Michigan
COMU Positions

A Guide to State Recognition Version 3.1

Communications Unit (COMU) Work Group

Michigan's Public Safety Communications Interoperability Board

6/27/2023

Revision Record

This document replaces the "Michigan Communications Unit Position Guidelines and Forms" Adopted June 18, 2014, and Revised October 19, 2022.

Version	Revision Date	Effective Date	Summary
2.0	12/1/2021	12/1/2021	Reformatted document, added AUXC.
2.1	10/1/2022	9/13/2022	Reformatted document, updated numerous time requirements for PTBs and CEs.
2.2	10/19/2022	9/13/2022	Added PTB initiation & completion requirements
3.0	3/15/2022	3/15/2023	Edited order of unit positions, added AUXCOMM certificate language & MI CIMS requirement, added INTD Recognition Process, added ITSL Recognition Process.
3.1	6/27/2023	3/15/2023	Added IS-300 back into COML pre-requisites. Reformatted form fillable fields for COMT, INTD and ITSL so they no longer duplicate.

Contents

Scope

This guideline applies to those individuals who desire state-level recognition in All-Hazard National Incident Management System (NIMS) / Incident Command System (ICS) Communications Unit Positions.

Purpose

The purpose of this guideline is to identify and recognize human resources deemed by the state as qualified to fill a particular Communications Unit position. Minimum qualifications for each position are listed and can also serve as a roadmap for individuals to develop their knowledge base and skills in preparation to become state recognized.

Objectives

1) Establish minimum training and recognition standards for Communications Unit personnel working as part of a Local/Tribal Incident Management Team or as a single resource assignment within the State of Michigan.
2) Define the minimum required training and guide the development of skills and knowledge outside of the formal classroom environment for Communications Unit position-specific trainees to obtain recognition within the State of Michigan.
3) Define criteria to obtain and maintain State recognition status for position-specific roles within the Communications Unit.
4) Retain the foundation of the performance-based qualification system established and implemented in the National Wildfire Coordinating Group (NWCG) qualification system and expand the performance-based evaluation process to include State recognition requirements.

Background

The NIMS is a comprehensive, nationwide approach to incident management that provides a template to effectively and efficiently prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. It is applicable across functional disciplines at all jurisdictional levels.

A key feature of NIMS/ICS is a standardized on-scene all-hazards incident management approach that represents organizational best practices and has become the standard for emergency management across the country. Within the NIMS ICS organizational structure, the Communications Unit plays a critical role and is responsible for developing plans for the use of incident communications personnel, equipment, and facilities; coordination, installing and testing communications equipment; supervision and operation of an Incident Communications Center (ICC) and the distribution, maintenance, repair, and recovery of incident communications equipment.

Communications Unit Positions

The following positions include those which are presently subject to state-level recognition and other NIMS communications-related positions which may be subject to state-level recognition in the future. Additional positions may be added in the future as deemed relevant. To determine which of the following are presently subject to state- level recognition see the sections on "Position-Specific Recognition Process".

AUXC - Auxiliary Communicator
- Provides communications support to public safety, emergency management, and other government/non-government agencies.
- Provides emergency backup, or supplemental communications support during unexpected emergencies, planned events, or training exercises.

COMC - Communications Coordinator
- Provides support to the Communications Unit and COML. Not technically a part of the Communications Unit.
- Responsibilities frequently performed by Emergency Support Function (ESF) #2 representative or Emergency Communications Center supervisor. May operate at the local, regional, state, or federal levels.
- Performs frequency coordination responsibilities within a region or state during an incident or event.
- Reviews Incident Radio Communications Plans to ensure communications channels/talkgroups are allocated and used effectively. Works with the COML to assign channel/talkgroup resources in support of the Incident Radio Communications Plan.
- Coordinates among multiple incident sites, dispatch centers, incident command personnel, etc., to prevent or resolve interference issues.

COML - Communications Unit Leader
- Sister position to ITSL that focuses on communications.
- Supervises the Communications Unit along with the ITSL. Manages Communication Unit personnel (e.g. COMT, AUXC, INTD, & RADO).
- Prepares the Incident Radio Communications Plan (ICS Form 205).

COMT - Communications Unit Technician
- Responsible for supporting the technical functions of the Communications Unit.
- Install, test, and troubleshoot communications systems.
- Identify requirements for radio system coverage.
- Support battery needs.
- Resolve interference issues.
- Program radios.
- Maintain/repair equipment.

INCM - Incident Communications Center Manager
- Establishes and manages an ICC
- Supervises INTD and RADO positions
- Assists the COML

INTD - Incident Tactical Dispatcher
- Staff positions at command posts and specific tactical operations scenes.
- Provides accurate and timely documentation, tracks resource status, and handles communications regarding the event.

ITSL – Information Technology Service Unit Leader
- Sister position to COML that focuses on broadband data.
- Provides information management, cybersecurity, and application management.
- Supports sharing data across multiple agencies and jurisdictions.

RADO - Radio Operator
- Staff positions in the ICC.
- Operate base stations for emergency operations centers (EOCs), hospitals, dispatch centers, etc.

THSP - Technical Specialist
- Possess expertise in specific types of communications technologies such as gateways, radio caches, telephone, data, mobile communications assets, or geographic information systems.

Terminology

The terms "shall", "must", "will", and "required" are used throughout this document to indicate mandatory parameters and to differentiate from recommended parameters.

Change in Affiliation, Withdrawal, or Reinstatement of Recognition

Change in Affiliation: If an individual moves to a different agency he/she must submit a revised recognition application with approval from the new agency head or designee within 90 days.The change of affiliation will not affect the recognition renewal date.

Withdrawal: Recognition status may be withdrawn by the individual, the individual's agency, or the Communications Unit (COMU) Work Group.

- If withdrawn by the individual, or the individual's agency, written notice of the withdrawal shall be sent to the COMU Work Group for processing. Notice shall then be made by the COMU Work Group to the Michigan's Public Safety Communications Interoperability Board (MPSCIB) and the Michigan's Public Safety Communication System (MPSCS).
- If Recognition is withdrawn by the MPSCIB the individual will receive written notice copied to the individual's agency, MPSCS, and the COMU Work Group. The individual will be provided with the reason for the withdrawal and may be required to return any issued credentials if applicable. If the individual is eligible to re-apply for recognition on a future date, details will be provided.

- In all cases where recognition is withdrawn the COMU Work Group and MPSCS will remove the individual from applicable Communications Unit resources database(s).

Reinstatement: Following a voluntary withdrawal, an individual requesting reinstatement within the three-year recognition period must submit a letter of explanation, accompanied by the application, to the COMU Work Group for processing. If the three-year recognition period has expired the individual must submit a new application with current information.

Reciprocity

If a previously trained and/or recognized individual moves to Michigan from a different state and wants to be recognized in a defined COMU Position, they must submit a Michigan COMU recognition application with approval from their new agency head or designee.

Credentials

Credentials and Certificates may be issued for each position for which an individual meets the requirements of this guide.

Administration and Record-Keeping

Centralized record-keeping for personnel with recognition for Communications Unit positions is provided by the MPSCS at the direction of the MPSCIB.

How to Use This Guide

Each section opens with general and background information. In the "Levels of Recognition/Recognition Procedure" section each step that must be completed to become "Recognized" at that level is indicated by a small circle. This can be checked off as each step is completed. The steps are generally in the order they must be accomplished so this is intended to be a working document for the user. When all the circles are checked off you have applied for State Recognition for the particular position.

Applicable forms for each position can be found at the end of each individual section.

About Position Task Books

Official task book versions adopted by the MPSCIB are under Position Documents on the COMU website https://www.michigan.gov/comuwg. New PTB releases shall first be examined by the COMU and recommended for adoption by the MPSCIB. If a PTB has a check box on the front cover for "type", candidates shall select, "Single Type".

Position Specific Recognition Process - AUXC

Scope
This section of the guide applies to personnel who would like to become state recognized as an Auxiliary Communicator (AUXC) in the State of Michigan.

Purpose
The purpose of this section of the guide is to identify the requirements and detail the process for qualifying for recognition as an AUXC in the State of Michigan.

Like other key positions in the Incident Command System (ICS), persons who may serve in an AUXC position must be pre-identified and pre-qualified.

Persons who become state-recognized will be listed in the Communication Assets Survey and Mapping Tool (CASM), the Michigan Critical Incident Management System (MI CIMS) and D4H. State-recognized personnel will be considered as available for state-wide deployment.

Background
In 2017 the process began to formally add the AUXC position to the ICS, upgrading it from being one of the Technical Specialist roles. Working in the Communications Unit (COMU) under the Communications Unit Leader (COML) the AUXC will facilitate management and utilization of a wide range of Auxiliary Communications assets. Other AUXCs and Technical Specialists will work under the AUXC Manager.

