



**Homeland Security  
and Emergency Services**

**New York State  
Division of Homeland Security  
and Emergency Services**

**Office of Interoperable &  
Emergency Communications**

**Communications Unit (COMU)  
Policy & Procedure**

January 2020 – Version 0.1

# Record of Changes

This Record of Changes is used to record revisions to this document, including the change number, date the changes take effect, and a brief description of the changes made, by approval of the New York State Statewide Interoperability Coordinator (SWIC).

<b>Change Number</b>	<b>Change Date</b>	<b>Summary of Revision</b>

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# 1. New York State Communications Unit (COMU) Information

## 1.1 Background

During emergency response operations, communications among multiple jurisdictions and disciplines, including emergency medical, fire, and law enforcement services, is essential. Unfortunately, the absence of on-scene communications coordination has often compromised critical operations. To close this capability gap, the United States Cybersecurity and Infrastructure Security Agency (CISA), Emergency Communications Division (ECD) in partnership with the Federal Emergency Management Agency (FEMA), and practitioners from across the country developed performance and training standards for the National Incident Management System (NIMS), Incident Command System (ICS), Communications Unit (COMU) positions.

The National Qualification System (NQS) supplements the Resource Management component of the National Incident Management System (NIMS) by establishing guidance and tools to assist stakeholders in development processes for qualifying, certifying, and credentialing deployable emergency personnel.

New York State will follow the qualification set forth in the National Qualification System (NQS) for specific incident-related positions to provide consistency across the Nation and support nationwide interoperability. Using the NQS approach to qualify, certify, and credential incident management and support personnel ensures personnel deploying through mutual aid agreements and compacts have the capabilities to perform the duties of their assigned roles.

## 1.2 Authority

Authority for the New York State Division of Homeland Security and Emergency Services (DHSES), Office of Interoperable & Emergency Communications (OIEC) to develop this policy and procedure is pursuant to NYS Executive Law Section 717.

The Statewide Interoperable and Emergency Communications Coordinator (SWIC), in consultation with the New York State Communications Unit (COMU), will review, approve/deny and re-certify, if applicable, all COMU credentialing.

### **1.3 National Wildfire Coordinating Group (NWCG) Position Credentialing**

This policy and procedure meet the position specific guidance developed by DHS-ECD and FEMA. Those seeking credentialing in similarly titled positions administered by the National Wildfire Coordinating Group (NWCG) may need to complete additional requirements beyond the scope of this policy and procedure.

### **1.4 Updates and Revisions**

This document will be reviewed semi-annually or in conjunction with updates of the New York State, Statewide Communications Interoperability Plan (SCIP).

Revisions to this policy and procedure will be reviewed by the SWIC and the COMU.

Comments, suggested revisions, or additions/deletions to this policy and procedure should be submitted via e-mail to: [dhsec.oiec@dhsec.ny.gov](mailto:dhsec.oiec@dhsec.ny.gov).

Individuals requesting New York State credentialing for a COMU position, are responsible for checking the New York State Website, <http://www.dhsec.ny.gov/oiec/training-exercises>, to obtain the current version of this document.

## 1.5 Definitions and Acronyms

AHIMT	All Hazards Incident Management Team
Applicant	Individual seeking to obtain COMU position credentialing
AUXCOMM	Auxiliary Communications
Certifying Official	Refers to an Agencies executive and/or designee.
CIWG	Communications Interoperability Working Group
COML	Communications Unit Leader
COMT	Communications Unit Technician
COMU	Communications Unit
COMU Office	DHSES-OIEC is the designated COMU Office for New York State
COMEX	Communications Unit Exercise
COMLEX	Communications Unit Leader Exercise
DHSES	New York State Division of Homeland Security and Emergency Services
DHS	United State Department of Homeland Security
ECD	Emergency Communications Division
FEMA	Federal Emergency Management Agency
Final Evaluator	The person qualified to evaluate subordinate positions
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
IMT	Incident Management Team
INCM	Incident Communications Center Manager
INTD	Incident Tactical Dispatcher
ITSL	Information Technology Service Unit Leader
NIC	National Integration Center (FEMA)
NIMS	National Incident Management System
NQS	National Qualification System
OIEC	Office of Interoperable and Emergency Communications
PTB	Position Task Book
RADO	Radio Operator
SCIP	Statewide Communications Interoperability Plan
STO	State Training Officer
SWIC	Statewide Interoperability Coordinator
Trainee	An individual, approved by their employing/sponsoring agency, who is preparing to qualify for an ICS position as a credentialed trainee in that position once prerequisites are met, course is completed, and the PTB has been initiated.
TtT	Train-the-trainer

