

# Portland NET Amateur Radio Operator (ARO) Task List



Candidate's name (sign all page footers)		RTL initialing first items (sign and date)	
Amateur call sign	<input type="checkbox"/> RTL	Candidate's radio make and model, antenna type	
Candidate's NET Team	RTL final approval (sign and date)	Team Leader final approval (sign and date)	

### There are four prerequisites for NET ARO certification.

It is assumed that you will use the checklist on the back of this form to prepare for meeting at least once with your NET team Radio Training Liaison (RTL) to demonstrate your radio operation skills. ***Your RTL is available to help you with anything you may not understand, but before certification you must demonstrate mastery of those skills.*** Complete Parts 1-3 and do the preparation ahead of time to demonstrate the skills in Part 4 before meeting one-to-one with your RTL, or during a workshop with another RTL. If you choose to check into a directed net other than the NET net (Part 2), arrange this with an RTL in advance who can verify the check-in.

### You are responsible for completing and keeping this record.

All items must be approved, but not necessarily at a single session with an RTL. The RTL does not keep any record of your progress. You are strongly encouraged to make and retain a copy of the Task List in the unlikely event the original is lost. RTLs are volunteers, and will meet with you individually as their time permits, and in scheduled workshops.

### To complete the application:

You must obtain the final approval of an RTL, ***then present the completed Task List to your Team Leader, who will sign and submit the document to the Portland Bureau of Emergency NET Program Coordinator.***

## COMPLETE THESE THREE PARTS BEFORE MEETING WITH AN RTL OR ATTENDING A WORKSHOP

### Part 1: Completion of the NET Basic Unit 9 Module—Communications:

Check at least one.  Attended Unit 9 class  Passed online Unit 9 quiz - Please provide your test results.

### Part 2: Check into a net on a repeater, Portland NET net preferred:

Portland NET net check in date \_\_\_\_\_

If not the Portland NET net, provide net name and date (must be prearranged with an RTL). \_\_\_\_\_

### Part 3: FEMA Courses Please show your test results to an RTL who will initial each completed item.

- \_\_\_\_\_ IS-100.B: Introduction to the Incident Command System
- \_\_\_\_\_ IS-200.B: ICS for Single Resources and Initial Action Incidents
- \_\_\_\_\_ IS-700.A: National Incident Management System
- \_\_\_\_\_ IS-802: Emergency Support Function (ESF) #2: Communications

Note: IS-802 does not require completion of IS-800. Note also that FEMA may be reviewing and modifying these courses. Completion of any version of these courses is acceptable.

**If you have completed any of these courses previously for a NET or CERT course, just bring the certificates with you to the meeting with your RTL.**

Candidate's name and signature \_\_\_\_\_

**Part 4: NET Communication Skills Check List**

Use the check boxes to track your skills as you prepare to demonstrate them in person to the RTL. The RTL will initial next to the boxes checked to indicate approval. All items on this list must be initialed by an RTL. An RTL reviews and signs at the top of the previous page, then ***your Team Leader must sign the box on the front page of this form and submit the completed document to the PBEM NET Program Coordinator.***

**Personal portable radio**

- \_\_\_\_\_ Has extra batteries and knows how to change them
- \_\_\_\_\_ Has manual and/or cheat sheet and knows how to use it
- \_\_\_\_\_ Can turn radio on and off
- \_\_\_\_\_ Can lock and unlock radio
- \_\_\_\_\_ Can change power level
- \_\_\_\_\_ Can switch between VFO and memory
- \_\_\_\_\_ Can set frequency
- \_\_\_\_\_ Can set, enable, and disable PL tone
- \_\_\_\_\_ Can set offset if not automatic
- \_\_\_\_\_ Can save to memory and assign location
- \_\_\_\_\_ Can listen on reverse and know when and why to do so
- \_\_\_\_\_ Can turn offset on and off and know when and why to do so
- \_\_\_\_\_ Can recall memory channel
- \_\_\_\_\_ Can easily find Multnomah County ARES and NET frequencies in memory

**Basic troubleshooting**

- \_\_\_\_\_ Basic repeater understanding
- \_\_\_\_\_ Basic antenna understanding (polarization, quality, propagation)
- \_\_\_\_\_ Anticipating and checking for low battery condition
- \_\_\_\_\_ Changing location
- \_\_\_\_\_ Checking headset/mic/antenna connections
- \_\_\_\_\_ Checking volume control
- \_\_\_\_\_ Checking squelch control
- \_\_\_\_\_ Checking and turning off VOX (automatic voice-activated transmission)
- \_\_\_\_\_ Checking and correcting for incorrect frequency shift, no PL tone
- \_\_\_\_\_ Checking and turning off WiRES feature (on Yaesu radios)

**Radio protocol**

- \_\_\_\_\_ Uses personal call sign correctly, when, how often, and when to do so phonetically
- \_\_\_\_\_ Demonstrates Tactical Message Handling (speed, use of phonetics and "I spell", Fills)
- \_\_\_\_\_ Is familiar with pro-words "initials", "figures", "mixed group", "mixed group figures"
- \_\_\_\_\_ Knows what never to transmit
- \_\_\_\_\_ Can send a Damage Assessment (**Form 1**)
- \_\_\_\_\_ Can fill out a Communication Log (**Form 6**)
- \_\_\_\_\_ Can send and receive a General Message (**Form 8**)
- \_\_\_\_\_ Can explain the purpose of and interpret ICS 205

**Fire station and BEECN equipment**

- \_\_\_\_\_ Can inventory, set up, and repack a fire station VHF Orange Go-Kit
- \_\_\_\_\_ Knows the role of all radios, what frequencies and/or nets are used
- \_\_\_\_\_ Can find Multnomah County frequencies in memory
- \_\_\_\_\_ Understands BEECN operations