



AIR FORCE MARS OPERATING INSTRUCTION
1 Jan 2012

Communications and Information

MILITARY AUXILIARY RADIO SYSTEM (MARS)
OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: AFNIC/CYRS/SCM (Richard S. Jenson)

Supersedes AF MARS MOI:
1 January 2009

Number of Pages: 87

This Air Force MARS Operating Instruction (MOI) sets forth responsibilities, operational characteristics, organizational structure, policy, and procedures for the operation of Air Force (AF) MARS stations. This publication provides procedures and guidance on the operation and administration of the AF MARS membership, station and network operation, and management of government property used in MARS as authorized by DoD Instruction 4650.02, AF Instruction (AFI) 33-106, and other governing DoD and AF directives. This instruction applies to AF personnel, including AF Reserve and Air National Guard units, military, civil agency, club, and individual AF MARS stations, and other military services' MARS personnel when operating on AF MARS nets. MARS stations will use this publication in conjunction with other applicable publications governing military radio and MARS station operations procedures. Refer technical questions to Chief, AF MARS, AFNIC/CYRS/SCM, 203 West Losey St., Rm 1200, Scott AFB, IL 62225-5222.

This MOI may be amended at any time, in whole or in part, by direction of the Chief, AF MARS. Further, no supplements or changes to current operating procedures, modes or practices are allowed without the consent of the Chief or his representative.

The Privacy Act of 1974, as amended, governs this instruction. The Application for membership is subject to AFI 33-332, AF Privacy Act Program (PA).

Table of Contents

CHAPTER 1 - MISSION AND ORGANIZATION	3
CHAPTER 2 - MEMBERSHIP APPLICATION, ASSIGNMENTS AND TRAINING.....	29
CHAPTER 3 - PARTICIPATION, REPORTING, AND LOGGING	33
CHAPTER 4 - PERSONNEL ACTIONS.....	39
CHAPTER 5 - CORRESPONDENCE	44
CHAPTER 6 - MESSAGES FORMAT AND PROCEDURES.....	45
CHAPTER 7 - CONFERENCES AND MEETINGS.....	47
CHAPTER 8 - HF VOICE NETWORK.....	48
CHAPTER 9 - PHONE PATCH NETWORK.....	51
CHAPTER 10 - MISSION SUPPORT NET AND EMERGENCY COMMUNICATIONS SUPPORT	53
CHAPTER 11 - NET CONTINUITY CHECKS.....	57
CHAPTER 12 - VHF NETWORK.....	58
CHAPTER 13 - AUTOMATED AND MANNED DIGITAL NETWORKS	61
CHAPTER 14 - CALL SIGNS	65
CHAPTER 15 - INTEROPERABILITY WITH OTHER MARS BRANCHES.....	72
CHAPTER 16 - AF MARS TECHNICAL SERVICE	73
CHAPTER 17 - SURPLUS PROPERTY MANAGEMENT AND ACCOUNTABILITY	74
CHAPTER 18 - ISSUE AND CONTROL OF DD FORM 2350	78
CHAPTER 19 – ACCESS TO MILITARY MORALE, WELFARE, AND RECREATION PROGRAMS	80
ATTACHMENT 1 - Sample Cannibalization Letter.....	81
ATTACHMENT 2 – Completed DD 1150.....	82
ATTACHMENT 3 - DD Form 2350 MARS ID Card Example.....	83
ATTACHMENT 4 – DD Form 2350 MARS ID Card Transmittal Sheet.....	84
ATTACHMENT 5 – Referenced Forms, Manuals and Instructions	85
ATTACHMENT 6 - Glossary of Terms.....	86

CHAPTER 1 - MISSION AND ORGANIZATION

1.1 MARS Mission.

1.1.1 Per DoD Instruction 4650.02, Military Auxiliary Radio System (MARS), it is Department of Defense (DoD) policy that MARS shall provide:

1.1.1.1 Contingency radio communications support to U.S. Government operations through the utilization of organized volunteer radio operators and operating facilities under the appropriate authorities, as directed by and coordinated within the DoD.

1.1.1.2 Contingency radio communications support to the DoD Components.

1.1.1.3 Contingency radio communications support to civil authorities at all levels, in fulfillment of DoD responsibilities under DoD Directive 5111.13 (Establishes the position and responsibilities of the ASD (HD&ASA)).

