



Standard Operating Procedure

Title / Subject Specialized Communications Training and Certification. COML, AUXCOMM & WV-COML	Effective Date 08/16/11	Revision Date 04/12/16
Comments: Added WV-COML		

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1. Purpose:

- 1.1. As part of the interoperability efforts in West Virginia a process has been established to guide in training, certification and tracking of individuals desiring specialized communications training such as the FEMA All Hazards Type III Communications Leader (COML), Technician (COMT), Auxiliary Communications (AUXCOMM) and the West Virginia Specific Communications Unit Leader (WV-COML) courses.

2. Procedures:

2.1. Federal Level Courses

- Any person that intends to certify as a COML, COMT or AUXCOMM, based off the Federal Level Classes must successfully complete the appropriate course, all mandatory prerequisites, and fulfill all other requirements for said course.
- All COML 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:
 - The position-specific task book should be used to document all completed tasks of the applicant. All tasks must be completed within a two (2) year period of course completion.
 - 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.
 - Individuals may include experience within the previous 12 months preceding their task book submission to the state in order to meet the task book requirements.
 - 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.
- 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.
- 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.
 - The SWIC will notify the applicant of the SIEC's approval or denial of their application, or if additional information is needed to clarify any deficiencies in their application.

2.2. State Level Courses

- To be approved and acknowledged as a West Virginia COML, individuals must complete and fulfill all requirements for the West Virginia Specific COML course. A participant must following the process below to be approved as a WV-COML:
 - Complete the classroom portion of the WV-COML 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.
 - Complete the field operations portion of the certification process,
 - Participate in a Communications Leader roll in one event at the local/regional level and one event as a multijurisdictional or statewide event.
 - Complete the Field Work Application including the following documents:
 - 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.
 - 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.
 - 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.
 - All documents must be submitted to the RIC for consideration within a 1-year period after completing the classroom portion of the training.
 - All training classes for the WV-COML must be preapproved by the SIEC Training Committee in order to obtain certification.

3. Certification:

- 3.1. COML Certifications are valid for a period of 5-years.
- 3.2. 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.

4. Instructor Requirements:

4.1. Federal Courses

- In order to instruct any of the Federal Level courses, the instructor must be registered with FEMA or DHS/OEC as a certified course instructor.

4.2. State Courses

- In order for individuals to be recognized and approved by the WV SIEC as instructors for West Virginia state specific courses, they must:
 - Have completed the appropriate FEMA and/or DHS/OEC specific courses for the topics they desire to be an instructor for and maintain a current certification for the state specific related course. (i.e. WV-COML – Have attended the All Hazards Level III COML course and hold and maintain a current WV-COML certification.)

- 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).
- 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.
- A list of persons certified under this policy will be kept by the SWIC and published on the SIRN website for reference.