

APPALACHIAN SEARCH AND RESCUE CONFERENCE

Search Manager I (SM-I)

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

Table of Contents

Introduction.....	3
Responsibilities	3
Trainee (Candidate).....	3
Qualified Evaluator	3
Group Training Officer (GTO).....	3
Conference Training Officer (CTO)	4
Reference Materials	4
Qualified Evaluator Legend.....	5
ASRC SM-I Requirements	6
Ongoing record of training, simulations and searches	8
Group Training Officer Endorsement	9
Conference Training Officer Endorsement	9

DRAFT

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 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 certified in the position.

Responsibilities

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

Trainee (Candidate)

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

Qualified Evaluator

- Reviews tasks with Candidate.
- Explains to the trainee the process of the PTB and the Candidate's responsibilities.
- 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 initialed and dated by a Qualified Evaluator
- Completes and signs the GTO endorsement statement
- Forwards the completed PTB to the Conference Training Officer

Conference Training Officer (CTO)

- Reviews the PTB and supplemental documentation for completeness
- Verifies all tasks have been initialed and dated by a Qualified Evaluator
- Signs the CTO endorsement statement
- Proposes candidate to the ASRC Board

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 ASRC Credentialing Policy Manual does not currently include Search Manager Credentials. Certification protocols for all Search Managers levels are enumerated in the most recent version of the ASRC Training Standards.

The SM-I Candidate will be awarded a formal certification only after the ASRC Conference Training Officer has assessed the Search Manager application package for completeness and the ASRC Board of Directors formally approves the certification.

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

ASRC SM-I Requirements

Req	Description	Supporting Material Attached	Evaluator	Date
1	Meet all the requirements for SM-II			
2.	Complete the FEMA Basic Public Information Officer (G-290) or approved equivalent course. TS			
3	Successfully complete the National Inland SAR school course or and approved equivalent			
4	Complete a minimum 120 hours of classroom training in Search and Rescue Management. TS			
5.a	FEMA Independent Study Course IS-1 Emergency Manager, An Orientation to the Position.			
5.b	FEMA Independent Study Course IS-22 Are You Ready An In-depth Guide to Citizen Preparedness			
5.c	FEMA Independent Study Course IS-775 EOC Management and Operations or approved equivalents			
6.a	Document mission practical Experience as follows: Function as a Type II Search Manager on at least 10 ground missions within the five years prior to making application for this certification. Simulations may not be counted towards meeting this requirement			
6.a.i	Task 1 (<i>description should be put here and copy attached to the PTB</i>) -----			
6.a.ii	Task 2 (<i>description should be put here and copy attached to the PTB</i>) -----			
6.a.iii	Task 3 (<i>description should be put here and copy attached to the PTB</i>) -----			
6.a.iv	Task 4 (<i>description should be put here and copy attached to the PTB</i>) -----			

Req	Description	Supporting Material Attached	Evaluator	Date
6.a.v	Task 5 (<i>description should be put here and copy attached to the PTB</i>) -----			
6.a.vi	Task 6 (<i>description should be put here and copy attached to the PTB</i>) -----			
6.a.vii	Task 7 (<i>description should be put here and copy attached to the PTB</i>) -----			
6.a.viii	Task 8 (<i>description should be put here and copy attached to the PTB</i>) -----			
6.a.ix	Task 9 (<i>description should be put here and copy attached to the PTB</i>) -----			
6.a.x	Task 10 (<i>description should be put here and copy attached to the PTB</i>) -----			
7	Receive a simple majority of the members group.			
8	Be proposed for Search Manager – I by the Conference Training Officer at an ASRC Board of Director’s meeting.			
9	Receive a favorable two-thirds or greater vote of those ASRC Board of Directors present at the meeting.			

Group Training Officer Endorsement

SM-I candidate, _____, has completed the SM-I PTB and received a majority vote from their Group. I am requesting that the Conference Training Officer review this application package and forward it to the ASRC Board for consideration.

Group Training Officer Signature

Date

Conference Training Officer Endorsement

SM-I candidate, _____, has fully demonstrated required competency in knowledge and the skills needed to function as a Search Manager I. It is my recommendation that they be considered for a final ASRC SM-I certification.

Conference Training Officer Signature

Date