

APPALACHIAN SEARCH AND RESCUE CONFERENCE

Field Team Member (FTM)

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

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

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

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

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

Task Coding

Each PTB task is coded by the training method needed to complete it. The valid codes are:

- C-Classroom
- F- Field Exercise
- S-Search/ Simulation

PTB tasks will also be classified as either knowledge or performance based

- K – Knowledge based task
- P – Performance based task

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 documentation of external training.
- Completes all tasks within three years.
- Retains the original PTB until completed.
- Notifies the GTO when PTB completed.

Qualified Evaluator

- Reviews tasks with the Candidate

- Explains to the trainee the process of the PTB and the Candidate's responsibilities.
- Accurately evaluates and records performance of tasks by initialing and dating successfully completed tasks.
- Documents and provides feedback in areas of unsatisfactory performance

Group Training Officer (GTO)

- Initiates the PTB
- Verifies all tasks have been initialed and dated by a Qualified Evaluator
- Completes and signs the GTO endorsement statement
- Sends the PTB to the ASRC Credentialing Board

ASRC Credentialing Board

Please reference the ASRC Credentialing Policy Manual for credentialing processes and procedures.

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 FTM Candidate will be required to demonstrate competency in 7 knowledge and/or performance areas in a practical and written examination administered under the oversight of the ASRC Credentialing Board. A passing score will be 80%

Qualified Evaluator Legend

For on-going GTO reference, each Evaluator should print name, write signature, initial and denote Group affiliation.

Printed Name	Signature	Initials	Group

External Requirements/Certifications

Req	Description	Evaluator	Date Completed
EXT-1	IS 5 an Introduction to Hazardous Materials, NFPA 472 HazMat Awareness and/or OSHA 1910.120(Q)(6)(i), HazMat Awareness Training or equivalent		
EXT-2	Interagency Aviation Training (Department of Interior/Forest Service) A-100 Basic Aviation Safety or equivalent		
EXT-3	Blood borne Pathogens Awareness or equivalent (All medical providers at the first Responder level or higher are considered to have the equivalent training for this requirement.)		
EXT-4	IS-200, ICS for Single Resources and Initial Action Incidents		

Recurring External Requirements/Certifications

Req	Description	Evaluator	Date Expired
EXT-5	Hold a current CPR certification as outlined in the ASRC medical guidelines ^{TS}		
EXT-6	Hold a current First Aid card/certification as outlined in the ASRC medical guidelines ^{TS}		

Knowledge and Performance Requirements

Req	Description	Evaluator	Date
	The Candidate must meet current CQ requirements ^{TS}		
	Show Possession of the required equipment as listed in the ASRC Training Standards for an FTM ^{TS}		
	Participated satisfactorily in at least four ASRC or Group training sessions (including personal wilderness survival and basic ground search theory)		

1. SAR Operations

Req	Description	KSA	Code	Evaluator	Date
REQ 1.a	Describe the search and rescue areas of responsibility as defined by the National SAR Plan	K	C,F or S		

Req	Description	KSA	Code	Evaluator	Date
REQ 1.b	Describe the search and rescue areas of responsibility at the state level	K	C,F or S		
REQ 1.c	List at least three resources that might be used during a SAR event	K	C,F or S		
REQ 1.d	List at least two factors that may result in an aircraft being listed as missing.	K	C,F or S		
REQ 1.e	Describe the basic principles of the ICS and define the major staff positions as used in SAR	K	C,F or S		

2. Legal Aspects of SAR Operations

Req	Description	KSA	Code	Evaluator	Date
REQ 2.a	Define the terms "implied consent," "expressed consent," "informed consent" and "abandonment."	K	C,F or S		
REQ 2.b	Define four facts necessary to prove negligence.	K	C,F or S		
REQ 2.c	Describe at least two methods of reducing liability exposure	K	C,F or S		
REQ 2.d	Describe the circumstances when entry upon private property may be justified; define the problems involved with this action and possible solutions	K	C,F or S		
REQ 2.e	Briefly explain how the following legal concepts apply to search and rescue operations:				
2.e.1	Civil suits and criminal actions	K	C,F or S		
2.e.2	Standards of care	K	C,F or S		
2.e.3	The right to emergency assistance and duties to provide emergency assistance	K	C,F or S		
2.e.4	Crime scene protection	K	C,F or S		
2.e.5	Declaration of death and confirmation of death	K	C,F or S		
2.e.6	Confidentiality	K	C,F or S		
REQ 2.f	Outline basic principles of SAR ethics and public relations, including:				
2.f.1	Two basic principles for dealing with families	K	C,F or S		
2.f.2	Two practical methods to help assure confidentiality	K	C,F or S		