On a day-to-day basis the AUXC will work closely with and in support of the Emergency Manager. Likely duties could include cache radio management, operation of public safety radios in the EOC, command post support, etc.

The position was formalized in Michigan in September 2019 by the Michigan's Public Safety Communications Interoperability Board (MPSCIB) with responsibility for management vested with the COMU Work Group and the AUXCOMM Work Group.

Like all other formally recognized positions in ICS there are entry level requirements, Position-Specific training class, a Position Task Book (PTB), and recognition requirements.

Emergency Management Engagement
Recognition as an AUXC requires a demonstrated, active, involvement with the Emergency Management agency they serve. The PTB must be initiated by an Emergency Management official and must have the Documentation of Agency Certification signed by an Emergency Management official when all tasks are completed. Generally, this will be a local (county, city) Emergency Manager.

Levels of Recognition/Recognition Procedure

Some individuals may not want to be recognized by the state but desire the knowledge base garnered from the AUXC training to improve their ability to provide services when called upon. The AUXC coordinates the utilization of auxiliary communications resources but does not necessarily provide them. Often the services will be provided by operators who have training and operational qualifications but are not state-recognized AUXCs. They will work as Technical Specialists and completing the AUXCOMM training class would be beneficial for these operators.

There are technically three different levels of AUXC Training/Recognition, the third being "State Recognition". Because the first two are steps towards the third they are not formally recognized at the state level, but they do provide benefit to the individuals achieving them and to the agencies they serve.

- **Step 1 - Take the Class**
  The AUXC class is a 20-hour, two-day course with facilitated lectures and student exercises. Registration for scheduled classes is available on MI-TRAIN. Prerequisites include:
    - Completion of IS-100 IS-200, IS-700, and IS-800 prior to the class.
    - An active FCC amateur radio license (Michigan requires General or above for State Recognition).
    - Experience in auxiliary emergency communications.
    - A desire to work with COMLs and COMTs in a NIMS/ICS environment.
    - An affiliation with an Emergency Management agency.

  RESULT: You have the information that can be valuable when you are called upon to assist.

- **Step 2 - Complete the Task Book**
    - Download the AUXC PTB from www.michigan.gov/comuwg or www.michigan.gov/auxwg.
    - Complete the "Assigned to:" block. Agency Name will be the sponsoring Emergency Management agency.
    - "Position Task Book Initiated By:" and "Position Task Book Was Initiated:" are both completed by the sponsoring Emergency Management official under whom you are working.
    - Pages 3- 5 contains information about how the PTB works and how to complete the "Evaluation Record Form". The "Evaluation Record Form" is completed by each evaluator. In some cases, all skills may be checked off by one evaluator at a Communications Exercise (COMMEX), or in other cases multiple evaluators will be involved.
        - **Tasks may be signed off by a State-Recognized COML or a State-Recognized AUXC**
        - Make as many copies of the "Evaluation Record Form" as you think you will need.
        - Complete tasks with a qualified evaluator and have the evaluator sign off on the demonstrated tasks and complete an "Evaluation

Record Form". Only one form is needed for each session although several tasks may be signed off.
- The final evaluator also completes the "Final Evaluator Verification" on Page 2.
- Take the completed Task Book back to the Emergency Management official who completes the "Documentation of Agency Certification".

RESULT: You have the information and have demonstrated competence in skills that can be valuable when you are called upon to assist. You may work as an AUXC under and subject to the local Emergency Management authority.

The AUXC PTB must be initiated within 6 months of course completion. Individuals that completed a COML, COMT or AUXCOMM course and the time requirement for completing their PTB expired during the years 2020-2023 shall be granted a new expiration date of December 31, 2023.

** Note if you desire to apply for State Recognition, you must apply within twelve (12) months within completion of the task book to be considered.

- **Step 3 - Apply for State Recognition**
  - Print the "AUXC - Application" and the "AUXC – Communications Experience" forms from within this document.
  - Complete the top portion of the AUXC - Application.
  - Have the Emergency Manager complete the bottom portion of the Application and return the form to you.
  - Complete the AUXC – Communications Experience form.
  - Prepare an application package containing:
    - AUXC - Application
    - Copy of IS-100 certificate
    - Copy of IS-200 certificate
    - Copy of IS-700 certificate
    - Copy of IS-800 certificate
    - Copy of your AUXCOMM Training Class certificate
    - Copy of MI CIMS Certificate
    - Copy of your Amateur Radio License, General Class or higher
    - AUXC – Communications Experience form
    - Position Task Book (completed, with all signatures)
  - Submit the application package to: DTMB-MICOMU@michigan.gov

RESULT: You have the information and have demonstrated competence in skills that can be valuable when you are called upon to assist and have submitted the application for State Recognition as an AUXC.

- **Step 4 - Application "Vetting" and processing**
  Your application will be reviewed by personnel designated by the COMU Work Group chair, with consultation from the AUXCOMM Work Group chair.

If all requirements are met it will be referred to the Michigan's Public Safety Communications Interoperability Board (MPSCIB) for formal action. You will be notified of the outcome.

If your application is granted your information will be listed in CASM, MI CIMS and D4H as a deployable state asset.

Recognition Renewal and Continuing Education - Under Development

Questions regarding this process should be directed to: DTMB-MICOMU@michigan.gov

AUXC - Application

APPLICATION TYPE

Initial Application   Renewal/Change in Status   Reinstatement

CANDIDATE INFORMATION

First Name: _____   Last Name: _____

Address: _____

Phone: _____   Email: _____

CANDIDATE AFFIRMATION

I, _____ affirm the information contained in this application package is correct and acknowledge that if a violation is discovered, my application may be rejected, or recognition revoked.

Candidate's Signature: _____ Date: _____

Below this line to be completed by Public Safety/Emergency Management Agency

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AGENCY INFORMATION

Agency: _____

Agency Address: _____

Applicant's Rank/Title: _____

AGENCY VERIFICATION

I verify that _____ is affiliated with this agency as an Auxiliary Communicator (AUXC) and upon receiving State Recognition as an AUXC is available to serve other public safety/emergency management agencies as an AUXC.

Official's Signature: _____ Date: _____

Official's Printed Name: _____

Official's Title: _____

Agency Name: _____

Official's Phone Number: _____

Official's Email: _____

If this is an "Initial" application attach "AUXC - Communications Experience" form.
If this is a "Renewal" attach the "Continuing Education" form.

Submit completed application and attachments to: DTMB-MICOMU@michigan.gov

AUXC – Communications Experience

This form is completed by the applicant and attached to an "Initial" application.

CANDIDATE INFORMATION

First Name: _____   Last Name: _____

Address: _____

Phone: _____   Email: _____

PUBLIC SAFETY AUXILIARY COMMUNICATIONS FIELD EXPERIENCE

Describe Auxiliary Communications field experience (i.e., incident response, planned events, or full-scale exercises) serving public safety/emergency management agencies.

PUBLIC SAFETY AUXILIARY COMMUNICATIONS EOC EXPERIENCE

Describe Auxiliary Communications Emergency Operations Center (EOC) experience (i.e., incident response, planned events, or full-scale exercises) serving public safety/emergency management agencies.

LOCAL AND STATEWIDE AUXILIARY COMMUNICATIONS RESOURCE KNOWLEDGE

Describe knowledge of local and statewide Auxiliary Communications available for use while serving public safety/emergency management agencies.

AUXILIARY COMMUNICATIONS TECHNICAL EXPERIENCE

Describe technical experience utilizing auxiliary communications resources that may be useful in serving public safety/emergency management agencies during incident responses, planned events, or full-scale exercises.

AUXC - Recognition Vetting

This form is completed by the COMU designated application review personnel.

CANDIDATE INFORMATION

First Name: _____ Last Name: _____

Address: _____

Phone: _____ Email: _____

REQUIRED TRAINING

☐ Copy of IS-100 Certificate or FEMA Transcript

☐ Copy of IS-200 Certificate or FEMA Transcript

☐ Copy of IS-700 Certificate or FEMA Transcript

☐ Copy of MI CIMS Certificate or MI-TRAIN Transcript

☐ Copy of IS-800 Certificate or FEMA Transcript

☐ Copy of AUXCOMM Training Class Certificate

Date Training Completed:

Training Location:

REQUIRED LICENSURE

☐ Copy of Current FCC Amateur Radio License, General Class or higher

☐ FCC ULS Database Verification Completed:

FCC Amateur Radio Call Sign:

FCC License Class:

☐ Amateur Extra

☐ Advanced

☐ General

REQUIRED EXPERIENCE

☐ AUXC - Communications Experience Form

☐ AUXC Position Task Book

☐ PTB Initiated by Authority Having Jurisdiction

☐ All Tasks Signed Off

☐ All Evaluators Documented on Evaluation Record Forms

☐ Final Evaluator Verification Completed

☐ Agency Certification Completed

VERIFICATIONS COMPLETED BY

Reviewer #1: _____ Date: _____

Reviewer #2: _____ Date: _____

Notes:

☐ MPSCIB State of Michigan AUXC Recognition recommended for this Candidate.

