



State Guard Association of the United States  
Military Emergency Management Specialist Academy  
Qualification Standards and Procedures



STUDENT HANDBOOK



*Revision of September 11<sup>th</sup>, 2006*

**SGAUS MEMS ACADEMY**  
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**“The credit belongs to the person who is actually in the arena; whose face is marred by dust and sweat and blood; who strives valiantly; who errs and comes up short again and again; who knows the great enthusiasms; the great devotions, and spends himself in a worth cause; who, at the best, knows in the end the triumph of high achievement; and who, at worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who know neither victory nor defeat.”**

*Teddy Roosevelt*

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**S.G.A.U.S.**  
**MEMS Academy**  
**P.O. Box 1416**  
**Fayetteville, GA 30214**  
**www.sgaus.org**

**I. Welcome Remarks from the MEMS Academy Commandant**

Welcome to the SGAUS MEMS Academy!

1. Congratulations - you have taken the first important step and are on the way to earn your qualification as a Military Emergency Management Specialist and earn the coveted MEMS Skills Badge! The MEMS Academy gives you the unique opportunity to earn the nation's only military emergency management specialist qualification.
2. The Academy qualification program fully complies with the Department of Homeland Security NIMS (HSPD-5), NRP and ICS requirements for emergency management personnel. However, your qualification process is way above and beyond and far exceeds this basic requirement!
3. The qualification process is not easy, will take time to complete, takes effort and perseverance, and will certainly challenge you! Most of the course work can be completed online, but a heavy emphasis is placed on actual experiential and practical field training. This means that you will be required to actually get your "boots dirty."
4. This handbook is intended to help you through the process of obtaining your MEMS qualification and working with your MEMS Academy proctor. Again, I welcome you to the MEMS Academy and wish you all the best in your qualification process.

Yours in Service,

/s/

LTC (WA) GEORGE H. HEART, C.H.S.  
Commandant  
SGAUS MEMS Academy

**II. Mission Statement**

To promote and advance military emergency management skills among members of the U.S. Armed Forces, the various State Guards, and other approved military and civilian organizations, the State Guard Association of the United States (SGAUS) Board of Directors has instituted the Military Emergency Management Specialist Academy (MEMS Academy). SGAUS members may earn, through intensive

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training and testing, qualification as a Military Emergency Management Specialist (MEMS) and receive credentials issued through SGAUS and the MEMS Academy.

**III. General Information on the MEMS Academy**

1. Across the country, members of the U.S. Armed Forces and State Guards are increasingly being mobilized to respond to natural and man-made disasters. Military and civilian authorities now see an urgent need to provide additional and improved emergency management training for personnel deploying into disaster areas.
2. In response to these challenges, SGAUS developed a specialized Military Emergency Management qualification program for the U.S. Armed Forces and State Guards. The program specifically prepares military personnel to effectively operate and function in local- or state-wide military Emergency Management mobilizations.
3. The MEMS Academy offers qualification as a Basic, Senior and Master Military Emergency Management Specialist and confers the appropriate insignia.
4. Individuals with MEMS qualification will have the knowledge, skills and abilities to effectively work in and manage a comprehensive emergency management program and will have operational knowledge of all the basic tenets of emergency management, including mitigation, preparedness, emergency response and recovery.
5. Academy graduates will also get the added benefit to be able to network with other Academy graduates and emergency management and homeland security professionals across the nation.
6. Most courses can be completed online through an agreement with the State of Washington's Homeland Security Institute or otherwise through FEMA's Emergency Management Institute.
7. Since the program's inception in 1998, hundreds of professionals from the various U.S. military branches, state guards and other military and civilian organizations have earned the MEMS qualification!
8. The program was originally developed by SGAUS for members of the various State Guards (the state reserve components of the National Guards - also known as State Defense Forces and State Military Reserves) and now has been expanded to include all members of the U.S. Armed Forces and other approved military and civilian organizations.
9. MEMS Academy Qualification Programs and Standards:
  - a. Basic Program: Upon completing the Basic program, students will have a fundamental understanding of emergency management principles and be able to function in a federal, state or local Emergency Operations Center (EOC).
  - b. Senior Program: After completing the Senior program, students will be able to work under the National Incident Management System (NIMS) - Homeland Security Presidential Directive (HSPD-5), National Response Plan (NRP) and national Incident Command System (ICS). Students will also have completed special emergency response to terrorism courses and gained added advanced leadership practice working in a federal, state or local EOC or Joint Operations Center (JOC).

