

ARES® Missouri Section

Emergency Communicator Skills Book



Communicator Skills Book Assigned To:

Communicator Name:	
Call Sign:	
Phone:	
Email:	

Communicator Skill Book Initiated By:

Missouri Section County:	
Group Name:	
County EC:	
Call Sign:	
Phone:	
Email:	
Date Initiated:	

Revision 1.0 – April 22, 2022

Skills Book:

This skills book provides guidance and indicates the skills required by an amateur radio operator to function as a skilled emergency communicator. This book is similar to the ARRL ARES® Task Book but aligned to the needs of the Missouri Section and Midwest norms. The Section skills are the required or encouraged skills that are applicable to all section ARES groups. The County skills can be adjusted to conform to the required skills set by the local served agency (Authority Having Jurisdiction / AHJ). Additional skills can be added if required by local AHJ officials.

ARES Levels:

Level 1:

Level 1 is a new member to the group. The only initial requirement is an amateur radio license.

Level 2:

Level 2 is the minimum training, education and experience level to perform as an emergency communicator in the field or an Emergency Operation Center (EOC).

Level 3:

Level 3 is the minimum training, education, and experience to hold a leadership position within the county group, district, or section.

Responsibilities:

Individual Operator:

- Review and understand the skills book.
- Demonstrate a skill to an evaluator for certification.
- Maintain and keep the skills book up to date.
- Produce the skills book to the AHJ if requested to verify skills.

Evaluator:

- Fill out the evaluator section of the book to identify the initials.
- Be knowledgeable and proficient in the required skills.
- Have personally completed the skills book for the skill level being evaluated.
- Record demonstrated practical skill in the appropriate section of the book.
- Verify educational course completion certificate or transcript from the AHJ offering the training or course. Example: ICS Completion Certificate.

Signing Off Skills / Final Level Completion:

- ECs or their designate can approve individual demonstrated skills.
- ECs must approve final ARES/County Completion Level when the required/encouraged skills have been recorded as completed for the level being achieved.
- ARES leadership positions should have their final ARES/County Level completion signed by a higher level ARES position.

Proficiency Skills Skill R: Required E: Encouraged O: Optional	ARES Level			County Level			Comp Code	Completion Date	Evaluator's Initials
	1	2	3	1	2	3			
Program frequency, Offset, & Tone into your radio	R	R	R						
Program frequency, Offset & Tone into your HT	R	R	R						
Correctly fill out and send an ICS-213 Form	O	R	R						
Correctly fill out an ICS-214 Form	O	R	R						
Correctly fill out an ICS-309 Form	O	R	R						
Fill out an ICS-205 form for an exercise	O	O	R						
Complete a voice contact on at least two different HF frequencies	O	E	R						
Build a simple dipole antenna	O	R	R						
Demonstrate your ability to deploy and use an HF antenna	O	E	R						
Demonstrate your ability to deploy and use a VHF/UHF antenna	O	R	R						
Send a Winlink message on VHF/UHF via Gateway	O	R	R						
Send a Winlink message using an ICS-213 Template	O	E	R						
Send a Winlink message on HF via Gateway	O	E	R						
Send a Peer to Peer Winlink message on VHF/UHF	O	E	R						
Build a Powerpole Cable or Adapter	O	R	R						
Solder a PL259 coax connector on coax	O	R	R						
Assemble a 24 hour Go-Kit	O	E	E						
Explain proper grounding of equipment	O	R	R						

Skill Completion (Comp) Codes:

O – Skill completed in online course

C – Skill completed in person, classroom, seminar. etc.

T – Skill completed on the air or tabletop exercise

P – Skill performed during event, or exercise

E – Skill performed during an emergency

Education Skill R: Required E: Encouraged O: Optional	ARES Level			County Level			Comp Code	Completion Date	Evaluator's Initials
	1	2	3	1	2	3			
IS-100c - Intro to Incident Command System	O	R	R						
IS-200c - ICS for Single Resource	O	R	R						
IS-700b - Introduction to National Incident Mgt. Systems	O	R	R						
IS-800c - National Response Framework	O	R	R						
ARRL EC-001 Introduction to Emergency Communications	O	R	R						
ARRL EC-016 Emergency Communication for Management	O	O	E						
Skywarn Spotter Training (Every other year)	O	R	R						
ARRL PR-101 Public Information Officer Training	O	E	R						
IS-2200 - Basic Emergency Operations Center Functions	O	E	R						
Obtain Copy of Group's ARES Field Guide	R	R	R						

Skill Completion (Comp) Codes:

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Participation	ARES Level			County Level			Comp Code	Completion Date	Evaluator's Initials
	Skill R: Required E: Encouraged O: Optional	1	2	3	1	2			
Participate in Directed Net (Weekly/Monthly and Exercises)	E	R	R						
Participate in a Public Service Activity (Annually)	O	E	E						
Participate in the Simulated Emergency Test (SET) Annually	O	R	R						
Serve as Net Control (Once per Quarter)	O	R	R						
Attend ARES Group Meetings (Minimum of 5 meetings per year)	E	R	R						
Attend Group Work Days (Minimum of 4 per year)	E	R	R						

Leadership	ARES Level			County Level			Comp Code	Completion Date	Evaluator's Initials
	Skill R: Required E: Encouraged O: Optional	1	2	3	1	2			
Present a Training Session	O	E	R						
Hold a General Class or Extra License Class	O	E	E						
Participate in PIO activities (PR-101 Qualifies)	O	E	R						
Be an EC-001 Course Instructor/Mentor	O	E	E						

Skill Completion (Comp)Codes:

O – Skill completed in online course

P – Skill performed during event, or exercise

C – Skill completed in person, classroom, seminar. etc.

E – Skill performed during an emergency

T – Skill completed on the air or tabletop exercise

Level Completion Approval		
Level Completed	Completion Date	Evaluator's Initials
ARES Level 1 Completed		
ARES Level 2 Completed		
ARES Level 3 Completed		
County Level 1 Completed		
County Level 2 Completed		
County Level 3 Completed		

Evaluator List			
Name:		Call Sign:	
Phone:		Initials:	
Email:		Date:	

Name:		Call Sign:	
Phone:		Initials:	
Email:		Date:	

Name:		Call Sign:	
Phone:		Initials:	
Email:		Date:	

Name:		Call Sign:	
Phone:		Initials:	
Email:		Date:	

Name:		Call Sign:	
Phone:		Initials:	
Email:		Date:	

Appendix A - License & Certificates

Replace this page with a copy of your Amateur License and transcripts of completed courses.