Position Specific Recognition Process - COML

Scope
This section of the guide applies to personnel who would like to become "State Recognized" as a Communications Unit Leader (COML) in the State of Michigan.

Purpose
The purpose of this section of the guide is to identify the requirements and detail the process for qualifying for "Recognition" as a COML in the State of Michigan.

Like other key positions in ICS, persons who may serve in a COML position must be pre-identified and pre-qualified.

Persons who become state-recognized will be listed in the Communication Assets Survey and Mapping Tool (CASM), the Michigan Critical Incident Management System (MI CIMS) and D4H. State-recognized personnel will be considered as available for state-wide deployment.

Background
The COML is the primary position within the Communications Unit and thereby the primary communications-related position within any incident or event. The COML is usually the first communications position established (and sometimes the only position) and is responsible for further development of the Communications Unit. It is imperative that the COML have a thorough understanding of all functions of the Communications Unit, experience with the Incident Command System, and demonstrated leadership and management skills.

Like all other formally recognized positions in ICS there are entry level requirements, a Position-Specific Training class, a Position Task Book (PTB), and recognition requirements.

Levels of Recognition/Recognition Procedure
Some individuals may not want to be "Recognized" by the state but desire the knowledge base garnered from the COML training to improve their ability to provide services when called upon. This may include individuals working in other Communications Unit positions, dispatch supervisors, public safety personnel responsible for setting up tactical operations systems, etc.

There are technically three different levels of COML Training/Recognition, the third being "State Recognition". Because the first two are steps towards the third they are not formally recognized at the state level, but they do provide benefit to the individuals achieving them and to the agencies they serve.

- o **Step 1 - Take the Class**
  The COML class is a 32-hour, four-day course with facilitated lectures and student exercises. Registration for scheduled classes is available on MI-TRAIN.

Prerequisites include:
- Completion of IS-100 IS-200, IS-300, IS-700, and IS-800 prior to the class.
- Public Safety background with experience in field operations.
- Awareness of public safety communications technology.
- Basic knowledge of local communications systems, frequencies and spectrum technologies, local topography, system site locations including knowledge of local, regional, and State communications plans and contacts.

RESULT: You have the information that can be valuable when you are called upon to assist.

- **Step 2 - Complete the Position Task Book**
  - Download the COML PTB from www.michigan.gov/comuwg
  - Complete the "Assigned to:" block. Agency Name will be the sponsoring Public Safety or Emergency Management agency.
  - "Position Task Book Initiated By:" and "Position Task Book Was Initiated:" are both completed by the sponsoring Agency Official.
  - The "Final Evaluator Verification" and "Documentation of Agency Certification" are completed after all tasks have been completed.
    - The "Evaluation Record Form" is completed by each evaluator. In some cases, all skills may be checked off by one evaluator at a Communications Exercise (COMMEX), or in other cases multiple evaluators will be involved. **Tasks may be signed off by a State-Recognized COML.**
    - Make as many copies of the "Evaluation Record Form" as you think you will need.
    - Complete tasks with a qualified evaluator and have the evaluator sign off on the demonstrated tasks and complete an "Evaluation Record Form". Only one form is needed for each session although several tasks may be signed off.
  - The final evaluator also completes the "Final Evaluator Verification" on Page 2.
  - Take the completed Task Book back to the initiating official who completes the "Documentation of Agency Certification".

RESULT: You have the information and have demonstrated competence in skills that can be valuable when you are called upon to assist. You may work as a COML under the local authority.

The COML PTB must be initiated within 6 months of course completion. The PTB must then be completed within 2 years from the date the PTB was initiated. Individuals that completed a COML, COMT or AUXCOMM course and the time requirement for completing their PTB expired during the years 2020-2023 shall be granted a new expiration date of December 31, 2023.

** Note if you desire to apply for State Recognition, you must apply within twelve (12) months within completion of the task book to be considered.

- o **Step 3 - Apply for State Recognition**
  - Print the "COML - Application" and the "COML - Communications Experience" forms from within this document.
  - Complete the top portion of the COML - Application.
  - Have the local Public Safety or Emergency Management agency official complete the bottom portion of the COML - Application and return the form to you.
  - Complete the COML – Communications Experience form.
  - Prepare an application package containing:
    - COML - Application
    - Copy of IS-100 certificate
    - Copy of IS-200 certificate
    - Copy of IS-300 certificate
    - Copy of IS-700 certificate
    - Copy of IS-800 certificate
    - Copy of your COML Training Class certificate COML –
    - COML - Communications Experience form
    - COML Position Task Book (completed, with all signatures)
  - Submit the application package to: DTMB-MICOMU@michigan.gov

  RESULT: You have the information and have demonstrated competence in skills that can be valuable when you are called upon to assist and have submitted the application for State Recognition as a COML.

- o **Step 4 - Application Vetting and Processing**

Your application will be reviewed by personnel designated by the COMU Work Group chair. If all requirements are met it will be referred to the MPSCIB for formal action. You will be notified of the outcome.

If your application is granted your information will be listed in CASM, MI CIMS and D4H as a deployable state asset.

Recognition Renewal and Continuing Education

State Recognition is issued for up to a three-year period. The MPSCIB may establish a common expiration date for operational efficiency. In this case some initial Recognitions may be for less than three years.

At the end of the Recognition period, a COML – Application for Renewal must be filed. Key to the Renewal is demonstration that the applicant has worked to maintain a current and consistent skill set through approved continuing education.

Renewal applications must be received by the COMU Work Group by the date the Recognition expires. If the Recognition period has expired but the application is within two years of the expiration a reevaluation exercise may be used, along with approvals by the Michigan Statewide Interoperability Coordinator (SWIC) and COMU Work Group. If the renewal application is more than two years after expiration the application must be made as a new Recognition.

Per recommendation of the Michigan COMU WG and approval by the MPSCIB at their September 13, 2022 meeting, Michigan state recognized COMLs and COMTs that were supposed to expire before December 31, 2023 will have the deadline extended until December 31, 2023 to renew. The measure is in response to the worldwide pandemic that has made it difficult for personnel to have adequate opportunities to complete continuing education requirements. This special MPSCIB action terminates effective January 1, 2024.

Renewal applications may be submitted as early as three months before the expiration date. If a renewal application is submitted before the expiration date, the current Recognition will be valid until the application is processed.

The Continuing Education requirement shall consist of the accrual of at least 15 points from the approved list shown below. Continuing Education may be obtained through participation in classroom or on-line/virtual training, communication exercise (functional or full-scale), planned events, or actual incidents. Participation in an exercise, planned event, or actual incident must be in the role for which renewal is being sought.

The COMU Work Group may allow credit for activities that do not exactly comply with the Continuing Education as listed upon application and description of the activity. An example of this could be serving as a state appointed COMC for a special event or incident.

Documentation of each Continuing Education item for which credit is being sought shall be submitted with the application for Renewal. Documentation such as After-Action Reports (AAR) and/or completed Incident Communications Activity Report (ICAR) is strongly encouraged.

A COML should start documenting continuing education credits once they have been deemed a state recognized COML.

Per recommendation of the Michigan COMU WG and approval by the MPSCIB at their September 13, 2022 meeting, Michigan state recognized COMLs and COMTs renewal experience is granted back to January 1, 2020. The measure is in response to the worldwide pandemic that has made it difficult for personnel to have adequate opportunities to complete continuing education requirements. This special MPSCIB action terminates effective January 1, 2024.

