PinCo ACS Training Plan

02/15/2024

Mike Drake

Pinellas County ACS Training Officer

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Pinellas County ACS Training Plan
Agenda

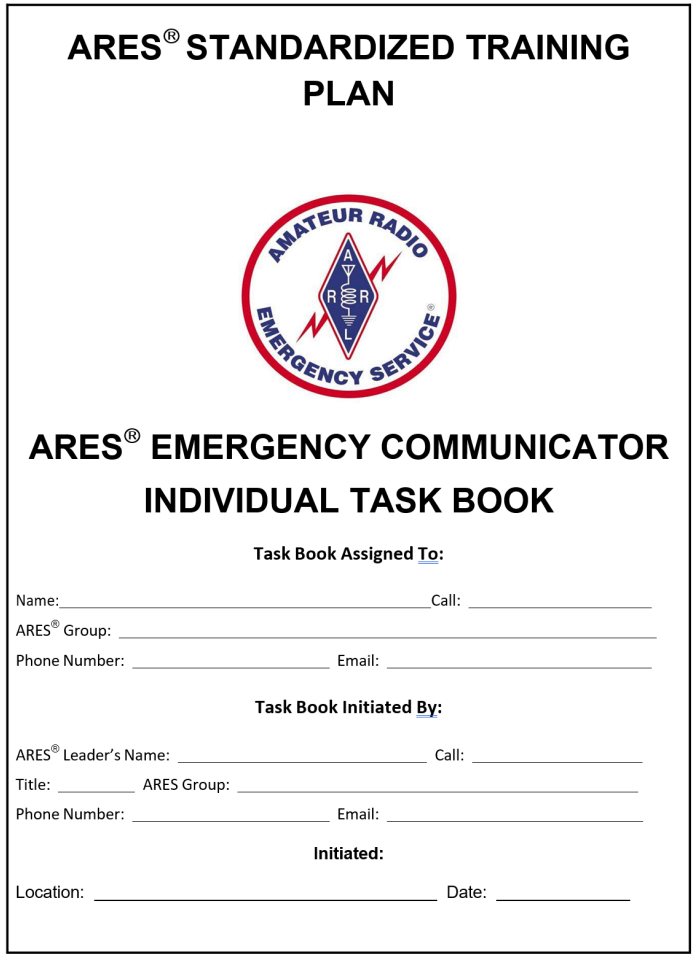
- Training Plans – General Overview
- Pinellas County Training Requirements
  - Deployment Sites
  - Qualification Levels
- Pinellas County ACS Position Task Book (PTB)
- Performance Evaluation
- Summary

Training Plans – General Overview
Current Plans

- ARES ®
  - ARES ® Standardized Training Plan
  - Florida ARRL ® Tri-Section ARES ® Standardized Training Plan
- U.S. Department of Homeland Security
  - CISA Auxiliary Communicator (AUXC)

Training Plans – General Overview

ARES® Standardized Training Plan



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:

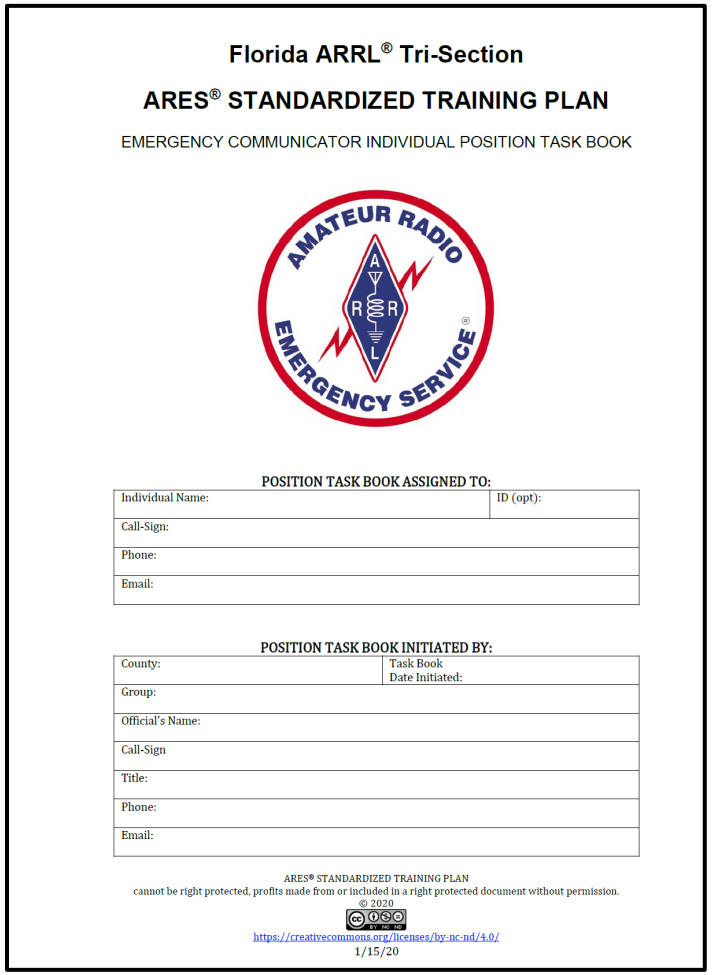
Location: _____ Date: _____

- Published by ARRL®
- National Standard
- Recommended minimum proficiencies and skills
  - Level 1 – Entry Level
    - *Join ARES and have a license*
  - ***Level 2 – Skill set desired by ARES®***
    - ***IS-100, 200, 700, and 800***
    - ***ARRL-EC-001 Intro to Emergency Communications***
    - ***Participate in a net once per quarter***
    - ***Program Tone, frequency, and offset into an HT***
    - ***Write and send an ICS-213 general message***
  - Level 3 – Increased skill set on pathway to leadership

ECs, at their discretion, can add or substitute skills that they consider important.

