

**Joint Forces Headquarters  
California Military Department  
California State Military Reserve  
Sacramento, California  
1 March 2011**

**California State Military Reserve  
Regulation 350-3**

**CALIFORNIA STATE MILITARY RESERVE REGULATION  
ON THE  
STATE GUARD ASSOCIATION OF THE UNITED STATES (SGAUS)  
MILITARY EMERGENCY MANAGEMENT SPECIALIST (MEMS) BADGE.**

**FOR THE ADJUTANT GENERAL:**

**ROLAND L. CANDEE  
Brigadier General  
Commanding General**

**OFFICIAL:**

**Louis A. Lallo  
COL, GS, CSMR  
*Director of Personnel***



**History.** This is a new regulation designed to incorporate the MEMS policies and procedures of the SGAUS for California State Military Reserve (CSMR) service members (SM). This regulation cancels CSMR Policy Memorandum 2009-013 – Military Emergency Management Specialist Badges (3 Degrees), dated 16 September 2009.

**Summary.** This regulation prescribes the policies and procedures to 1) learn the Federal Response Systems, 2) train and participate in emergency management activation and mobilization, and 3) earn the MEMS badges according to the individual level of skill. The end product is a core competency used to support the California National Guard and the California Emergency Management Agency (CAL-EMA) during State emergencies.

**Applicability.** This regulation applies to both the Army and Air components of the CSMR.

**Proponent and Exception Authority.** The proponent authority is the CSMR G3. Exception authority for this regulation is the Commander, CSMR. Any revisions or exceptions to this regulation are prohibited without prior written approval from the Commander, CSMR.

**Interim Changes.** Interim changes to this regulation are not official unless they are authenticated by the Commander, CSMR, in the form of a personnel policy bulletin published by CSMR HQ.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to the G3 Section, HQ, CSMR (CSMR-TO).

**Distribution.** Distribution of this regulation is CSMR – Army and Air.

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# Chapter 1

## General Provisions

### 1-1 Purpose

This regulation governs and establishes the criteria for award and wear of the SGAUS MEMS Badge.

### 1-2 Supporting Authority

This regulation is to be read and interpreted as a stand-alone document. If any provisions of another military service regulation / instruction / order conflicts with any provision herein, the provisions of CSMR REG 672-3 are controlling.

### 1-3 Policy

Per the verbal orders of The Adjutant General in January and August 2007, CSMR personnel are authorized to wear the MEMS Badge when they meet the criteria for the badge as specified by the SGAUS and any amplifying criteria which may from time to time be coordinated between the CSMR and SGAUS. Unless otherwise modified per agreements between the CSMR and SGAUS, the criteria for all levels of the badge are contained in the SGAUS MEMS Academy Qualifications, Standards, and Procedures Student Handbook which is located at:

<http://www.sgaus.org/MEMShandbook.pdf>

### 1-4 Levels of MEMS Badges

The levels of the MEMS Badge are: 1) Basic; 2) Senior; and, 3) Master.

Each level badge is awarded upon the successful completion of the course of instruction set forth by the SGAUS MEMS Academy.

### 1-5 Wearing the MEMS Badge

The MEMS badge may be worn on the dress, service, and utility uniforms as prescribed by those regulations governing the appropriate component for military skill badges.

- a. On the Army uniform, the MEMS badge is worn as a Group 5 special skill badge in

accordance with AR 670-1, para 29-17a(5) *b, c, and d*. All authorized Army or other service combat and skill badges, regardless of group, take precedence.

b. On the Air Force uniform, the MEMS badge is worn as a miscellaneous badge in accordance with AFI 36-2903, para 5.8 and Table 5.2. The MEMS badge is worn below aeronautical, occupational and all other miscellaneous badges. The embroidered patch is only authorized on the ABU / BDU.

c. If an individual is awarded more than one (1) skill level MEMS badge, only the highest-level badge will be worn. The lower ranking MEMS badges are to be retained by the individual as a memento.

