



**DHS CISA All-Hazards Incident Communications
Center Manager (INCM) Course
February 28, 2022 - March 2, 2022
Trussville Civic Center - Trussville, AL**

The Alabama Emergency Management Agency and our partners at the US Department of Homeland Security – Cyber & Infrastructure Security Agency and Alabama Telecommunicators Emergency Response Taskforce present this All-Hazards Incident Communications Center Manager (INCM) position specific training opportunity. Please carefully review the information below and mark your calendar to attend this in-person training.

We look forward to your participation. Thank you.

Course Overview:

COMLs and COMTs are not the only communications professionals who manage the communications requirements during an incident or planned event. For some incidents, the COML establishes an Incident Communications Center staffed with Radio Operators and/or Incident Tactical Dispatchers to provide communications support for operations. Once radio personnel and/or telecommunicators are on scene, it becomes important for an Incident Communications Center Manager (INCM) to be assigned for coordination purposes and to avoid span-of-control issues.

The All-Hazards Incident Communications Center Manager course is designed to prepare Communication Unit Leaders, dispatch supervisors and public safety communication professionals for managing all functions in an Incident Communications Center. The course is taught by instructors with experience in dispatch operations, COML and INCM.

Target Audience:

The INCM course is targeted for all local, regional, state and federal cross disciplinary emergency response professionals and coordination/support personnel with a communications background. Candidates should be members of a standing Incident Management Team or currently working in a position supporting communications as a technician for a local, state, or federal response agency. Additionally, candidates for this training should have knowledge of: wired and wireless public safety communication technologies including radio, telephone, satellite, and data; basic knowledge of communications and communication systems, frequencies spectrum, local topography, and system site locations including knowledge of local, regional, and state communication plans, and communications and resource contacts.

**Prerequisites:**

Students will need to have taken the latest versions of the following prerequisite classes:

- IS-100
- IS-200
- IS-700
- IS-800
- IS-144

Recommended courses:

- ICS-300

Course Length:

3 Days

Training Dates:

February 28 – March 2 - 0800-1700hrs

Location:

Trussville Civic Center
5381 Trussville Clay Rd
Trussville, AL 35173

Registration:

To register for this course, please fill out and sign the FEMA General Admissions Application on pages 3-4 of this announcement through Section 22, scan to PDF, attach the required certificates along with any other documentation, and email this packet to training@ema.alabama.gov with a CC to jason.smith@ema.alabama.gov.

If you have any questions concerning this course or the registration process, please contact Jason Smith, STR Coordinator & ESF-2 Branch Director at 205-280-2235 or jason.smith@ema.alabama.gov.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
GENERAL ADMISSIONS APPLICATION

O.M.B. Control No. 1660-0100
Expires 08/31/2023

FOR AGENCY USE ONLY

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 9 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0100) **NOTE: Do not send your completed form to this address.**

PRIVACY ACT STATEMENT

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.) Section 552a, for individuals applying for admission to FEMA training. **AUTHORITY** - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 et. seq.; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121 et. seq.; 6 U.S.C. Section 763a; Title 44 U.S.C., Section 3101; Executive Orders 12127 and 12148; Title VII of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973; Section 1204 (c) of the Implementing Recommendations of the 9/11 Commission Act of 2007. Public Law 110-53, 121 Stat. 266 (codified at 6 U.S.C. §1102). **PURPOSE** - To determine eligibility for participation in FEMA training. Demographic data is used for statistical purposes only. **USES** - FEMA may release information to: FEMA training agency staff and partners to analyze application and enrollment patterns; a physician providing medical assistance to students during training; Board of Visitors members to evaluate programmatic statistics; State, local, tribal agencies to provide FEMA training statistics; Members of Congress; and FEMA training program contractors. **EFFECTS OF NONDISCLOSURE** - Though voluntary, failure to provide personal information on this form may delay application processing and course completion certification.

SECTION 1 - GENERAL INFORMATION

1. U.S. Citizen <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> PERMANENT RESIDENT If No, City and Country of Birth: _____			
2. NAME as shown on valid ID (Last, First, Middle Initial, Suffix)		3. FEMA STUDENT IDENTIFICATION (SID) NUMBER	
4. HOME MAILING ADDRESS (street, avenue road #, P.O. box/city or town, state, and zip code)		5. WORK PHONE #	
		6. HOME PHONE #	
		7. CELL PHONE #	
8a. WORK E-MAIL:		8b. PERSONAL E-MAIL:	
9a. COURSE CATALOG #, CODE, TITLE, OR PROGRAM:		9b. TRAINING LOCATION (N/A for Distance Learning)	
9c. DATES REQUESTED (Please give 3 choices)			9d. TRAINING COMPONENT OR PROVIDER ID
1 _____	2 _____	3 _____	
9e. TRAINING DELIVERY TYPE: <input type="radio"/> Resident <input type="radio"/> Non-Resident <input type="radio"/> Indirect <input type="radio"/> Distance Learning <input type="radio"/> Conference/Symposium			
9f. AIRPORT OF DEPARTURE OR POV (CDP USE ONLY) _____			
10. ATTACH PREREQUISITE CERTIFICATES OR OFFICIAL TRANSCRIPT			
11. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL ASSISTANCE DURING YOUR ATTENDANCE IN TRAINING? <input type="radio"/> YES <input type="radio"/> NO			