- o **Documenting Continuing Education Credits**
  Throughout the three-year recognition period use the "Continuing Education Record" form to keep track of each activity. Retain documentation for each activity. A total of 15 points is required; note the limitations. Eligible activities include:

  Conferences/Courses
  - MI Interop Conference (1 point each, maximum of 2 points
  - Communications Course (1 point each, maximum of 2 points)
  - ICS Course (1 point each, maximum of 2 points)

  COMU Related Presentation or Outreach Program
  - (3 points each, maximum of 6 points)

Completed an ICS 205 for an actual event or exercise
- (1 point each, maximum of 3 points)

Instruct a Communications class - e.g., COML, COMT, AUXC, 800 MHz MPSCS
- (5 points - maximum of 5 points)

Exercises
- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)

Participate successfully in a Commex Exercise as a facilitator or evaluator
- (5 points, maximum of 5 points)

Complete an "Evaluation Record Form" in a candidate's Position Task Book
- (1 point each, maximum of 3 points)

- **Three months Before Recognition Period Ends:**
  - Prepare a Renewal application package containing:
    - COML – Application (check "Renewal/Change in Status"
    - COML - Continuing Education Record Form
    - Documentation for each activity on the COML - Continuing Education Record Form
  - Submit the application package to: DTMB-MICOMU@michigan.gov

Questions regarding this process should be directed to: DTMB-MICOMU@michigan.gov

COML - Application

APPLICATION TYPE

Initial Application   Renewal/Change in Status   Reinstatement

CANDIDATE INFORMATION
First Name: _____   Last Name:_____
Address: _____
Phone: _____   Email: _____

CANDIDATE AFFIRMATION
I, _____ affirm the information contained in this application package is correct and acknowledge that if a violation is discovered, my application may be rejected, or recognition revoked.

Candidate's Signature: _____Date: _____

Below this line to be completed by Public Safety/Emergency Management Agency

AGENCY INFORMATION
Agency: _____
Agency Address: _____
Applicant's Rank/Title: _____

AGENCY VERIFICATION
I verify that _____ is affiliated with this agency and upon receiving State Recognition as a COML is available to serve other public safety/emergency management agencies as a COML.

Official's Signature: _____Date: _____

Official's Printed Name: _____

Official's Title: _____

Agency Name: _____

Official's Phone Number: _____

Official's Email: _____

If this is an "Initial" application, attach a "COML - Communications Experience" form.
If this is a "Renewal" attach the "COML - Continuing Education Record" form.

Submit completed application and attachments to: DTMB-MICOMU@michigan.gov

COML – Communications Experience
This form is completed by the applicant and attached to an "Initial" application.

CANDIDATE INFORMATION

First Name: _____ Last Name: _____
Address: _____
Phone: _____ Email: _____

PUBLIC SAFETY COMMUNICATIONS FIELD EXPERIENCE
Describe Public Safety Communications field experience (i.e., incident response, planned events, or full-scale exercises) serving public safety/emergency management agencies.

AWARENESS OF PUBLIC SAFETY COMMUNICATIONS TECHNOLOGY
Describe knowledge base and experience related to Public Safety Communications technology.

LOCAL AND STATEWIDE COMMUNICATIONS RESOURCE KNOWLEDGE
Basic knowledge of local and state communications systems, frequencies and spectrum used, and technologies incorporated.

COMMUNICATIONS ORGANIZATIONAL EXPERIENCE
Working knowledge of local, regional, and State communications plans.

COML – Recognition Vetting

This form is completed by the COMU designated application review personnel.

CANDIDATE INFORMATION

First Name: _____   Last Name: _____

Address: _____

Phone: _____   Email: _____

REQUIRED TRAINING

☐ Copy of IS-100 Certificate or FEMA Transcript

☐ Copy of IS-200 Certificate or FEMA Transcript

☐ Copy of IS-300 Certificate or FEMA Transcript

☐ Copy of IS-700 Certificate or FEMA Transcript

☐ Copy of IS-800 Certificate or FEMA Transcript

☐ Copy of COML Training Class Certificate Date Training Completed:

Training Location:

REQUIRED EXPERIENCE

☐ COML Communications Experience Form

☐ COML Position Task Book

    ☐ PTB Initiated by Authority Having Jurisdiction

    ☐ All Tasks Signed Off

    ☐ All Evaluators Documented on Evaluation Record Forms

    ☐ Final Evaluator Verification Completed

    ☐ Agency Certification Completed

VERIFICATIONS COMPLETED BY

Reviewer #1: _____   Date: _____

Reviewer #2: _____   Date: _____

Notes:

☐ MPSCIB State of Michigan COML Recognition recommended for this Candidate.

<p style="text-align:center">COML - Continuing Education Record</p>

This form is completed by the applicant and attached to a "Renewal" application.

CONFERENCES/COURSES
- MI Interop Conference (1 point each, maximum of 2 points)
- Communications Course (1 point each, maximum of 2 points)
- ICS Course (1 point each, maximum of 2 points)

Activity	Date	Points

COMU Related Presentation or Outreach Program
- (3 points each, maximum of 6 points)

Complete ICS 205 for an actual event or exercise
- (1 point each, maximum of 3 points)

Instruct a Communications class - e.g., COML, COMT, AUXC, 800 MHz-MPSCS
- (5 points each, maximum of 5 points)

Exercises
- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)

Participate successfully in a Commex Exercise as a facilitator or evaluator
- (5 points, maximum of 5 points)

Complete an "Evaluation Record Form" in a candidate's Position Task Book
- (1 point each, maximum of 3 points)

TOTAL POINTS- _____

Attach documentation for each Activity listed

Position Specific Recognition Process - COMT

Scope
This section applies to personnel who would like to become "State Recognized" as a Communications Technician (COMT) in the State of Michigan.

Purpose
The purpose of this section is to identify the requirements and detail the process for qualifying for "Recognition" as a COMT in the State of Michigan.

Like other key positions in ICS, persons who may serve in a COMT position must be pre-identified and pre-qualified.

Persons who become state-recognized will be listed in the Communication Assets Survey and Mapping Tool (CASM), the Michigan Critical Incident Management System (MI CIMS) and D4H. State-recognized personnel will be considered as available for state-wide deployment.

Background
The COMT is a technical position within the Communications Unit under the Communications Unit Leader (COML). The COMT generally provides technical services directly but in some cases may supervise other related functions being provided by Technical Specialists.

Like all other formally recognized positions in ICS there are entry level requirements, a Position-Specific training class, a Position Task Book (PTB), and recognition requirements.

Levels of Recognition/Recognition Procedure
Some individuals may not want to be "Recognized" by the state but desire the knowledge base garnered from the COMT training to improve their ability to provide services when called upon. This may include individuals working in other Communications Unit positions, dispatch supervisors, public safety personnel responsible for setting up tactical operations systems, etc.

There are technically three different levels of COMT Training/Recognition, the third being "State Recognition". Because the first two are steps toward the third they are not formally recognized at the state level, but they do provide benefit to the individuals achieving them and to the agencies they serve.

- **Step 1 - Take the Class**
  The COMT class is a 40-hour, five-day course with facilitated lectures and student exercises. Registration for scheduled classes is available on MI-TRAIN. Prerequisites include:
    - Completion of IS-100 IS-200, IS-700, and IS-800 prior to the class.
    - Public Safety background with experience in field operations.

- Awareness of public safety communications technology.
- Basic knowledge of local communications systems, frequencies and spectrum technologies, local topography, system site locations including knowledge of local, regional, and State communications plans and contacts.
- Public Safety background with technical experience in field communications (radio, telephone, data, SATCOM, etc.).

RESULT: You have the information that can be valuable when you are called upon to assist.

- **Step 2 - Complete the Task Book**
  - Download the COMT PTB from www.michigan.gov/comuwg.
  - Complete the "Assigned to:" block. Agency Name will be the sponsoring Public Safety or Emergency Management agency.
  - "Position Task Book Initiated By:" and "Position Task Book Was Initiated:" are both completed by the Agency Official.
  - The "Final Evaluator Verification" and "Documentation of Agency Certification" are completed after all tasks have been completed. The "Evaluation Record Form" is completed by each evaluator. In some cases, all skills may be checked off by one evaluator such as at a Communications Exercise (COMMEX), or in other cases multiple evaluators will be involved.
    - **Tasks may be signed off by a State-Recognized COML or a State-Recognized COMT**.
    - Make as many copies of the "Evaluation Record Form" as you think you will need.
    - Complete tasks with a qualified evaluator and have the evaluator sign off on the demonstrated tasks and complete an "Evaluation Record Form". Only one form is needed for each session although several tasks may be signed off.
  - The final evaluator also completes the "Final Evaluator Verification" on Page 2.
  - Take the completed Task Book back to the initiating official who completes the "Documentation of Agency Certification".

RESULT: You have the information and have demonstrated competence in skills that can be valuable when you are called upon to assist. You may work as a COMT under the local authority.

The COMT PTB must be initiated within 6 months of course completion. The PTB must then be completed within 2 years from the date the PTB was initiated. Individuals that completed a COML, COMT or AUXCOMM course and the time requirement for completing their PTB expired during the years 2020-2023 shall be granted a new expiration date of December 31, 2023.

** Note if you desire to apply for State Recognition, you must apply within twelve (12) months within completion of the task book to be considered.