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- c. Master Program: The Master MEMS qualification is the “capstone” program of the MEMS Academy. Students will have completed advanced emergency management practical assignments, various Train-the-Trainer certifications and related advanced training programs. Students will also have attended a comprehensive MEMS Academy resident capstone exercise and actually taught several Emergency Management courses.
  - d. MEMS Flash: MEMS badge recipients who actually deploy into disaster areas can qualify for award of the MEMS flash.
- 10. All uniformed and civilian members of the U.S. Armed Forces, including the various State Guards, and other SGAUS approved military and civilian organizations are eligible to receive MEMS qualifications. Civilian organizations generally include law enforcement agencies, emergency management divisions, fire departments, and other homeland security focused governmental organizations.
  - 11. Potential students must be or become members of SGAUS to enroll in the MEMS qualification program.
  - 12. The MEMS qualification program is offered free of charge to all SGAUS members. However, some classroom and/or resident Emergency Management courses may incur applicable expenses and fees. Academy student are responsible to pay these expenses. The MEMS Academy may in the future have funding available for students to cover these costs.

**IV. Basic MEMS Qualification**

- 1. Requirement Synopsis:
  - 1. Be a member in good standing with SGAUS, complete the online application and connect with the appropriate Academy proctor.
  - 2. Complete Basic MEMS Course Curriculum.
  - 3. Complete Basic MEMS Practicum.
  - 4. Complete Basic MEMS Narrative.
  - 5. Complete “graduation interview” with the appropriate Academy proctor.
  - 6. Learning objectives:
    - a. Know NIMS, NRP, and ICS.
    - b. Introduction to Disasters and EOC.
    - c. Practical experience in an EOC and emergency management exercises.
- 2. All military and civilian members in good standing with SGAUS may enroll in the Basic MEMS qualification program.
- 3. Complete the online application and connect with a local Academy proctor. A listing of all Academy staff is found in the Appendix of the Student Handbook.
- 4. Complete the Basic MEMS Course Curriculum from Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) Independent Study Program (ISP) course offerings. You can access courses at <http://training.fema.gov/EMIWeb/IS/>

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- a. You may also take most of the courses online through an agreement with the State of Washington's Homeland Security Institute (HSI). Go to [www.hsi.wa.gov](http://www.hsi.wa.gov) to enroll in the courses. There is no cost to take these courses.
  - b. You can either complete the courses online or in a classroom group setting (preferred). Talk to your Academy proctor about how to complete the courses in a classroom setting.
5. At a minimum, complete the following online (classroom preferred) EMI ISP courses (Basic MEMS Course Curriculum):
- a. IS100 Introduction to Incident Command System
  - b. IS200 Basic Incident Command System
  - c. IS275 Emergency Operations Center
  - d. IS292 Disaster Basics
  - e. IS700 National Incident Management System (NIMS)
  - f. IS800 National Response Plan\* (NRP)
- \* IS800 NRP specifically mentions State Guards/SDFs
6. If a required EMI ISP or classroom course is not available, another course may be substituted with the same Continuing Education Unit (CEU) credits, when approved by an Academy State Director. As DHS/FEMA qualification/certification requirements change, courses may be substituted (with MEMS academy approval) to complete the Basic MEMS qualification requirements.
7. Applicants must submit official FEMA EMI ISP or HSI transcripts to the Academy proctor showing completion of the Basic MEMS Course Curriculum.
8. Complete a Basic MEMS Practicum. Before enrolling in the Basic MEMS Practicum, you must receive approval from your Academy proctor and military commanding officer (CO)/agency supervisor. If you do not have a military CO or agency supervisor, contact your Academy proctor for guidance.
- a. Complete a Basic MEMS Qualification and Training Exercise offered through or sponsored by the MEMS Academy.
- or
- b. Complete a practical assignment with a federal, state or local Emergency Operations Center (EOC) or other emergency management agency.
- and
- c. Complete an emergency management classroom training program with a state or federal emergency management agency, state or federal military school or other applicable educational institution.
9. Complete a detailed Basic Narrative on the practicum option selected. Cover the following points in the Basic Narrative:
- a. The title of your Basic Narrative.