1.1.1.4 Health, morale, and welfare radio communications support to military members, civilian employees and contractors of DoD Components, and civil agency employees and contractors, when in remote or isolated areas, in contingencies or whenever appropriate.

1.1.1.5 In addition to the above, MARS may provide communications engineering services and technical support and additional communications capacity to military units in training or responding to an actual event, on frequencies identified for MARS use and through MARS nets.

1.2 MARS Tasks.

1.2.1 To fulfill its mission responsibilities as an organized military auxiliary, MARS shall:

1.2.1.1 Provide radio-based transfer or exchange of information to assist with DoD or civilian authorities' operations during, or responses to, any major disruption of DoD or other communications networks, such as those associated with official national security or emergency preparedness events or activities.

1.2.1.1.1 Per DoD Instruction (DoDI) 4650.02, MARS provides contingency radio communications support to U.S. government operations "as directed by and coordinated within the Department of Defense." This includes support to civil authorities at all levels, "in fulfillment of DoD responsibilities under DoD Directive (DoDD) 5113.13." In supporting civil agencies, specific capabilities will not be developed by AF (AF) MARS solely to serve civil agency needs, since other government entities have this assigned responsibility. Of specific importance is the assistance AF MARS can provide to civil communities, under the provisions of DoDD 3025.1 and DoDD 5111.13.

1.2.1.2 Provide point-to-point record message, data, and voice communications that support personnel morale and welfare.

1.2.1.3 Create interest and train members in military communications procedures.

1.3 Duties and Responsibilities.

1.3.1 In accordance with DoDI 4650.02, the Office of the Secretary of the Air Force manages operations, readiness, planning, and other aspects of the AF MARS program.

1.3.2 Chief, AF MARS, in accordance with AFI 33-106:

1.3.2.1 Manages the MARS program for HQ USAF.

1.3.2.2 Issues operating policy and instructions to MARS stations.

1.3.2.2.1 Develops and publishes guidelines and management procedures for MARS operations.

1.3.2.3 Represents the AF on the DoD Joint MARS Chiefs Panel, the National Communications System (NCS)-Shared Resources (SHARES) high frequency (HF) program, and various amateur-radio and regional-MARS conventions and conferences.

1.3.2.4 Coordinates with MARS Chiefs from other services on matters requiring joint-service resolutions, or requiring cross-service station sharing coordination.

1.3.2.5 Coordinates with MAJCOMs, Guard, and Reserves to:

1.3.2.5.1 Determine emergency and contingency communications requirements.

1.3.2.5.2 Respond to MARS frequency requests.

1.3.2.6 Coordinates MARS frequency utilization.

1.3.2.6.1 Validates frequency requests for submission to the AF Spectrum Management Office.

1.3.2.6.2 Allocates and manages assigned MARS repeater frequencies according to AFI 33-118, *Electromagnetic Spectrum Management* and AFI 33-120, *Electromagnetic Spectrum Management*.

1.3.2.7 Establishes a management structure to administer the member's organization and control network operations using AF Form 3661, *MARS Personnel Action Notification*, and AF MARS Form 3665, *Military Affiliate Radio System Certificate of Appointment*.

1.3.2.7.1 Appoints Division, Region and State MARS Directors, National Managers and Coordinators, and other key officials as required to promote and implement the MARS mission.

1.3.2.7.2 Approves military MARS stations in coordination with the host command (when exercised).

1.3.2.7.3 Authorizes individual members to serve as MARS station operators.

1.3.2.7.4 Directs applications for MARS membership to the Division MARS Director (DMD) for action and upon notice from the DMD of successful completion of training,

issues to the member as follows: (a) AF MARS Form 3666, *Military Affiliate Radio System Station License*; (b) Training Certificate; and (c) Identification Card.

