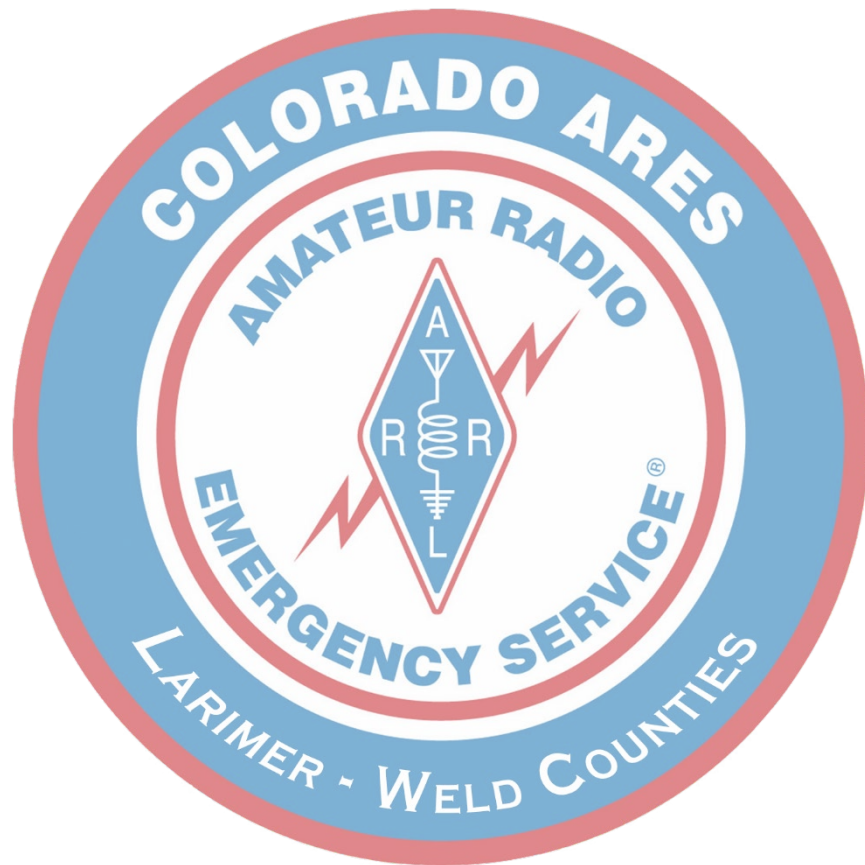


Colorado
Amateur Radio Emergency Services
Member Task Book



**“We are not just Volunteers; we are all UNPAID
Professionals”**

Purpose:

The purpose of this document is to outline and document the process' in member advancement from Tier 1 through Tier 4.

Outline:

Following the Tier membership system members must go through each step to advance in Tier levels. This is done by completing each of the steps outlined in each section of this document. At the end of each section, it MUST be signed off by a Director or Team Lead that has achieved the same level or higher membership. In addition, Directors and Team Leads MAY NOT sign off on their own Task Book and is a requirement for all ARES Region 1 District 1 Members to compete before advancing to the next level of membership.

Tier 1:

Tier 1 Members are those that have only filled out the application and in the process of completing the steps to advance to Tier 2 status. Tier 1 Members are considered Non-Deployable but may participate in ARES training functions.

Printed Name of Director/Team Lead

Signature of Director/Team Lead

Date of Completion

Tier 2:

Tier 2 members of Colorado ARES Region 1 District 1 are new members that have completed the following and considered Secondary Deployable Member of ARES able to assist a Primary Deployable member in operations to further advance their skills. They will work towards advancing membership by following the next steps to achieve Tier 3 membership.

IS-100 (Date completed: _____)

IS-700 (Date completed: _____)

Colorado Volunteer Mobilizer Registration

- Colorado Volunteer Mobilizer is the State run database system that you will upload your IS-100 and IS-700 certificates to. Once these two (2) documents are uploaded and ALL information is entered into your profile they will run and complete the background check (no cost to you). Once the background check is completed your status in the database will reflect acceptance given no issues are found. At that point you must notify a Director or Team lead to have this portion of the Task Book signed off on to advance to Tier 2 membership.