Req	Description	KSA	Code	Evaluator	Date
2.f.3	Two principles for dealing with the media	K	C,F or S		

3. Personal Equipment

Req	Description	KSA	Code	Evaluator	Date
REQ 3.a	Explain these principles of clothing selection:				
3.a.1	List two advantages and one disadvantage of waterproof clothing	K	C,F or S		
3.a.2	Explain the advantages and limitations of waterproof/breathable fabrics and softshell fabrics	K	C,F or S		
3.a.3	Give one example of a clothing fabric that loses most of its warmth when wet and describe why	K	C,F or S		
3.a.4	Give two examples of clothing fabrics that retain most of their warmth when wet, and outline the implications for survival in cold, wet weather	K	C,F or S		
3.a.5	Define “layer principle” and list two reasons why this principle is applicable to dressing for SAR operations	K	C,F or S		
3.a.6	Define wicking and its roles in both cold and hot weather	K	C,F or S		
3.a.7	Give rationale for the winter- travel principle of “dressing cold”	K	C,F, or S		
REQ 3.b	Explain the selection principles for:				
3.b.1	Boots and socks	K	C,F or S		
3.b.2	Sleeping bags	K	C,F or S		
3.b.3	Ground protection and insulation	K	C,F or S		
3.b.4	Backpack/daypack	K	C,F or S		
3.b.5	Tent	K	C,F or S		
3.b.6	Personal safety items	K	C,F or S		
3.b.7	Fire starting aids	K	C,F or S		
3.b.8	Items for signaling and navigation	K	C,F or S		
3.b.9	Light sources and batteries	K	C,F or S		
3.b.10	Emergency shelters	K	C,F or S		
3.b.11	Stoves	K	C,F or S		

4. Wilderness Survival

Req	Description	KSA	Code	Evaluator	Date
REQ 4.a	Define and contrast short-term and long-term survival including what is needed in these situations for survival:	K	C,F or S		
REQ 4.b	Describe two problems commonly encountered on SAR missions that may lead to a survival situation	K	C,F or S		
REQ 4.c	Describe the psychological factors that may affect survival ability	K	C,F or S		
REQ 4.d	Explain the "energy reserve" concept	K	C,F or S		
REQ 4.e	Describe the body's physiologic response to both cold and heat stress	K	C,F or S		
REQ 4.f	Define the following temperature- related diseases, their recognition, field treatment and prevention:				
4.f.1	Hypothermia	K	C,F or S		
4.f.2	Frostbite	K	C,F or S		
4.f.3	Trench Foot (immersion foot)	K	C,F or S		
4.f.4	Heat Stroke	K	C,F or S		
4.f.5	Heat Exhaustion	K	C,F or S		
4.f.6	Dehydration	K	C,F or S		
REQ 4.g	Demonstrate the ability to bivouac overnight without significantly affecting functional ability to perform a minimum of four hours the next day. (The weather conditions do not matter at this level.)	P	F or S		
REQ 4.h	Define average daily food and water requirements needed for survival under wilderness conditions	K	C,F or S		
REQ 4.i	Describe two ways to prevent excessive body heat loss. Describe the following concepts and their importance to maintaining body temperature:				
4.i.1	The routes of heat loss and their relative importance.	K	C,F or S		
4.i.2	The use of energy stores to produce heat, and the metabolic costs of shivering;	K	C,F or S		

Req	Description	KSA	Code	Evaluator	Date
4.i.3	Vasodilation, sweating, and behavior means of increasing heat loss, and the long term consequences of them	K	C,F or S		
4.i.4	Vasoconstriction and behavior as a means of conserving heat	K	C,F or S		
4.i.5	The effects of tobacco, alcohol, opiates (narcotics), cannabinoids (Marijuana), antihistamines, and psychiatric medication on normal heat homeostasis	K	C,F or S		
4.i.6	The particular danger of hypothermia weather	K	C,F or S		
REQ 4.j	Describe the basic field treatment for common injuries in the field such as:				
4.j.1	Basic life support- respiratory, circulatory, and nervous system	K	C,F or S		
4.j.2	Shock	K	C,F or S		
4.j.3	Heart attack	K	C,F or S		
4.j.4	Respiratory distress	K	C,F or S		
4.j.5	Wound treatment	K	C,F or S		
4.j.6	Burns	K	C,F or S		
4.j.7	Musculoskeletal injuries	K	C,F or S		
4.j.8	Allergic reactions	K	C,F or S		
4.j.9	Lightning Strikes	K	C,F or S		
4.j.10	Snake bites	K	C,F or S		
4.j.11	Insect and spider bites	K	C,F or S		
4.j.12	Spine injury management	K	C,F or S		
REQ 4.k	Explain the acronym STOP and its importance in survival	K	C,F or S		
REQ 4.l	Explain two methods of water purification	K	C,F or S		