Training Plans – General Overview

Florida ARRL ® Tri-Section ARES® Standardized Training Plan



Florida ARRL® Tri-Section

ARES® STANDARDIZED TRAINING PLAN

EMERGENCY COMMUNICATOR INDIVIDUAL POSITION TASK BOOK

POSITION TASK BOOK ASSIGNED TO:

Individual Name:	ID (opt):
Call-Sign:	
Phone:	
Email:	

POSITION TASK BOOK INITIATED BY:

County:	Task Book Date Initiated:
Group:	
Official's Name:	
Call-Sign	
Title:	
Phone:	
Email:	

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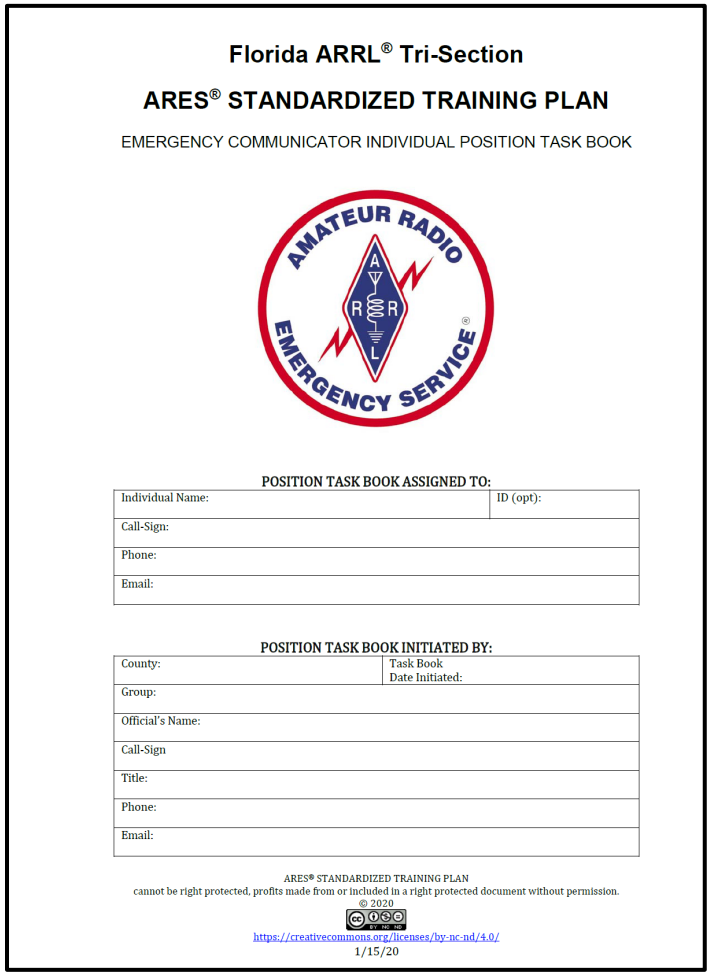
1/15/20

- Published jointly by all three Florida Sections
- Minimum proficiencies and skills for Florida ARES ®
- Additional Skills added for Florida ARES®
  - Level 1 – Entry Level
    - Program Tone, frequency, and offset into an HT
    - Describe ARES® chain of command
  - ***Level 2 – Skill set desired by ARES®***
    - ***Create and send via NTS an ICS213 or radiogram***
    - ***Demonstrate the correct way to fill in an ICS214 and ICS309***
    - ***Create a 24-hour Go-kit***
    - ***Demonstrate deployment and use of VHF/UHF and HF antennas***
    - ***Operate radio on emergency power***
    - ***Explain need for grounding***
    - ***Participate in a Simulated Emergency Exercise***
    - ***Install a connector on coax cable***
    - ***Send a Winlink email over VHF/UHF***

Training Plans – General Overview

Florida ARRL ® Tri-Section ARES® Standardized Training Plan



Florida ARRL® Tri-Section

ARES® STANDARDIZED TRAINING PLAN

EMERGENCY COMMUNICATOR INDIVIDUAL POSITION TASK BOOK

POSITION TASK BOOK ASSIGNED TO:

Individual Name:	ID (opt):
Call-Sign:	
Phone:	
Email:	

POSITION TASK BOOK INITIATED BY:

County:	Task Book Date Initiated:
Group:	
Official's Name:	
Call-Sign	
Title:	
Phone:	
Email:	

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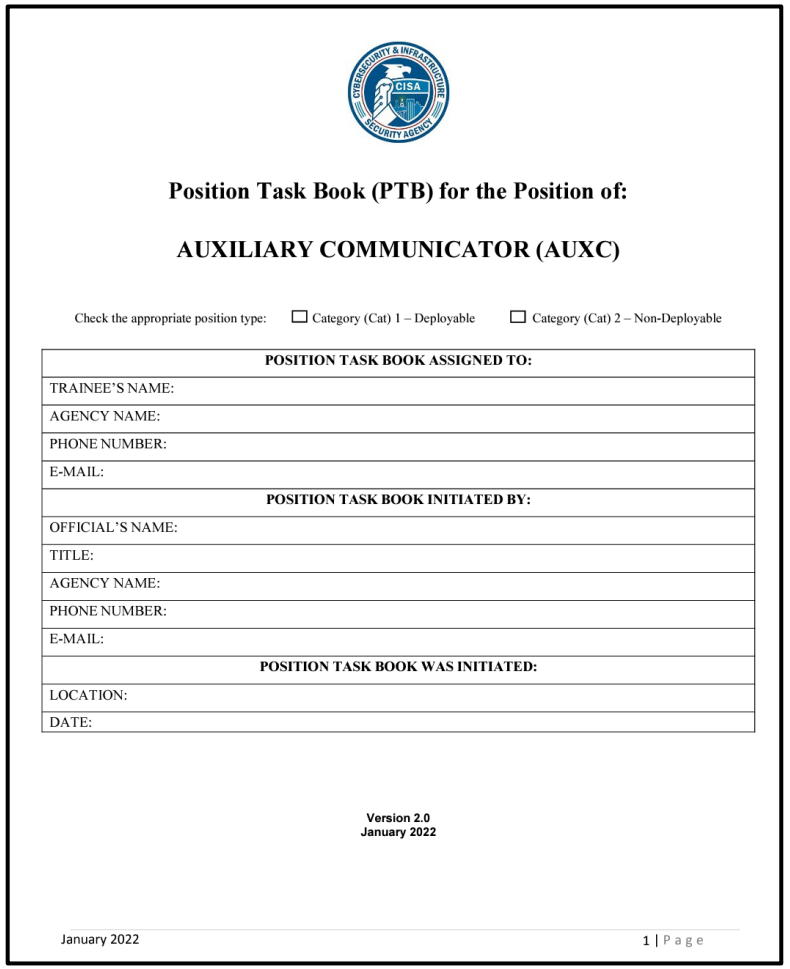
1/15/20

