	Standard Operating Procedure		
	Title / Subject **West Virginia All-hazards Type III Communications Unit Leader (COML) Certification program**	Effective Date 08/16/11	Revision Date ----
	References		

Contents

1. Purpose: 1
2. Procedures: 1
3. Certification: 2
4. Instructor Requirements: 2

1. Purpose:

As part of the interoperability efforts in West Virginia, an All-hazards Type III Communications Unit Leader certification program has been developed to certify and track local, state, and federal personnel who have successfully completed all prerequisites to serve as a communications unit leader in the State.

2. Procedures:

All West Virginia COML task books 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 for COML was developed to serve as an Assessment Guide for an individuals' capability. A task book should be used to document all completed tasks of a prospective COML. All tasks must be completed within a three (3) year period of COML course completion.
  - For the purpose of COML 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 approval authorities for related requirements should be limited to personnel designated by the West Virginia Statewide Interoperable Communications Coordinator (SWIC). The master certified COML list will be maintained by the SWIC for West Virginia. Each COML candidate will be responsible for notifying the SWIC office of any task book completions.

3. Certification:

A. The SIEC will ensure the candidate has:

- Completed the All-hazards Type III COML course.
- Received Incident Commander verification or Agency Head authorization of all tasks listed in the student's task book.
- Duties in their day to day or tactical operations that would allow them to serve as a COML for local, state, or federal incidents.

B. Once certified as a West Virginia COML, each student is required to:

- Participate in at least one of the following every three years to keep their qualifications up to date:
  - a full-scale exercise, incident, or planned event.
  - a table-top or functional exercise.
  - agency head verification noting an ongoing role as a COML for their agency.

Documentation of COML tasks completed in the three year period must be submitted to the West Virginia SWIC office within 2 months following the event in order to receive proper credit for continued certification. Certifications expire on the third year from the initial certification if the above terms are not met.

4. Instructor Requirements:

West Virginia COML's who wish to serve as an All-hazards Type III COML instructor must:

- Be a West Virginia certified All-hazards Type III COML for at least one year.
- Have attended an All-hazards Type III COML train-the-trainer course and have served as an adjunct instructor through at least one full All-hazards Type III COML course.