

## Guide to Supporting Documentation and Process for ASRC Command and General Staff Certification Applications

### Based On: ASRC Training Standards v6.3 (Oct 2008).

The ASRC BOD makes a certification decision based on a candidate's suitability for the level based on the letter of the training standard, and based on the spirit of the training standard.

The letter of the training standard is interpreted here by requirements for documentation and other supporting materials to meet the qualifications as they are written in the training standards.

The spirit of the training standard is by necessity a subjective trust decision as to whether the candidate can fulfill the expected future duties of the position on a variety of incident types, based on current and past personal knowledge and experiences by others with the candidate. This document does not yet describe processes for spirit assessment.

These documentation and process rules here are intended to address several principles of certification:

- **Independence** – documentary evidence should not be based on the candidate's own evaluation/validation where possible. These rules allow candidates to attest in some cases because of the extreme difficulty that obtaining some forms of hard copy documentation would present (such as signed debriefed TAFs as proof of FTL team leadership for the IS requirement). Generally, members of the ASRC BOD and an independent auditor should be able to look at the documentation and arrive at the same decision that the ASRC BOD make with regard to whether the letter of the qualification was met.
- **Accountability** – by providing this documentation, the individuals involved (e.g. the candidate, the GTO and others making attestations) and the ASRC BOD are held accountable for ensuring the candidate meets the letter of the qualification.
- **Standardization** – this document provides a clear set of requirements for all candidates that are standardized by the ASRC BOD, and included as part of the ASRC training standards.
- **Consistency** – these documentation guidelines help ensure BOD certification decisions are more consistent. They minimize the per-candidate subjective interpretation of what documentation is "good enough" to meet the standard. A checklist for each position provides quick and consistent briefing how the relevant qualifications are met.
- **Experiential Requirements** – these documentation guidelines describe how to document mission, simulation and other experience. Other people are required to validate the candidate did in fact have the qualifying experience. The Conference Training Officer (CTO) may contact these people during the vetting process to confirm.
- **Periodic Recertification** – the ASRC training standards defines different requirements for recertification than for initial certification. This document provides rules for showing evidence of continuing education and experience.

All applicants are strongly encouraged to keep and submit as part of their application their mission log that shows all incident participation or a relevant subset to help the ASRC BOD decide whether the spirit of the standard can be met. The log that is submitted should be summarized, but may be in whatever

format the candidate maintains. If possible the log should contain the following information: mission name, mission number, date, length of deployment, role and tasks, IC/OPS contact details, supervisor contact details, any special tasks performed or noteworthy accomplishments (e.g. difficulty of task). No independent verification of the accuracy of the log is required.

The CTO vetting is done by verifying all the documentation requirements are met and accurately reflected on the checklist, and may or may not include contacting the persons who attest to various qualifications are met. The forwarding of the application to the ASRC BOD may be done by combining all forms of documentation into an electronic package (e.g. a single PDF containing all copies of documentation, or multiple PDFs) and sending by email to the [asrc-bod@asrc.net](mailto:asrc-bod@asrc.net) email list. Or it may be done by providing a single hard-copy of all documentation at a BOD meeting for reference by the ASRC BOD members. The electronic package must be viewable by all ASRC BOD members using a freely downloadable document viewer for their PC. Thus PDF files are recommended, but Microsoft Office 2003 file formats can be used.

Where written evidence is required from an authoritative source (e.g. GTO, IC, instructor or class participant), it can be provided in hard-copy letter, by fax, or in electronic copy using email. It must include the persons first and last name, signature (or email), contact phone and optionally an email address. To allow for easier confirmation, these forms can be used by a 3<sup>rd</sup> person who is an officer of a group or of the ASRC or designated by one to perform this action, who confirms they spoke or otherwise verified the information from the authoritative source. For example, the CTO or his designate can talk by phone or instant message to the IC of a mission in the process of vetting an application to confirm a candidate's staff role and hours worked. The documentation will contain the name of the authority, the date that it was created, authorized, approved or received, and who did the verification if not by the authority themselves.

