APPALACHIAN SEARCH AND RESCUE CONFERENCE

Field Team Leader (FTL)

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

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 FTL 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

Candidate Prerequisites (Obtained before candidate receives PTB)

Req	Description	Evaluator	Date
PRE-1	The Candidate must have a current ASRC Field Team Member Certification **TS**		
PRE-2	Participated in two searches or simulations as an FTM 1. _____ 2. _____		
PRE-3	Be at least 18 years old		

External Requirements/Certifications

Req	Description	Evaluator	Date
EXT-1	IS-800.B National Response Framework		

Knowledge and Performance Requirements

Req	Description	Evaluator	Date
P-1	Show Possession of the required equipment as listed in the ASRC Training Standards for FTL **TS**		

1. SAR Operations

Req	Description	KSA	Code	Evaluator	Date
REQ 1.a	For the mission types below, define the role of the field team:				
1.a.1	Lost person search	K	C,F or S		
1.a.2	Downed aircraft search	K	C,F or S		
1.a.3	Rescue	K	C,F or S		
1.a.4	Disaster assistance	K	C,F or S		
REQ 1.b	Related to a typical SAR event, list the resources that may be used in each of the following categories:				
1.b.1	Ground search	K	C,F or S		
1.b.2	Air Search	K	C,F or S		
1.b.3	Logistics	K	C,F or S		
1.b.4	Communications	K	C,F or S		
1.b.5	Command	K	C,F or S		

2. Search Tactics

Req	Description	KSA	Code	Evaluator	Date
REQ 2.a	When carrying out a field task, list and explain in detail five responsibilities of the Field Team Leader	K	C,F or S		
REQ 2.b	Explain and demonstrate the execution of the following search tactics using standard sized, properly equipped field team:				
2.b.1	Containment	K,P	F or S		
2.b.2	Attraction	K.P	F or S		
2.b.3	Survey Search	K.P	F or S		
2.b.4	Hasty Search	K.P	F or S		
2.b.5	Sweep search (open grid)	K,P	F or S		
2.b.6	Line Search (closed Grid)	K,P	F or S		
2.b.7	Passive and active search methods	K,P	F or S		
2.b.8	Clue finders and subject finders	K,P	F or S		
2.b.9	Binary search and cutting for sign	K,P	F or S		
2.b.10	Interviewing and investigation	K,P	F or S		
REQ 2.c	Describe and demonstrate in detail the actions that must be completed once the field team returns to base from a field task	K,P	C,F or S		

3. Search Management

Req	Description	KSA	Code	Evaluator	Date
REQ 3.a	Outline standard search strategy for:				
3.a.1	Downed aircraft	K	C,F or S		
3.a.2	Lost person, Wilderness	K	C,F or S		
3.a.3	Lost person, Rural	K	C,F or S		
3.a.4	Lost person, Urban	K	C,F or S		
REQ 3.b	Given a Task Assignment Form (TAF) that has the Operation Section's portion completed, and given a verbal summary of what occurred during the (simulated) task, properly complete the sections of the TAF that are expected to be completed by a FTL	K, P	C,F or S		
REQ 3.c	From a list of potential actions when first on scene, identify those that should, and those that should not, be taken.	K	C,F or S		

4. Rescue Operations

Req	Description	KSA	Code	Evaluator	Date
REQ 4.a	Describe how to formulate a rescue plan	K	C,F or S		
REQ 4.b	List and describe four major factors a team leader must consider once a subject is located	K	C,F or S		

REQ 4.c	Describe the manpower, equipment requirements and the team organizational structure necessary to accomplish an advanced semi-technical rescue operation	K	C,F or S		
REQ 4.d	Demonstrate the ability to select and set up a helicopter landing zone including knowledge of hazards and how these would be communicated to the pilot for the following settings (Note: showing this on paper in areas where it is not plausible to set this up in the field is acceptable) :				
4.d.1	Wilderness area	K, P	F or S		
4.d.2	Urban disaster area	K, P	F or S		

