

APPALACHIAN SEARCH AND RESCUE CONFERENCE

Search Manager IV (SM-IV)

Position Task Book (PTB)



Position Task Book Assigned to: _____

Team Affiliation: _____

Position Task Book Initiated by: _____
Name/Title

Date Initiated: _____

Version 1.0
May 2016

Table of Contents

Introduction	3
Responsibilities.....	3
Trainee (Candidate)	3
Qualified Evaluator.....	3
Group Training Officer (GTO).....	3
Conference Training Officer (CTO)	4
Reference Materials	4
Qualified Evaluator Legend	5
ASRC SM-IV Requirements.....	6
1. SAR Operations	7
2. Legal Aspects.....	7
3. Field Operations.....	7
4. Search.....	7
5. Communications	9
Ongoing record of training, simulations and searches.....	10
Group Training Officer Endorsement.....	11
Conference Training Officer Endorsement	11

Introduction

This PTB is part of a competency-based qualification system used by the ASRC. Certification will be awarded upon successful completion of all parts.

Position Task Books provide a standard form for documenting the knowledge and abilities of the candidate. This is done by observation of that individual's performance or description of tasks needed at a particular operational level. Each Task is designed to demonstrate competencies of a specific skill needed for the position. When all tasks in the PTB are successfully completed, the evaluated individual is eligible to request final testing for that position.

The tasks are numbered sequentially according to the current ASRC Training Standards document. They do not need to be completed in any specific order. The PTB will be valid for three years from the date the first task is documented.

Evaluation and the confirmation of the candidate's performance of all tasks may involve more than one evaluator and can occur on incidents such as searches, special events, training, and exercises. The evaluators may come from a pool of evaluators from among all ASRC Groups.

Successful performance of all tasks, as observed and recorded by an evaluator, is required prior to a recommendation that the candidate be certified in the position.

Responsibilities

The following responsibilities are outlined for each resource involved in the PTB process:

Trainee (Candidate)

- Provides the evaluator with background information pertinent to the position
- Completes all tasks satisfactorily within three years
- Retains original PTB until completed
- Notifies the GTO when PTB is completed

Qualified Evaluator

- Reviews tasks with Candidate.
- Explains to the trainee the process of the PTB and the Candidate's responsibilities.
- Accurately evaluates and records demonstrated performance of tasks by initialing and dating successfully completed tasks.
- Provides feedback and documents areas of unsatisfactory performance.

Group Training Officer (GTO)

- Initiates the PTB
- Verifies all tasks have been initialed and dated by a Qualified Evaluator
- Completes and signs the GTO endorsement statement
- Forwards the completed PTB to the Conference Training Officer

Conference Training Officer (CTO)

- Reviews the PTB and supplemental documentation for completeness
- Verifies all tasks have been initialed and dated by a Qualified Evaluator
- Signs the CTO endorsement statement
- Proposes candidate to the ASRC Board

Reference Materials

All participants of the PTB process should reference the most current version of the ASRC Training Standards document for additional detail. PTB items that reference additional detail contained within the ASRC Training Standards document will be annotated with **TS**.

The ASRC Credentialing Policy Manual does not currently include Search Manager Credentials. Certification protocols for all Search Managers levels are enumerated in the most recent version of the ASRC Training Standards.

The SM-IV Candidate will be awarded a formal certification only after the ASRC Conference Training Officer has assessed the Search Manager application package for completeness and the ASRC Board of Directors formally approves the certification.

ASRC SM-IV Requirements

Req	Description	Evaluator	Date
1	Be an ASRC Field Team Leader (FTL)		
2	Have served as FTL on at least three field tasks.		
2.a	FTL Task 1 (denote description and affix copy of the debriefed TAF attached to the PTB) -----		
2.b	FTL Task 2 (denote description and affix copy of the debriefed TAF attached to the PTB) -----		
2.c	FTL Task 3 (denote description and affix copy of the debriefed TAF attached to the PTB) -----		
3	Meet the technical standards described in the ASRC Training Standards [Knowledge and Performance Expectations] TS		
4	Complete ICS-300, Intermediate ICS		
5	Complete a minimum total of 64 hours of classroom training in Search and Rescue management. TS (samples include) <ul style="list-style-type: none"> • IC-300 (24 hours); • Managing Search Operations (40 hours); • Managing the Search Function (40 hours); • Managing Land Search Operations (40 hours); • Practical Search Operations (40 hours); • Search Manager for Ground Search and Rescue (24 hours); • Planning Section Chief for Search and Rescue (24 hours); • National Inland SAR Planning Course (40 hours); • National Basic Inland SAR Course (20 hours); • Other approved equivalent classes 		
6	Serve as a member of the Command Post or Base Staff on one incident within the last three years.		
7	Receive a simple majority vote of the member's Group.		
8	Be proposed for SM-IV certification by the Conference Training Officer at an ASRC Board of Director's business meeting and receive a favorable simple majority vote.		

