

# INDIANA ARES DISTRICT 1 STANDARDIZED QUALIFICATIONS



## ARES<sup>®</sup> EMERGENCY COMMUNICATOR INDIVIDUAL POSITION TASK BOOK

### Task Book Assigned To:

Name: \_\_\_\_\_

Callsign: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Task Book Initiated By:

ARES Leader's Name: \_\_\_\_\_ Callsign: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Initiated:

Location: \_\_\_\_\_ Date: \_\_\_\_\_

# Amateur Radio Emergency Service (ARES)

## Indiana District 1 Position Task Book

### **Position Task Book and Overview of the National Qualification System**

This Position Task Book (PTB) is a working document that enables Indiana Amateur Radio Emergency Service (ARES) District 1 (D1) Emergency Communicators and SKYWARN weather spotters to document their training, skills, and proficiency as they are completed and to track their progress towards the various levels of increasing proficiency. The PTB ensures compliance with Homeland Security Presidential Directive 5 (HSPD-5) and the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) Resource Management component, the *National Qualification System (NQS)*.

The NQS establishes standard minimum qualifications for incident-related positions to provide consistency across the Nation and support nationwide interoperability. The NQS promotes interoperability by establishing a common language for defining job titles and by enabling jurisdictions and organizations to plan for, request, and have confidence in the capabilities of personnel deployed for disasters and emergencies from other entities, including ARES D1, through memorandum of understandings, mutual aid agreements, and compacts.

Using the NQS approach to qualify, certify, and credential incident management and support personnel ensures personnel deploying through memorandum of understandings, mutual aid agreements and compacts have the capabilities to perform the duties of their assigned roles. Following the NQS concepts and processes enhance national preparedness by expanding the network of qualified incident management and support personnel who can be deployed in support of a served agency.

PTB's identify the competencies, behaviors, and tasks personnel must demonstrate to qualify for incident-related positions, such as Communications Unit Leader, Radio Operator, etc. PTBs are a standardized tool for observing and documenting the trainee's education, and skills/proficiency to qualify incident management and support personnel. PTBs provide observable, measurable, and standardized means to document the trainee's proficiency by describing specific tasks, behaviors, and competencies for each position. Also to streamline and standardize the evaluation process by enabling evaluators to observe and document the trainee's performance during qualifying incidents, events, on-the-job activities, exercises, and/or training activities.

The PTB contains all training plan items, completion dates and signoffs as the ARES communicator transitions through the three skill levels. To enable successful completion of the PTB elements, training is available in-person, online and virtually, in addition to mentoring sessions. Radio nets, exercises (drills, etc.), special events and real-world incidents provide practice of the skills. Contact the Emergency Coordinator (EC) or the District Emergency Coordinator (DEC) for more details.

Completion of the PTB at any Level is not required to participate in ARES D1 activities, but is required for official recognition as "qualified," and for certification. Qualification and certification are voluntary and encouraged.

## **National Qualification System Qualification, Certification and Credentialing**

**Qualification** is the process of enabling personnel to perform the duties of a specific position and documenting their proficiency of the capabilities required by the position and the ARES D1 qualification level. During the qualification process, trainees—individuals seeking to become qualified—also meet the prerequisites for the position they are pursuing by completing training courses, obtaining professional or technical licenses and certifications and participate in the position.

**Certification** is the recognition from the DEC, Section Emergency Manager (SEC) or served agency (aka, Authority Having Jurisdiction - AHJ) that an individual has met the established criteria and is qualified for a specific position. As part of the certification process, a certifying official (CO) and/or Qualification Review Board (QRB) examines the trainee's records of performance and the evidence that the trainee meets all the requirements for the position, including historical recognition, if appropriate. If the trainee meets all requirements, the CO certifies the individual "qualified" for the position. Please note that the term "certification" in the context of the NQS refers to the DEC, SEC or served agency written documentation (aka, "certification") that an individual is qualified for a specific incident-related position. It is a different meaning than used for professional certifications and licenses.

**Recertification** is the confirmation that an individual has maintained his/her qualification for the position. The EC and DEC maintain records regarding ARES D1 personnel training, proficiency, and participation in order to conduct the periodic review of these individuals' qualifications and currency in their positions. Currency results in a formal recertification. Failure of currency or participation results in decertification at that proficiency level if individuals no longer meet minimum qualification standards or are not current in the position requirements. The ARES D1 recertification period is annually.