## 2. New York State Communications Unit (COMU) Credentialing

The NIMS-ICS communications positions require candidates that serve in the COMU positions to currently serve in a public safety communications role. A public safety communications background with exposure to field operations is critical in the performance of these positions. Personnel who are regularly assigned communications roles, may apply for credentialing. In addition, they should have supervisory and personnel management skills, and have a good working knowledge of local communications systems, and communications capabilities.

NIMS provides a consistent, nationwide approach for agencies to manage emergency response operations. COMU training is recognized by the FEMA/NIC as supporting NIMS.

### 2.1 Credentialing Process

COMU credentialing requires seven (7) steps, in order, and listed below, to attain credentials in New York, as follows:

- Step 1: Completion of prerequisites NIMS/ICS courses (Most Recent)
- Step 2: Completion of COMU position course
- Step 3: Completion of COMU position specific position task book
- Step 4: Completion of NYS COMU Credentialing Paperwork (Appendix A – C)
- Step 5: Submission of required paperwork to NYS COMU
- Step 6: Completion of Final Approval by New York State COMU Office and SWIC
- Step 7: Credential Renewal, Proficiency, and Performance



## **2.2 Credentialing Period**

The credentialing will remain valid for three (3) years after the date of issuance.

COMU Instructors must maintain valid credentials for the COMU position that they provide instruction for. However, COMU Instructors are not required to retake the COMU Instructor Course after successfully completing the Instructor Course initially.

## **3.1 NIMS/ICS Prerequisites (Step 1)**

Applicants must meet the most current and updated NIMS/ICS training course prerequisites, prior to attending the COMU position training course. Most are as follows:

### **Required Prerequisites**

- IS-100, Introduction to the Incident Command System (ICS)
- IS-200, Incident Command System (ICS) for Single Resources
- ICS-300, Intermediate Incident Command System (ICS) for Expanding Incidents
- ICS-400, Advanced Incident Command System (ICS), Command & General Staff <sup>1</sup>
- IS-700, National Incident Management System (NIMS), An Introduction
- IS-800, National Response Framework (NRF)

Note: All ICS Courses **should be the most current version**, which can be accessed at the following website: <https://training.fema.gov/nims/>

### **Recommended, But Not Required**

- IS-704, NIMS Communications and Information Management
- IS-802, Emergency Support Functions Communications

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<sup>1</sup> ICS-400 may not be required for all COMU position courses, check course announcement for clarification

### **3.1.1 New York State COMU Requirements**

#### **Communications Assets Survey and Mapping (CASM) Tool**

The New York State COMU requires all potential COMU position applicants to have and maintain a Communications Assets Survey & Mapping (CASM) user account.

In addition, credentialed COMU personnel are required to ensure that their agency information is always kept current in the CASM system.

### **3.2 COMU Position Courses (Step 2)**

These courses must be taught by a recognized FEMA or New York State credentialed Instructors. A Federally approved COMU classroom course, taken in another State, is valid in meeting the New York State COMU credentialing requirements.

***Note: This is subject to change with any FEMA, DHS, or OIEC certification changes, and all certifications must be current at the time of renewal.***

#### **3.2.1 Communications Unit Leader (COML) Course**

##### **Offering Overview**

This course is designed for all state/territory, tribal, regional, and local emergency response professional and for support personnel with a communications background. It is designed to familiarize these professionals with the role and responsibilities of a COML under the National Incident Management System (NIMS) Incident Command System (ICS) and to provide hands-on exercises that reinforce the lecture materials.

