

U.S. Coast Guard AEM®/CEM® Guide Book

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Getting Started

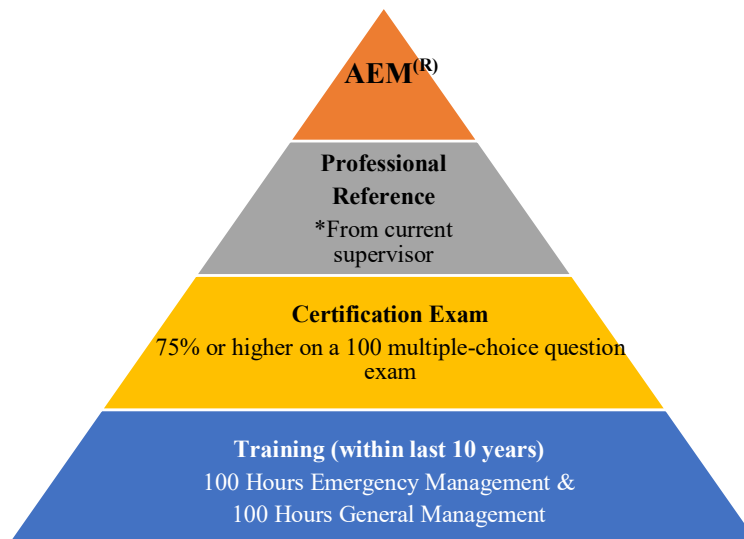
First, congratulations on your decision to pursue the International Association of Emergency Managers (IAEM) certification. As a member of the U.S. Coast Guard, you have most likely experienced the full spectrum of all-hazards planning and response. Pursuing these certifications is just one more step in your emergency management journey and will provide a path towards future employment in the civilian sector.

Before we begin, please note that this certification process requires (on average) four to six months of preparation to complete. Due to the operational nature of our work, this timeline can quickly extend to a year or longer. As a result, many candidates fail to submit an application due to the difficulty of balancing competing demands. This is your certification, and you have to work for it.

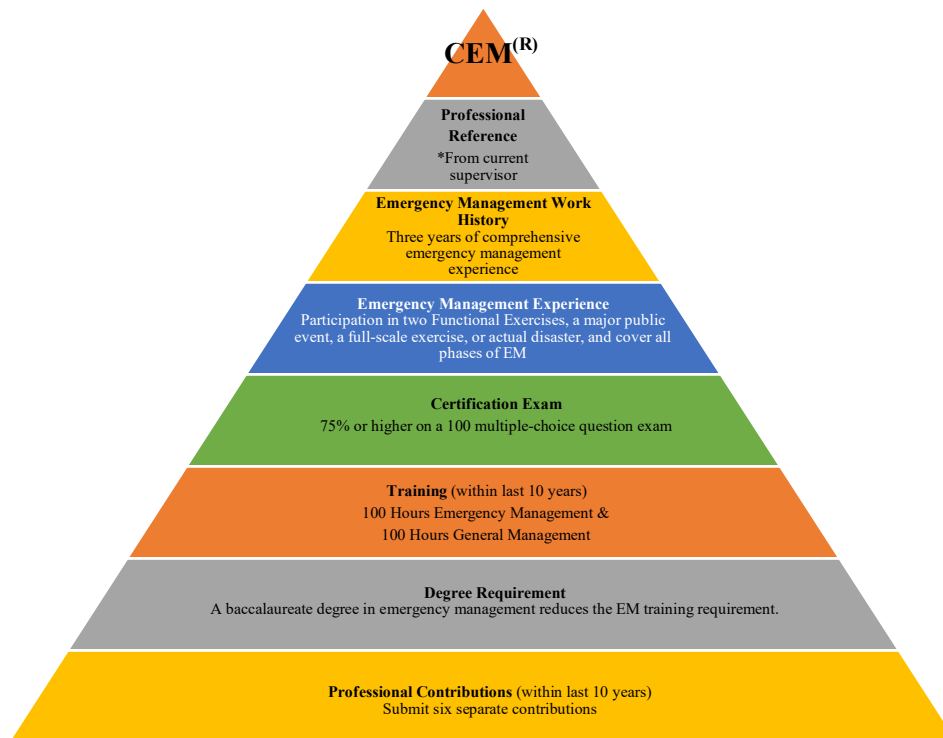
Levels of Certification

There are two types of certification offered: the Associate Emergency Manager (AEM[®]) and the Certified Emergency Manager (CEM[®]). The Certified Emergency Manager designation is a nationally and internationally recognized professional certification for emergency managers and represents the pinnacle of emergency management certification. The Associate Emergency Manager is held in similar regard to the CEM[®] and provides applicants a foundation to work from if the CEM[®] is not attainable at the time.

Associate Emergency Manager (AEM[®]) Requirements



Certified Emergency Manager (CEM®) Requirements



Cost of

Certification

The cost of AEM and CEM certifications may represent a barrier for candidates, particularly if not convinced if they satisfy all entry requirements. The current cost is located on the [IAEM](#) website.

Periodically organizations, such as IAEM, offer scholarships to assist with certification costs. Additionally, IAEM-USA Uniformed Services Committee (USC) coordinated with the U.S. Department of Veterans Affairs (VA) to allow for the use of GI Bill benefits to pay fees related to IAEM's Certified Emergency Manager Program. U.S. veterans, active-duty members, and others eligible in the Guard and Reserve may use their GI Bill benefits to reimburse 100 percent of the CEM application and testing fees.

Members interested in receiving reimbursement for the costs associated with the completion of the AEM or CEM certification applications, and tests, may request it through the Veterans Administration Reimbursement for *Licensure and Certification* process by filling out a VA Form 22-0803. This form with instructions may be found at [22-0803 \(va.gov\)](#).

For more information on this program can be found at [Get Paid Back For Test Fees | Veterans Affairs \(va.gov\)](#) under Licensing and Certification both the AEM and CEM tests from IAEM are

registered under this program. Many veterans have used this process and it has been encouraged for use by the IAEM USC since 1999 as a means for cost free certification/reimbursement.

Although there is value in maintaining an active IAEM membership (e.g., CEM® Professional Contribution, networking, volunteer opportunities, etc.) this comes with additional costs.

Membership Dues Funding Option

District Contingency Planning Divisions (dxc) may be contacted to enable/ authorize unit funds to pay for annual membership dues once the AEM/CEM is obtained. A memorandum must be routed through the unit’s chain of command to the District Contingency Planning Division to request authorization. Unit funds cannot pay for Initial Certification, Initial Membership, or Certification Exam fees. For example, the candidate is a member of the Sector Response Department. Submitting the appropriate request will enable the Sector Response Department unit funds to pay for the member’s annual dues.

Certification Review Dates

IAEM’s Certification Review Commission is composed of representatives nominated by their respective sponsoring Council Board and approved by the USA Board. There are 18-30 Commission seats depending on workload/volume of applicants.

The Certification Commission reflects the spectrum of emergency management expertise, including all levels of governmental emergency management programs (local, state, tribal, federal) and all environments of practice including but not limited to private sector, military installations, not-for-profit/volunteer-based, campuses and healthcare organizations. This ensures that all candidates are peer-reviewed. All Certification Commission members must hold a current CEM certification.

Due to the voluntary nature of the Certification Review Commission, applications are reviewed at set intervals throughout the calendar year and help guide applicants towards an appropriate target completion date:

2022

Application Received By	Application Will Be Reviewed During	Candidates Notified of Results During The Week Of
Dec. 31, 2021	January 2022	Feb. 21, 2022
Feb. 28, 2022	March 2022	April 18, 2022
April 30, 2022	May 2022	June 20, 2022
June 30, 2022	July 2022	Aug. 15, 2022
Aug. 31, 2022	September 2022	Oct. 17, 2022
October 31, 2022	November 2022	Dec. 19, 2022

If interested, IAEM hosts a Presentation of Diplomas during the IAEM Annual Conference during the Awards Banquet. For members seeking to attend this event and participate in the Awards Banquet they must:

- Submit their initial application by June 30, 2022 and have it approved during the July review meeting;
- Pass the exam, and have it processed by IAEM Headquarters by Sept. 17, 2022; and
- Let IAEM Headquarters know you will be attending the awards banquet.

Find a Mentor

The final step of the “Getting Started” process is to seek out a mentor to guide you through the process. Although this guide is designed to provide a framework for applicants, there is an inherent value in working with a peer who has already successfully navigated the process.