## **1-6 MEMS Flash**

The MEMS Flash is awarded once the recipient has served in an Emergency Management role during a State or Federal Emergency. The MEMS Flash is an oval shaped fabric patch with a silver border. It is worn as a background behind the MEMS badge. The dimensions for the MEMS Flash are 2 ¼" wide X 1 ¾" in height. The MEMS Flash is NOT authorized to be worn on the uniforms of the CSMR Air component. It is only authorized to be worn on the service / dress uniforms of the CSMR Army component. It is NOT authorized to be worn on the utility uniforms as the ASU.

## **1-7 Program of Instruction**

The course of instruction for each level is listed in the Attachments section of this regulation. The Program of Instruction for the MEMS program is developed, administered, and proctored by the California MEMS Academy State Director / SGAUS with their designated instructors. The CSMR may coordinate with SGAUS to substitute some California State Emergency Management System (SEMS)-centric courses developed by the CSMR, as substitutes for some existing FEMA course requirements, in order to better prepare CSMR personnel to operate within SEMS. In such a case, the CSMR California MEMS Academy will coordinate changes with the CSMR G3. Inquiries regarding this program should be directed to the SGAUS and/or CSMR MEMS Academy Director, 5413 E. Whittier Boulevard, Los Angeles, California 90022.

## **1-8 Burden of Costs**

Participation in the MEMS program is voluntary. Participation in the program may require the student to purchase educational materials, encumber costs related to attendance at resident courses, and pay membership fees to SGAUS. Costs related to participation in this program will be borne solely by the individual.

## **1-9 Orders**

**This program is voluntary. There are no funds available to support travel and per diem costs. Requests for Non-pay State Active Duty orders are authorized when the individual must travel to a location for MEMS training other than the individual's normal Drill site.**

## **1-10 Recording of Hours**

**Individuals participating in this program should record their participation hours on CSMR Form 20 on line #2, Training.**

## **1-11 Permanent Wear of the MEMS Badge**

**The MEMS badge is authorized for permanent wear to individuals who:**

- a. Have completed all requirements for their skill level as set forth by SGAUS.**
- b. Have had no flagging actions in the past 12 months as this relates to any Suspension of Favorable Actions, AR 600-8-2; validated by the SM's Commander.**
- c. Meet the CSMR height / weight standards as specified in CSMR Regulation 600-9.**
- d. Have been awarded the badge by official publication of Permanent Orders by HQ, CSMR.**

**A copy of the permanent order authorizing the MEMS Badge will be maintained in the individual's official Personnel Record.**

## **CHAPTER 2**

### **Procedures for Awarding the MEMS Badge**

#### **2-1 Procedures**

a. The administrative requirements for this program are the responsibility of the Senior Command Level, i.e., Regional Support Command, Installation Support Command, Center for Military History, Air Support Command, and Troop Command. The G1 will administer the program for personnel assigned to Headquarters, CSMR. The G3 retains the responsibility for inspection and review for all units.

b. Upon successful completion of the requirements for any skill level MEMS badge after the effective date of this Regulation, the SM's unit is responsible to forward the completed Recommendation for Award – SGAUS MEMS Badge and/or Flash, to the Senior Command or G1, CSMR, as required and noted in Attachment #2.

c. SM who have successfully completed the requirements for any skill level MEMS badge previous to the effective date of this Regulation and who have submitted to their units the SGAUS MEMS Badge certificates as proof of award of the badge(s) and skill level(s), which authorized them to wear the badge(s), shall be issued orders awarding them the badge or badges. This will be accomplished by the Senior Commands or G1 for HQ personnel. Senior Commands will forward a memorandum to G1 and G3 listing personnel in their units previously authorized the MEMS badges, their skill level(s), and if the individual qualifies for the Flash. The memorandum is due ninety (90) days after the publication date of this regulation.

d. The Senior Command or G1, CSMR is responsible for: 1) publishing the Permanent Orders, and 2) forwarding a copy of the orders, including one (1) bright CSMR MEMS Badge, and one (1) subdued CSMR MEMS Badge (Army metal or Air embroidered, as appropriate), and/or one (1) Flash to the individual's unit for appropriate presentation. NOTE: Badges and Flashes are provided to SM within budgetary limitations.