- **Step 3 - Apply for State Recognition**
  - Print the "COMT - Application" and the "COMT - Communications Experience" forms from within this document.
  - Complete the top portion of the COMT - Application.
  - Have the local Public Safety or Emergency Management agency official complete the bottom portion of the Application and return the form to you.
  - Complete the COMT - Communications Experience form.
  - Prepare an application package containing:
    - COMT - Application
    - Copy of IS-100 certificate
    - Copy of IS-200 certificate
    - Copy of IS-700 certificate
    - Copy of IS-800 certificate
    - Copy of your COMT Training Class certificate
    - COMT – Communications Experience form
    - COMT Position Task Book (completed, with all signatures)
- Submit the application package to: DTMB-MICOMU@michigan.gov.

  RESULT: You have the information and have demonstrated competence in skills that can be valuable when you are called upon to assist and have submitted the application for State Recognition as a COMT.

- **Step 4 - Application "Vetting" and processing**
  Your application will be reviewed by personnel designated by the COMU Work Group chair. If all requirements are met it will be referred to the Michigan's Public Safety Communications Interoperability Board (MPSCIB) for formal action. You will be notified of the outcome.

  If your application is granted your information will be listed in CASM and MI CIMS as a deployable state asset.

Recognition Renewal and Continuing Education
State Recognition is issued for up to a three-year period. The MPSCIB may establish a common expiration date for operational efficiency. In this case some initial Recognitions may be for less than three years.

At the end of the Recognition period, a COMT – Application for Renewal must be filed. Key to the Renewal is demonstration that the applicant has worked to maintain a current and consistent skill set through approved continuing education.

Renewal applications must be received by the COMU Work Group by the date the Recognition expires.   If the Recognition period has expired but the application is within two years of the expiration a reevaluation exercise may be used, along with approvals by the Michigan Statewide Interoperability Coordinator (SWIC) and COMU Work Group. If the renewal application is more than two years after expiration the application must be made as a new Recognition.

Per recommendation of the Michigan COMU WG and approval by the MPSCIB at their September 13, 2022 meeting, Michigan state recognized COMLs and COMTs that were supposed to expire before December 31, 2023 will have the deadline extended until December 31, 2023 to renew. The measure is in response to the worldwide pandemic that has made it difficult for personnel to have adequate opportunities to complete continuing education requirements. This special MPSCIB action terminates effective January 1, 2024.

Renewal applications may be submitted as early as three months before the expiration date.

If a Renewal application is submitted before the expiration date, the current Recognition will be valid until the application is processed.

Continuing Education shall consist of the accrual of at least 15 points from the approved list. Continuing Education may be obtained through participation in classroom or on-line/virtual training, communication exercise (functional or full-scale), planned events, or actual incidents. Participation in an exercise, planned event, or actual incident must be in the role for which renewal is being sought.

The COMU Work Group may allow credit for activities that do not exactly comply with the Continuing Education as listed upon application and description of the activity. An example of this could be serving as a state appointed COMC for a special event or incident.

Documentation of each Continuing Education item for which credit is being sought shall be submitted with the application for Renewal. Documentation such as After-Action Reports (AAR) and/or completed Incident Communications Activity Report (ICAR) is strongly encouraged.

A COMT should start documenting continuing education credits once they have been deemed a state recognized COMT.

Per recommendation of the Michigan COMU WG and approval by the MPSCIB at their September 13, 2022 meeting, Michigan state recognized COMLs and COMTs renewal experience is granted back to January 1, 2020. The measure is in response to the worldwide pandemic that has made it difficult for personnel to have adequate opportunities to complete continuing education requirements. This special MPSCIB action terminates effective January 1, 2024.

- o **Documenting Continuing Education Credits**
  Throughout the three-year recognition period use the "Continuing Education Record" form to keep track of each activity. Retain documentation for each activity. A total of 15 points is required; note the limitations. Eligible activities include:

  Conferences/Courses
  - MI Interop Conference (1 point each, maximum of 2 points)
  - Communications Course (1 point each, maximum of 2 points)
  - ICS Course (1 point each, maximum of 2 points)

COMU Related Presentation or Outreach Program
- (3 points each, maximum of 6 points)

Completed ICS 205 for an actual event or exercise
- (1 point each, maximum of 3 points)

Instruct a Communications class - e.g., COML, COMT, AUXC, 800 MHz MPSCS
- (5 points - maximum of 5 points)

Exercises
- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)

Participate successfully in a Commex Exercise as a facilitator or evaluator
- (5 points, maximum of 5 points)

Complete an "Evaluation Record Form" in a candidate's Position Task Book
- (1 point each, maximum of 3 points)

- **Three Months Before Recognition Period Ends:**
  - Prepare a Renewal application package containing:
    - COMT – Application (check "Renewal/Change in Status"
    - COMT - Continuing Education Record Form
    - Documentation for each activity on the COMT - Continuing Education Record Form
  - Submit the application package to: DTMB-MICOMU@michigan.gov

Questions regarding this process should be directed to: DTMB-MICOMU@michigan.gov

COMT - Application

APPLICATION TYPE

Initial Application   Renewal/Change in Status   Reinstatement

CANDIDATE INFORMATION

First Name: _____   Last Name: _____

Address: _____

Phone: _____   Email: _____

CANDIDATE AFFIRMATION

I,_____ affirm the information contained in this application package is correct and acknowledge that if a violation is discovered, my application may be rejected, or recognition revoked.

Candidate's Signature: _____ Date: _____

Below this line to be completed by Public Safety/Emergency Management Agency

AGENCY INFORMATION

Agency: _____

Agency Address: _____

Applicant's Rank/Title: _____

AGENCY VERIFICATION

I verify that _____ is affiliated with this agency and upon receiving State Recognition as a COMT is available to serve other public safety/emergency management agencies as a COMT.

Official's Signature: _____ Date: _____

Official's Printed Name: _____

Official's Title: _____

Agency Name: _____

Official's Phone Number: _____

Official's Email: _____

If this is an "Initial" application attach a "COMT - Communications Experience" form.
If this is a "Renewal" attach the "Continuing Education" form.

Submit completed application and attachments to: DTMB-MICOMU@michigan.gov

COMT - Communications Experience
This form is completed by the applicant and attached to an "Initial" application.

CANDIDATE INFORMATION

First Name: _____ Last Name: _____

Address: _____
Phone: _____ Email: _____

PUBLIC SAFETY COMMUNICATIONS FIELD EXPERIENCE
Describe Public Safety Communications field experience (i.e., incident response, planned events, or full-scale exercises) serving public safety/emergency management agencies.

AWARENESS OF PUBLIC SAFETY COMMUNICATIONS TECHNOLOGY
Describe knowledge base and experience related to Public Safety Communications technology.

LOCAL AND STATEWIDE COMMUNICATIONS RESOURCE KNOWLEDGE
Basic knowledge of local and state communications systems, frequencies and spectrum used, and technologies incorporated.

COMMUNICATIONS TECHNICAL EXPERIENCE
Public Safety background with technical experience in field communications.

COMT - Recognition Vetting

This form is completed by the COMU designated application review personnel.

CANDIDATE INFORMATION

First Name: _____   Last Name: _____

Address: _____

Phone: _____   Email: _____

REQUIRED TRAINING

☐   Copy of IS-100 Certificate or FEMA Transcript

☐   Copy of IS-200 Certificate or FEMA Transcript

☐   Copy of IS-700 Certificate or FEMA Transcript

☐   Copy of IS-800 Certificate or FEMA Transcript

☐   Copy of COMT Training Class Certificate

Date Training Completed:

Training Location:

REQUIRED EXPERIENCE

☐   COMT - Communications Experience Form

☐   COMT Position Task Book

   ☐   PTB Initiated by Authority Having Jurisdiction

   ☐   All Tasks Signed Off

   ☐   All Evaluators Documented on Evaluation Record Forms

   ☐   Final Evaluator Verification Completed

   ☐   Agency Certification Completed

VERIFICATIONS COMPLETED BY

Reviewer #1: _____   Date: _____

Reviewer #2: _____   Date: _____

Notes:

☐   MPSCIB State of Michigan COMT Recognition recommended for this Candidate.

COMT - Continuing Education Record
This form is completed by the applicant and attached to a "Renewal" application.

