

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



Communications Unit Workgroup (COMU WG) Operating Procedures

Adopted July 23rd, 2020

Communications Unit Workgroup (COMU WG) Operating Procedures

1. Background and Authority

In February 2017, the Wisconsin Interoperability Council (IC) updated the mission and responsibilities of its Land Mobile Radio (LMR) Subcommittee by-laws to include a recognition system for communications positions within the Incident Command System (ICS) structure. The Communications Unit Workgroup (COMU WG) was created to serve as the body of communications experts to ensure the professional credibility and maintain the highest standards for the various communications unit training and recognition processes.

With the adoption of the Communications Unit Recognition Program Standard Operating Guidelines (SOG) in 2017, the IC appointed the Statewide Interoperability Coordinator (SWIC) to serve as the permanent chair of the COMU WG with the understanding the SWIC may designate a member of the Department of Military Affairs, Office of Emergency Communications (DMA/OEC) to serve in place of the SWIC as chair. The IC has requested the SWIC/OEC provide the necessary support for a viable and effective Communications Unit (COMU) recognition program in conjunction with the COMU WG and the LMR Subcommittee.

2. Purpose

The purpose of the COMU WG is to ensure there is cooperation, communication, and coordination among the various stakeholders who are involved in the interoperable communications arena. This includes establishing and maintaining a viable and effective process that will serve to provide structure for recognition and enhance the professional credibility of the COMU positions. The COMU WG is composed of multi-disciplinary and multi-jurisdictional subject matter experts (SMEs).

3. COMU WG Membership and Organization

The COMU WG is composed of the following members.

- Statewide Interoperability Coordinator or DMA/OEC designee
- 6-8 subject matter experts (SMEs) who possess a high level of operational and/or training experience in the COMU field and are approved by the Interoperability Council
- Representative(s) from Wisconsin Emergency Management (WEM) with responsibilities in the areas of training and emergency communications
- Region 5 Coordinator, US DHS, Cybersecurity and Infrastructure Security Agency, Emergency Communications Division (US DHS/CISA/ECD)

The SWIC will nominate the SMEs to the Interoperability Council for approval. Individuals who would like to apply to become a COMU WG SME should send an email to Interop@wisconsin.gov with relevant background information. The SWIC will then review and decide whether to send the nomination to the Interoperability Council.

4. COMU WG Duties

The COMU WG will establish a proper record for any review or audit it performs. The WG will establish processes and internal controls that subject each applicant to a standardized and proper level of review by the WG.

The COMU WG will:

- Determine if an individual meets the program requirements for recognition which are outlined in the [Communications Unit Recognition Program Standard Operating Guidelines \(SOG\)](#)

Communications Unit Workgroup (COMU WG) Operating Procedures

- Review all documents that are submitted with the recognition application packet
 - Forward the application packet with their recommendation to the LMR Subcommittee
- Develop and oversee an Evaluator/Final Evaluator Endorsement process
 - Review all Evaluator and Final Evaluator Applications to determine if an individual meets the program requirements outlined in the Communications Unit Recognition Program SOG
- Review and make recommendations for COMU training opportunities
- Review and make recommendations for recognition renewal
- Develop regional response/call-out guidelines and processes
- Develop recognition processes for emerging COMU positions established by the U.S. Department of Homeland Security

5. Position Task Book Recognition Recommendations

All Position Task Books (PTBs) will be reviewed and recommended for recognition by a minimum of four (4) COMU WG SMEs. The review process will follow the procedures established in the COMU Recognition Program SOG.

6. Evaluator Endorsement Process

To maintain the highest standards for the various COMU training and recognition programs, the COMU WG has developed an Evaluator/Final Evaluator Endorsement Program. Applications for Evaluator and Final Evaluator Endorsement will be submitted to the SWIC's office for review and approval by the COMU WG.

All COMU WG SMEs approved by the IC will automatically receive endorsement as evaluators and final evaluators.

7. Review and Approval of Pre-planned Events or Exercises for Position Task Book Completion

In consultation with COMU WG members, the SWIC or authorized designee shall review and determine whether upcoming functional or full-scale training exercises and planned events can be used as PTB sign-off opportunities, as required by the COMU Recognition Program SOG. The SWIC or authorized designee will coordinate with the WEM training officer to identify these potential opportunities.

8. Recognition Renewal Recommendations

The COMU WG shall review all recognition renewal applications for active involvement in the specific position being reapplied for and make appropriate recommendations to the LMR Subcommittee for recognition renewal. The renewals must be recommended for approval by a minimum of four (4) COMU WG SMEs.