The IAEM Certification Commission encourages mentoring of applicants by current CEMs. The website provides a list of [Featured Mentors](#), who are required to complete training to review the certification requirements. However, these individuals do not have the authority to pre-approve candidate submissions. Additionally, candidates for certification also may choose CEMs not on this list to be their mentor. It is recommended that the candidate contact their unit Emergency Management Force Readiness (EMFR) Department during the application process as the candidate’s unit may possess current AEM/CEM members. If the unit’s EMFR Department does not have that information, the Office of Emergency Management (CG-OEM) has the ability to contact current AEM/CEM members.

All new mentoring relationships should begin with the mentor completing the Mentoring Approval Request Form and sending it to IAEM for approval. If IAEM approval is obtained for mentorship, the mentor is required to obtain a signed memo/letter stating that mentorship is/was provided to complete this Professional Contribution for their recertification.

Once a mentor has been selected, the following pieces of information will help facilitate discussions and provide a foundation from which to build:

- Desired certification level (AEM® or CEM®)
- Career Timeline (billets, EM-related qualifications, EM-related projects etc.)
- Understanding of foundational emergency management concepts
- Exercise and/or Real-World Experience
- Formal emergency management and/or ICS Training
- Collegiate Education & Discipline (if emergency management related)
- Target completion date

Certification Requirements

Although the certification requirements were briefly covered in a previous section, this only represented a surface-level overview of each requirement. Due to the complexity of assessing professional competency across various fields, IAEM established specific metrics in order to quantify what experiences should count towards certification. This provides IAEM the opportunity to vet applications from public, private, and governmental organizations with vastly different mission-sets.

As the military continues to move towards comprehensive emergency management, there are noticeable shortfalls in the translation of real-world experience into tangible EM-related accomplishments. Although the acceptance of the profession is appreciated, it is imperative to note that military service does not equate to practical emergency management experience.

This is not to say that military personnel are at a disadvantage when it comes to earning certification, but instead highlights that translating real-world experience into common terminology facilitates the certification process. Above all else, it helps the Certification Commissioner (who may not have a Federal/military background) make sense of the requirement and in turn pushes the applicant closer toward certification.

The following sections will cover all aspects of the Certification Application deliverables and will account for both AEM® and CEM® requirements.

Training

Each candidate must demonstrate successful completion of 100 classroom hours of Disaster/Emergency Management training and 100 classroom hours of general management training with a **maximum of 25 percent or 25 hours in any one topic/subject**. Candidates can find helpful information about identifying training course subject areas on the [CEM Corner](#) page of the IAEM website through the [Sample Global AEM/CEM Training Course Allocation Tables](#) found in the ‘Training’ section. If the training is included on this table, a course completion certificate with your name on it is all that is required for submission to IAEM.

Normally, undergraduate coursework applied to the educational degree requirement (for CEM®) cannot be applied to meet any portion of the training requirement. If you have completed a baccalaureate degree in Emergency Management, you may have to document fewer than 100 classroom hours of disaster/emergency management training and should use the following table as a guide:

Time since degree (in years)	0-3	3	4	5	6	7+
EM Training Hours Needed	0	20	40	60	80	100

All training submissions **must have occurred within the preceding 10 years** of the date when the AEM®/CEM® candidate submits his/her credential packet for review; however, courses earned as part of a master’s degree, PhD, or subsequent baccalaureate degrees, earned at any time, may be submitted toward general management training.

If possible, use courses from the Training Course Allocation Table exclusively

Essay

As of December 2021, the IAEM-USA Board of Directors no longer requires the essay for AEM® and CEM® applications.

The online application is being updated to account for the removal of the essay requirement. In the meantime, candidates can upload a blank Microsoft Word document into the essay section as a workaround to enable the application submission.

Reference(s)

Each applicant is required to submit at least one written letter of reference, signed and on official letterhead from a current supervisor with the option to submit additional letters of reference from other listed references.

NOTE: Letters of reference can be very helpful to the commissioners reviewing the application and supplying three letters is still encouraged but not required. Commissioners, at their discretion, may call references to verify information.

Current Supervisor: This will be the person responsible for initiating your annual performance or job evaluation or rating and must be one of the raters. If your supervisor is not a rater or evaluator, then your immediate rater or evaluator must be included as one of the other references. However, for those candidates who do not have a direct supervisor such as an independent consultant or president/CEO of an organization a current CEM® may serve as a reference in lieu of the candidate's supervisor.

In the event that obtaining a reference from a current supervisor or current CEM® is not possible, the following sources are accepted by IAEM:

- A past supervisor (within 7 years)
- Local, state, or federal government officials or department heads
- Emergency service organization officials (e.g., public, private, military, etc.)
- Local, regional, or national disaster/emergency management association officials
- Others (by request to and approval of Certification Commission)

It is imperative to note that the **reference requirement is the single most useful document** for an aspiring AEM®/CEM® due to the validation of reported Professional Contributions (to be covered in a later section). An applicant is strongly encouraged to identify emergency management related accomplishments that can be verified by the supervisor to aid in the completion of the Professional Contribution section due to the lessening of the burden on said supervisor. Rather than writing and signing multiple letters of recommendation, the supervisor can validate all accomplishments on a single document for submission (example below).

U.S. Department of Homeland Security
 United States Coast Guard

16601
 December 7, 2015

Certified Emergency Manager Endorsement

CEM Executive Board
 International Association of Emergency Managers
 201 Park Washington Court
 Falls Church, VA 22046-4527

To Whom It May Concern:

I, with my highest endorsement, recommend [REDACTED] for appointment as a Certified Emergency Manager.

[REDACTED] has been assigned as a Preparedness Specialist at United States Coast Guard Sector Mobile since 31 July 2014. As the senior Officer assigned to the Contingency Planning & Force Readiness Department, [REDACTED] has been granted the unique opportunity to oversee all phases of emergency management throughout Mississippi, Alabama, and the Florida Panhandle. His primary duties include, but are not limited to; development/maintenance of unit Contingency Plans (COOP Plan, Severe Weather Plan, Marine Environmental Response, etc.), Area Contingency Plan Project Officer, Exercise Coordinator, Exercise Evaluator, [REDACTED] Type 3 Incident Management Team Project Officer, and the Ready for Operations Supervisor. His collateral duties include Situation Unit Leader, Command Duty Officer, and Local Emergency Planning Committee Representative. [REDACTED] is continuously fulfilling disaster/emergency management duties at his current position.

[REDACTED] has seamlessly transitioned into his role as a Contingency Preparedness Officer, and continues to develop as a professional in emergency management. Since his arrival, [REDACTED] has represented the Coast Guard in various Exercise Planning Team roles during the development, execution, and evaluation of;

1. Two Full-Scale Exercises (Mass Rescue Operations & Marine Environmental Response).
 - a. Pensacola International Airport FSE (MRO) – Planning Team, Lead Evaluator
 - b. Sector Mobile PREP Industry Led FSE – Planning Team, Lead Evaluator
2. One Functional Exercise (Continuity of Operations/Natural Disaster)
 - a. Sector Mobile COOP/ND HURREX – Planning Team Lead, Lead Evaluator
3. Three Table-Top Exercises (two Mass Rescue Operations & one Marine Environmental Response)
 - a. USCG Basic Preparedness & Exercise Course (MRO) – Planning Team Lead
 - b. USCG District 8 MRO Workshop (MRO) – Planning Team Lead
 - c. Weeks Bay National Estuarine Research Reserve TTX – Planning Team, Lead Evaluator
4. Five Preparedness for Response Exercise Program Drills – Lead Evaluator
5. Currently tasked to act as an Evaluator for a Functional Exercise (Continuity of Operations/Natural Disaster) scheduled to take place in April 2016.

As Situation Unit Leader, [REDACTED] responded to the nationally covered Mass Rescue Operation that took place in Mobile Bay from 25 April 2015 to 30 April 2015. His preparation

for this event took place a month prior, during his role as an Evaluator for the Pensacola International Airport Full-Scale Exercise. [REDACTED] produced an HSEEP (Homeland Security Exercise Evaluation Program) compliant After Action Report that incorporated Lessons Learned and Areas for Improvement. His preparation for this event led to the success of his unit, who under his leadership accounted for over 470 participants, salvaged 117 vessels, and saved more than 40 lives. Following the response, [REDACTED] coordinated two hot-washes incorporating internal Coast Guard assets as well as external agencies. The results of these hot-washes were logged in an After Action Report and portions of the report were utilized in the development of a case study for the incident.

[REDACTED] has contributed to the emergency management profession consistently throughout his tour at Sector Mobile through attendance at Professional Conferences. He most recently attended a Planning Workshop hosted by USCG District 8 outlining the development & execution of a Mass Rescue Operation Plan exercise. As the Local Emergency Planning Committee Representative, [REDACTED] attends meetings throughout the Gulf of Mexico monthly. [REDACTED] has also attended three Area Committee Meetings throughout the Sector Mobile Area of Responsibility, and will host four prior to the end of this calendar year. His participation in these disaster/emergency management workshops/conferences exceeds the requisite 40 contact hours under Professional Contributions.