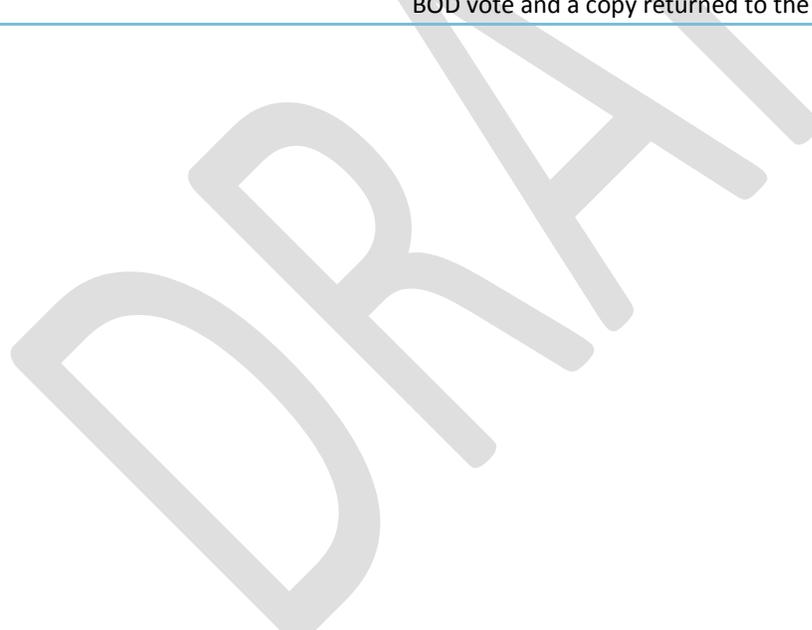
In the case of hard copy letters with signatures and other supporting documentation for the application, the master copy should be maintained by the candidate. The contents of the application are not personal private information owned by the candidate. The candidate should have no expectation of privacy for this information. In making the application, the candidate is aware that distribution of this information is necessary to process the application. The candidate expressly and irrevocably assigns all copyrights or other intellectual property rights for this material to the ASRC corporation. The ASRC secretary must receive a full electronic or hard copy of all application materials and is expected to maintain a copy of it for as long as the ASRC BOD determines is appropriate. The ASRC CTO, ASRC BOD members and other officers may maintain their own records of application materials as well, and may maintain notes and emails that contain feedback gathered about the candidate. In order to protect the quality of such feedback, feedback that is requested by the provider to remain private may not be shared with the candidate or the ASRC BOD. But any other materials and information and notes and emails gathered or written by the CTO or by any assisting the CTO or the ASRC BOD with regard to evaluating the candidate and the application for certification are considered confidential property of the ASRC Board of Directors. As such, any and all copies must be irrevocably deleted from personal computers, email accounts, archives and disk storage upon request.

### ASRC Incident Staff Certification

The spirit of the Incident Staff standard is that the IS certified member be trusted to confidently serve as Ops or Plans or Logistics section chief, as ASRC Agency Representative on a reasonably large incident (200 people, 15 agencies) without much supervision by the IC, and with effective coordination with other staff, field resources, participating agencies and proper handling of media interactions and intrusions. The IS member serves as an experienced FTL who is responsible for creating a variety of appropriately prioritized tasks based on the incident objectives for both foot searchers and dog tasks that achieve an effective use of available resources and time with the goal of containing the search area, and finding clues to help reduce and focus the search area and find the subject alive and well. The IS certified member is also expected to perform evacuation planning and rescue coordination. The IS candidate is an experienced, qualified FTL to ensure they can lead a team in the event that the needs of the mission, as determined by the IC, RA or otherwise, require the IS person to serve as an FTL instead of a staff role. Also, the IS may be the only experienced and available person able to lead a rescue when a find happens out of area, or if existing field teams are deployed out of range, or out of touch. The IS role must also be able to serve as ASRC agency representative to know, adhere, educate and enforce for ASRC member participants the ASRC standard operating procedures and standards of conduct.

