



## Notice of Course Vacancies

### *All-Hazards Position-Specific Train-the-Trainer Classes*

Please give this notice of vacancy the widest possible distribution. Pass to all Incident Management Team (IMT) responsible personnel.

Please be advised that openings remain in upcoming All-Hazards Position-Specific (AHPS) Train-the-Trainer (TtT) classes for the 2<sup>nd</sup> Semester of FY 2017. The classes for which openings remain are below:

**Course Dates:**

September 11-13, 2017  
E-974 Finance/Administration Section Chief TtT

September 25-29, 2017  
E-953 Public Information Officer TtT

**Travel Dates:**

E-974 September 10 & 14, 2017  
E-953 September 24 & 30, 2017

**Course Length:**

E-974 3 days in length.  
E-953 5 days in length.

**Location:**

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

**Training Prerequisites:**

IS-100, 200, 700 & 800, and ICS 300 & 400 and the basic course of the TtT for which you are applying.

**Experience Prerequisites:** The applicant must have a solid background in Incident Command System (ICS) experience and related credentials as an instructor. In addition, all applicants for any AHPS TtT should be qualified as a Type III credential holder **or** have active participation in the position on an IMT over the past 5 years.

**Please refer to**

**<https://www.firstrespondertraining.gov/frt/npc/catalog/EMI> for course specific requirements.**

**To Apply:**

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

Submit the application through the State Emergency Management Training Office. FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to the NETC Admissions Office. Tribal government representatives or Federal government employees **DO NOT** need to submit applications through the State Emergency Management Training office or FEMA Regional Office.

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

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Fax: (301) 447-1658

Email: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

Note to RTMs and RPMs and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – as soon as possible for these offerings.

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 student selection criteria listed below **and indicate how you meet the requirements based upon your position and experience.** Ensure all applicable certificates of training, copies of credentials as a Type III IMT member, or documentation of a minimum of active participation in the position of an IMT over the past 5 years, are attached.

### Selection Criteria:

NIMS ICS AHPS TtT classes should be completed by personnel who have experience serving in Functional, Support, or Unit Leader positions on a Type III AHIMTs, and who possess the necessary training and desire needed to teach the course. All applicants for any AHPS TtT should be qualified as a Type III credential holder **or** have active participation in the position on an IMT over the past 5 years.

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](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](mailto: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: 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.

### 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 at <https://www.dhs.gov/current-status-states-territories>.

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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 [Michael.Wells@fema.dhs.gov](mailto:Michael.Wells@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](mailto:Jane.Sentz@fema.dhs.gov) or 301-447-7207.

**EMI Point of Contact:**

For additional information contact the course manager, Robert C. Patrick, at (301) 447-1297 or by email at [robert.patrick@fema.dhs.gov](mailto:robert.patrick@fema.dhs.gov).

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