- Published jointly by all three Florida Sections
- Minimum proficiencies and skills for Florida ARES ®
- Additional Skills added for Florida ARES®
  - Level 3 – Increased skill set on pathway to leadership
- **Qualification**
  - Local EC responsible for sign-off and qualifying

County EC's can add skills to meet served agency requirements

Training Plans – General Overview
CISA Auxiliary Communicator (AUXC)



Position Task Book (PTB) for the Position of:

AUXILIARY COMMUNICATOR (AUXC)

Check the appropriate position type: ☐ Category (Cat) 1 – Deployable ☐ Category (Cat) 2 – Non-Deployable

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME:
AGENCY NAME:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME:
TITLE:
AGENCY NAME:
PHONE NUMBER:
E-MAIL:
POSITION TASK BOOK WAS INITIATED:
LOCATION:
DATE:

Version 2.0
January 2022

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- Official ICS position provides auxiliary communications to local, county, regional, tribal, or state agencies / organizations
- Formal Training Course
- Minimum Criteria for Certification
  - Prerequisites
  - Readiness, Preparedness, Situational Awareness
  - Communicate Effectively
  - Technical Skills
  - Establish an Incident Auxiliary Communications Center
  - Drafting Plans, Systems Management, and Documentation
  - Demobilization
- Agency certification – State of Florida SWIC

Skills needed for deployment under ICS

CISA – Cybersecurity and Infrastructure Security Agency
ICS – Incident Command System
SWIC – Statewide Interoperability Coordinator

Training Plans – General Overview
Summary

- **ARES® Training**
  - Defines three training levels
  - Local EC can add but not delete tasks
  - EC *not* permitted to create new levels
  - Targets ***general*** skills rather than PinCo ***position specific*** skills

Florida ARES® Level 2	Pinellas County Evac Shelter
24-hour go-kit	72-hour personal go-kit
Send Winlink Message via VHF	Send and Receive ICS213 via VHF Winlink
	Contingency Mode operation • Primary repeater failure
Operation on emergency power	N/A
Deploy and use an HF antenna	N/A

Training Plans – General Overview
Summary

- **AUXC Training**
  - Official ICS Position with certification at state level
  - Skills needed for deployment under ICS
    - Expected to interact with professional EM personnel
  - Scope of communications training is not limited to Amateur Radio
  - Certified AUXC can be deployed throughout Florida and Nationally

Excellent training Program

Pinellas County ACS Training Plan
Agenda

- Training Plans – General Overview
- Pinellas County Training Requirements
  - Deployment Sites
  - Qualification Levels
- Pinellas County ACS Position Task Book (PTB)
- Performance Evaluation
- Summary

Pinellas County ACS Training Plan
Deployment Sites

- Deployment locations fall into four general categories
  - Evacuation Shelters
  - Critical Infrastructure Sites
  - Deployable Comm Centers
  - PinCo Emergency Operations Center (EOC) Radio Room
- Site description
  - *Key Site Features:* Elements of site infrastructure that would impact communications team.
  - *Capability Requirements:* The required tasks that a communications team would perform at the deployment site.

Pinellas County ACS Training Plan
Deployment Sites – Evacuation Shelters

- **Key Site Features**
  - Evacuation Shelters are located within Pinellas County.
  - Emergency power is available at all deployment locations.
  - An external VHF/UHF antenna has been installed at each deployment location.
  - The coax cable attached to the antenna is available in a dedicated room assigned to PinCo ACS communicators.
  - Food, water, restrooms, and a dormitory area will be provided to the communications team.
  - Communications teams will be issued a radio go-kit that contains a power supply, VHF/UHF amateur radio, Winlink computer system, coax cable, and antenna.

What other site features might impact operations?

Pinellas County ACS Training Plan
Deployment Sites – Evacuation Shelters

- **Capability Requirements**
  - Communicate with the PinCo EOC using VHF/UHF amateur radio repeaters and VHF/UHF simplex nets.
  - Exchange both tactical and formal message traffic with the PinCo EOC.
  - Exchange message traffic using both voice and digital radio networks.
  - Interact in a professional manner with site personnel. Attend all staff meetings, keep the local site supervisors apprised of significant events, and perform additional tasks as required to support the site supervisor.
- **Exclusions**
  - HF Communications is *not* required.

Additional Capability Requirements?

Pinellas County ACS Training Plan

Deployment Sites – Critical Infrastructure Sites

- Critical Infrastructure Sites include but are not limited to hospitals, fire stations, and PinCo municipal EOCs.

Pinellas County ACS Training Plan
Deployment Sites – Critical Infrastructure Sites

- **Key Site Features**
  - Critical Infrastructure sites are located within Pinellas County.
  - Emergency power ***may not*** be available at all deployment locations.
  - ***No*** amateur radio infrastructure (e.g., external antennas, dedicated radio room, etc.) is assumed to be available at any deployment location.
  - Food, water, and a dormitory area ***may not*** be provided to the communications team by the infrastructure site.
  - Communications teams will be issued a radio go-kit that contains a power supply, VHF/UHF amateur radio, Winlink computer system, coax cable, and antenna.

