ARES® STANDARDIZED TRAINING PLAN

[Tennessee Section]

ARES® EMERGENCY COMMUNICATOR

INDIVIDUAL POSITION TASK BOOK

Task Book Assigned To:

Name _____ Call: _____

ARES® Group: _____Tipton Amateur Radio Emergency Service_____

Phone Number: _____ Email: _____

Task Book Initiated By:

ARES® Leader's Name: ____William (Bill) L. Hughes, Jr._____ Call: __KI4BIY_____

Title: __EC_____ ARES® Group: __Tipton Amateur Radio Emergency Service_____

Phone Number: __(901) 475-1918_____ Email: __ki4biy@arrl.net_____

Initiated:

Location: ___Tipton County Tennessee_____ Date: __04/16/2018_____

Version: 1.0.1 December 2017 (Tennessee Section)

Acknowledgement

Tennessee ARRL and Tennessee ARES® would like to acknowledge the South Texas Section and the Section Manager Lee Cooper W5LHC for their permission to use their Task Book Template to develop the current Tennessee Section ARES® Task book. We appreciate their encouragement and leadership in paving the way to a stronger and more comprehensive method to help new and returning ARES® members develop the skills necessary to provide a strong local team capable of providing interoperable assistance to our served agency partners.

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Task Book – General Information

The Position Task Book (PTB) is a working document that provides ARES® communicators the opportunity to document their progress as an amateur operator in the public service arena. The PTB is required of all ARES® members through Level One. Should the ARES® participant expect to be eligible for appointment at the Emergency Coordinator level and above or deployment as a Mutual Assistance/Strike team member the PTB will provide ARRL ARES® Section Leadership with a validated list of individuals that have achieved minimum skill sets that may be needed during deployments to support events, emergencies and disasters. ARES® communicators using the PTB and participating in the Tennessee ARES® training plan should use this document to track elements as they are completed. In addition to steps required for the credentialing process, this document contains definitions and responsibilities for the communicator similar to those that would be found in a FEMA Job Aid document for Incident Command System positions.

Levels of Credentialing

Each level of credentialing (Basic, Intermediate, Advanced and Strike Team Qualified) builds upon the preceding level of credentialing. Thus, an ARES® communicator cannot become Strike Team Qualified until they have completed the Basic, Intermediate and Advanced Levels. That does not however prevent an ARES® communicator from accomplishing a step in the Advanced Level while working towards completion of the Basic or Intermediate level. Once initiated, the PTB must be completed and submitted for validation by the District Emergency Coordinator or their designee. Participation, Leadership, and Proficiency/Skills that have been accomplished preceding the initiation of the PTB may be counted if appropriately documented. The following further explains each level of credentialing.

- **Basic** – The Basic level is the entry level into the ARES® organization for an amateur radio operator. Although there are a number of requirements for this level of credentialing established, basic level credentialing assumes a minimum competency of certain skills by virtue of the individual obtaining an Amateur License. Completion of the basic National Incident Management System courses are required for this level so as to allow the communicator to easily integrate into the ICS established during exercises, events, emergencies and disasters.
- **Intermediate** – The Intermediate level demonstrates a higher level of competency by expanding operator proficiency into the digital mode of operation and including basic antenna building, coax assembly, and power cable assembly skills. The Intermediate level also takes the candidate into a greater depth of training including the ARRL Introduction to Emergency Communications Course and Skywarn® Basic Training.
- **Advanced** – The Advanced level is the highest level of credentialing for ARES® communicators. This level includes more advanced training in ICS and requires completion of the PR-101 Public Relations Course. It also encourages the candidate to look at training in Leadership, Skywarn® Advanced Training and other ARRL Emergency Communications Training. This individual demonstrates their commitment to Public Service through increased participation and demonstration of additional Leadership Qualities. This individual is expected to display effective leadership competencies that will assist with preparing the applicant with capabilities needed for the level of professionalism required to be Strike Team

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qualified. This credential also **requires** the operator to have attained their General Class Amateur radio license.

- **Mutual Assistance/Strike Team Qualified** – This level of credentialing is required for individuals that have a desire or interest to serve as a member of a strike team during actual large-scale event, emergency or disaster deployments. This individual must be capable of rapid deployment (6 hours or less) and serving in adverse conditions for periods of 72-120 hours. Individuals credentialed at this level must have excellent Leadership and Personal Communications Skills. This individual must have technical knowledge that will enable them to provide Auxiliary Communications during deploys that supplant or support local Public Service Communications capabilities. Thus, the requirements are intensive at all levels.

