



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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FOREWORD

This document defines the minimum set of skills needed to support the deployment of Pinellas County (PinCo) Auxiliary Communication Service (ACS) volunteers during an exercise or activation event. The document provides detailed steps that should be followed during training nets, hands-on equipment training, drills, and exercises to demonstrate proficiency with each communicator skill.

Although this document describes the skills, rationale, and training approach that will be used to qualify PinCo ACS communicators, it does not provide the step-by-step information needed to install and configure the applicable computer programs or a description of the steps needed to perform the identified tasks.

The document is divided into seven sections and three appendices.

Section 1. Scope

Section 2. Applicable Documents

Section 3: PinCo ACS Activation and Deployment Sites

Section 4. General Description of PinCo ACS Qualification Levels

Section 5. Detailed Description of PinCo ACS Communicator Positions

Section 6. Training and Performance Evaluation

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Appendix A - Acronyms, Abbreviations, and Definitions

Appendix B – Website References

Appendix C – PinCo ACS Position Task Book

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Record of Changes

REVISION	DESCRIPTION	DATE
Rev (-)	Initial Release	02/29/2024

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1 SCOPE

This document defines the minimum set of skills needed to support the deployment of Pinellas County (PinCo) Auxiliary Communication Service (ACS) volunteers during an exercise or activation event. The document provides detailed steps that should be followed during training nets, drills, and exercises to demonstrate proficiency with each communicator skill.

2 APPLICABLE DOCUMENTS

2.1 RELATED DOCUMENTS

The *Pinellas County ACS Training Plan and Position Task Book* was developed to support the communications plans listed below.

- a. ARRL® ARES® Plan; July 2022
- b. Pinellas County ACS Emergency Communications Plan and Standard Operating Procedures; Rev (C); September 2023
- c. Pinellas County ACS SKYWARN® Operations Plan and Standard Operating Procedures; Rev (A); October 2023
- d. West Central Florida Section ARES® Communications Plan, March 2011

2.2 REFERENCE DOCUMENTS

Additional information about Emergency Communications can be found in the following documents.

- a. Air Force MARS National Training Manual; 21 April 2016; Revision A
- b. Amateur Radio Emergency Service Manual; March 2015
- c. ARES® Field Resources Manual; August 2019
- d. ARRL® Emergency Coordinators Manual; March 1997
- e. Auxiliary Communications Field Operations Guide (AUXFOG); Version 1.1, June 2016

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- f. Cybersecurity and Infrastructure Security Agency (CISA) National Emergency Communications Plan; September 2019
- g. Florida Communications Field Operations Guide (FL COMM FOG); November 2022; Version 1.7
- h. IARU Emergency Telecommunications Guide; September 2016
- i. National Incident Management System; Third Edition; October 2017
- j. National Interoperability Field Operations Guide; Version 2.0; August 2021
- k. NTS™ Methods and Practices Guidelines (NTS™ MPG); 2014
- l. RRI National Emergency Communications Response Guideline 2020
- m. State of Florida 2020 Comprehensive Emergency Management Plan

Training plans that support PinCo ACS and emergency communication are listed below.

- a. ARES® Standardized Training Plan, Version 2.1.1
- b. Florida ARRL® Tri-Section ARES® Standardized Training Plan Emergency Communicator Individual Position Task Book; January 2020
- c. Pinellas County ACS/ARES® Winlink Training Plan; Rev (B); October 2023
- d. Pinellas County ACS Command-Runner™ / SatRunner™ Training Plan
- e. Position Task Book (PTB) for the Position of Auxiliary Communicator (AUXC); Version 2.0; October 2022

PinCo ACS equipment maintenance procedure documents are listed below.

- a. Pinellas County ACS Command Runner Equipment Maintenance Procedures; Rev (-); August 2023
- b. Pinellas County ACS SatRunner™ Equipment Maintenance Procedures
- c. Pinellas County ACS VHF Amateur Radio Go-kit Equipment Maintenance Procedures

3 PINCO ACS ACTIVATION AND DEPLOYMENT SITES

The PinCo ACS mission is to provide effective temporary communications for agencies that contribute to public safety or welfare. This occurs when existing communication services become damaged or overloaded due to disasters, emergencies, or other unusual events. When the PinCo Department of Emergency Management (DEM) activates PinCo ACS, the ACS leadership team will identify members available for deployment and assign each member to an ACS communications team.

Team assignments will be based on member qualifications and the type of deployment locations that the PinCo DEM has requested PinCo ACS to support. The deployment locations that PinCo ACS will support fall into the four general categories listed below. The training and qualification requirements defined in this document have been selected to support these deployments.

- a. PinCo Evacuation Shelters
- b. PinCo Critical Infrastructure Sites
- c. PinCo Deployable Comm Centers
- d. PinCo Emergency Operations Center (EOC) Radio Room

3.1 PINCO EVACUATION SHELTERS

Pinellas County has twenty-seven emergency evacuation shelters. Depending on the type of emergency, the PinCo DEM may open all or a limited number of shelters. The key features and capability requirements listed below were used to help define the training requirements and qualifications needed by PinCo ACS members assigned to evacuation shelter teams.

- a. **Key Site Features**
 - (1) All Evacuation Shelters are located within Pinellas County and fall into one of three categories.

- (a) Special Needs Shelter: These shelters support residents with medical, functional or special transportation needs in an emergency.
- (b) Pet Friendly Shelter: These shelters support residents who evacuate with pets.
- (c) General Purpose Shelter: These shelters support residents who **do not** qualify as special needs and who **do not** evacuate with pets. Most shelters fall into this category.

- (2) Emergency power is available at all Special Needs shelters. Most Pet Friendly and General-Purpose shelters **do not** have emergency power.
- (3) An external Very High Frequency (VHF) / Ultra High Frequency (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.
- (4) Food, water, restrooms, and a dormitory area will be provided to the communications team.
- (5) Communications teams will be issued a radio go-kit that contains a power supply, VHF/UHF amateur radio, Winlink computer system, battery, coax cable, and antenna.

b. Capability Requirements

- (1) Communications teams will communicate with the PinCo EOC using VHF/UHF amateur radio repeaters and VHF/UHF simplex nets.
- (2) Communications teams are required to exchange both tactical and formal message traffic with the PinCo EOC. The team must be qualified to exchange message traffic using both voice and digital radio networks.

- (3) Interact in a professional manner with site leadership. Attend all staff meetings, keep the local site supervisor apprised of significant events, and perform additional tasks as required to support the site supervisor.

c. **Capability Exclusions**

- (1) High Frequency (HF) Communications is not required.
- (2) VHF, UHF, and 700/800 MHz public safety communications is not required.

3.2 PINCO CRITICAL INFRASTRUCTURE SITES

Critical Infrastructure Sites include but are not limited to hospitals, fire stations, and PinCo municipal EOCs. The key features and capability requirements listed below were used to help define the training requirements and qualifications needed by PinCo ACS members assigned to Critical Infrastructure Site teams.

a. **Key Site Features**

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

b. **Capability Requirements**

- (1) Communications teams will communicate with the PinCo EOC using VHF/UHF amateur radio repeaters and VHF/UHF simplex nets.
- (2) Communications teams are required to exchange both tactical and formal message traffic with the PinCo EOC. The team must be qualified to exchange message traffic using both voice and digital radio networks.
- (3) Communications teams are required to transport, emplace, and maintain PinCo portable Starlink satellite terminals.
- (4) Communications teams are required to configure portable Starlink satellite terminals to provide high-speed ethernet, Wi-Fi internet service,

and voice over Internet Protocol (VoIP) telephone service to co-located emergency management personnel.

- (5) Interact in a professional manner with site leadership. Attend all staff meetings, keep the local site supervisor apprised of significant events, and perform additional tasks as required to support the site supervisor.

c. **Capability Exclusions**

- (1) HF Communications is not required.
- (2) VHF, UHF, and 700/800 MHz public safety communications is not required.

3.3 PINCO DEPLOYABLE COMM CENTERS

Deployable Comm Centers will be established by the PinCo DEM at locations that require regional radio connectivity, highspeed internet, and/or cell phone service. Site-specific connectivity requirements will dictate the equipment that PinCo ACS will need to deploy to each Deployable Comm Center Site. Communications services will be provided by a combination of PinCo SatRunner™, Command-Runner, and portable Starlink equipment suites.

The key features and capability requirements listed below were used to help define the training requirements and qualifications needed by PinCo ACS members assigned to Deployable Comm Center teams.

a. **Key Site Features**

- (1) Neither commercial nor emergency power may be available at designated deployment locations.
- (2) No amateur radio infrastructure (e.g., external antennas, dedicated radio room, etc.) is assumed to be available at any deployment location.
- (3) Food, water, restroom, and dormitory areas may not be provided to the communications team at designated deployment locations.

b. Capability Requirements

- (1) Communications teams are required to transport, emplace, configure, and maintain PinCo SatRunner™ and Command-Runner equipment suites.
- (2) Communications teams are required to exchange both tactical and formal message traffic with the PinCo EOC, all deployed ACS communications teams, the State of Florida EOC, partner agencies, and PinCo municipalities. The team must be qualified to exchange message traffic using both voice and digital radio networks.
- (3) Communications teams are qualified to operate the VHF/UHF amateur, marine, VHF/UHF public safety, HF amateur, SHARES, satellite, and 700/800 MHz public safety radio systems that are installed in the PinCo SatRunner™ and Command-Runner equipment suites.
- (4) Communications teams are required to configure PinCo SatRunner™ and Command-Runner equipment suites to provide high-speed ethernet and Wi-Fi internet service; cellular phone; and VoIP telephone service to co-located emergency management personnel.
- (5) Interact in a professional manner with site leadership. Attend all staff meetings, keep the local site supervisor apprised of significant events, and perform additional tasks as required to support the site supervisor.

3.4 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. The key features and capability requirements listed below were used to help define the training requirements and qualifications needed by PinCo ACS members assigned to EOC Radio Room teams.

a. **Key Site Features**

- (1) Emergency power is always available.
- (2) Multiple VHF/UHF, marine, HF, and satellite antenna systems are permanently installed on the roof of the Public Safety Complex.
- (3) Food, water, restrooms, and a dormitory area will be provided to the EOC communications team.

b. **Capability Requirements**

- (1) The EOC Communications team is required to manage the incident check-in and demobilization process for PinCo ACS.
- (2) The EOC Communications team is required to exchange both tactical and formal message traffic with all deployed ACS communications teams, the State of Florida EOC, partner agencies, and PinCo municipalities. The team must be qualified to exchange message traffic using both voice and digital radio networks.
- (3) The EOC Communications team is qualified to operate the VHF/UHF amateur, marine, VHF/UHF public safety, HF amateur, SHARES, satellite, and 700/800 MHz public safety radio systems that are installed in the EOC radio room.
- (4) The EOC Communications team will perform the role of Net Control Station (NCS) for all PinCo ACS VHF/UHF amateur radio nets.
- (5) The EOC Communications team will use the WebEOC® and NWSChat applications to interact with PinCo EOC personnel and the Tampa Bay National Weather Service (NWS) office, respectively.
- (6) Interact in a professional manner with site leadership. Attend all staff meetings, keep the local site supervisor apprised of significant events, and perform additional tasks as required to support the site supervisor.