**Credentialing** is the process of providing documentation that identifies personnel and verifies their qualifications for certain positions. Once an individual is certified for a position (ARES D1 Proficiency Level 1 and above), the EC or DEC issues an ARES identification card - a credential - attesting to the identity of the individual and his/her qualifications and affiliation with ARES D1. Additional credentials may then be issued by served agencies once the individual has successfully completed any required background check and other prerequisites the agency may have before issuance. *ARES D1 personnel are not required to submit to a background check. That choice may result in not being issued the additional (served agency) credential.*

### **ARES District 1 Proficiency Levels - Overview**

All ARES D1 volunteers begin at Proficiency Level 0 (Trainee). ARES D1 members and affiliates may remain at Level 0 (Trainee) and continue to volunteer with ARES D1. However, Trainees may be unable to deploy to certain emergency incidents, served agency locations (e.g., Emergency Operations Center or Mobile Communications Vehicle/Command Center).

To provide served agencies the best possible support and assistance, ARES D1 highly encourages its personnel to achieve at least Level 1, and preferably, Level 2. It is expected that most ARES D1 members and affiliates will voluntarily achieve at least Level 1.

Only an ARES D1 EC or the DEC may signoff PTB elements. **NOTE:** The approving EC or DEC must meet or exceed, and be fully qualified, for the proficiency level they are signing off on.

While not all Emergency Communicators are interested in participation in the National Weather Service SKYWARN program, and because a separate SKYWARN Position Task Book documenting training and proficiency does not exist, this PTB includes the SKYWARN required minimum and optional recommended SKYWARN training for Emergency Communicators interested in both, ARES and SKYWARN.

SKYWARN elements in this PTB do not apply to ARES D1 Emergency Communicators who are not interested in the SKYWARN program. ARES D1's inclusion of the SKYWARN elements in this PTB do not suggest in any way that it administers or otherwise leads the SKYWARN program. Rather, it supports the program by encouraging training and participation, providing communications support and an organizational structure, as appropriate, desired, and needed. ARES D1 will not supplant existing SKYWARN programs.

The ARES communicator is responsible for obtaining his/her PTB signoffs from an EC or the DEC during, or soon after training and other activities, as applicable. The PTB also contains sections with definitions of the communicator levels, as well as common responsibilities.

ARES D1 Emergency Communicators are highly encouraged to complete all the required elements for Levels 1 and 2. Level 1 is the *minimum* proficiency level. Level 2 is the *desired* proficiency level.

At a minimum, all ARES D1 Emergency Communicators **should** successfully demonstrate and be signed off on all of the tasks to be qualified at Level 1. Completion of Level 3 elements is encouraged but optional except for ARES D1 Emergency Communicators wishing to continue in or be elevated to EC or DEC leadership positions.

It is suggested that applicable items in this document be used in training sessions or for meeting/event presentations.

### **Proficiency Level Designations**

**Level 0** - Entry level into ARES. This level is the trainee level. It includes skills learned when obtaining an Amateur Radio license and those the trainee learns "on-the-job," and/or brings with them.

**Level 1** - Initial training and minimum qualification level in ARES D1. This level includes skills necessary to enable ARES D1 participation during an emergency, disaster, or supplemental (auxiliary) communications situation, including special events and other activities.

**Level 2** - Highly encouraged as the desired proficiency level for all ARES D1 Emergency Communicators. It includes learning and proficiency of skills desired by ARES and obtained through coursework and training.

**Level 3** - Leadership level. Increased educational and leadership opportunities that initiates a pathway to leadership positions and assignments.