1.3.2.7.5 Grants periods of inactive status to MARS members on a case-by-case basis.

1.3.2.7.6 Manages membership voluntary and involuntary terminations.

1.3.2.8 Establishes procedures for MARS stations to access the government telephone systems.

1.3.2.9 Oversees the management of surplus government property acquired for use in MARS.

1.3.2.9.1 Ensures MARS property records are established according to AFMAN 23-110, *AF Supply Manual, Volume 2, Part 2*.

1.3.2.9.2 Approves requisitions for property for MARS utilization; this approval authority cannot be delegated. Will initiate and sign a DD Form 1348-1A, *Issue Release/Receipt Documents*, to authorize release of identified property. Authority to sign release documents will not be delegated.

1.3.2.10 Serves as AF liaison for the amateur radio community.

1.3.3 MAJCOM, Guard, and Reserve Communications Systems Offices:

1.3.3.1 Appoint a command MARS director, as necessary.

1.3.3.2 Identify MARS support requirements, as necessary.

1.3.3.3 Authorize appointment of installation MARS directors, as required.

1.3.3.4 Notify Chief AF MARS of all appointments.

1.3.4 INSTALLATION MARS DIRECTOR (IMD), a position appointed at the discretion of the Installation Commander. Military MARS Stations are established under the auspices of a military command and/or activity, and operated or maintained by designated military and/or civilian personnel, to include appropriately assigned volunteer MARS members.

1.3.4.1 Authorizes the assignment of personnel, to include volunteer civilian MARS members, to a military installation MARS station.

1.3.4.2 Responsible for providing a point of contact and coordination between the military unit establishing the MARS station and the civilian MARS community.

1.3.4.3 Works with the Base Communications Officer and/or the Civil Engineering Disaster Response Unit when MARS assets are requested to fulfill any disaster response communications requirements for their base.

1.3.4.4 Provides the Installation Commander and the Communications Squadron/Flight Commander with information concerning MARS capabilities for planning purposes.

1.3.4.5 Ensures MARS tasking in local plans clearly specifies who, what, when, and where for communications support.

1.3.4.6 Maintains a roster of auxiliary MARS and Base Support Team (BST) members in the local and state areas, who can provide assistance as required.

1.3.4.7 Insures BST members are trained in accordance with (IAW) applicable procedures.

1.3.4.8 Establishes recall procedures for personnel to respond to disaster or emergency communications support.

1.3.4.9 Establishes procedures, including coordination, for deploying mobile MARS communications (if applicable).

1.3.4.10 Conducts periodic exercises to include field operation of the MARS mobile capabilities (constructing and operating field stations, generating and forwarding message traffic, etc.).

1.3.4.11 At the request of the installation commander, coordinates with the Base Support Team Leader to arrange for MARS support in training, including on-the-air training, on frequencies designated for MARS use and in established MARS Training and Operations Nets.

1.3.5 BASE SUPPORT TEAM (BST), a group of volunteer MARS members appointed at the discretion of the installation commander, to support a specified military installation with communications and technical support.

1.3.5.1 BST members must be capable of providing reliable communications support to their base of assignment under emergency/contingency conditions.

1.3.5.2 Each BST will consist of not more than 12 members.

1.3.5.3 Required to periodically exercise operational capabilities, at least annually.

1.3.5.4 The responsible SMD in cooperation with the IMD will appoint a BST Leader.

1.3.5.5 The BST Leader is the point-of-contact (POC) between the IMD and the BST auxiliary members. The team leader is responsible for reporting team affiliate participation time to the SMD.

1.4 Duties and responsibilities, National AUXILIARY Appointees.

1.4.1 NATIONAL DIRECTOR TRANSCON HF OPERATIONS (NDTO) a position appointed on an as needed basis by the AF MARS Chief:

1.4.1.1 Directs and manages the TRANSCON HF Operation through the Deputies for HF Voice, HF Digital and ALE operations.

1.4.1.2 Insures the operation of these entities meet the requirements of DoDI 4650.02.

1.4.1.3 Manages the HF frequencies assigned to TRANSCON by the National Operations Officer (NOO). Works with the NOO on all TRANSCON frequency matters.

1.4.1.4 Submits quarterly reports to the National Records Manager by the 15th day of the new quarter regarding voice, digital and ALE operation from information submitted by the Deputies for these entities.

1.4.1.5 Works with the National Emergency Coordinator (NEC) and National Exercise Coordinator (NXC) on all TRANSCON HF ECOM support issues, actual and exercise.