4 GENERAL DESCRIPTION OF PINCO ACS QUALIFICATION LEVELS

PinCo ACS has defined the five qualification levels listed below. Each level has a defined set of skills that must be mastered by a trainee to achieve qualification status. ACS/ARES® VHF/UHF training nets, Winlink training nets, hands-on equipment training sessions, drills, exercises, activation events, and on-line training meetings (Zoom, MS Teams, Google Meet, etc.) will be used to practice and demonstrate proficiency with the skills needed to attain each qualification level.

- a. Basic VHF/UHF Communicator
- b. Evac Shelter VHF/UHF Communicator
- c. Critical Infrastructure Site Communicator
- d. Deployable Comm Center Communicator
- e. EOC Radio Room Communicator

Except for the *Basic VHF/UHF Communicator*, the list of skills defined for each qualification level corresponds to the minimum set of skills needed to meet the complete set of operational requirements defined for a specific PinCo ACS deployment location.

In the following sections, each qualification level will define the communications team assignments that a qualified PinCo ACS member is eligible to support. Whenever possible, the PinCo ACS Leadership team will use these criteria when assigning PinCo ACS members to a communications team. However, it is understood and expected that PinCo ACS members may be assigned to deployment locations for which they have not yet completed the qualification requirements. When these assignments occur, it may not be possible to provide the full set of operational capabilities at the associated deployment location.

NOTE: Federal Emergency Management Agency (FEMA) Independent Study (IS) courses are updated on a regular basis. The IS course catalog will include a revision number (e.g., IS-100.c, IS-800.d) for each course. The IS courses listed in the following sections do not, however,

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include revision numbers. The trainee is required to complete the latest version of each required IS course.

4.1 BASIC VHF/UHF COMMUNICATOR

The basic VHF/UHF Communicator is the initial training level defined within PinCo ACS.

4.1.1 Assignments

The Basic VHF/UHF Communicator is qualified for assignment to the PinCo ACS communications teams listed below; However, they are not qualified to operate independently and must be deployed under the supervision of a PinCo ACS communicator who is qualified as a venue specific team lead.

- a. PinCo ACS Evacuation Shelter Comm Teams
- b. PinCo ACS Critical Infrastructure Comm Teams

The performance criteria a trainee must meet to be certified as a basic VHF/UHF communicator are listed below.

4.1.2 Assumptions

- a. The trainee must be 18 years of age or older.
- b. The trainee must have a Technician, General, Advanced, or Amateur Extra class Federal Communications Commission (FCC) license.

4.1.3 Required Skills

- a. Complete FEMA IS Courses.
 - (1) IS-100: Introduction to the Incident Command System
 - (2) IS-200: Basic Incident Command System for Initial Response
- b. Complete the basic membership requirements.
 - (1) Register for the PinCo ACS using the gresdb database.
 - (2) Register with PinCo volunteer services. Once contacted by a PinCo representative, schedule an appointment and complete the registration process.

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- (3) Complete the *Volunteers in Pinellas* (VIP) online orientation course.
- c. Participate in the PinCo ACS/ARES® SKYWARN Training Net at least once per month for six months.
- d. Verify that *Alert Pinellas* contact information has been correctly entered into the system.
- e. Create, send, and receive a radiogram using **Routine** and **Priority** precedence. Each message exchange should take place on an amateur radio voice network.
- f. Send and receive informal message traffic using tactical call signs.
- g. Obtain, assemble, and prepare the material for a personal Go-Kit that will support a 72-hour activation at an emergency evacuation shelter.
- h. When notified by *Alert Pinellas* that a meeting, exercise, or activation event is scheduled, acknowledge receipt of the alert and specify if you can attend the meeting or support the exercise/activation event.

4.2 EVAC SHELTER VHF/UHF COMMUNICATOR

The Evac Shelter VHF/UHF Communicator is qualified to independently support VHF/UHF amateur radio deployments at evacuation shelters within Pinellas County.

4.2.1 Assignments

Evac Shelter VHF/UHF Communicators are qualified for assignments to the PinCo ACS communications teams listed below. These communicators are qualified to operate independently, as part of a larger deployment team, or as the PinCo ACS team lead responsible for the supervision of one or more Basic PinCo ACS Communicators.

- a. PinCo ACS Evacuation Shelter Comm Teams

Evac Shelter VHF/UHF Communicators can also be assigned to the PinCo ACS communications teams listed below. However, they are not qualified to operate independently and must be deployed under the supervision of a PinCo ACS communicator who is qualified as a venue specific team lead.

- a. PinCo ACS Critical Infrastructure Comm Teams
- b. PinCo ACS Deployable Comm Center Teams
- c. PinCo ACS EOC Radio Room Teams

The performance criteria a trainee must meet to be certified as an Evac Shelter VHF/UHF Communicator are listed below.

4.2.2 Assumptions

- a. The trainee has completed each of the training requirements documented in paragraph 4.1 for a Basic VHF/UHF Communicator.

4.2.3 Required Skills

- a. Complete FEMA IS Courses.
 - (1) IS-700: An Introduction to the National Incident Management System

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- (2) IS-800: National Response Framework, An Introduction
- b. Report for activation and complete incident check-in process.
 - (1) Arrive properly equipped and attired at the PinCo EOC at the designated reporting time and then complete the incident check-in process.
 - (2) Obtain incident specific information regarding the deployment from the ACS Leadership Team (deployment location, duration, time of arrival, incident action plan (IAP), etc.).
 - (3) Demonstrate an understanding of the information contained within an Incident Action Plan.
- c. Create and Maintain Incident Documentation.
 - (1) Incident Command System (ICS) 214 Activity Log
 - (2) ICS 309 Communications Log
- d. Perform pre-deployment Preventive Maintenance (PM) tasks on a PinCo ACS deployable VHF amateur radio kit. PM tasks are documented in the *Pinellas County ACS VHF Amateur Radio Go-kit Equipment Maintenance Procedures* document.
- e. Demonstrate the ability to operate the following amateur radio equipment.
 - (1) Yaesu FTM-6000R amateur VHF/UHF transceiver
- f. Set-up and operate a VHF/UHF amateur radio station at an evacuation shelter within Pinellas County.
- g. Configure and operate a VHF/UHF amateur radio station using a battery for emergency power.
- h. Using VHF amateur radio voice networks, send tactical and formal message traffic to and receive tactical and formal message traffic from the PinCo EOC.
- i. Using VHF Winlink, send tactical and formal message traffic to and receive tactical and formal message traffic from the PinCo EOC.

- j. Program frequency, offsets, and Continuous Tone Coded Squelch System (CTCSS) tones into a VHF/UHF radio.
- k. Demonstrate the proper operation of a Digital Volt-Ohm Meter.
- l. Identify and isolate VHF/UHF amateur radio station equipment failures.
- m. Explain and demonstrate a thorough understanding of the following topics.
 - (1) Radio operator safety procedures for operator and equipment safety.
 - (2) Proper grounding of deployable communications equipment.
- n. Demonstrate the procedures used by a net participant during the network contingency modes listed below.
 - (1) Primary Repeater Failure
 - (2) County Wide Simplex Net
 - (3) Split County Simplex Net
- o. Attend all staff meetings, keep the local site supervisor apprised of significant events, and perform additional tasks as required to support the local site supervisor.

4.2.4 Recommended Skills

- a. Complete the qualification requirements that are documented in the PinCo ACS Winlink Training Plan for the ***Winlink Deployment Ready VHF/UHF Communicator.***

4.3 CRITICAL INFRASTRUCTURE SITE COMMUNICATOR

The Critical Infrastructure Site Communicator is qualified to transport, emplace, operate, and maintain portable Starlink satellite terminals; install portable VHF/UHF antenna systems; and install, configure, and maintain portable back-up power systems.

4.3.1 Assignments

Critical Infrastructure Site Communicators are qualified for assignments to the PinCo ACS communications teams listed below. These communicators are qualified to operate independently, as part of a larger deployment team, or as the PinCo ACS team lead responsible for the supervision of one or more PinCo ACS Communicators.

- a. PinCo ACS Evacuation Shelter Comm Teams
- b. PinCo ACS Critical Infrastructure Comm Teams

Critical Infrastructure Site Communicators can also be assigned to the PinCo ACS communications teams listed below. However, they are not qualified to operate independently and must be deployed under the supervision of a PinCo ACS communicator who is qualified as a venue specific team lead.

- a. PinCo ACS Deployable Comm Center Teams
- b. PinCo ACS EOC Radio Room Teams

The performance criteria a trainee must meet to be certified as a Critical Infrastructure Site Communicator are listed below.

4.3.2 Assumptions

- a. The trainee has completed the training requirements documented in paragraph 4.2 for an Evac Shelter VHF/UHF communicator.

4.3.3 Required Skills

- a. Obtain, assemble, and prepare the material for a personal Go-Kit that will support a 72-hour activation at a critical infrastructure site.
- b. Configure and operate a VHF/UHF amateur radio station using emergency power.
- c. Install and test a VHF/UHF antenna system capable of operation on the 2m and 70cm amateur radio bands.
- d. Emplace and configure a portable Starlink satellite terminal that will provide the following capabilities to co-located emergency management personnel. Verify that each capability is fully operational.
 - (1) SATCOM Wide Area Network (WAN) backhaul circuit
 - (2) Highspeed internet and Wi-Fi
 - (3) VoIP telephone
- e. Demobilize and return a portable Starlink terminal to long term storage.

4.4 DEPLOYABLE COMM CENTER COMMUNICATOR

The Deployable Comm Center Communicator is qualified to transport, emplace, operate, and maintain PinCo Command-Runner and SatRunner™ deployable equipment suites.

4.4.1 Assignments

Deployable Comm Center Communicators are qualified for assignments to the PinCo ACS communications teams listed below. These communicators are qualified to operate independently, as part of a larger deployment team, or as the PinCo ACS team lead responsible for the supervision of one or more PinCo ACS Communicators.

- a. PinCo ACS Evacuation Shelter Comm Teams
- b. PinCo ACS Critical Infrastructure Comm Teams
- c. PinCo ACS Deployable Comm Center Teams

Deployable Comm Center Communicators can also be assigned to the PinCo ACS communications team listed below. However, they are not qualified to operate independently and must be deployed under the supervision of a PinCo ACS communicator who is qualified as a venue specific team lead.

- a. PinCo ACS EOC Radio Room Teams

The performance criteria a trainee must meet to be certified as a Deployable Comm Center Communicator are listed below.

4.4.2 Assumptions

- a. The trainee has completed the training requirements documented in paragraph 4.3 for a Critical Infrastructure Site Communicator.
- b. The trainee must have a General, Advanced, or Amateur Extra class FCC license.
- c. The trainee has completed the PinCo driver training course and has obtained a PinCo driver's license.