## **Responsibilities:**

- Individual**
- Review and understand PTB requirements
  - Identify desired objectives/goals
  - Attend training sessions and participate in ARES D1 activities/mission
  - Satisfactorily demonstrate completion of tasks for each level
  - Provide documentation/proof of task completion in PDF or other acceptable form
  - Assure the evaluations are completed by a EC or the DEC
  - Maintain and keep the PTB up to date with signoffs
  - Submit completed Task Book to the DEC
- Evaluator**
- Be knowledgeable and proficient in the tasks and at the level being evaluated and approved
  - Meet with Communicator to evaluate past experiences, current qualifications, and desired objectives/goals
  - Review tasks with Communicator
  - Document completion of tasks with PTB signoff's
  - Complete the PTB sign-off and comments, as applicable
  - Forward the PTB with all supporting evidence and a recommendation to qualify the Individual to the DEC
  - Maintain an appropriate PTB database record of all qualified ARES D1 participants in the County
- District**
- Receive the completed PTB and supporting evidence from the ARES D1 EC or Individual
  - Complete a review, or convene a QRB to review, the PTB to determine the Individual's qualification at the applicable Level
  - Maintain an appropriate PTB database record of ARES D1 participant qualifications
- Section**
- Receive the completed PTB from the ARES D1 DEC
  - Affirm the DEC's recommendation for qualification of the Individual at the applicable Level
  - Maintain database for ARES participants in ARES Training Plan

# INDIANA ARES DISTRICT 1 STANDARDIZED TRAINING PLAN TASK BOOK

NAME: \_\_\_\_\_ CALLSIGN: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME COUNTY: \_\_\_\_\_ PTB START DATE: \_\_\_\_\_

ARES D1 STANDARDIZED TRAINING LEVEL			
Level 1 - Minimum Qualification Level			
<p>This is the initial training and qualification level for all ARES D1 Emergency Communicators, including those new to Amateur Radio or emergency communications. The expectation is for all ARES D1 Emergency Communicators to become qualified at Level 1 at a minimum. This introductory training is conducted by ARES D1 to meet its needs and those of its served agency and partners.</p> <p>The training can be formal or informal. It is intended to introduce the ARES participant to the fundamentals of emergency communications and provide instructions on how participants are to conduct themselves while serving in the field or otherwise activated. Participants are <u>highly encouraged</u> to complete Level 1 and then advance to level 2 as soon as practical.</p> <p><b>R = Required, O = Optional, E = Encouraged</b></p>			
TASK	R-O-E	COMPLETION DATE	EC/DEC Sign Off
<b>Education</b>			
Introduction to Indiana ARES District 1	R		
ICS-100.c- Intro to Incident Command System*	R		
ICS-700.b Introduction to National Incident Mgt. System*	R		
SKYWARN Weather Spotters (only) – Successfully complete the National Weather Service (NWS) taught “SKYWARN Spotter’s Basic training course.” (It applies initially for PTB signoff and Level 1 qualification, then as directed by the NWS to remain qualified. <i>This training is optional for all other ARES D1 personnel</i> ).	R		
Comment: *Sets initial baseline requirements. <u>May</u> be insufficient for deployment at an incident but is sufficient participation from home.			
<b>Participation</b>			
ARES D1 <u>Members</u> - Have the <u>capability</u> to successfully participate in ARES D1 VHF, UHF and/or HF radio nets. ( <i>Does not apply to SKYWARN only or non-Amateur radio personnel</i> ).	R		
ARES D1 <u>Affiliates</u> – Have sufficient GMRS, FRS or MURS communications <u>capability</u> to successfully participate in ARES D1 interoperability and/or community radio nets. ( <i>Does not apply to SKYWARN only or Amateur radio personnel</i> ).	R		
<u>SKYWARN</u> Weather Spotters – Have sufficient weather observation equipment and communications <u>capability</u> to successfully participate in the SKYWARN program. Cellular, satellite or internet connected communications meets the needs of SKYWARN during normal times. VHF, UHF or HF communications capability (includes Amateur, GMRS, FRS and/or MURS) is suggested to ensure connectivity during normal, emergency and disaster situations, but is not required.	R		
Participate in at least <b>three</b> ARES D1 sponsored or approved VHF, UHF or HF (or any mix thereof) Amateur radio, GMRS, FRS or MURS radio nets (voice, digital or both). ( <i>This task is optional for SKYWARN only personnel</i> . It applies initially for PTB signoff and Level 1 qualification, <u>then annually</u> to remain qualified).	R		
<u>SKYWARN</u> Weather Spotters – Submit at least <b>one</b> severe weather report or observation to the National Weather Service (NWS) via normal or radio-based communications means. ( <i>This task is optional for non-SKYWARN personnel</i> . It applies initially for PTB signoff and Level 1 qualification, <u>then annually</u> to remain qualified).	R		

# INDIANA ARES DISTRICT 1 STANDARDIZED TRAINING PLAN TASK BOOK

NAME: \_\_\_\_\_ CALLSIGN: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME COUNTY: \_\_\_\_\_ PTB START DATE: \_\_\_\_\_

