	Standard Operating Procedure	
	Title / Subject **State Certified COMU Requests**	
	References/Updates: Updated: 12/11/2023	

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1. **Introduction/Purpose**
    This policy is to give guidance to those who desire to request a State Certified Communications Unit (COMU) asset. This request must be coordinated with the local county Emergency Management Office as a resource request.

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

3. **State Certified Communications Unit Positions**
    a. The State of West Virginia provides State trained and recognized COMU positions of COML, COMT, and AuxComm. These lists are maintained and stored on the SIRN website. Members of these COMU groups are responsible for keeping their information to do date.

    b. The West Virginia SIEC Training/Education committee is the responsible committee for the COMU section.

4. **Communications Unit Requests**
    a. Requests for a State Certified COML, COMT or AuxComm should be made through the SRMTA, via the County Emergency Management Office.

    b. A state level agency requesting a COMU resource shall coordinate directly with the SEOC at 304.558.5380 for additional assistance.

    c. Requests, once approved, will be forwarded to the SWIC to assign the best available resource based on the specific request and the available resources.