SUSSEX COUNTY, DE
AUXILIARY COMMUNICATOR (AUX-C)
INDIVIDUAL TASK BOOK

Task Book Assigned To:

Name: _____   Call: _____

Phone Number: _____ Email: _____

Task Book Initiated By:

Auxiliary Comm Leader_____ Call: _____

Phone Number: _____ Email: _____

Initiated:

Location: _____ Date: _____

AUXCOMM

AUXCOMM is the term used by Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) to identify adjunct and volunteer communication resources.

The Sussex County Auxiliary Communications Unit (AUXCOMM) is a group of trained individuals who provide communication support during emergencies and events under the direction of the County Emergency Coordinator. This training manual outlines the procedures and guidelines for members of the AUXCOMM group to track their progress toward various levels of proficiency. This Task Book is based on FEMA and NIMS compliant requirements.

Task Book
The Position Task Book sets minimum criteria for certification for a position. Any authority having jurisdiction has the authority to add content to the baseline competencies, behaviors, and tasks as necessary.

The individual is responsible for maintaining his/her Task Book and having it with him/her during training and assignments. The Task Book also contains sections with definitions of the communicator levels, as well as common responsibilities. Recommendations of minimum proficiencies and skills per level are listed. Items in the proficiency/skills section will be used in training. Prior known experience may be substituted for some listed tasks.

The task book covers four skill levels to operate as an Auxiliary Communicator.

Skill Levels
> **Level 1** - Trainee Level, includes skills learned when obtaining an Amateur Radio license

> **Level 2** - Field Operator Level set of skills obtained through coursework and Training to operate at all levels within the AUXCOMM scope

> **Level 3** - Leadership Level skills enhance Operator training to a position of leading a team of operators for specific tasks, events, or activations.

> **Level 4** - Management Level Operator increased skill set that opens path to positions and assignments in upper organization leadership.

NOTE: The approving evaluator must meet or exceed the qualifications for each level they are signing as approving.

The Purpose of this Task Book

1. **Training Guide:** To outline the skills, knowledge, and abilities an individual needs to acquire to fill a position as Auxiliary Communicator. This guide is a roadmap for training and documentation of the skill level of the operator.

2. **Qualification Standard:** To establish the criteria for determining when an individual is considered qualified or certified for a particular role.

3. **Documentation:** To provide a record of an individual's training and accomplishments. This documentation can be useful for both the individual and the organization to track progress and maintain a comprehensive record of qualifications.

4. **Evaluation Tool:** To provide supervisors or mentors an evaluation tool to assess an individual's performance and determine whether they meet the required standards for the position.

5. **Consistency and Standardization:** To ensure consistency and standardization in training and qualification processes across different individuals or teams within an organization. This is crucial for efficient emergency response or public safety.

6. **Continuous Improvement:** Includes provisions for ongoing training and development. This reflects a commitment to continuous improvement, ensuring that individuals stay current with evolving practices and technologies.

7. **Communication and Accountability:** To specify reporting structures and communication channels. To establish clear lines of communication and accountability within the organization.

8. **Regulatory Compliance:** To comply with NIMS standards and requirements. This ensures that individuals in specific roles meet the necessary standards set by FEMA.

9. **Emergency Preparedness:** To ensure personnel are adequately trained and prepared to respond effectively to emergency situations.

Position Title: Auxiliary Communicator (AUX-C)

Position Description:
Auxiliary Communicators have been assisting the public safety community for over 100 years. These uniquely qualified communicators give their time and resources freely, without hesitation, providing auxiliary communications to NIMS/ICS personnel and public safety partners. Additionally, Auxiliary Communicators frequently provide communications support during planned events, community functions, and training exercises. For purposes of this task book the Communicators are licensed FCC amateur radio operators.

Responsibilities:

Individual   - Review and understand task book requirements.
- Identify desired objectives/goals.
- Satisfactorily demonstrate completion of tasks for each level.
- Assure the evaluations are completed.
- Maintain and keep the Task Book up to date
- Make Task Book available during assignments.
- Submit the completed Task Book to AUXCOMM management for evaluation

Evaluation Process

Evaluators observe and review a trainee's completion of tasks, Initialing and dating each successfully completed task in the task book.

Evaluators complete an Evaluation Record Form after each evaluation period documenting the trainee's performance.

The final evaluator is an AUXCOMM leader or an AUXCOMM subject matter expert, appointed in writing by the Auxiliary Communications Leader, who verifies that a trainee has completed the task book training and met all requirements for the position. When possible, the evaluator and the final evaluator should not be the same person.