Under the NIMS/ICS structure, a COML is the focal point within the Communications Unit. This course provides DHS-approved and NIMS-compliant instruction to ensure that every state/territory has trained personnel capable of coordinating on-scene emergency communications during a multi-jurisdictional response or planned event. ECD/ICTAP, and New York State instructors are approved by DHS and have extensive experience as COMLs.

The course is presented with facilitated lectures, hands-on activities, and extensive interactive discussions. ECD/ICTAP, and New York State instructors work through the discussions and activities to explain in detail the processes used to achieve communication operability, interoperability, and how to incorporate additional communications solutions.

**Prerequisites for attendance are: Personal Experience**

- √ A public safety background with experience in field operations
- √ A technical communications background
- √ Awareness of fundamental public safety communications technology
- √ Basic knowledge of applicable communications plans

**Must have the following courses from the FEMA/EMI website:  
On-line course completion**

- √ IS-100, Introduction to the ICS
- √ IS-200, ICS for Single Resources and Initial Incidents
- √ IS-700, National Incident Management System (NIMS), an Introduction
- √ IS-800, National Response Framework (NRF)

*Note: All ICS Courses **should be the most current version**, which can be accessed at the following website: <https://training.fema.gov/nims/>*

**Must have completed the following courses taught in a classroom setting: In-Person classroom instruction**

- √ ICS-300, Intermediate ICS for Expanding Incidents, is required
- √ ICS-400, Advanced ICS Command and General Staff, is recommended but not required

### **3.2.2 Information Technology Service Unit Leader (ITSL)**

#### **Offering Overview**

The requirement to access broadband data with enough bandwidth during incidents or events has increased exponentially in recent years. This has spurred the requirement for personnel with highly specialized knowledge and expertise, such as an Information Technology Service Unit Leader (ITSL). 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
- Various Tactical Operations Centers
- Joint Information Center (JIC)
- Staging Areas
- Field Locations.

To meet this need, ECD has developed the IT Service Unit Leader course. The ITSL course targets Federal, State/Territory, Tribal, Urban, Local, and Emergency Response Professionals, and support personnel in all disciplines with a communications background and an aptitude for and extensive experience in information technology.

Specifically, the training course provides an overview of the ITSL components including Communications/IT Help Desk or Unified Help Desk, IT Infrastructure Manager, and Network Manager. It covers their roles and responsibilities and provides an in-depth overview with exercises for the ITSLs major functions, to include insuring reliable and timely delivery of IT services to participating agencies and officials.

**Prerequisites for attendance are: Personal Experience**

- √ 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

**Must have the following courses from the FEMA/EMI website:  
On-line course completion**

- √ IS-100, Introduction to the ICS
- √ IS-200, ICS for Single Resources and Initial Incidents
- √ IS-700, National Incident Management System (NIMS), an Introduction
- √ IS-800, National Response Framework (NRF)

**Must have completed the following courses from the Federal Virtual Training Environment (FedVTE) website: <https://fedvte.usalearning.gov/><sup>2</sup>**

- √ Network Layer 1 & 2 Troubleshooting

**Must have completed the following courses taught in a classroom setting: In-Person classroom instruction**

- √ ICS-300, Intermediate ICS for Expanding Incidents, is required
- √ ICS-400, Advanced ICS Command and General Staff, is recommended but not required

Note: All ICS Courses **should be the most current version**, which can be accessed at the following website: <https://training.fema.gov/nims/>

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<sup>2</sup> To access the FedVTE website students must first be registered as an authorized user on the site. Authorized users include U. S. Government employees, military members, federal contractors, and veterans. Access can be granted through CISA-ECD, and will be reviewed on an individual basis.