4.4.3 Required Skills

- a. Complete the following training courses.
 - (1) G-300: Intermediate Incident Command System for Expanding Incidents
 - (2) AUXCOMM Training course
- b. Obtain, assemble, and prepare the material for a personal Go-Kit that will support a 72-hour activation at a Deployable Comm Center site.
- c. Perform pre-deployment PM tasks on a PinCo SatRunner™. PM tasks are documented in the *Pinellas County ACS SatRunner™ Equipment Maintenance Procedures* document.
- d. Load a PinCo SatRunner™ onto a transport vehicle, transport the SatRunner™ to a deployment location, and then unload the SatRunner™.
- e. Emplace and configure the SatRunner™ to operate using its gasoline powered AC generator.
- f. Configure the SatRunner™ to provide the following capabilities to co-located emergency management personnel. Verify that each capability is fully operational.
 - (1) SATCOM WAN backhaul circuit.
 - (2) AT&T® Firstnet® and Verizon® cellular service.
 - (3) Highspeed internet and Wi-Fi.
 - (4) VoIP telephone.
- g. Demobilize and return a SatRunner™ to long term storage.
 - (1) Power down; inventory and stow all ancillary equipment; and configure the SatRunner™ for transport. Document and report all discrepancies to the PinCo ACS Logistics officer.
 - (2) Load SatRunner™ onto transport vehicle and transport to PinCo EOC.

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- (3) Perform post-deployment PM tasks on a PinCo SatRunner™. PM tasks are documented in the *Pinellas County ACS SatRunner™ Equipment Maintenance Procedures* document.

- h. Perform pre-deployment PM tasks on a PinCo Command-Runner. PM tasks are documented in the *Pinellas County ACS Command Runner Equipment Maintenance Procedure* document.
- i. Load a PinCo Command-Runner onto a transport vehicle, transport the Command-Runner to a deployment location, and then unload the Command-Runner.
- j. Emplace and configure the Command-Runner to operate using its gasoline powered AC generator.
- k. Install and test a near vertical incident skywave (NVIS) antenna system capable of operation on a minimum of two amateur radio bands and two SHARES bands.
- l. Configure the Command-Runner to provide the following capabilities to co-located emergency management personnel. Verify that each capability is fully operational.
 - (1) Amateur Radio (VHF, UHF, and HF) voice and digital networks
 - (2) SHARES voice and data networks.
 - (3) UHF and VHF Public Safety Networks.
 - (4) 700 and 800 MHz public Safety Networks.
 - (5) Maritime VHF communication.
 - (6) Highspeed internet, Wi-Fi, and VoIP telephone.
 - (7) Public Address System.

- m. Demonstrate the ability to operate the following radio systems.
 - (1) Yaesu FTM-400XD amateur VHF/UHF transceiver.
 - (2) Motorola APX 4500 P25 public safety transceiver.
 - (3) Motorola XPR 5550e UHF public safety transceiver.

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- (4) ICOM IC-F5021 VHF public safety transceiver.
- (5) ICOM IC-7300 HF Transceiver.

- n. Using VHF Winlink, HF Winlink, and SHARES Winlink, send tactical and formal message traffic to and receive tactical and formal message traffic from the PinCo EOC, deployed ACS communications teams, the state of Florida EOC, and partner agencies.

- o. Send and receive tactical messages using the MT63 and JS8 HF digital protocols.

- p. Use Automatic Link Establishment (ALE) to perform the following operations.
 - (1) initiate SHARES voice communications with a second SHARES station.
 - (2) Acknowledge and respond to requests for voice communications initiated by a remote SHARES station.
 - (3) Send and receive short messages using the Automatic Message Display (AMD) function.

- q. Demobilize and return a Command-Runner to long term storage.
 - (1) Power down; inventory and stow all ancillary equipment; and configure the Command-Runner for transport. Document and report all discrepancies to the PinCo ACS Logistics officer.
 - (2) Load Command-Runner onto transport vehicle and transport to PinCo EOC.
 - (3) Perform post-deployment PM tasks on a PinCo Command-Runner. PM tasks are documented in the *Pinellas County ACS Command-Runner Equipment Maintenance Procedures* document.

- r. Demonstrate the proper operation of an antenna analyzer.

- s. Construct an RF coaxial cable using crimp and solder connectors.

- t. Explain and demonstrate a thorough understanding of the following topics.
 - (1) Radio operator safety procedures for operator and equipment safety.

- (2) Proper grounding of deployable communications equipment.
- (3) Antenna lightning protection.
- (4) NVIS communication systems.
- (5) Standing Wave Ratio (SWR) and impact it can have on the transmit capability of a station.

4.4.4 Recommended Skills

- a. Complete the qualification requirements that are documented in the PinCo ACS Winlink Training Plan for the ***Advanced Winlink HF/VHF/UHF communicator***.
- b. Use an ACU-M to provide the following capabilities. Equipment configuration is performed using only front panel controls.
 - (1) Create a radio net using two portable radio systems that operate on different frequency bands.
 - (2) Add a third radio system to an existing net.
 - (3) Create two independent radio nets using four incompatible radio systems.

4.5 EOC RADIO ROOM COMMUNICATOR

The EOC Radio Room Communicator is qualified to independently man the PinCo EOC radio room during emergency activation events.

4.5.1 Assignments

EOC Communicators are qualified for assignments to the PinCo ACS communications teams listed below. These communicators are qualified to operate independently, as part of a larger deployment team, or as the PinCo ACS team lead responsible for the supervision of one or more PinCo ACS Communicators.

- a. PinCo ACS Evacuation Shelter Comm Teams
- b. PinCo ACS EOC Radio Room Teams

EOC Radio Room Communicators can also be assigned to the PinCo ACS communications teams listed below. However, they are not qualified to operate independently and must be deployed under the supervision of a PinCo ACS communicator who is qualified as a venue specific team lead.

- a. PinCo ACS Critical Infrastructure Comm Teams
- b. PinCo ACS Deployable Comm Center Teams

The performance criteria a trainee must meet to be certified as a PinCo ACS EOC Radio Room Communicator is listed below.

4.5.2 Assumptions

- a. The trainee has completed the training requirements documented in paragraph 4.2 for an Evac Shelter VHF/UHF communicator.
- b. The trainee must have a General, Advanced, or Amateur Extra class FCC license.

4.5.3 Required Skills

- a. Complete FEMA IS Courses.
 - (1) IS-2200: Basic Emergency Operations Center Functions
- b. Complete the following training courses.
 - (1) G-300: Intermediate Incident Command System for Expanding Incidents
 - (2) G-400: Advanced Incident Command System for Command and General Staff
 - (3) G-191: Emergency Operations Center/Incident Command System Interface
 - (4) AUXCOMM Training course
- c. Obtain, assemble, and prepare the material for a personal Go-Kit that will support a 72-hour activation at the PinCo EOC radio room.
- d. Manage the incident check-in and demobilization process for PinCo ACS.
 - (1) Create and maintain Incident documentation
 - (a) PinCo ACS ICS 205A
 - (b) PinCo ACS Incident Check-in/Checkout form
 - (2) Distribute communications equipment to ACS Communications teams. Establish and maintain inventory control of all distributed equipment.
 - (3) Distribute to each ACS communication team an IAP for each operational period.
 - (4) Inventory, document discrepancies, and store communications equipment returned to the EOC during demobilization.
 - (5) Track ACS members in route to and from deployment locations to verify safe arrival.

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- e. Perform the role of net control for PinCo ACS VHF/UHF amateur radio networks.
Create and maintain NCS Logs.
- f. Unpack, transport, and install a TracStar satellite antenna system onto the roof of the PinCo Public Safety Complex.
- g. Demonstrate the ability to operate the following satellite systems.
 - (1) EMnet
 - (2) MSAT
 - (3) TracStar
 - (4) Starlink
- h. Demonstrate the ability to operate the following radio equipment.
 - (1) Yaesu FTM-400XD amateur VHF/UHF transceiver.
 - (2) ICOM IC-F8101 HF transceiver.
 - (3) Motorola XPR 5550e UHF public safety transceiver.
 - (4) ICOM IC-F5021 VHF public safety transceiver.
 - (5) ICOM IC-7300 HF transceiver.
 - (6) Yaesu FTM-6000R amateur VHF/UHF transceiver.
 - (7) 700/800 MHz Public Safety radio.
- i. Using VHF Winlink, HF Winlink, and SHARES Winlink, send tactical and formal message traffic to and receive tactical and formal message traffic from deployed ACS communications teams, the state of Florida EOC, and partner agencies.
- j. Send and receive tactical messages using the MT63 and JS8 HF digital protocols.
- k. Use ALE to perform the following operations.
 - (1) Initiate SHARES voice communications with a second SHARES station.
 - (2) Acknowledge and respond to requests for voice communications initiated by a remote SHARES station.
 - (3) Send and receive short messages using the AMD function.

- I. Demonstrate the ability to log onto the computer programs listed below and then configure, obtain status, and enter significant events into each application.
 - (1) WebEOC®
 - (2) NWSChat

- m. Lower, safely store, and then reinstall the PinCo ACS radio antennas located on the roof of the PinCo Public Safety Complex.

4.5.4 Recommended Skills

- a. Complete the qualification requirements that are documented in the PinCo ACS Winlink Training Plan for the ***Advanced Winlink HF/VHF/UHF communicator***.

5 DETAILED DESCRIPTION OF PINCO ACS COMMUNICATOR POSITIONS

This section contains a detailed description of the skills needed to participate in PinCo ACS training network, drills, exercises, and activation events.

6 TRAINING AND PERFORMANCE EVALUATION

PinCo ACS training is used to help individual members learn and practice the skill sets needed to support an exercise or activation event. Performance evaluation is used to evaluate the readiness of individual PinCo ACS members, PinCo ACS Communications Teams, and the PinCo ACS organization to respond to an activation event.

6.1 SELF-PACED ONLINE TRAINING

Individual on-line self-paced training allows users to learn about PinCo ACS, emergency communications, and its associated applications and hardware on their own schedule. The topic areas listed below identify information sources and tools readily available on-line. Individuals are encouraged to examine and use the tools as appropriate.

- a. On-line Training courses: The ARRL® has created on-line training courses to support emergency communications. Refer to the Training entries in Appendix B for Website information.
- b. On-line Documentation and Presentations: The web sites associated with Winlink, VARA, and UZ7HO contain application specific documentation and presentations.
- c. On-line Training Videos: Several Amateur Radio and ARES® organizations have created training videos to assist with Winlink and other topics. Refer to the training entries in Appendix B for Website information.
- d. Discussion Groups: A variety of on-line discussion groups are available. Each has a significant archive of topics that can be accessed and subject matter experts to answer questions. Refer to the discussion group entries in Appendix B for Website information.

6.2 PINCo ACS ON-LINE TRAINING MEETINGS

On-line training meetings (Zoom, MS Teams, Google Meet, etc.) will be used to assist users with specific operational issues, to present training information to the membership, and to exchange lessons learned during drills, exercises, and activation events.

6.2.1 Implementation

On the Tuesday prior to the on-line training meeting, the weekly PinCo ACS training net will be used to distribute information and field questions about the on-line meeting. When the meeting requires information to be distributed to the membership, the information will be posted on the PinCo ACS web site, the PinCo ACS Groups.io web site, and distributed to participants via Winlink.

