



Course: *E0208 State Coordinating Officer (SCO)*

Course Dates: August 29 – September 1, 2016

Travel Dates: Travel days are Sunday, August 28, and Friday, September 2, 2016

Course Length: This course is 4 days 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 State Coordinating Officers (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 hour)
- 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):

The Emergency Management Institute (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.

To Apply:

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

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official. State and local participants must submit their application through the State Emergency Management Training office.

FEMA FQS staff should submit applications after receiving notification from FEMA's Incident Workforce Management Division (IWMD). FTE's must obtain Supervisors signature, Reservists send signed applications to fema-hm-training@fema.dhs.gov. The Reservist Program Manager will review and sign the Admissions Application. All FEMA Regional employees should submit their application thru the Regional Training Manager (RTM)

Tribal representatives can submit their application directly to NETC Admission Office. Mail, scan, or fax applications 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

Applications for this course must be received by NETC Admissions no later than **June 27, 2016**

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



<http://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 Target Audience above and indicate how you meet the requirements based upon your position and experience.

Selection Criteria:

Total course enrollment for this offering will be limited to 30 participants. Therefore, 15

State/local/Federal applicants and 15 FEMA applicants will be selected from the applications received.

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

Travel/Lodging:

EMI will not provide stipends or pay travel costs.

All students are responsible for travel and lodging costs. There is no course tuition fee.

FEMA Employee lodging may be off-campus for this course. Once the participant receives the acceptance letter, he/she may need to reserve a room off-site. If housing becomes available on campus, the participant must transfer from the hotel to the NETC dorms and cancel the hotel reservation.

Car rentals may be authorized for participants lodging off-campus. Please car pool where possible.

Cancellations: Last minute cancellations are discouraged unless unavoidable. EMI requires a justification, in writing, for all cancellations received less than 30 days before the class start.

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.**

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How do I obtain my FEMA SID number?

Step 1: To register, go to

<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.

EMI Point of Contact:

For additional information contact the course manager, Jeffrey Snyder, at (301) 447-3985 or by email at jeffrey.snyder@fema.dhs.gov.

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