### **3.2.3 Incident Communications Center Manager (INCM)**

#### **Offering Overview**

COMLs and COMTs are not the only communications professionals who manage the communications needs of the incident. For some incidents, the COML establishes an Incident Communications Center staffed with Radio Operators to provide communications support for operations. Once radio personnel are on scene, it becomes important for an Incident Communications Center Manager (INCM) to be assigned for coordination purposes and to avoid span-of-control issues.

The All-Hazards Incident Communications Center Manager course is designed to prepare Communication Unit Leaders, dispatch supervisors and public safety communication professionals for managing all functions in the Incident Communications Center. The course is taught by instructors with experience in dispatch operations, COML and INCM.

#### **Prerequisites for attendance are: Personal Experience**

√ Awareness of fundamental public safety communications technology

#### **Must have the following courses from the FEMA/EMI website:**

##### **On-line course completion**

- √ IS-100, Introduction to the ICS
- √ IS-144, Telecommunicators Emergency Response Taskforce (TERT) Basic Course
- √ IS-200, ICS for Single Resources and Initial Incidents
- √ IS-700, National Incident Management System (NIMS), an Introduction
- √ IS-800, National Response Framework (NRF)

Note: All ICS Courses **should be the most current version**, which can be accessed at the following website: <https://training.fema.gov/nims/>

#### **Must have completed the following courses taught in a classroom setting:**

##### **In-Person classroom instruction**

- √ ICS-300, Intermediate ICS for Expanding Incidents, is also recommended, but not required

Note: All ICS Courses **should be the most current version**, which can be accessed at the following website: <https://training.fema.gov/nims/>

### **3.2.4 Communications Unit Technician (COMT)**

#### **Offering Overview**

This class provides introductory and refresher training for the NIMS/ICS COMT position. It introduces public safety professionals and support staff to various communications concepts and technologies including interoperable communications solutions. LMR communications, satellite, telephone, data, and computer technologies used in incident response and planned events. Participants develop the essential core competencies required for performing the duties of the COMT in an all-hazards incident, including responsibilities while operating in a local, regional, or state-level All-Hazards Incident Management Team.

The course is instructor-led and supports learning through discussion, lecture, participation in multiple activities, and hands-on lab work to explain processes used for establishment and operation of the technical communications resources for an incident or planned event. The course provides a realistic, hands-on approach to mastering the tasks and skills of a COMT. It is designed for state/territory, tribal, urban, and local emergency response professionals and support personnel in all disciplines who have a technical communications background.

This class is taught by ECD/ICTAP instructors who have both practitioner and COMU experience. Prior to the on-site class, ECD/ICTAP staff will work with the requesting site to incorporate communications technologies in use by the participants agencies.

#### **Prerequisites for attendance are: Personal Experience**

- √ A public safety background with experience in field operations
- √ A technical communications background
- √ Awareness of fundamental public safety communications technology
- √ Basic knowledge of applicable communications plans

#### **Must have the following courses from the FEMA/EMI website:**

##### **On-line course completion**

- √ IS-100, Introduction to the ICS
- √ IS-200, ICS for Single Resources and Initial Incidents
- √ IS-700, National Incident Management System (NIMS), an Introduction
- √ IS-800, National Response Framework (NRF)
- √ Familiarity with the pre-course reading materials

Note: All ICS Courses **should be the most current version**, which can be accessed at the following website: <https://training.fema.gov/nims/>

### **3.2.5 Incident Tactical Dispatcher (INTD)**

#### **Offering Overview**

An Incident Tactical Dispatcher 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 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.

The course provides a realistic, hands-on approach to mastering the tasks and skills of an Incident Tactical Dispatcher. This course is designed for experienced dispatchers who are familiar with the Incident Command System and dispatch operations. This course is four (4) days long with an end of course INTD exercise on the fourth day.