CONFERENCES/COURSES
- MI Interop Conference (1 point each, maximum of 2 points)
- Communications Course (1 point each, maximum of 2 points)
- ICS Course (1 point each, maximum of 2 points)

Activity	Date	Points

COMU Related Presentation or Outreach Program
- (3 points each, maximum of 6 points)

Complete ICS 205 for an actual event or exercise
- (1 point each, maximum of 3 points)

Instruct a Communications class - e.g., COML, COMT, AUXC, and 800 MHz-MPSCS
- (5 points - maximum of 5 points)

Exercises
- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)

Participate successfully in a Commex Exercise as a facilitator or evaluator
- (5 points each, maximum of 5 points)

Complete an "Evaluation Record Form" in a candidate's Position Task Book
- (1 point each, maximum of 3 points)

TOTAL POINTS- _____

Attach documentation for each Activity listed

Position Specific Recognition Process - INTD

Scope
This section of the guide applies to personnel who would like to become "State Recognized" as an Incident Tactical Dispatcher (INTD) in the State of Michigan.

Purpose
The purpose of this section of the guide is to identify the requirements and detail the process for qualifying for "Recognition" as an INTD in the State of Michigan.

Like other key positions in ICS, persons who may serve in a INTD position must be pre-identified and pre-qualified.

Persons who become state-recognized will be listed in the Communication Assets Survey and Mapping Tool (CASM), the Michigan Critical Incident Management System (MI CIMS) and D4H. State-recognized personnel will be considered as available for state-wide deployment.

Background
The INTD is a specially trained individual qualified to operate in a command post, base camp, or at the incident scene in support of a specific incident or tactical operation. Incident Tactical Dispatchers leverage the multi-tasking, communication, accountability and documentation skills of successful telecommunicators to provide public safety communications expertise and support at planned events such as large festivals and extended incidents such as hostage situations, multi-alarm fires, search and rescue operations, bombings, and active shooter incidents. Incident Tactical Dispatchers may support the Communications Unit as a single resource or as part of an incident tactical dispatch team. This course provides a basic understanding for the roles and responsibilities of an incident tactical dispatcher working in a tactical environment.

This course is designed for experienced dispatchers who are familiar with the Incident Command System and dispatch operations. Each attendee participates with hands-on training activities and in an exercise on the final day of the course. Course materials and the INTD Position Task Book will be provided to attendees via digital download prior to the course start date.

Like all other formally recognized positions in ICS there are entry level requirements, a Position-Specific Training class, a Position Task Book (PTB), and recognition requirements.

Levels of Recognition/Recognition Procedure
Some individuals may not want to be "Recognized" by the state but desire the knowledge base garnered from the INTD training to improve their ability to provide services when called upon. This may include individuals working in other Communications Unit positions, dispatch supervisors, public safety personnel responsible for setting up tactical operations systems, etc.

There are technically three different levels of INTD Training/Recognition, the third being "State Recognition". Because the first two are steps towards the third they are

not formally recognized at the state level, but they do provide benefit to the individuals achieving them and to the agencies they serve.

- o **Step 1 - Take the Class**
  The INTD class is a 32-hour, four-day course with facilitated lectures and student exercises. Registration for scheduled classes is available on MI-TRAIN.

  Prerequisites include:
  - Completion of IS-100 IS-200, IS-700, IS-800 and IS-144 prior to the class.
  - A public safety background with three years of experience in dispatch operations.
  - Awareness of fundamental public safety communications technology.

  RESULT: You have the information that can be valuable when you are called upon to assist.

- o **Step 2 - Complete the Position Task Book**
  - Download the INTD PTB from www.michigan.gov/comuwg
  - Complete the "Assigned to:" block. Agency Name will be the sponsoring Public Safety or Emergency Management agency.
  - "Position Task Book Initiated By:" and "Position Task Book Was Initiated:" are both completed by the sponsoring Agency Official.
  - The "Final Evaluator Verification" and "Documentation of Agency Certification" are completed after all tasks have been completed.
    - o The "Evaluation Record Form" is completed by each evaluator. In some cases, all skills may be checked off by one evaluator at a Communications Exercise (COMMEX), or in other cases multiple evaluators will be involved. **Tasks may be signed off by a State-Recognized COML, INCM or INTD.**
    - o Make as many copies of the "Evaluation Record Form" as you think you will need.
    - o Complete tasks with a qualified evaluator and have the evaluator sign off on the demonstrated tasks and complete an "Evaluation Record Form". Only one form is needed for each session although several tasks may be signed off.
  - The final evaluator also completes the "Final Evaluator Verification" on Page 2.
  - Take the completed Task Book back to the initiating official who completes the "Documentation of Agency Certification".

  RESULT: You have the information and have demonstrated competence in skills that can be valuable when you are called upon to assist. You may work as an INTD under the local authority.

  The INTD PTB must be initiated within 6 months of course completion. The PTB must then be completed within 2 years from the date the PTB was initiated.

  ** Note if you desire to apply for State Recognition, you must apply within twelve (12) months within completion of the task book to be considered.

- o **Step 3 - Apply for State Recognition**
  - Print the "INTD - Application" and the "INTD - Communications Experience" forms from within this document.
  - Complete the top portion of the INTD - Application.
  - Have the local Public Safety or Emergency Management agency official complete the bottom portion of the INTD - Application and return the form to you.
  - Complete the INTD – Communications Experience form.
  - Prepare an application package containing:
    - INTD - Application
    - Copy of IS-100 certificate
    - Copy of IS-144 certificate
    - Copy of IS-200 certificate
    - Copy of IS-700 certificate
    - Copy of IS-800 certificate
    - Copy of your INTD Training Class certificate
    - INTD - Communications Experience form
    - INTD Position Task Book (completed, with all signatures)
  - Submit the application package to: DTMB-MICOMU@michigan.gov

  RESULT: You have the information and have demonstrated competence in skills that can be valuable when you are called upon to assist and have submitted the application for State Recognition as an INTD.

- o **Step 4 - Application Vetting and Processing**

Your application will be reviewed by personnel designated by the COMU Work Group chair. If all requirements are met it will be referred to the MPSCIB for formal action. You will be notified of the outcome.

If your application is granted your information will be listed in CASM, MI CIMS and D4H as a deployable state asset.

Recognition Renewal and Continuing Education

State Recognition is issued for up to a three-year period. The MPSCIB may establish a common expiration date for operational efficiency. In this case some initial Recognitions may be for less than three years.

At the end of the Recognition period, an INTD – Application for Renewal must be filed. Key to the Renewal is demonstration that the applicant has worked to maintain a current and consistent skill set through approved continuing education.

Renewal applications must be received by the COMU Work Group by the date the Recognition expires. If the Recognition period has expired but the application is within two years of the expiration a reevaluation exercise may be used, along with approvals by the Michigan Statewide Interoperability Coordinator (SWIC) and COMU Work Group. If the renewal application is more than two years after expiration the application must be made as a new Recognition.

Renewal applications may be submitted as early as three months before the expiration date. If a renewal application is submitted before the expiration date, the current Recognition will be valid until the application is processed.

The Continuing Education requirement shall consist of the accrual of at least 15 points from the approved list shown below. Continuing Education may be obtained through participation in classroom or on-line/virtual training, communication exercise (functional or full-scale), planned events, or actual incidents. Participation in an exercise, planned event, or actual incident must be in the role for which renewal is being sought.

The COMU Work Group may allow credit for activities that do not exactly comply with the Continuing Education as listed upon application and description of the activity. An example of this could be serving as a state appointed COMC for a special event or incident.

Documentation of each Continuing Education item for which credit is being sought shall be submitted with the application for Renewal. Documentation such as After-Action Reports (AAR) and/or completed Incident Communications Activity Report (ICAR) is strongly encouraged.

An INTD should start documenting continuing education credits once they have been deemed a state recognized INTD.

- o **Documenting Continuing Education Credits**
  Throughout the three-year recognition period use the "Continuing Education Record" form to keep track of each activity. Retain documentation for each activity. A total of 15 points is required; note the limitations. Eligible activities include:

  Conferences/Courses
  - MI Interop Conference (1 point each, maximum of 2 points)
  - Michigan Public Safety Telecommunications Annual Conference (2 points each, maximum of 4 points)
  - Communications Course (1 point each, maximum of 2 points)
  - Any State 911 Approved Module III Course (1 point each, maximum of 2 points)
  - ICS Course (1 point each, maximum of 2 points)

  COMU Related Presentation or Outreach Program
  - (3 points each, maximum of 6 points)

  Instruct a Communications class - e.g., COML, COMT, INTD, 800 MHz MPSCS
  - (5 points - maximum of 5 points)

Exercises
- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)

Participate successfully in a COMMEX Exercise as a facilitator or evaluator
- (5 points, maximum of 5 points)

Complete an "Evaluation Record Form" in a candidate's Position Task Book
- (1 point each, maximum of 3 points)

- **Three months Before Recognition Period Ends:**
  - Prepare a Renewal application package containing:
    - INTD – Application (check "Renewal/Change in Status")
    - INTD - Continuing Education Record Form (including documentation such as a certificate or ICAR for each activity listed)
    - Documentation (such as a certificate or ICAR) for each activity on the INTD - Continuing Education Record Form
  - Submit the application package to: DTMB-MICOMU@michigan.gov

Questions regarding this process should be directed to: DTMB-MICOMU@michigan.gov

INTD - Application

APPLICATION TYPE

☐ Initial Application   ☐ Renewal/Change in Status   ☐ Reinstatement

CANDIDATE INFORMATION

First Name: _____   Last Name:_____

Address: _____

Phone: _____   Email: _____

CANDIDATE AFFIRMATION

I, _____ affirm the information contained in this application package is correct and acknowledge that if a violation is discovered, my application may be rejected, or recognition revoked.

