APPALACHIAN SEARCH AND RESCUE CONFERENCE

Search Manager III (SM-III)

Position Task Book (PTB)

Position Task Book Assigned to: _____

Team Affiliation: _____

Position Task Book Initiated by: _____
<div align="center">**Name/Title**</div>

Date Initiated: _____

Version 1.0
May 2016

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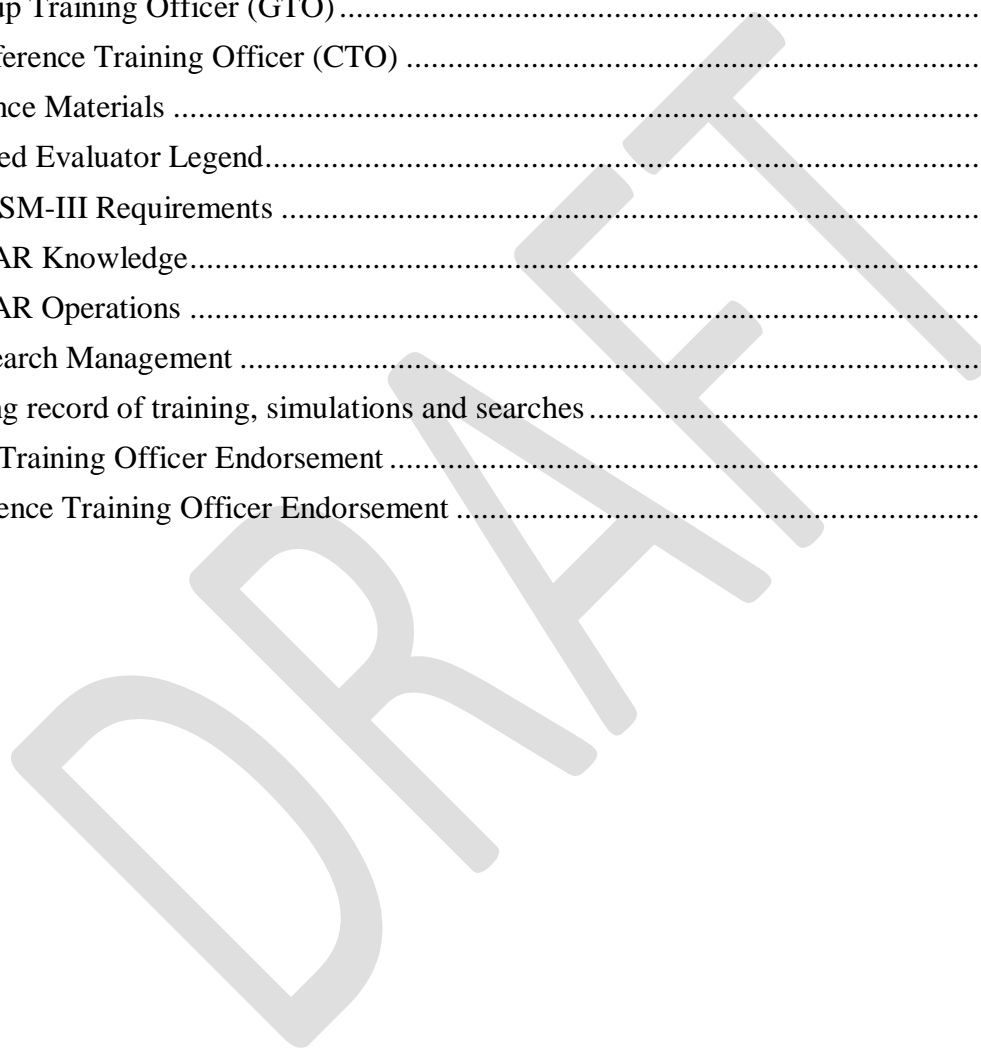
Introduction

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-III 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-III Requirements