#### **Prerequisites for attendance are: Personal Experience**

- √ A public safety background with three (3) years of experience in dispatch operations
- √ Awareness of fundamental public safety communications technology

#### **Must have the following courses from the FEMA/EMI website: On-line course completion**

- √ IS-100, Introduction to the ICS
- √ IS-144, Telecommunicators Emergency Response Taskforce (TERT) Basic Course
- √ IS-200, ICS for Single Resources and Initial Incidents
- √ IS-700, National Incident Management System (NIMS), an Introduction
- √ IS-800, National Response Framework (NRF)

#### **Must have completed the following courses taught in a classroom setting: In-Person classroom instruction**

- √ ICS-300, Intermediate Incident Command System (ICS) for Expanding Incident, is also recommended but not required

Note: All ICS Courses **should be the most current version**, which can be accessed at the following website: <https://training.fema.gov/nims/>



## 3.2.6 Radio Operator (RADO)

### **Offering Overview**

This class provides hands-on and lecture-based training for the All-Hazards ICS RADO position. It introduces public safety professionals and support personnel to various Radio Operator concepts including radio etiquette, interoperable communications, dispatch operations and emergency communications procedures. Participants develop the essential core competencies used during incident response and planned events to perform the duties of the RADO in an all-hazards environment including communications support for public safety, wildfire, marine, aviation and HF radio communications. The responsibilities of an All-Hazards RADO can include staffing the Incident Communications Center, monitoring radio traffic, and base station operations for emergency operations centers, hospitals, dispatch centers, and non-governmental organizations supporting civil emergency response at the Local, Regionals, and State level.

The course provides a realistic, hands-on approach to mastering the tasks and skills of an All-Hazards RADO. It is designed for emergency response professionals and support personnel in all disciplines who have a basic understanding of the All-Hazards ICS Communications Unit.

### **Prerequisites for attendance are: Personal Experience**

√ Awareness of fundamental public safety communications technology

### **Must have the following courses from the FEMA/EMI website: On-line course completion**

- √ IS-100, Introduction to the ICS
- √ IS-200, ICS for Single Resources and Initial Incidents
- √ IS-700, National Incident Management System (NIMS), an Introduction
- √ IS-800, National Response Framework (NRF)

Note: All ICS Courses **should be the most current version**, which can be accessed at the following website: <https://training.fema.gov/nims/>

### **Recommended, but not required course taught in a classroom setting: In-Person classroom instruction**

√ ICS-300, Intermediate ICS for Expanding Incidents, is also recommended, but not required

Note: All ICS Courses **should be the most current version**, which can be accessed at the following website: <https://training.fema.gov/nims/>

### **3.2.7 Auxiliary Communications (AUXCOMM)**

#### **Offering Overview**

This class is designed for auxiliary communicators and groups who volunteer to provide backup radio communications support to public safety agencies. Typically, this includes amateur radio and Radio Emergency Associated Communications Team (REACT) communicators and other types of volunteer communicators.

Volunteer communications operators/groups, using amateur radio, have been providing backup communications to public safety for nearly 100 years. Event planners, public safety officials, and emergency managers at all levels of government utilize their services. Often, amateur radio services have been used when other forms of communications have failed or have been disrupted. Today, nearly all of the states/territories have incorporated some level of participation by amateur radio auxiliary communication operators into their TICPs and SCIPs.

This course focuses on auxiliary communications interoperability, the relationship between the COML and the volunteer, emergency operations center (EOC) etiquette, on-the-air etiquette, Federal Communications Commission (FCC) rules and regulations, auxiliary communications training and planning, and emergency communications deployment. It is intended to supplement and standardize an operator's experience and knowledge of emergency amateur radio communications in a public safety context.

#### **Prerequisites for attendance are: Personal Experience**

- √ An active FCC amateur radio license
- √ Past experience in auxiliary emergency communications
- √ An affiliation with a public safety agency
- √ A desire to work with COMLs in a NIMS/ICS environment

#### **Must have the following courses from the FEMA/EMI website:**

##### **On-line course completion**

- √ IS-100, Introduction to the ICS
- √ IS-200, ICS for Single Resources and Initial Incidents
- √ IS-700, National Incident Management System (NIMS), an Introduction
- √ IS-800, National Response Framework (NRF)

Note: All ICS Courses **should be the most current version**, which can be accessed at the following website: <https://training.fema.gov/nims/>

### 3.3 Position Task Book (PTB) (Step 3)

The Position Task Book (PTB) is the standardized means of documenting the performance of the trainee in the designated COMU position. The books contain a variety of requirements that must all be successfully performed to qualify for credentialing under this policy and procedure.

