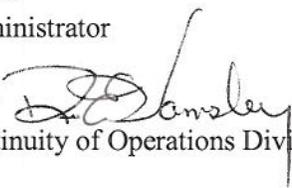




FEMA

MEMORANDUM FOR: Damon C. Penn
Assistant Administrator

FROM: Rex Wamsley 
Director, Continuity of Operations Division

SUBJECT: Recommendation for Continuity of Operations Excellence Series

Over the past five years, the National Continuity Programs Directorate and the Emergency Management Institute have developed and fielded Continuity training to enhance the development and implementation of Federal and non-Federal Continuity Programs. These training programs have matured into the Continuity of Operations Excellence Series, Level I (Professional) and Level II (Master) Continuity Practitioner Program. The Continuity Practitioner Program has been coordinated with the Emergency Management Institute and meets the EMI Excellence Series requirements.

We recognize, though, that there are additional courses taught at EMI, through the State Emergency Management Agencies and through a FEMA grant to the University of Maryland that are equivalent in training to those offered in the current Continuity Practitioner Program. In order to properly recognize this training for our program and allow more Federal, State and local government employees to qualify for the Level I and Level II certification requirements, we propose adding EMI, State conducted FEMA courses, and the University of Maryland-equivalent classes to the current list of qualifying courses. Also, for those employees who have already taken equivalent courses, we propose grandfathering in those certifications to alleviate duplicated efforts on the students' part. See Attachment A for Proposed Course Requirement Changes and Attachment B for the Proposed Course Requirements List for approval.

I request the review and approval of the attached proposed changes to the Continuity of Operations Excellence Series Level I & Level II requirements.

Approve/date  1/22/10 Disapprove/date _____

Modify/date _____ Needs discussion/date _____

Attachment A: Proposed Course Requirements Changes (Level I)

<u>Current Requirements</u>	<u>Proposed Requirements (With Proposed Changes in Bold)</u>
<p align="center">Professional Continuity Practitioner Continuity Excellence Series – Level I:</p> <ul style="list-style-type: none"> ▪ IS 546: COOP Awareness Course ▪ IS 547: Introduction to COOP ▪ IS 242 or equivalent E/L course: Effective Communication ▪ E/L 548: COOP Manager’s T-t-T Course or E/G/L 549: Continuity of Operations (COOP) Program Manager Course or UM Courses ▪ E/L 550: COOP Planner’s T-t-T Workshop 	<p align="center">Professional Continuity Practitioner Continuity Excellence Series – Level I:</p> <ul style="list-style-type: none"> ▪ IS 546 or IS 546.a: COOP Awareness Course ▪ IS 547 or IS 547.a: Introduction to COOP ▪ IS 242 or equivalent E/L/G course: Effective Communication ▪ E/L/G 548 or IS 548: COOP Program Managers T-t-T Course or E/G/L 549: Continuity of Operations (COOP) Program Manager Course or MGT 331 University of Maryland Preparing the States Continuity Course ▪ E/L/G 550: COOP Planner’s T-t-T Workshop or IS 550: Continuity Planner’s Workshop
<ul style="list-style-type: none"> ▪ IS 100: Intro to Incident Command System (ICS) or ICS 100: Introduction to Incident Command System (ICS) or ICS 200: Incident Command System (ICS) for Single Resources and Initial Action Incidents ▪ IS 230 or equivalent E/L course: Principles of Emergency Management ▪ IS 700.a: Intro to National Incident Management System (NIMS) or IS 700 	<ul style="list-style-type: none"> ▪ IS 100: Intro to Incident Command System (ICS) or ICS 100: Introduction to Incident Command System (ICS) or ICS 200: Incident Command System (ICS) for Single Resources and Initial Action Incidents ▪ IS 230 or equivalent E/L/G course: Principles of Emergency Management or IS 230.a: Fundamentals of Emergency Management ▪ IS 700.a: Intro to National Incident Management System (NIMS) or IS 700
<ul style="list-style-type: none"> ▪ IS 800.B: A National Response Framework (NRF), An Introduction 	<ul style="list-style-type: none"> ▪ IS 800.B: A National Response Framework (NRF), An Introduction
<ul style="list-style-type: none"> ▪ E 136 or IS 139: Exercise Development Course/Exercise Design Course/or COOP Exercise Design/Development T-t-T Course 	<ul style="list-style-type: none"> ▪ E 136 or IS 139: Exercise Development Course/Exercise Design Course/or COOP Exercise Design/Development T-t-T Course
<ul style="list-style-type: none"> ▪ Complete attendance in continuity exercise Determined Accord 	<ul style="list-style-type: none"> ▪ Complete attendance in continuity exercise Pandemic Influenza (PI)

