	Standard Operating Procedure
	Standard Operating Procedure
	Title / Subject **Communications Unit Training**
	References/Updates: 03/11//2024

1. **Introduction/Purpose**

   This policy aims to describe the procedures and outlines information for the recognized Communications Unit courses in West Virginia. These courses would be combined Federal level course as well as State produced COMU courses.

2. **Definitions**

   All definitions are located in the "Definitions" document located on the SIRN Website at www.sirn.wv.gov.

3. **Training**

   a. Special Training Programs

      i. Should an agency desire to host sponsored training or have a special training session, they can contact the SWIC who will coordinate with the Training Committee and approved instructors to fill the need.

   b. Training Programs

      i. West Virginia recognizes all Federal Communications Unit courses as well as West Virginia State Specific Courses.

      1. All Task Books, as published by FEMA, will be reviewed for completeness and certification will be based on the following terms in order to receive the final evaluator's signature at the SIEC level:

         a. The position-specific task book should be used to document all completed tasks of the applicant.

         b. All tasks must be completed within a two (2) year period of course completion. If extensions are made available to students by the FEMA course, the extension will be recognized in West Virginia.

         c. For the purpose of certification, previous or current incidents or exercises will qualify as task book demonstrations which comprise a list of practical, hands-on experience or skills that must be demonstrated.

         d. Individuals may include experience within the previous 24 months preceding their task book submission to the state in order to meet the task book requirements.

e. To receive credit for previous events, the individual must submit an after-action report or incident/exercise documents showing direct participation in a communications role as well as documentation of tasks completed in the task book.

f. If such documentation is not available, the individual can have their agency head submit a letter of authorization and support for the previously demonstrated tasks performed by the individual.

g. Personnel will submit completed taskbooks to the RIC chair for review and forwarding to the SIEC.

h. State agency personnel will submit completed taskbooks to the agency POC for presentation to the SIEC.

i. To ensure quality control of the documentation process associated with this training program, the SIEC Training and Education Committee along with the SWIC will review the Task Book and make a recommendation to the SIEC as to the approval or denial for certification of the applicant.

c. State Level Courses
   i. To be approved and acknowledged as a West Virginia COMU personnel, individuals must complete and fulfill all requirements for the West Virginia Specific COMU courses;

   1. Complete the classroom portion of the WV-COMU course with a passing score on all practical and written assessments of at least 80%. Retests will be permitted at the discretion of the instructor and after a material review.

   2. Complete the field operations portion of the certification process,

   3. Participate in a Communications Leader roll in one event at the local/regional level and one event as a multijurisdictional or statewide event.

   4. Complete the Field Work Application including the following documents:

   5. Certification forms for the above events signed by the Incident Commander, SIRN POC for the primary jurisdiction of the incident/event and the Regional Interoperability Committee (RIC) Chairperson or Vice Chairperson. The individuals signing the event certification will verify your roll in the event.

   6. Submit the two event Certifications, ICS-205s, ICS-217As and a description of each event to the appropriate RIC for a review and vote to recommend certification to the SIEC. The description of the events should be limited to one page and include at a minimum Incident Name, Date/Time, Location, Incident Type, Incident Commander and contact information, description of the event, your actions specific to being a COML and three positive outcomes and three negative

outcomes of communications.

7. Once approved at the RIC level, the SIEC Training, Education and Exercise Committee will review applicant's WV-COML packet and make a recommendation to the SIEC for Certification. The RIC and/or SIEC may request additional information or an in-person presentation before making a decision on the application.

8. All documents must be submitted to the RIC for consideration within a 1-year period after completing the classroom portion of the training.

9. All training classes for the WV-COMU must be preapproved by the SIEC Training Committee in order to obtain certification.

d. Certification
1. COML Certifications are valid for a period of 5-years.

2. To recertify as a COML, individuals must submit a renewal application along with event verifications for at least three events they have performed COML duties at within the certification period.

e. Instructor Requirements
  i. Federal Courses
1. In order to instruct any of the Federal Level courses, the instructor must be registered with FEMA as a COMU or DHS/ECD as a certified course instructor.

  ii. State Courses

3. In order for individuals to be recognized and approved by the WV SIEC as instructors for West Virginia state specific courses, they must:
   a. Have completed and maintain a current certification for the state specific related course, they intend to instruct. A recommendation by an approved instruction to the Training Committee would be required to proceed in the instruction approval process.

   b. Demonstrate advanced knowledge in both the subject matter for the appropriate course as well as having extensive knowledge of the operations of the WV Statewide Interoperable Radio Network (SIRN).

   a. Teach portions of the appropriate WV specific course under supervision of an instructor as approved by the SIEC for the specific course, and receive a positive recommendation by the instructor.