Req	Description	Evaluator	Date
1	Meet all requirements for Incident Staff/ Search Manager IV.		
2	Be at least 21 years of age		
3	Complete ICS 400		
4	Complete a minimum total of 80 hours of classroom training in Search and Rescue management. ^{TS} *(samples include)* - IC-400 (16 hours) - Managing Search Operations (40 hours); - Managing the Search Function (40 hours); - Managing Land Search Operations (40 hours); - Practical Search Operations (40 hours); - Search Manager for Ground Search and Rescue (24 hours); - Planning Section Chief for Search and Rescue (24 hours); - National Inland SAR Planning Course (40 hours) - National Basic Inland SAR Course (20 hours). - Virginia Management Team Member (40 hours) - Virginia Management Team Leader (40 hours) - Incident Commander for Ground Search and Rescue (32 hours) - Lost Person Behavior (16 hours) - Urban Search and Investigation (16 hours) Wide Area Search (24 hours) - Other approved equivalent classes		
5	Document mission/simulation experience as follows:		
5.a	Field Team Leader or equivalent on 6 tasks. No more than three of these tasks may have occurred during simulations. ^{TS}		
5.ai	FTL Task 1 *(description should be put here and copy of the FTL TAF attached to the PTB)* --		
5aii	FTL Task 2 *(description should be put here and copy of the FTL TAF attached to the PTB)* --		

Req	Description	Evaluator	Date
5aiii	FTL Task 3 *(description should be put here and copy of the FTL TAF attached to the PTB)* --		
5.aiv	FTL Task 4 *(description should be put here and copy of the FTL TAF attached to the PTB)* --		
5.av	FTL Task 5 *(description should be put here and copy of the FTL TAF attached to the PTB)* --		
5.avi	FTL Task 6 *(description should be put here and copy of the FTL TAF attached to the PTB)* --		
5.b	Serve in a base position in Operations or Plans on at least 4 incidents. **TS**		
5.bi	Incident name 1:		
5.bii	Incident name 2:		
5.biii	Incident name 3:		
5.biv	Incident name 4:		
5.c	Serve as Plans Section Chief, Operations Section Chief (OPS), deputy OPS, division supervisor, or Search Manager on one shift during a mission.		
6	Receive a favorable written performance from the Search Manager or supervisor for the four incidents serving in a base position.		
7	Receive a simple majority of the vote of the member's Group.		
8	Be proposed for Search Manager III certification by Conference Training Officer at an ASRC Board Meeting.		
9	Receive a favorable two-thirds or greater vote of ASRC Board of Directors present at the meeting.		

1. SAR Knowledge

Req	Description	Evaluator	Date
1.a	Define the role of the field team for these types of missions:		
1.a.1	Lost person search;		
1.a.2	Downed aircraft search;		
1.a.3	Rescue; and		
1.a.4	Disaster assistance		

2. SAR Operations

Req	Description	Evaluator	Date
2.a	Demonstrate an understanding of the laws, policies and procedures, operating instructions, memorandums and agreements that govern SAR operations in the ASRC's area of operation.		
2.b	Demonstrate an understanding of the NIMS Incident Command System as it applies to SAR and how the system can be adapted to any size incident		
2.c	Demonstrate an understanding of the SAR resources listed below including how they are obtained, and their appropriate and inappropriate uses		
2.c.1	Air scent search dogs		
2.c.2	Tracking/trailing dogs		
2.c.3	Trackers/Field Team Sign-cutters		
2.c.4	Specialized SAR management teams		
2.c.5	Specialized SAR field teams		
2.c.6	Mounted search teams		
2.c.7	Fixed wing aircraft		
2.c.8	Rotary wing aircraft		
2.d	Demonstrate an understanding of the non-SAR resources listed below including how they are obtained and their potential function in a SAR incident		
2.d.1	Clergy and religious organizations		
2.d.2	Critical incident stress management		
2.d.3	State Coordinating Officer		
2.d.4	Coroner/ Medical Examiner		
2.d.5	Child Protective Services		
2.d.6	Public safety agencies such as fire, police, rescue, National Guard.		