- The COMU position specific tasks must be performed at multi-agency or multi-jurisdictional and include multi-service (Law Enforcement, Fire, and Emergency Medical Services – EMS) functional or full-scale exercises, (COMLEX and COMEX are acceptable) planned events or actual emergency incidents
- The person signing off on the tasks performed, must be present at the event and personally witness the trainee performing the tasks
- Approving signatory must provide contact information for verification, if necessary
- It is not necessary to complete all tasks during a single event, and it is recommended that this not happen. Trainees may participate in multiple events until all tasks have been completed

#### 3.3.1 Incident Complexity

The below Incident Complexity charts are provided for information purposes only.

New York State COMU Personnel are generally trained as a Type 3 position type, unless otherwise specified during the training process.

The guidance within the NIMS Training Program on Federal, State, tribal, and local training is not absolute. Incident and/or event complexity determines emergency and incident response personnel responsibilities as well as recommended audience for NIMS curriculum coursework delivery. The NIMS Training Program training recommendations reflect the following five levels of complexity identified below:

Type 1	<ul style="list-style-type: none"><li>• This type of incident is the most complex, requiring national resources for safe and effective management and operation.</li><li>• All command and general staff positions are filled.</li><li>• Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.</li><li>• Branches need to be established.</li><li>• A written incident action plan (IAP) is required for each operational period.</li><li>• The agency administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated.</li><li>• Use of resource advisors at the incident base is recommended.</li><li>• There is a high impact on the local jurisdiction, requiring additional staff for office administration and support functions.</li></ul>
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Type 2	<ul style="list-style-type: none"> <li>● This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.</li> <li>● Most or all of the command and general staff positions are filled.</li> <li>● A written IAP is required for each operational period.</li> <li>● Many of the functional units are needed and staffed.</li> <li>● Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).</li> <li>● The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.</li> </ul>
Type 3	<ul style="list-style-type: none"> <li>● When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.</li> <li>● Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.</li> <li>● A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.</li> <li>● The incident may extend into multiple operational periods.</li> <li>● A written IAP may be required for each operational period.</li> </ul>
Type 4	<ul style="list-style-type: none"> <li>● Command staff and general staff functions are activated only if needed.</li> <li>● Several resources are required to mitigate the incident, including a task force or strike team.</li> <li>● The incident is usually limited to one operational period in the control phase.</li> <li>● The agency administrator may have briefings and ensure the complexity analysis and delegation of authority is updated.</li> <li>● No written IAP is required but a documented operational briefing will be completed for all incoming resources.</li> <li>● The role of the agency administrator includes operational plans including objectives and priorities.</li> </ul>
Type 5	<ul style="list-style-type: none"> <li>● The incident can be handled with one or two single resources with up to six personnel.</li> <li>● Command and general staff positions (other than the incident commander) are not activated.</li> <li>● No written IAP is required.</li> <li>● The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.</li> <li>● Examples include a vehicle fire, an injured person, or a police traffic stop.</li> </ul>

### **3.3.2 Agency Certification**

The trainee’s agency “Certifying Official” is responsible to attest that the trainee has complied with the New York State credentialing requirements, by signing the applicant’s Position Task Book (PTB).

### **3.3.3 Prior Experience Credit (Historical Recognition)**

COMU position activities that were performed within two (2) years prior to the completion of the training course will be admissible as credit for performance, however, performance must be documented in the Position Task Book (PTB).

