

From: Swanson, Steven
Sent: Tuesday, February 25, 2014 1:09 PM
To: Berlin, Steve
Subject: RE: 3rd Party Travel Request

Steve,

I attended the NIMS ICS All-Hazards Finance/Administration Train-the-Trainer course at the Emergency Management Institute in Emmitsburg, Maryland from February 17, 2014 to February 21, 2014. I have attached the travel details and course description. My travel, with the exception of food, was paid for by the Federal Government.

Please accept this email as my post-travel notification to the Board of Ethics.

Thank you,

Steve Swanson
Director of Finance
Chicago Fire Department

Swanson, Steven

From: netc-admissnotifications <netc-admissnotifications@fema.dhs.gov>
Sent: Friday, September 20, 2013 7:03 AM
To: Swanson, Steven
Subject: EMI Course Acceptance: E0974

Steven Richard Swanson

Dear Mr. Swanson:

Congratulations, you have been accepted for the Emergency Management Institute class listed below:

- E0974: NIMS ICS All-Hazards Finance / Administration Train-the-Trainer
- 2/18/2014 To 2/20/2014

You should refer to the NETC Welcome Package at <http://www.training.fema.gov/emiweb/welcomepkg.asp>. This package contains pertinent information about making your travel arrangements, transportation, lodging, reimbursement, food service, and on campus services. In addition, the package contains airport/shuttle information. You are required to provide information contained in the package if you plan to use the NETC shuttle service.

Your travel dates for this course are: February 17, 2014 and February 21, 2014.

Airport pickup times for this course are as follows:

- Baltimore/Washington International (BWI) pickup times: 07:00 PM (EST)
- No pickups scheduled for Ronald Reagan National Airport (DCA)
- No pickups scheduled for Dulles International Airport (IAD)

Please plan to arrive at least 1 hour before the shuttle pickup time stated above.

Campus departure times for this course are as follows:

- Departing for Baltimore/Washington International (BWI): 09:30 AM (EST)
- No departures are scheduled for Ronald Reagan National Airport (DCA)
- No departures are scheduled for Dulles International Airport (IAD)

On the return, you should make your flight 4 hours from the NETC departure time. This will allow 2 hours for transportation to the airport and another 2 hours for airport security.

Since you have been accepted into a class at NETC, lodging has been reserved for you. If you do not need lodging on the NETC campus, please notify the NETC Housing Office at FEMA-NETC-Housing@fema.dhs.gov upon receipt of this email. For further information regarding lodging, please refer to the NETC Welcome Package.

If you are unable to attend this course, please notify the NETC Admissions Office (in writing) prior to the course start date. If you have questions or need further information, please contact the Admissions Office at 301-447-1035 or at NETCAdmissions@fema.dhs.gov.

Prerequisites:

Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 5 days

CEUs: 3.5

**NIMS ICS All-Hazards Position-Specific:
Finance/Administration Section Chief
(FSC) Course Train-the-Trainer (TTT) (E974)**

This course is designed to provide local- and State-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief (FSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: FSC duties 1) managing the Finance/Administration Section personnel and 2) managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:

Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 3 days

CEUs: 2.1

**NIMS ICS All-Hazards Position-Specific:
Finance/Administration Unit Leader (FAUL)
Train-the-Trainer (TTT) (E976)**

This course will help participants establish the essential core competencies required for performing the duties of the Finance/Administration Unit Leader during an all-hazards incident. The course is designed to enable participants to perform as any of the four Finance/Administration Unit Leaders (Time Unit Leader, Procurement Unit Leader, Compensation and Claims Unit Leader, Cost Unit Leader). Participants will learn information that is applicable across all four positions, such as unit setup and management, information gathering, and interactions. Complex experiential exercises and discussions will afford participants the opportunity to act as each unit leader while connecting all information learned back to real-world application.

Selection Criteria: NIMS ICS All-Hazards Position-Specific Train-the-Trainer classes should be completed by personnel who have experience serving in functional, support, or unit leader positions on Type III AHIMTs, and who possess the necessary training and desire needed to teach the course.

Prerequisites:

Required: ICS-300, *Intermediate Incident Command System (ICS) for Expanding Incidents*; ICS-400, *Advanced Incident Command System (ICS), Command and General Staff—Complex Incidents*; IS-100.b, *Introduction to the Incident Command System (ICS)*; IS-200.b, *Incident Command System (ICS) for Single Resources and Initial Action Incidents*; IS-700.a, *National Incident Management System (NIMS), An Introduction*; and IS-800.b, *National Response Framework (NRF), An Introduction*.

Course Length: 3 days

CEUs: 2.1