6.2.2 Schedule

Online meetings will be scheduled on an as-needed basis.

6.2.3 Location

As a rule, users will participate in on-line training meetings from their home address.

6.3 PINCo ACS IN-PERSON TRAINING

In-person training is used to present information about emergency management, equipment operation, and activation procedures. Training is designed to enable those in attendance to ask questions and interact with other members of the audience. Each presentation is scheduled to take one hour or less to complete.

6.3.1 Implementation

The PinCo ACS training officer or his designee will create the presentation used during each in-person training session. A copy of the final presentation will be posted to the PinCo ACS website following the training session.

6.3.2 Schedule

In-person training will take place during the PinCo ACS monthly meeting. This meeting takes place on the third Thursday of each month at 1900 hours local time. Organizations other than PinCo ACS can also request training support. These organizations should contact the PinCo ACS training officer for scheduling.

6.3.3 Location

The PinCo ACS monthly meeting takes place at the Pinellas County Public Safety Complex.

6.4 PINCO ACS TRAINING NET

The PinCo ACS training net will be used to familiarize PinCo ACS members with net procedures, message formats, phonetics, use of prowords, and other basic skills. The training segment of the net will be narrowly focused on a small set of skills and will be designed to require less than 15 minutes to complete. This segment of the net will also be used to provide members with detailed information about upcoming drills, exercises, and on-line meetings.

6.4.1 Implementation

The PinCo ACS training net is a directed net that will make use of the W4ACS VHF/UHF repeater system. The NCS will announce the net using the NCS script located on the PinCo ACS website. The net is divided into the seven segments listed below.

- a. Call for priority traffic
- b. Call for general check-ins
- c. Bulletins
- d. Staff Reports
- e. Traffic and announcements
- f. Training
- g. Final announcements and net shutdown

6.4.2 Schedule

The PinCo ACS Training Net will take place once per week at 1930 hours on Tuesday evenings.

6.4.3 Location

As a rule, users will participate in training nets from their home address.

6.5 PINCo ACS WINLINK TRAINING NET

The PinCo ACS Winlink training net will be used to familiarize PinCo ACS participants with Winlink skills and to practice digital network operations. Each net will be narrowly focused on a small set of Winlink skills and will be designed to require one hour or less to complete. Network activities will include both directed radio nets and unmanaged radio nets. Directed radio nets will have an active net control station and make use of local VHF/UHF repeaters, RMS gateways, digipeaters, and simplex frequencies. Unmanaged nets will not have an active net control station and will have an operating window of one to seven days. Unmanaged nets are designed to provide participants with the additional time needed to research, practice, or request assistance before performing the planned network activity.

6.5.1.1 Implementation

On the Monday prior to a scheduled Winlink net, the Winlink NCS will distribute a Winlink bulletin to all registered Winlink net participants and post a copy of the bulletin on the PinCo ACS and Groups.io websites. The bulletin will contain the following information.

- a. Training Net Objectives
- b. Network type, date, time, and duration
- c. Description of net activities
- d. Location of additional material needed to support the net

The training net will be conducted in accordance with the information provided in the Winlink training bulletin.

6.5.1.2 Schedule

A directed Winlink Training Net will take place, on average, once per month. Unmanaged Winlink Training Nets will take place at least twice per month. Training nets will not take place in the same week that a drill, functional exercise, or full-scale exercise is scheduled.

6.5.1.3 Location

As a rule, Winlink users will participate in training nets from their home address.

6.6 PINCO ACS HANDS-ON EQUIPMENT TRAINING

Hands-on equipment training is used to familiarize the membership with the skills needed to test, maintain, transport, configure, and operate the communications equipment used during an exercise or activation event. Each hands-on training event will be designed to require between 1 and 4 hours to complete.

6.6.1 Implementation

A training plan will be created for each hand-on equipment training event. The plan will identify the equipment under test and the training objectives to be accomplished during the event. The plan will be posted on the PinCo ACS web site, the PinCo ACS Groups.io web site, and distributed to participants via Winlink.

On the Tuesday prior to the hands-on training event, the weekly PinCo ACS training net will be used to distribute additional information and field questions about the event.

6.6.2 Schedule

Hands-on training events will be scheduled two or three times each year.

6.6.3 Location

Hands-on equipment training is performed at the Pinellas County Public Safety Complex.

6.7 PINCo ACS EQUIPMENT OPERATIONS AND MAINTENANCE

PinCo ACS has established a preventive maintenance program designed to ensure that the communications equipment used by PinCo ACS is fully operational and available for use during an exercise or activation event. By performing maintenance on the communications equipment, members also obtain practical experience with the transport, configuration, and operation of each piece of equipment.

6.7.1 Implementation

PinCo ACS members perform the scheduled maintenance actions in accordance with the procedures listed below.

- a. PinCo ACS Command-Runner Equipment Maintenance Procedures
- b. PinCo ACS SatRunner™ Equipment Maintenance Procedures
- c. PinCo ACS VHF Amateur Radio Go-kit Equipment Maintenance Procedures

The Equipment Maintenance Record (EMR) for the unit under test (UUT) is used to document the maintenance actions performed. For each action performed, the maintainer will enter the date, name, and FCC call sign of the individual completing the action. The maintainer will also document all discrepancies in the NOTES section of the EMR.

6.7.2 Schedule

A schedule detailing the preventive maintenance actions to be performed during each quarter of the calendar year is posted on the PinCo ACS website, the PinCo ACS groups.io website, and is displayed in the PinCo ACS EOC radio room. Maintenance procedures are performed on Wednesday mornings and during weekend training events.

6.7.3 Location

Equipment maintenance is performed at the Pinellas County Public Safety Complex.

6.8 DHS TRAINING COURSES

DHS offers a wide range of online independent study and instructor led training courses.

6.8.1 FEMA On-Line Independent Study Courses

FEMA's Emergency Management Institute (EMI) offers on-line independent study courses that are free of charge to the public. To participate in FEMA training, individuals must first obtain a FEMA Student Identification Number (SID). Instructions for obtaining a FEMA SID are located at the following web site: [FEMA SID](#).

A complete list of FEMA IS courses is located at the following web site: [FEMA IS Course List](#). At the conclusion of each course, the trainee will be asked to take a final exam, and once passed, the trainee will receive a certificate of completion from FEMA.

Each course completion certificate should be uploaded to the State Emergency Response Team (SERT) Training Resources & Activity Center (TRAC) website.

6.8.2 FEMA Instructor Led Training Courses

The State of Florida offers the instructor led training courses identified in section 4 of this document. To determine the location and time that each course is offered, individuals will need to log onto the SERT TRAC website and search for the desired course. Once the desired course is identified, users will need to request approval to attend.

Each course completion certificate should be uploaded to the SERT TRAC website.

6.9 PINCo ACS DRILLS

Drills will be used to exercise specific operational skills, practice digital and voice network operations, and assess user performance. Each drill will be narrowly focused on a small set of skills and will be designed to require one hour or less to complete.

6.9.1 Implementation

On the Tuesday prior to the drill, the weekly PinCo ACS training net will be used to distribute information and field questions about the drill. When the drill requires detailed information to be distributed, the information will be posted on the PinCo ACS web site, the PinCo ACS Groups.io web site, and distributed to participants via Winlink.

6.9.2 Schedule

Two drills will be scheduled each year. A drill will be scheduled approximately 3 months before any scheduled functional or full-scale exercise.

6.9.3 Location

As a rule, users will participate in drills from their home address.

6.9.4 After-Action Report and Improvement Plan

One week after the drill, the weekly PinCo ACS training net will be used to provide feedback to drill participants, discuss issues encountered during the drill, and field recommendations for additional training and drill activities.

6.10 PINCo ACS FUNCTIONAL EXERCISE

Each functional exercise will be used to evaluate the readiness of individual members, PinCo ACS Communications Teams, and the PinCo ACS organization to respond to an activation event. The exercise will require participants to perform a subset of the skills identified for each ACS position documented in section 4.

Each Functional Exercise will be designed to require no more than 6 hours to complete.

6.10.1 Implementation

Each functional exercise will be designed as a Homeland Security Exercise Evaluation Program (HSEEP) compliant exercise. A detailed plan will be developed for each Functional Exercise and distributed to all participants prior to the event.

6.10.2 Schedule

A Functional Exercise will take place once per year. The functional exercise will be scheduled approximately 6 months before any scheduled full-scale exercise. During the month that the Functional Exercise is scheduled, no training drills will be performed.

6.10.3 Location

The detailed plan developed for the Functional Exercise will identify the location and staffing requirements for each station.

6.10.4 After-Action Report and Improvement Plan

Following the exercise, an After-Action meeting with the participants will be held to discuss issues encountered and recommendations going forward. The PinCo ACS training officer will then generate a written After-Action Report and Improvement plan. A copy of the report will be delivered to the PinCo ACS leadership team and all exercise participants. During the next scheduled PinCo ACS meeting following the exercise, the PinCo ACS training officer will brief the PinCo ACS membership on the exercise and its outcome.

6.11 FULL-SCALE EXERCISE

Each full-scale exercise will be used to evaluate the readiness of individual members, PinCo ACS Communications Teams, and the PinCo ACS organization to respond to an activation event. The exercise will require participants to perform a subset of the skills identified for each ACS position documented in section 4 and to interact with local government agencies and nongovernmental organizations (NGO)s.

Exercise will be designed to require no more than 8 hours to complete.

6.11.1 Implementation

Each full-scale exercise will be designed as a HSEEP compliant exercise that will incorporate, to the maximum extent possible, local government agencies and NGOs.

A detailed plan will be developed for each full-scale exercise and distributed to all participants prior to the event.

6.11.2 Schedule

Only one Full-scale exercise will take place per year. The Full-scale exercise will be scheduled approximately 6 months after any scheduled Functional Exercise. During the month that the Full-scale Exercise is scheduled, no training drill will be performed.

6.11.3 Location

The detailed plan developed for the full-scale exercise will identify the location and staffing requirements for each station.

6.11.4 After-Action Report and Improvement Plan

Following the exercise, an After-Action meeting with the participants will be held to discuss issues encountered and recommendations going forward. The PinCo ACS training officer will then generate a written After-Action Report and Improvement plan. A copy of the report will be delivered to the PinCo ACS leadership team and all exercise participants. During the next scheduled PinCo ACS meeting following the exercise, the PinCo ACS training officer will brief the PinCo ACS membership on the exercise and its outcome.

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Appendix A

A APPENDIX A - ACRONYMS, ABBREVIATIONS, AND DEFINITIONS

A.1 ACRONYMS

The following acronyms are used in this document.

