Portland NET
Amateur Radio Operator (ARO) Task List

Candidate's name (sign all page footers)		RTL initialing first items (sign and date)	
Amateur call sign ☐ RTL verified	Candidate's radio make and model, antenna type		
Candidate's NET Team	RTL final approval (sign and date)		Task list sent to PBEM (RTL initial and date)

There are four prerequisites for NET ARO certification.

It is assumed that you will use the checklist on the back of this form to prepare for meeting at least once with your NET team Radio Training Liaison (RTL) to demonstrate your radio operation skills. *Your RTL is available to help you with anything you may not understand, but before certification you must demonstrate mastery of those skills.* Complete Parts 1-3 and do the preparation ahead of time to demonstrate the skills in Part 4 before meeting one-to-one with your RTL, or during a workshop with any RTL. If you choose to check into a directed net other than the NET net (Part 2), arrange this with an RTL in advance who can verify the check-in.

You are responsible for completing and keeping this record.

All items must be approved, but not necessarily at a single session with an RTL. The RTL is not responsible to keep any record of your progress. You are strongly encouraged to make and retain a copy of the Task List in the unlikely event the original is lost. RTLs will meet with you in scheduled workshops. They are volunteers, however, and can meet with you individually only as their time permits. Link to useful resources: ***http://tinyurl.com/pdx-aro-tasklist***

To complete the application:

You must obtain the final approval of an RTL, *who will sign and submit the document to the Portland Bureau of Emergency RTL Coordinator. Electronic submission is preferred:* *ernest.jones@portlandoregon.gov*

COMPLETE THESE THREE PARTS BEFORE MEETING WITH AN RTL OR ATTENDING A WORKSHOP

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

Check at least one.

- ☐ _____Attended Unit 9 class
- ☐ _____Passed online Unit 9 quiz **-** Please provide your test results.

Part 2: Check into a net on a repeater, Portland NET net preferred:

- ☐ _____Portland NET net check in (3X) dates:_____
- ☐ _____Or alternate net check in (3x) dates (prearranged with RTL): _____

Part 3: FEMA Courses Please show your test results to an RTL who will initial each completed item.

- ☐ _____IS-100: Introduction to the Incident Command System
- ☐ _____IS-200: Basic ICS for Initial Response
- ☐ _____IS-700: An Introduction to the National Incident Management System
- ☐ _____IS-800: National Response Framework, an Introduction

Note: FEMA may be reviewing and modifying these courses. Completion of any version of these courses is acceptable.

If you have completed any of these courses previously for a NET or CERT course, just bring the certificates with you to the meeting with your RTL.

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Part 4: NET Communication Skills Check List

Use the check boxes to track your skills as you prepare to demonstrate them in person to the RTL. The RTL will initial next to the boxes checked to indicate approval. All items on this list must be initialed by an RTL.

Personal portable radio

- ☐ _____Has extra batteries and knows how to change them
- ☐ _____Has manual and/or cheat sheet and knows how to use it
- ☐ _____Can turn radio on and off
- ☐ _____Can lock and unlock radio
- ☐ _____Can change power level
- ☐ _____Can switch between VFO and memory
- ☐ _____Can set frequency
- ☐ _____Can set, enable, and disable PL tone
- ☐ _____Can set offset if not automatic
- ☐ _____Can save to memory and assign location
- ☐ _____Can listen on reverse and know when and why to do so
- ☐ _____Can turn offset on and off and know when and why to do so
- ☐ _____Can recall memory channel
- ☐ _____Can easily find Multnomah County ARES (MC1 to MC14) and NET UHF frequencies in memory

Basic troubleshooting

- ☐ _____Basic repeater understanding
- ☐ _____Basic antenna understanding (polarization, quality, propagation)
- ☐ _____Anticipating and checking for low battery condition
- ☐ _____Changing location
- ☐ _____Checking headset/mic/antenna connections
- ☐ _____Checking volume control
- ☐ _____Checking and adjusting squelch control and when it is appropriate
- ☐ _____Checking and turning off VOX (automatic voice-activated transmission)
- ☐ _____Checking and correcting for incorrect frequency shift, no PL tone (CTCSS, DTS)
- ☐ _____Checking and turning off WiRES feature (only on Yaesu radios)

Radio protocol

- ☐ _____Uses personal call sign correctly, when, how often, and when to do so phonetically
- ☐ _____Understands the use of tactical call signs
- ☐ _____Demonstrates Message Handling (speed, use of phonetics)
- ☐ _____Prowords: "Ready", "Please copy", "End", "Roger", "Break", "Continue", "I spell", "Initials", "Figures", "Mixed Group", "Mixed Group Figures", "Amateur Call", "Zip Figures", "Phone Figures", "I Say Again", "Fill After/Before/Between", "Word After", "All Between", "Correction", "Confirm".
- ☐ _____Knows what never to transmit
- ☐ _____Can send a Damage Assessment **(Form 1C)**
- ☐ _____Can fill out a Communication Log **(Form 6)**
- ☐ _____Can send and receive a General Message **(Form 8)**
- ☐ _____Can explain the purpose of and interpret ICS 205

Fire station and BEECN equipment

- ☐ _____Has taken orange box training or seen the training video. Can explain how to use the orange box.
- ☐ _____Understands BEECN operations or has taken BEECN training.

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