

Portland NET

General Radio Operator (GRO) Task List



Candidate's name (sign all page footers)	ARO initialing first items (Name, date)
Candidate's radio (manufacturer, model)	ARO final approval (Name, signature, date)
Candidate's GMRS callsign (if GMRS radio listed)	Candidate's NET Team Leader email

There are two prerequisites for NET GRO certification requirement.

The candidate uses this GRO checklist to prepare for meeting with the NET ARO or attending a GRO workshop. To be certified, the candidate must have a complete FRS or GMRS radio kit and successfully demonstrate that the basic skills have been acquired.

The candidate is responsible for completing and keeping this record.

All applicable items of this task list must be approved by an ARO. It can take multiple sessions. The ARO does not keep a record of the candidate's progress. The candidate keeps a copy of the Task List in the unlikely event the original is lost. AROs are volunteers. They will meet with the candidate individually as their time permits. The ARO may schedule a GRO workshop for group certification with their NET team.

There are several steps to completing the certification process.

The candidate must obtain the final approval of an ARO, making sure the top section is completely filled in. **Then the candidate sends an email with attachment of the completed GRO Task list (a legible photo or scan) to the candidate's regional Radio Training Liaison (RTL).** *The RTL will review the form to check that it has been completed correctly. Then the RTL will email the document to the Portland Bureau of Emergency Management (PBEM) and copy the candidate's NET Team Leader. PBEM will then create a GRO badge on the candidate's MyImpactPage.*

COMPLETE THIS PARTS BEFORE MEETING WITH AN ARO OR ATTENDING A GRO WORKSHOP

Part 1: Completion of the NET Basic Unit 9 Module—Communications:

ARO Check and initial at least one.

- _____ Attended Unit 9 class.
- _____ Passed online Unit 9 quiz - Please provide your test results.

Candidate's name and signature _____ Page 1

COMPLETE THIS PART WITH AN ARO OR AT A GRO WORKSHOP

The ARO will initial next to all the applicable boxes checked to indicate skill is acquired. Once completed, the ARO reviews and signs the final approval at the top section of the previous page.

Part 2: Radio kit ready: Radio kit should contain at a minimum:

- _____ FRS or GMRS radio
- _____ Print FCC GMRS license showing GMRS call sign and expiration date (if GMRS radio is used)
- _____ Spare battery (rechargeable or not rechargeable, spare AA battery is recommended)
- _____ Earphone and Remote microphone (it is recommended but not required)
- _____ Forms printed at least 2 copies each (Form 1B, Form 8)

Part 3: NET Communication Skills:

Personal portable radio

- _____ Can turn radio on and off
- _____ Can lock and unlock radio
- _____ Can select RF power level (high/low) if radio has more than one power level
- _____ Can adjust audio volume (e.g., by periodically suppressing squelch with Monitor button)
- _____ Can set channel and tone (privacy code)

Basic troubleshooting

- _____ Basic simplex understanding (line of sight, etc.)
- _____ Basic antenna understanding (polarization and propagation)
- _____ Anticipating and checking for low battery condition
- _____ Changing location (signal readability, signal strength)
- _____ Checking headset/mic/antenna connections
- _____ Checking audio volume control (e.g., periodically suppressing squelch with Monitor button)
- _____ Checking and turning off VOX (automatic voice-activated transmission)

Radio protocol

- _____ Uses tactical call sign correctly, when, how often, and when to do so phonetically
- _____ Demonstrates Tactical Message Handling (speed, use of phonetics and "I spell", Fills)
- _____ Familiar with pro-words "initials", "figures", "mixed group", "mixed group figures"
- _____ Knows what never to transmit
- _____ Can do a radio check-in to the NET team
- _____ Can send a Damage Assessment using radio (**Form 1C**)
- _____ Can send and receive a General Message using radio (**Form 8**)