Training Units the ASD will only authorize MEMS certificates for training with prior approval of the training by the ASD. This will maintain the high standards which have been established for the program and must be maintained.
10. The MEMS Academy is consistently changing and up grading our tasking list of classes to stay consistent with the ongoing activities that our personnel will be facing in the field.

To locate the FEMA courses please go to: <https://training.fema.gov/is/crslist.aspx>

[\[back to top\]](#)

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/is/crslist.aspx>

IS 42 - Social Media in Emergency Management
IS 100 - Introduction to Incident Command System
IS 200 - ICS for Single Resources and Initial Action Incidents
IS 700 - National Incident Management System
IS 800 - National Response framework
IS 75 - Military Resources
IS 520 - Introduction to Continuity of Operations Planning for Pandemic Influenzas
IS 907 - Active Shooter
IS 915 - Protecting Critical Infrastructures Against Insider Threats
IS 2200 - Basic Emergency Operations Center Functions

Complete a MEMS Practicum and or FEMA Virtual Tabletop Exercise (VTTX) (Refer to PRACTICUM Rules and Guidelines).

2. Members will 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.

[\[back to top\]](#)

Senior MEMS Curriculum



1. Complete the following courses:

- IS 120 - Exercise Design
- IS 230 - Principles of Emergency Management
- IS 235 - Emergency Planning
- IS 241 - Decision Making and Problem Solving
- IS 242 - Effective Communication
- IS 244 - Developing and Managing Volunteers
- IS 26 - Points of Distribution
- IS-2900 - National Disaster Recovery Framework (NDRF)
- ICS 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 and or FEMA Virtual Tabletop Exercise (VTTX)
(Refer to PRACTICUM Rules and Guidelines).

3. Members will submit the SGAUS membership application with certificates of course completion

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.

[\[back to top\]](#)

Master MEMS Curriculum



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 201 - Forms Used in Preparation of the Incident Action Plan
IS 703 - NIMS Resource Management Course
IS 19.18 - EEO Supervisors Course revised
ICS 400 - Advanced Incident Command Systems (in classroom only)
IS 916 - Critical Infrastructure Security: Theft and Diversion
IS 240 - Leadership and Influence

3. Complete a MASTER MEMS Practicum and or FEMA Virtual Tabletop Exercise (VTTX) (Refer to PRACTICUM Rules and Guidelines).
4. Members will submit the SGAUS membership application with the certified documents.

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

[\[back to top\]](#)

Master MEMS Instructor Certificate

For those special Master MEMS certified personnel who would like to become a MEMS Academy Instructor, you must first receive your Master MEMS certificate. 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.

Master MEMS Instructor Certificate are available to SGAUS members only.

[back to top\]](#)

LNO All-Hazard Specialist Certification



LNO All Hazard MEMS certificate is the “capstone” of the MEMS Academy.

Master MEMS Badge in Gold with Flash

The Liaison Officer (LNO) is the point of contact for representatives of other governmental departments and agencies that are not members of Unified Command. The LNO certificate program is the capstone of the MEMS Academy training program. The LNO certificate unites all the training through the Basic, Senior and Master level programs and culminates that training to actual in the field activations representing the State Defense Force and the National Guard at any emergency operation centers. The LNO certificate program establishes the highest level of emergency management knowledge for personnel who can be relied upon to represent their organizations during major disasters.

To locate the LNO Task Book please go to:

https://training.fema.gov/emiweb/is/icsresource/assets/tb_liaison.pdf

Complete the following:

1. FEMA course G-191 Incident Command System/Emergency Operations Center Interface.
2. Submit a copy of orders from actual activation or FTX.
3. Completed FEMA All Hazard Liaison Officer Task Book or documents to show that you are already working as an LNO.
4. FEMA course G 956 All-Hazards Position Specific Liaison Officer
5. There is no Practicum for this certification. The task book is your Practicum
6. If you have already been designated and have documents by your agency as an LNO and are working in that capacity during an activation the above requirements are waived.
7. LNO All Hazard Specialist certificate are only available to SGAUS members.

[back to top\]](#)

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.

Civilians who have received their MEMS certificate are eligible to wear the miniature MEMS muted or miniature silver MEMS badge on their business attire.