How does this impact contents of personal Go-Kit?

Pinellas County ACS Training Plan

Deployment Sites – Critical Infrastructure Sites

- **Capability Requirements**
  - Communicate with the PinCo EOC using VHF/UHF amateur radio repeaters and VHF/UHF simplex nets.
  - Exchange both tactical and formal message traffic with the PinCo EOC.
  - Exchange message traffic using both voice and digital radio networks.
  - Interact in a professional manner with site personnel. Attend all staff meetings, keep the local site supervisors apprised of significant events, and perform additional tasks as required to support the site supervisor.
- **Exclusions**
  - HF Communications is *not* required.

Pinellas County ACS Training Plan

Deployment Sites – Critical Infrastructure Sites

- **Capability Requirements (Cont.)**
  - Required to transport, emplace, and maintain PinCo portable Starlink satellite terminals.
  - Configure portable Starlink satellite terminals to provide
    - High-speed ethernet
    - Wi-Fi internet service,
    - Voice over Internet Protocol (VoIP) telephone service

Additional Capability Requirements?

Pinellas County ACS Training Plan

Deployment Sites – Deployable Comm Center Sites

- Deployable Comm Centers will be established at locations that require:
  - Regional radio connectivity,
  - Highspeed internet, and/or
  - Cell phone service.
- Comm services provided
  - PinCo SatRunner™
  - PinCo Command-Runner
  - Portable Starlink satellite terminal

Pinellas County ACS Training Plan

Deployment Sites – Deployable Comm Center Sites

- **Key Site Features**
  - Deployable Comm Center sites are located inside or outside Pinellas County.
  - *Neither* commercial *nor* emergency power may be available at designated deployment locations.
  - ***No*** amateur radio infrastructure (e.g., external antennas, dedicated radio room, etc.) is assumed to be available at any deployment location.
  - Food, water, and dormitory areas ***may not*** be provided to the communications team at designated deployment locations.

How does this impact contents of personal Go-Kit?

Pinellas County ACS Training Plan
Deployment Sites – Deployable Comm Center Sites

- **Capability Requirements**
  - Required to transport, emplace, configure, and maintain PinCo SatRunner™, Command-Runner, and Starlink equipment suites.
  - Exchange both tactical and formal message traffic with:
    - PinCo EOC
    - All deployed ACS communications teams
    - State of Florida EOC
    - Partner agencies
    - PinCo municipalities.
  - Exchange message traffic using both voice and digital radio networks.

Pinellas County ACS Training Plan
Deployment Sites – Deployable Comm Center Sites

- **Capability Requirements (Cont.)**
  - Operate the radio systems that are installed in the PinCo SatRunner™ and Command-Runner equipment suites.
    - VHF/UHF amateur
    - Marine
    - VHF/UHF public safety
    - HF amateur
    - SHARES
    - Satellite
    - 700/800 MHz public safety

Pinellas County ACS Training Plan
Deployment Sites – Deployable Comm Center Sites

- **Capability Requirements (Cont.)**
  - Required to configure PinCo SatRunner™ and Command-Runner equipment suites to provide the following capabilities to co-located emergency management personnel
    - High-speed ethernet and Wi-Fi internet service
    - Cellular phone
    - VoIP telephone service.
  - Interact in a professional manner with site personnel. Attend all staff meetings, keep the local site supervisors apprised of significant events, and perform additional tasks as required to support the site supervisor.

Pinellas County ACS Training Plan

Deployment Sites – PinCo EOC Radio Room

- The PinCo EOC Radio Room is located adjacent to the EOC on the second floor of the Pinellas County Public safety complex.

Pinellas County ACS Training Plan

Deployment Sites – PinCo EOC Radio Room

- **Key Site Features**
  - Emergency power is always available.
  - Multiple VHF/UHF, Marine, HF, and satellite antenna systems are permanently installed on the roof of the Public Safety Complex.
  - Food, water, and dormitory area will be provided to the EOC communications team.

How does this impact contents of personal Go-Kit?

Pinellas County ACS Training Plan
Deployment Sites – PinCo EOC Radio Room

- **Capability Requirements**
  - Exchange both tactical and formal message traffic with:
    - All deployed ACS communications teams
    - State of Florida EOC
    - Partner agencies
    - PinCo municipalities.
  - Exchange message traffic using both voice and digital radio networks.
  - Net Control for all PinCo ACS VHF/UHF amateur radio nets.
  - Use the WebEOC and NWSChat applications to interact with
    - PinCo EOC personnel
    - Tampa Bay National Weather Service (NWS) office

Pinellas County ACS Training Plan
Deployment Sites – PinCo EOC Radio Room

- **Capability Requirements (Cont.)**
  - Operate the radio systems that are installed in the EOC Radio Room.
    - VHF/UHF amateur
    - Marine
    - VHF/UHF public safety
    - HF amateur
    - SHARES
    - Satellite
    - 700/800 MHz public safety
  - Interact in a professional manner with site personnel. Attend all staff meetings, keep the local site supervisors apprised of significant events, and perform additional tasks as required to support the site supervisor.

Additional Capability Requirements?