Additional professional contributions include an Incident Management Team Certification System, developed and maintained by [REDACTED]. Shortly following his arrival at Sector Mobile, [REDACTED] recognized staffing deficiencies within Sector Mobile's Type 3 Incident Management Team, and developed the IMT Certification System to track ICS qualifications in accordance with Sector Mobile's Watch Quarter and Station Bill assignments. This electronic application allows over 200 Sector Mobile personnel to be assigned positions within the WQSB, and identifies the qualification process by position; including courses & training needed, establishes timelines for qualification, and tracks progression. To date, the system has shown superb results with numerous Coast Guard members completing various ICS qualifications, greatly enhancing Sector Mobile's Type 3 IMT readiness. His contributions to Sector within his first few months exemplified his professional competence, and he continues to develop and improve at every opportunity.

The Point of Contact for this endorsement can be reached at [REDACTED]

Sincerely,
 [REDACTED]
 [REDACTED]
 Chief, Contingency Planning
 USCG Sector Mobile

Once complete, the applicant can then highlight (literally) excerpts from the letter of recommendation to satisfy various requirements in the application. This process involves resaving the document as a PDF and highlighting over the applicable section for the Certification Commissioner to review.

Although it is stressed on IAEM's website, the highest priority for an applicant (other than meeting the requirements) is to make the Commissioner's job easy. Their time is limited, and it is a voluntary position in addition to their operational workload. If a portion of the application is confusing or difficult to locate, they will move on. By outlining the requirements and highlighting accomplishments in this memo/letter you will be doing yourself a favor.

Certification Exam

The exam includes a portion of questions that are considered to be universal, core content for emergency management regardless of location. Additional content is tested depending on the country in which the candidate is based. A score of 75% or higher is required on the 100 multiple-choice question exam. Once a candidate completes the test, the candidate will receive an email from IAEM with the test results (pass or did not pass). Certification exams are scheduled through IAEM and must be proctored; the candidate can coordinate with their unit Education Service Officer (ESO) to receive the test links through email if they choose to have the ESO proctor the certification exam.

The [IAEM CEM Corner](#) offers study focus areas and practice questions for applicants located in the Sample Certificate Exam Questions section. Below is a list of FEMA Independent Study (IS) Courses that will enable the candidate to adequately prepare for the Certification Exam; please note that IS course numbers may change over time without notification:

- IS 1a – Emergency Manager: An Orientation to the Position.
- IS 11a – Animals in Disaster: Community Planning
- IS 15b – Special Events Contingency Planning for Public Safety Agencies
- IS 22 - Are You Ready? An In-depth Guide to Citizen Preparedness
- IS 26 – Guide to Points of Distribution
- IS-36 – Multihazard Planning for Childcare.
- IS-55a – Household Hazardous Materials – A Guide for Citizens.
- IS 75 – Military Resources in Emergency Management
- IS 100 (any version) – Introduction – ICS 100
- IS-120a – An Introduction to Exercises
- IS-130 – Exercise Evaluation and Improvement Planning
- IS-139 Exercise Design
- IS 200 (any version) – ICS for Single Resources and Initial Action Incidents
- IS 208a – State Disaster Management
- IS 230d – Fundamentals of Emergency Management.
- IS 235b – Emergency Planning.
- IS-242b Effective Communication
- IS 244b – Developing and Managing Volunteers
- IS-247a – Integrated Public Alert and Warning System (IPAWS)
- IS-250a – Emergency Support Function 15 (ESF15) External Affairs: A New Approach to Emergency Communication and Information Distribution
- IS-251 – Integrated Public Alert and Warning System (IPAWS) for Alerting Authorities
- IS-271a Anticipating Hazardous Weather and Community Risk
- IS-276 – Benefit-Cost Analysis (BCA) Fundamentals.
- IS 288 – The Role of Voluntary Agencies in Emergency Management
- IS-318 Mitigation Planning for Local and Tribal Communities
- IS-319 – Tornado Mitigation Basics for Mitigation Staff.
- IS-320 – Wildfire Mitigation Basics for Mitigation Staff.
- IS-321 – Hurricane Mitigation Basics for Mitigation Staff.
- IS-322 – Flood Mitigation Basics for Mitigation Staff.
- IS-323 – Earthquake Mitigation Basics for Mitigation Staff.
- IS-340 Hazardous Materials Prevention
- IS-366 Planning for the Needs of Children in Disasters
- IS-393a Introduction to Hazard Mitigation
- IS-394a – Protecting Your Home or Small Business from Disaster.
- IS 403 – Introduction to Individual Assistance (IA)
- IS 453 – Introduction to Homeland Security Planning
- IS 546a – Continuity of Operations (COOP) Awareness
- IS 547 – Introduction to Continuity of Operations
- IS 548- Continuity of Operations (COOP) Program Manager

- IS 554 – Emergency Planning for Public Works
- IS-559 – Local Damage Assessment
- IS-619 Research in Training and Education
- IS 632a – Introduction to Debris Operations
- IS 634 – Introduction to the FEMA’s Public Assistance Program
- IS 650a – Building Partnerships with Tribal Governments
- IS 700a – National Incident Management System (NIMS) An Introduction
- IS 701a – NIMS Multiagency Coordination System (MACS) Course
- IS 703a – NIMS Resource Management
- IS-704 – NIMS Communications and Information Management
- IS 706 – NIMS Intrastate Mutual Aid - An Introduction
- IS 775 – Emergency Operations Center Management and Operations
- IS 800b – National Response Framework, An Introduction
- IS-802 – Emergency Support Functions (ESF) #2 – Communications
- IS 807 - Emergency Support Function (ESF) #7 – Logistics Management and Resource Support Annex
- IS-910a Emergency Management Preparedness Fundamentals
- IS-915 – Protecting Critical Infrastructure Against Insider Threats.
- IS 2001 – Threat and Hazard Identification and Risk Assessment (THIRA).
- IS 2900 – National Disaster Recovery Framework (NDRF) Overview

Emergency Management Work History & Experience

The term “Certified Emergency Manager” or “CEM®” designates prescribed training and educational criteria plus a working knowledge of all basic tenets in disaster/emergency management that are encompassed in the phases of mitigation, preparedness, response and recovery. In addition, “CEM®” clearly denotes interactive experience and knowledge of community-wide participation in planning, coordination and management functions designed to improve disaster/emergency management capabilities.

The term “Comprehensive Emergency Management” means integrating all actors, in all phases of emergency activity, for all types of disasters. The “comprehensive” aspect of Comprehensive Emergency Management includes all four phases of disaster activity: mitigation, preparedness, response and recovery for all hazards — human-caused (accidental & intentional), technologically-caused (accidental & intentional), and natural — in a federal, state, local operating partnership.

The Certified Emergency Manager can effectively accomplish the goals and objectives of disaster/emergency management in all the environments listed above with little or no additional training or orientation.

As a result, the title of CEM® requires that applicants perform these functions for at least three years and contribute to the profession during this time. A military applicant must prove that they performed emergency management functions while employed by their respective organization. Simply serving does not suffice, and some jobs do not translate directly to emergency management. This is where a foundational understanding of emergency management will positively impact the candidate who can articulate that their role facilitated mitigation, preparedness, response, and recovery operations at large.

To satisfy this requirement a candidate must demonstrate:

1. At least three years full-time equivalent (12 months = 1,920 hours) experience in a comprehensive disaster/emergency management position*; AND
2. Participation in a full-scale exercise or two separate, operations-based functional exercises, by (1) planning, (2) conducting or coordinating, and/or (3) having a major disaster/emergency management role during the exercise, OR
3. **Experience in the preparation, response, recovery and mitigation phases of an actual declared disaster or major public event such as major sporting event, state visit or special event.** A special event is defined as “a non-routine event that places a strain on community resources and requires planning, preparedness, and mitigation efforts by emergency management and public safety professionals.”

**Two years of full-time equivalent experience required if the candidate possesses a postgraduate degree in the field of emergency management.*

Professional Contributions

The concept of professionalism is ultimately defined as one’s contributions to the profession. Candidates can list any and all activities giving special consideration to the most current activities. Specific verification documenting activity is required such as a letter, certificate, or other proof of activity; contact information also is solicited for some contributions and will be checked at the Commission’s discretion.