Candidate's Signature: _____ Date: _____

Below this line to be completed by Public Safety/Emergency Management Agency

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AGENCY INFORMATION

Agency: _____

Agency Address: _____

Applicant's Rank/Title: _____

AGENCY VERIFICATION

I verify that _____ is affiliated with this agency and upon

receiving State Recognition as an INTD is available to serve other public safety/emergency management agencies as an INTD.

Official's Signature: _____ Date: _____

Official's Printed Name: _____

Official's Title: _____

Agency Name: _____

Official's Phone Number: _____

Official's Email: _____

If this is an "Initial" application, attach an "INTD - Communications Experience" form.
If this is a "Renewal" attach the "INTD - Continuing Education Record" form.

Submit completed application and attachments to: DTMB-MICOMU@michigan.gov

INTD – Communications Experience

This form is completed by the applicant and attached to an "Initial" application.

CANDIDATE INFORMATION

First Name: _____   Last Name: _____

Address: _____

Phone: _____   Email: _____

PUBLIC SAFETY TELECOMMUNICATIONS EXPERIENCE

Describe your experience as a Public Safety Telecommunicator (911 call intake, fire/law/EMS dispatching, monitoring and prioritizing radio & phone traffic, etc).

AWARENESS OF PUBLIC SAFETY COMMUNICATIONS TECHNOLOGY

Describe knowledge base and experience related to Public Safety Communications Technology (CAD, radio console, E911 system, LEIN, RapidSOS, etc).

ABILITY TO MULTITASK WHILE WORKING UNDER PRESSURE

Describe your ability to work on a major event or incident in a loud, chaotic dispatch environment while answering radio and telephone traffic.

ABILITY TO ADJUST TO THE NEEDS OF THE INCIDENT AND ICC

Describe your ability to adjust to people, requests and procedures outside of your PSAP training experience.

INTD – Recognition Vetting

This form is completed by the COMU designated application review personnel.

CANDIDATE INFORMATION

First Name: _____ Last Name: _____

Address: _____

Phone: _____ Email: _____

REQUIRED TRAINING

☐   Copy of IS-100 Certificate or FEMA Transcript

☐   Copy of IS-144 Certificate or FEMA Transcript

☐   Copy of IS-200 Certificate or FEMA Transcript

☐   Copy of IS-700 Certificate or FEMA Transcript

☐   Copy of IS-800 Certificate or FEMA Transcript

☐   Copy of INTD Training Class Certificate

Date Training Completed:

Training Location:

REQUIRED EXPERIENCE

☐   INTD Communications Experience Form

☐   INTD Position Task Book

☐   PTB Initiated by Authority Having Jurisdiction

☐   All Tasks Signed Off

☐   All Evaluators Documented on Evaluation Record Forms

☐   Final Evaluator Verification Completed

☐   Agency Certification Completed

VERIFICATIONS COMPLETED BY

Reviewer #1: _____ Date: _____

Reviewer #2: _____ Date: _____

Notes:

☐   MPSCIB State of Michigan INTD Recognition recommended for this Candidate.

INTD - Continuing Education Record

This form is completed by the applicant and attached to a "Renewal" application.

CONFERENCES/COURSES
- MI Interop Conference (1 point each, maximum of 2 points)
- Michigan Public Safety Telecommunications Annual Conference (2 points each, maximum of 4 points)
- Communications Course (1 point each, maximum of 2 points)
- Any State 911 Approved Module III Course (1 point each, maximum of 2 points)
- ICS Course (1 point each, maximum of 2 points)

Activity	Date	Points

COMU Related Presentation or Outreach Program
- (3 points each, maximum of 6 points)

Instruct a Communications class - e.g., COML, COMT, AUXC, 800 MHz-MPSCS
- (5 points each, maximum of 5 points)

Exercises
- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)

Participate successfully in a Commex Exercise as a Facilitator or Evaluator
- (5 points, maximum of 5 points)

Complete an "Evaluation Record Form" in a candidate's Position Task Book
- (1 point each, maximum of 3 points)

TOTAL POINTS- _____

Attach documentation for each activity listed

Position Specific Recognition Process - ITSL

Scope

This section of the guide applies to personnel who would like to become "State Recognized" as an Information Technology Service Unit Leader (ITSL) in the State of Michigan.

Purpose

The purpose of this section of the guide is to identify the requirements and detail the process for qualifying for "Recognition" as an ITSL in the State of Michigan.

Like other key positions in ICS, persons who may serve in an ITSL position must be pre-identified and pre-qualified.

Persons who become state-recognized will be listed in the Communication Assets Survey and Mapping Tool (CASM), the Michigan Critical Incident Management System (MI CIMS) and D4H. State-recognized personnel will be considered as available for state-wide deployment.

Background

The requirement to access broadband data during incidents or events has increased exponentially in recent years. This has spurred the need for personnel with highly specialized knowledge and expertise to be included in the ICS during planned events and incidents. The ITSL is needed to provide information management, cybersecurity, and application management for the many critical incident/event related functions, to include: Incident/Unified Command Post, Incident Communications Centers, and various tactical operations centers, Joint Information Center, staging areas, and field locations. However, the coordinated sharing of this data across agencies and jurisdictions is significantly less mature than radio communication and poses a significant interoperability challenge.

Like all other formally recognized positions in ICS there are entry level requirements, a Position-Specific Training class, a Position Task Book (PTB), and recognition requirements.

Levels of Recognition/Recognition Procedure

Some individuals may not want to be "Recognized" by the state but desire the knowledge base garnered from the ITSL training to improve their ability to provide services when called upon. This may include individuals working in other Communications Unit positions, information technology professionals working in public safety organizations, and public safety personnel responsible for setting up tactical operations systems, etc.

There are technically three different levels of ITSL Training/Recognition, the third being "State Recognition". Because the first two are steps towards the third they are not formally recognized at the state level, but they do provide benefit to the individuals achieving them and to the agencies they serve.

- o **Step 1 - Take the Class**
  The ITSL class is a 32-hour course with facilitated lectures and student

exercises. Registration for scheduled classes is available on MI-TRAIN.

Prerequisites include:

- Completion of IS-100 IS-200, ICS-300, IS-700, and IS-800 prior to the class.
- A public safety background with experience in field operations and/or experience providing information technology solutions to support public safety operations.
- Awareness of fundamental public safety broadband and wireless communications technology.

RESULT: You have the information that can be valuable when you are called upon to assist.

- o **Step 2 - Complete the Position Task Book**
  - Download the ITSL PTB from www.michigan.gov/comuwg
  - Complete the "Assigned to:" block. Agency Name will be the sponsoring Public Safety or Emergency Management agency.
  - "Position Task Book Initiated By:" and "Position Task Book Was Initiated:" are both completed by the sponsoring Agency Official.
  - The "Final Evaluator Verification" and "Documentation of Agency Certification" are completed after all tasks have been completed.
    - o The "Evaluation Record Form" is completed by each evaluator. In some cases, all skills may be checked off by one evaluator at a Communications Exercise (COMMEX), or in other cases multiple evaluators will be involved. **Tasks may be signed off by a State-Recognized ITSL.**
    - o Make as many copies of the "Evaluation Record Form" as you think you will need.
    - o Complete tasks with a qualified evaluator and have the evaluator sign off on the demonstrated tasks and complete an "Evaluation Record Form". Only one form is needed for each session although several tasks may be signed off.
  - The final evaluator also completes the "Final Evaluator Verification" on Page 2.
  - Take the completed Task Book back to the initiating official who completes the "Documentation of Agency Certification".

RESULT: You have the information and have demonstrated competence in skills that can be valuable when you are called upon to assist. You may work as an ITSL under the local authority.

The ITSL PTB must be initiated within 6 months of course completion. The PTB must then be completed within 2 years from the date the PTB was initiated.

** Note if you desire to apply for State Recognition, you must apply within twelve (12) months within completion of the task book to be considered.