Personnel who have documentation of previous education, training, or significant on the job incident experience may receive credit toward qualification for a given position.

RESPONSIBILTIES
Evaluator
- Be knowledgeable and proficient in the tasks being evaluated and approved
- Meet with the operator and evaluate past experiences, current qualifications and desired objectives/goals
- Review tasks with Communicator
- Complete the sign off, comments and qualifying

SKILL LEVEL 1 Trainee

This is a non-leadership role. Training could be in-person or online at www.FEMA.gov to introduce the participant to the fundamentals of emergency communications and provides instructions on how participants are to conduct themselves while serving in the field or otherwise activated. Participants may elect to remain at this level, or any level, based upon the extent of their desired involvement. Participants at this level may only be activated under the supervision of a Level two or higher operator.
R = Required, E = Encouraged, O = Optional

TASK	R O E	COMPLETION DATE	Evaluator Sign Off
Education			
1.2 IS-100.b- Intro to Incident Command System	R		
1.3 IS-700.a Introduction to **N**ational **I**ncident **M**gt. **S**ystem	R		
2.2 IS-200.b ICS for Single Resource & Initial Action Incident	R		
2.3 IS-800.b National Response Framework	R		
2.4 ARRL Basic Emergency Communications #67044	R		
Comment: *These are considered as meeting the minimum requirements for deployment at an Incident. Local authorities may require additional training.			
Participation			
Complete & submit Registration to Sussex County AUXCOMM	R		
Initiate Task Book	R		
Provide a copy of your course completion certificates or EMI Transcript for the following training for IS-100, IS-200, IS-700, and IS-800	R		
Competencies			
Technician class or higher FCC Amateur Radio License	R		
Obtain and assemble a position related "Go-Kit' prior to receiving an assignment. Include ICS-213 and ICS-309, reflective vest, hat, and Personal Protective Equipment.	R		
Demonstrate competence in operating in a Directed Net	R		
Program frequency, offset and tone into HT or mobile	R		
Participate in local voice net monthly, keep and submit a log	R		

NAME:_____CALL**:_____** LICENSE CLASS: _____

Attach Copy of FCC License Here:

Level 1 Completion Record Trainee

The listed tasks for the Level 1 having been completed, dated and initialed indicate successful completion of all the tasks required of the participant for Level 1.

☐ The individual is recommended as certified for this level.

Date:_____ ACL / DACL _____

Comments: _____

NAME:_____CALL:_____LICENSE CLASS: _____

SKILL LEVEL 2: FIELD OPERATOR			
This training level builds upon completion of Level 1, and participants in Level 2 may elect to remain at this level based upon the extent of their desired AUXCOMM involvement. Much of this training is conducted by the local AUXCOMM group to meet its needs to assist the agency they serve and provides hands-on skills to better understand emergency communications. Successful participants in Level 2 may be activated to identified tasks and may operate in the field, in the AUXCOMM room, or in the Mobile Command Unit. **R = Required, E = Encouraged, O = Optional**			
TASK	**R O E**	**Completion Date**	**Evaluator Sign Off**
PRE-REQUISITE Completion of Skill Level 1	R		
Education			
2.5 ARRL Intermediate Emergency Communications #68230	R		
2.6 SKYWARN Spotter Basic Training (Bi-Annually)	E		
Participation			
2.7 Net Participation monthly, keep a log and submit	R		
2.8 Public Service Event Participation, add to log and submit	R		
2.9 Simulated Emergency Test or Exercise Participation, add to log	R		
2.10 Serve as Net Control	E		
Competencies			
Demonstrate competency in operating all AUXCOMM room positions	E		
Demonstrate competency in MCU and AUX/CERT trailer positions.	R		
2.11 Write and send a Radiogram, retain copies	R		
2.12 Write and send an ICS-213 message, retain copies	R		
2.13 Operate VHF Digital messaging station, print and retain 309	O		
2.14 Operate AUXCOMM Rm Digital VHF or HF station	R		
2.15 Build a simple dipole or ¼ wave ground plane antenna**	E		
2.16 Build Powerpole adapter cable**	E		
2.17 Solder PL259 connector to coax**	E		
Comment: ** Skills that are very useful to know and everyone is encouraged to learn.			

Level 2 Completion Record   Field Operator

The listed tasks for the Level 2 having been completed, dated and initialed indicate successful completion of all the tasks required of the participant for the Level 2.

☐   The individual is recommended as certified for this level.