Submissions for **at least six (6) different categories** are required. All submissions must contribute to and support the field of Disaster/Emergency Management and have **occurred during the 10 years** preceding application submission. Professional Contribution: D. Leadership Role must be beyond the scope of your normal job responsibilities. All other contributions may be part of your normal job duties.

Professional Contributions	
A. Membership	I. Publications
B. Professional Conference	J. Audio-Visual and Interactive Products
C. Service Role	K. Awards or Special Recognition
D. Leadership Role	L. Certification Related to EM
E. Special Assignment	M. Legislative Contact
F. Speaking	N. Conducting Research
G. Teaching	O. Other
H. Course Development	

Common USCG Contributions	
B. Professional Conference	K. Awards or Special Recognition
C. Service Role	L. Certification Related to EM
D. Leadership Role	M. Legislative Contact
E. Special Assignment	O. Other
F. Speaking	

A. Membership

Member for three years in a disaster/emergency management related organization. The organization should be a professional association, council, or society the candidate joins voluntarily; the intent is to encourage the candidate to be a member of an organization that promotes/enhances/supports comprehensive emergency management.

Of note, the organization must be “Dues Paying” and not voluntary in nature. Examples include professional organizations such as IAEM, National Emergency Management Association, or State Associations.

Possible Contribution(s): IAEM Membership (upload three separate membership certificates)

B. Professional Conference

Participation in a disaster/emergency management related workshop or conference for at least a cumulative total of 40 contact hours. A one- or two-day meeting on a single topic is considered a workshop. National, state, regional or local agencies, schools, business or industry, volunteer organizations, or other entities with an emergency management role may host acceptable conferences. Training (how to) workshops do not fulfill this requirement. A conference agenda is not adequate documentation.

To satisfy this requirement, candidates must document attendance with copies of certificate of attendance, conference badge, etc. A conference agenda is not adequate documentation. Unless otherwise noted on the certificate of attendance, candidates will receive six contact hours per conference day.

Possible Contribution(s): The Clean Gulf Conference, International Oil Spill Conference, Area Committee Meetings (if applicable), IAEM Annual Conference, Preparedness Summit, SAR Controllers Conference, etc. Localized conferences apply and would require additional explanation for the Certification Commissioner; however, these would also be the most beneficial for the local unit and should not be overlooked. Using a cumulative total allows groupings of multiple conferences, if necessary.

C. Service Role

Serve on a board of directors, a board, a committee, task force or special project for a professional or a jurisdictional organization contributing to or supporting comprehensive emergency management. For example, being on a multi-jurisdictional committee/task force where the individual is asked to serve because of his/her emergency management knowledge is acceptable. Serving on a board of directors or trustees of a volunteer fire department, rescue squad, auxiliary police department, etc. does not necessarily meet the intent of Service Role without substantial documentation.

Possible Contribution(s): Community Emergency Response Team (CERT) member, ICS PQS Review Board, ICS Certification Board, Emergency Management Credential Review Board

D. Leadership Role

Voluntarily serve on a board of directors, a board committee, a task force, or a special project for a professional, emergency management or a jurisdictional organization contributing to or supporting disaster/emergency management (must not be part of the applicant's required job duties). LEPC service may not qualify.

Possible Contribution(s): American Petroleum Institute (API) emergency response task force, Area Contingency Plan rewrite project, ICS PQS Review Board President, ICS Certification Board President, Emergency Management Credential Review Board President

E. Special Assignment

To satisfy this requirement, a candidate must describe special assignment service on a committee, task force, or work group addressing a specific disaster/emergency management issue. The candidate must demonstrate that the resulting product or decisions make a significant contribution or impact. Verification of assignment must be attached. Of note, this contribution should not be a part of the candidate's job responsibilities (non-routine and/or special).

Possible Contribution(s): Spill of National Significance (SONS) exercise planning team, StormReady Task Force, Southwest Border operations, ESF-10 Mission Assignment, ESF-9 Mission Assignment, Title 14 Mobilization

F. Speaking

Develop and participate in three presentations or panels (including radio, television, educational, video, etc.) related to disaster/emergency management. The audience may be a community or a professional group. Candidate must be the presenter and not just the author of the presentation.

Give a presentation to a local stakeholder group on a phase of emergency management such as the USCG's role during hurricane response (include certification letter with any documentary evidence such as an agenda, meeting minutes, etc.)

Possible Contribution(s): Clean Gulf Conference speaker, International Oil Spill Conference session chair, Port Partners meeting, Area Committee Meeting presentation

G. Teaching

Complete a formal teaching or instructing commitment relating to disaster/emergency management that equals or exceeds three hours of actual platform instruction.

Possible Contribution(s): Unit Internal ICS Training (with certification letter and any documentary evidence)

H. Course Development

Play a significant role in the development or extensive revision of an educational emergency management course of at least three hours in length.

Possible Contribution(s): Emergency Management Specialist Course (formerly BPEC),

I. Publications

Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. The article/publication must have an independent editorial review and be published in a document beyond the candidate's control (e.g. staff documents and internal reports do not qualify). Candidates must validate primary or secondary authorship. Publication in online periodicals qualifies (peer review publications and about emergency management). A copy of the publication must be printed and inserted as documentation along with any explanatory details about the publisher, circulation, audience, etc.

Possible Contribution(s): Published in The Proceedings, poster at an oil spill conference.

J. Audio-Visual and Interactive Products

Personally develop content for distributed emergency management video, computer software products or other audio-visual tools. Candidates must validate personal participation and a significant development role in a distributed emergency management audio-visual tool.

Possible Contribution(s): Community outreach video designed to promote emergency preparedness (candidate does not have to upload video/ interactive product; certification letter and documentary evidence will suffice), WQSB/IMT certification tracker w/ links to PQS/Homeport.

K. Awards or Special Recognition

To satisfy this requirement, a candidate may submit any award, honor, or special recognition received within the disaster/emergency management community or in conjunction with an emergency preparedness activity. The award, honor or special recognition must be personalized (e.g. addressed, inscribed or whatever) and refer directly to the candidate. Recognition from a source external to your own organization is more within keeping with the intent of professional contribution is more notable than from within.

Possible Contribution(s): Upload a copy of an individual award (COMDT Letter of Commendation, Achievement Medal, or Commendation Medal) for emergency management related accomplishments. In the description, describe which phase of emergency management the award relates to (mitigation, preparedness, response, and/or recovery).

L. Certification Related to Emergency Management

Earned a certification or recertification (renewal) as an emergency manager through a government agency, state/province/tribal association or professional association that is emergency management related. The certification or recertification (renewal) must contain a term of expiration and at least one of the following: continuing education component, professional contributions, or an examination. Documentation must include proof of certification or recertification (renewal) and the certification requirements.

Possible Contribution(s): U.S. Coast Guard Emergency Management Credential (CG EMC), Operations/Planning Section Chief (all Types; include 7 year currency requirements located within the PQS), state-level emergency manager certification.

M. Legislative Contact

Contact an elected representative at the national, regional, tribal, or local government level regarding an emergency management issue. The candidate must submit a copy of his/her original correspondence and a copy of the reply from the elected official. All correspondence must be made in a civilian capacity (contact should not be part of your assigned duties in the USCG).

Possible Contribution(s): Contacting National, State, County, City/Town elected official(s) concerning an emergency management topic such as efforts to boost community disaster communication, disaster recovery, etc.

N. Conducting Research

Play a significant role in the development and execution of an emergency management research project. The Commission defines research as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program, which is considered research for other purposes. Producing after action reviews, local hazards analyses, and regular school reports and papers do not qualify under this contribution. Being an interview subject for a research project does not qualify either.

Possible Contribution(s): Graduate-level Emergency Management Thesis/Capstone with evidentiary letter from supervising professor attesting to thesis validity.

O. Other

Other contributions may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction. Contributions must clearly demonstrate a commitment to the emergency management profession. Candidates are encouraged to be creative in submissions with this category; verification must be attached. Submitted documentation can be a set of orders listing you as someone deployed to a disaster site outside of your jurisdiction, etc.

Possible Contribution(s): Supporting critical fill solicitation outside of AOR (Title 14 hurricane response, border operations support, etc.), Specialty Experience Indicator 22 (SEI-22), OAR-18 Emergency Management, OGA ICS Technical Support.

Degree Requirement

Each candidate must have completed a baccalaureate degree from an accredited institution as recognized by the appropriate governing body(s) of the specific country from which the degree as issued. The candidate must attach a diploma copy or an official transcript with the candidate's name. If the name has changed because of marital status or other reason, an explanation must also be included.

Course work completed to earn the baccalaureate degree cannot also be used to meet any portion of the 100 hours of disaster/emergency management training and/or the 100 hours general management training. If additional advanced degrees are held, however, associated coursework can be applied to training. Note that a baccalaureate degree in emergency management also satisfies part of the Training Requirement.

