

**SUBJECT: Center for Domestic Preparedness**

Dear Responder,

This training is sponsored by the United States Department of Homeland Security, Office For Domestic Preparedness.

Training is completely funded. This includes; airfare from home station to Atlanta and return, ground transportation from Atlanta airport and return, ground transportation at the Center, meals and snacks during training period, lodging, training and training material. We do not cover fees associated with you getting to the airport, parking and returning home. We will pay mileage for someone who chooses to drive their personal vehicle, 36 cents a mile not to exceed the price of an airline ticket from the same location.

You should complete the training application and medical screening form and forward it to the State Coordinator:

Please contact us for your State Coordinator's contact information.

You should list three choice class dates on your application. Once you are selected you will be notified by your State Coordinator and given your class date (30-45 days) prior to the training session. If you are able to attend that class we will make all of your travel arrangements and forward you a packet (FedEx to your home address) with all the required information. If you are not able to attend the designated class, please notify the State Coordinator or the Center, you will be placed back on the standing list. You could substitute any selection made by us with another qualified applicant.

I have attached the required enrollment documents. I am the Western Region Training Coordinator and future questions regarding training and the application process may be addressed to me at the below listed numbers or email.

Thank You for your interest in our training program:

Clay Calkins  
Western Region Coordinator  
(256) 847-2081 – Voice  
1-866-213-9548 – Toll Free  
(256) 847-2222 - Fax  
[Clay.Calkins@dhs.gov](mailto:Clay.Calkins@dhs.gov)