Date:_____   ACL / DACL _____

Comments: _____

NAME:_____ CALL:_____ LICENSE CLASS: _____

TASK	R O E	Completion Date	Evaluator Sign Off
SKILL LEVEL 3: LEADERSHIP LEVEL OPERATOR			
Level 3 prepares the operator for increased responsibilities and Team leadership roles in the group.			
R = Required, E=Encouraged, O = Optional			
PRE-REQUISITE Completion of Skill Level 2	R		
General Class (or higher) Amateur license	R		
Education			
3.3 IS-120.c - An Introduction to Exercises*	R		
3.4 IS-230.d - Fundamentals of Emergency Management*	R		
3.5 IS-235.c - Emergency Planning*	R		
3.6 IS-240.b Leadership & Influence*	R		
3.7 IS-241.b - Decision Making & Problem Solving*	R		
3.8 IS-242.b - Effective Communications*	R		
3.13 SKYWARN Advanced Training Class (Bi-Annually)	E		
3.14 IS-029a Public Information Officer Awareness	R		
3.15 ARRL Advanced Communications Mgt* (Under construction)	R		
3.16 AUXCOMM Course In Person Only	E		
Comment: * Required for those seeking/holding leadership positions.			
Participation			
3.19 Net Participation (Once per Quarter)	R		
3.20 Public Service Event Participation (Semi-Annually)	R		
3.21 Simulated Emergency Test or Exercise (1 per quarter)	R		
3.22 Serve as Net Control (Semi-Annual) Maintain ICS documentation	R		
3.23 Operate AUXCOMM Room and MCU stations (Quarterly)	R		
3.24 Present a training session	R		
3.25 Hold/held a leadership position in AUXCOMM group	R		
3.26 Participate in PIO activities (PR-101 Qualifies)	R		
3.27 EC-001 Course Instructor/Mentor	O		
Competencies			
3.28 Proficient in using ICS forms	R		
3.29 Operate VHF Digital messaging station Peer-to-Peer mode	R		
3.30 Operate HF Digital Mode Messaging Station	R		
3.31 Develop familiarity w/ 800 MHz radios	E		
3.32 Program frequency & offset any AUXCOMM radio*	R		
3.33 Demonstrate cross band repeat on Mobile Radio (UHF→VHF)	O		
4.0 Establish an Incident Auxiliary Communications Center	E		
*Comment: AUXCOMM Rm and MCU, Except 800 MHz			

Level 3 Completion Record   Leadeship

The listed tasks for the Level 3 having been completed, dated and initialed indicate successful completion of all the tasks required of the participant for the Level 3.

☐   The individual is recommended as certified for this level.

Date:_____ ACL / DACL _____

Comments: _____

NAME:_____CALL:_____LICENSE CLASS: _____

SKILL LEVEL 4: MANAGEMENT LEVEL OPERATOR			
Level 4 Prepares the participant to assume management of the group. **R = Required, E=Encouraged, O = Optional**			
TASK	**R O E**	**Completion Date**	**Evaluator Sign Off**
PRE-REQUISITE Completion of Skill Level 3	R		
Extra Class Amateur license	R		
Education			
4.1 IS-244.b - Developing & Managing Volunteers*	R		
4.2 IS-288.a – Role of Voluntary organization in Emergency Mgt.	R		
4.3 IS-802.a – Emergency Support Function #2 - Communications	R		
4.4 IS-2200 - Basic EOC Operation Functions	R		
4.5 AUXCOMM Course In Person Only	R		
4.6 ICS-300- ICS for Expanding Incidents** In person Only	R		
4.7 ICS-400 Advanced Incident Command System** In Person Only	R		
4.8 IS-29.a Public Information Officer Awareness	R		
4.9 Basic Emergency Communications --Course Instructor/Mentor	R		
IS-317a Introduction to Community Emergency Management Teams CERT	R		
IS-315a CERT and the Incident Command System	R		
** Operators at this level are required to take ICS-300 and ICS-400 when offered locally. (watch DEMA class offerings)**			
Participation			
4.17 Prepare and present any training session	R		
4.18 Hold/held a leadership position in a group	R		
4.19 Participate in PIO activities (PR-101 Qualifies)	R		
4.20 Net Participation	R		
4.21 Public Service Event Participation	R		
4.22 Simulated Emergency Test or Exercise	R		
4.23 Serve as Net Control - maintain ICS documentation	R		
4.24 Operate cross band repeater on Mobile Radio (UHF→VHF)	R		
4.25 Operate AUXCOMM Room and MCU stations	R		
4.26 Establish an Incident Auxiliary Communications Center	R		

Level 4 Completion Record   Management

The listed tasks for the Level 4 having been completed, dated and initialed indicate successful completion of all the tasks required of the participant for Level 4.