5. Land Navigation and Orienteering

Req	Description	KSA	Code	Evaluator	Date
REQ 5.a	Define the following concepts; and demonstrate the ability to use them on a topographic map:				
5.a.1	Latitude and longitude	K,P	F or S		
5.a.2	Degrees, minutes and seconds	K,P	F or S		
5.a.3	True north and magnetic north	K,P	F or S		
5.a.4	Declination	K,P	F or S		
5.a.5	Datum	K,P	F or S		
REQ 5.b	Demonstrate the ability to read and interpret a 7.5 minute topographic map border information, colors and symbols, including the following information:				
5.b.1	Grades of highways, roads, trails and bridges	K,P	F or S		
5.b.2	Power lines and other landmark lines	K,P	F or S		
5.b.3	Buildings, schools, churches, and cemeteries	K,P	F or S		
5.b.4	Storage tanks, wells, caves, picnic areas, and campsites	K,P	F or S		
5.b.5	Benchmarks (control stations) and spot elevations	K,P	F or S		
5.b.6	Boundaries and fence lines	K,P	F or S		
5.b.7	Contour lines, depressions, cuts and fills	K,P	F or S		
5.b.8	Perennial and intermittent streams, springs, falls, and marshes	K,P	F or S		
5.b.9	Valleys, ridges, peaks, and sags (saddles, cols)	K,P	F or S		
5.b.10	Elevations and general land contours	K,P	F or S		
5.b.11	Photo revisions	K,P	F or S		
REQ 5.c	Describe the various parts of the compass and demonstrate the ability to use it to plot a course on a map, including northing and declination correction	K,P	F or S		
REQ 5.d	Define the following plotting methods or grid systems and demonstrate the ability to use them to determine the coordinates for a given point. Be able to identify the strength and weakness of each:				
5.d.1	Latitude -Longitude	K,P	C,F or S		
5.d.2	USNG (United States National Grid)	K,P	F or S		
5.d.3	UTM (Universal Transverse Mercator)	K,P	F or S		
5.d.4	ASRC Grid	K,P	F or or S		

Req	Description	KSA	Code	Evaluator	Date
5.d.5	Using a ruler and a topographic map	K,P	F or S		
REQ 5.e	Demonstrate the ability to perform the following navigational functions both in a group and as an individual				
5.e.1	Obtain and follow a simple compass bearing for a minimum of 100 meters	K,P	F or S		
5.e.2	Determine a reciprocal and follow it for a minimum of a 100 meters	K,P	F or or S		
5.e.3	Move around obstacles during navigation	K,P	F or S		
5.e.4	Find a position by triangulation and by resection	K,P	F or S		
5.e.5	Determine position by terrain feature identification	K,P	F or S		
REQ 5.f	Describe the significance and demonstrate the use of the following orienteering concept in the field.				
5.f.1	Catching features	K,P	F or S		
5.f.2	Collecting features	K,P	F or S		
5.f.3	Attack points	K,P	F or S		
5.f.4	Aiming off	K,P	F or S		
5.f.5	Coarse and fine orienteering.	K,P	F or S		
REQ 5.g	Demonstrate basic knowledge and use of a GPS:				
5.g.1	Set correct Datum	K,P	F or S		
5.g.2	Determine coordinates for current location	K,P	F or S		
5.g.3	Mark a way point	K,P	F or S		
5.g.4	Navigate to a location given only the coordinates using a minimum of three coordinates	K,P	F or S		
REQ 5.h	Demonstrate the ability to measure distance by pacing for a minimum of 100 meters	K,P	F or S		
REQ 5.i	Demonstrate the ability to navigate at night by doing a night task	K,P	F or S		