U.S. Coast Guard Self-Assessment

Desired Certification (Circle One): AEM® CEM®

Desired Certification Review Date: _____

Featured Mentor: _____

1. Training Courses Completed (past 10 years):

Reference against Training Allocation Table

EM Hours: _____ General Hours: _____

2. Reviewed & Understand Phases of EM? Yes No Identified Essay Problem? Yes No

Phases: Prevention, Mitigation, Preparedness, Response, and Recovery

3. Current Supervisor: _____ Reference Requested? Yes No

Prior to submission, determine what Professional Contributions your Supervisor will validate

4. Completed Certification Exam? Yes No If No, Scheduled Date? _____

Additional CEM® Requirements:

5. Three Years of Emergency Management Work Experience? Yes No

6. Emergency Management Experience? Yes No

(2) Functional Exercises: _____ _____

Full-Scale Exercise: _____

Actual Disaster / Response: _____

7. Professional Contributions (6 separate categories (minimum), past 10 years):

Professional Contributions	
I. Membership	P. Publications
J. Professional Conference	Q. Audio-Visual and Interactive Products
K. Service Role	R. Awards or Special Recognition
L. Leadership Role	S. Certification Related to EM
M. Special Assignment	T. Legislative Contact
N. Speaking	U. Conducting Research
O. Teaching	V. Other
P. Course Development	

Write-Up: *“Contribution X relates to the Y Phase of Emergency Management due to...”*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you have all documentation (letters, thank you email, supervisor statement, etc.)? Yes No

8. Bachelor Degree? Yes No In Emergency Management? Yes No

Emergency Management Degree Only* (For Training Hours)						
Time since degree (in years)	0-3	3	4	5	6	7+
EM Training Hours Needed	0	20	40	60	80	100

Appendix A: Professional Contribution Tables (U.S. Coast Guard)

A. Membership			
<i>Organization</i>	<i>Supporting Documentation</i>	<i>Dues Paying Organization</i>	<i>Organization Mission/About Us</i>
IAEM	Membership Certificate	Yes	The International Association of Emergency Managers (IAEM), which has more than 6,000 members worldwide, is a non-profit educational organization dedicated to promoting the Principles of Emergency Management and representing those professionals whose goals are saving lives and protecting property and the environment during emergencies and disasters.

B. Professional Conference (1 of 4)		
<i>Name of Conference</i>	<i>Supporting Organization</i>	<i>Organization Mission/About Us</i>
IAEM Annual Conference	IAEM	The International Association of Emergency Managers (IAEM), which has more than 6,000 members worldwide, is a non-profit educational organization dedicated to promoting the Principles of Emergency Management and representing those professionals whose goals are saving lives and protecting property and the environment during emergencies and disasters.
Search and Rescue (SAR) Controllers Workshop/Conference	NOAA	This critical annual workshop provides an opportunity for the SARSAT US Mission Control Center to educate SAR data users on current SARSAT alert response procedures, USMCC policies, distress beacon issues, database management (RGDB, IHDB, IBRD), and other related SARSAT System topics with an emphasis on lessons learned from real-world SAR cases. The US SARSAT Program (USCG, USAF, NOAA, and NASA) will use the feedback from this workshop to determine any need for policy or system changes or enhancements. In addition, the lessons learned from this workshop will be used to shape future workshops.
Clean Gulf	Multiple	Founded in 1991, CLEAN GULF serves the spill response industry in prevention, preparedness, and response. It gives response professionals a forum to come together with their peers to discuss case studies and lessons-learned from both recent and past incidents and discover the latest technologies advancing prevention and response

*Utilizing the examples contained herein does not guarantee acceptance of individual Professional Contributions for the Certified Emergency Manager®. Applicants should verify that all requirements have been met and that adequate documentation is provided to ensure that their personal accomplishments meet the standard.

		operations. Attendees will walk away with new strategies, solutions, and working relationships that will effectively arm them for future incidents.
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B. Professional Conference (2 of 4)		
<i>Name of Conference</i>	<i>Name of Conference</i>	<i>Name of Conference</i>
International Oil Spill Conference	Multiple (Federal, International, Private Industry)	To promote an international exchange of information and ideas dealing with spill prevention, planning, preparedness, response, restoration, protocols, education, research and development, and technology. To promote international sharing of best practices and lessons learned from oil spill incidents.
Interspill	Multiple (Federal, International, Private Industry)	The scope of this group illustrates the support Interspill has gained from industry, governmental and inter governmental sources, and its ambition to become a key leading international event for those concerned with oil and hazardous noxious substance spills.
Spillcon	Multiple (Federal, International, Private Industry)	Spillcon is the Asia Pacific oil spill conference held every three years as part of the tri-conference circuit with the European Interspill and the US International Oil Spill Conference. Spillcon is proudly organized and sponsored by Australia's key government and industry agencies responsible for Australia's marine environmental protection arrangements, specifically the Australian Institute of Petroleum (AIP) and the Australian Marine Oil Spill Centre (AMOSOC) together with the Australian Maritime Safety Authority (AMSA) and the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA). Additionally, Spillcon, Interspill and IOSC have the support and strategic sponsorship of the International Maritime Organization (IMO).
Area Maritime Security Meeting	U.S. Coast Guard	<p>The terrorist attacks of September 11, 2001, substantially changed the risk profile of the Nation's ports, waterways, coastal areas, Maritime Transportation System (MTS), and Maritime Critical Infrastructure and Key Resources (CI/KR). The Coast Guard responded by re-evaluating and strengthening its abilities to protect these assets from possible terrorist attack.</p> <p>On November 25, 2002, the President signed into effect the Maritime Transportation Security Act (MTSA). The Area Maritime Security Committees were established under this Act, to provide a link for contingency planning, development, review, and update of Area Maritime Security Plans (AMSP), and to enhance communication between port stakeholders within federal, state and local agencies, and industry to address maritime security issues.</p>

B. Professional Conference (3 of 4)		
<i>Name of Conference</i>	<i>Name of Conference</i>	<i>Name of Conference</i>
Area Committee Meeting	U.S Coast Guard & Environmental Protection Agency	<p>The Clean Water Act, as amended by the Oil Pollution Act of 1990, and the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) mandate that an Area Committee exist within each Coast Guard Captain of the Port Zone.</p> <p>In an effort to coordinate planning efforts the Area Committee is focused on planning, preparedness and response activities associated with the NCP. Most notably, this committee is responsible for the development and maintenance of the Area Contingency Plan for oil and hazardous substance responses throughout their jurisdiction.</p>
Waterways Advisory Committee	Multiple (Federal, International, Private Industry)	Provides advice to the U.S. Coast Guard COTP on navigation safety-related matters and Marine Transportation System issues including security, mobility, and environmental protection within the associated waterways of the area. Meetings often include demonstrations of equipment, lessons learned, and outline regulatory requirements for stakeholders.
Port Partner Meeting	Multiple (Federal, International, Private Industry)	Port Partner Meetings are typically led by the U.S. Army Corps of Engineers and the U.S. Coast Guard and incorporate stakeholders from the community. Depending on the area of responsibility, these conferences usually take place prior to hurricane season to address preparedness, mitigation, response, and recovery mission areas through organizational briefs and demonstrations.
Clean Pacific	Multiple	CLEAN PACIFIC brings together the tight-knit response community in the Western United States and Canada to address spill prevention, response and remediation matters pertinent to that region's environmental sensitivities.
International Hazmat Conference	International Association of Fire Chiefs	The Hazmat Conference is the premier conference in the U.S. for hazardous materials responders.
The Continuing Challenge - HAZMAT Emergency Response Workshop	Sacramento Fire Department	Our Purpose: The annual Continuing Challenge Hazardous Materials Emergency Response Workshop began in 1990 for the purpose of providing training, networking, and hands-on learning opportunities for all employees in hazardous materials emergency response-related fields of employment. Each year the first week of September, we bring together prominent and skilled presenters who volunteer to provide our students with the most recent information available to enhance or grow

		skills critical to ensure a safe and effective response. Featured are exciting classroom courses, hands-on sessions, and contests to test new skills.
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B. Professional Conference (4 of 4)		
<i>Name of Conference</i>	<i>Name of Conference</i>	<i>Name of Conference</i>
Preparedness Summit (Annual)	National Association of County and City Health Officials (NACCHO)	The Preparedness Summit is the first and longest running national conference on public health preparedness. Since its beginning in 2006, the National Association of County and City Health Officials (NACCHO) has taken a leadership role in convening a wide array of partners to participate in the Summit; presenting new research findings, sharing tools and resources, and providing a variety of opportunities for attendees to learn how to implement model practices that enhance the nation's capabilities to prepare for, respond to, and recover from disasters and other emergencies.