Minimum Requirements and Document Maintenance

Minimum proficiencies and skills are listed for each level. The minimum requirements included in this document must be met in order for a communicator to receive credentialing – they are non-negotiable. A local ARES® Emergency Coordinator (EC) at their discretion may also add up to five (5) additional items that they consider to be "required" due to the mission of the local ARES® organization or established requirements or needs of their local served agencies or partners. These items should be listed in the "Local ARES® Organization Requirements (Optional)" section. The ARES® communicator is responsible for maintaining their Task Book and having it available for documenting progress during training sessions, exercises, activations and deployments.

Validating Minimum Requirements

Each task must be appropriately documented. Validating a task must include:
1. The date the task was completed and signed off,
2. The signature of the evaluator; and
3. The call sign of the evaluator.

Tasks can be completed as a part of meetings, formal training, exercises, or actual deployments depending on the task requirement. Applicants wishing to complete a task during one of the aforementioned opportunities should make certain that the EC, DEC or an approved evaluator is present to document successful completion of a task.

Submission Process

Credentialing requires a multi-level approval process. The applicant's submission must be approved at both the local and district levels of the Tennessee Section ARES® organization. The first step is the validation by the individual applicant. The applicant is responsible for making certain that all tasks have been completed and documented as required. The applicant is also responsible for attaching any required documents (licenses, educational certificates of completion, etc.) to the PTB submission. The applicant must sign the PTB for the level of credentialing being requested and submit it to the local EC (or Acting EC). The applicant should always maintain a paper or electronic copy of the completed document just in case the original is lost during the submission process.

The EC will then review the document and verify that all areas are complete and documented and that copies of required documents are attached. The EC may then sign the document and forward the document to the District Emergency Coordinator (DEC) for final action. A communicator who is

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subject to disciplinary action or that has a history of uncooperative or problematic behavior within the preceding 24 months should not be recommended by the EC for credentialing.

The DEC will review the document to verify all tasks have been completed and appropriately documented. If all steps have been completed, the EC will authorize the appropriate credential and enter the communicator into the Tennessee Section ARES® database.

Responsibilities Relating to Document Completion

Applicant Responsibilities
- Review and understand PTB requirements
- Identify the desired level/task to be completed
- Seek out an appropriate or approved Evaluator for the task
- Satisfactorily demonstrate completion of the task(s) for the Evaluator
- Assure all documents are completed (date, sign with call signs attached)
- Maintain and complete the PTB within the required timeframe
- Make PTB available for review or completion during assignments
- Submit completed PTB to the Local EC for submission to the DEC

Evaluator Responsibilities
- Be the local EC or DEC or be approved by the EC to serve as an Evaluator for the PTB process
- Be knowledgeable and proficient in the tasks being evaluated and approved
- Hold a license at, or above, the class of the individual being evaluated
- Meet with the applicant and evaluate past experiences, current qualifications and desired objectives/goals
- Review tasks with Communicator
- Document completion of tasks (date, sign and attach call sign)
- Make appropriate comments regarding strengths, or needed areas for improvement

Common Responsibilities (for Activations)

It is the responsibility of each ARES® communicator to be properly attired, equipped, and trained to support the assigned task. Equally important is having the proper attitude and demeanor to deal with high stress environments and sometimes challenging personalities during the deployment. If you are unable to perform the tasks associated with your assignment, or if you are uncomfortable with your assignment, notify leadership preferably prior to deployment.

At Staging

- ☐ Complete and turn in input forms and check in at Staging Area
- ☐ Obtain briefing regarding incident/event
- ☐ Receive job assignment, reporting location and travel instructions
- ☐ Verify the availability of equipment needed for your assignment
- ☐ Obtain Frequency Plan (ARES® Frequency Plan or ICS Form 205)
- ☐ Access personal readiness for incident and climate (physical, clothing, medications, money, equipment guides, etc.)
- ☐ Maintain an itemized list of your equipment and the contents of your personal "Go-Kit"
- ☐ Keep family members and Tennessee Section ARES® Deployment Coordinator informed as to your location and how you can be contacted
- ☐ Review Standard Operating Procedures or Guidelines for the deployment and other documentation as may be appropriate

At Assignment

- ☐ Check in with your designated on-site leader or agency official
- ☐ Determine the best/safest location to set up your equipment
- ☐ Always set up your equipment with safety in mind
- ☐ Establish radio communications and check in with Net Control per the ICS 205 to inform them that you are on site and operational
- ☐ Prepare and maintain reports and forms required or designated for your task (ICS 214 minimum)
- ☐ Use clear text and ICS terminology in all radio communications (no codes)
- ☐ Be mindful of HIPPA and PII concerns
- ☐ Maintain a spirit of cooperation, accept direction, and carry out assignments as directed

