



# Portland NET Amateur Radio Operator (ARO) Task List

Revised 6/29/2016

Candidate's name (and sign all page footers):	RTL initials first items (date):
NET Team:	RTL final approval & see page 3 (date):

There are four prerequisites for NET ARO certification and one optional elective. These parts may be done in any order. The candidate should complete the first three parts, however, before meeting with their Radio Training Liaison (RTL) to complete Part 4, below.

The candidate is responsible for keeping this record. The candidate must bring this task list to their RTL for approval of each item. The RTL will initial the items that have been completed. The RTL does *not* keep any record of a candidate's progress. The candidate is strongly encouraged to make and retain a copy of this task list as it is completed, for use in the unlikely event that the original task list is lost or misplaced.

Note that RTLs are under no obligation to meet with candidates, except as their time permits and as they can arrange workshops. Your NET RTL is a volunteer.

When completed, the candidate must obtain the final approval of the RTL. The candidate then presents their completed task list to their Team Leader, who provides their approval and submits this document to the Portland Bureau of Emergency NET Program Coordinator.

## Part 1: Completion of the NET Basic Unit 9 Module – Communications *(please check at least one)*

- Attended Unit 9 class
- Passed online Unit 9 quiz

## Part 2: U.S. Federal Communications Commission (FCC) Amateur Radio License

Presents proof of their Amateur Radio License

Note: Any class of FCC Amateur Radio License will satisfy this requirement. It is customary to obtain the entry-level license, which is the Technician class license

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## Part 3: Presents certificates for completion of FEMA Independent Study courses

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.

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## Part 4: NET Operations Training

### 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 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
- \_\_\_\_\_ Has Multnomah County ARES and NET tactical frequencies in memory and can find them easily
- \_\_\_\_\_ Logs into the weekly Portland NET net

### 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 proficiency with Tactical Message Handling (speed, ITU phonetics, "I spell", Fills)



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- \_\_\_\_\_ Demonstrates familiarity with Formal Message Handling pro-words (“initials”, “figures”, “mixed group”, “mixed group figures”)
- \_\_\_\_\_ Knows what never to transmit
- \_\_\_\_\_ Can complete Damage Assessment (*Form 1*), Communication Log (*Form 6*) and 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 the Orange Go-Kit radio equipment, what each radio is for, what frequencies and/or nets are used
- \_\_\_\_\_ Understands BEECN operations
- \_\_\_\_\_ Can find Multnomah County frequencies in memory

**Final RTL Approval** (sign and date)

**NET Team Leader Approval** (sign and date)

Note: Team Leaders submit this completed task list to PBEM NET

### **Part 5 (Optional): Train to Multnomah County Amateur Radio Emergency Services (McARES) standards and become a member of the McARES Rover Team**

Please contact your ARO RTL for information and details about this part