1. SAR Operations

Req	Description	Evaluator	Date
1.a	Demonstrate a working knowledge of the ICS concepts		
1.b	Demonstrate a working knowledge of the ASRC Operational Guidance Manual.		

2. Legal Aspects

Req	Description	Evaluator	Date
2.a	Outline the delegation of authority and responsibility for search and rescue in states where ASRC is located.		
2.b	Explain how the following legal concepts apply to search and rescue operations:		
2.b.1	Good Samaritan Laws		
2.b.2	Civil suits and criminal actions		
2.b.3	Standards of care		
2.b.4	The right to emergency assistance and duties to provide emergency assistance		
2.b.5	Abandonment		
2.b.6	Implied consent		
2.b.7	Entry, during incidents, on property posted "No Trespassing"		
2.b.8	Crime Scene protection		
2.b.9	Declaration of death and confirmation of death		
2.b.10	Confidentiality		

3. Field Operations

Req	Description	Evaluator	Date
3.a	Describe sources of weather information		
3.b	Assign realistic tasks to field teams, given terrain, weather, personnel and the context of a search		
3.c	Produce legible, color enhanced (if possible) copies of maps with ASRC grids.		

4. Search

Req	Description	Evaluator	Date
4.a	Brief a field team leader properly before a task, including:		
4.a.1	Subject information and history, subject's equipment, behavior and medical history;		
4.a.2	Weather;		

Req	Description	Evaluator	Date
4.a.3	Terrain;		
4.a.4	The search task, how to perform it, what its objectives are, clues in the area;		
4.a.5	Estimated time to complete the task;		
4.a.6	Hazards		
4.b	Describe aircraft crash scene considerations		
4.c	Describe the proper documentation of, and response to, reported clues.		
4.d	Debrief a field team leader properly after a task, including:		
4.d.1	POD, clues, safety hazards, map updates, other pertinent field information, and any other relevant information;		
4.d.2	Availability for reassignment;		
4.d.3	Specialty team debriefing as appropriate, including:		
4.d.3.i	Dogs (including obtaining information on air movement);		
4.d.3.ii	Aircraft;		
4.d.3.iii	Direction Finding;		
4.d.3.iv	Tracking;		
4.d.3.v	Evacuation (ensuring that paperwork and documentation are completed and checked);		
4.d.3.vi	Medical (ensuring that paperwork and documentation are completed and checked).		
4.e	Plot (triangulate) bearings from Direction- Finding instruments.		
4.f	Handle the media in an appropriate manner (as assigned by the SM).		
4.g	Be able to complete an ASRC map problem defined as follows. Given a search scenario, an ASRC OPSKIT, the ASRC IS/SM-IV candidate must be able to complete an accurate Strategy Map using ASRC and ICS symbols. The SM-IV candidate must then use the map to:		
4.g.1	Use the Task Assignment Procedure to generate a set of appropriate tasks to complete the initial strategy with the given resources;		
4.g.2	Fill out a Task Assignment Form properly for each task;		

Req	Description	Evaluator	Date
4.g.3	Start a Status Map using the standard ASRC symbols;		
4.g.4	Generate Medical, Organizational (including ICS 201), Communications and Demobilization Plans.		

5. Communications

Req	Description	Evaluator	Date
5.a	Equipment		
5.a.1	Be able to set up antennas and relays, using available high points and ground planes;		
5.a.2	Describe the proper placement of antennas.		
5.b	FCC Rules and communications protocols:		
5.b.1	Describe FCC rules under which the ASRC operates.		
5.b.1.i	State the use and number of units allowed for each FCC licensed frequency used by the ASRC;		
5.b.1.ii	Describe appropriate concerns with interference with other Nets;		
5.b.1.iii	Describe FCC rules pertinent to the ASRC.		
5.b.2	Outline common communications protocols as they relate to a SAR event		
5.c	Management:		
5.c.1	Develop a comprehensive Communications Plan for a mission (with multiple nets and base communications);		
5.c.2	Describe how to interface with other organizations providing radio communications at missions (CAP, Ham, etc.).		
5.c.2.i	Planning -- describe what is needed and how these organizations can be put to best use;		
5.c.2.ii	Resources -- describe what the organizations can provide and when;		
5.c.2.iii	Operations -- find out what they need during operations and try to provide it.		
5.c.3	Explain when a temporary commercial telephone line installation is practical. Describe the procedure to obtain a temporary installation.		
5.c.4	Maintain proper records (Communications log and equipment sign-out log).		

Group Training Officer Endorsement

SM-IV candidate, _____, has completed the SM-IV PTB and received a majority vote from their Group. I am requesting that the Conference Training Officer review this application package and forward it to the ASRC Board for consideration.

Group Training Officer Signature

Date

Conference Training Officer Endorsement

SM-IV candidate, _____, has fully demonstrated required competency in knowledge and the skills needed to function as a Search Manager IV. It is my recommendation that they be considered for a final ASRC SM-IV certification.

Conference Training Officer Signature

Date