Standard	Supporting Materials Requirements
Be an ASRC Field Team Leader (FTL)	1. IS checklist signed by the GTO, <b>AND</b> 2. Current group roster shows FTL, <b>OR</b> 3. Group meeting minutes showing approval as FTL. Note: IS checklist should note the date of the last FTL certification. Be sure that appropriate FTL recertification requirements are satisfied as necessary.
Have served as FTL on at least 3 field tasks	1. Debriefed TAF signed by Ops, <b>OR</b> 2. Attestation by a team member providing mission, date, task description 3. Note: Should we or can we make any clarifications here about the type of field task (could be investigations, hasty, sweep, grid, flagging, clue checkout), variance of tasks, or how long ago the FTL role was performed, or that the experience was obtained after being certified as an FTL (e.g. can a field promotion of a CQ to FTL count ?)
Meet the technical standards described in the ASRC Training Standards Section IV.c	Incident Staff Checklist signed by the GTO.
Complete Managing Search Operations, Managing the Search Function, or equivalent training	1. Copy/scan of paper certificate, <b>OR</b> 2. Attestation by course instructor that student completed course citing the name and dates of the class.
Complete Practical Search Operations, Search Operations for Staff, or equivalent training	1. Copy/scan of paper certificate, <b>OR</b> 2. Attestation by course instructor that student completed course citing the name and dates of the class.
Serve as a member of the Incident Command Post staff on 1 incident	Signed copy of: 1. Organization Chart (ICS 207), <b>OR</b> 2. Incident Briefing (ICS 201), <b>OR</b> Showing person in a staff role

Standard	Supporting Materials Requirements
	<ol style="list-style-type: none"> <li>3. Organization Assignment List (ICS203), <b>OR</b></li> <li>4. Attestation by IC or Section Chief citing mission, date and role/task.</li> <li>5. Note: Performing any on-scene role or task for the IC, OPS, PLANS or Logistics on a real mission, not a simulation. No recent requirement.</li> </ol>
Complete FEMA courses IS-100, IS-200, IS-700, and IS-800	<ol style="list-style-type: none"> <li>1. Copy/scan of paper certificate, or</li> <li>2. Attestation of course instructor that student completed course citing course name and date.</li> </ol>
First aid and CPR certification <sup>1</sup>	<ol style="list-style-type: none"> <li>1. Copy/scan of paper certificate, or</li> <li>2. Attestation by course instructor that student completed course citing course name and date.</li> </ol>
Submit the IS checklist to the CTO <sup>2</sup>	CTO forwards the vetted application to the ASRC BOD as a nomination for the next BOD meeting.
Be proposed for Incident Staff qualification by a Group Training Officer at an ASRC BOD meeting	If not present, the GTO emails or sends a letter to both the group ASRC representative and to the Conference Training Officer. The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.



<sup>1</sup> Candidates for command and general staff certifications are strongly encouraged, but not required, to maintain First Aid and CPR credentials required for field certifications.

<sup>2</sup> This step is designed to ensure that all candidate applications for certification have been fully vetted before they are presented to the ASRC BOD.

### ASRC Incident Staff Recertification

Incident Staff qualified members shall meet the following recertification requirements every three (3) calendar years. Continuing education may only be used for a total of 2 shifts.

The requirements for recertification are not the same as for initial certification. For IS recertification, no further refresher of MSO and PSO are required, nor are the GTO and group review. Currency in knowledge and techniques learned in MSO and PSO are expected to be reinforced, perfected and enhanced through practical experience doing real mission management. Thus full incident shifts as the designated Ops or Plans section chief are strongly desired for recertification.

The term “staff positions” originally was interpreted to mean only the section chief roles of operations, plans or logistics. However, not everyone can get appointed to serve a full shift as section chief on the missions they can respond to. Some missions are short. And as always, people should serve in the operational capacity best suited to help the subject and the requirements of the RA. Thus the interpretation of “staff positions” has allowed for a various types of management experience to be credited to meet the letter of the standard.

A “shift” is interpreted to mean at minimum 8 consecutive hours. It does not include time for transportation to/from the incident, but may include transportation off-scene during the incident and breaks within the period of doing the work as long as the responsibility for the staff work was retained. For quick incidents, a “shift” (8 hours credit) can be claimed if you were assigned to do staff work as part of an overhead team continually during the initial on-scene setup, dispatching of initial tasks, responding to the find, and demobilization. The qualification for 6 shifts is thus met using a total of  $6 \times 8 = 48$  hours of work in “staff positions”, and which involves a minimum of 3 different ground SAR incidents.

The qualification for “staff position” can be met to the letter by claiming on-scene work that requires or exercises your MLSO and PSO training:

- Assigned by an IC to be responsible for one or more command staff functions (agency liaison, family liaison, PR, agency representative, investigations, safety officer) or deputy IC, or
- Assigned by an IC as to be the section chief (Operations, Plans, Logistics, or Finance), a combination of these (PLOPS), or deputy section chief,
- Assigned by a section chief to a function or job within a section, such as to do a Matteson and search area map and segmentation, write new TAFs, task briefing officer, task debriefing officer, develop/maintain resource status, interviewing for clue follow-up, developing or enhancing the subject LPQ/LPR, creating a searcher information sheet, filling out ICS forms, being communication unit leader responsible for developing and executing the overall incident communications plan, be a division supervisor or branch director or dog coordinator with responsibility for developing new tasking, doing clue tracking/plotting/analysis, doing a tasks complete map with POD and resulting POA adjustment or task reprioritization, medical/evacuation coordinator/unit leader where you develop and execute response plans.