<ul style="list-style-type: none"> ** NARA/CoSA Vital Records Training (optional, recommended) 	<p>Determined Accord Workshop or IS 520: Introduction to Continuity of Operations Planning for Pandemic Influenzas and IS 522: Pandemic Influenza Exercise Course (both Independent Study courses are required)</p> <ul style="list-style-type: none"> ** NARA/CoSA Vital Records Training (optional, recommended)
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Attachment A: Proposed Course Requirements Changes (Level II)

<u>Current Requirements</u>	<u>Proposed Requirements (With Proposed Changes in Bold)</u>
<p align="center">Master Continuity Practitioner Continuity Excellence Series – Level II:</p> <ul style="list-style-type: none"> Applicants must attain a Continuity Excellence Series – Level I, Professional Continuity Practitioner 	<p align="center">Master Continuity Practitioner Continuity Excellence Series – Level II:</p> <ul style="list-style-type: none"> Applicants must attain a Continuity Excellence Series – Level I, Professional Continuity Practitioner
<ul style="list-style-type: none"> IS 130: Exercise Evaluation and Improvement Planning or E132 (limited to EMI Resident MEPP candidates) or G130: Exercise Evaluation IS 240 or equivalent E/L course: Leadership and Influence E/L 551: Devolution Training E/L 156: Building Design for Homeland Security T-t-T Course for Continuity of Operations or E/L 155: Building Design for Homeland Security E/L 262: Instructional Delivery for Subject Matter Experts or G265: Instructional Delivery Skills (formerly G261: Instructional Presentation Skills) *** Instruct COOP Manager’s T-t-T Course 	<ul style="list-style-type: none"> IS 130: Exercise Evaluation and Improvement Planning or E 132 (limited to EMI Resident MEPP candidates) or G130: Exercise Evaluation IS 240 or equivalent E/L/G course: Leadership and Influence E/L/G or IS 551: Devolution Planning Workshop E/L 156 or IS 156: Building Design for Homeland Security T-t-T Course for Continuity of Operations or E/L 155: Building Design for Homeland Security E/L 262: Instructional Delivery for Subject Matter Experts or G 265: Instructional Delivery Skills (formerly G 261: Instructional Presentation Skills) or E 605: Instructional Delivery *** Instruct E/L/G or IS 548 COOP Manager’s T-t-T Course

<ul style="list-style-type: none"> ▪ *** Facilitate COOP Planner's T-t-T Workshop 	<ul style="list-style-type: none"> ▪ *** Facilitate E/L 550 or IS 550 COOP Planner's T-t-T Workshop or E/L/G or IS 551 Devolution Planning Workshop or Determined Accord Pandemic Preparedness Workshop for Continuity Managers (* See note below)
<ul style="list-style-type: none"> ▪ *** Written Comprehensive Exam (150 questions) – Applicants are eligible to take the comprehensive exam once they have met all other Level II requirements 	<ul style="list-style-type: none"> ▪ *** Written Comprehensive Exam (150 questions) – Applicants are eligible to take the comprehensive exam once they have met all other Level II requirements. A score of 70% is required for passing. To request a date to take the Written Comprehensive Exam, once all other requirements for Level I and Level II have been met, send an e-mail to FEMA-NCP-FEDERAL-CONTINUITY@dhs.gov

* Course credit is authorized for flexible instructional delivery, i.e. local resident instruction with students completing the IS exam.