Pinellas County ACS Training Plan
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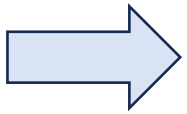
Pinellas County ACS Training Plan
Qualification Levels

- **Five Qualification Levels Defined**
  - Basic VHF/UHF Communicator
  - Evac Shelter VHF/UHF Communicator
  - Critical Infrastructure Communicator
  - Deployable Comm Center Communicator
  - EOC Radio Room Communicator

Pinellas County ACS Training Plan
Qualification Levels

Basic VHF/UHF Communicator

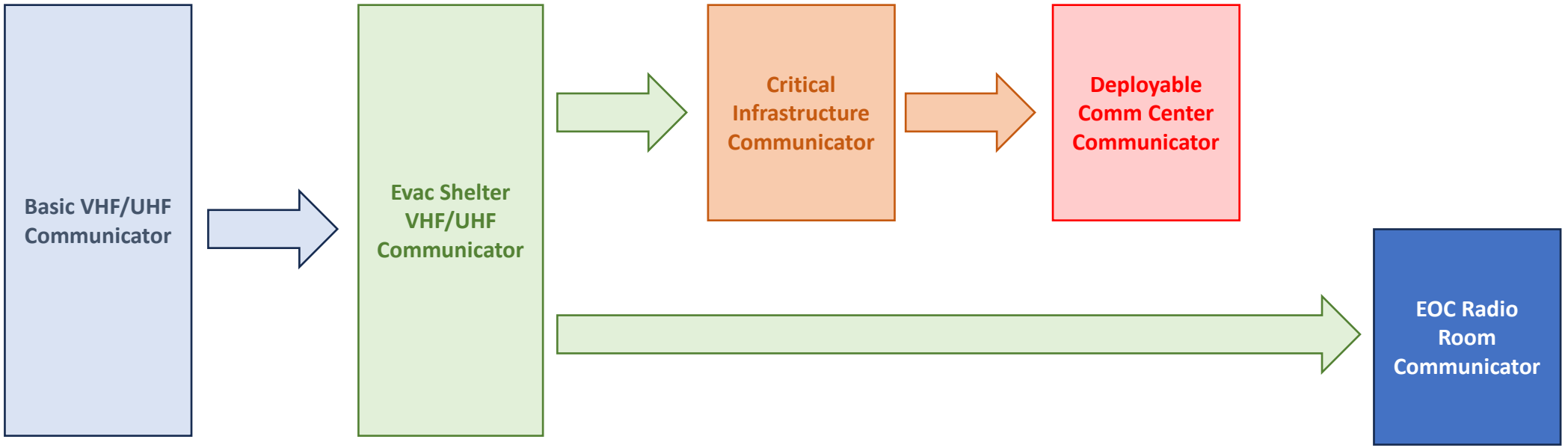


Basic VHF/UHF Communicator

- Basic Membership Requirements
  - IS-100, IS-200
  - Register for the PinCo ACS using the *aresdb* database
  - Register with PinCo Volunteer Services.
  - Successfully complete vetting process.
  - Complete VIP online Training.
  - Verify Data in *Alert Pinellas* is correct.
- Participate in Weekly training net once per month for six months
- Create, send, and receive a radiogram using **Routine** and **Priority** precedence.
- Send and receive informal traffic using tactical call signs.
- Assemble a 72-hour go-kit for shelter operations.
- Acknowledge receipt of *Alert Pinellas* notification.

Pinellas County ACS Training Plan
Qualification Levels

Qualified for SUPERVISED Assignment	PinCo Evac Shelter Teams Critical Infrastructure Teams	Critical Infrastructure Teams Deployable Comm Center Teams EOC Radio Room Teams	Deployable Comm Center Teams EOC Radio Room Teams	EOC Radio Room Teams	Critical Infrastructure Teams Deployable Comm Center Teams



Qualified for INDEPENDENT Assignment	PinCo Evac Shelter Teams	PinCo Evac Shelter Teams Critical Infrastructure Teams	PinCo Evac Shelter Teams Critical Infrastructure Teams Deployable Comm Center Teams	PinCo Evac Shelter Teams EOC Radio Room Teams

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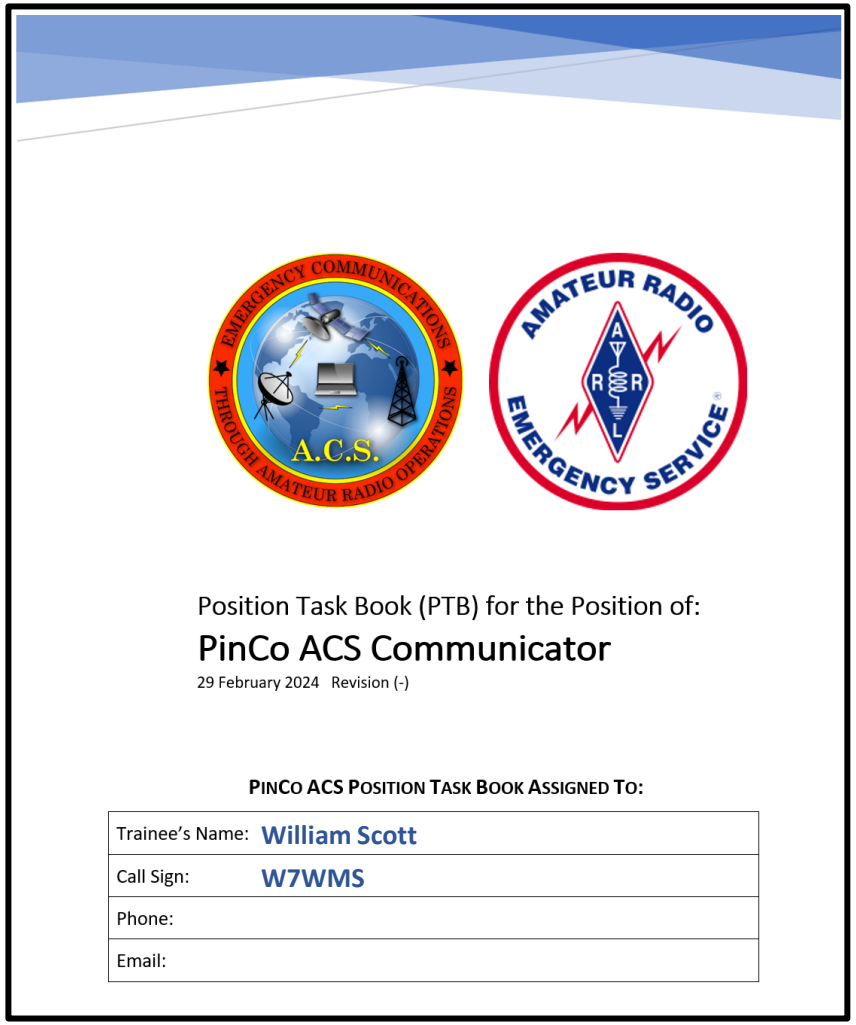
Pinellas County ACS Training Plan