SECTION 2 - EMPLOYMENT INFORMATION AND AUTHORIZATION

12. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED		13a. CURRENT POSITION	13b. YEARS IN POSITION
14. CHECK THE BOX BELOW THAT BEST DESCRIBES YOUR ORGANIZATION			
14a. JURISDICTION			14b. ORGANIZATION
1. <input type="checkbox"/> STATEWIDE/TERRITORIAL	4. <input type="checkbox"/> SPECIAL DISTRICT	7. <input type="checkbox"/> INTERNATIONAL	10. <input type="checkbox"/> DHS
2. <input type="checkbox"/> LOCAL GOVERNMENT	5. <input type="checkbox"/> MILITARY	8. <input type="checkbox"/> FEMA	1. <input type="checkbox"/> ALL CAREER
3. <input type="checkbox"/> FEDERAL (NON-DHS)	6. <input type="checkbox"/> PRIVATE SECTOR	9. <input type="checkbox"/> TRIBAL NATION	2. <input type="checkbox"/> ALL VOLUNTEER
15. CURRENT STATUS			3. <input type="checkbox"/> COMBINATION
1. <input type="checkbox"/> PAID FULL TIME	2. <input type="checkbox"/> PAID PART TIME	3. <input type="checkbox"/> VOLUNTEER	
16. Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. NFA ONLY: Attach an organizational chart for the organization being represented and indicate your position. If you need more space, please attach a sheet to this application.			

GENERAL ADMISSIONS APPLICATION

17. DATE OF BIRTH	18. GENDER (Required for lodging) <input type="checkbox"/> Male <input type="checkbox"/> Female	
19. RACE (Optional - Please check the one that best applies)		
1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE 3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN 5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER 2. <input type="checkbox"/> ASIAN 4. <input type="checkbox"/> WHITE	19a. ETHNICITY (Optional) <input type="checkbox"/> HISPANIC or LATINO <input type="checkbox"/> NOT HISPANIC or LATINO	
20. DISCIPLINE (Check the box that best applies to your organization).		
1. <input type="checkbox"/> AGRICULTURE 2. <input type="checkbox"/> EDUCATION 3. <input type="checkbox"/> HAZARDOUS MATERIALS 4. <input type="checkbox"/> CITIZEN/COMMUNITY VOLUNTEER 5. <input type="checkbox"/> EMERGENCY MANAGEMENT 6. <input type="checkbox"/> FIRE SERVICE 7. <input type="checkbox"/> HEALTH CARE 8. <input type="checkbox"/> INFORMATION TECHNOLOGY 9. <input type="checkbox"/> EMERGENCY MEDICAL SERVICES	10. <input type="checkbox"/> LAW ENFORCEMENT 11. <input type="checkbox"/> PUBLIC HEALTH 12. <input type="checkbox"/> PUBLIC SAFETY COMMUNICATIONS 13. <input type="checkbox"/> GOVERNMENTAL ADMINISTRATIVE 14. <input type="checkbox"/> SECURITY AND SAFETY 15. <input type="checkbox"/> PUBLIC WORKS 16. <input type="checkbox"/> SEARCH AND RESCUE 17. <input type="checkbox"/> TRANSPORTATION 18. <input type="checkbox"/> OTHER (PLEASE SPECIFY) _____	
SECTION 3 - ENDORSEMENT AND CERTIFICATION		
21a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate, stipend, or travel reimbursement, if applicable (18 U.S.C. 1001).		
21b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief or designee. Further, I understand that this information is available to all FEMA training facilities and their training partners.		
21c. Further, I understand that FEMA training agencies and their training partners are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.		
21d. I agree to abide by the rules, policies, and regulations of the FEMA training agencies and their training partners. Failure to do so will result in denial of the student stipend (if applicable), expulsion from the course, and possible barring from future courses.		
SIGNATURE OF APPLICANT	DATE	
22. APPROVAL BY SUPERVISOR OR HEAD OF SPONSORING ORGANIZATION		
"By signing this application, I certify that my organization does not discriminate on the basis of age, gender, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees. I have reviewed this application and certify that 1) the applicant meets all the prerequisites and qualifications to attend this course; 2) attendance will contribute to the professional development of the participant in support of this agency's emergency response mission."		
22a. SIGNATURE AND DATE	22b. PRINTED NAME AND TITLE	
22c. EMAIL ADDRESS	22d. TELEPHONE NUMBER	
23. STATE OR REGIONAL APPROVAL (If Required)		
23a. SIGNATURE AND DATE	23b. PRINTED NAME AND TITLE	
23c. EMAIL ADDRESS	23d. TELEPHONE NUMBER	
24. TRAINING COMPONENT DISPOSITION <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	SIGNATURE OF REVIEWER	DATE
EQUAL OPPORTUNITY STATEMENT		
FEMA and their training partners are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability in their admissions and student-related procedures.		