1.4.2 DEPUTY DIRECTOR FOR TRANSCON VOICE NET OPERATIONS (D/DTVNO). A position appointed by the National Director TRANSCON HF Operations with the concurrence of the Chief AF MARS.

1.4.2.1 Directs operations on the TRANSCON Voice Net.

1.4.2.2 Serves as primary Net Control Station.

1.4.2.3 Maintains a list and schedule of selected members to serve as alternate NCS.

1.4.2.4 Controls the use of the assigned TRANSCON Voice frequencies

1.4.2.5 Ensures proper operating procedures, circuit discipline, and integrity.

1.4.2.6 Serves as primary contact point for any station needing communication support.

1.4.2.7 Maintains and forwards participation records quarterly to the National Director TRANSCON HF Operations. This report will be submitted no later than the 10th day of the month following the end of the quarter.

1.4.2.8 Develops and distributes station procedures promoting the efficient flow of traffic and reducing in-station message handling time to a minimum.

1.4.2.9 Provides additional training for NCS members, as required.

1.4.2.10 Must have the capability to operate on all TRANSCON Voice Frequencies.

1.4.2.11 Must have necessary computer skills for various duties that are associated with the position.

1.4.3 DEPUTY DIRECTOR FOR TRANSCON DIGITAL OPERATIONS (D/DTDO). A position appointed by the National Director TRANSCON HF Operations, with the concurrence of the Chief AF MARS.

1.4.3.1 Responsible for the management of TRANSCON Digital operations with the exception of the ALE network.

1.4.3.2 Determines the number of systems needed on the inter-region network for adequate traffic forwarding and appoints auxiliary stations to be assigned.

1.4.3.3 Establishes message centers located geographically to assure coverage throughout the CONUS.

1.4.3.4 Establishes gateways to other services to assure the flow of traffic during exercises or in the event of an actual emergency.

1.4.3.5 Ensures all BBS stations are functioning to pass traffic efficiently.

1.4.3.6 Must have the capability to operate on all TRANSCON HF BBS frequencies.

- 1.4.3.7 Must have necessary computer skills for various duties that are associated with the position.
- 1.4.3.8 Provides training for membership, as needed.
- 1.4.3.9 Maintains and forwards participation records to the National Director TRANSCON HF Operations. This report will be submitted no later than the 10th day of the month following the end of the quarter.
- 1.4.3.10 Serves as or appoints a primary BBS Station.
- 1.4.3.11 Maintains a list and frequency schedule of selected SysOps.
- 1.4.3.12 Controls the use of the assigned TRANSCON HF BBS frequencies.
- 1.4.3.13 Ensures proper operating procedures, circuit discipline, and integrity.
- 1.4.3.14 Serves as primary contact point for any station needing communication support.
- 1.4.3.15 Establishes system configuration standards for all BBS Systems Operators.
- 1.4.3.16 Coordinate frequencies and operations with the Net Manager for the TRANSCON RADIO RELAY NET (TRR)
- 1.4.3.17 Manages the AF MARS portion of the joint Tri-Service HR RMS/WL2K network.

1.4.4 DEPUTY DIRECTOR FOR AUTOMATIC LINKING ESTABLISHMENT (ALE) OPERATIONS (D/DALEO). A position appointed by the Director TRANSCON HF Operations, with the concurrence of the Chief AF MARS.

- 1.4.4.1 Controls ALE sound card software (specifically MARSALE program software) distribution to authorized MARS members.
- 1.4.4.2 Serves as primary NCS station.
- 1.4.4.3 Maintains a list of ALE stations
- 1.4.4.4 Maintains a list and schedule of NCS stations.
- 1.4.4.5 Ensures proper operating procedures, circuit discipline, and integrity.
- 1.4.4.6 Responsible for the day-to-day management of the AF MARS ALE Network.
- 1.4.4.7 Establishes procedures to other services to assure the flow of traffic during exercises or in the event of an actual emergency.
- 1.4.4.8 Must have the capability to operate on all TRANSCON ALE frequencies.
- 1.4.4.9 Must have necessary computer skills for various duties associated with the position.
- 1.4.4.10 Provides training for new members, as needed.

1.4.4.11 Maintains and forwards participation records to the National Director TRANSCON HF Operations. This report will be submitted no later than the 10th day of the month following the end of the quarter.