**ATTACHMENT 1**  
**MEMS Badges and Flash**



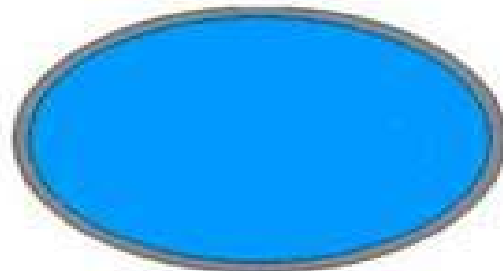
**Figure 1 – Basic MEMS Badge**



**Figure 2 – Senior MEMS Badge**



**Figure 3 – Master MEMS Badge**



**Figure 4 – MEMS Flash**



**ATTACHMENT 2**  
**Recommendation for Award – CSMR MEMS Badge**

**OFFICE SYMBOL**

**DATE:** \_\_\_\_\_

**MEMORANDUM TO** Your Senior Command or G1

**SUBJECT:** Recommendation for Award – SGAUS MEMS Badge / Flash

**IAW CSMR Regulation 672-3, request the following individual be awarded the CSMR MEMS Badge.**

- a. Rank and Name: \_\_\_\_\_
- b. Unit of Assignment: \_\_\_\_\_
- c. Classification of Award:  Basic  Senior  Master  Flash
- d. Date of issuance of the MEMS Academy Certificate: \_\_\_\_\_  
Copy of Certificate attached.
- e. Copy of certification of service in an emergency management role in a state emergency.

Encl  
MEMS Academy Certificate

*John W. Doe*  
Colonel, CSMR  
Commander

**FOR G1 SECTION USE:**

Award approved  Award disapproved. Reason \_\_\_\_\_

Date Orders Published: \_\_\_\_\_ Order Number: \_\_\_\_\_

**The State Guard Association of the United  
States  
Military Emergency Management Specialist  
Academy**



**THIS IS TO CERTIFY THAT  
JANE R. DOE**

**CAPTAIN, CALIFORNIA STATE MILITARY RESERVE**

**HAVING SUCCESSFULLY COMPLETED ALL PRESCRIBED  
REQUIREMENTS  
HAS QUALIFIED FOR DESIGNATION AS A  
MASTER MILITARY EMERGENCY MANAGEMENT  
SPECIALIST**

**In Recognition of which this Certificate has been Issued this 14th Day of August, 2010**

A handwritten signature in black ink, appearing to read "Gene H...", written in a cursive style.

**Academy Founder/Commandant Emeritus**

A handwritten signature in black ink, appearing to read "Roger D. High", written in a cursive style.

**Academy Commandant**

**ATTACHMENT 4  
TRAINING RESOURCES**

**Basic MEMS Curriculum as of December 2010**

1. Complete, as a minimum, the following online Emergency Management Institute (EMI) courses available online, free of charge:
  - a. IS100.b Introduction to Incident Command System (ICS)
  - b. IS200.b Single Resources and Initial Action Incidents
  - c. IS275 EOC Management and Operations (*NOTE 1*).
  - d. IS701.a NIMS Multiagency Coordination Systems (MACS) (*NOTE 2*).
  - e. IS102 Deployment Basics for FEMA Response Partners (*NOTE 3*).
  - f. IS700.a An Introduction to National Incident Management System (NIMS)
  - g. IS800.b An Introduction to National Response Framework (NRF) (*NOTE 4*).

***NOTE 1:*** Formerly, IS275 Emergency Operations Center, was required for Basic qualification. FEMA has suspended presentation of IS275. If already completed, IS275 meets MEMS requirements. G-775 is NOT an online course. IS208 was, until 1 November 2008, an acceptable substitute for IS275.