The candidate cannot claim a position that was not assigned. The person making the assignment is considered the supervisor or manager and will need to validate the assigned role and the duration in the documentation requirements.

Excluded from “staff positions” are quasi-field work assignments, administrative tasks, and logistics tasks that could be done by an FTM or FTL or local volunteer, unless these tasks are done as part of a larger management responsibility reviewed above. Example work that would be not count as “staff positions” when done on their own without broader responsibilities above are:

- setting up the base radio, being base radio operator, being a communications relay
- doing just a task complete map, or task assigned map
- CP/base messenger
- parking cars, directing traffic, developing and posting signs
- attending sign-in, managing a staging area
- making copies of maps or other forms
- getting and serving food
- providing transport for teams
- setting up tables and picking up trash
- conducting interview tasks door-to-door or posting flyers
- taking general phone calls from the public or media
- making phone calls to find supplies
- rescue equipment officer, evacuation team leader

Staff work that is not a full shift is considered “partial shift” time that is counted as actual hours worked to add to the total hours of experience in “staff positions”. For staff work lasting longer than 8 consecutive hours, count the number of actual hours worked towards your total. Partial hours are rounded up to the next hour.

For example, you arrived at 16:00 on-scene, worked in base helping ops and plans doing various things all night (not just one thing) and then took an hour break at 0:600 to get your field gear ready for a task and came back to get assigned a task. You would count 16:00-06:00 8hrs + 6hrs = 14hrs and one mission towards the recertification qualification.

For example, if you were not the ops section chief but you did 2 hours of miscellaneous tasks in CP/Base to help plans/ops get tasks deployed, and then went to sleep, signed-out, or took a field task, you can claim those 2 hours as “partial shift” time and the incident as 1 of the 3 incidents.

Standard	Supporting Materials Requirements
Document a total of at least 6 shifts in staff positions, on a total of at least three ground SAR incidents for either missing persons or missing aircraft, during the three years immediately prior to the date of application for re-certification. Simulations may be counted toward recertification requirements.	For each “shift” or “partial shift”, provide signed copy of: <ol style="list-style-type: none"> <li>1. Organization Chart (ICS 207), <b><u>OR</u></b></li> <li>2. Incident Briefing (ICS 201), <b><u>OR</u></b></li> <li>3. Organization Assignment List (ICS203), <b><u>OR</u></b></li> <li>4. Attestation of staff role and time worked by IC or Section Chief in writing/email (typically for partial staff work), which includes incident name/description, date and location.</li> </ol> Showing person in a staff role
The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one	<ol style="list-style-type: none"> <li>1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then</li> </ol>

<i>Standard</i>	<i>Supporting Materials Requirements</i>
<p>hour of classroom instruction or teaching the following SAR related topics; law enforcement, EMS, medical, fire, hazardous materials, emergency management, disaster management, weather, etc.)</p>	<p>GTO. GTO does not have to have attended the class, just verify that the class was taught as described.</p> <p>2. For classes not taught as part of the group training or if the GTO is unavailable, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described. At least two (2) different class participants shall be represented among the total for 12 hours.</p>
<p>The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift can be fulfilled with 12 hours of category 1 CE<sup>3</sup>. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.</p>	<p>Same as above.</p>
<p>Submit the IS recertification checklist to the CTO<sup>4</sup></p>	<p>CTO forwards the vetted application to the ASRC BOD as a nomination for the next BOD meeting. The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.</p>

<sup>3</sup> The original text says “or one shift with 12 hours” that is clarified to mean one shift can be credited with 12 hours of category 1 continuing education.

<sup>4</sup> This step is designed to ensure that all candidate applications for certification have been fully vetted by the CTO before they are presented to the ASRC BOD.