At End of Shift or Demobilization

- ☐ Brief the relief communicator on the current status of operations at the change of the operational period
- ☐ Retrieve all personal gear and return your area to pre-arrival condition
- ☐ Check out with net control and provide net control with info on your relief operator
- ☐ Report to Staging Area for R&R, reassignment or deactivation
- ☐ Participate in Critical Incident Stress Debriefing and After Action Report (AAR) activities as directed
- ☐ Communicators must maintain an ICS-214 for each day while on deployment. This serves as an official record of the actions and events of the communicator during the deployment. A communicator should always ask to maintain an electronic or paper copy of this document for their personal files.
- ☐ Participate in the completion of the ICS-225 Incident Personnel Performance Evaluation form. The communicator should also request an electronic or paper copy of this document for their personal files.

Strike Team Leader Responsibilities

- ☐ Review common responsibilities for each team member as well as the Strike Team Leader
- ☐ Participate in incident meetings and briefings as designated
- ☐ Determine current status of Communications Unit activities
- ☐ Determine resource needs
- ☐ Order additional resources through designated channels as needed
- ☐ Provide Strike Team members with status updates and reports
- ☐ Assign specific Strike Team members to specific duties
- ☐ Maintain Strike Team personnel accountability
- ☐ Monitor safety and security of Strike Team members and assets
- ☐ Supervise demobilization of Strike Team members
- ☐ Collect and maintain electronic or paper copies of all appropriate records and forms

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES® CREDENTIALING LEVEL - BASIC			
TASK	Required/ Optional	Completion Date	Evaluator Signature and Call Sign
Education			
ICS-100 - Intro to ICS	R		
ICS-200 – ICS for Single Resource	R		
ICS-700 – NIMS Intro	R		
ICS-800 – National Response Framework	R		
Comment:			
Participation			
Current Membership in a local ARES® organization	R		
Complete ARES® FSD-98 (Online ARES® Membership Application)	R		
Own or Have Access to a Dual Band Handheld Amateur Radio	R		
Comment:			
Proficiency/Skill			
Hold a Current Amateur Radio License	R		
Obtain Task Book	R		
Program tone into HT	R		
Program frequency & offset into radio	R		
Comment:			
Local ARES® Organization Requirements (Optional)			
1.			
2.			
3.			
4			
5.			
Comment:			

See Next Page

Submit With This Document -

- **A copy of a valid FCC Amateur License; and**
- **Copies of Certificates verifying completion of the Education Requirements for this level; or**
- **A Copy of your FEMA Emergency Management Institute transcript.**

Certification Page

BASIC Level Completion Record – Applicant Candidate Submission

I attest that the items shown as complete on this document have been actually completed under the supervision of the individual by whom they are certified. I understand that any statements or documents that are found to have been falsified shall be sufficient justification for my being expelled from the Tennessee Section ARES® program and shall require the surrender of all ARES® related identification items to the local Emergency Coordinator. I have attached all of the required supplemental documents and hereby apply for credentialing as a **Basic Level ARES® Communicator**.

Date: _____   Applicant Candidate:_____

BASIC Level Completion Record – Local Emergency Coordinator Review

I have reviewed the PTB as submitted by the ARES® Communicator. Based upon my review of the PTB, I recommend this communicator for credentialing as a **Basic Level ARES® Communicator** by the Tennessee Section.

Date: _____   EC or Acting EC_____

Comments: _____

_____

BASIC Level Completion Record – District Emergency Coordinator Review

Based upon my review of the PTB and upon the recommendation of the local Emergency Coordinator this individual is hereby credentialed as a **Basic Level ARES® Communicator** by the Tennessee Section of the Amateur Radio Emergency Services organization.

Date: _____   District Emergency Coordinator:_____

District #:_____   Comments:_____

_____

                Date Entered into the State Training Database: _____ -_____ - _____

TENNESSEE ARES® STANDARDIZED TRAINING PLAN POSITION TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES® CREDENTIALING LEVEL - INTERMEDIATE			
TASK	Required/ Optional	Completion Date	Evaluator Signature and Call Sign
Education			
ARRL EC-001 Intro to Emergency Communications	R		
Skywarn® Spotter Basic Training (Biennially)	R		
PR-101 – Public Information Officer Training (EC-015)	O		
Comment:			
Participation			
Net Participation (Quarterly–Does Not Include Serving as an Alternate Net Control Station)	R		
Public Service Event Participation (Annually)	R		
Simulated Emergency Test or Exercise Participation (Annually)	R		
Serve as an Alternate Net Control Station (Quarterly)	R		
Comment:			
Proficiency/Skill			
Demonstrate Computer Proficiency with Various Software	R		
Operate VHF Winlink station	R		
Write, send and receive an ICS-213 message	R		
Operate Digital VHF station on Sound Card Modes (i.e.: PSK31, MT63)	R		
Build a simple dipole antenna	R		
Build Powerpole adapter cable	R		
Assemble/Attach a PL259 connector to coax	R		
Assemble a 24 hour Kit	R		
Comment:			
Other /Unit Specific			
Comment:			