***NOTE 2:*** Added to Basic MEMS Curriculum effective January 1, 2011.

***NOTE 3:*** Added to Basic MEMS Curriculum effective January 1, 2011.

***NOTE 4:*** In March 2008, the National Response Framework significantly changed the template for emergency response, replacing the National Response Plan. IS800 or IS800A, National Response Plan (NRP) will NOT be accepted as meeting MEMS requirements for initial qualification or advancement after 31 December 2010. IS800 and IS800A have been replaced by IS800.b.

All course work, except as listed above, are located at the FEMA website under Training, Independent Study Program (ISP):

<http://training.fema.gov/IS/>

This training may also be available in a resident group setting.

**ATTACHMENT 4 Continued.....**  
**TRAINING RESOURCES**  
**Basic MEMS Curriculum continued.....**

**2. Complete a Basic MEMS Practicum assigned to you by your Proctor. This will be either:**

- a. A Basic MEMS Qualification and a minimum of 4 hours Emergency Table Top Training Exercise offered or sponsored by the Academy,**
- b. Practical assignment with a state guard, federal, state or local Emergency Operations Center (EOC) or other emergency management agency, approved by the MEMS state or regional director, or**
- c. An emergency management classroom training program with a state or federal emergency management agency, state or federal military school or other applicable educational institution, approved by the California MEMS Academy Director, or**
- d. An event run under the NIMS Concept and Actual Emergency Incident run under the Incident Command Systems (ICS).**

**3. Complete an After Action Report (AAR) or Narrative on the practicum option assigned. This must include the following components:**

- a. The title of the Practicum.**
  - b. Names and addresses of agencies with which the practicum was performed.**
  - c. Contact name and title of agency Points of Contact.**
  - d. Rank, name, and contact information, including email, of the commanding officer or agency supervisor that approved this practicum.**
  - e. Dates of practicum activities.**
  - f. A detailed description of what you did and accomplished.**
  - g. An assessment of how the training and experiences of this practicum assist you in future emergency management activation(s) with your unit / organization.**
  - h. An assessment of how will you use MEMS qualification in your military / agency career.**
  - i. Suggestions and recommendations to improve MEMS training.**
  - j. Copies of class notes and course curricula from the training.**
  - k. Copies of any orders you received, AARs and other relevant documents.**
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ATTACHMENT 4 continued.....  
TRAINING RESOURCES  
Senior MEMS Curriculum

Complete the following online EMI courses, *in addition to those required for the Basic MEMS Qualification*:

- a. IS139 Exercise Design
- b. IS230.a Fundamentals of Emergency Management
- c. IS235 Emergency Planning
- d. IS240 Leadership and Influence
- e. IS241 Decision Making and Problem Solving
- f. IS242 Effective Communication
- g. IS244 Developing and Managing Volunteers
- h. ICS 300 Intermediate Incident Command System
- i. ICS 400 Advanced Incident Command System
- j. AWR110 WMD Terrorism Awareness for Emergency Responders (TEEX) or AWR160 WMD Awareness (NMT)
- l. Q534 Emergency Response to Terrorism.

The following courses are available online, free of charge, at:

<http://fema.gov>  
<http://training.fema.gov/emi/web/is>

This training may also be available through in resident group classes. ICS 300 and 400 are available in classroom format only, not online. Contact the California MEMS Academy Director for scheduling these classes. CAL-EMA offices provide information on available classes at this level. The CAL-EMA website is: <http://www.calema.ca.gov/>

Weapons of Mass Destruction (WMD) Awareness training is available as an in-person FEMA course, #160, from the Texas Engineering Extension Service (TEEX): <http://www.teex.com>

OR

New Mexico Tech (NMT): <http://campus.emrtc.nmt.edu/campus>

AWR 160 WMD Awareness (NMT) can be taken at this website:  
<http://www.emrtc.nmt.edu/training/>