Participate in at least <b>four</b> ARES D1 meetings, Nets, training sessions or exercises in-person, virtually or over-the-air (or any mix of either). (Initially, for PTB signoff and Level 1 qualification, then annually to remain qualified).	R		
<b>Comments:</b>			
<b>Proficiency/Skill</b>			
ARES D1 <b>Members</b> - Obtain <u>Technician</u> class or <u>higher</u> Amateur Radio License.	R		
Demonstrate proficiency in the ITU phonetic alphabet, Prosigns, and voice messaging procedures.	R		
Demonstrate proficiency to operate in and adhere to <u>Directed Net</u> procedures.	R		
Successfully <b>transmit</b> at least <u>three formal</u> exercise, training, "radiogram," or real-world operational (or weather spotter) messages in ICS General Message Form 213, ARRL Radiogram or Allied Communications Publication (ACP) format <u>to</u> another station using VHF, UHF or HF (or any mix thereof) radio by <b>voice</b> . Use plain language and correct ITU phonetics at all times, including for callsigns. Submit hand printed or typed copies of the transmitted messages to the evaluator in PDF format. (It applies initially for PTB signoff and Level 1 qualification, <u>then annually</u> to remain qualified. <i>This task is optional for SKYWARN only personnel</i> ).	R		
Successfully <b>receive</b> at least <u>three formal</u> exercise, training, "radiogram," or real-world operational (or weather spotter) messages (but not the same messages you transmitted) in ICS General Message Form 213, ARRL Radiogram or Allied Communications Publication (ACP) format <u>from</u> another station using VHF, UHF or HF (or any mix thereof) radio by <b>voice</b> . Use plain language and correct ITU phonetics at all times, including for callsigns. Submit hand printed/typed copies of the received messages to the evaluator in PDF format. (It applies initially for PTB signoff and Level 1 qualification, <u>then annually</u> to remain qualified. <i>This task is optional for SKYWARN only personnel</i> ).	R		
Successfully <b>transmit</b> at least <u>two informal</u> (Tactical) exercise, training, or real-world operational (or weather spotter) messages <u>to</u> another station using VHF, UHF or HF (or any mix thereof) radio by <b>voice</b> . Use plain language and correct ITU phonetics at all times, including for callsigns. Submit printed/typed copies of the transmitted messages to the evaluator in PDF format. (It applies initially for PTB signoff and Level 1 qualification, <u>then annually</u> to remain qualified. <i>This task is optional for SKYWARN only personnel</i> ).	R		
Successfully <b>receive</b> at least <u>two informal</u> (Tactical) exercise, training, or real-world operational (or weather spotter) messages (but not the same messages you transmitted) <u>from</u> another station using VHF, UHF or HF (or any mix thereof) radio by <b>voice</b> . Use plain language and correct ITU phonetics at all times, including for callsigns. Submit printed/typed copies of the received messages to the evaluator in PDF format. (It applies initially for PTB signoff and Level 1 qualification, <u>then annually</u> to remain qualified. <i>This task is optional for SKYWARN only personnel</i> ).	R		

**INDIANA ARES DISTRICT 1 STANDARDIZED TRAINING PLAN TASK BOOK**

NAME: \_\_\_\_\_ CALLSIGN: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME COUNTY: \_\_\_\_\_ PTB START DATE: \_\_\_\_\_

Correctly <b>log</b> the 10 messages from the above tasks on an ICS Form 309 (Communications Log). Submit a printed or typed copy of the Form to the evaluator in PDF format. (It applies initially for PTB signoff <u>then annually</u> to remain qualified. <u>Optional for SKYWARN only personnel</u> ).	R		
Comment: _____			
_____			

**Level 1 Completion Record**

The listed tasks for ARES D1 Level 1 having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES Emergency Communicator and/or SKYWARN Weather Spotter (as applicable) for Level 1 qualification.

\_\_\_\_\_ The individual is recommended as qualified for this level.

Date: \_\_\_\_\_ EC NAME \_\_\_\_\_

Comments: \_\_\_\_\_

EC SIGNATURE \_\_\_\_\_

**Level 1 Qualification Record**

The listed tasks for ARES D1 Level 1 having been completed, dated and initialed, and the recommendation of the EC and a review of the required documentation as evidence of successful completion of all tasks, give cause to suggest the Individual is qualified as an ARES D1 Level 1 Emergency Communicator and/or SKYWARN Weather Spotter (as applicable).