<u>ACRONYM</u>	<u>DEFINITION</u>
ACS	Auxiliary Communication Service
ALE	Automatic Link Establishment
AMD	Automatic Message Display
APRS™	Automatic Packet Reporting System
APRS-IS	Automatic Packet Reporting System-Internet System
ARC	American Red Cross
ARES®	Amateur Radio Emergency Service
ARRL®	American Radio Relay League
AT&T®	American Telephone and Telegraph
AUXFOG	Auxiliary Communications Field Operations Guide
CB	Citizens Band
CISA	Cybersecurity and Infrastructure Security Agency
CMS	Common Message Server
CRD™	Compact Rapid Deployable™
CSQ	Carrier Squelch
CTCSS	Continuous Tone Coded Squelch System
DEM	Department of Emergency Management
DHS	Department of Homeland Security
EMI	Emergency Management Institute

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<u>ACRONYM</u>	<u>DEFINITION</u>
EMR	Equipment Maintenance Record
EOC	Emergency Operations Center
ESF	Emergency Support Function
FCC	Federal Communications Commission
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FM	Frequency Modulation
FOG	Field Operations Guide
FSE	Full Scale Exercise
HIPAA	Health Insurance Portability and Accountability Act
HF	High Frequency
HSEEP	Homeland Security Exercise Evaluation Program
HT	Handie-Talkie; Hand-held Transceiver
IARU	International Amateur Radio Union
ICS	Incident Command System
IP	Internet Protocol
IS	Independent Study
LSB	Lower Sideband
MARS	Military Auxiliary Radio Service
MPG	Methods and Practices Guidelines
MPS	Message Pick-up Station
MS	Microsoft
NCC	National Coordinating Center for Communications
NCCIC	National Cybersecurity and Communications Integration Center
NCS	Net Control Station
NGO	Non-Governmental Organization
NIMS	National Incident Management System

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<u>ACRONYM</u>	<u>DEFINITION</u>
NOAA	National Oceanic and Atmospheric Administration
NTS™	National Traffic System™
NVIS	Near Vertical Incident Skywave
NWR	NOAA Weather Radio
NWS	National Weather Service
P2P	Peer-to-Peer
PDF	Portable Document Format
PM	Preventive Maintenance
PTB	Position Task Book
RACES	Radio Amateur Civil Emergency Service
RATPAC	Radio Amateur Training Planning and Activities Committee
RF	Radio Frequency
RMS	Radio Message Server
RRI	Radio Relay International
SAR	Search and Rescue
SARnet	Statewide Amateur Radio Network
SERT	State Emergency Response Team
SET	Simulated Emergency Test
SID	Student Identification Number
SWR	Standing Wave Ratio
TCP/IP	Transmission Control Protocol/Internet Protocol
TRAC	Training Resources & Activity Center
TTX	Tabletop Exercise
UHF	Ultra High Frequency
USB	Universal Serial Bus
USB	Upper Sideband
UUT	Unit Under Test

<u>ACRONYM</u>	<u>DEFINITION</u>
VHF	Very High Frequency
VIP	Volunteers in Pinellas
VoIP	Voice over Internet Protocol
WAN	Wide Area Network
WCF	West Central Florida

A.2 ABBREVIATIONS

The following abbreviations are used in this document.

<u>ABBREVIATION</u>	<u>DEFINITION</u>
AUXC	Auxiliary Communicator
AUXCOMM	Auxiliary Communications
Comm Center	Communications Center
EmComm	Emergency Communications
Evac	Evacuation
PinCo	Pinellas County
SATCOM	Satellite Communications
SHARES	Shared Resources
SitReps	Situation Reports
WebEOC®	Web Emergency Operations Center

A.3 DEFINITIONS

The following definitions are used in this document.

A.3.1 ALERT PINELLAS.

Alert Pinellas is an emergency notification service for Pinellas County, local municipalities, and the Sheriff's Office. Users choose how to receive alerts. Alert methods include cell phone, landline, text, and email.

A.3.2 AMATEUR RADIO EMERGENCY SERVICE® (ARES®).

"The Amateur Radio Emergency Service® (ARES®), a program of ARRL, The national association for Amateur Radio®, is comprised of organized, trained, and identified Amateur Radio operators who augment and support vital communications on behalf of the public through partner agencies and organizations during emergencies and disasters. The Amateur Radio Emergency Service, through its volunteer radio communicators, strives to be an effective partner in emergency and disaster response, providing public service partners at all levels with radio communications expertise, capability, and capacity." (ARRL, 2022)

A.3.3 AMERICAN RADIO RELAY LEAGUE® (ARRL®).

The national organization of Amateur Radio Service operators that has memorandum of understanding with national served agencies that use amateur radio operators as primary or secondary means of communications.

A.3.4 AUXC.

"Both the person (Auxiliary Communicator) and the Incident Command System (ICS) position used to provide auxiliary communications. Trained Auxiliary Communicators (AUXC) are a valuable communications resource tool that can be used by local, county, regional, tribal or state agencies/organizations." (Cybersecurity & Infrastructure Security Agency, 2020)

A.3.5 AUXCOMM.

“Auxiliary Communications (AUXCOMM) is an all-inclusive term used to describe the many organizations that provide various types of communications support to emergency management, public safety, and other government agencies or describes the services themselves. This includes, but is not limited to amateur radio, military radio, citizens band radio (CB), etc.”

“AUXCOMM covers a broad range of systems that could potentially be used by an AUXC during an incident to include: High Frequency (HF). Very High Frequency (VHF), Ultra High Frequency (UHF), satellite communications (SATCOM), microwave, Wi-Fi, digital, video, photos, Voice over Internet Protocol (VoIP), and other modes.” (Cybersecurity & Infrastructure Security Agency, 2020)

A.3.6 AUXILIARY COMMUNICATIONS SERVICE (ACS).

An Amateur Radio Service, using amateur stations as well as County Radio equipment to support and augment local government communications during periods of local, regional, or national emergencies and is only activated by the Pinellas County Division of Emergency Management.

A.3.7 COMMAND-RUNNER™.

A deployable command center pre-installed with monitors, computer, printer, VHF/UHF and High Frequency (HF) amateur radios, marine and public service radios, public address system, Wi-Fi network, and FirstNet® phone support. The Command-Runner™ has an integrated Honda 2k generator and is designed for easy transport.

A.3.8 COMMON MESSAGE SERVER (CMS).

“The Common Message Servers (CMS) are the common coordinating engines at the heart of the Winlink 2000 "star" Network configuration. They coordinate the traffic between network radio server stations (RMS gateway stations), and provide the email, telnet, bulletin and position reporting services. All this is done over the Internet using TCP/IP for speed, and to use the amateur radio spectrum efficiently. Winlink gets synergy of both the internet and radio spectrum without suffering connectivity failures or crowding the amateur bands. Each of the existing Common Message Servers is a mirror image of the other, providing continual redundancy should one of these servers become inoperative. The CMS Telnet server is compatible with AirMail, Paclink, Outpost, Windows Telpac, Telpac Node/Linux, Linux RMS Gateway, RMS Packet, and RMS Pactor gateway software. There can be up to five active CMS sites. The sites are [geographically] distributed worldwide, are synchronized, and any single site is capable of handling all traffic for the entire network.” (Amateur Radio Safety Foundation, Inc., 2021)

A.3.9 DIGIPEATER.

The term Digipeater is an abbreviation for Digital Repeater. It is a device designed to retransmit digital information rather than voice. While a standard full-duplex Very High Frequency (VHF)/Ultra High Frequency (UHF) voice repeater receives information on one frequency and simultaneously retransmits the information on a second frequency, a digipeater receives digital information, processes the information, and then retransmits the information on the same frequency.

A.3.10 DIVISION OF EMERGENCY MANAGEMENT (DEM).

The Division of Emergency Management is the agency of the state or local government empowered by statutes to govern during natural or man-made emergencies.

A.3.11 DRILL

“A coordinated, supervised activity usually used to test a single specific operation or function in a single agency. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills. Typical attributes include the following: A narrow focus, measured against established standards; Instant feedback; Performance in isolation; Realistic environment.” (B. Wayne Blanchard, 2008)

A.3.12 EMERGENCY OPERATIONS CENTER (EOC).

“The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.” (FEMA, 2021)

A.3.13 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA).

The United States Government agency charged with planning for and coordinating the response to national and regional disasters.

A.3.14 FIRSTNET®.

FirstNet® is an AT&T® wireless broadband cellular network dedicated to public safety. Only FirstNet® enabled devices can access the network.

A.3.15 FORMAL MESSAGES.

“Formal messages are structured messages containing a prescribed sequence of key message elements. Radio operators expect the elements to be exchanged in a certain sequence and will

receive and write the information onto message forms. The National Incident Management System (NIMS) ICS 213 is the message form common to emergency management agencies. Each agency in turn may implement specialized message forms to report and exchange operational information important to that agency.” (American Radio Relay League® (ARRL), 2015)

A.3.16 FULL SCALE EXERCISE (FSE)

“A multi-agency, multi-jurisdictional, multi-organizational activity that tests many facets of preparedness. They focus on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. In FSEs, the reality of operations in multiple functional areas presents complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel. During FSEs, events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. FSEs are conducted in a real-time, stressful environment that closely mirrors real events.” (B. Wayne Blanchard, 2008)

A.3.17 FUNCTIONAL EXERCISE (FE)

“An activity designed to test and evaluate individual capabilities, multiple functions, activities within a function, or interdependent groups of functions. Events are projected through an exercise scenario with event updates that drive activity at the management level. [A] Functional Exercise simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment.” (B. Wayne Blanchard, 2008)

A.3.18 GATEWAY STATIONS.

Gateway stations are Amateur Radio Service radio stations that pass traffic into and out of the area through the National Traffic System. Gateway stations should be registered with all National Traffic System™ (NTS™) nets serving their area and if possible, should be part of these nets. All gateway stations should have the capability to interface with as many modes of communications as possible. Their prime responsibility is to provide an outlet and inlet for NTS™ traffic.

A.3.19 INCIDENT COMMAND SYSTEM (ICS).

“[The Incident Command System] is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. ICS specifies an organizational structure for incident management that integrates and coordinates a combination of procedures, personnel, equipment, facilities, and communications. Using ICS for every incident helps hone and maintain skills needed to coordinate efforts effectively. ICS is used by all levels of government as well as by many NGOs and private sector organizations. ICS applies across disciplines and enables incident managers from different organizations to work together seamlessly. This system includes five major functional areas, staffed as needed, for a given incident: Command, Operations, Planning, Logistics, and Finance/Administration.” (FEMA, 2017)

A.3.20 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS).

“[The National Incident Management System] guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS

defines operational systems, including the Incident Command System (ICS), Emergency Operations Center (EOC) structures, and Multiagency Coordination Groups (MAC Groups) that guide how personnel work together during incidents. NIMS applies to all incidents, from traffic accidents to major disasters.” (FEMA, 2017)

A.3.21 NATIONAL TRAFFIC SYSTEM™ (NTS™).

The official ARRL® national network for routing traffic between sections.

A.3.22 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) WEATHER RADIO.

“NOAA Weather Radio All Hazards (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week.” (NOAA, 2021)

A.3.23 NWSCHAT

“NWSTChat is an Instant Messaging program utilized by NWS operational personnel to share critical warning decision expertise and other types of significant weather information essential to the NWS's mission of saving lives and property.” (National Weather Service, 2022)

A.3.24 RADIO MESSAGE SERVER (RMS).

