

March 23, 2018

## Jackson County ARES (JCARES) Credentialing Program

During a large scale event the need for additional communications resources can quickly overwhelm the locally available operators. The logical resolution is to request support from the un-impacted areas nearby. The result is an Emergency Management staff working with operators who they don't know and thus aren't confident in their skill set. The reason for this is we do not have a method for demonstrating our skills and relating them to their value during a response. This problem is not unique to radio communications but true of almost all disciplines

Emergency management and incident response activities require that resources (personnel, teams, facilities, equipment, and/or supplies) are prepared to meet incident needs. Utilization of standardized resource management concepts such as typing, credentialing, training, and exercising facilitates the efficient and effective deployment of resources.

It is essential for preparedness organizations to inventory and maintain current data on their available resources. The inventory process involves:

- **Resource Typing:** Assigning a standardized typing designation to each resource that allows Incident Commanders to request and deploy resources.
- **Credentialing, Training, and Exercising:** Ensuring personnel are qualified, trained, and exercised to common standards that provide a foundation for the interoperability and compatibility of resources.

Currently Federal Emergency Management Agency (FEMA) has not applied Resource Typing to Amateur Radio as it has for public safety resources. To be proactive in this process and provide local Emergency Managers (EM) some idea of what our skills sets are, a panel of amateur radio leadership in the KC Metro area developed a set of personnel typing requirements for amateur radio operators that follow the National Incident Management System (NIMS) Resource Typing format.

Below are the proposed training and skill set requirements for each of the four operator types. This should be considered a MINIMUM set of requirements for each classification. The main objective is to make it easy for the receiving EM office to have some sense of what a particular operator's skills are and to provide confidence that a particular operator would be comfortable and able to complete a task or challenge that might be assigned to them.

### Radio Operator IV

- Technician Class License (or higher)
- IS-100.b - Introduction to Incident Command System, ICS-100
- **IS-700 National Incident Management System (NIMS), An Introduction**
- Government Issued Photo ID (Drivers License, Student ID, etc).

### Radio Operator III

- All of Radio Operator IV plus the following:
- IS-200.b - **ICS for Single Resources and Initial Action Incidents**
- **IS-800.b National Response Framework, An Introduction**
- Act as Net Control for an amateur radio net at least once.
- Emcomm Group issued ID (ARES, RACES, etc.)

## Radio Operator II

- All of Radio Operator III plus the following:
- General Class License (or higher)
- Proficiency in one mode other than voice (i.e. digital, code, RTTY, ATV, etc.)
- Introduction to Emergency Communication – ARRL Course #: EC-001\*  
or all of the following:
  - IS-120.a An Introduction to Exercises
  - IS-235.c Emergency Planning
  - IS-288 The Role of Voluntary Agencies in Emergency Management
  - IS-130 Exercise Evaluation and Improvement Planning
  - IS-315 CERT Supplemental Training: The Incident Command System
- Operating proficiency as a Net Control
- Background check in home jurisdiction, if required
- Have a jurisdictionally (City, County, Region or State) issued Communications ID

## Radio Operator I

- All of Radio Operator II plus the following:
- Hold a leadership role in an Emcomm group. This can be a board position like President, or appointment like Field Day Coordinator, Training Officer, etc.
- Have a demonstrated ability to lead and direct radio operators, demonstrated by either coordinating public service events, or creation & execution of live radio training or exercises with groups of 10-15 or more.
- Public Service and Emergency Communications Management for Radio Amateurs-ARRL Course #: EC-016\*  
Or

All of the following:

- IS-230.d Fundamentals of Emergency Management
- IS-240.b Leadership & Influence
- IS-241.b Decision Making & Problem Solving
- IS-242.b Effective Communications
- IS-244.b Developing and Managing Volunteers
- IS-802 Emergency Support Functions (ESF) #2 – Communications

\*If an operator has taken the ARRL classes in the old 3 class format, the first level class equals EC-001 and both the second and third level classes are equal to EC-016

In order to provide qualified resources to area emergency management the members of Metropolitan Emergency Communications Council (MECC) have adopted the Resource Typing details as described above. To meet these needs, JCARES will begin a Resource Typing/Credentialing program.

The web site to complete an application for change in resourcing level is: <http://goo.gl/9gXVDL>

Please complete the application and upload scanned copies of certificates or transcript to:  
[mecccredentialing@gmail.com](mailto:mecccredentialing@gmail.com).

The initial requirements for our members are to provide to the Credentialing Committee the following information:

- Copies of completion certificates for each FEMA course they have taken.
- Provide an updated membership form with current information
- Provide a picture meeting the badge system requirements, or have picture taken at JCARES meeting.



## Jackson County Amateur Radio Emergency Services

### Jackson County ARES Credentialing Program

Since members may not have available all of the certificates of courses taken, the attached transcript request is provided for your convenience. Please complete the header information, sign and date. You may fax the request to the number listed or mail to the address provided. If possible, please fax the request since the response is quicker. There is no charge or cost to you for the transcript. A copy will be sent to JCARES Credentialing Committee and to each member.

Since the ARRL course work has recently been revised the following FEMA Emergency Management Institute (EMI) Professional Development Series (PDS) courses may be substituted for the ARRL course as listed.

Sub for EC-001

- IS-120.a An Introduction to Exercises
- IS-235.c Emergency Planning
- IS-288 The Role of Voluntary Agencies in Emergency Management
- IS-130 Exercise Evaluation and Improvement Planning
- IS-315 CERT Supplemental Training: The Incident Command System

Sub for EC-016

- IS-230.d Fundamentals of Emergency Management
- IS-240.b Leadership & Influence
- IS-241.b Decision Making & Problem Solving
- IS-242.b Effective Communications
- IS-244.b Developing and Managing Volunteers
- IS-802 Emergency Support Functions (ESF) #2 – Communications

Leadership capabilities outside of Amateur Radio will be considered on an individual basis.