\_\_\_\_\_ The individual is deemed as qualified for this level.

Date: \_\_\_\_\_ DEC NAME \_\_\_\_\_

Comments: \_\_\_\_\_

DEC SIGNATURE \_\_\_\_\_



# ARES STANDARDIZED TRAINING PLAN TASK BOOK

NAME: \_\_\_\_\_ CALLSIGN: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME COUNTY: \_\_\_\_\_ PTB START DATE: \_\_\_\_\_

ARES D1 STANDARDIZED TRAINING LEVEL			
Level 2 - Desired Proficiency Level			
<p>This training level builds upon what has been learned in Level 1, and participants in Level 2 may elect to remain at this level based upon the extent of their desired ARES involvement. Much of this training is conducted by the local ARES group to meet its needs and those of their served agency or partners and provides a better understanding of emergency communications. Participants in Level 2 may wish to continue with Level 3 and the potential for leadership roles.</p> <p><b>R = Required, O = Optional, E = Encouraged</b></p>			
<b>Prerequisite</b>			
Successful completion of ARES D1 Level 1 requirements	R		
<b>Education</b>			
ICS-200.c – ICS for Single Resource*	R		
ICS-800.c – National Response Framework*	R		
ARRL EC-001 Intro to Emergency Communications (EmComm)	R		
<p><u>SKYWARN</u> Weather Spotters – Successfully complete “<i>The Role of the SKYWARN Spotter</i>” online training course found at <a href="http://www.meted.ucar.edu/training_course.php?id=23">http://www.meted.ucar.edu/training_course.php?id=23</a> (It applies initially for PTB signoff and qualification for Level 2, then as directed by the National Weather Service (NWS) to remain qualified. <i>This training is optional for all other ARES D1 personnel</i>).</p>	R		
<p>SKYWARN Weather Spotters – NWS taught – “Advanced Spotter Training and Severe Weather Seminar.” (It applies initially for PTB signoff and Level 2 qualification, then as directed by the NWS to remain qualified. This training is <u>optional</u> for all <u>other</u> ARES D1 personnel).</p>	R		
<p>SKYWARN Weather Spotters – Successfully complete “<i>SKYWARN Spotter Convective Basics</i>” online training course found at <a href="http://www.meted.ucar.edu/training_course.php?id=23">http://www.meted.ucar.edu/training_course.php?id=23</a></p>	E		
<p><b>Comment: *These should be considered as meeting the minimum requirements for deployment at an incident. Local Emergency Management Agencies authorities may require additional training.</b></p>			
<b>Participation</b>			
<p>Participate in at least <b>one</b> of the following for <b>at least six hours</b> (for any one event): Field Day, Simulated Emergency Test, Exercise, Special Event or SKYWARN activation. (It applies initially for PTB signoff <u>then annually</u> to remain qualified.)</p> <p><b>Note</b> – Unlike the participation requirement for Level 1 regarding and exercise, this task specifies a minimum <u>number of hours</u> for the participation.</p>	R		
<p>Serve as Net Control on an ARES D1 sponsored or approved VHF, UHF or HF (or any mix thereof) Amateur radio, GMRS, FRS or MURS radio nets (voice, digital or both) at least <b>two</b> times. (It applies initially for PTB signoff <u>then annually</u> to remain qualified. <i>This task is optional for SKYWARN only personnel</i>.)</p>	R		
<p><b>Comment:</b></p>			

**ARES STANDARDIZED TRAINING PLAN TASK BOOK**

NAME: \_\_\_\_\_ CALLSIGN: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME COUNTY: \_\_\_\_\_ PTB START DATE: \_\_\_\_\_

