

## ADMINISTRATION

# Training Requirements

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## 1 Purpose

In order to fulfill our full potential, we as Amateur Radio operators must get prepared, stay prepared and project a trustworthy image to the public, government agencies and the various served agencies. Being “officially” trained and credentialed is a significant part of these preparations.

## 2 Scope

This document describes specific training achievements that should be attained to be eligible for participation during an emergency.

## 3 Training

### 3.1 Record Keeping

Training achievements will be recorded by the AEC for Administration for use in matching qualified members to deployment assignments during call-outs. Operators should report progress of training activities to the AEC for Administration. Reports can be made in person at Monroe County ARES member meetings by presenting completion certificates or by forwarding evidence of completion to the AEC for Administration.

### 3.2 Classification of Training

Training has been classified into foundation and advanced activities as discussed below.

#### 3.2.1 Foundation Training

The foundation activities shown in Table 3-1 are intended to be a guide as to the minimum expectations of members in preparation for serving effectively in a call-out. The foundation activities are divided into basic activities and ongoing activities. While the basic activities are intended to be completed once, the ongoing activities are intended to sustain and develop communication skills. It is desired that interested members will in time exceed the recommendations shown.

Table 3-1: Foundation Training Activities

	Applicable For	Category	Description	Time	Cost	Completed Within	National Responder Requirement *
BASIC TRAINING	<b>URGENTLY RECOMMENDED</b>						
	All Deployments	Orientation	MC ARES Orientation	3 hours	Free	Six months	✔
	All Deployments	Net Participation	Send 1 Msg. / Rec. 1 Msg. on NTS	20 min.	Free	One year	
	All Deployments	EmComm Training	ARRL EC001 or equivalent	25-30 hours	\$45-\$75	One year	✔
	All Deployments	NIMS/ICS	IS 100/200/700/800	12 hours	Free/Web	One year	✔
	Shelter Deployments	Red Cross	Intro to Disaster Services	2 hours	Free/Web	One year	✔
	<b>HIGHLY RECOMMENDED</b>						
	All Deployments	Net Participation	Directed Net Protocol Workshop	2 hours	Free		
	All Deployments	Net Participation	Basic Written Traffic Handling Workshop	2 hours	Free		
	All Deployments	Net Participation	ICS/Red Cross Written Traffic Handling	2 hours	Free		
	RACES Ginna Event	Net Participation	Ginna Event Written Traffic Handling	2 hours	Free		
	All Deployments	Net Participation	1 WDN simplex net	20 minutes	Free		
	Shelter Deployments	Red Cross	Mass Care	3 hours	Free		
	Shelter Deployments	Red Cross	Shelter Ops/Simulation	6 hours	Free		
All Deployments	Red Cross	Basic First Aid	3 hours				
All Deployments	EmComm Training	ARRL EC002	25 hours	\$45-\$75		✔	
ONGOING TRAINING	All Deployments	Meetings	2 meetings per year	4 hours	Free		
	All Deployments	Net Participation	2 ARES nets per year	40 minutes	Free		
	All Deployments	Public Service Events	1 event per year	Varies	Free		
	All Deployments	Net Participation	4 NTS nets per year	2 hours	Free		
	All Deployments	Net Participation	1 WDN simplex net per year	20 minutes	Free		
	All Deployments	Call-Ups/Drills	1 per calendar year	Varies	Free		

\* National Responder Requirements are requirements set by the ARRL for amateurs responding to a national level disaster

### 3.2.2 Advanced Training

The optional training and certifications are specialized training activities requiring considerably more time than the recommended activities. These activities involve greater leadership on behalf of the student. They may include development of new capabilities and subsequent training other members.

#### Net Participation

Net participation is a continuously ongoing metric measured by the number of Public Service Honor Roll (PSHR) points earned per month. Table 3-2 illustrates how PSHR points may be earned. If 70 points are earned in a month and they are reported to the Section Manager and the Section Traffic Manager immediately after the end of the month then the call sign of the station will be listed in QST.

Table 3-2: Methods of Earning Public Service Honor Roll Points

Category	Points	Max. Points
Checking into a Public Service Net	1 Pt. Each	40
Pieces of Traffic Handled	1 Pt. Each	40
Field Appointment	10 Pts. Each	30
Time in Public Service Events	5 Pts./Hr	No Max.
Unplanned Emergency	5 Pts./Hr	No Max.
Operate a Digital Station	10 Pts.	No Max.

#### Net Control Station Training and Certification

Training in net control operation is available through Monroe County ARES seminars or through participation in local NTS nets. Certification is not issued at the completion of such training. This training is intended to prepare operators for completion of certification but certification is only attained by directing a real net for a measurable period of time. Monroe County ARES net control certification can be attained by:

directing one official NTS net session,

AND

directing the net of a busy public service event for at least one hour,  
directing 3 or more additional official NTS nets, or  
directing 5 or more Monroe County ARES nets.

#### ARRL Official Emergency Station

See <http://www.arrl.org/FandES/field/org/oes.html>.

#### Well Equipped Portable Station

Who is qualified to judge this? Maybe we use ARCT Types? Do we want to add more specifics?

#### Packet Radio Certification

Need a judge and instructor?

#### Advanced Red Cross Certification

The American Red Cross offers much more training than is listed in the recommended training above. For more information please contact the Greater Rochester Chapter of the American Red Cross at (585) 241-4400.

### 3.3 Recognition of Training Achievements

Not fully developed yet.

### 3.3.1 Recognition at Meetings

Time at each meeting will be reserved to make honorable mention of those operators who have within the prior month obtained certification or maintained ongoing qualification.

## 3.4 References

## 4 Safety

## 5 Abbreviations and Terms

ARRL	Amateur Radio Relay League
ICS	Incident Command System
MCARES	Monroe County Amateur Radio Emergency Service
NIMS	National Incident Management System
NTS	National Traffic System
PSHR	Public Service Honor Roll
QST	The monthly publication of the Amateur Radio Relay League.
WDN	Western District Net

## 6 Related Documents and Information

### Revision History

REV	DATE	DESCRIPTION	AUTHOR - CALL
0	9 Sept 2007	Initial publication.	Emergency Plan Team