## JACKSON COUNTY ARES APPLICATION

DATE: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIMARY CONTACT NUMBER: \_\_\_\_\_ CELL \_\_\_\_\_ HOME \_\_\_\_\_ WORK \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK NUMBER: \_\_\_\_\_ OK TO CALL: YES \_\_\_ NO \_\_\_

**Cell Number:** \_\_\_\_\_ **Cell Provider:** \_\_\_\_\_ **Okay to receive texts:** Y N

ALTERNATE NUMBER: \_\_\_\_\_ PRIMARY EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ MEDICAL RESTRICTIONS: \_\_\_\_\_

**CALL Sign:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_ **EXP DATE:** \_\_\_\_\_ **YEAR FIRST LICENSED:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **State of Issue** \_\_\_\_\_ **EXP DATE:** \_\_\_\_\_

**TRAINING INFORMATION:** YEAR OF LAST WEATHER SPOTTING TRAINING: \_\_\_\_\_

ARRL EMCOMM:

I DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_ EMCOM 001: DATE: \_\_\_\_\_ CERT OH: \_\_\_\_\_

II DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_

III DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_ EMCOM 016: DATE: \_\_\_\_\_ CERT OH: \_\_\_\_\_

FEMA TRAINING:

IS-100 DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_ IS-200 DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_

IS-700 DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_ IS-704 DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_

IS-800 DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_ IS-802 DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_

OTHER TRAINING: (Such as Red Cross CPR, first aid etc.)

\_\_\_\_\_ DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_ CERT ONHAND: \_\_\_\_\_

NET CONTROL EXPERIENCE:

NO: \_\_\_ YES; \_\_\_ if yes describe: \_\_\_\_\_

CW EXPERIENCE/PROFICIENCY: NO: \_\_\_\_\_ YES; \_\_\_\_\_ if yes wpm: \_\_\_\_\_

INTERESTS: WEATHER: \_\_\_\_\_ DISASTER: \_\_\_\_\_ RACES: \_\_\_\_\_ OTHER: \_\_\_\_\_

TIMES AVAILABLE:

DAYS: \_\_\_\_\_ NIGHTS: \_\_\_\_\_ WEEKENDS: \_\_\_\_\_

EQUIPMENT CAPABILITIES: (Check box with X or Yes)

MODE	HF	6 METERS	2 METERS	222 MHZ	440 MHZ	OTHER
<b>BASE</b>						
CW						
FM						
DIGITAL						
<b>MOBILE</b>						
CW						
FM						
DIGITAL						
<b>GO KIT</b>						
HT: _____						
MOBILE: _____						
CW						
FM						
DIGITAL						

OTHER MODES:

FRS: \_\_\_\_\_ GMRS: \_\_\_\_\_ GPS: \_\_\_\_\_ CB: \_\_\_\_\_

EMERGENCY POWER: \_\_\_\_\_ (SOLAR, BATTERY, GENERATOR)

HF: \_\_\_\_\_ NUMBER OF HOURS OPERATION: \_\_\_\_\_ TYPE OF ALTERNATE POWER: \_\_\_\_\_

V/UHF: \_\_\_\_\_ NUMBER OF HOURS OPERATION: \_\_\_\_\_ TYPE OF ALT POWER: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

15 JAN 2016

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Instructions for completing the EMI ISP Transcript request:

1. Complete the information using the fillable form on following page.
2. Print a copy of the completed form.
3. Sign form.
4. Mail or fax as per instructions below.

OR

1. Print blank form from following page.
2. Complete information in pen.
3. Sign form
4. Mail or fax as per instructions below.

**Mail your request to:**

National Emergency Training Center  
EMI Independent Study Program  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998

**OR FAX TO: (301) 447-1201**

# EMI Independent Study Program

## Transcript Request Form

A transcript of your Independent Study course completions will be sent to you (the student), and to any Institutions you indicate below. Please type or write your information legibly. Please allow 10 business days for delivery via U.S. Mail.

*\*If you are requesting transcripts for a large number of students, please contact our office at 301-447-1200 or [Independent.Study@fema.dhs.gov](mailto:Independent.Study@fema.dhs.gov) for additional completion verification options.*

<b>Student Name (required):</b>
<b>Address (required):</b>
<b>City, State &amp; Zip Code (required):</b>
<b>Phone Number:</b>
<b>Email Address:</b>
<b>Social Security Number (required):</b> <small>Please see our website at <a href="http://training.fema.gov/EMIWeb/IS/Exams/privacystatement.asp">http://training.fema.gov/EMIWeb/IS/Exams/privacystatement.asp</a> for information on why the ssn is required.</small>
<b>Student Signature (required):</b>
<b>*Only you (the student) can authorize the release of your training record(s).</b>

### Institutions to receive Official Transcripts(s):

\*As the requestor, you automatically receive a student copy of your transcript

<b>Institution Name:</b> Jackson County ARES
<b>Attention to (required):</b> Richard Fretwell
<b>Address:</b> 704 W 90th St.
<b>City, State &amp; Zip Code</b> Kansas City MO 64114
<b>Institution Name:</b>
<b>Attention to (required):</b>
<b>Address:</b>
<b>City, State &amp; Zip Code</b>

### Mail your request to:

National Emergency Training Center  
EMI Independent Study Program      OR      Fax to: (301) 447-1201  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998