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- b. Agencies names and addresses where you completed your Basic Practicum.
  - c. Contact name and title of agency POCs.
  - d. Rank, name, and contact information, including email, of your military CO/agency supervisor who approved this practicum.
  - e. How long did the practicum take?
  - f. Explain what you actually did and accomplished (detailed description).
  - g. How will the training and experiences of this practicum assist you in any future emergency management activation with your unit/organization?
  - h. How will you use the MEMS qualification in your military/agency career?
  - i. What steps will you take to complete the Senior and Master MEMS Qualifications?
  - j. How will you let others know about the MEMS program?
  - k. What kind of suggestions and recommendations do you have for us to improve our programs?
  - l. Attach copies of all your class notes and any course curricula from the training.
  - m. Attach copies of any AARs you completed, orders you received and other relevant paperwork.
10. Once you have completed all of the assignments and submitted them, you will have a "graduation interview" debrief with your Academy proctor. Your Academy proctor will advise you once you have completed all the requirements and will send you a conditional statement of qualification via email.
11. Keep a personal file of all the work and training certificates you received completing your Basic MEMS qualification. To protect the student's privacy, the MEMS Academy does not maintain detailed files on its students. The MEMS Academy permanently records the student's name, rank, military/agency affiliation, contact information, date and level of MEMS qualification on official MEMS Academy completion rosters.
12. Upon acceptance and completion of training, the graduate is presented with a graduation certificate. Your name will be added to the official MEMS Academy Qualification Roster. See Section X. for more information about the MEMS Skills Badge.

**V. Senior MEMS Qualification**

1. Requirement Synopsis:
- 1. Be a member in good standing with SGAUS, complete online application and connect with the appropriate Academy proctor.
  - 2. Complete Senior MEMS Course Curriculum.
  - 3. Complete Senior MEMS Practicum.
  - 4. Complete Senior MEMS Narrative.
  - 5. Complete "graduation interview" with the appropriate Academy proctor.
  - 6. Learning objectives:
    - a. Know advanced ICS and Professional Leadership.
    - b. Introduction to Terrorism and WMD.
    - c. Practical experience in an EOC and emergency management exercises.

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2. Before you can apply for the Senior MEMS Badge, you must have maintained Basic MEMS qualification for at least 90 days.
3. The Senior MEMS level qualification is open to any SGAUS member who is also a member of the U.S. Armed Forces, State Guards or other MEMS Academy approved military or civilian organizations. Contact your Academy proctor for qualification guidelines.
4. Complete the online application and connect with a local Academy proctor. A listing of all Academy staff is found in the Appendix of the Student Handbook.
5. Complete the Senior MEMS Course Curriculum. This includes the Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) Independent Study Program (ISP) Professional Development Series (PDS). You can access the courses at <http://training.fema.gov/EMIWeb/IS/> There is no cost to take these courses. You can either complete the courses online or in a classroom group setting (preferred). Talk to your Academy proctor about how to complete the courses in a classroom setting.
6. At a minimum, complete the following online (classroom preferred) EMI ISP Professional Development Series (PDS) courses (Senior MEMS Course Curriculum):
  - a. IS139 Exercise Design (This course should be completed in a classroom setting!)
  - b. IS230 Principles of Emergency Management
  - c. IS235 Emergency Planning
  - d. IS240 Leadership and Influence
  - e. IS241 Decision Making and Problem Solving
  - f. IS242 Effective Communication
  - g. IS244 Developing and Managing Volunteers
7. In addition, the following Emergency Management classroom courses needs to be completed (Senior MEMS Course Curriculum):
  - a. G300 Intermediate Incident Command System (ICS 300)
  - b. G400 Advanced Incident Command System (ICS 400)
8. If the G300 or G400 courses are not available in your area, Academy proctor authorized substitute classroom courses may be temporarily completed in lieu of the G300 and G400 courses.
  - a. The G300 and G400 courses, or exact equivalent, must be completed prior to enrolling in the Master MEMS qualification program. The "G" designated courses are State sponsored/taught and a State Emergency Management Agency or another State sponsored Homeland Security Agency usually maintains a roster of certified instructors for these courses. Contact your MEMS Academy proctor for more information.
  - b. Students will be required to furnish official course certificates of completion.
9. If a required EMI ISP or classroom course is not available, another course may be substituted with the same Continuing Education Unit (CEU) credit when approved by an Academy State Director.