### ASRC Incident Commander Type III Certification

<i>Standard</i>	<i>Supporting Materials Requirements</i>	
1. Be an Incident Staff for at least 6 months	1. ASRC BOD Minutes, <b>OR</b> 2. ASRC Incident Staff credential	Showing approval as IS Showing date of issue
2. Be at least 21 years of age	Copy of government issued identification showing the age or birth date of the applicant	
3. Successfully complete ICG SAR course	1. Copy/scan of paper certificate, <b>OR</b> 2. Attestation by course instructor that student completed course citing name and date.	
4. Document mission/simulation experience as follows:		
a) FTL or equivalent on 6 tasks. No more than 3 of these tasks may have occurred during simulations.	1. Debriefed TAF signed by Ops, <b>OR</b> 2. Attestation by a team member, citing mission name/description, date, and type of task.	
b) Serve in the Incident Command Post in Operations or Plans on at least 4 incidents.	Signed copy of: 1. Organization Chart (ICS 207), <b>OR</b> 2. Incident Briefing (ICS 201), <b>OR</b> 3. Organization Assignment List (ICS203), <b>OR</b> 4. Attestation by IC or Section Chief citing mission name/description, date and roles.	Showing person in a staff role
c) Serve as Plans Section Chief, Operations Section Chief (OSC), deputy OPS, division supervisor, or IC on one shift during a mission.	Signed copy of: 1. Organization Chart (ICS 207), <b>OR</b> 2. Incident Briefing (ICS 201), <b>OR</b> 3. Organization Assignment List (ICS203), <b>OR</b> 4. Attestation by IC or RA citing mission name/description, date and roles.	Showing person in OSC/PSC role
5. Receive a favorable written performance evaluation from the IC or supervisor for the four incidents serving in a base position.	1. Copy/scan of letters/emails or other written materials, <b>OR</b> 2. Attestation by the IC or Section Chief stating that performance was favorable, citing mission name/description, date and roles.	
6. Be proposed for IC-III certification by an ASRC IC at an ASRC BOD meeting	If not present, an ASRC IC may email or send a letter to the Conference Training Officer or to the BOD directly.	
7. Receive majority vote of member's group.	Group meeting minutes showing endorsement of the candidate for IC-III, or letter from a group chair or vice chair or ASRC BOD rep or GTO citing this with the date of the meeting.	
Submit the IC-III checklist to the CTO <sup>5</sup>	CTO presents the vetted application to the ASRC BOD at the next BOD meeting.	
8. Receive a favorable two-thirds or greater vote of ASRC BOD present	The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.	

<sup>5</sup> This step is designed to ensure that all candidate applications for certification have been fully vetted before they are presented to the ASRC BOD.

### ASRC Incident Commander Type III Recertification

Incident Commander -III qualified members shall meet the following recertification requirements every three calendar years:

Standard	Supporting Materials Requirements
<p>Document a total of at least 6 shifts in staff positions; two must be as Incident Commander, on a total of at least three ground SAR incidents for either missing persons or missing aircraft, during the three years immediately prior to the date of application for re-certification. Simulations may be counted toward re-certification requirements.</p>	<p>Signed copy of:</p> <ol style="list-style-type: none"> <li>1. Organization Chart (ICS 207), <b>OR</b></li> <li>2. Incident Briefing (ICS 201), <b>OR</b></li> <li>3. Organization Assignment List (ICS203), <b>OR</b></li> <li>4. Attestation by RA, IC or Section Chief citing name/description of mission, date, positions and durations.</li> </ol> <p style="text-align: right;">Showing person in a command or staff role</p>
<p>The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics; law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather, etc.)</p>	<ol style="list-style-type: none"> <li>1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class, just verify that the class was taught as described.</li> <li>2. For classes not part of the group training or if the GTO is unavailable, provide a list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described, either signed in hard copy or by email from the participant. The class participant name, signature (or email), contact phone and optionally an email address should be provided. At least two (2) different class participants shall be represented among the total for 12 hours.</li> </ol>
<p>The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.</p>	<p>Same as above.</p>
<p>Submit the IC-II recertification checklist to the CTO<sup>6</sup></p>	<p>CTO forwards the vetted application to the ASRC BOD as a nomination for the next BOD meeting. The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.</p>

<sup>6</sup> This step is designed to ensure that all candidate applications for certification have been fully vetted by the CTO before they are presented to the ASRC BOD.