<b>Proficiency/Skill</b>			
To be initially qualified and remain qualified at Level 2 – Meet the proficiency/skill requirements for Level 1, <i>and</i> :	R		
Successfully <b>transmit</b> at least <b>two formal</b> exercise, training, “radiogram,” or real-world operational (or weather spotter) <b>text</b> messages in Email, ICS General Message Form 213, ARRL Radiogram or Allied Communications Publication (ACP) format <b>to</b> another station using VHF, UHF or HF (or any mix thereof) radio by each of the <b>common digital mode programs</b> used by ARES D1. Use plain language in the message content. Submit copies or on-air screen prints of the actual transmitted messages to the evaluator in PDF or jpg format. (It applies initially for PTB signoff and Level 2 qualification, <b>then annually</b> to remain qualified. <i>This task is optional for SKYWARN only personnel and does not apply to GMRS, FRS or MURS affiliates due to FCC regulations</i> ).	R		
Successfully <b>receive</b> at least <b>two formal</b> exercise, training, “radiogram,” or real-world operational (or weather spotter) <b>text</b> messages in Email, ICS General Message Form 213, ARRL Radiogram or Allied Communications Publication (ACP) format <b>from</b> another station using VHF, UHF or HF (or any mix thereof) radio by each of the <b>common digital mode programs</b> used by ARES D1. Translate ARL and other authorized radio operator abbreviations to show the message the message content as it would be provided to a served agency. Submit copies or on-air screen prints of the actual received messages to the evaluator in PDF or jpg format. (It applies initially for PTB signoff and Level 2 qualification, <b>then annually</b> to remain qualified. <i>This task is optional for SKYWARN only personnel and does not apply to GMRS, FRS or MURS affiliates due to FCC regulations</i> ).	R		
Successfully <b>transmit</b> at least <b>two informal (Keyboard to Keyboard or Point to Point, as applicable)</b> /Tactical) exercise, training, or real-world operational (or weather spotter) <b>text</b> messages <b>to</b> another station using VHF, UHF or HF (or any mix thereof) radio by each of the <b>common digital mode programs</b> used by ARES D1. Use plain language in the message content. Submit copies or on-air screen prints of the actual transmitted messages to the evaluator in PDF or jpg format. (It applies initially for PTB signoff and Level 2 qualification, <b>then annually</b> to remain qualified. <i>This task is optional for SKYWARN only personnel and does not apply to GMRS, FRS or MURS affiliates due to FCC regulations</i> ).	R		
Demonstrate ability to run a Net.	R		

# ARES STANDARDIZED TRAINING PLAN TASK BOOK

NAME: \_\_\_\_\_ CALLSIGN: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME COUNTY: \_\_\_\_\_ PTB START DATE: \_\_\_\_\_

<p>Successfully <b>receive</b> at least <b>two informal (Keyboard to Keyboard or Point to Point, as applicable)</b> Tactical exercise, training, or real-world operational (or weather spotter) <b>text</b> messages <b>from</b> another station using VHF, UHF or HF (or any mix thereof) radio by each of the <b>common digital mode programs</b> used by ARES D1. Translate ARL and other authorized radio operator abbreviations in the message content to show the message as it would be provided to a served agency. Submit copies or on-air screen prints of the actual received messages to the evaluator in PDF or jpg format. (It applies initially for PTB signoff and Level 2 qualification, <b>then annually</b> to remain qualified. <i>This task is optional for SKYWARN only personnel and does not apply to GMRS, FRS or MURS</i>).</p>	R		
<p>Successfully <b>transmit</b> at least <b>one</b> good quality <b>image in jpg format</b>, originally taken by a cell phone or digital camera, in a <b>Winlink</b> Email via <b>VARA or VARA FM</b> to another station using VHF, UHF or HF. Include the evaluator in the "copy to" line of the Email and submit a copy of the Winlink log in PDF or text format to the evaluator. (It applies initially for PTB signoff and Level 2 qualification, <b>then annually</b> to remain qualified. <i>This task is optional for SKYWARN only personnel and does not apply to GMRS, FRS or MURS affiliates due to FCC regulations</i>).</p>	R		
<p>Successfully <b>receive</b> at least <b>one</b> good quality <b>image in jpg format</b>, originally taken by a cell phone or digital camera in a <b>Winlink</b> Email via <b>VARA or VARA FM</b> from another station using VHF, UHF or HF. Forward the Email as received with the attachment to the evaluator by any suitable electronic means as proof of task completion. (It applies initially for PTB signoff and Level 2 qualification, <b>then annually</b> to remain qualified. <i>This task is optional for SKYWARN only personnel and does not apply to GMRS, FRS or MURS affiliates due to FCC regulations</i>).</p>	R		
<p>Successfully <b>transmit</b> at least <b>one good quality (to transmit) Fax</b> image to another station using VHF, UHF or HF. Submit a copy of the image, as transmitted, to the evaluator. (It applies initially for PTB signoff and Level 2 qualification, <b>then annually</b> to remain qualified. <i>This task is optional for SKYWARN only personnel and does not apply to GMRS, FRS or MURS affiliates due to FCC regulations</i>).</p>	R		
<p>Successfully <b>receive</b> at least <b>one good quality Fax</b> image from another station using VHF, UHF or HF. Submit a copy of the image, as received, to the evaluator. (It applies initially for PTB signoff and Level 2 qualification, <b>then annually</b> to remain qualified. <i>This task is optional for SKYWARN only personnel and does not apply to GMRS, FRS or MURS affiliates due to FCC regulations</i>).</p>	R		
<p>Successfully <b>transmit</b> at least <b>one good quality (to transmit) SSTV</b> image to another station using VHF, UHF or HF. Submit a copy of the image, as transmitted, to the evaluator. (It applies initially for PTB signoff and Level 2 qualification, <b>then annually</b> to remain qualified. <i>This task is optional for SKYWARN only personnel and does not apply to GMRS, FRS or MURS affiliates due to FCC regulations</i>).</p>	R		
<p>Successfully <b>receive</b> at least <b>one good quality SSTV</b> image from another station using VHF, UHF or HF. Submit a copy of the image, as received, to the evaluator. (It applies initially for PTB signoff and Level 2 qualification, <b>then annually</b> to remain qualified. <i>This task is optional for SKYWARN only personnel and does not apply to GMRS, FRS or MURS affiliates due to FCC regulations</i>).</p>	R		