Position Task Book



Position Task Book (PTB) for the Position of:

PinCo ACS Communicator

29 February 2024 Revision (-)

PINCO ACS POSITION TASK BOOK ASSIGNED TO:

Trainee's Name:	William Scott
Call Sign:	W7WMS
Phone:	
Email:	

- Documents the performance criteria that a trainee must meet to be certified as a PinCo ACS Communicator.
- Each trainee initiates and maintains his/her own PTB.
- Evaluators observe and review a trainee's completion of each PTB task.
- Once all tasks for a certification level are complete, PinCo ACS RO reviews data and signs qualification page.

Pinellas County ACS Training Plan

Position Task Book – Score Card

TABLE C- IV. PinCo ACS Score Card – Basic VHF/UHF Communicator					
	TASK DESCRIPTION	**REQ CODE**	**TASK CODE**	**EVALUATION RECORD NUMBER**	**EVALUATOR INITIALS / DATE**
A.1	Complete FEMA IS Courses – Provide to evaluator a copy of course completion certificate or SERT TRAC transcript.				
A.1.1	○ IS-100: Introduction to the Incident Command System	R	C, E, F, I, J		
A.1.2	○ IS-200: Basic Incident Command System for Initial Response	R	C, E, F, I, J		
2.2	Basic Membership Requirements				
A.2.1	○ Register for the PinCo ACS using the *aresdb* database.	R	C		
A.2.2	○ Register with PinCo volunteer services. Once contacted by a PinCo representative, schedule an appointment and complete the registration process.	R	C		
A.2.3	○ Complete the VIP online orientation course.	R	C		
A.3	• Participate in the PinCo ACS/ARES® SKYWARN Training Net at least once per month for six months.	R	C		
A.4	• Verify that *Pinellas Alert* contact information has been correctly entered into the system.	R	C, E, F, I		

PTB Score Card

- Documents the performance criteria that a trainee must meet to be certified as a PinCo ACS Communicator.
- A unique score card has been created for each PinCo ACS position.
  - Basic VHF/UHF Communicator
  - Evac Shelter VHF/UHF Communicator
  - Critical Infrastructure Site Communicator
  - Deployable Comm Center Communicator
  - EOC Radio Room Communicator

Pinellas County ACS Training Plan

Position Task Book – Score Card

TABLE C- IV. PinCo ACS Score Card – Basic VHF/UHF Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
A.1	Complete FEMA IS Courses – Provide to evaluator a copy of course completion certificate or SERT TRAC transcript.				
A.1.1	○ IS-100: Introduction to the Incident Command System	R	C, E, F, I, J		
A.1.2	○ IS-200: Basic Incident Command System for Initial Response	R	C, E, F, I, J		
2.2	Basic Me				
A.2.1	○ Re da		C		
A.2.2	○ Re co appointment and complete the registration process.		C		
A.2.3	○ Complete the VIP online orientation course.	R	C		
A.3	• Participate in the PinCo ACS/ARES® SKYWARN Training Net at least once per month for six months.	R	C		
A.4	• Verify that *Pinellas Alert* contact information has been correctly entered into the system.	R	C, E, F, I		

Task Description

A specific demonstratable action necessary for successful performance in the position. Trainee must demonstrate completion of required tasks.

Pinellas County ACS Training Plan

Position Task Book – Score Card

TABLE C- IV. PinCo ACS Score Card – Basic VHF/UHF Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
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A.1.1	○ IS-100: Introduction to the Incident Command System	R	C, E, F,		
A.1.2	○ IS-200: Basic Incident Command Sys Response				
2.2	Basic Membership Requirements				
A.2.1	○ Register for the PinCo ACS using the *aresdb* database.	R	C		
A.2.2	○ Register with PinCo volunteer services. Once contacted by a PinCo representative, schedule an appointment and complete the registration process.	R	C		
A.2.3	○ Complete the VIP online orientation course.	R	C		
A.3	• Participate in the PinCo ACS/ARES® SKYWARN Training Net at least once per month for six months.	R	C		
A.4	• Verify that *Pinellas Alert* contact information has been correctly entered into the system.	R	C, E, F, I		

Req Code

- R – Required
- S – Strongly Recommended

Pinellas County ACS Training Plan
Position Task Book – Score Card

TABLE C- IV. PinCo ACS Score Card – Basic VHF/UHF Communicator					
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2.2	Basic Membership Requirements				
A.2.1	○ Register for the PinCo ACS using the *aresdb* database.	R	C		
A.2.2	○ Register with PinCo volunteer services. Once contacted by a PinCo representative, schedule an appointment and complete the registration process.	R	C		
A.2.3	○ Complete the VIP online orientation course.	R	C		
A.3	• Participate in the PinCo ACS/ARES® SKYWARN Training Net at least once per month for six months.	R	C		
A.4	• Verify that *Pinellas Alert* contact information has been correctly entered into the system.	R	C, E, F, I		

Task Code

- The operating environment under which the user can complete the task. If multiple codes are listed, evaluation of the skill can be completed in any one of the listed environments.
  1. **Code C:** Task performed in a training or classroom setting.
  2. **Code E:** Task performed during a full-scale exercise.
  3. **Code F:** Task Performed during a functional exercise.
  4. **Code I:** Task performed during an activation event.
  5. **Code J:** Task performed as part of day-to-day job duties.
  6. **Code T:** Task performed during a tabletop exercise.