## ASRC Incident Commander Type II Certification

<i>Standard</i>	<i>Supporting Materials Requirements</i>	
1. Meet all the requirements for IC-III	See previous lists	
2. Completion of FEMA IS-100 and IS-200 courses	1. Copy/scan of paper certificate, <b>OR</b>	
	2. Attestation of course instructor that student completed course.	
3. Document mission experience:		
a) Participate as an Incident Staff person in Operations, Plans, or Command in at least six type two incidents.	Signed copy of: <ol style="list-style-type: none"> <li>1. Organization Chart (ICS 207), <b>OR</b></li> <li>2. Incident Briefing (ICS 201), <b>OR</b></li> <li>3. Organization Assignment List (ICS203), <b>OR</b></li> <li>4. Attestation by IC or RA.</li> </ol>	Showing person in staff role
b) During these incidents, document having served at least 2 shifts as Operations Section Chief or Division Supervisor, and 2 shifts as Plans Section Chief.	Signed copy of: <ol style="list-style-type: none"> <li>1. Organization Chart (ICS 207), <b>OR</b></li> <li>2. Incident Briefing (ICS 201), <b>OR</b></li> <li>3. Organization Assignment List (ICS203), <b>OR</b></li> <li>4. Attestation by IC or RA.</li> </ol>	Showing person in OSC/PSC role
c) Receive a favorable written performance evaluation from the Incident Commander or Responsible Agent on four of the incidents.	<ol style="list-style-type: none"> <li>1. Copy/scan of letters/emails or other written materials, <b>OR</b></li> <li>2. Attestation by the IC or Section Chief stating that performance was favorable.</li> </ol>	
d) Be proposed for Incident Commander-II by a type II or I ASRC Incident Commander at an ASRC BOD meeting; and	If not present, an ASRC IC-II or IC-1 may email or send a letter to the Conference Training Officer.	
e) Receive a simple majority of the vote of the member's group.	Group meeting minutes showing endorsement of the candidate for IC-II.	
Submit the IC-II checklist to the CTO <sup>7</sup>	CTO presents the vetted application to the ASRC BOD at the next BOD meeting.	
f) Receive a favorable two-thirds or greater vote of those ASRC BOD members present at board meeting.	The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.	

<sup>7</sup> This step is designed to ensure that all candidate applications for certification have been fully vetted before they are presented to the ASRC BOD.

### ASRC Incident Commander Type II Recertification

Incident Commander -II qualified members shall meet the following recertification requirements every three calendar years. The review cycle period shall begin the first January of the year following the IC’s initial certification.

Standard	Supporting Materials Requirements
<p>Document a total of at least 6 shifts in type II staff positions; two must be as an Incident Commander, on a total of at least three ground SAR incidents, for either missing person or missing aircraft, during the three years immediately prior to the date of application for re-certification.</p>	<p>Signed copy of:</p> <ol style="list-style-type: none"> <li>1. Organization Chart (ICS 207), <b>OR</b></li> <li>2. Incident Briefing (ICS 201), <b>OR</b></li> <li>3. Organization Assignment List (ICS203), <b>OR</b></li> <li>4. Attestation by RA, IC or Section Chief citing name/description of mission, date, positions and durations.</li> </ol> <p>Showing person in a staff role</p>
<p>The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics; law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather, etc.)</p>	<ol style="list-style-type: none"> <li>1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class, just verify that the class was taught as described.</li> <li>2. For classes not taught as part of the group training or if the GTO is unavailable, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described, either signed in hard copy or by email from the participant. The class participant name, signature (or email), contact phone and optionally an email address should be provided. At least two (2) different class participants are required to be represented among the total for 12 hours.</li> </ol>
<p>The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training.<sup>8</sup></p>	<p>Same as above.</p>
<p>Submit the IC-II recertification checklist to the CTO<sup>9</sup></p>	<p>CTO forwards the vetted application to the ASRC BOD as a nomination for the next BOD meeting.</p>
<p>Receive a favorable vote of the ASRC Board of Directors.</p>	<p>The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.</p>

<sup>8</sup> Continuing education may only be used for a total of 2 shifts, and may not substitute for IC shift time.

<sup>9</sup> This step is designed to ensure that all candidate applications for certification have been fully vetted by the CTO before they are presented to the ASRC BOD.

