



<b>VOLUNTEER APPLICATION</b>  <b>For The</b> <b>PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY</b>  <b>AUXILIARY COMMUNICATIONS SERVICE (ACS)</b>		<b>DATE:</b>
		<b>Position applying for:</b> Active Member: <input type="checkbox"/> Auxiliary Member: <input type="checkbox"/>  <b>Location applying for:</b> PEMA HQ: <input type="checkbox"/> Central Area Office: <input type="checkbox"/> Eastern Area Office: <input type="checkbox"/> Western Area Office: <input type="checkbox"/>
Last Name	First Name	Home Phone:
Mailing Address:		Work Phone:
City:		Cell Phone:
Zip Code:		Email:
<b>VOLUNTEER EXPERIENCE</b>		
Please describe your current and/or past volunteer experience:          		
<b>SPECIAL SKILLS, CERTIFICATES OR LICENSES</b>		
FCC Amateur Radio License (Call Sign, Operator Class, and Expiration Date):  Completed: IS-700 <input type="checkbox"/> Yes <input type="checkbox"/> No      IS-100 <input type="checkbox"/> Yes <input type="checkbox"/> No      IS-200 <input type="checkbox"/> Yes <input type="checkbox"/> No Membership: MARS <input type="checkbox"/> Yes (Branch _____) <input type="checkbox"/> No      CAP <input type="checkbox"/> Yes <input type="checkbox"/> No      USCGAUX <input type="checkbox"/> Yes <input type="checkbox"/> No Other:		

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 (For official use only)  
 Amateur Call Sign: \_\_\_\_\_

**AREAS OF INTEREST**

Please describe the areas in which you would most like to serve/participate:

**ADDITIONAL INFORMATION**

Please provide any additional information which you would like to share:

## MEMBERSHIP REQUIREMENTS

### Commonwealth ACS unit members will be classified as follows:

- **Active Members:** Those who participate in the program on an on-going and regular basis. These members will typically be considered core personnel. These members are issued identification cards, and are expected to report to their assignments as quickly as possible.
- **Auxiliary Members:** All other members. These members typically participate in unit activities on an infrequent or irregular basis. These members are not issued identification cards but will be listed on the unit roster.

### Per the Pennsylvania Auxiliary Communications Services Program Directive D2010-1

#### Minimum membership requirements are:

- All members must be at least 18 years of age. Minors who desire to participate will do so under a junior volunteer program, if one is established.
- Members must be physically able and hold the appropriate credentials to perform all tasks associated with expected/assigned duties. There cannot be any physical or mental handicaps, limitations or conditions that would preclude the ability of an individual to perform safely any required tasks.\*
  - \* Reasonable accommodations for individuals with disabilities shall be made to enable these volunteers to participate and to learn and develop confidence, individual preparedness, independence, and adequate operating skills in order to function during times of emergency and aspire to higher levels of participation.
- Members must complete all required training and any required periodic refresher training.
- Members should be prepared to respond on short notice.
- Members must be capable of improvising solutions and functioning in a team environment for long hours under adverse and stressful conditions.
- Members must understand and adhere to the ICS, safe working practices, and procedures.
- Members must become familiar with and adhere to all applicable policies and procedures of PEMA.
- Members are not restricted from maintaining membership in or holding leadership positions in other auxiliary/emergency communications organizations (ARES®, REACT, RACES etc), with the following exceptions:
  - Members holding ACS unit leadership positions (ACS Officer, Assistant ACS Officer, etc. must maintain their responsibilities to the PEMA ACS unit as a priority over those of other organizations.
  - Members who hold leadership positions within other organizations (ARES®, local club, CAP, MARS etc) are expected to perform all duties assigned by the ACS Officer. The leadership position they hold outside of the ACS unit does not convey upon them any authority or privileges within the ACS unit.
- Members must return all unit related equipment, property, and Identification Cards upon resignation or termination, or at the request to the unit ACS Officer or Commonwealth ACS Coordinator.
- Members must hold the appropriate license, certification or other authorization for the frequencies on which they are expected to operate, prior to being permitted to operate on those frequencies. A copy of an applicant's current/valid license must be included as a permanent part of the members file and maintained by PEMA.
- All applicants for membership in the ACS must complete an application and other documents required by the PEMA.
- In addition to meeting all membership requirements, acceptance into ACS Unit is at the discretion of the ACS Officer and PEMA.
- All ACS members shall meet appropriate NIMS/ICS training requirements for their expected/assigned operational roles in accordance with the NIMS Five-Year Training Plan published by the NIC, or succeeding requirements.
- All ACS members are expected to establish and maintain a Go Kit. Go Kits, at a minimum, shall include those items necessary to support an individual's personal needs as well as those of their expected/assigned duties for a minimum of 72 hours.

(continued)

- The FCC requires that “persons who will be the control operator of a RACES station or of an amateur radio station transmitting in RACES be certified by the emergency management organization as being registered with that organization.” The PEMA Director is the certifying official for the state level ACS program. In critical circumstances, the authority to certify individuals temporarily in the RACES is granted to the PEMA HQ ACS Officer. PEMA shall use the Duly Enrolled Emergency Management Volunteer program to administer RACES personnel certification for PEMA ACS unit members in accordance with PEMA Directive D2006-1 Official Enrollment of State Emergency Management Volunteers;
- After having met all other requirements and in order to comply with PA Acts 34 and 151, all ACS volunteers shall be required to have an annual “criminal history record information” (CHRI) check, performed, through the Pennsylvania Access to Criminal History (PATCH) System administered by the Pennsylvania State Police (PSP).
- Additional PEMA ACS unit member requirements include:
  - All members: (within one year of becoming a member)
    - Orientation to The Pennsylvania Auxiliary Communications Services course, in accordance with the PA ACS Training Manual (TBD)
    - A course of training in emergency communications, in accordance with the PA ACS Training Manual (TBD)
    - HAZMAT Awareness Course
      - PEMA Hazmat Awareness Course (P\_HAZMATAWR\_07.3) Instructor Led Classroom and Online Course
      - or
      - State Fire Academy Local Level Training Courses
        - HMA - Hazardous Materials Awareness Level 472
        - HMAR Hazardous Materials Awareness Refresher Level 472
      - or
      - FEMA IS-5.a An Introduction to Hazardous Materials on-line Independent Study Course
    - Any additional courses required by sponsoring organization
  - ACS Officers and Assistant ACS Officers (within one year of appointment)
    - Emergency Management for ACS Officers Course, in accordance with the PA ACS Training Manual (TBD)
    - A course of training in emergency communications unit administration and management, in accordance with the PA ACS Training Manual (TBD)
    - Any courses required by sponsoring organization
    - Recommended for ACS Officers
      - FEMA IS-244 Developing and Managing Volunteers