See Next Page

Submit With This Document -

- **A copy of a valid FCC Amateur License; and**
- **Copies of Certificates verifying completion of the Education Requirements for this level**

Certification Page

INTERMEDIATE Level Completion Record – Applicant Candidate Submission

I attest that the items shown as complete on this document have been actually completed under the supervision of the individual by whom they are certified. I understand that any statements or documents that are found to have been falsified shall be sufficient justification for my being expelled from the Tennessee Section ARES® program and shall require the surrender of all ARES® related identification items to the local Emergency Coordinator. I have attached all of the required supplemental documents and hereby apply for credentialing as an **Intermediate Level ARES® Communicator**.

Date: _____   Applicant Candidate:_____

INTERMEDIATE Level Completion Record – Local Emergency Coordinator Review

I have reviewed the PTB as submitted by the ARES® Communicator. Based upon my review of the PTB, I recommend this communicator for credentialing as an **Intermediate Level ARES® Communicator** by the Tennessee Section.

Date: _____   EC or Acting EC_____

Comments: _____

_____

INTERMEDIATE Level Completion Record – District Emergency Coordinator Review

Based upon my review of the PTB and upon the recommendation of the local Emergency Coordinator this individual is hereby credentialed as an **Intermediate Level ARES® Communicator** by the Tennessee Section of the Amateur Radio Emergency Services organization.

Date: _____   District Emergency Coordinator:_____

District #:_____   Comments:_____

_____

Date Entered into the State Training Database: _____ -_____ - _____

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TENNESSEE ARES® STANDARDIZED TRAINING PLAN POSITION TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES® CREDENTIALING LEVEL - ADVANCED			
TASK	Required/ Optional	Completion Date	Evaluator Signature and Call Sign
Education			
ICS-802 – ESF #2 - Communications	R		
PR-101 – Public Information Officer Training (EC-015)	R		
ICS-240 - Leadership	O		
Skywarn® Advanced Training Class (Biennially)	O		
ARRL ECC-016 Emergency Communications Course	O		
Comment:			
Participation			
Net Participation (Monthly)	R		
Public Service Event Participation (Biennially)	R		
Simulated Emergency Test or Exercise Participation (Biennially)	R		
Serve as Net Control (Quarterly)	R		
Comment:			
Leadership			
Present a training session	R		
Hold/held a leadership position in a group	O		
Participate in PIO activities (Drafts Press Release, Community Awareness Presentations, etc.)	R		
Comment:			
Proficiency/Skill			
Proficient in using ICS forms	R		
Operate Winlink station in Peer-to-Peer mode	R		
Operate HF Winlink station	O		
Demonstrate cross band repeat on Mobile Radio (UHF→VHF)	O		
Hold a General Class License or higher	R		
Comment:			

See Next Page

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Certification Page

ADVANCED Level Completion Record – Applicant Candidate Submission

I attest that the items shown as complete on this document have been actually completed under the supervision of the individual by whom they are certified. I understand that any statements or documents that are found to have been falsified shall be sufficient justification for my being expelled from the Tennessee Section ARES® program and shall require the surrender of all ARES® related identification items to the local Emergency Coordinator. I have attached all of the required supplemental documents and hereby apply for credentialing as an **Advanced Level ARES® Communicator**.

Date: _____ Applicant Candidate:_____

ADVANCED Level Completion Record – Local Emergency Coordinator Review

I have reviewed the PTB as submitted by the ARES® Communicator. Based upon my review of the PTB, I recommend this communicator for credentialing as an **Advanced Level ARES® Communicator** by the Tennessee Section.

Date: _____ EC or Acting EC_____

Comments: _____

_____

ADVANCED Level Completion Record – District Emergency Coordinator Review

Based upon my review of the PTB and upon the recommendation of the local Emergency Coordinator this individual is hereby credentialed as an **Advanced Level ARES® Communicator** by the Tennessee Section of the Amateur Radio Emergency Services organization.

