



Course: *E337: Posting Integrated Financial Management Information System (IFMIS) Transactions*

Course Dates:

- December 3-4, 2019
- February 25-26, 2020
- May 5-6, 2020
- August 4-5, 2020

Course Length:

This course is 2 days in length. Class times generally run from 8:00 a.m. to 5:00 p.m. each day.

Location:

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

Course Description:

This course trains participants to post financial transactions to the Integrated Financial Management Information System (IFMIS). Participants will be instructed by an expert system user about transactions for the following: disaster assistance, travel advances, receiving reports, invoices, expenditures, approvals, reports, and more. Successful completion of the course is required before access to the system will be granted.

Course Goal:

To provide participants with the knowledge to post financial transactions to the Integrated Financial Management Information System (IFMIS).

Prerequisites:

None

Continuing Education Units (CEU's):

EMI awards 2.1 CEUs for completion of this course.

Target Audience:

The target audience for this course is FEMA Staff that is responsible for posting, researching, and viewing financial transactions in the Federal Emergency Management Agency's (FEMA) Integrated Financial Management Information System.

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor. 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

The FEMA Form 119-25-1 must be received by NETC Admissions – no later than 6 weeks prior to the course start date.

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



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

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 student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

TRAINING OPPORTUNITY

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:



https://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.

There is no cost for the training; however, the employee's office, directorate or region is responsible for all travel costs associated with this training. Note: Travel arrangements should not be made unless you have been notified of acceptance into course.

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: [Register](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>)

Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

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 false identification. Check to [see if your state is compliant](#) (<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 three 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, Nicole.Shutts@fema.dhs.gov.

TRAINING OPPORTUNITY