Winlink Radio Message Servers are RF gateway stations between Winlink users (clients), the Winlink CMS, and/or other RMS stations. When operating in conventional mode, messages exchanged with Winlink users are passed to and from the CMS via the internet. When operating in Hybrid HF radio-only mode, messages are routed to other RMS stations using PACTOR or VARA HF radio forwarding. During radio-only operation, Winlink users must designate one or more RMS stations as a Message Pick-up Station (MPS). These RMS stations will store Winlink user messages for each designated user until the messages are retrieved by that user.

A.3.25 SATRUNNER™.

The SatRunner™ is an AT&T® FirstNet® deployable cell tower. It generates a 1-mile coverage area of FirstNet® Cellular service and provides one thousand feet of Wi-Fi coverage. The SatRunner™ has an integrated Honda 2k generator and is designed for easy transport.

A.3.26 SERVED AGENCY.

Served Agencies are the Government and Non-Government Agencies (NGO) and organizations served by PinCo ACS during periods of local, regional, or national emergencies. The government agencies served include but are not limited to local or state emergency management agencies, Emergency Operations Centers, public safety agencies such as law enforcement or fire service, street, road, and highway maintenance departments, etc. NGOs supported by PinCo ACS include the American Red Cross, Catholic Relief Services, Adventist Disaster Response, Presbyterian Disaster Assistance, and Salvation Army.

A.3.27 SHARED RESOURCES (SHARES).

“The SHARed RESources (SHARES) High Frequency (HF) Radio Program coordinates a voluntary network of government, industry, and disaster response agency HF radio stations used for emergency communications. SHARES supports government (federal, state, and county), critical infrastructure, and nationwide or multi-state disaster response organizations in two ways: by transmitting emergency messages when normal communications systems are destroyed or unavailable, and by providing HF radio channels for interoperability. SHARES supports Emergency Support Function Two (ESF #2), Communications, and helps participants maintain awareness of applicable regulatory, procedural, and technical issues. SHARES is a program of the [National Coordinating Center for Communications](#) (NCC), a division of [CISA Central](#).”
(CYBERSECURITY & INFRASTRUCTURE SECURITY AGENCY, 2021)

A.3.28 TABLETOP EXERCISE (TTX)

“An activity that involves key personnel discussing simulated scenarios in an informal setting. This type of exercise can be used to assess plans, policies, and procedures or to assess the systems needed to guide the prevention of, response to, and recovery from a defined incident. TTXs typically are aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and achieving changes in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving, rather than the rapid, spontaneous decision making that occurs under actual or simulated emergency conditions.” (B. Wayne Blanchard, 2008)

A.3.29 TACTICAL MESSAGES.

“Tactical messages are unstructured messages originated by the radio operator and typically convey status, progress, or situational information. Examples are road closures or obstruction, current location of a vehicle responding to a situation, or a short message from a third party to be relayed to another person. For tactical messages, key elements of the message are implied and usually not stated such as time of the message, and the position of authority of the message originator and recipient.” (American Radio Relay League® (ARRL), 2015)

A.3.30 VARA.

VARA HF and VARA Frequency Modulation (FM) are proprietary software modems developed by Jose Alberto Nieto Ros, EA5HVK. Both applications are available for use under a shareware license.

A.3.31 WEBEOC®

WebEOC® supports emergency management process and functions by providing a real-time common operating picture. The system provides multitiered situational awareness of incident support and management activities, including, but not limited to, significant event tracking,

resource request processing, resource tracking, and incident action plan development. (FEMA, 2018)

A.3.32 WINLINK GLOBAL RADIO EMAIL®.

“...A network of amateur radio and authorized government-licensed stations that provides worldwide radio email using radio pathways where the internet is not present. The system is built, operated and administered entirely by licensed [Amateur Radio] volunteers. It supports email with attachments, position reporting, weather and information bulletins, and is well-known for its role in interoperable emergency and disaster relief communications. It is capable of operating completely without the internet--automatically--using smart-network radio relays. Licensed Winlink operators/stations use both amateur radio and government radio frequencies worldwide. Support for the system is provided by the [Amateur Radio Safety Foundation, Inc.](#), a US 501(c)(3) non-profit, public-benefit entity. Winlink Global Radio Email® is a US registered trademark of the Amateur Radio Safety Foundation, Inc.” (Amateur Radio Safety Foundation, Inc, 2021)

A.3.33 WINLINK HYBRID NETWORK.

“A voluntary subset of RMS HF and RMS VHF/UHF stations which can exchange messages (on behalf of others) between each other using "radio", in addition to performing their normal WL2K functions. The goal of this function is to enable Winlink users to function during an "internet outage", without using the "peer-to-peer" method.” (Amateur Radio Safety Foundation, Inc., 2021)

B APPENDIX B – WEBSITE REFERENCES

WEBSITE REFERENCES

ACS – Pinellas County: [Pinellas County ACS Home Page](#)

ACS *aresdb* Database: <http://www.aresdb.com/>

American Radio Relay League: WWW.ARRL.ORG

ARES® – North Florida Section: <https://arrl-nfl.org/ares/>

ARES® – South Florida Section: <https://sflarrl.org/amateur-radio-emergency-service/>

ARES® – WCF Section – Documents: [WCF ARES® Home Page and Documents](#)

ARRL NTS™ MPG: <http://www.arrl.org/appendix-b-nts-methods-and-practices-guidelines>

ARRL® – WCF Section: [WCF ARRL Section Home Page](#)

CISA Field Operations Guides: <https://www.cisa.gov/publication/fog-documents>

CISA National Emergency Communications Plan: <https://www.cisa.gov/necp>

Discussion Group – EmComm Training: [EmComm Training Groups.io](#)

Discussion Group – PinCo ACS: [PinCo ACS Groups.io](#)

Discussion Group – RATPAC: [Radio Amateur Training Planning Groups.io](#)

Discussion Group – SEC- ARES®: [SEC-ARES Groups.io Main Page](#)

FEMA Acronyms, Abbreviations, and Terms: [FEMA Acronyms, Abbreviations, and Terms PDF](#)

FEMA Training Glossary: [FEMA Glossary](#)

Hurricane Watch Net: <https://hwn.org/>

IARU Emergency Comms: <https://www.iaru.org/on-the-air/emergency-communications/>

ICS Interactive Forms: [FEMA ICS Forms for Download](#)

Pinellas County Volunteer Services: <http://www.pinellascounty.org/volserv/default.htm>

Pinellas SKYWARN®: <https://www.pcacs.org/radio-operations/skywarn-operations/>

Radio Relay International: <https://radio-relay.org>

Training – ARRL EmComm Training: <http://www.arrl.org/emergency-communications-training>

Training – EmComm-Training.org™: <https://emcomm-training.org/index.html>

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WEBSITE REFERENCES

Training – FEMA IS Course List: <https://training.fema.gov/is/crslst.aspx?lang=en>

Training – FEMA Student ID System: <https://cdp.dhs.gov/femasid>

Training – FEMA Training Courses: <https://training.fema.gov/>

Training – Florida SERT TRAC: <https://trac.floridadisaster.org/trac/loginform.aspx>

VoIP SKYWARN®/Hurricane Net: <http://voipwx.net/>

Winlink Book of Knowledge (BOK): [Winlink Book of Knowledge](#)

C APPENDIX C – PINCo ACS POSITION TASK BOOK



Position Task Book (PTB) for the Position of: PinCo ACS Communicator

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PINCO ACS POSITION TASK BOOK ASSIGNED TO:

Trainee's Name:
Call Sign:
Phone:
Email:

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TABLE C- I. FINAL EVALUATOR VERIFICATION

“Do not complete this form unless you are recommending the trainee for all-hazards certification.”

I verify that _____

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:

FINAL EVALUATOR’S SIGNATURE:

DATE:

FINAL EVALUATOR’S PRINTED NAME:

TITLE:

AGENCY NAME:

PHONE NUMBER

E-MAIL:

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 _____

has successfully met all the criteria set out in the PinCo ACS PTB for the position documented below and will hereby receive certification of his/her qualification.

POSITION:

PINCO ACS RADIO OFFICER SIGNATURE:

DATE:

PINCO ACS RADIO OFFICER PRINTED NAME:

C.1 PINCo ACS POSITION TASK BOOK OVERVIEW

The PinCo ACS Position Task Book (PTB) has been created to document the performance criteria a trainee must meet to be certified as a PinCo ACS Communicator. A unique score card has been created for each of the PinCo ACS positions listed below.

- a. Basic VHF/UHF Communicator
- b. Evac Shelter VHF/UHF Communicator
- c. Critical Infrastructure Site Communicator
- d. Deployable Comm Center Communicator
- e. EOC Radio Room Communicator

C.1.1 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.

Evaluators complete an *Evaluation Record Form* after each evaluation period by documenting the trainee's performance. An evaluator is generally qualified in the same position for which the trainee is applying.

The final evaluator is a member of the PinCo ACS Leadership Team who verifies that a trainee has completed each PTB task and meets all requirements for the position. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.

Once the final evaluator has completed the *Final Evaluator Verification*, he/she forwards it to the PinCo ACS Radio Officer (RO) along with supporting evidence that the trainee has completed all position requirements.

After reviewing the material, the PinCo ACS RO completes the *Documentation of PinCo ACS Certification*.

C.2 FINAL EVALUATOR VERIFICATION FORM

The Final Evaluator Verification Form (see TABLE C- I) is used to document the successful completion of training for a PinCo ACS position. A separate form will be used to document each position for which a trainee has completed training.

C.3 EVALUATION RECORD FORM

Each Evaluation Record Form (see TABLE C- III) covers one evaluation period. Evaluation periods may involve a classroom simulation, hands-on training event, drill, exercise, or activation event, depending on what the PTB recommends. The PinCo ACS RO determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

The Evaluation Record form has fifteen numbered fields.

- a. **Trainee Name (Block 1):** Enter the name of the Trainee.
- b. **Trainee Position (Block2):** From the list documented in paragraph C.1, enter the PinCo ACS position the evaluation record.
- c. **Evaluation Record Number (Block 3):** Label each evaluation record with a sequential (1, 2, 3, etc.) number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "*Evaluation Record Number*" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.
- d. **Evaluator's Name (Block 4):** Enter the name of the evaluator.
- e. **Incident/Office Title and Agency (Block 5):** Enter the evaluator's incident position or office title, and the evaluator's home agency.

- f. **Evaluator's Home Unit Address and Phone (Block 6):** List the evaluator's home unit address and phone number.
- g. **Name and Location of Incident or Simulation/Exercise (Block 7):** Identify the name (if applicable) and location where the trainee performed the tasks.
- h. **Incident Kind (Block 8):** Enter the kind of incident where the trainee performed the task.
 - (1) Activation event (e.g., hurricane, tropical storm, tornado, hazmat, law enforcement, wildland fire, structural fire, search and rescue, or flood).
 - (2) Training event (e.g., Hands-on training, Tabletop exercise, Functional Exercise, or Full-Scale Exercise).
- i. **Number and Kind of Resources (Block 9):** Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.
- j. **Evaluation Period (Block 10):** Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.
- k. **Recommendation (Block 11):** Check the appropriate line and make comments below regarding the trainee's future development needs.
- l. **Additional Recommendations/Comments (Block 12):** Provide additional recommendations and comments about the trainee, as necessary.
- m. **Date (Block 13):** List the current date.
- n. **Evaluator's Initials (Block 14):** Initial here to authenticate your recommendations and to allow for comparison with initials on the score card.
- o. **Evaluator's Relevant Qualification (Block 15):** List your certification relevant to the trainee position you supervised.