6. Search Skills

Req	Description	KSA	Code	Evaluator	Date
REQ 6.a	Identify the primary goal of all SAR activities	K	C,F or S		
REQ 6.b	Identify and define four key points of search theory	K	C,F or S		
REQ 6.c	Define, explain the role of the FTM, and demonstrate in the field the following search tactics:				
6.c.1	Attraction	K,P	F or S		
6.c.2	Containment	K,P	F or S		
6.c.3	Survey search	K,P	F or S		
6.c.4	Hasty search	K,P	F or S		
6.c.5	Sweep search (open grid search)	K,P	F or S		
6.c.6	Line search (closed grid search)	K,P	F or S		
6.c.7	Route search	K,P	F or S		
REQ 6.d	List two standard procedures each when working with the following resources:				
6.d.1	Air scent dogs	K	C,F or S		
6.d.2	Tracking/trailing dogs	K	C,F or S		
6.d.3	Sign cutters	K	C,F or S		
6.d.4	Man trackers	K	C,F or S		
REQ 6.e	Describe the proper procedure for handling scent articles	K	C,F or S		
REQ 6.f	Describe the difference between sign cutting and tracking	K	C,F or S		
REQ 6.g	Demonstrate the following abilities in the field:				
6.g.1	Clue awareness strategies	P	F or S		
6.g.2	Securing and documenting three clues	P	F or S		
6.g.3	Function as a member of a grid, sweep, and hasty team. Understand the roles and duties of a team member associated with each type of search pattern	P	F or S		
6.g.4	Accompany a dog handler on a simple search task	P	F or S		
6.g.5	Preserve a crime scene	P	F or S		

Req	Description	KSA	Code	Evaluator	Date
6.g.6	Steps to take, including proper radio protocols, upon finding a live subject, a live but injured subject, and a deceased subject	P	F or S		

7. Aircraft Crash Site Procedures and Disciplines

Req	Description	KSA	Code	Evaluator	Date
REQ 7.a	Explain the use and operation of direction-finding instruments for locating downed aircraft	K	C,F or S		
REQ 7.b	Describe three hazards commonly associated with an aircraft crash site and; list additional hazards that may be present if the crash involves a military aircraft	K	C,F or S		
REQ 7.c	Describe the proper approach to an aircraft crash site. Explain both safe and unsafe directions to approach.	K	C,F or S		
REQ 7.d	List three reasons why accurate incident documentation is important.	K	C,F or S		
REQ 7.e	Describe three methods to adequately secure the site of an aircraft crash	K	C,F or S		
REQ 7.f	Explain the importance of clue preservation at both an aircraft crash site and a possible crime scene.	K	C,F or S		

8. Ropes and Technical Hardware

Req	Description	KSA	Code	Evaluator	Date
REQ 8.a	Define the rope terms used in wilderness rescue:				
8.a.1	Kernmantle construction	K	C,F or S		
8.a.2	Static Rope	K	C,F or S		
8.a.3	Dynamic Rope	K	C,F or S		
8.a.4	Tubular Webbing	K	C,F or S		

Req	Description	KSA	Code	Evaluator	Date
REQ 8.b	Describe the use and care of the carabineer, the Figure-8 descender and the brake-bar rack descender.	K	C,F or S		
REQ 8.c	Demonstrate the ability to correctly tie the following knots and hitches:				
8.c.1	Figure-8 loop	K,P	C,F or S		
8.c.2	Figure-8 bend	K,P	C,F or S		
8.c.3	Square knot	K,P	C,F or S		
8.c.4	Water knot (overhand bend)	K,P	C,F or S		
8.c.5	Prusik knot	K,P	C,F or S		
8.c.6	Double fisherman's knot/barrel bend	K,P	C,F or S		
8.c.7	Redundant seat harness	K,P	C,F or S		
8.c.8	Bowline knot	K,P	C,F or S		
8.c.9	Girth hitch	K,P	C,F or S		
8.c.10	Simple Overhand	K,P	C,F or S		
REQ 8.d	Demonstrate these rope handling techniques:				
8.d.1	Uncoiling and stacking a rope	K,P	C,F or S		
8.d.2	Inspection	K,P	C,F or S		
REQ 8.e	Demonstrate the appropriate use of the following calls:				
8.e.1	Ready	P	F or S		
8.e.2	On Belay	P	F or S		
8.e.3	Belay On	P	F or S		
8.e.4	Off Belay	P	F or S		
8.e.5	Belay Off	P	F or S		
8.e.6	Down Slow	P	F or S		
8.e.7	Down Fast	P	F or S		
8.e.8	Up Slow	P	F or S		
8.e.9	Up Fast	P	F or S		
8.e.10	Stop	P	F or S		
8.e.11	Rock	P	F or S		
8.e.12	Falling	P	F or S		