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- a. As DHS/FEMA qualification/certification requirements change, courses may be substituted (with MEMS academy approval) to complete the Senior MEMS qualification requirements.
  - b. Note: Students, who have completed the Basic and Senior qualification prior to the introduction of the IS100, IS200, IS700, and IS800 requirements, must complete these prerequisites prior to advancing to the Senior and Master levels, respectively to be in compliance with Homeland Security Presidential Directive (HSPD-5).
10. Applicants must submit an official FEMA EMI ISP transcript (not the Student Record) and an EMI ISP PDS completion certificate to the Academy proctor.
11. In addition, complete the following two online courses:
- a. U.S. Fire Academy (USFA) "Emergency Response to Terrorism" (Q 534) course. This course is available online at [www.usfa.fema.gov/training/nfa/independent/](http://www.usfa.fema.gov/training/nfa/independent/) There is no cost to take this course. Students must furnish an official certificate of completion for this course.
  - b. State of Washington Homeland Security Institute (HSI) "Weapons of Mass Destruction Awareness" (AWR-160) course. This course is available online at [www.hsi.wa.gov](http://www.hsi.wa.gov) There is no cost to take this course. Students must furnish an official certificate of completion for this course.
12. Complete a Senior MEMS Practicum. Before enrolling in the Senior MEMS Practicum, you must receive approval from your Academy proctor and military commanding officer (CO)/agency supervisor. If you do not have a military CO or agency supervisor, contact your Academy proctor for guidance.
- a. Complete a Senior MEMS Qualification and Training Exercise offered through or sponsored by the MEMS Academy.
- or
- b. Complete an advanced practical assignment with a federal, state or local Emergency Operations Center (EOC) or other emergency management agency.
- and
- c. Complete an advanced emergency management classroom training program with a state or federal emergency management agency, state or federal military school or other applicable educational institution.
13. Equivalent experience in an actual Emergency Management activation or mobilization may be partially substituted (up to 50%) on a case-by-case basis for the practicum.
- a. This activation or mobilization must have occurred within 12 months of applying for MEMS qualification.