C. Service Role				
<i>Committee/Task Force Title</i>	<i>Sponsoring Organization</i>	<i>Description of Charge/Assignment</i>	<i>Description of your role/contribution</i>	<i>Description of product/contribution to field</i>
IAEM Exam Maintenance Task Force	IAEM	Review current questions, author new questions based on agreed upon question design standards, vetting resources and updating the study guide recommended publication list, drafting a process for reviewing questions to determine if the question is too easy/too hard.	Developed set guidelines and determined thresholds for exam question addition/removal Reviewed current IAEM data to assess performance against organizational objectives Researched standards of professional exams to determine viability of IAEM exam program	Comprehensive review of IAEM's exam process compared to other professional certifications and managed the review of new exam questions. Ensured continued development/refinement of IAEM's high testing standards.
Emergency Management Credential (EMC) Certification Board	U.S. Coast Guard	Ensure that the Certification Program remains open, fair and impartial; retains integrity; and implements the mission of emergency management by certifying that successful applicants have met the minimum standards outlined in the program.	Board Member	Advanced the EM profession within the U.S. Coast Guard by promoting the principles of EM, providing information, and incorporating networking and professional development opportunities.

C. Service Role

<i>Committee/Task Force Title</i>	<i>Sponsoring Organization</i>	<i>Description of Charge/Assignment</i>	<i>Description of your role/contribution</i>	<i>Description of product/contribution to field</i>
ICS Certification Board	U.S. Coast Guard	Ensure that the Certification Program remains open, fair and impartial; retains integrity; and validates Incident Command System qualification typing by certifying that successful applicants have met the minimum standards outlined in the program.	Board Member	Promoted advanced certification for various ICS positions within the Coast Guard through careful examination of applicant's experience and training to improve CG-wide ICS competency.
Contingency Preparedness (CP) Specialist Performance Qualification Standards (PQS) Workgroup	U.S. Coast Guard, CG-OEM	Transition the existing CP PQS from an exercise-centric qualification process and incorporate the full spectrum of emergency management roles & responsibilities.	Served as a member of the CP PQS Workgroup tasked to review the applicability of existing performance dimensions, remove outdated information, and incorporate all mission areas in updated qualification.	Established a revised, and all-encompassing Emergency Management Qualification for USCG personnel. Provides a training baseline and established a standard for the minimal qualifications to earn designation as an Emergency Management Specialist within the Service.
Incident Command System PQS Revision Project	U.S. Coast Guard, CG-OEM	Conducted a comprehensive review of existing Coast Guard ICS qualification standards and assessed the applicability of tasks against FEMA's Position Task Books.	_____ Section Chief Review Board _____ Unit Leader Review Board	Updated existing ICS qualification standards and validated entries to provide a standardized, and applicable qualification process for Coast Guard personnel.

D. Leadership Role				
<i>Committee/Task Force Title</i>	<i>Sponsoring Organization</i>	<i>Description of Charge/Assignment</i>	<i>Description of your role/contribution</i>	<i>Description of product/contribution to field</i>
Emergency Management Credential (EMC) Certification Board	U.S. Coast Guard	Ensure that the Certification Program remains open, fair and impartial; retains integrity; and implements the mission of emergency management by certifying that successful applicants have met the minimum standards outlined in the program.	Board President	Advanced the EM profession within the U.S. Coast Guard by promoting the principles of EM, providing information, and incorporating networking and professional development opportunities.
ICS Certification Board	U.S. Coast Guard	Ensure that the Certification Program remains open, fair and impartial; retains integrity; and validates Incident Command System qualification typing by certifying that successful applicants have met the minimum standards outlined in the program.	Board President	Promoted advanced certification for various ICS positions within the Coast Guard through careful examination of applicant's experience and training to improve CG-wide ICS competency.

E. Special Assignment (1 of 3)

<i>Committee/Task Force Title</i>	<i>Sponsoring Organization</i>	<i>Description of Charge/Assignment</i>	<i>Description of your role/contribution</i>	<i>Description of product/contribution to field</i>
StormReady Task Force	National Weather Service	Assigned to evaluate and develop a standard operating procedure for the Town of Bourne. This SOP would establish guidelines in accordance with the National Oceanic and Atmospheric Administration's Storm Ready requirements.	Evaluate facilities for use as functional emergency operations centers, and to develop a comprehensive EOC Operations Plan. Once completed, the Operations Plan was submitted to the team leader for presentation to the Town Administrators for review.	The task force completed the Severe Weather Standard Operating Procedure and submitted it to the Town Council of Bourne. The attached document indicates that the team successfully completed a Standard Operating Procedure in accordance with the Storm Ready guidelines outlined by NOAA.
USCG Cyber Crisis Action Team Delta	U.S. Coast Guard	In July, DOD's US Cyber Command ordered basic cyber security requirements implemented by early 2016. By August, the 140-member Cyber CAT Incident Command Post stood up at Coast Guard Headquarters in Washington, D.C., to bolster the layers of cyber defenses and enforce standardization for networked systems throughout the Coast Guard.	Situation Unit Leader	Cyber CAT's response includes physical security space assessments and deploying teams of IT specialists, known as Cyber Discipline Tiger Teams or Tiger Teams, who are bringing Coast Guard units into cyber compliance. Checking for vulnerabilities, Tiger Teams are testing and scanning the security of all web-based interfaces and applications interfacing the Coast Guard unclassified network.
Natural Disasters Causing Technology Disasters in	National Oceanic and Atmospheric Administration	Provide a focused training to enhance Gulf of Mexico regional preparedness across NOAA offices and among key state, federal, and other stakeholder partners. The	The Federal sections I was directly responsible for included; - National Incident Management System and National Response Framework	The workshop, focused on preparedness, planning, and improving response to an oil spill occurring during a natural disaster (e.g., flooding from a tropical

Mobile Bay Organizing Committee		overall goal of the NOAA Regional Preparedness Training workshops was to better understand human and natural resources at risk, the roles and responsibilities of different response agencies.	- Federal Spill Regulations Refresher and Primer During the Break-Out Sessions I was tasked to facilitate for Federal and State responders.	storm) and explored the roles and responsibilities under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) and the Oil Pollution Act of 1990 (OPA 90).
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E. Special Assignment (2 of 3)

<i>Committee/Task Force Title</i>	<i>Committee/Task Force Title</i>	<i>Committee/Task Force Title</i>	<i>Committee/Task Force Title</i>	<i>Committee/Task Force Title</i>
Natural Disasters Causing Technology Disasters in Mobile Bay Organizing Committee	National Oceanic and Atmospheric Administration, Disaster Response Center (DRC)	Provide a focused training to enhance Gulf of Mexico regional preparedness across NOAA line offices and among key state, federal, and other stakeholder partners. The overall goal of the NOAA Regional Preparedness Training (NRPT) workshops was to better understand human and natural resources at risk, the roles and responsibilities of different response agencies.	The Federal sections I was directly responsible for included; - National Incident Management System and National Response Framework - Federal Spill Regulations Refresher and Primer During the Break-Out Sessions I was tasked to facilitate for Federal and State responders.	The workshop, focused on preparedness, planning, and improving response to an oil spill occurring during a natural disaster (e.g., flooding from a tropical storm) and explored the roles and responsibilities under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) and the Oil Pollution Act of 1990 (OPA 90).
Southwest Border Task Force 3	DHS/USCG	Support DHS components during the humanitarian crisis at the Southwest Border in the summer of 2019.	Executive Officer of TF-3 in Yuma, AZ. Oversaw 27-member CG team: training, scheduling, SITREPs, daily/weekly briefings, development of SOPs, and lead for joint agency assignments.	Developed training plan and standard operating procedures for USCG involvement during a time of mass migration and humanitarian crisis at the SW border. Provided written framework for training, operations and contingencies.
Emergency Support Function	FEMA	In conjunction with the affected State(s), ESF #10 coordinates the provision of support to and the	ESF-10 responses typically exceed the organic capabilities of the home unit, and as a result a	Completion of FEMA Mission Assignment and return to normal operations.

