

ATTACHMENT G – CONTINUITY OF OPERATIONS TRACK

Arizona Department of Emergency and Military Affairs Adjunct Instructor Application

Applicant First Name:	Applicant Last Name:	Phone number:
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This attachment is to be completed by those interested in teaching, and that have experience in Continuity of Operations programs. Successful applicants will be able to instruct a variety of Continuity of Operations Program trainings, providing they've attended the trainings and have responsibilities within the subject areas identified under the "Certificates of Completion" section below.

In addition to the requirements found on Page 1 of the *Adjunct Instructor General Application*, in order to be considered for this track, applicants must provide:

Required Documents (submit in the following order):

This Cover Sheet – *Attachment G: Continuity of Operations Track*

Biography describing your **background and experience in Continuity of Operations Program**. Bio should include:

- Continuity of Operations and/or Business Continuity Program responsibilities **spanning the past 2 years**
- Responsibilities and experience with each of the programs below for which you feel you're qualified

This biography can be included in your application packet or filled out electronically at <http://arizonadivision.instructorbio.sgizmo.com/s3/>.

Note: *Only those currently serving in emergency response/emergency services disciplines with Continuity of Operations and/or Business Continuity Program responsibilities will be considered for adjunct instructor positions. Others may be used as Subject Matter Experts/Unit Instructors at DEMA's discretion. Biography should include a "Statement of Currency" detailing how your responsibilities provide you with the opportunity to remain current in Continuity of Operations.*

Recommendation from your employer, vouching for your participation in any listed incidents, as well as your overall experience with Continuity of Operations and/or Business Continuity Program.

Certificates of Completion for any of the following programs you wish to be considered to teach:

- E/L/G-550 – Continuity of Operations Planning
- E/L-549 – Reconstitution Planning Workshop
- E/L-551 – Devolution Planning Workshop
- E/L-557 – Mission Essential Functions Workshop

Be sure to briefly include your experience with each of the above programs in your biography that you feel you're qualified to teach.

DEMA may provide train-the-trainer opportunities if applicant is otherwise qualified and eligible for this track.

Note: DEMA Training Branch Manager and the DEMA Planning Branch Manager shall reserve the right to be the final authority of any individual's qualification or abilities, and may waive experience and qualifications as warranted.

Certificates must be issued by the Federal Emergency Management Agency/Emergency Management Institute, Center for Domestic Preparedness, Texas Engineer Extension Service, National Wildfire Coordinating Group, or the Arizona Department of Emergency and Military Affairs.