

# TRAINING

## ANNOUNCEMENT



FEMA



DFW-FEB

### 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, and Local levels of government. This training includes a train-the-trainer module to equip the managers to train the course to others.

### DATES /TIMES:

March 19, 2012	08:30 a.m. - 4:30 p.m.
March 20, 2012	08:30 a.m. - 4:30 p.m.

### LOCATION:

**FEMA Federal Center  
800 N. Loop 288  
Denton, TX 76209**

### 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:

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 FEB Registration Form & FEMA Form 119-25-1 to the DFW FEB. The course code number is L548. Fax number is 214-767-5380. Registration Form & FEMA Form 119-25-1 may be downloaded from FEB website: [www.dfwfeb.us](http://www.dfwfeb.us)

**REGISTRATION  
PROCESS:**

The Dallas-Fort Worth FEB will accept registration forms via FAX to **214-767-5380** with signatures ONLY. All questions concerning attendance for this course must be addressed to the Course Manager.

**CLASS LIMITS:**

Class participation is limited to 40 slots.

**CONFIRMATION:**

Approved participants will receive written confirmation from DFW FEB via e-mail. Email addresses must be included on registration. **Only confirmed applicants will be allowed entrance to training site.**

**APPLICATION  
DEADLINES:**

Signed/Approved Registration Forms must be submitted by **March 14, 2012 - NO EXCEPTIONS**

**ACCOMMODATIONS:**

Applicants with special needs should contact Course Manager to arrange/discuss specific requirements.

**COURSE MANAGER:**

Peggy Samuels, Executive Assistant  
Dallas-Fort Worth Federal Executive Board  
Phone: (214) 767-5370  
e-mail: [peggy.samuels@gsa.gov](mailto:peggy.samuels@gsa.gov)

**LEAD INSTRUCTOR:**

**Brad R. McDannald**  
**FEMA:DHS**