ARES® STANDARDIZED TRAINING PLAN

ARES® EMERGENCY COMMUNICATOR
INDIVIDUAL TASK BOOK

Task Book Assigned To:

Name: _____ Call: _____

ARES® Group: _____

Phone Number: _____ Email: _____

Task Book Initiated By:

ARES® Leader's Name: _____ Call: _____

Title: _____ ARES Group: _____

Phone Number: _____ Email: _____

Initiated:

Location: _____ Date: _____

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ARES® Training Plan Task Book

Task Book

The TaskBook is a working document that enables those ARES® communicators electing to participate in the ARRL training plan to track and document their training plan elements as they are completed towards the various levels of increasing proficiency. The TaskBook should contain all training plan items, completion dates and sign-offs as the ARES® communicator transitions through the three skill levels. The ARES® communicator is responsible for maintaining his/her TaskBook and having it with him/her during training and assignments. The TaskBook also contains sections with definitions of the communicator levels, as well as common responsibilities.

Since the Task Book is personal to each ARES Communicator, each user should feel free to adapt it to their needs and requirements of their geographical region.

Recommendations of minimum proficiencies and skills per level are listed. **ECs, at their discretion, can add or substitute skills that they consider important.** Prior known experience may be substituted for some listed tasks. It is suggested that items in the proficiency/skills section be used in training sessions or for meetings/events presentations.

NOTE: the approving EC should meet/exceed the qualifications for each level they are signing off on.

ADDITIONAL NOTE: At the end of this Task Book is a change log page that communicators should use to keep track of changes to the Task Book.

Skill Levels

Level 1 - Entry level into ARES®, includes skills learned when obtaining an Amateur Radio license
Level 2 - Set of skills desired by ARES® obtained through coursework and training
Level 3 - Increased skill set that initiates a pathway to leadership positions and assignments

Responsibilities:

Individual
- Review and understand Task Book requirements
- Identify desired objectives/goals
- Satisfactorily demonstrate completion of tasks for each level
- Assure the evaluations are completed
- Maintain and keep the Task Book up to date
- Make Task Book available during assignments
- Submit completed Task Book to Section Management

Evaluator
- Be knowledgeable and proficient in the tasks being evaluated and approved
- Meet with Communicator and evaluate past experiences, current qualifications and desired objectives/goals
- Review tasks with Communicator
- Document completion of tasks with Task Book sign-off's

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- Complete the sign-off, comments and qualifying

Section

- Maintain database for ARES® participants in ARES® Training Plan

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NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

ARES® TRAINING LEVEL			
Level 1			
This is the primary level for those who choose a non-leadership role as well as those new to Amateur Radio or emergency communications. This introductory training is conducted by the local ARES group to meet its needs and those of its served agency or partners. This training could be formal or informal and would 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 encouraged to complete Level 1 and advance to level 2 as soon as practical. **R = Required, O = Optional, E = Encouraged**			
TASK	R-O-E	COMPLETION DATE	EC Sign Off
Education			
IS-100.c- Intro to Incident Command System*	O		
IS-700.b Introduction to National Incident Mgt. System*	O		
SKYWARN - Spotter Basic Training (Biennially)	O		
ARRL EC-001 Introduction to Emergency Communications	O		
Comment: *Sets initial baseline requirements. Will likely be insufficient for deployment at an incident.			
Participation			
Obtain Task Book	R		
Join an ARES® group	R		
Comment:			
Proficiency/Skill			
Obtain Technician class or higher Amateur Radio License	R		
Comment:			

Attach Copy of FCC License Here:

Note: WCARES requires ICS 100, 200, 700, and 800 for Level 1. Please enter your ICS 200 and ICS 800 dates in Level 2 and include all certificates.

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NAME: _____ CALL: _____ LICENSE CLASS: _____

HOME GROUP: _____ DATE: _____

Level 1 Completion Record

The listed tasks for the level 1 having been completed, dated and initialed indicate successful completion of all the tasks required of the ARES® Communicator for the Level 1.

_____ The individual is recommended as certified for this level.

Date: _____ EC _____

Comments: _____

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