**ARES STANDARDIZED TRAINING PLAN TASK BOOK**

NAME: \_\_\_\_\_ CALLSIGN: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME COUNTY: \_\_\_\_\_ PTB START DATE: \_\_\_\_\_

Correctly <b>log</b> the <u>14</u> messages from the above tasks on an ICS Form 309 (Communications Log). Submit a printed or typed copy of the Form to the evaluator in PDF format. (It applies initially for PTB signoff and Level 2 qualification <u>then annually</u> to remain qualified. <i>Optional for SKYWARN</i> ).	R		
<b>Comment:</b>			

**Level 2 Completion Record**

The listed tasks for ARES D1 Level 2 having been completed, dated, and initialed indicate successful completion of all the tasks required of the ARES Emergency Communicator and/or SKYWARN Weather Spotter (as applicable) for Level 2 qualification.

\_\_\_\_\_ The individual is recommended as qualified for this level.

Date: \_\_\_\_\_ EC NAME \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

EC SIGNATURE \_\_\_\_\_

**Level 2 Qualification Record**

The listed tasks for ARES D1 Level 2 having been completed, dated, and initialed, and the recommendation of the EC and a review of the required documentation as evidence of successful completion of all tasks, give cause to suggest the Individual is qualified as an ARES D1 Level 2 Emergency Communicator and/or SKYWARN Weather Spotter (as applicable).

\_\_\_\_\_ The individual is deemed as qualified for this level.