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:
2. TRAINEE Position:
3. Evaluation Record Number:
4. Evaluator’s Name:
5. Incident/Office Title and Agency:
6. Evaluator’s Home Unit Address and Phone:
7. Name and Location of Incident or Simulation/Exercise:
8. Incident Kind:
9. Number and Kind Resources:
10. Evaluation Period:
11.Recommendation: <p>The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee’s further development:</p> <p>_____The trainee has successfully performed all required tasks for the position. The PinCo ACS RO should consider the individual for certification.</p> <p>_____The trainee could not complete certain tasks or needs additional guidance. See comments below.</p> <p>_____Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.</p> <p>_____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.</p>
12. Additional Recommendations/Comments
13. Date:
14. Evaluator’s Initials:
15. Evaluator’s Relevant Qualification:

C.4 PINCo ACS SCORE CARD DESCRIPTION

Each training score card has five columns.

- a. **Task Description.** This field describes a specific PinCo ACS Communicator skill to be evaluated.
- b. **Req Code.** This field defines the requirement code for the skill.
 - (1) R: Required
 - (2) S: Strongly Recommended
- c. **Task Code.** This field defines 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. Examples include but are not limited to the following.
 - (a) Seminars and workshops
 - (b) DHS instructor led classroom training
 - (c) Hands-on equipment training
 - (d) Over-the-air training nets and drills
 - (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. Examples include but are not limited to the following.
 - (a) Tropical storms; hurricanes; tornados; and search and rescue operations.
 - (b) Non-emergency (planned or unplanned) events.

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- (5) Code J: Task performed as part of day-to-day job duties. Examples include but are not limited to the following.
 - (a) Completion of preventive maintenance actions on PinCo ACS communications equipment.
 - (b) Net Control duties during weekly PinCo ACS training nets.
 - (6) Code T: Task performed during a tabletop exercise.
- d. **Evaluation Record Number.** This field identifies the incident, exercise, drill, or event during which the trainee completed the PTB tasks. A unique *Evaluation Record* form is created for each activity.
 - e. **Evaluator Initials / Date.** This field is used by the Evaluator to certify that the individual has successfully demonstrated a skill.

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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 <u>gresdb</u> 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 <i>Alert Pinellas</i> contact information has been correctly entered into the system.	R	C, E, F, I		
A.5	• Create, send, and receive a radiogram using Routine and Priority precedence. Each message exchange should take place on an amateur radio voice network.	R	C, E, F, I		

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

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
A.6	<ul style="list-style-type: none"> Send and receive informal message traffic using tactical call signs. 	R	C, E, F, I, J		
A.7	<ul style="list-style-type: none"> Obtain, assemble, and prepare the material for a personal Go-Kit that will support a 72-hour activation at an emergency evacuation shelter. 	R	C, E, F, I		
A.8	<ul style="list-style-type: none"> When notified by <i>Alert Pinellas</i> that a meeting, exercise, or activation event is scheduled, acknowledge receipt of the alert and specify if you can attend the meeting or support the exercise/activation event. 	R	C, E, F, I		

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TABLE C- V. PinCo ACS Score Card – Evac Shelter VHF/UHF Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
B.1	Complete FEMA IS Courses – Provide to evaluator a copy of course completion certificate or SERT TRAC transcript.				
B.1.1	○ IS-700: An Introduction to the National Incident Management System	R	C, E, F, I, J		
B.1.2	○ IS-800: National Response Framework, An Introduction	R	C, E, F, I, J		
B.2	Report for activation and complete incident check-in process.				
B.2.1	○ Arrive properly equipped and attired at the PinCo EOC at the designated reporting time and then complete the incident check-in process.	R	C, E, F, I		
B.2.2	○ Obtain incident specific information regarding the deployment from the ACS Leadership Team (deployment location, duration, time of arrival, IAP, etc.).	R	C, E, F, I		
B.2.3	○ Demonstrate an understanding of the information contained within an Incident Action Plan.	R	C, E, F, I		
B.3	Create and Maintain Incident Documentation.				
B.3.1	○ ICS 214 Activity Log	R	C, E, F, I		

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TABLE C- V. PinCo ACS Score Card – Evac Shelter VHF/UHF Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
B.3.2	<ul style="list-style-type: none"> ○ ICS 309 Communications Log 	R	C, E, F, I		
B.4	<ul style="list-style-type: none"> ● Perform pre-deployment PM tasks on a PinCo ACS deployable VHF amateur radio kit. PM tasks are documented in the <i>Pinellas County ACS VHF Amateur Radio Go-kit Equipment Maintenance Procedures</i> document. 	R	C, E, F, I, J		
B.5	Demonstrate the ability to operate the following amateur radio equipment.				
B.5.1	<ul style="list-style-type: none"> ○ Yaesu FTM-6000R amateur VHF/UHF transceiver 	R	E, F, I, J		
B.6	<ul style="list-style-type: none"> ● Set-up and operate a VHF/UHF amateur radio station at an evacuation shelter within Pinellas County. 	R	E, F, I		
B.7	<ul style="list-style-type: none"> ● Configure and operate a VHF/UHF amateur radio station using a battery for emergency power. 	R	E, F, I		
B.8	<ul style="list-style-type: none"> ● Using VHF amateur radio voice networks, send tactical and formal message traffic to and receive tactical and formal message traffic from the PinCo EOC. 	R	C, E, F, I, J		
B.9	<ul style="list-style-type: none"> ● Using VHF Winlink, send tactical and formal message traffic to and receive tactical and formal message traffic from the PinCo EOC. 	R	C, E, F, I, J		

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TABLE C- V. PinCo ACS Score Card – Evac Shelter VHF/UHF Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
B.10	<ul style="list-style-type: none"> Program frequency, offsets, and CTCSS tones into a VHF/UHF radio. 	R	C, E, F, I		
B.11	<ul style="list-style-type: none"> Demonstrate the proper operation of a Digital Volt-Ohm Meter. 	R	C, E, F, I, J		
B.12	<ul style="list-style-type: none"> Identify and isolate VHF/UHF station equipment failures. 	R	C, E, F, I, J		
B.13	Explain and demonstrate a thorough understanding of the following topics.				
B.13.1	<ul style="list-style-type: none"> Radio operator safety procedures for operator and equipment safety. 	R	C, E, F, I		
B.13.2	<ul style="list-style-type: none"> Proper grounding of deployable communications equipment. 	R	C, E, F, I		
B.14	Demonstrate the procedures used by a net participant during the network contingency modes listed below.				
B.14.1	<ul style="list-style-type: none"> Primary Repeater Failure 	R	C, E, F, I		
B.14.2	<ul style="list-style-type: none"> County Wide Simplex Net 	R	C, E, F, I		
B.14.3	<ul style="list-style-type: none"> Split County Simplex Net 	R	C, E, F, I		

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TABLE C- V. PinCo ACS Score Card – Evac Shelter VHF/UHF Communicator					
	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
B.15	<ul style="list-style-type: none"> Attend all staff meetings, keep the local site supervisor apprised of significant events, and perform additional tasks as required to support the local site supervisor. 	R	C, E, F, I		
B.16	<ul style="list-style-type: none"> Complete the qualification requirements that are documented in the PinCo ACS Winlink Training Plan for the <i>Winlink Deployment Ready VHF/UHF Communicator.</i> 	S	C, E, F, I		

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TABLE C- VI. PinCo ACS Score Card – Critical Infrastructure Site Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
C.1	<ul style="list-style-type: none"> Obtain, assemble, and prepare the material for a personal Go-Kit that will support a 72-hour activation at a critical infrastructure site. 	R	C, E, F, I		
C.2	<ul style="list-style-type: none"> Configure and operate a VHF/UHF amateur radio station using emergency power. 	R	C, E, F, I		
C.3	<ul style="list-style-type: none"> Install and test a VHF/UHF antenna system capable of operation on the 2m and 70cm amateur radio bands. 	R	C, E, F, I, J		
C.4	Emplace and configure a portable Starlink satellite terminal that will provide the following capabilities to co-located emergency management personnel. Verify that each capability is fully operational.				
C.4.1	<ul style="list-style-type: none"> SATCOM WAN backhaul circuit 	R	C, E, F, I, J		
C.4.2	<ul style="list-style-type: none"> Highspeed internet and Wi-Fi 	R	C, E, F, I, J		
C.4.3	<ul style="list-style-type: none"> VoIP telephone 	R	C, E, F, I, J		
C.5	<ul style="list-style-type: none"> Demobilize and return a portable Starlink terminal to long term storage. 	R	C, E, F, I, J		

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TABLE C- VII. PinCo ACS Score Card – Deployable Comm Center Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
D.1	Complete Basic Education Courses – Provide to evaluator a copy of course completion certificate or SERT TRAC transcript.				
D.1.1	○ G-300: Intermediate Incident Command System for Expanding Incidents	R	C, E, F, I, J		
D.1.2	○ AUXCOMM Training course	R	C, E, F, I, J		
D.2	• Obtain, assemble, and prepare the material for a personal Go-Kit that will support a 72-hour activation at a Deployable Comm Center site.	R	C, E, F, I		
D.3	• Perform pre-deployment PM tasks on a PinCo SatRunner™. PM tasks are documented in the <i>Pinellas County ACS SatRunner™ Equipment Maintenance Procedures</i> document.	R	E, F, I, J		
D.4	• Load a PinCo SatRunner™ onto a transport vehicle, transport the SatRunner™ to a deployment location, and then unload the SatRunner™.	R	C, E, F, I		
D.5	• Emplace and configure the SatRunner™ to operate using its gasoline powered AC generator.	R	C, E, F, I		

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TABLE C- VII. PinCo ACS Score Card – Deployable Comm Center Communicator					
	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
D.6	Configure the SatRunner™ to provide the following capabilities to co-located emergency management personnel. Verify that each capability is fully operational.				
D.6.1	○ SATCOM WAN backhaul circuit.	R	C, E, F, I, J		
D.6.2	○ AT&T® Firstnet® and Verizon® cellular service.	R	C, E, F, I, J		
D.6.3	○ Highspeed internet and Wi-Fi.	R	C, E, F, I, J		
D.6.4	○ VoIP telephone.	R	C, E, F, I, J		
D.7	Demobilize and return a SatRunner™ to long term storage				
D.7.1	○ Power-down; inventory and stow all ancillary equipment; and configure the SatRunner™ for transport. Document and report all discrepancies to the PinCo ACS Logistics officer.	R	C, E, F, I, J		
D.7.2	○ Load SatRunner™ onto transport vehicle and transport to PinCo EOC.	R	C, E, F, I		
D.7.3	○ Perform post-deployment PM tasks on a PinCo SatRunner™. PM tasks are documented in the <i>Pinellas County ACS SatRunner™ Equipment Maintenance Procedures</i> document.	R	C, E, F, I, J		

