



**STATE OF WISCONSIN**  
**DEPARTMENT OF MILITARY AFFAIRS**  
**DIVISION OF EMERGENCY MANAGEMENT**

Scott Legwold  
Acting Administrator

Jim Doyle  
Governor

**INFORMATION & GUIDANCE MEMO**  
**06-01-10**

**DATE:** June 7, 2010

**TO:** County Emergency Management Directors

**FROM:** Scott Legwold, Acting Administrator *SL*

**SUBJECT: POLICY FOR REQUESTING NATIONAL GUARD ASSISTANCE**

To clarify the conditions under which the Governor may commit any part of the Wisconsin National Guard, please refer to this Standing Operations Procedure (SOP) for requesting National Guard Assistance and a brief explanation as to the correct and appropriate use of the National Guard. (See Attachment)

County emergency management directors are advised to include the SOP as an appendix to the appropriate annex in the county's Emergency Operations Plan or Emergency Support Functions. WEM recommends that county emergency management directors share and discuss this memo with county board chairpersons, executives, administrators, sheriffs, mayors, village presidents and town chairpersons within their county.

We have also included an excerpt from Wisconsin Statute 321.39, "Call to State Active Duty" for your situational awareness. It is important that all local or county personnel authorized to request National Guard assistance use this SOP so their request can be reviewed in a timely manner for validity, need, and urgency. Please note that 321.39(1)(a)5. includes town board chairs among those officials who can apply.

This policy supersedes all previously issued memoranda or SOPs issued on this subject.

**DISRIBUTION:**

Brig Gen Donald P. Dunbar, TAG  
WEM Staff

\* Previous I&G Memo – 05-01-10 – Policy for requesting training

**STANDING OPERATING PROCEDURE  
FOR LOCAL OFFICIALS TO REQUEST WISCONSIN NATIONAL GUARD  
ASSISTANCE**

When a request is made for Wisconsin National Guard assistance, certain essential information about the emergency and the desired form of Guard assistance is required by the Governor to assist in determining whether to authorize a mission. The situation must be extremely serious and clearly beyond the capability of the requesting agency and/or local government in order for the Guard to be committed.

To expedite requests for use of the Wisconsin National Guard the following procedure will be used:

When you wish to request the assistance of the National Guard contact the Wisconsin Emergency Management Duty Officer at 1-800-943-0003 and press option 2. Do not contact the Wisconsin National Guard directly. Provide the following information to the Duty Officer:

1. Your name, title, and telephone number or other appropriate contact information.
2. Name, title, agency and telephone number of the person whose authority is being used to request Wisconsin National Guard help. By statute, only the following may request the Wisconsin National Guard: any mayor of a city, president of a village, chairman of a town, county sheriff or a U.S. Marshal.
3. Description of the situation/event: Where is it occurring, when did begin, what has been impacted in terms of public health and safety, is critical infrastructure impacted, etc.
4. What is the Wisconsin National Guard needed for: describe the task or proposed assignment as specifically as possible. What will they be asked to do? When will they be needed?
5. What local and county resources are already committed? Have mutual aid resources been committed, what are they doing, are these resources fully exhausted? Is the county emergency management director on the scene?
6. If the Wisconsin National Guard is assigned to assist with this problem:
  - a. Where should the Liaison Officer report?
  - b. Who is the Incident Commander or local person in charge? What is the telephone number for the contact person?
7. If use of the Wisconsin National Guard is approved, are local authorities prepared to provide food and lodging, gasoline, oil, and lubricants for the Wisconsin National Guard personnel and their equipment?

The WEM Administrator or the Response & Recovery Bureau Director will discuss the request with appropriate personnel from the Wisconsin National Guard and a recommendation will be made to the Governor. If the request is approved, the WEM duty officer will advise the requesting local official and the Wisconsin National Guard will initiate contact with the designated local official or incident commander. Your full cooperation in utilizing this procedure for obtaining the assistance of the Wisconsin National Guard is important and will greatly expedite requests.