#10 Mission Assignment		overall management of the various response sites to ensure actions are taken to mitigate, clean up, and dispose of oil and hazardous materials and minimize the impact of the incidents.	"special" team is established to focus on this sole mission. Accomplishing this goal requires additional coordination between agencies, and will require personnel to exceed the basic functions of their current position.	
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E. Special Assignment (3 of 3)

<i>Committee/Task Force Title</i>	<i>Committee/Task Force Title</i>	<i>Committee/Task Force Title</i>	<i>Committee/Task Force Title</i>	<i>Committee/Task Force Title</i>
Emergency Support Function #9 Mission Assignment	FEMA	During incidents or potential incidents requiring a unified SAR response, Federal SAR responsibilities reside with ESF #9 primary agencies that provide timely and specialized SAR capabilities. Support agencies provide specific capabilities or resources that support ESF #9.	U.S. Coast Guard serves as the overall primary agency to accomplish the ESF #9 mission during maritime / coastal / waterborne SAR operations in incidents requiring a coordinated Federal response. Maritime SAR includes operations for natural and manmade disasters that primarily require DHS/USCG air, cutter, boat, and response team operations.	Completion of FEMA Mission Assignment and return to normal operations.
Hurricane Barry Response	U.S. Coast Guard	Title 14 Reserve mobilization orders to support declared disaster response	A reservist called to active duty in support of a declared disaster is mobilized under USC Title 14.	Lead development of ICS documentation for Coast Guard response operations and created template forms for future hurricane response operations.

F. Speaking (1 of 2)

<i>Subject Matter</i>	<i>Sponsoring Organization</i>	<i>Length of Engagement</i>	<i>Description of engagement</i>

HAZMAT Response Case Study	International Oil Spill Conference	30 minutes	Provided a comprehensive overview of previously published work outlining a hazardous materials release in Deer Park, TX. Highlighted the complexity of the response and impacts on the population as well as the environment to an international audience. The main focus of this speaking engagement was to emphasize the importance of selecting the appropriate level of respiratory protection for responders assigned to these high-risk incidents.
National Strike Force Capabilities Brief	U.S. Coast Guard	30 minutes	The National Strike Force (NSF) provides highly trained, experienced personnel and specialized equipment to Coast Guard and other federal agencies to facilitate preparedness for and response to oil and hazardous substance pollution incidents in order to protect public health and the environment. The NSF's area of responsibility covers all Coast Guard Districts and Federal Response Regions. Capabilities briefs serve to provide a comprehensive overview of the force package, equipment, and training of responders while clarifying logistical/operational needs.
F. Speaking (2 of 2)			
<i>Subject Matter</i>	<i>Sponsoring Organization</i>	<i>Length of Engagement</i>	<i>Description of engagement</i>
Pre/Post Tropical Storm Activities, Incident Response Case Studies	Caribbean Regional Response Team	30 minutes	At multiple CRRT Meetings, provided presentations of 30 minutes or more on various emergency management-related topics.
USCG Hurricane Preparedness, Planning, and Coordination with Area Stakeholders	Southeast Texas Waterway Advisory Council	25 minutes	I was invited to speak at the Spring 2018 Full South East Texas Waterway Advisory Council on Hurricane Preparedness, planning, and coordination for South East Texas and how industry efforts and US Coast Guard efforts are intertwined. Brief was approximately 25 minutes. This speaking event enabled the Coast Guard to exercise public communication, severe weather awareness to emphasize severe weather preparedness prior to hurricane season officially starting.
USCG Hurricane Preparedness Planning	Beaumont (TX) American Leadership Association	35 minutes	I was invited to speak to local business leaders with the American Leadership Association at American Valve and Hydrant in Beaumont, TX to describe how businesses can prepare for a mitigate some of the risks associated with hurricanes in South East Texas. This speaking event enabled the Coast Guard to exercise public communication, severe weather awareness & preparedness pre-storm.
USCG Hurricane	Orange County (Texas) Local	25 minutes	I spoke to the Orange County (Texas) Local Emergency Planning Committee on hurricane preparedness and interagency coordination during severe weather. The speaking event

Preparedness, Planning, and Coordination with Area Stakeholders	Emergency Planning Committee Meeting		lasted 25 minutes and covered US Coast Guard integration with local and state responders to severe weather, covered existing memorandums of understanding with Orange County and how the US Coast Guard can assist. This speaking event enabled the Coast Guard to exercise interagency communication, severe weather response techniques, and interagency preparedness to emphasize severe weather preparedness during the first month of hurricane season.
Emergency Management & Force Readiness (EMFR) Symposium	U.S. Coast Guard, Office of Emergency Management (CG-OEM)	Varies	The EMFR Symposium provides a HQ-level overview of current & future emergency management goals and initiatives throughout the Coast Guard. The audience is comprised of tactical, operational, and strategic level emergency managers throughout the Service to discuss long-term needs while addressing the needs of the field units.

G. Teaching				
<i>Location</i>	<i>Sponsoring Organization</i>	<i>Course Title</i>	<i>Course Length</i>	<i>Description and length of engagement</i>
Exportable Training	U.S. Coast Guard	ICS-320	3 days	Training course for Incident Management Team roles and responsibilities
Exportable Training	U.S. Coast Guard	ICS-339	2 days	Training course for Division/Group Supervisor
Yorktown, VA	U.S. Coast Guard	ICS-345 (Formerly ICS-345/346/347)	5 days	Combined training course for Resource, Situation, and Demobilization Unit Leader.
Yorktown, VA	U.S. Coast Guard	ICS-351	3 days	Training course for Logistics and Finance Section Chief
Yorktown, VA	U.S. Coast Guard	ICS-358	3 days	Training course for Communications Unit Leader
Yorktown, VA	U.S. Coast Guard	ICS-402	3 days	Training course for Liaison Officer
Yorktown, VA	U.S. Coast Guard	ICS-404	5 days	Training course for Safety Officer
Yorktown, VA	U.S. Coast Guard	ICS-410	5 days	Training course for Incident Commander
Yorktown, VA	U.S. Coast Guard	ICS-430/440	5 days	Combined training course for Operations and Planning Section Chief

Yorktown, VA	U.S. Coast Guard	ICS-620	3 days	Training course for Area Command roles and responsibilities
Yorktown, VA	U.S. Coast Guard	Emergency Management Specialist Course (Formerly Basic Preparedness and Exercise Course)	3 days	The EMSC is a vital baseline course that supports Coast Guard Emergency Management Specialists and planners. The course is taught at Training Center Yorktown within the Emergency and Disaster Management School.
USCG Marine Safety Unit Port Arthur, Port Arthur, TX	USCG	Planning Section Chief, Operations Section Chief, Safety, Division Group Supervisor PQS oriented drills and classes	1 day each	Volunteered and provided over 30 hours of Incident Command and preparedness training to two US Coast Guard units to ensure that personnel were prepared for all hazards identified within South East Texas and South West Louisiana. I was the lead coordinator and instructor for all training sessions and empowered 6 additional instructors to assist in giving the training. I served as the lead coordinator and instructor.

H. Course Development

<i>Title of Course</i>	<i>Length of Course</i>	<i>Host Organization</i>	<i>Audience</i>	<i>Description of course content</i>	<i>Involved Unit(s)/Command(s)</i>
Emergency Management Specialist Course	3 days	USCG	USCG Active Duty, Reserve, and Civilians	Succinct overview of DHS/USCG policy-driven requirements for USCG Emergency Management Divisions/Departments that provides tools and resources to incoming Emergency Management Specialists.	"Office of Emergency Management (CG-OEM)

I. Publications

<i>Title</i>	<i>Publication Source</i>	<i>Peer Reviewed Publication Source</i>
Second 80's HAZMAT Response Case Study	International Oil Spill Conference Proceedings	Yes
Coast Guard Emergency Management Certification - Advancing emergency management in the Coast Guard	The Coast Guard Journal of Safety & Security at Sea - Proceedings of the Marine Safety & Security Council ("Proceedings")	Yes
Various Articles (see Proceedings, Winter 2020)	U.S. Coast Guard Proceedings Magazine	Yes

J. Audio/Visual Interactive Products (1 of 2)

<i>Title</i>	<i>Sponsoring Organization</i>	<i>Description of Product</i>	<i>Description of its significant contribution(s) to the emergency management field (include reference to product audience)</i>
Incident Management Team Certification System	U.S. Coast Guard	Personnel Management Tool	The IMT Certification System was created to assist in the development, and maintenance of the unit's Type 3 IMT ICS Structure. This system was developed after identifying staffing deficiencies in the current IMT construct. The system was designed to establish expectations for positional qualifications due to the dynamic changeover experienced by Coast Guard personnel and accomplished this goal while providing all necessary guidance on the qualification process from one application.
Anatomy of a SAR Case: EPIRBs	U.S. Coast Guard	Video/Public Outreach	Following the response to an EPIRB alert hundreds of miles offshore, the Fifth District Command Center (in coordination with Public Affairs) compiled analytical data and liaised with sub-units to create an educational video for the maritime community. This video was created, produced, and distributed by the staff of the Fifth District. PA2 managed the filming and editing of the video while LT assessed Search and Rescue data, reviewed case timeline entries, and developed a succinct script to convey the importance of EPIRB registration to the public.