Pinellas County ACS Training Plan

Position Task Book – Score Card

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2.2	Basic Membership Requirements				
A.2.1	○ Register for the PinCo ACS using th database.				
A.2.2	○ Register with PinCo volunteer serv contacted by a PinCo representativ appointment and complete the reg				
A.2.3	○ Complete the VIP online orientation course.	R	C		
A.3	• Participate in the PinCo ACS/ARES® SKYWARN Training Net at least once per month for six months.	R	C		
A.4	• Verify that *Pinellas Alert* contact information has been correctly entered into the system.	R	C, E, F, I		

Evaluation Record Number

A sequential (1,2,3, etc.) number is used to identify the incident, exercise, drill, or event during which the trainee completed the PTB tasks.

Pinellas County ACS Training Plan
Position Task Book – Score Card

TABLE C- IV. PinCo ACS Score Card – Basic VHF/UHF Communicator

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A.2.1	○ Register for the PinCo ACS using the *aresdb* database.	R	C		
A.2.2	○ Register with PinCo volunteer services. Once contacted by a PinCo representative, schedule an appointment and complete the registration process.	R			
A.2.3	○ Complete the VIP online orientation course.	R			
A.3	• Participate in the PinCo ACS/ARES® SKYWARN Training Net at least once per month for six months.	R			
A.4	• Verify that *Pinellas Alert* contact information has been correctly entered into the system.	R	C, E, F, I		

Evaluator Initials / Date

The field is used by the evaluator to certify that the individual has successfully demonstrated a skill.

Pinellas County ACS Training Plan

Position Task Book – Score Card

TABLE C- IV. PinCo ACS Score Card – Basic VHF/UHF Communicator					
	TASK DESCRIPTION	**REQ CODE**	**TASK CODE**	**EVALUATION RECORD NUMBER**	**EVALUATOR INITIALS / DATE**
A.1	Complete FEMA IS Courses – Provide to evaluator a copy of course completion certificate or SERT TRAC transcript.				
A.1.1	○ IS-100: Introduction to the Incident Command System	R	C, E, F, I, J	#1	JTK 1/4/24
A.1.2	○ IS-200: Basic Incident Command System for Initial Response	R	C, E, F, I, J	#1	JTK 1/4/24
2.2	Basic Membership Requirements				
A.2.1	○ Register for the PinCo ACS using the *aresdb* database.	R	C	#1	JTK 1/4/24
A.2.2	○ Register with PinCo volunteer services. Once contacted by a PinCo representative, schedule an appointment and complete the registration process.	R	C	#1	JTK 1/4/24
A.2.3	○ Complete the VIP online orientation course.	R	C	#1	JTK 1/4/24
A.3	• Participate in the PinCo ACS/ARES® SKYWARN Training Net at least once per month for six months.	R	C	#2	MHD 2/2/24
A.4	• Verify that *Pinellas Alert* contact information has been correctly entered into the system.	R	C, E, F, I	#2 #3	MHD 2/2/24 BAS 2/10/24

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB score card.

Pinellas County ACS Training Plan

Position Task Book – Score Card

TABLE C- III. PinCo ACS Position Task Book – Evaluation Record Form (This form should be duplicated to provide one for each evaluation opportunity.)
1. TRAINEE NAME: William Scott / W7WMS
2. TRAINEE Position: Basic VHF/UHF Communicator
3. Evaluation Record Number: #2
4. Evaluator's Name: Michael H Drake
5. Incident/Office Title and Agency: PinCo ACS
6. Evaluator's Home Unit Address and Phone: 727-nnn-nnnn
7. Name and Location of Incident or Simulation/Exercise:
8. Incident Kind: Hands-on Training Event
9. Number and Kind Resources: Shelter go-kits, SatRunner, CommandRunner
10. Evaluation Period: 02/02/2024
11.Recommendation: The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: _____The trainee has successfully performed all required tasks for the position. The PinCo ACS RO should consider the individual for certification. _____The trainee could not complete certain tasks or needs additional guidance. See comments below. __X__Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. _____The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
12. Additional Recommendations/Comments
13. Date: 02/02/2024
14. Evaluator's Initials: MHD
15. Evaluator's Relevant Qualification: PinCo ACS Training Officer

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB score card.
- Evaluator completes ***Evaluation Record Form*** for each training event/incident.

Pinellas County ACS Training Plan

Position Task Book – Score Card

TABLE C- I. FINAL EVALUATOR VERIFICATION *"Do not complete this form unless you are recommending the trainee for all-hazards certification."*
I verify that **William Scott / W7WMS** has successfully completed all tasks as a trainee and should therefore be considered for certification in this position listed below. I also verify that all tasks are documented with appropriate initials.
POSITION: **Basic VHF/UHF Communicator**
FINAL EVALUATOR'S SIGNATURE: *Michael H Drake*
DATE: **02/15/2024**
FINAL EVALUATOR'S PRINTED NAME: **Michael H Drake**
TITLE: **PinCo ACS Training Officer**
AGENCY NAME: **PinCo ACS**
PHONE NUMBER **727-nnn-nnnn**
E-MAIL: **WA1RYQ@ARRL.NET**

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB score card.
- Evaluator completes ***Evaluation Record Form*** for each training event/incident.
- Once all the tasks for a position have been completed:
  - A member of the PinCo ACS Leadership Team verifies that a trainee has completed each PTB task and meets all requirements for the position.

Pinellas County ACS Training Plan

Position Task Book – Score Card

TABLE C- II. DOCUMENTATION OF PINCO ACS CERTIFICATION (This form should be duplicated to provide one for each PinCo ACS qualification level)
I verify that **William Scott / W7WMS** has successfully met all the criteria set out in the PinCo ACS PTB for the position documented below and will herby receive certification of his/her qualification.
POSITION: **Basic VHF/UHF Communicator**
PINCO ACS RADIO OFFICER SIGNATURE: *Clayton Parrott*
DATE: **02/15/2024**
PINCO ACS RADIO OFFICER PRINTED NAME: **Clayton Parrott**

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB score card.
- Evaluator completes ***Evaluation Record Form*** for each training event/incident.
- Once all the tasks for a position have been completed:
  - A member of the PinCo ACS Leadership Team verifies that a trainee has completed each PTB task and meets all requirements for the position.
  - The PinCo ACS RO reviews the material and supporting documentation. If satisfied, the RO signs the PTB and certifies the trainee.