9. Litter Handling Techniques

Req	Description	KSA	Code	Evaluator	Date
REQ 9.a	Act effectively and efficiently as a litter captain in a non-technical evacuation.	P	F or S		
REQ 9.b	Act effectively as a litter team member on a semi-technical rescue evacuation and describe the personal equipment required for the rescuer's safety.	P	F or S		
REQ 9.c	Demonstrate the following litter handling techniques:				
9.c.1	Patent Loading	P	F or S		
9.c.2	Litter lift, lower and carry	P	F or S		
9.c.3	Litter bearer rotation	P	F or S		
9.c.4	Litter laddering	P	F or S		
9.c.5	Toe-nailing				
9.c.6	Turtling	P	F or S		
9.a.7	Lap pass	P	F or S		

10. Belays

Req	Description	KSA	Code	Evaluator	Date
REQ 10.a	Properly demonstrate the following belay techniques:				
10.a.1	Anchoring	P	F or S		
10.a.2	Belay tie-in	P	F or S		
10.a.3	Stance	P	F or S		
10.a.4	Aim	P	F or S		
10.a.5	Uphill and downhill travel	P	F or S		
10.a.6	Standard calls	P	F or S		
10.a.7	Standard Tree Wrap and mechanical brakes	P	F or S		

11. Field Team Organization

Req	Description	KSA	Code	Evaluator	Date
REQ 11.a	Define "field team"	K	C,F or S		
REQ 11.b	Describe at least five types of search team	K	C,F or S		
REQ 11.c	Describe at least four types of rescue team	K	C,F or S		

Req	Description	KSA	Code	Evaluator	Date
REQ 11.d	Define the functions of the following field team positions:				
11.d.1	Field Team Leader	K	C,F or S		
11.d.2	Medical Specialist	K	C,F or S		
11.d.3	Rescue Specialist	K	C,F or S		
11.d.4	Radio Operator	K	C,F or S		

12. Helicopter and Airplane Operations

Req	Description	KSA	Code	Evaluator	Date
REQ 12.a	Describe the hazards to ground personnel working around a helicopter	K	C,F or S		
REQ 12.b	Describe standard protocols for helicopter operations	K	C,F or S		
REQ 12.c	Explain proper procedures for hoist operations	K	C,F or S		
REQ 12.d	Describe the considerations for selecting and preparing a Landing Zone	K	C,F or S		

13. Field Communications

Req	Description	KSA	Code	Evaluator	Date
REQ 13.a	Describe the use and dangers of the following signaling devices:				
13.a.1	Aerial flares	K	C,F or S		
13.a.2	Smoke	K	C,F or S		
13.a.3	Signal mirrors	K	C,F or S		
13.a.4	Fires and lights	K	C,F or S		
13.a.5	Panels and Tarps	K	C,F or S		
13.a.6	Hand and Body Signals	K	C,F or S		
13.a.7	Whistles or loud noise makers	K	C,F or S		
REQ 13.b	For the following, describe the problems and possible solutions associated with the use of portable radios:				
13.b.1	Batteries	K	C,F or S		
13.b.2	Cold temperatures	K	C,F or S		
13.b.3	Speakers/microphones	K	C,F or S		
REQ 13.c	Briefly describe and demonstrate basic radio procedures including courtesy, security, brevity and the use of the phonetic alphabet	P	F or S		

Req	Description	KSA	Code	Evaluator	Date
REQ 13.d	Demonstrate effective communicating with all group-owned base and hand-held radios, including:				
13.d.1	Adjusting of channel, volume, squelch and PL (CTCSS) controls	P	F or S		
13.d.2	Operating in compliance with FCC regulations.	P	F or S		
13.d.3	Identify low batteries indications and demonstrate the technique for changing radio batteries	K,P	F or S		
13.d.4	Demonstrate two techniques for improving marginal communications encountered while using VHF-FM hand-held radios.	P	F or S		
REQ 13.e	Define and demonstrate the use of the standard SAR status codes	K,P	F or S		
REQ 13.f	Demonstrate effective ways of using non-radio communications with audible and visual signals such as: whistle or loud noise maker; signal mirror, fire & smoke and lights.	P	F or S		

Group Training Officer Endorsement

FTM candidate, _____, has demonstrated required competency in knowledge and the skills needed to function as a Field Team Member. It is my recommendation that they be evaluated by the ASRC Examiners in order to be considered for final ASRC Field Team Member certification.

Group Training Officer Signature

Date

DRAFT

ASRC Examiners Testing Outcome Record

Test	Pass/Fail	Examiner	Date
Written			
	Notes:		
Practical Examination 1			
	Notes:		
Practical Examination 2			
	Notes:		