US Army Uniform Manual 670-1 page 241

20-5 (j). State awards for Army National Guard Soldiers. ARNG personnel are authorized to wear State awards under applicable State laws or regulations when assigned to the ARNG under the command and control of the Governor or Adjutant General, under the provisions of 32 USC. The term “State” includes the 50 States, U.S. territories (which include Guam and the U.S. Virgin Islands), Puerto Rico, and the District of Columbia. The following personnel statuses are included in this authorization: Active Guard Reserve; active duty for training, active duty for special work; full-time National Guard duty for special work or training; annual training; and inactive duty training (drill status), including periods when personnel may be attached to the AA or reserve of any Service, whether paid or unpaid. Personnel will wear such awards in the State order of precedence, after Federal and foreign awards. Soldiers on active Federal service, under the provisions of 10 USC, are authorized to accept, but not wear, State or territory awards.

US Army Uniform manual 670-1 page 255

20–13. Badges not authorized for wear on Army uniforms a. See AR 670–1 for policy. b. State awards for ARNG Soldiers. ARNG personnel **are authorized** to wear State awards under applicable State laws or regulations when assigned to the ARNG under the command and control of the Governor or Adjutant General, under the provisions of Title 32, USC. The term “State” includes the 50 states, U.S. territories (which include Guam and the U.S. Virgin Islands), Puerto Rico, and the District of Columbia. The following personnel statuses are included in this authorization: Active Guard Reserve; active duty for training, active duty for special work; full-time National Guard duty for special work or training, annual training; and inactive duty training (drill status), including periods when personnel may be attached to the active component or reserve of any service, whether paid or unpaid. Personnel will wear such awards in the State order of precedence, after Federal and foreign awards. Soldiers on active Federal service, under the provisions of 10 USC are authorized to accept but not wear State or Territory awards.



[back to top](#)

MEMS Flash

1. The MEMS Flash are granted to SGAUS members who have been issued at least the Basic MEMS certificate and who have been activated or mobilized for a disaster, declared emergency or major event requiring the 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 served in a management position during an emergency activation. (Students applying at the Senior or Master Levels)
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 certificate.

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 SGAUS members of the State Defense Force who are 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. Basic MEMS only waiver is for First responders will be allowed to write a Practicum related to an incident that they participated in as a First Responder prior to being a member of the SDF.
2. Senior MEMS Senior MEMS only waiver is for First responders will be allowed to write a Practicum related to an incident that they participated in as a First Responder prior to being a member of the SDF.
3. There are no waivers for Master MEMS.
4. Waivers for the LNO course of study are as follows:
 - a. The Agency designated the individual as an LNO?
 - b. The individual already received their MEMS Academy certification as a Master MEMS
 - c. Documented history of activations where the individual has worked as an LNO.
 - d. Provide the time which work as an LNO can be documented.
 - e. One activation for a limited period in a LNO capacity would not qualify as a waiver.
 - f. Documented history as an LNO must be provided.

[

[back to top\]](#)

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, Master and LNO 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, Master and LNO 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 flap.
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.

[\[back to top\]](#)

Student Code of Conduct

1. **STUDENT CONDUCT:** Every Student admitted to the MEMS certificate 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 certificate under deceitful or dishonest conditions, his/her certificate will be revoked by the Academy State Director, and notification will then be forwarded to the MEMS Academy Commandant. The ASD will then forward this information to the State's Defense Force Commanding Officer or the civilian members direct supervisor.
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.

[\[back to top\]](#)

Legal Disclaimer

1. All MEMS Academy Students and Participants, by their involvement in the certificate 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 certificate Program.
3. Further inquiries will be directed to SGAUS/MEMS Academy legal counsel.

[\[back to top\]](#)

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 or in the case of a state without a State Defense Force the Commandant of the MEMS Academy. 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. The Commandant of the MEMS Academy will grant a civilian the position of MEMS Academy State Director who has achieved at least a Master MEMS certificate. In this case the Commandant of the MEMS Academy will be the only person to appoint and to relieve that person of the position of MEMS Academy State Director. 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 certificates for MEMS credentials and issue MEMS Basic, Senior, Master, LNO and MEMS Flash certificates.

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 a certificate. Only the ASD can verify the certificate of Students at the Master and LNO MEMS level. Records should not be decentralized. All certifying documents shall be forwarded to the ASD.

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

Regional Staff Advisors: Each region has a designated Staff Advisor. The Regional Staff Advisor is a senior MEMS Academy State Director who acts as an advisor to the other MEMS Academy State Directors in that Region. The Staff advisor is the point of contact regarding requests for information regarding the MEMS Student Guidelines and training for that region.