Course Q534 Emergency Response to Terrorism is available free of charge from the US Fire Academy (USFA) at <http://www.usfa.dhs.gov/>

**ATTACHMENT 4 Continued.....**  
**TRAINING RESOURCES**  
**Senior MEMS Curriculum continued.....**

- 1. Complete a Senior MEMS Practicum assigned to you by your Proctor. This will be either:**
  - a. A Senior MEMS Qualification and Training Exercise offered through or sponsored by the MEMS Academy, involving work as a manager and / or planner. A practical managerial and / or planning assignment with a state guard, federal, state or local Emergency Operations Center or other emergency management agency, approved by the MEMS state or regional director, or**
  - b. A documented ICS Leadership position from the following:**
    - (1) Emergency Table Top and/or Full Scale Exercise**
    - (2) An event run under ICS and NIMS concept**
    - (3) Must submit an ICS Form 203 signed by the Incident Commander**
  
- 2. Completion of a Senior After Action Report or Narrative on the practicum option assigned. This should include the following components:**
  - a. The title of the Senior Narrative.**
  - b. Names and addresses of agencies with which the practicum was performed.**
  - c. Contact name and title of agency Points of Contact.**
  - d. Rank, name, and contact information, including email, of the commanding officer or agency supervisor that approved this practicum.**
  - e. Dates of practicum activities.**
  - f. A detailed description of what you did and accomplished.**
  - g. An assessment of how the training and experiences of this practicum assist you in future emergency management action(s) with your unit / organization.**
  - h. An assessment of how will you use MEMS qualification.**
  - i. Suggestions and recommendations to improve MEMS training.**
  - j. Copies of class notes and course curricula from the training.**
  - k. Copies of any orders you received. AARs and other relevant documents.**

**ATTACHMENT 4 Continued.....**  
**TRAINING RESOURCES**  
**Master MEMS Curriculum**

- 1. Held Senior MEMS designation for at least 6 months before applying for Master level.**
  
- 2. Applicants must:**
  - a. Be a Certified “Train the Trainer” having successfully completed a train-the-trainer course preferably in ICS L449 (ICS300 / 400 Level training) or “Train the Trainer” certified in Incident Response to Terrorist Bombings (IRTB) at New Mexico Tech. Have taught at least 40 hours of emergency management-related courses, e.g., Community Emergency Response Team (CERT), ICS, NIMS, NRF**
  
  - c. Have acquired advanced practical experience in Emergency Operations Centers.**
  - d. Have participated in a Full Scale Emergency Exercise**
  - e. Have completed an After Action Report.**
  
- 3. Applicants are required to participate at a high level, in planning and executing emergency plans, exercises and responses.**
  
- 4. Experience in leadership over actual emergency activation(s) may, on a case-by-case basis, be counted as partial fulfillment of the teaching requirement referred to in Item #2 above.**
  
- 5. Applicants must submit documentation which verifies the following:**
  - a. Completion of emergency management coursework beyond that required of Senior MEMS designation.**
  - b. Teaching emergency management coursework of the type listed in Item 2, above.**
  - c. Participation at a senior level in developing emergency management exercises, emergency response plans, risk analyses, documentation of Master MEMS Qualification and Training Exercise approved by the state or regional MEMS director**
  - d. Participation at a senior level in leading an emergency incident response.**
  - e. A practical managerial and / or planning assignment with a state guard, federal state or local Emergency Operations Center (EOC) or other emergency management agency, approved by the MEMS state or regional director.**
  - f. The California MEMS Academy State Director (ASD) will not accept request for waivers.**

**Award of the Master MEMS qualification is made by recommendation of the appropriate ASD, upon confirmation by the National Academy Commander. The Commander may designate a Deputy Commander or Academy Regional Director to approve granting Master MEMS qualification nationally or within a region.**

**NOTE: This is a summary; please refer to the 2011 *MEMS Policies and Procedures Manual* for details of the Basic, Senior and Master qualification on the SGAUS Website.**