

APPALACHIAN SEARCH AND RESCUE CONFERENCE

Call-Out Qualified (CQ) Position Task Book (PTB)



Position Task Book Assigned to: _____

Team Affiliation: _____

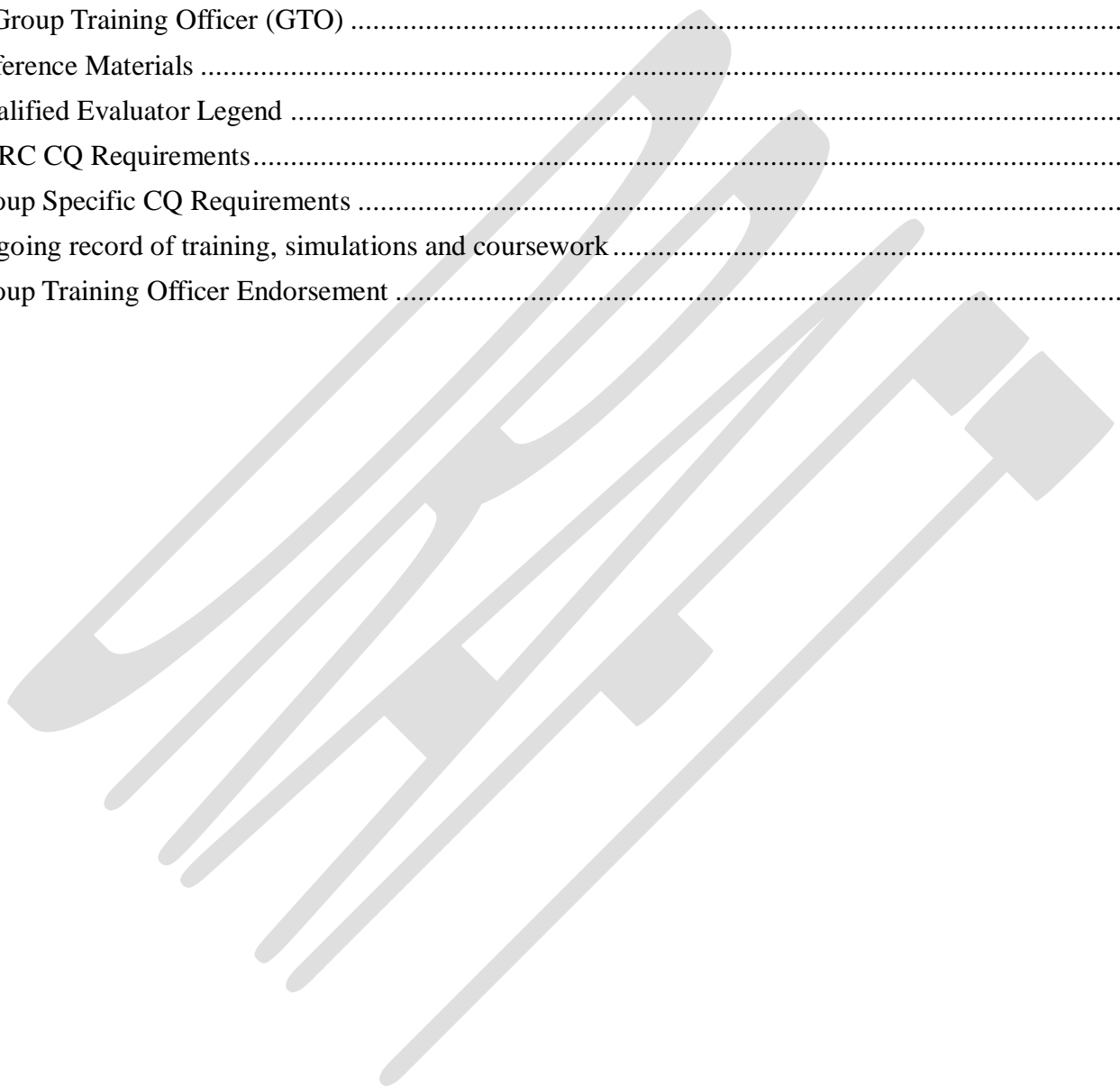
Position Task Book Initiated by: _____
Name/Title

Date Initiated: _____

**Version 1.0
May 2016**

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Introduction

This Position Task Book (PTB) is one component of a competency-based qualification system used by the ASRC. Call-Out Qualified (CQ) is considered a qualification, versus a formal ASRC certification. This level of qualification is intended to support the most basic level of the ASRC training hierarchy. This level of qualification is intended to facilitate rapid involvement of Group members in search incidents and more complex training activities while ensuring, to the extent feasible, that persons are capable of functioning safely and effectively in uncomplicated tasks.

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

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

Evaluation and the confirmation of the candidate's performance of all tasks may involve more than one Evaluator and can occur in a variety of scenarios such as mock searches, special events, trainings, and exercises. Evaluators may come from a pool of evaluators from among all ASRC Groups.

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

Responsibilities

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

Trainee (Candidate)

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

Qualified Evaluator

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

Group Training Officer (GTO)

- Initiates the PTB
- Verifies all tasks have been completed and items are initialed and dated by a Qualified Evaluator.

- Completes and signs the GTO endorsement statement.

Reference Materials

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

The CQ Candidate may be required to complete a variety of Group specific CQ requirements that are not enumerated in the ASRC Training Standards document. This PTB is intended to serve as a tool for ASRC Groups to track and document all Group and ASRC CQ requirements.

ASRC CQ Requirements

Req	Description	Evaluator	Date Completed
1	Be at least a probationary member of a certified ASRC Group.		
2	Participate in Group-sponsored training sessions that cover the following topics: (Candidate should be familiar with the ASRC Manuals before the training)		
2.a.	Role of the CQ		
2.b	Review of ASRC Policies and Procedures		
2.b.1	ASRC Articles of Incorporation		
2.b.2	ASRC Bylaws		
2.b.3	ASRC Training Standards		
2.b.4	ASRC Operational Guidance Manual		
2.b.5	ASRC Administrative Manual		
2.b.6	ASRC Credentialing Policy Manual		
2.c	Personal Equipment		
2.d	Short-term Survival		
2.e	Search Tactics		
2.f	Personal Safety		
3	Participate satisfactorily in a minimum of one ASRC or Group practical field training or exercise.		
4	Demonstrate the ability to function as an effective member of a field team on an uncomplicated task.		
5.a	Complete and submit proof of completion to the GTO, IS-100 "Introduction to the Incident Command System".		
5.b	Complete and submit proof of completion to the GTO, IS-700 "National Incident Management System (NIMS), An Introduction".		
6	Obtain the minimum necessary equipment for CQ as outlined in the ASRC Training Standards ^{TS}		

Group Training Officer Endorsement

CQ candidate, _____, has fully demonstrated required competency in the knowledge and the skills needed to function as a Call-Out Qualified Member. I hereby endorse said qualification.

Group Training Officer Signature

Date