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TABLE C- VII. PinCo ACS Score Card – Deployable Comm Center Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
D.8	<ul style="list-style-type: none"> Perform pre-deployment PM tasks on a PinCo Command-Runner. PM tasks are documented in the <i>Pinellas County ACS Command Runner Equipment Maintenance Procedure</i> document 	R	E, F, I, J		
D.9	<ul style="list-style-type: none"> Load a PinCo Command-Runner onto a transport vehicle, transport the Command-Runner to a deployment location, and then unload the Command-Runner. 	R	C, E, F, I		
D.10	<ul style="list-style-type: none"> Emplace and configure the Command-Runner to operate using its gasoline powered AC generator. 	R	C, E, F, I		
D.11	<ul style="list-style-type: none"> Install and test a near NVIS antenna system capable of operation on a minimum of two amateur radio bands and two SHARES bands. 	R	C, E, F, I, J		
D.12	Configure the Command-Runner to provide the following capabilities to co-located emergency management personnel. Verify that each capability is fully operational.				
D.12.1	<ul style="list-style-type: none"> Amateur Radio (VHF, UHF, and HF) voice and digital networks. 	R	C, E, F, I, J		
D.12.2	<ul style="list-style-type: none"> SHARES voice and data networks 	R	C, E, F, I, J		
D.12.3	<ul style="list-style-type: none"> UHF and VHF Public Safety Networks 	R	C, E, F, I, J		

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	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
D.12.4	○ 700 and 800 MHz public Safety Networks	R	C, E, F, I, J		
D.12.5	○ Maritime VHF communication	R	C, E, F, I, J		
D.12.6	○ Highspeed internet, Wi-Fi, and VoIP telephone.	R	C, E, F, I, J		
D.12.7	○ Public Address System	R	C, E, F, I, J		
D.13	Demonstrate the ability to operate the following radio systems.				
D.13.1	○ Yaesu FTM-400XD amateur VHF/UHF transceiver.	R	C, E, F, I, J		
D.13.2	○ Motorola APX 4500 P25 public safety transceiver.	R	C, E, F, I, J		
D.13.3	○ Motorola XPR 5550e UHF public safety transceiver.	R	C, E, F, I, J		
D.13.4	○ ICOM IC-F5021 VHF public safety transceiver.	R	C, E, F, I, J		
D.13.5	○ ICOM IC-7300 HF Transceiver.	R	C, E, F, I, J		
D.14	<ul style="list-style-type: none"> Using VHF Winlink, HF Winlink, and SHARES Winlink, send tactical and formal message traffic to and receive tactical and formal message traffic from the PinCo EOC, deployed ACS communications teams, the state of Florida EOC, and partner agencies. 	R	C, E, F, I, J		

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TABLE C- VII. PinCo ACS Score Card – Deployable Comm Center Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
D.15	<ul style="list-style-type: none"> • Send and receive tactical messages using the MT63 and JS8 HF digital protocols. 	R	C, E, F, I		
D.16	Use ALE to perform the following operations.				
D.16.1	<ul style="list-style-type: none"> ○ initiate SHARES voice communications with a second SHARES station. 	R	C, E, F, I		
D.16.2	<ul style="list-style-type: none"> ○ Acknowledge and respond to requests for voice communications initiated by a remote SHARES station. 	R	C, E, F, I		
D.16.3	<ul style="list-style-type: none"> ○ Send and receive short messages using the AMD function. 	R	C, E, F, I		
D.17	Demobilize and return a Command-Runner to long term storage.				
D.17.1	<ul style="list-style-type: none"> ○ Power-down; inventory and stow all ancillary equipment; and configure the Command-Runner for transport. Document and report all discrepancies to the PinCo ACS Logistics officer. 	R	C, E, F, I, J		
D.17.2	<ul style="list-style-type: none"> ○ Load Command-Runner onto transport vehicle and transport to PinCo EOC. 	R	C, E, F, I, J		

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TABLE C- VII. PinCo ACS Score Card – Deployable Comm Center Communicator					
	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
D.17.3	<ul style="list-style-type: none"> ○ Perform post-deployment PM tasks on a PinCo Command-Runner. PM tasks are documented in the <i>Pinellas County ACS Command-Runner Equipment Maintenance Procedures</i> document. 	R	C, E, F, I, J		
D.18	<ul style="list-style-type: none"> ● Demonstrate the proper operation of an antenna analyzer. 	R	C, E, F, I, J		
D.19	<ul style="list-style-type: none"> ● Construct an RF coaxial cable using crimp and solder connectors. 	R	C, E, F, I		
D.20	Explain and demonstrate a thorough understanding of the following topics.				
D.20.1	<ul style="list-style-type: none"> ○ Radio operator safety procedures for operator and equipment safety. 	R	C, E, F, I, J		
D.20.2	<ul style="list-style-type: none"> ○ Proper grounding of deployable communications equipment 	R	C, E, F, I, J		
D.20.3	<ul style="list-style-type: none"> ○ Antenna lightning protection. 	R	C, E, F, I, J		
D.20.4	<ul style="list-style-type: none"> ○ NVIS communication systems 	R	C, E, F, I, J		
D.20.5	<ul style="list-style-type: none"> ○ SWR and impact it can have on the transmit capability of a station. 	R	C, E, F, I, J		

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TABLE C- VII. PinCo ACS Score Card – Deployable Comm Center Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
D.21	<ul style="list-style-type: none"> • Complete the qualification requirements that are documented in the PinCo ACS Winlink Training Plan for the <i>Advanced Winlink HF/VHF/UHF communicator</i>. 	S	C, E, F, I		
D.22	Use an ACU-M to provide the following capabilities. Equipment configuration is performed using only front panel controls.				
D.22.1	<ul style="list-style-type: none"> ○ Create a radio net using two portable radio systems that operate on different frequency bands. 	S	C, E, F, I		
D.22.2	<ul style="list-style-type: none"> ○ Add a third radio system to an existing net. 	S	C, E, F, I		
D.22.3	<ul style="list-style-type: none"> ○ Create two independent radio nets using four incompatible radio systems. 	S	C, E, F, I		

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TABLE C- VIII. PinCo ACS Score Card – EOC Radio Room Communicator					
	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
E.1	Complete FEMA IS Courses – Provide to evaluator a copy of course completion certificate or SERT TRAC transcript.				
E.1.1	○ IS-2200: Basic Emergency Operations Center Functions	R	C, E, F, I, J		
E.2	Complete General Training Courses – Provide to evaluator a copy of course completion certificate or SERT TRAC transcript.				
E.2.1	○ G-300: Intermediate Incident Command System for Expanding Incidents	R	C, E, F, I, J		
E.2.2	○ G-400: Advanced Incident Command System for Command and General Staff	R	C, E, F, I, J		
E.2.3	○ G-191: Emergency Operations Center/Incident Command System Interface	R	C, E, F, I, J		
E.2.4	○ AUXCOMM Training course	R	C, E, F, I, J		
E.3	● Obtain, assemble, and prepare the material for a personal Go-Kit that will support a 72-hour activation at the PinCo EOC radio room.	R	C, E, F, I		

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TABLE C- VIII. PinCo ACS Score Card – EOC Radio Room Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
E.4	Manage the incident check-in and demobilization process for PinCo ACS.				
E.4.1	○ Create and maintain Incident documentation	R	E, F, I		
E.4.1.1	▪ PinCo ACS ICS 205A	R	E, F, I		
E.4.1.2	▪ PinCo ACS Incident Check-in/Checkout form	R	E, F, I		
E.4.2	○ Distribute communications equipment to PinCo ACS Communications teams. Establish and maintain inventory control of all distributed equipment.	R	E, F, I		
E.4.3	○ Distribute to each ACS communication team an IAP for each operational period.	R	E, F, I		
E.4.4	○ Inventory, document discrepancies, and store communications equipment returned to the EOC during demobilization.	R	E, F, I		
E.4.5	○ Track ACS members in route to and from deployment locations to verify safe arrival.	R	E, F, I		
E.5	• Perform the role of net control for PinCo ACS VHF/UHF amateur radio networks. Create and maintain NCS Logs.	R	E, F, I, J		

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TABLE C- VIII. PinCo ACS Score Card – EOC Radio Room Communicator					
	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
E.6	<ul style="list-style-type: none"> • Unpack, transport, and install a TracStar satellite antenna system onto the roof of the PinCo Public Safety Complex. 	R	C, E, F, I		
E.7	Demonstrate the ability to operate the following satellite systems.				
E.7.1	○ EMnet	R	C, E, F, I		
E.7.2	○ MSAT	R	C, E, F, I		
E.7.3	○ TracStar	R	C, E, F, I		
E.7.4	○ Starlink	R	C, E, F, I, J		
E.8	Demonstrate the ability to operate the following radio equipment.				
E.8.1	○ Yaesu FTM-400XD amateur VHF/UHF transceiver.	R	C, E, F, I, J		
E.8.2	○ ICOM IC-F8101 HF Transceiver.	R	C, E, F, I, J		
E.8.3	○ Motorola XPR 5550e UHF public safety transceiver.	R	C, E, F, I, J		
E.8.4	○ ICOM IC-F5021 VHF public safety transceiver.	R	C, E, F, I, J		
E.8.5	○ ICOM IC-7300 HF Transceiver.	R	C, E, F, I, J		

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TABLE C- VIII. PinCo ACS Score Card – EOC Radio Room Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
E.8.6	○ Yaesu FTM-6000R amateur VHF/UHF transceiver.	R	C, E, F, I, J		
E.8.7	○ 700/800 MHz Public Safety radio	R	C, E, F, I, J		
E.9	• Using VHF Winlink, HF Winlink, and SHARES Winlink, send tactical and formal message traffic to and receive tactical and formal message traffic from deployed ACS communications teams, the state of Florida EOC, and partner agencies.	R	E, F, I		
E.10	• Send and receive tactical messages using the MT63 and JS8 HF digital protocols.	R	C, E, F, I, J		
E.11	Use ALE to perform the following operations.				
E.11.1	○ initiate SHARES voice communications with a second SHARES station.	R	C, E, F, I, J		
E.11.2	○ Acknowledge and respond to requests for voice communications initiated by a remote SHARES station.	R	C, E, F, I, J		
E.11.3	○ Send and receive short messages using the AMD function.	R	C, E, F, I, J		

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TABLE C- VIII. PinCo ACS Score Card – EOC Radio Room Communicator

	TASK DESCRIPTION	REQ CODE	TASK CODE	EVALUATION RECORD NUMBER	EVALUATOR INITIALS / DATE
E.12	Demonstrate the ability to log onto the computer programs listed below and then configure, obtain status, and enter significant events into each application.				
E.12.1	○ WebEOC®	R	E, F, I		
E.12.2	○ NWSChat	R	E, F, I		
E.13	<ul style="list-style-type: none"> Lower, safely store, and then reinstall the PinCo ACS radio antennas located on the roof of the PinCo Public Safety Complex. 	R	C, E, F, I		
E.14	<ul style="list-style-type: none"> Complete the qualification requirements that are documented in the PinCo ACS Winlink Training Plan for the <i>Advanced Winlink HF/VHF/UHF communicator.</i> 	S	C, E, F, I		