

TRAINING ANNOUNCEMENT



FEMA

OFFICE OF NATIONAL SECURITY COORDINATION

COURSE:

L548 - COOP MANAGER'S TRAINING COURSE

DESCRIPTION:

The Continuity of Operations (COOP) Manager's Training Course is to provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. This training includes a train-the-trainer module to equip the managers to train the course to others.

DATES /TIMES:

November 16-18, 2004 8:00 a.m. - 4:30 p.m.

LOCATION:

Edith Green/Wendell Wyatt Federal Building, Room G-70
1220 S.W. 3rd
Portland, Oregon 97205

OBJECTIVES:

Upon completion of this course, participants should be able to do the following:

- Define COOP;
- Explain the business benefits of COOP;
- Identify the elements of a viable COOP capability;
- Identify the processes, resources, and tasks necessary to implement and manage a successful COOP Program.

ELIGIBILITY:

Government Employees responsible for managing a COOP Program.

COSTS:

There is no cost for the training; however, the employee's agency is responsible for all travel costs associated with this training.

APPLICATIONS:

Please submit a FEMA Form 75-5 (General Admission, February 04 version, [attached](#)) to:

DHS FEMA Region 10, Attn: June Uson, Fax No. 425-487-4777
or email at june.uson@dhs.gov.

Approved participants will receive notification from the Office of National Security Coordination FEMA Region 10 via e-mail.

Class participation is limited to 40 slots.

LODGING:

Lodging arrangements are the responsibility of the student.

**APPLICATION
DEADLINES:**

November 5, 2004

**COURSE CANCELLATION
POLICY**

Forward an e-mail to june.uson@dhs.gov.

COURSE MANAGER:

**Herman Perry, Branch Chief
Office of National Security Coordination
Phone: (202) 646-3716
e-mail: herman.perry@dhs.gov**