### ASRC Incident Commander Type I Certification

Standard	Supporting Materials Requirements	
1. Meet all requirements for Type II and III Incident Commander.	See previous lists	
2. Complete a basic Public Information Officer (PIO) and Media Relations Workshop or approved equivalent course.	1. Copy/scan of paper certificate, <b>OR</b> 2. Attestation of course instructor that student completed course.	
3. Successfully complete the Inland SAR School course or an approved equivalent.	1. Copy/scan of paper certificate, <b>OR</b> 2. Attestation of course instructor that student completed course.	
4. Successfully complete FEMA IS-1, IS-22, IS-5.A, IS-275 courses	1. Copy/scan of paper certificate, <b>OR</b> 2. Attestation of course instructor that student completed course.	
5. Document mission practical experience:		
a) Function as a Type II Incident Commander on at least 10 ground missions within the five years prior to making application for this certification. Simulations may not be counted toward meeting this requirement.	Signed copy of: 5. Organization Chart (ICS 207), <b>OR</b> 6. Incident Briefing (ICS 201), <b>OR</b> 7. Organization Assignment List (ICS203), <b>OR</b> 8. Attestation by IC or RA. <b>AND</b> A brief description of each mission showing best practices and lessons learned, if any.	Showing person in IC role and documenting incident typing
6. Receive a simple majority of the vote of Incident Commanders present at an IC meeting after being proposed by a Type I Incident Commander.	Attestation from an IC-I present at the IC meeting. If not present, an ASRC IC-II or IC-1 may email or send a letter to the Conference Training Officer.	
7. Receive a simple majority vote of the member's group.	Group meeting minutes showing endorsement of the candidate for IC-I.	
8. Submit the IC-I checklist to the CTO10	CTO presents the vetted application to the ASRC BOD at the next BOD meeting.	
9. Receive a favorable two-thirds or greater vote of the members present at an ASRC Board of Director's meeting.	The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.	

<sup>10</sup> This step is designed to ensure that all candidate applications for certification have been fully vetted before they are presented to the ASRC BOD.

### ASRC Incident Commander Type I Recertification

Incident Commander -I qualified members shall meet the following recertification requirements every three calendar years. The review cycle period shall begin the first January of the year following the IC's initial certification.

Standard	Supporting Materials Requirements
Document a total of at least 6 shifts in type II or type I Incident Commander, for either missing person or missing aircraft, during the three years immediately prior to the date of application for re-certification.	Signed copy of: <ol style="list-style-type: none"> <li>1. Organization Chart (ICS 207), <b>OR</b></li> <li>2. Incident Briefing (ICS 201), <b>OR</b></li> <li>3. Organization Assignment List (ICS203), <b>OR</b></li> <li>4. Attestation by RA, IC or Section Chief citing name/description of mission, date, positions and durations.</li> </ol> Showing person in a staff role
The requirements for one shift may be fulfilled with 12 hours of category II continuing education. (One hour of qualifying category II CE will include one hour of classroom instruction or teaching the following SAR related topics; law enforcement, EMS, medical, Fire, hazardous materials, emergency management, disaster management, weather, etc.)	<ol style="list-style-type: none"> <li>1. For classes that were taught as part of ASRC group training, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, signed or by email attested to by the current or then GTO. GTO does not have to have attended the class, just verify that the class was taught as described.</li> <li>2. For classes not taught as part of the group training or if the GTO is unavailable, provide list of each class with a description: title or subject, date, times (duration in hours round to nearest half hour) and location, and show EACH class verified by a class participant that the class was taught by the candidate as described, either signed in hard copy or by email from the participant. The class participant name, signature (or email), contact phone and optionally an email address should be provided. At least two (2) different class participants are required to be represented among the total for 12 hours.</li> </ol>
The requirements for two shifts may be fulfilled with 24 hours of category I continuing education or one shift with 12 hours. (One hour of qualifying category I CE will include one hour of classroom instruction or teaching the following SAR topics; any topic listed in COQ, FTM, FTS, FTL, MSO, PSO, ICG, or leadership training. <sup>11</sup>	Same as above.
Submit the IC-I recertification checklist to the CTO <sup>12</sup>	CTO forwards the vetted application to the ASRC BOD as a nomination for the next BOD meeting.
Receive a favorable vote of the ASRC Board of Directors.	The checklist shall be endorsed by the CTO with the outcome of the ASRC BOD vote and a copy returned to the member.

<sup>11</sup> Continuing education may only be used for a total of 2 shifts, and may not substitute for IC shift time.

<sup>12</sup> This step is designed to ensure that all candidate applications for certification have been fully vetted by the CTO before they are presented to the ASRC BOD.