5. Equipment

Req	Description	KSA	Code	Evaluator	Date
REQ 5.a.	Other than the required personal gear, describe the basic team equipment, for a wilderness SAR team	K	C,F or S		
REQ 5.b	Define and demonstrate an equipment inspection process to use for individual field team members before beginning a field task.	K, P	C,F or S		

6. Mission Performance

Req	Description	KSA	Code	Evaluator	Date
REQ 6.a	Demonstrate the ability to lead a team, without compromising the task, navigating by map and compass cross country on foot, in any weather condition, and establish an emergency bivouac	K, P	F or S		
REQ 6.b	Demonstrate the ability to organize and execute the six tactics listed below:				
6.b.1	Containment	K, P	F or S		
6.b.2	Attraction	K, P	F or S		
6.b.3	Survey Search	K, P	F or S		
6.b.4	Hasty Search	K ,P	F or S		
6.b.5	Sweep search (open grid search)	K ,P	F or S		
6.b.6	Line search (closed grid search)	K, P	F or S		
REQ 6.c	Demonstrate the ability to properly secure a scene, extricate and treat a patient, and evacuate a patient using the methods most appropriate for a given situation				
REQ 6.d	Briefly describe pertinent local weather patterns, including the signs of arriving cyclonic winter storms, cold fronts, warm fronts, and local storms	K	C,F or S		
REQ 6.e	Be able to bivouac on a winter night in weather conditions below 32 degrees, using appropriate field gear. A completed bivouac requires the ability to successfully complete an assigned task afterwards.	P	F or S		

Req	Description	KSA	Code	Evaluator	Date
REQ 6.f	During a training, simulation, or mission during summer weather, and another in deep winter, demonstrate the ability to safely and effectively travel cross-country in a relatively wild area of the Group's response area, including the following (while discussing potential dangers of each and equipment/techniques for managing relevant hazards)	P	F or S	Summer Winter	
6.f.1	Thick brush	P	F or S		
6.f.2	Steep hillside	P	F or S		
6.f.3	Rocky hillsides	P	F or S		
6.f.4	Stream crossing evaluation	P	F or S		
6.f.5	Snow and ice	P	F or S		
6.f.6	Mined areas	P	F or S		
REQ 6.g	Given a photocopy or computer printed 7.5 minute series topographic map with an ASRC, USNG, or UTM grid overprint, and the original 7.5 minute quadrangle map, identify a minimum of 3 points via:				
6.g.1	Latitude and longitude	K, P	F or S		
6.g.2	The ASRC grid system	K, P	F or S		
6.g.3	The UTM (Universe Transverse Mercator System) and USNG (United States National Grid)	K, P	F or S		
6.g.4	The azimuth and distance off a VOR	K, P	F or S		
REQ 6.h	Given only a 7.5 minute topographic quadrangle or an orienteering map with an attack point and a target point plotted on it, and a standard orienteering compass reliably and accurately				
6.h.1	Calculate the true bearing from the attack point to the target (minimum of 6 points)	K, P	F or S		
6.h.2	Calculate and set on the compass the magnetic bearing to those targets	K, P	F or S		
6.h.3	Follow the bearings accurately, including triangulating and boxing around obstacles using a minimum of 6 control points	K, P	F or S		
6.h.4	Calculate the distance between two points within 25 meters	K, P	F or S		
REQ 6.i	Correctly locate and position 3 points on a topographic map given:				
6.i.1	The bearing to landmarks located on the map (resection)	K, P	F or S		
6.i.2	The bearing to one landmark located on a map, and the information that the position is on a specified linear feature (modified resection)	K, P	F or S		
REQ 6.j	Given bearings from two locations to a target, correctly locate it on a topographic map (triangulation)	K, P	F or S		
REQ 6.k	Demonstrate the ability to lead a team competently on:				