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- b. Students must submit applicable detailed After Action Reports and an additional detailed narrative of your experiences during the mobilization addressing how the MEMS qualification has prepared you for this particular emergency management deployment.
14. Complete a detailed Senior Narrative on the practicum option selected. Cover the following points in the Senior Narrative:
- a. The title of your Senior Narrative.
  - b. Agencies names and addresses where you completed your Senior Practicum.
  - c. Contact name and title of agency POCs.
  - d. Rank, name, and contact information, including email, of your military CO/agency supervisor who approved this practicum.
  - e. How long did the practicum take?
  - f. Explain what you actually did and accomplished (detailed description).
  - g. How will the training and experiences of this practicum assist you in any future emergency management activation with your unit/organization?
  - h. How will you use the MEMS qualification in your military/agency career?
  - i. What steps will you take to complete the Master MEMS Qualifications?
  - j. How will you let others know about the MEMS program?
  - k. What kind of suggestions and recommendations do you have for us to improve our programs?
  - l. Attach copies of all your class notes and any course curricula from the training.
  - m. Attach copies of any AARs you completed, orders you received and other relevant paperwork.
15. Once you have completed all of the assignments and submitted them, you will have a "graduation interview" debrief with your Academy proctor. Your Academy proctor will advise you once you have completed all the requirements and will send you a conditional statement of qualification via email.
16. Keep a personal file of all the work and training certificates you received completing your Basic MEMS qualification. To protect the student's privacy, the MEMS Academy does not maintain detailed files on its students. The MEMS Academy permanently records the student's name, rank, military/agency affiliation, contact information, date and level of MEMS qualification on official MEMS Academy completion rosters.
17. Upon acceptance and completion of training, the graduate is presented with a graduation certificate Your name will be added to the official MEMS Academy Qualification Roster. See Section X. for more information about the MEMS Skills Badge.

**VI. Master MEMS Qualification**

1. Requirement Synopsis:
- 1. Be a member in good standing with SGAUS, complete online application and connect with Academy proctor.
  - 2. Complete Master MEMS Advanced Course Requirements.
  - 3. Complete Master MEMS Teaching Project.
  - 4. Complete Master MEMS Narrative.

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5. Complete Master MEMS Capstone Exercise
  6. Attend a Master MEMS Graduation.
  7. Learning objectives:
    - a. Become TTT certified in several categories.
    - b. Teach emergency management courses.
    - c. Advanced practical experience in an EOC.
    - d. Complete capstone emergency management exercise.
2. The Master MEMS qualification is the “capstone” program of the MEMS Academy. You must have maintained Senior MEMS qualification for at least 12 months before applying for Master qualification.
3. The Master MEMS level qualification is open to any SGAUS member who is also a member of the U.S. Armed Forces, State Guards or other MEMS Academy approved military or civilian organizations. Contact your Academy proctor for qualification guidelines.
4. Complete the online application and connect with a local Academy proctor. A listing of all Academy staff is found in the Appendix of the Student Handbook.
5. Select and complete advanced emergency management classroom training on a local or national level. Before enrolling in any advanced emergency management training, student must receive approval from his/her Academy proctor and military CO/agency supervisor.
- a. You may fulfill this requirement by being, or having recently become “Community Emergency Response Team” (CERT) certified through FEMA or equivalent emergency management program.
  - c. Applicants must furnish official training transcripts or letters of completion on all training completed.
  - d. Applicants must complete a detailed narrative on the training received. This narrative must address the following points: How the training will assist in any future emergency management mobilization and how the particular certification will augment with the MEMS qualification.
  - e. Students may have to complete additional EMI ISP online course depending on other courses previously taken. Contact your academy proctor for guidance. Students are encouraged to complete the remainder of all online EMI ISP courses available.
6. Complete a Master MEMS Teaching Project by teaching at least two basic Emergency Management courses. Before teaching any emergency management training courses, student must receive approval from his/her Academy proctor and military CO/agency supervisor.
- a. Equivalent experience in an actual EM activation or mobilization can be partially substituted (up to 50%) for the teaching project on a case-by-case basis.
  - b. This activation or mobilization can have been accomplished within 12 months of applying for MEMS qualification.