☐   The individual is recommended as certified for this level.

Date:_____ ACL / DACL_____

Comments: _____

NAME**:**_____CALL**:**_____LICENSE CLASS: _____

TASK	COMPLETION DATE	Evaluator Sign Off
SUSSEX COUNTY AUXCOMM GROUP SPECIFIC TRAINING REQUIREMENTS ALL LEVELS		
This page is for listing of additional tasks accomplished. Use to record online or in-person training.		
Education		
Comment:		
Participation		
Comment:		
Leadership		
Comment:		
Competencies		

Attach Copy of FEMA/NIMS ICS Course Transcript Here:

Common Responsibilities (for Activations)

It is the responsibility of each AUXCOMM Operator to be prepared with the proper attire, equipment, knowledge and demeanor to support the assigned task. If you are unable to perform or uncomfortable with your assignment let your Team Leader or requesting agency know so that you may be assigned appropriately.

At Staging Area / Rally Point
- ☐ Complete and turn in input forms and check-in at Staging Area
- ☐ Obtain briefing from Agency Lead or Resource Team Leader regarding incident/event
- ☐ Receive Job assignment, reporting location and travel instructions
- ☐ Verify equipment needed for assignment
- ☐ Obtain Frequency Plan or ICS Form 205.
- ☐ Assess personal readiness for incident and climate (physical, clothing, medications, money, equipment guides, etc.)
- ☐ Maintain a check list of your equipment and personal "Go-Kit"
- ☐ Inform others as to where you are going and how to contact you
- ☐ Review your Operations and Procedures Notebook/Documentation

At Assignment
- ☐ Check in with the on-site leader or agency official
- ☐ Check in with Net Control to inform you are on site
- ☐ Determine location to set up equipment
- ☐ Set up your equipment with safety in mind
- ☐ Establish radio contact with net control per frequency plan
- ☐ Prepare and maintain reports and forms for your task
- ☐ Use clear text and ICS terminology in all radio communications (no codes)
- ☐ Be mindful of HIPPA concerns
- ☐ Carry out assignments as directed

At end of shift or demobilization
- ☐ Brief relief Operator of ongoing operations when relieved
- ☐ Retrieve all personal gear and return your area to pre-arrival condition
- ☐ Check out with net control or return to staging area
- ☐ Report to Staging Area for R&R, reassignment or deactivation
- ☐ Participate in after action activities as directed
- ☐ Communicators may want to maintain personal log of actions and events

Team Leader Responsibilities

- ☐ Review common responsibilities
- ☐ Participate in incident meetings and briefings as required
- ☐ Determine status of unit activities
- ☐ Determine resource needs
- ☐ Order additional resources as needed
- ☐ Provide unit with status updates and reports
- ☐ Assign specific duties
- ☐ Maintain personnel accountability status
- ☐ Monitor safety and security of unit
- ☐ Supervise demobilization
- ☐ Collect and maintain all unit records and forms

Definitions

AUX-C: Trained Auxiliary Communicators (AUX-C) are a valuable communication resource tool that can be used by local, county, regional, tribal or state agencies or organizations.

AUXCOMM: Auxiliary Communications (AUXCOMM) is an all-inclusive term used to describe the many organizations that provide various types of communications support to emergency management, public safety, and other government agencies or describes the services themselves. This includes, but is not limited to amateur radio, military radio, citizens band radio (CB), etc

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

ICS (Incident Command Service): A component of the National Incident Management System (NIMS). The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks. All tasks require evaluations.

Auxiliary Communicator (AUX-C) Position Task Book
Record of Changes

VERSION	DATE	DESCRIPTION
1.0	September, 2021	Established based on ARES Task book
	February, 2022	Provided to management team for evaluation
1.1	March, 2024	Draft NIMS compliance based on FEMA AUXC PTB
1.2	November, 2024	Change logo, update ARRL & ICS #'s, add Level 4

Final Evaluator Verification

I verify that _____
has successfully completed all tasks in Skill Level _____ **and should therefore be**
considered for certification in the position _____.
I also verify that all tasks are documented with appropriate initials

_____   _____
FINAL EVALUATOR'S SIGNATURE   **DATE**

_____
Print Final Evaluator Name

_____
FINAL EVALUATOR TITLE