Req	Description	KSA	Code	Evaluator	Date
6.k.1	Containment, attraction, survey, hasty, sweep, and grid search tasks	P	F or S		
6.k.2	Cutting for sign	P	F or S		
6.k.3	Simple tracking	P	F or S		
6.k.4	Interrogation and visual search tasks	P	F or S		
6.k.5	Non-technical and semi-technical evacuation	P	F or S		
6.k.6	Direction finding	P	F or S		
REQ 6.l	Demonstrate the use of the following basic man-tracking skills and techniques:				
6.l.1	Select and use a tracking stick	K, P	F or S		
6.l.2	Identify the effects of sun direction and intensity on tracking	K, P	F or S		
6.l.3	Identify and measure shoe type and size	K, P	F or S		
6.l.4	Determine stride length, width, and direction of travel	K, P	F or S		
REQ 6.m	Demonstrate the ability to properly brief a field team before a task including:				
6.m.1	Giving appropriate information on				
6.m.1.i	Subject information and history, subject's equipment and medical history	K, P	F or S		
6.m.1.ii	Weather	K, P	F or S		
6.m.1.iii	Terrain	K, P	F or S		
6.m.1.iv	The search task, it's objectives, and how to perform it	K, P	F or S		
6.m.1.v	Time available for the task and limitations it may impose on the task	K, P	F or S		
6.m.1.vi	Team equipment and personal gear needed	K, P	F or S		
6.m.2	Obtaining information from the team members, such as team member medical problems and other relevant input	K, P	F or S		
6.m.3	Adequately evaluating team members' abilities to do the task	K, P	F or S		
6.m.4	Demonstrating the ability to properly debrief a field team after a task, including:				
6.m.4.i	Instructing the team to follow proper procedure now that the team has returned to base	K, P	F or S		
6.m.4.ii	Acquiring team member input (POD, clues, hazards, and other pertinent information)	K, P	F or S		
REQ 6.n	Demonstrate the ability to safely lead a team on a night task	K, P	F or S		

7. Ropes and Technical Hardware

Req	Description	KSA	Code	Evaluator	Date
REQ 7.a	Demonstrate the ability to tie correctly the knots below (in addition to the required FTM knots):				
7.a.1	Butterfly	K, P	F or S		
7.a.2	Load releasing hitch	K, P	F or S		
7.a.3	ASRC seat harness	K, P	F or S		
7.a.4	Parisian Baudrier chest harness or equivalent	K, P	F or S		
7.a.5	Clove hitch	K ,P	F or S		
REQ 7.b	Assemble and use a single line rappel system that includes a belay	K, P	F or S		
REQ 7.c	Demonstrate the ability to direct a six person litter team to safely move a litter a minimum of 100 feet up a 45 degree slope by constructing and operating a 1:1 (brute force), 3:1 (z), and a 4:1 hauling system:	K, P	F or S		
REQ 7.d	Demonstrate the ability to rig to an anchor using the following methods:				
7.d.1	Tree-wrap and tie off	K, P	F or S		
7.d.2	Using webbing sling loops	K, P	F or S		
REQ 7.e	Demonstrate the ability to cast, pad, and rig static lines	K, P	F or S		
REQ 7.f	Demonstrate the ability to belay competently, including:	K, P	F or S		
7.f.1	Proper anchoring, stance, tie in, and aim	K, P	F or S		
7.f.2	Correct use of calls and fall catching	K, P	F or S		
7.f.3	Tandem prusik belay	K, P	F or S		
REQ 7.g	Demonstrate competence in braking litters with tree wrap belays and mechanical devices	K, P	F or S		
REQ 7.h	Serve competently in all positions on a semi technical rescue including:	K, P	F or S		
7.h.1	Serving as rope leader with tree-wrap brakes, Figure 8, and break bar rack	K, P	F or S		
7.h.2	Selecting suitable anchor points	K, P	F or S		
REQ 7.i	Demonstrate the ability to safely load and tie a patient to a litter, and rig it for semi-technical evacuations	K, P	F or S		
REQ 7.j	Demonstrate competence in route selection for a semi-technical evacuation	K, P	F or S		

Req	Description	KSA	Code	Evaluator	Date
REQ 7.k	Demonstrate the knowledge of and ability to care properly for ropes and technical rescue equipment	K, P	F or S		

DRAFT

Ongoing record of training, simulations and searches:
Attach additional sheet(s) as necessary

Date	Location	Task Completed

Group Training Officer Endorsement

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

Group Training Officer Signature	**Date**

ASRC Examiners Testing Outcome Record

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