J. Audio/Visual Interactive Products (2 of 2)

<i>Title</i>	<i>Sponsoring Organization</i>	<i>Description of Product</i>	<i>Description of its significant contribution(s) to the emergency management field (include reference to product audience)</i>
Coast Guard Family Hurricane Season Preparedness Video Series	US Coast Guard	Video/Public Outreach	Conducted a video presentation for families of service members assigned to Marine Safety Unit Port Arthur. I was the main producer and main speaker for this video. This video was used by the Commanding Officer to promulgate hurricane preparedness, planning, and coordination prior to the start of the 2018 Hurricane Season. This video was published on a service-specific website and available for viewing 24 hours a day, assisting the Commanding Officer in publishing how the unit responds to and what to expect during a severe weather event such as a hurricane. This video was approximately 30 minutes long in total.

K. Awards or Special Recognition

<i>Sponsoring Organization</i>	<i>Describe the Award/Honor and your role and contribution that led to your selection as the recipient</i>	<i>Documentation</i>
U.S. Coast Guard	Commandant's Letter of Commendation. Acted as Situation Unit Leader during a Mass Rescue Operation in Mobile Bay that took place on 25 Apr 2015. Saved over \$8.9 million in property, saved 40 sailors, and accounted for more than 117 vessels.	Award
U.S. Coast Guard	CG base and the Borinquen airfield for ensure it aligned with TSA requirements to allow commercial flights to resume. Conducted welfare checks, delivered vital humanitarian aid by vehicle and helicopter,	Award

	conducted MEDEVACs of critically injured patients, provided security for government facilities, directly liaised with Unified Command at Borinquen.	
U.S. Coast Guard	USCG nominee - IAEM Military Uniformed Services Emergency Manager of the Year	Award
USCG or DoD	Humanitarian Service Medal - The Humanitarian Service Medal is awarded to members of the Armed Forces who distinguish themselves by meritorious direct participation in any significant military act or operation of a humanitarian nature approved by the Department of Defense.	Award
US Coast Guard	Coast Guard Commendation Medal: Assigned as a Coast Guard Emergency Management Specialist in charge of all hazards planning and preparedness for the Commanding Officer of the Marine Safety Unit Port Arthur (Texas). Ensured that over 200 ICS qualifications were obtained, while preparing the unit for three hurricane seasons, enabling the unit was able to respond to Tropical Storms Barry and Imelda seamlessly. Created a strategic ICS qualification-training program that was identified by US Coast Guard headquarters as a best practice for coordinating ICS training; provided incident command training to Department of Defense and other government agency partners to promulgate interagency cooperation.	Award

L. Certification Related to Emergency Management			
<i>Certifying Organization</i>	<i>Certificate</i>	<i>Re-certification or maintenance requirements</i>	<i>Documentation Provided</i>
U.S. Coast Guard	Emergency Management Credential	5-year recertification requirement; This credentialing program provides current and future workforce with EM knowledge and leadership skills needed during disasters and crises. The CGEMC Program, managed by the Office of Emergency Management and Disaster Response (CG-OEM), advances the EM profession within the U.S. Coast Guard by promoting the principles of EM, providing information, and incorporating networking and professional development opportunities. The CGEMC closely aligns with international and industry emergency management certification programs.	Certificate & Memo
U.S. Coast Guard	U.S. Coast Guard Officer Specialty Code OAR-18: Emergency Management Specialist	Required performance in an actual event/incident every 7 years	CG-5319A & Requirements
U.S. Coast Guard	Incident Commander (Type III)	Currency requirement: performance on an actual response within 7 years (see page 19 of the PQS)". Triennial training required through U.S. Coast Guard ICS-305 course.	PQS & Qualification Memo

U.S. Coast Guard	Planning Section Chief (Type III)	Currency requirement: performance on an actual response within 7 years (see page 19 of the PQS)". Triennial training required through U.S. Coast Guard ICS-305 course.	PQS & Qualification Memo
U.S. Coast Guard	Operations Section Chief (Type III)	Currency requirement: performance on an actual response within 7 years (see page 19 of the PQS)". Triennial training required through U.S. Coast Guard ICS-305 course.	PQS & Qualification Memo
U.S. Coast Guard	Planning Section Chief (Type III)	Type 3 ICS Planning Section Chief Qualification; Currency Requirement: 7 years (located on page 19)	PQS & Qualification Memo

M. Legislative Contact

EM Issue Addressed

Location of Red Cross shelters	Recommendations for storm preparations & Go Kit requirements
County response to COVID-19 (mass communications & policy)	Flood zone mapping
Evacuation requirements based on geographic location of residence	Severe weather planning & preparedness
Resources for emergency information & warning	

N. Conducting Research

<i>Title</i>	<i>Sponsoring Organization</i>	<i>Description of its significant contribution(s) to the emergency management field</i>
Toxic Industrial Chemicals And Materials: Challenges In Emergency Management	American Military University	Master's Thesis in Emergency and Disaster Management: The research examined the challenges associated with toxic industrial chemicals production in the maritime domain and the risks associated. The research found that additional oversight is needed to provide additional guidance on the nexus of chemical production and emergency management. The research recommended the creation of a third-party commission, similar to how the American Bureau of Shipping and Lloyd's Registrar act as a third-party commission to evaluation and maintain international maritime shipping. The goal of this commission to evaluate and examine current transportation and security protocols and build these plans into existing emergency operations plans, highlighting mitigation and preparedness efforts that emergency managers at all levels can use.

O. Other (1 of 2)

<i>Describe activity or program</i>	<i>Describe your role or involvement</i>	<i>Identify why this activity makes a contribution to the field of emergency management and is therefore applicable to this portion of the AEM®/CEM® process</i>
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<p>The 140-member Cyber CAT Incident Command Post stood up at Coast Guard Headquarters in Washington, D.C., to bolster the layers of cyber defenses and enforce standardization for networked systems throughout the Coast Guard.</p>	<p>Situation Unit Leader</p>	<p>Cyber CAT’s response includes physical security space assessments and deploying teams of IT specialists, known as Cyber Discipline Tiger Teams or Tiger Teams, who are bringing Coast Guard units into cyber compliance. Checking for vulnerabilities, Tiger Teams are testing and scanning the security of all web-based interfaces and applications interfacing the Coast Guard unclassified network.</p>
<p>The U.S. Coast Guard recently released the Coast Guard Emergency Management Credential (CGEMC) program and sought after IAEM Certified Emergency Manager's to vet the program prior to launch.</p>	<p>Participated on the CGEMC beta exam review, where a group of IAEM CEM's vetted a pool of 300 questions. This review consisted of taking the exam (typically 100 question, but increased to 300), providing a difficulty rating, and provided qualitative feedback to the USCG Office of Emergency Management. These data points were then used to dial in the exam prior to the formal CG-wide release of the credential.</p>	<p>This support directly contributed to the creation of a U.S. Coast Guard Emergency Management Credential (CGEMC) that will in turn create a more defined path towards the IAEM CEM for military members.</p>
<p>O. Other (2 of 2)</p>		
<p><i>Describe activity or program</i></p>	<p><i>Describe your role or involvement</i></p>	<p><i>Identify why this activity makes a contribution to the field of emergency management and is therefore applicable to this portion of the AEM®/CEM® process</i></p>
<p>Qualified as Type 3 Operations Section Chief</p>	<p>IMT position with required recertification guidelines</p>	<p>Directly supports ICS operations in the field in a disaster.</p>
<p>I was requested to consult with the Greater Spokane County (Washington) Emergency COVID-19 Emergency Operations Center's Incident Management Team on ICS best practices during the initial stand up of the EOC. Dates of service: 6-10 April 2020.</p>	<p>Requested by the Planning Section Chief for the Spokane County Incident Management Team to provide feedback on COVID-19 initial response proposed objectives and Incident Action Plan to combat COVID-19 in Eastern Washington. I advised the IMT on best practices for their initial stand up of the IMT, including organization, objectives, ICP management techniques, and independently reviewed all IAPs.</p>	<p>This request to consult with an Incident Management Team in Washington State, while I was stationed in Texas, demonstrates my professional competence in the NIMS/ICS and ICP operations. I am Type 3 qualified in 7 ICS positions including Operations Section Chief, Division Group Supervisor, Operations Branch Director, Planning Section Chief, Situation Unit Leader, Resource Unit Leader, and Ground Support Unit Leader. My advice and consultation enabled the IMT to refine their incident management activities to create more efficient incident action plans during a deadly crisis.</p>