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- c. Students must submit applicable detailed After Action Reports and an additional detailed narrative of your experiences during the mobilization addressing how the MEMS qualification has prepared you for this particular emergency management deployment.
7. Completing a Train-the-Trainer (TTT) certification program in NIMS, NRP, ICS, CERT or equivalent emergency management TTT program will also satisfy the Master MEMS Teaching Project.
8. Complete a detailed Master Narrative on the advanced training and teaching projects completed. The following points need to be covered in the Master Narrative:
  - a. The title of your Master Narrative.
  - b. Agencies names and address where you completed your training and teaching
  - c. Contact name and title of applicable agency POCs and contact information.
  - d. Rank, name, and contact information, including email, of your military CO/agency supervisor who approved the training and teaching projects.
  - e. Explain what you actually did and accomplished (detailed description).
  - f. How will the training and experiences of these assignments assist you in any future emergency management activation with your unit/organization?
  - g. How will you use the MEMS qualification in your military career?
  - h. What other Emergency Management training are you looking to complete in the future?
  - i. How will you let others know about the MEMS program?
  - j. What kind of suggestions and recommendations do you have for us to improve our programs?
  - k. Attach copies of any AARs you completed, copies of all your class notes, copies of course curricula you wrote or obtained, orders you received, and other relevant paperwork.
9. Attend a resident Master MEMS Capstone Exercise offered through or sponsored by the MEMS Academy, usually held in conjunction with the annual SGAUS national convention. Contact your Academy proctor for more information.
10. Keep a personal file of all the work and training certificates you received completing your Basic MEMS qualification. To protect the student's privacy, the MEMS Academy does not maintain detailed files on its students. The MEMS Academy permanently records the student's name, rank, military/agency affiliation, contact information, date and level of MEMS qualification on official MEMS Academy completion rosters.
11. Upon acceptance and completion of the Master MEMS training, the graduate is highly encouraged to attend a MEMS Academy graduation exercise and awards ceremony at an annual SGAUS convention to be properly recognized for his/her achievements. Besides being presented with the Master MEMS graduation certificate and the Master MEMS Badge, the graduate will also receive the SGAUS Achievement Award (Ribbon) for completing all three modules of the MEMS qualification program. See Section X. for more information.

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**VII. MEMS Flash**

1. MEMS badge recipients who have earned at a minimum the Basic MEMS Qualification may also earn the MEMS Flash. The MEMS Flash denotes actual emergency management activation and mobilization in response to a state or local disaster or man made emergency.
2. To apply for the MEMS Flash, applicant shall contact the appropriate Academy State Director and submit appropriate documentation that records the recent emergency management activation. Documents include:
  - a. Copies of competent military orders
  - b. After Action Reports
  - c. Other military papers, documenting such service.
  - d. Newspaper and magazine articles/stories.
3. Applicant shall also complete a detailed narrative documenting his/her involvement in the activation and highlighting how the MEMS qualification helped him/her in the activation process.
4. Applicant shall also forward two (2) formal letters from military and/or governmental authorities attesting to the fact that the applicant actually served in an emergency management activation and mobilization.
5. Upon recommendation of the Academy Regional Director, the applicant will receive a certificate of award of the MEMS Flash. Your name will be added to the official MEMS Academy Qualification Roster as a MEMS Flash recipient. See Section X. for more information about the MEMS Flash.

**VIII. College and Continuing Education Credit**

1. Many FEMA, EMI and USFA online courses will qualify for college and Continuing Education Unit (CEU) credit. Various Emergency Management classroom courses may also qualify for credits. Contact either FEMA for more information at <http://www.training.fema.gov/emiweb/is/crslist.asp> or talk to your Academy proctor.
2. The MEMS Academy, in a cooperative agreement with Towson University in Baltimore, Maryland, may also grant college credit for the experiential practicum portions of the MEMS qualification process and other relevant classroom and academic work. Contact the Towson University Liaison for more information.
3. You may also check with your local community college if they offer college credit for EMI ISP courses. Contact your Academy State Director for more information.

**IX. Waivers**

1. Partial academic, time and practicum waivers for the Basic and Senior MEMS qualification may be considered from individuals with advanced emergency management schooling (e.g. Bachelor's Degree in Emergency Management) and/or full time work experience (e.g. Emergency Manager for a state or local emergency management department). Waivers are not available for

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the Master MEMS qualification and are only available to SGAUS members who are also members of the U.S. Armed Forces, State Guards or other MEMS Academy approved military or civilian organizations.