Date: _____ District Emergency Coordinator:_____

District #:_____ Comments:_____

_____

Date Entered into the State Training Database: _____-_____- _____

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TENNESSEE ARES® STANDARDIZED TRAINING PLAN POSITION TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES® CREDENTIALING LEVEL – MUTUAL ASSISTANCE/STRIKE TEAM QUALIFIED			
TASK	Required/ Optional	Completion date	Evaluator Signature and Call Sign
Education			
ARRL EC-016 Public Service & Emergency Communications Management	R		
IS-235 or ICS-300	R		
AUXCOMM	R		
Communications Unit Leader (COML)	O		
Comment:			
Participation			
Participation as a Member of an Exercise Planning Team	R		
Controlled Net Participation (Monthly) – Either as an NCS or participant checking in.	R		
Comment:			
Leadership			
Demonstrate Mobilization Competencies	R		
Participation in a Leadership Role during a Previous Deployment or Full Scale Exercise	O		
Comment:			
Proficiency/Skill			
Assemble a 72/120 hour Kit	R		
Demonstrate the Ability to Field Deploy a HF Station on Emergency Power	R		
Demonstrate the Ability to Field Deploy a 2m/70cm Station on Emergency Power	R		
Comment:			

See Next Page

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Certification Page

MUTUAL ASSISTANCE/STRIKE TEAM QUALIFIED Completion Record – Applicant Candidate Submission

I attest that the items shown as complete on this document have been actually completed under the supervision of the individual by whom they are certified. I understand that any statements or documents that are found to have been falsified shall be sufficient justification for my being expelled from the Tennessee Section ARES® program and shall require the surrender of all ARES® related identification items to the local Emergency Coordinator. I have attached all of the required supplemental documents and hereby apply for credentialing as a **Mutual Assistance/Strike Team Qualified ARES® Communicator.**

Date: _____   Applicant Candidate:_____

MUTUAL ASSISTANCE/STRIKE TEAM QUALIFIED Completion Record – Local Emergency Coordinator Review

I have reviewed the PTB as submitted by the ARES® Communicator. Based upon my review of the PTB, I recommend this communicator for credentialing as a **Mutual Assistance/Strike Team Qualified ARES® Communicator** by the Tennessee Section.

Date: _____   EC or Acting EC_____

Comments: _____

_____

MUTUAL ASSISTANCE/STRIKE TEAM QUALIFIED Completion Record
District Emergency Coordinator Review

Based upon my review of the PTB and upon the recommendation of the local Emergency Coordinator this individual is hereby credentialed as a **Mutual Assistance/Strike Team Qualified ARES® Communicator** by the Tennessee Section of the Amateur Radio Emergency Services organization.

Date: _____   District Emergency Coordinator:_____

District #:_____ Comments:_____

_____

                    Date Entered into the State Training Database: _____ -_____ - _____

TENNESSEE ARES® STANDARDIZED TRAINING PLAN POSITION TASK BOOK

NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES® CREDENTIALING LEVEL – MUTUAL ASSISTANCE/STRIKE TEAM LEADER			
TASK	Required/ Optional	Completion Date	Evaluator Signature and Call Sign
Education			
Comment:			
Participation			
Comment:			
Leadership			
Comment:			
Proficiency/Skill			
Comment:			

See Next Page

Submit With This Document -

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- **Copies of Certificates verifying completion of the Education Requirements for this level**

Certification Page

MUTUAL ASSISTANCE/STRIKE TEAM LEADER Completion Record – Applicant Candidate Submission

I attest that the items shown as complete on this document have been actually completed under the supervision of the individual by whom they are certified. I understand that any statements or documents that are found to have been falsified shall be sufficient justification for my being expelled from the Tennessee Section ARES® program and shall require the surrender of all ARES® related identification items to the local Emergency Coordinator. I have attached all of the required supplemental documents and hereby apply for credentialing as a **Mutual Assistance/Strike Team Leader**.

Date: _____   Applicant Candidate:_____

MUTUAL ASSISTANCE/STRIKE TEAM LEADER Completion Record – Local Emergency Coordinator Review

I have reviewed the PTB as submitted by the ARES® Communicator. Based upon my review of the PTB, I recommend this communicator for credentialing as a **Mutual Assistance/Strike Team Leader** by the Tennessee Section.

Date: _____   EC or Acting EC_____

Comments: _____

_____

MUTUAL ASSISTANCE/STRIKE TEAM LEADER Completion Record – District Emergency Coordinator Review

Based upon my review of the PTB and upon the recommendation of the local Emergency Coordinator this individual is hereby credentialed as a **Mutual Assistance/Strike Team Leader** by the Tennessee Section of the Amateur Radio Emergency Services organization.

Date: _____   District Emergency Coordinator:_____

District #:_____   Comments:_____

_____

Date Entered into the State Training Database: _____ -_____ - _____