### **3.3.4 Position Task Book (PTB) Completion Time Frame**

The trainee will have up to three (3) years to complete the Position Task Book (PTB), once the specific COMU training course is completed, at which the Position Task Book (PTB) will be initiated.

### **3.3.5 Authorized Evaluators**

Persons authorized to document performance of tasks within the Position Task Book (PTB) are:

- An individual credentialed in a New York State COMU position or certified from another State <sup>3</sup> or from NWCG; commensurate with the position being evaluated; OR
- A qualified Logistics Section Chief (LSC) for the exercise, event, or actual incident; OR
- An Incident Commander (IC) for the exercise, event or actual incident

### **3.3.6 Position Task Book (PTB) Documentation**

The Position Task Book (PTB) documentation must be clear and legible and include the following elements:

- Contact information for each evaluator
- Each numbered task must be initialed by a qualified evaluator
- Final evaluators verification, attesting all tasks were performed by the trainee
- Agency certification, signed by an agency certifying official, confirming that the candidate has met all requirements for qualifications for the COMU position

### **3.3.7 Position Task Book (PTB) Version**

The most current position task book (PTB) can be found on the DHSES-OIEC website, however, if necessary, a current copy can be obtained by contacting DHSES-OIEC at the following address:

Office of Interoperable & Emergency Communications (OIEC)  
State Office Campus, Building 7A, Suite 102  
1220 Washington Avenue  
Albany, NY 12242  
Attn: Communications Unit (COMU)

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<sup>3</sup> A credentialed COMU position from another State may sign-off as long as they have met that States credentialing requirements. (Note: The NYS-SWIC has access to the National Database of qualified COMU positions for each State.

### **3.4 New York State COMU Credentialing Paperwork (Step 4)**

The New York State COMU requires certain documentation to complete the COMU credentialing process, as follows:

- Application & Submission Checklist (Appendix A)
- Home Agency Certification (Appendix B)
- Performance-Proficiency Documentation (Appendix C)

#### **3.4.1 Recognition of Prior Learning**

For application requirements, completed PRIOR to the effective date of issue of this policy and procedure, the age of the documentation shall not exceed ten (10) years.

#### **3.4.2 Initial Applications (First Time Applying)**

First time applicants will have from the completion of the specific COMU training, up to three (3) years to complete all the credentialing requirements.

### **3.5 Submission of COMU Credentialing Package (Step 5)**

The New York State COMU requires the following documentation be included in your final submission package for COMU position credentialing:

- Copies of all NIMS/ICS Training Certificates
- Copy of COMU position course completion certificate
- Completed and signed (Original) COMU Position Task Book (PTB)
- Completed and signed Appendix A – C
- All back-up documentation for the Position Task Book (PTB), including, but not limited to, Incident Action Plans, Organizational Charts, and Communications Plans; ICS-204, ICS-205, ICS-217A, or other forms. This documentation must clearly identify the actual position that the applicant served in during the event.

***Failure to submit all the required paperwork will result in a delay of the credentialing process, until all the paperwork is received.***

All documentation should be submitted electronically to: [dhses.oiec@dhses.ny.gov](mailto:dhses.oiec@dhses.ny.gov)

Originals should be mailed to:

Office of Interoperable & Emergency Communications (OIEC)  
State Office Campus, Building 7A, Suite 102  
1220 Washington Avenue  
Albany, NY 12242  
Attn: Communications Unit (COMU)

### **3.6 New York State COMU Approval/Declination Process (Step 6)**

Upon receipt of all the required documentation, the following procedures will be followed:

#### **3.6.1 Staff Review**

All applications submitted will be reviewed by OIEC staff, four (4) subject matter experts who will review all applications, signoff, and make recommendations to the SWIC to either approve or reject the application.

OIEC staff must abstain from acting on their own application or where there may be a potential conflict of interest.

OIEC staff will consider each candidate's application on its own merits.

OIEC staff may request additional information or clarification be provided by a candidate.

#### **3.6.2 Approval/Denial of Credentialing**

Final determination for the issuance of a credential will reside with the SWIC. Candidates granted credentials will be issued documentation and will be added to the State and National databases of credentialed COMU personnel.