2. MEMS Academy State or Regional Directors, as applicable, approve or disapprove waiver requests. Denials cannot be appealed. Before applying for a waiver, students must connect with their Academy proctor and discuss the waiver option and if they qualify for a waiver.
  - a. If approved to proceed, students must write a formal letter to their Academy proctor requesting such waiver with full documentation attached.
  - b. Students who are cleared for a partial waiver must submit a detailed narrative on the subject matter waived, and how their advanced training and/or work experience covers and meets or exceeds these partial MEMS qualification requirements.
  - c. Waivers are not guaranteed, will be granted on a case-by-case basis and are only offered once per a student's request.

**X. MEMS Skills Badges and Patches**

1. The Military Emergency Management Specialist Skills Badge depicts the historic United States "Civil Defense" eagle of World War II rampant on a bound laurel wreath, signifying the ancient symbol for "victory."
2. The MEMS Skills badge is authorized in a Basic, Senior and Master version. The Senior MEMS Skills Badge has a five pointed star added to the top of the eagle. The Master MEMS Skills Badge has a five pointed star in a circular laurel wreath added to the top of the eagle.
3. The Basic, Senior and Maser MEMS skill badges are authorized in full and miniature silver high gloss polished metal finish, full size subdued black metal finish and as full size subdued black or white on OD green sew-on patches. MEMS skill badges are generally worn centered above or below military ribbons on the left side of military dress type uniform shirts or jackets. On combat type uniform shirts, the badge is worn on the left chest - either centered above the branch name tape or below on a pocket flap.
4. The MEMS Flash patch 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 generally only worn on dress uniforms.
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! Please consult your military authority on official wearing guidelines.
6. For more information and places where to procure MEMS badges and patches, contact your Academy State Director or Academy Instructor.
7. Note: All SGUAS and/or MEMS Academy proprietary 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

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**XI. Suggestions for Practicum Assignments**

1. The following is a partial list of agencies you can contact for practicum and/or training purposes:
  1. Local emergency managers.
  2. Local Fire and/or Police Departments – in many rural areas, emergency management falls to the police or fire departments.
  3. County emergency managers.
  4. County Sheriff or metropolitan police department – some states mandate the sheriff is responsible for emergency management.
  5. State office of emergency management.
  6. Large corporations – many large corporations have their own emergency management programs and officials.
  7. FEMA regional headquarters – contact information is available on [www.fema.gov](http://www.fema.gov)
  8. American Red Cross.
  9. Your state Military Department.
  10. Your State Guard.
  11. Contact your Academy proctor for more suggestions...
  
2. The following is a partial list of practical assignment suggestions you may want to consider for your practicum:
  1. Community Emergency Response Team (CERT) disaster exercises.
  2. Department of Homeland Security disaster drills.
  3. Federal Emergency Management Agency (FEMA) disaster drills.
  4. State or Local Office of Emergency Preparedness (OEP) disaster exercises.
  5. Fire Department disaster exercises.
  6. Local Hospital disaster exercise.
  7. Accredited University Level disaster or emergency exercises.
  8. Participation in a civilian or military emergency management training exercises.
  9. Multi Agency Exercise involving EOC or Incident Management Teams.
  10. Participation at an EOC at a major planned event, i.e. major festival, concert, etc.
  11. Contact your Academy proctor for more suggestions...
  
3. The following is a list of courses you may want to consider for your practicum and classroom training requirements:
  1. City, county or state delivered resident emergency management courses.
  2. FEMA/Emergency Management Institute classroom courses such as:
    - a. B/E 132 – Exercise Design and Evaluation
    - b. B/E 133 - Exercise Control/Simulation Program Management
    - c. B/E 136 – Exercise Development
    - d. E 900 Series – Integrated Emergency Management Curriculum

