

WISCONSIN  
**INTEROPERABILITY**  
SEAMLESS STATEWIDE **A** PUBLIC SAFETY RADIO COMMUNICATIONS



Communications Unit  
Standard Operating Guidelines  
2020 Position Recognition  
Renewal Application Packet

\*Forms 1 and 2 are included within this packet

November 2019

## **2020 Position Recognition Renewal Process**

As provided by Wisconsin's Communications Unit Standard Operating Guidelines (SOG), the recognition renewal process for the various Communication Unit positions will occur every five (5) calendar years beginning in 2020.

Individuals who were recognized prior to January 1<sup>st</sup>, 2019 will need to complete the renewal process beginning in 2020. Those who were recognized after January 1<sup>st</sup>, 2019 will not need to complete the renewal process until 2025.

Renewal applications must be received no later than December 31 of the renewal year (e.g. 12/31/2020, 12/31/2025, 12/31/2030).

### **Application Type**

- Check Renewal Status box and position being applied for (only one position per application)

### **Applicant Information**

- Name: Your full legal name
- Certifying Agency: The agency providing workers compensation and other liability-related protections
- Certifying Agency Address
- County: If you serve in multiple counties, list each one
- 24/7 Telephone: Note the preferred number to reach you after business hours

### **Agency Certification**

- This section *certifies* you to serve in a COMU position as an agent of your agency.
- This section assures an incident commander that the deployed person is covered by employment-related protections such as workers compensation and liability insurance.
- This section must be completed and signed your agency head or authorized representative from your agency.

### **Materials to be submitted with the applicant's renewal packet**

- Completed COMU Position Recognition Application
- COMU Incident/Event/Exercise Experience Record for any incident, event, or exercise that the applicant participated in prior to renewal but after the individual was originally recognized or five (5) years, whichever is less. Examples of tasks to include can be found at the end of this packet.
- Available supplemental ICS documentation for activities listed in the experience record. Examples include:
  - IAP – Incident Action Plan
  - ICS 201 – Incident Briefing
  - ICS 205 – Incident Radio Communications Plan
  - ICS 205A – Communications List
  - ICS 214 – Activity Log

**Submission**

Submit the completed application and all supporting documentation electronically to the Office of Emergency Communications general email address of [Interop@wisconsin.gov](mailto:Interop@wisconsin.gov) or send copies to:

Wisconsin Department of Military Affairs  
Office of Emergency Communications  
Attn: Statewide Interoperability Coordinator (SWIC)  
2400 Wright Street  
Madison, WI 53704



# COMU Position Recognition Application



Initial Application  Renewal Status  Agency Change  Historical Recognition

Position being applied for, (separate application is required for each position):

COML  COMT  INCM  INTD  RADO  AUXC

Full Name \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

County \_\_\_\_\_

Business Phone \_\_\_\_\_ 24/7 Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Rank or Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Agency Certification (required)**

The above-named individual is seeking voluntary recognition in the Wisconsin Communications Unit (COMU) Recognition Program for the above identified COMU position. The person serves the agency as a paid employee or as a volunteer but, in either case, is recognized as an employee for the purposes of Workers Compensation, liability, and all other liability-related protections afforded employees of the agency, when activated for duty.

When the above-named person serves in the COMU position whether within the agency's jurisdiction, or outside, the person serves as an employee/representative of the agency.

I approve the applicant's participation in the Wisconsin Communications Unit Recognition Program in the following response areas: EMPLOYING AGENCY (Type 5)  HOME COUNTY (Type 4)

**CAUTIONARY NOTE: For any activities outside of those listed above, the individual must be acting under a statutory mutual aid request, or as authorized and credentialed by an Incident Management Team (IMT) for a regional, statewide or inter-state deployment.**

Agency Head or Designee Name and Title \_\_\_\_\_

Agency Name \_\_\_\_\_

Business Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# **COMU Incident/Event/Exercise Experience Record**



**\*This form is required for Historical/Out-of-state/Renewal Application Submissions**

**Full Name** \_\_\_\_\_

**Agency Name** \_\_\_\_\_

**Check only one position:**  COML  COMT  INCM  INTD  RADO  AUXC

For recognition renewal, only list activities for past five (5) years.

Incident Name	Location	Date	Position	Incident Type	Duration

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Communications Unit Leader (COML) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Complete an ICS-205	Complete an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as a COML in a real-world, planned or unplanned event	Must be under the control of the Logistics section. Must be for at least one operational period.
Leading a Communications Exercise	Examples: Formal COMMEX and informal communications exercise
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU WG

### Communications Technician (COMT) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as a COMT in a real-world, planned or unplanned event	Must be under the control of a COML. Must be for at least one operational period.
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU WG

### Incident Communications Center Manager (INCM) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as an INCM in a real-world, planned or unplanned event	Must be under the control of a COML. Must be for at least one operational period.
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU WG



### Incident Tactical Dispatcher (INTD) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as a INTD in a real-world, planned or unplanned event	Must be under the control of a COML or INCM. Must be for at least one operational period.
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU WG

### Radio Operator (RADO) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as a RADO in a real-world, planned or unplanned event	Must be under the control of a COML or INCM. Must be for at least one operational period.
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU WG

### AUXCOMM (AUXC) Renewal Tasks

The following list of tasks will be considered as representative of active involvement in this COMU position. For renewal recognition, the applicant will have participated in some or all of the following activities.

DESCRIPTION	DETAILS
Assist in the development of an ICS-205	In conjunction with a COML, draft an ICS-205 for a real exercise, event, or emergency.
Attend a continuing education course	May be in-person or online. It must focus on Emergency Communications or the Incident Command System.
Give a COMU-related presentation	Must be on a COMU-related topic to an audience.
Assist with developing or coordinating a Communications Exercise	Examples: Formal COMMEX, informal communications exercise, and incorporating a communications component into a non-communications exercise
Serve as an AUXCOMM in a real-world, planned or unplanned event	Must be under the control of a COML. Must be for at least one operational period.
Participation in other communication activity	Request must be detailed in writing and must be preapproved by the COMU WG