Pinellas County ACS Training Plan
Agenda

- Training Plans – General Overview
- Pinellas County Training Requirements
  - Deployment Sites
  - Qualification Levels
- Pinellas County ACS Position Task Book (PTB)
- Performance Evaluation
- Summary

Pinellas County ACS Training Plan
Performance Evaluation – Functional Exercise

- **Purpose and Implementation**
  - Evaluate equipment capabilities and ACS readiness to respond to an activation event
  - Perform a variety of skills that are associated with VHF/UHF and HF deployments
  - Designed to require no more than 6 hours to complete
  - Detailed plan developed and briefed to members before exercise
  - After Action report generated and briefed to members
- **Schedule**
  - Once per year
  - *Example:* **Hurricane Amaranth**
- **Location**
  - Staffing and location information will be included within plan for functional exercise

Pinellas County ACS Training Plan
Performance Evaluation – Hands-on Training

- **Purpose and Implementation**
  - Familiarize the membership with the skills needed to transport, configure, and operate the communications equipment used during an exercise or activation event.
  - Individual stations set-up to teach / practice specific PTB skills
    - Set-up Evac Shelter Radio System (Includes Winlink)
      - Send/receive voice and data messages
    - Load/unload Command-Runner on transport vehicle
    - Emplace and Configure Command-Runner
    - EOC radio room net control station
    - Use of Antenna Analyzers
  - If multiple stations, then Each trainee rotates to new stations once per hour

Stations

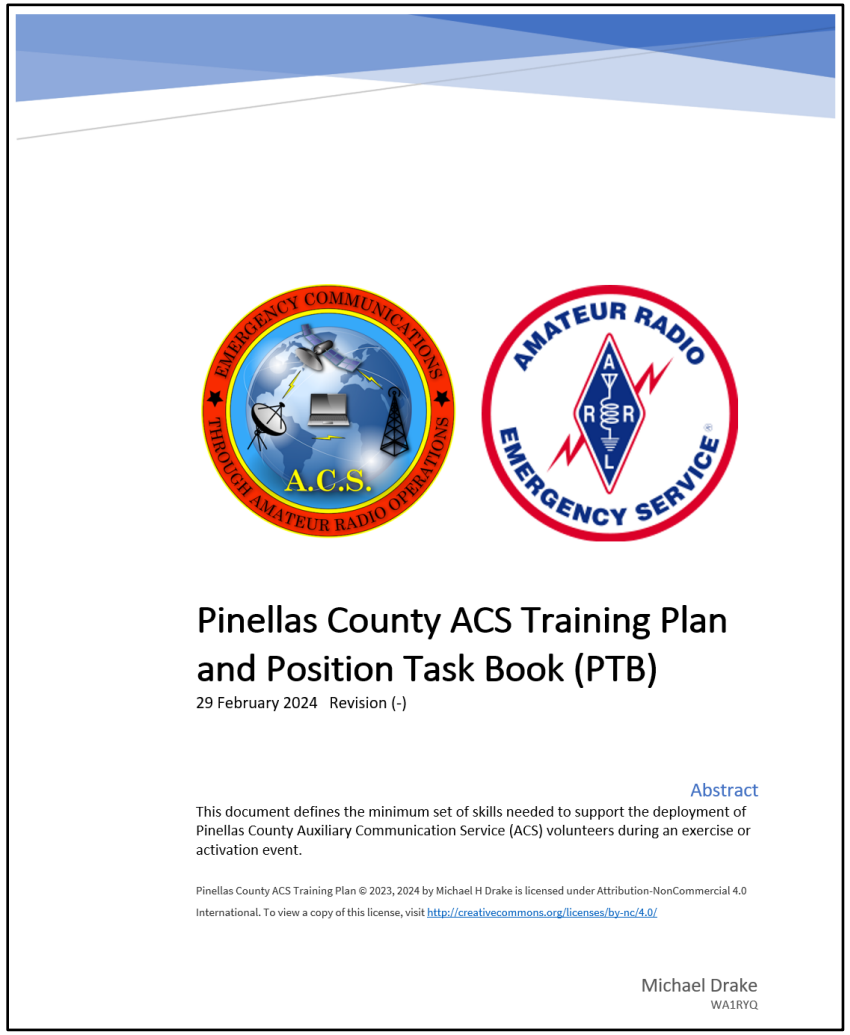
- Number of stations based on
  - Number of trainees
  - Duration of training period: Recommend first event is no more than 4 hours
- Weekends? Evenings?

How many interested? Evenings or weekends?

Pinellas County ACS Training Plan
Agenda

- Training Plans – General Overview
- Pinellas County Training Requirements
  - Deployment Sites
  - Qualification Levels
- Pinellas County ACS Position Task Book (PTB)
- Performance Evaluation
- Summary

Pinellas County ACS Training Plan
Document Overview



Pinellas County ACS Training Plan and Position Task Book (PTB)

29 February 2024 Revision (-)

Abstract

This document defines the minimum set of skills needed to support the deployment of Pinellas County Auxiliary Communication Service (ACS) volunteers during an exercise or activation event.

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Michael Drake
WA1RYQ

- Seven Sections and three appendices
  - Scope
  - Applicable Documents
  - PinCo ACS Activation and Deployment Sites
  - General Description of PinCo ACS Qualification Levels
  - Detailed Description of PinCo ACS Qualification Levels
  - Training and Performance Evaluation
  - Appendices
    - Acronyms, Abbreviations, and Definitions
    - Website Reference
    - PinCo ACS Position Task Book

Back-up