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- e. E 388 – Advanced Public Information Officer
  - f. E 449 – Incident Command System (ICS) Curricula Train-The-Trainer
  - g. E 548 – COOP Program Manager Train-The-Trainer
  - h. E 464 – Disaster Resistant Jobs' Strategies for Community & Risk Management
  - i. E 210 – Recovery from Disaster: The Local Government Role
  - j. E 376 – State Public Assistance Operations
  - k. R 317 – Command and General Staff Functions in ICS
  - l. R 342 – Training Program Management
  - m. R 810 – Leadership and Administration
4. There are other courses that may meet classroom course requirements. Contact your Academy proctor to determine if you have specific courses in mind. For additional listings of all state delivered emergency management courses, contact your state department of Emergency Management or go to: [www.training.fema.gov/emiweb/stcourses/nrcrs.asp](http://www.training.fema.gov/emiweb/stcourses/nrcrs.asp).
5. For FEMA and EMI resident emergency management courses held at Emmetsburg, MD, contact FEMA directly or log on to their website.

**XII. Student Information**

1. **STUDENT CONDUCT:** Every student admitted to the MEMS qualification 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 cause the student to be dismissed 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. Any academic cheating, falsification, student dishonesty, and other type of deception will result in immediate dismissal from the Academy. If it is learned that a student received a MEMS qualification under deceitful or dishonest conditions, s/he may have his/her qualification revoked at any time by the Academy Commandant.
3. **STUDENT ISSUES:** Students that encounter problems or concerns with their academy studies and/or assignments are encouraged to resolve any issues informally with their academy proctor. If this approach does not lead to resolution, the student may informally contact the Academy State Director to explicate the issue(s). If this does not resolve the problem, the student may write a formal request to the Academy Regional Director to address his/her issue(s). If the Regional Director is also not able to resolve the issue, the matter will be forwarded to the MEMS Academy Deputy Commandant and, if necessary, to the Academy Commandant for resolution. The Academy Commandant's decision is final.

**XIII. Legal Disclaimer**

1. All MEMS Academy students and participants, by their mere involvement in the qualification program and process, fully understand and have reviewed the requirements of the MEMS Academy training and are fully familiar with the hazards, the potential for injury, illness or damage, and have either previously participated in comparable training programs, have read or had the opportunity to read materials describing it, and have otherwise evaluated the potential for

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injury and resulting damages and understand that participation in the program can be a strenuous event.

2. SGAUS and the MEMS Academy require as a condition of participating in the MEMS qualification process, that all students, in consideration of permission to enter this activity, do hereby for SGAUS and the MEMS Academy, its heirs, executors, administrators, personal representatives, assigns, and anyone entitled to act on SGAUS and the MEMS Academy behalf, irrevocably release and forever discharge SGAUS, the MEMS Academy, its agents, servants, and employees, sponsors, the owners of the property on which it conducts its training, its 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 and students further agree to indemnify and hold harmless those released for costs, attorneys fees, or other expenses should the student or any person for or on the student's behalf file a legal action against the United States of America, the various States, territories or commonwealths, SGAUS, the MEMS Academy or anyone else involved in the MEMS Academy qualification program.
3. For more information contact the MEMS Academy JAG.

**APPENDIX**

- A. MEMS Academy Staff Public Roster

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**APPENDIX "A"**

**MEMS Academy Staff Public Roster**

**Academy State and Regional Directors (ASD & ARD)**

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**MICHIGAN**

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**NEW JERSEY**

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**WASHINGTON**

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**ACADEMY REGIONAL DIRECTOR – EAST**

(Includes Any State Not Covered by an ASD in the Eastern United States and Caribbean)

CPT Michael Erlund, ARD  
[michaelerlund@yahoo.com](mailto:michaelerlund@yahoo.com)

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**ACADEMY REGIONAL DIRECTOR – WEST**

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CW2 Larry Wood, ARD (AK)

[ldw@terrawash.com](mailto:ldw@terrawash.com)

**Select MEMS Academy Liaison and Staff Officers:**

**AMERICAN CADET ALLIANCE**

George Berghorn, Liaison Officer

[berghorn@msu.edu](mailto:berghorn@msu.edu)

**JUNIOR R.O.T.C.**

WO1 C. David Cauble, Liaison Officer (TX)

[caubletxsg@paxway.com](mailto:caubletxsg@paxway.com)

**MEDICAL RESERVE CORPS**

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