Guidelines for MEMS Academy State Directors

[Our MEMS Military State Directors are appointed by the Commanding Generals of their respective State Defense Forces. They serve at the discretion of their Commanding Officers and can only be removed from that position by their Commanding General.

Our Civilian MEMS Academy State Directors are appointed by the Commandant of the MEMS Academy and serve at the discretion of the Commandant.

The perimeters for that discretion has not been delineated in the past and shall be addressed to avoid issues in the future.

1-A MEMS Academy State Director is required to achieve the level of a Master MEMS to fully understand the MEMS training program and to be able to proctor those students who rely on them for guidance.

2-A MEMS Academy State Director must maintain all the documents that are submitted to them by the students who are receiving a MEMS certificate for future reference and to be able to pass that information on to the next State Director.

3-A MEMS Academy State Director is required to respond to the Commandant of the MEMS Academy at least twice a year with the numbers of the students that they have issued certificates to and to provide the names of those students who have achieved the Master MEMS course of study. The State Director is responsible to provide an accurate list of their members for the Master MEMS Alumni SGAUS Web page.



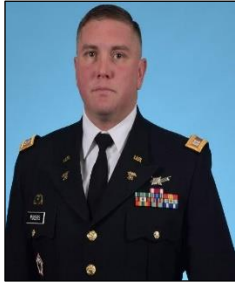







4- A MEMS Academy State Director must be diligent in ensuring that the students that are entering into the training program are both professional and their backgrounds are beyond reproach.

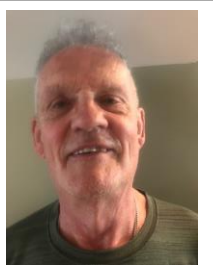






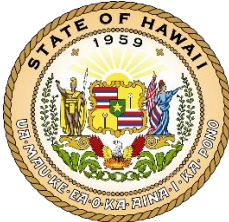


5-MEMS Academy State Directors, both military and civilian, are responsible to maintain an active program in their state. The State Director responsibility is to offer training to all members of their state and to certify students. A State Director can request assistance from the Commandant of the Academy or their Military organization to help keep their program active. If a State Director is inactive in recruiting or certifying students for a two-year period, then they may request to be replaced. If there is no communication from that State Director over that period, then the SDF Commanding General or the MEMS Academy Commandant will replace that State Director.

Every effort will be made by the Commandant of the MEMS Academy and SGAUS Board of Directors to support the State Directors and their efforts to provide the highest level of emergency management training to their community.

[back to top](#)

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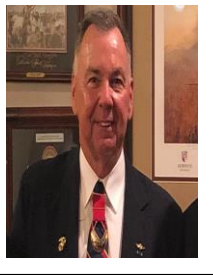

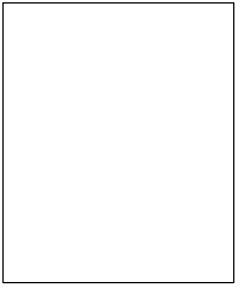

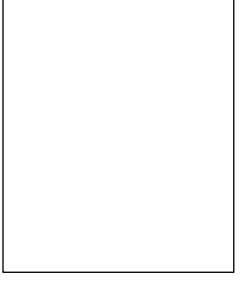





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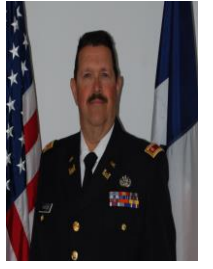

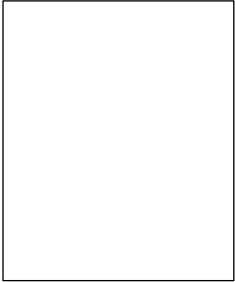

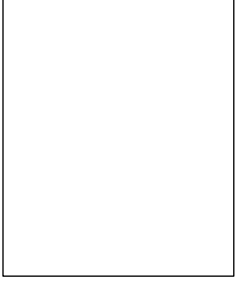

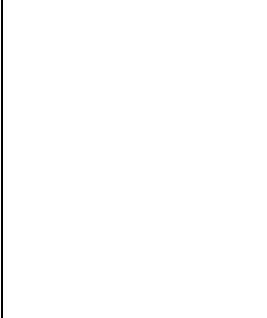
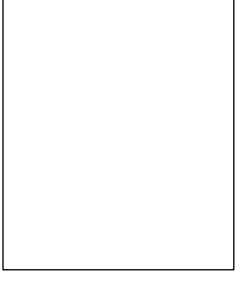