Applicants denied credentialing will be informed and provided with an explanation of the denial. Recommendations will be provided for any additional training and/or experience that is required before the candidate may re-apply for credentialing.

### **3.7 Credential Renewal, Proficiency, and Performance (Step 7)**

To maintain currency for the credentialed position and to be eligible for renewal of the credential, the individual holding the credential must demonstrate successful performance of activities required in this section and document those activities on a Credential Renewal Form (Appendix D).

New York State credentialed COMU personnel will maintain a continuing education program, based on the requirements below.

The New York State SWIC may renew New York State COMU personnel, provided all the requirements have been met.

If requirements are not met, the New York State COMU personnel credentials will expire after three (3) years.

#### **3.7.1 Continuing Education Requirements**

For credentialed COMU personnel to maintain a current and consistent skill-set, New York State requires COMU personnel to complete a continuing education program during their three (3) year credentialed period.

#### **3.7.2 Continuing Education Unit (CEU) Credits**

Credentialed COMU personnel will be required to complete thirty-six (36) hours of CEU, prior to their credentialed expiration date, in the following six (6) categories:

- Job duties as it relates to communications systems (voice, data, IOP planning) **(4 hours minimum)**
- Establish a communications system to meet incident operational needs **(4 hours minimum)**
- Workshops and/or seminars **(6 hours minimum)**
- Exercises (Functional and/or Full Scale) **(12 hours minimum)**
- Communications/ICS Related Training Programs **(6 hours minimum)**
- Communications Presentations/Teaching **(4 hours minimum)**

New York State COMU personnel may participate in an approved classroom and/or on-line training, exercise (Communications Exercise, Functional and/or Full Scale), planned event, or actual incident to receive credit for continuing education.



Participation in an exercise, planned event or actual incident must be in the role of the COMU credential being renewed to qualify for this credit. Completion of verified continuing education will serve as adequate for renewal of COMU credentialing.

DHSES-OIEC reserves the right to contact certifying agents to verify authenticity.

It is the credentialed COMUs responsibility to communicate this information to the SWIC in a timely fashion, once all requirements have been met.

### **3.7.3 Application for Renewal of Credentials**

Individuals seeking renewal of their COMU credentials must submit a completed packet containing the below documents, prior to their expiration date, to the New York State COMU.

- Home Agency Certification (Appendix B)
- Credential Renewal Form (Appendix D)
- Updated certifications and/or diplomas received after initial credentialing

***This is subject to change with any FEMA, DHS, or OIEC certification changes, and all certifications must be current at time of renewal.***

### **3.7.4 Review of Renewal Paperwork**

Completed renewal packets will be evaluated in the same manner as the initial credentialing process. Candidates, whose credentials have been renewed, will be notified by the SWIC.

Credentialed COMU personnel will be notified in writing and provided an updated Credentialing Certificate and ID Card.

### **3.7.5 Failure to meet Renewal Requirements**

If the New York State SWIC has not received a completed renewal packet from credentialed COMU personnel prior to their expiration date, the credentials will automatically expire, the credentialed COMU personnel will be removed from Local, State, and Federal databases, including CASM, and they will be considered ineligible for deployment by New York State.

### **3. New York State Communications Unit (COMU) General**

#### **4.1 Agency Affiliation Changes**

Individuals issued credentials in a COMU position by DHSES-OIEC shall notify OIEC, within thirty (30) days, of any change in agency affiliation, including contact information, employment status or deployment status. Failure to do so may result in loss of credentials.

#### **4.2 Revocation of Credentials**

The SWIC reserves the right to revoke an individual's credentials, and will provide notice, in writing, at which time an individual has five (5) business days to return credentials to:

Office of Interoperable & Emergency Communications (OIEC)  
State Office Campus, Building 7A, Suite 102  
1220 Washington Avenue  
Albany, NY 12242  
Attn: Communications Unit (COMU)