- o **Step 3 - Apply for State Recognition**
  - Print the "ITSL - Application" and the "ITSL - Communications Experience" forms from within this document.
  - Complete the top portion of the ITSL - Application.
  - Have the local Public Safety or Emergency Management agency official complete the bottom portion of the ITSL - Application and return the form to you.
  - Complete the ITSL – Communications Experience form.
  - Prepare an application package containing:
    - ITSL - Application
    - Copy of IS-100 certificate
    - Copy of IS-200 certificate
    - Copy of IS-300 certificate
    - Copy of IS-700 certificate
    - Copy of IS-800 certificate
    - Copy of your ITSL Training Class certificate
    - ITSL - Communications Experience form
    - ITSL Position Task Book (completed, with all signatures)
  - Submit the application package to: DTMB-MICOMU@michigan.gov

  RESULT: You have the information and have demonstrated competence in skills that can be valuable when you are called upon to assist and have submitted the application for State Recognition as an ITSL.

- o **Step 4 - Application Vetting and Processing**

Your application will be reviewed by personnel designated by the COMU Work Group chair. If all requirements are met it will be referred to the MPSCIB for formal action. You will be notified of the outcome.

If your application is granted your information will be listed in CASM, MI CIMS and D4H as a deployable state asset.

Recognition Renewal and Continuing Education

State Recognition is issued for up to a three-year period. The MPSCIB may establish a common expiration date for operational efficiency. In this case some initial Recognitions may be for less than three years.

At the end of the Recognition period, an ITSL – Application for Renewal must be filed. Key to the Renewal is demonstration that the applicant has worked to maintain a current and consistent skill set through approved continuing education.

Renewal applications must be received by the COMU Work Group by the date the Recognition expires. If the Recognition period has expired but the application is within two years of the expiration a reevaluation exercise may be used, along with approvals by the Michigan Statewide Interoperability Coordinator (SWIC) and COMU Work Group. If the renewal application is more than two years after expiration the application must be made as a new Recognition.

Renewal applications may be submitted as early as three months before the expiration date. If a renewal application is submitted before the expiration date, the current Recognition will be valid until the application is processed.

The Continuing Education requirement shall consist of the accrual of at least 15 points from the approved list shown below. Continuing Education may be obtained through participation in classroom or on-line/virtual training, communication exercise (functional or full-scale), planned events, or actual incidents. Participation in an exercise, planned event, or actual incident must be in the role for which renewal is being sought.

The COMU Work Group may allow credit for activities that do not exactly comply with the Continuing Education as listed upon application and description of the activity. An example of this could be serving as a state appointed COMC for a special event or incident.

Documentation of each Continuing Education item for which credit is being sought shall be submitted with the application for Renewal. Documentation such as After-Action Reports (AAR) and/or completed Incident Communications Activity Report (ICAR) is strongly encouraged.

An ITSL should start documenting continuing education credits once they have been deemed a state recognized ITSL.

- **Documenting Continuing Education Credits**
  Throughout the three-year recognition period use the "Continuing Education Record" form to keep track of each activity. Retain documentation for each activity. A total of 15 points is required; note the limitations. Eligible activities include:

  Conferences/Courses
  - MI Interop Conference (1 point each, maximum of 2 points)
  - Communications Course (1 point each, maximum of 2 points)
  - ICS Course (1 point each, maximum of 2 points)
  COMU Related Presentation or Outreach Program
  - (3 points each, maximum of 6 points)
  Instruct a Communications class - e.g., COML, COMT, ITSL, 800 MHz MPSCS
  - (5 points - maximum of 5 points)

Exercises
- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)

Participate successfully in a COMMEX Exercise as a facilitator or evaluator
- (5 points, maximum of 5 points)

Complete an "Evaluation Record Form" in a candidate's Position Task Book
- (1 point each, maximum of 3 points)

- **Three months Before Recognition Period Ends:**
  - Prepare a Renewal application package containing:
    - ITSL – Application (check "Renewal/Change in Status")
    - ITSL - Continuing Education Record Form (including documentation such as a certificate or ICAR for each activity listed)
    - Documentation (such as a certificate or ICAR) for each activity on the ITSL - Continuing Education Record Form
  - Submit the application package to: DTMB-MICOMU@michigan.gov

Questions regarding this process should be directed to: DTMB-MICOMU@michigan.gov

ITSL - Application

APPLICATION TYPE

☐ Initial Application　　☐ Renewal/Change in Status　　☐ Reinstatement

CANDIDATE INFORMATION

First Name: _____　Last Name: _____

Address: _____

Phone: _____　Email: _____

CANDIDATE AFFIRMATION

I, _____ affirm the information contained in this application package is correct and acknowledge that if a violation is discovered, my application may be rejected, or recognition revoked.

Candidate's Signature: _____ Date: _____

Below this line to be completed by Public Safety/Emergency Management Agency

AGENCY INFORMATION

Agency: _____

Agency Address: _____

Applicant's Rank/Title: _____

AGENCY VERIFICATION

I verify that _____ is affiliated with this agency and upon

receiving State Recognition as an ITSL is available to serve other public safety/emergency management agencies as an ITSL.

Official's Signature: _____ Date: _____

Official's Printed Name: _____

Official's Title: _____

Agency Name: _____

Official's Phone Number: _____

Official's Email: _____

If this is an "Initial" application, attach an"ITSL - Communications Experience" form.
If this is a "Renewal" attach the "ITSL - Continuing Education Record" form.

Submit completed application and attachments to: DTMB-MICOMU@michigan.gov

ITSL – Communications Experience
This form is completed by the applicant and attached to an "Initial" application.

CANDIDATE INFORMATION

First Name: _____   Last Name: _____

Address: _____

Phone: _____   Email: _____

PUBLIC SAFETY FIELD EXPERIENCE

Describe public safety information technology field experience (i.e., incident response, planned events, or full-scale exercises) serving public safety/emergency management agencies.

AWARENESS OF PUBLIC SAFETY INFORMATION TECHNOLOGY SYSTEMS

Describe knowledge base and experience related to Public Safety Data Systems.

LOCAL AND STATEWIDE INFORMATION TECHNOLOGY SYSTEMS KNOWLEDGE

Basic knowledge of local and state data systems, software and applications.

INFORMATION TECHNOLOGY SYSTEMS ORGANIZATIONAL EXPERIENCE

Working knowledge of local, regional, and State information technology systems.

ITSL – Recognition Vetting

This form is completed by the COMU designated application review personnel.

CANDIDATE INFORMATION

First Name: _____   Last Name: _____

Address: _____

Phone: _____   Email: _____

REQUIRED TRAINING

☐   Copy of IS-100 Certificate or FEMA Transcript
☐   Copy of IS-200 Certificate or FEMA Transcript
☐   Copy of ICS-300 Certificate or FEMA Transcript
☐   Copy of IS-700 Certificate or FEMA Transcript
☐   Copy of IS-800 Certificate or FEMA Transcript
☐   Copy of ITSL Training Class Certificate
      Date Training Completed:
      Training Location:

REQUIRED EXPERIENCE

☐   ITSL Communications Experience Form
☐   ITSL Position Task Book
      ☐   PTB Initiated by Authority Having Jurisdiction
      ☐   All Tasks Signed Off
      ☐   All Evaluators Documented on Evaluation Record Forms
      ☐   Final Evaluator Verification Completed
      ☐   Agency Certification Completed

VERIFICATIONS COMPLETED BY

Reviewer #1: _____   Date: _____

Reviewer #2: _____   Date: _____

Notes:

☐   MPSCIB State of Michigan ITSL Recognition recommended for this Candidate.

ITSL - Continuing Education Record

This form is completed by the applicant and attached to a "Renewal" application.

CONFERENCES/COURSES

- MI Interop Conference (1 point each, maximum of 2 points)
- Communications Course (1 point each, maximum of 2 points)
- ICS Course (1 point each, maximum of 2 points)

Activity	Date	Points

COMU Related Presentation or Outreach Program

- (3 points each, maximum of 6 points)

Instruct a Communications class - e.g., COML, COMT, ITSL, 800 MHz-MPSCS

- (5 points each, maximum of 5 points)

Exercises

- Assist or Plan a Communication Exercise (3 points, maximum of 3 points)
- Serve in a Recognized COMU position in an actual event or exercise (3 points, maximum of 3 points)
- Lead a Communications Exercise (5 points, maximum of 5 points)

Participate successfully in a Commex Exercise as a Facilitator or Evaluator

- (5 points, maximum of 5 points)

Complete an "Evaluation Record Form" in a candidate's Position Task Book

- (1 point each, maximum of 3 points)

TOTAL POINTS- _____

Attach documentation for each activity listed