



ILLINOIS EMERGENCY MANAGEMENT AGENCY

OFFICE OF THE DIRECTOR

MEMORANDUM

TO: Tier II Reporting Facilities

FROM: James K. Joseph, Director 

DATE: December 18, 2015

SUBJ: 2015 Tier II Reports

The Illinois Emergency Management Agency (IEMA) is committed to ensuring your Tier II reporting experience is as effective and efficient as possible. Given the filing issues many of you faced earlier this year, we have spent considerable time and effort both internally and with our vendor that owns Tier II Manager to make the 2016 filing process as smooth as possible.

To that end, some of the steps we've taken to enhance filing in 2016 include increasing server capacity, system load tests, and even tripling our bandwidth for the reporting period. In addition, we will be providing one extra day for filing in 2016 versus 2015. (Technically it's because of leap year, but an extra day is an extra day!)

We recognize that there can always be technical issues with filing, and given what occurred in early 2015, we wanted to assure you that we are still working to ensure an issue-free filing period in 2016. That said, there are ways you can help us as well.

The Tier II reporting period commences on January 1, and will close on March 1. We strongly encourage you to create 2015 annual reports, enter all required data and certify the reports as early as possible rather than later in the filing period. We also recommend using one of the following web browsers to optimize your Tier II Manager experience: Microsoft Internet Explorer 10 (non-compatibility mode), Mozilla Firefox 20.0+, or Google Chrome 26.0+. A wired high-speed Internet connection is also highly recommended.

We will have staff available to answer questions via email (ema.tier2mgr@illinois.gov) and telephone (217-558-0559) on weekdays from 8:30 a.m. until 5 p.m. In addition, any matter requiring escalation can be directed to Kevin Sledge of IEMA at 217-557-5476.

Thank you in advance for your support. Here is to a smooth reporting period and a safe 2016!