



Course: E0208 State Coordinating Officer (SCO)

Course Dates:

November 26-29, 2018
January 7-10, 2019
May 6-9, 2019

Travel Dates:

Travel should be scheduled for arrival to EMI the day before the class starts, and departure the day after

Course Length:

This course is 4 days (36 hour) in length.

Location:

Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland

Course Description:

This course provides key State staff with updated information on the disaster assistance process and disaster assistance programs. The focus is on management issues the SCO may face in relationship with Federal, State, local, and tribal partners in the Joint Field Office (JFO).

Course Goal:

The goal of this course is to prepare SCOs and associated State staff to efficiently navigate the complexity of state disaster management by providing current and accurate information on related Federal programs. The course also builds essential skills to successfully manage response and long-term recovery from the state perspective while working across boundaries with other partners.

Prerequisites:

It is strongly recommended that students complete the following courses before attending E0208.

- IS-0403 Introduction to Individual Assistance (1 hour)
- IS-0405 Overview of Mass Care/Emergency Assistance (1 hour)
- IS-0772 Individual Assistance Preliminary Damage Assessment Orientation (1 hour)
- IS-0293 Mission Assignment Overview (2 hours)
- IS-0634 Introduction to FEMA's Public Assistance Program (4 hours)
- IS-0393a Introduction to Hazard Mitigation (1 hour)

NOTE: This replaces IS-0208.a as a prerequisite.

Continuing Education Units (CEU's):

EMI awards 2.9 CEUs for completion of this course.

Target Audience:

People in the following positions are eligible to attend with the proper approval.

- State Emergency Management Agency (EMA) Staff who have disaster management responsibilities such as designated SCOs, Deputy SCOs, SCOs in training, and [Governor's Authorized Representatives \(GARs\)](#). Approval of the State EMA Director is required.
- Tribal Coordinating Officers (TCOs) and Deputy TCOs are eligible to attend.
- Federal Coordinating Officers (FCOs) and Federal Disaster Recovery Coordinators (FDRC) are also eligible to attend

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To Apply:

Complete the attached FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. State and local participants must also get the application signed by their State Training Manager. Federal personnel must have the application signed by the Regional Training Manager. Submit the **application six weeks before the start date**. Mail, scan and e-mail, or fax the signed Application to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Note to RTMs and RPMs and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – no later than June 1, 2018.

Application Review

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the Target Audience above and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code below, or click the link for a PDF copy of the NETC Welcome Package online:



http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Travel Authorizations:

PFT and CORE employees must ensure their travel authorization (TA) is completed through Concur Government Edition (CGE) Travel System for course offerings.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required.**

How do I obtain my FEMA SID number?

- Step 1: Step 1: [To register](https://cdp.dhs.gov/femasid), go to <https://cdp.dhs.gov/femasid>
- Step 2: Step 2: Click on the "Register for a FEMA SID" button on screen.
- Step 3: Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: Step 4: You will receive an email with your SID number. You should save this number in a secure location.

NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets [REAL ID Act standards](#). The purpose of the REAL ID Act is to stop terrorists from evading detection by using

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false identification. Check to [see if your state is compliant](#) at <https://www.dhs.gov/current-status-states-territories>.

If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day time-frame a student is expected to obtain a compliant form of identification).

Submit the following information to Jason.Cawthon@fema.dhs.gov in a password-protected document at least 3 weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to Jane.Sentz@fema.dhs.gov or 301-447-7207.

EMI Point of Contact:

For additional information contact the course manager, [Jeffery Snyder](#) at (301) 447-1985 or by email at Jeffrey.snyder@fema.dhs.gov.

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