Printed Name of Director/Team Lead

Signature of Director/Team Lead

Date of Completion

Tier 3:

Tier 3 members of Colorado ARES Region 1 District 1 have successfully completed all steps in the previous levels of membership as well as those listed below and considered a Primary Deployable member. Tier 3 members will also work towards maintaining their skill set by actively practicing and demonstrating their abilities. This can be done by being active with Colorado ARES Region 1 District 1 through regular participation in ARES activities.

IC-200 (Date completed: _____)

IC-800 (Date completed: _____)

Demonstrate proficiency in Net Control operations.

- Accurately copy and transcribe radio traffic via voice communications.

Demonstrate and understanding to accurately read and transcribe commonly used ICS forms such as the following but not limited to:

-ICS-205 Comms Plan	-ICS-213 General Message
-ICS-213RR Resource Request	-ICS-214 Activity Log
-ICS-309 Communications Log	

Demonstrate proficiency in basic radio equipment troubleshooting.

Items such as, but not limited to those listed below:

- Items to check if radio is not receiving.
- Items to check if the radio powers off when attempting to transmit.
- Power connections are properly fastened.

Demonstrate an understanding and use of the Winlink email system.

- Participation in the Winlink Thursday Exercise.

Demonstrate the ability to problem solve issues that may arise during and activation.

Items such as, but not limited to those listed below:

- Building loss of power.
- Location in affected emergency area.
- Being informed that ARES Services will be needed around the clock and/or long-term activation.

Printed Name of Director/Team Lead

Signature of Director/Team Lead

Date of Completion

Tier 4:

Tier 4 members of Colorado ARES Region 1 District 1 have successfully completed all steps in the previous levels of membership as well as those listed below and considered a Primary Deployable member. Tier 4 members will also work towards maintaining their skill set by actively practicing and demonstrating their abilities. This can be done by being active with Colorado ARES Region 1 District 1 through regular participation in ARES activities.

Follow the below steps to achieve Tier 4 Status

- Applicants to Colorado AuxComm must have a willingness to serve and be at least 18 years of age.
- Prior to application, the individual must have completed

FEMA's online Incident Command System courses IS 100.c, IS 200.c, IS 700.b, IS 800.d

[Co.Train](#) Colorado Interoperability, Module 1, Module 2, Module 3

OPSEC Awareness for Military Members, DoD Employees and Contractors

- Prior to application members must have an Amateur Radio Operator license.

Colorado AuxComm is a volunteer organization. In most cases, team members are able to easily manage work, life, and Colorado AuxComm commitments. However, emergencies and disasters know no time schedule. In times of emergency Colorado AuxComm members may be called upon to operate at night, on weekends, during normal business hours, and on holidays. Before applying to Colorado AuxComm, consider your availability and willingness to serve. Though a limited number of our members have administrative assignments that allow them to work from home, many Colorado AuxComm assignments required members to deploy to the field, potentially under rustic conditions.

The Colorado Auxiliary Communications Unit (Colorado AuxComm) within the Division of Homeland Security and Emergency Management's Office of Emergency Management (OEM) is currently seeking qualified volunteers who have a desire to serve the Colorado community with emergency communications capability in time of emergency. This volunteer unit was created to provide emergency communications support to the OEM and the State of Colorado.

More information can be found at www.coloradoares.org

Received Colorado AuxComm Identification

Printed Name of Director/Team Lead

Signature of Director/Team Lead

Date of Completion

Tier 4:

In order for a Colorado ARES Region 1 District 1 member to achieve a Tier 4 status they must complete all previous levels of membership as well as complete the AuxComm training.

Summary:

The goal of the above listed membership levels is to help maintain a knowledgeable membership pool of individuals. This can only be accomplished with continued training and participation of its members. To aid in this process each member will maintain a personal task book documenting their progress and achievements. This task book will be in both physical and digital format only visible to the individual and leadership team.

We are not just Volunteers; we are all Unpaid Professionals and should strive for excellence through continued participation and education. We have a vast variety of tools at our disposal and should utilize all of them in the proper time and efficiency.