Req	Description	Evaluator	Date
2.d.7	Federal agencies such as National Park Service (NPS), National Transportation and Safety Board (NTSB), Health and Human Services, Federal Aviation Administration (FAA), military units, Federal Emergency Management Agency (FEMA), and others.		
2.d.8	Support services such as Red Cross, Salvation Army, and civic clubs		
2.e	Demonstrate an understanding of the individuals or groups listed below including how they impact a SAR incident, what their concerns are, how to interact with them, when and how to effectively use them, and how to mitigate against inappropriate external influences.		
2.e.1	Psychics		
2.e.2	Media		
2.e.3	Family and friends of the subject(s)		
2.f	Describe the role of the Search Manager in relation to the Legal Responsible Agent (RA) in the following situations:		
2.f.1	When the RA is uncooperative		
2.f.2	When the mission involves or expands into other jurisdictions		
2.g	Describe the role of the SM in relation to the various resources that may participate in a search mission in the following situations:		
2.g.1	When the SM has overall responsibility for all resources present		
2.g.2	When the mission involves or expands into other jurisdictions		
2.h	Demonstrate an understanding of certain legal issues related to SAR including:		
2.h.1	Trespassing		
2.h.2	Confidentiality		
2.h.3	Criminal Investigation		
2.h.4	Management of deceased subject(s)		
2.h.5	Restricted airspace		
2.h.6	Restricting access to various areas		
2.h.7	Site security and surveillance		
2.h.8	Maintaining the chain of evidence		
2.h.9	Use of minors in SAR incidents		
2.h.10	Liability for supplies, equipment, and services lent or donated for use during an incident		
2.h.11	Use of SAR personnel for apprehension of criminals and crime scene investigation		
2.h.12	Discovery of non-incident related illegal activities		

3. Search Management

Req	Description	Evaluator	Date
3.a	Demonstrate the ability to develop or manage the development of an Incident Action Plan, including both daily and overall incident goals and objectives.		
3.b	Demonstrate the ability to develop and manage a staff and describe when, where, and why various functions should be assigned to which staff positions, including the following functions:		
3.b.1	Operations		
3.b.2	Plans		
3.b.3	Logistics		
3.b.4	Finance		
3.b.5	Media Liaison		
3.b.6	Interagency Liaison		
3.b.7	Safety		
3.b.8	Investigations		
3.b.9	Clue Analysis		
3.c	Demonstrate the ability to communicate with the staff by means of briefings, meetings, and written communications.		
3.d	Describe the internal staff information flow system, including verbal, written and electronic communications, required to insure that information is properly collected, evaluated, disseminated, utilized, and stored throughout the incident.		
3.e	Demonstrate the ability to work within a unified command system.		
3.f	Describe when and how to contact the appropriate state SAR coordinating agency and what type of incident information it may require.		
3.g	Identify outside influence problems common to search missions, describe solutions and the reasoning		
3.h	Identify potential safety issues and describe how they can be countered.		

Req	Description	Evaluator	Date
3.i	Describe when risk factors outweigh the need to continue operations.		
3.j	Describe the differences in deployment of resources in urban, suburban, rural and wilderness searches, and in the ground portion of an aircraft search.		
3.k	Describe the various search strategies that can be applied to the ground search portion of a missing aircraft mission.		
3.l	Describe prioritization of limited resources and how/if such shortages can be overcome (if they can be).		
3.m	Describe how to effectively and efficiently use non-SAR resources who may offer help at all types of searches.		
3.n	Describe the process used in making the decision to suspend a mission.		
3.o	Explain the SM's role after the subject or target has been located.		
3.p	Describe the common signs of incident stress and define the criteria for recommending a critical incident stress debriefing.		
3.q	Demonstrate the ability to complete all necessary mission documentation.		

Ongoing record of training, simulations and searches

Attach additional sheet(s) as necessary

Date	Location	Task Competed

Group Training Officer Endorsement

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

Conference Training Officer Signature	**Date**