

# APPALACHIAN SEARCH AND RESCUE CONFERENCE

## Search Manager II (SM-II)

### 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 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-II 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.**



**ASRC SM-II Requirements**

<b>Req</b>	<b>Description</b>	<b>Evaluator</b>	<b>Date</b>
1	Meet all the requirements for SM-III		
2	Document mission experience as follows:		
2.a	Participate as an Incident Staff Person in Operations, Plans, or Command in at least six type two incidents. <b>TS</b>		
2.a.i	Task 1 ( <i>description should be put here and copy attached to the PTB</i> ) -----		
2.a.ii	Task 2 ( <i>description should be put here and copy attached to the PTB</i> ) -----		
2.a.iii	Task 3 ( <i>description should be put here and copy attached to the PTB</i> ) -----		
2.a.iv	Task 4 ( <i>description should be put here and copy attached to the PTB</i> ) -----		
2.a.v	Task 5 ( <i>description should be put here and copy attached to the PTB</i> ) -----		
2.a.vi	Task 6 ( <i>description should be put here and copy attached to the PTB</i> ) -----		
2.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.		
2.b.i	Shift 1 as Operations Section Chief or Division Supervisor		
2.b.ii	Shift 2 as Operations Section Chief or Division Supervisor		
2.b.iii	Shift 1 as Plans Section Chief		
2.b.iv	Shift 2 as Plans Section Chief		
2.c	Receive a favorable written performance from the Search Manager or Responsible Agent for the four incidents serving in a base position.		

<b>Req</b>	<b>Description</b>	<b>Evaluator</b>	<b>Date</b>
3	Receive a favorable simple majority vote of the member's Group.		
4	Be proposed for Search Manager by the Conference Training Officer at an ASRC Board of Director's meeting.		
5	Receive a favorable two-thirds or greater vote of the ASRC Board of Directors present at the meeting.		

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## Group Training Officer Endorsement

SM-II candidate, \_\_\_\_\_, has completed the SM-II 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.

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**Group Training Officer Signature**

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**Date**

## Conference Training Officer Endorsement

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

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**Conference Training Officer Signature**

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**Date**