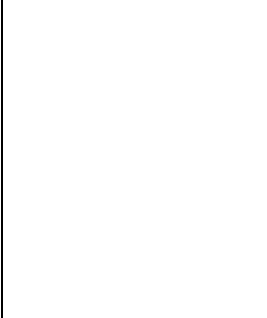
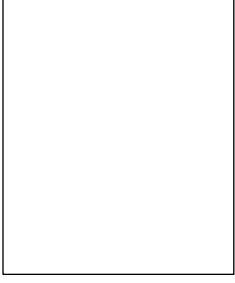

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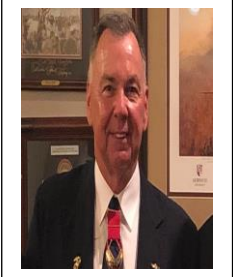

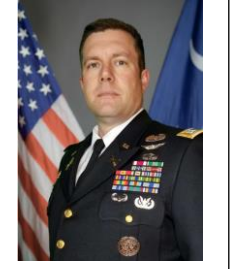

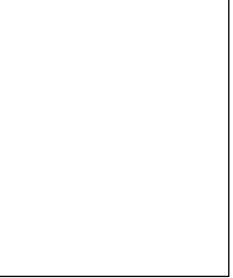



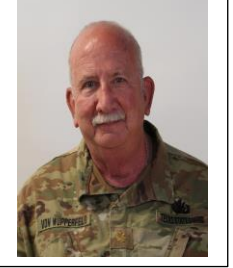

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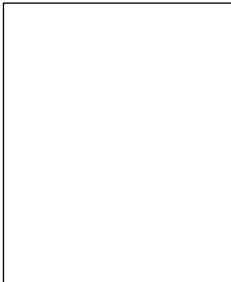
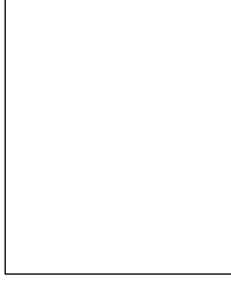




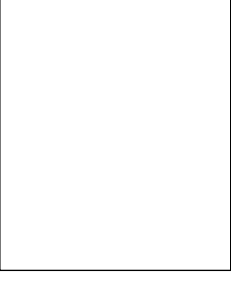
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[\[back to top\]](#)

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**Staff Advisor
Midwest**

CW5 Karslake MN
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Michigan
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Tennessee
Illinois
Kentucky
Minnesota
Iowa
Wisconsin

Staff Advisor North
LTC Charles McCarthy

Massachusetts
Vermont
Rhode Island
New Hampshire
Maine
Connecticut



**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: (if applicable): _____

Mailing Address: _____

City, State and Zip: _____

Home Phone: () _____

Cell Phone: () _____

Work: () _____

Email Address: _____

Military Unit (if applicable): _____

Name 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 Practicums

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 certificate process, the Practicum is understood to be an accumulation of the experiences of and by that individual Student who is submitting the Practicum. Practicum submissions should be considered, reflective documents that examine response actions of the Incident Command principles. Where circumstances allow, identified areas for improvement should include suggestions on how the situation could have been improved. 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.).
 - FEMA Virtual Tabletop Exercise (VTTX)

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

MEMS Practicum Format 2020

This is the format you will follow 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. It is mandatory that you use this format for all your MEMS Practicums so your MEMS Academy State Director can determine your participation in the event.

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 civilian or 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 assignment.
- What were your title and duties?

[\[back to top\]](#)

- 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?
- 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
 - Civilian Agencies
 - 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 work with or 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 2021

As we all know there are many changes that occur over the year. It has been my position not to change the original MEMS Student Guidelines document each time a minor change occurs. I will list any changes to the master document on this "Frago" page. If you have any questions, please contact me SGM Fred Tredy at my email address: submarine582@verizon.net.

01.01.2021

- Add IS 42 - Social Media in Emergency Management for Basic MEMS
- Add IS 201 - Forms Used in Preparation of the Incident Action Plan Master MEMS

01-01-2021

All referrals of MEMS certification are amended to read MEMS certificate.

01-01-2021

[\[back to top\]](#)