Date: \_\_\_\_\_ DEC NAME \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

DEC SIGNATURE \_\_\_\_\_

# ARES STANDARDIZED TRAINING PLAN TASK BOOK

NAME: \_\_\_\_\_ CALL: \_\_\_\_\_ LICENSE CLASS: \_\_\_\_\_

HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

ARES D1 STANDARDIZED TRAINING LEVEL			
Level 3 – Leadership Level			
Level 3 prepares the participant to take on ARES Team leadership roles in his/her ARES group or section. <b>R = Required, O = Optional, E = Highly Encouraged</b>			
TASK	R-O-E	COMPLETION DATE	EC or DEC Sign Off
<b>Prerequisite</b>			
Successful completion of ARES D1 Level 1 and 2 requirements	R		
Hold a General Class (or higher) Amateur license*	R/O		
<b>Education</b>			
IS-120.c - An Introduction to Exercises	R		
IS-230.d - Fundamentals of Emergency Management	R		
IS-235.c - Emergency Planning	R		
IS-240.b - Leadership & Influence	R		
IS-241.b - Decision Making & Problem Solving	R		
IS-242.b - Effective Communications	R		
IS-244.b - Developing & Managing Volunteers	R		
IS-288.a – Role of Voluntary organizations in Emergency Mgt.	R		
IS-2200 - Basic Emergency Operations Center Functions	R		
ARRL EC-016 Public Service & Emergency Communications Mgt.	R		
PR-101 – Public Information Officer Training (EC-015)	R		
ICS-300 - Incident Command System for Expanding Incidents**	R		
ICS -400 - Advanced Incident Command System**	R		
SKYWARN Advanced Training Class (Biennially)	E		
DHS Auxiliary Communications (AUXCOM) Course	O/E		
DHS Communications Technician (COMT) Course	O		
DHS Communications Unit Leader (COML) Course	O/E		
<p><b>Notes:</b> *Personnel holding leadership positions <u>should</u> hold a General Class (or higher) Amateur license. However, this requirement may be waived by the District Emergency Coordinator in extraordinary circumstances (e.g., Exceptional Technician Class, GMRS, SKYWARN or otherwise fully qualified leaders).</p> <p>** May be <u>temporarily</u> waived up to one year by the District Emergency Coordinator when the course(s) is/are not offered within a two-hour (up to 120 mile) driving radius or in other extraordinary circumstances. Participants are encouraged to complete the FEMA courses ICS-300 and ICS-400 when they become available.</p>			
<b>Participation</b>			
To be initially qualified and remain qualified at Level 3 – Meet the participation requirements for Levels 1 and 2.	R		
<b>Comment:</b>			

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<b>Leadership</b>			
Conduct <b>at least three</b> ARES D1 regularly scheduled membership <b>meetings</b> .	R		
Present <b>at least three training sessions, each at least one-hour</b> in length.	R		
Lead the development of <b>at least two</b> Drills, Functional or Full-Scale Exercises.	R		
Successfully serve as an <b>Evaluator</b> for <b>at least two</b> Drills, Functional or Full-Scale Exercises. Submit the notes and observations for each exercise to the District Emergency Coordinator for post-exercise evaluation and analysis, not later than 10 days after the conclusion of the exercise.	R		
Successfully serve as a <b>Simulation/Control Cell Simulator</b> for <b>at least two</b> Drills, Functional or Full-Scale Exercises.	R		
Successfully serve as an <b>Exercise Controller</b> for <b>at least two</b> Drills, Functional or Full-Scale Exercises.	R		
<b>Successfully</b> lead ( <b>as the Communications Unit Leader</b> ) the ARES D1 support or deployment of/to <b>at least three</b> Incident activations or Exercises and oversee the timely completion of the required After Action Report and Improvement Plan for each.	R		
<b>Successfully</b> lead ( <b>as the Communications Unit Leader</b> ) the ARES D1 support or deployment of/to <b>at least one</b> ARESMAT deployment and oversee the timely completion of the required After Action Report and Improvement Plan for each.	R		
Properly prepare and submit to the District Emergency Coordinator <b>at least three news articles</b> (minimum of 500 words) and at least one good quality, press worthy image, with a suitable cutline) in Associated Press style, suitable for release and publication in a timely manner, soon after completion of newsworthy training, exercise, or activation events.	R		
<b>Comment:</b>			
<b>Proficiency/Skill</b>			
To be initially qualified and remain qualified at Level 3 – Meet the proficiency/skill requirements for Levels 1 and 2	R		
<b>Comment:</b>			

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HOME GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

**Level 3 Completion Record**

The listed tasks for ARES D1 Level 3 having been completed, dated, and initialed indicate successful completion of all the tasks required of the ARES Emergency Communicator and/or SKYWARN Weather Spotter (as applicable) for Level 3 qualification.

\_\_\_\_\_ The individual is recommended as qualified for this level.

Date: \_\_\_\_\_ EC NAME \_\_\_\_\_

Comments: \_\_\_\_\_

EC SIGNATURE \_\_\_\_\_

**Level 3 Qualification Record**

The listed tasks for ARES D1 Level 3 having been completed, dated, and initialed, and the recommendation of the EC and a review of the required documentation as evidence of successful completion of all tasks, give cause to suggest the Individual is qualified as an ARES D1 Level 3 Emergency Communicator and/or SKYWARN Weather Spotter (as applicable).

\_\_\_\_\_ The individual is deemed as qualified for this level.

Date: \_\_\_\_\_ DEC NAME \_\_\_\_\_

Comments: \_\_\_\_\_

DEC SIGNATURE \_\_\_\_\_