1.4.5 NATIONAL PHONE PATCH NET MANAGER (NPPNM), a position appointed on an as needed basis by the Chief AF MARS:

1.4.5.1 Responsible for the day-to-day management of the Phone Patch Network.

1.4.5.2 Determines the number of personnel needed for adequate traffic handling and appoints member stations to be assigned.

1.4.5.3 Establishes procedures for other services to assure the flow of traffic during exercises or in the event of an actual emergency.

1.4.5.4 Ensures all stations pass traffic efficiently.

1.4.5.5 Must have the capability to operate on all Phone Patch frequencies.

1.4.5.6 Must have necessary computer skills for various duties that are associated with the position.

1.4.5.7 Provides training for new members, as needed.

1.4.5.8 Maintains and forwards participation records to the National Records Manager (NRM). This report will be submitted no later than the 10th day of the month following the end of the quarter.

1.4.5.9 Serves as primary NCS Station.

1.4.5.10 Coordinates frequency requirements with the National Operations Officer (NOO).

1.4.5.11 Ensures proper operating procedures, circuit discipline, and integrity.

1.4.5.12 Fills out AF Form 3661 appointing qualified members to be authorized phone patch operators and coordinates appointments with the DMD and SMD.

1.4.6 NATIONAL MISSION SUPPORT NET MANAGER (NMSNM), a position appointed on an as needed basis by the Chief AF MARS.

1.4.6.1 Responsible for the day-to-day management of the Mission Support Net (MSN).

1.4.6.2 Establishes procedures for other services to assure the flow of traffic during exercises or in the event of an actual emergency.

1.4.6.3 Must have the capability to operate on all MSN frequencies as well as other frequencies required during an actual event.

1.4.6.4 Must have necessary computer skill for various duties that are associated with the position.

1.4.6.5 Insures training is provided as necessary for all new net members.

1.4.6.6 Maintains and forwards participation records to the National Records Manager (NRM). This report will be submitted no later than the 10th day of the month following the end of the quarter.

1.4.6.7 Serves as primary NCS Station.

1.4.6.8 Coordinates frequency requirements with the National Operations Officer (NOO).

1.4.6.9 Fills out AF Form 3661 appointing qualified members to be authorized Mission Support Net operators.

1.4.7 NATIONAL PLANNING COORDINATOR (NPC), a position appointed on an as needed basis by the Chief to serve as advisor on the future direction and course of the AF MARS program.

1.4.7.1 Provides advice and recommendations to Chief, AF MARS on matters affecting the AF MARS program.

1.4.7.1.1 Advice and recommendations may include matters affecting operating policy and instructions, guidelines and management procedures for MARS operations, management structure, and frequency coordination.

1.4.7.2 Responsible for ensuring AF MARS guidance documents, including the AF MARS Operating Instruction (MOI), Section C of AF Instruction 33-106, and other related documents regarding the AF MARS program conform to DoD-level guidance, including DoD Instruction 4650.02, as appropriate.

1.4.7.3 Works closely with other AF MARS National Staff officials to ensure unity of effort.

1.4.7.4 May establish formal or informal working groups, as needed, with other AF MARS officials to coordinate on program guidance and make recommendations to Chief, AF MARS.

1.4.7.5 Works with Public Information Officers, as appropriate, to facilitate public information efforts.

1.4.7.6 Acts as liaison with Army MARS and Navy-Marine Corps MARS officials, as appropriate, for purposes of exchanging MARS program and planning information.

1.4.7.7 In coordination with the National Military Liaison Coordinator, acts as liaison with OSD and DoD Components, as appropriate, to facilitate working relationships between HQ AF MARS and DoD entities with MARS program responsibilities per DoDI 4650.02.

1.4.7.8 Develops and recommends approaches for ensuring timely and effective communications among HQ AF MARS, AF MARS officials, military MARS stations, civil agency MARS stations, MARS club stations, and individual MARS members.

1.4.8 NATIONAL EMERGENCY COORDINATOR (NEC), a position appointed on an as needed basis by the Chief, AF MARS to serve as manager for all AF MARS activities involving Emergency Communications (ECOM).

1.4.8.1 Works closely with TRANSCON, Mission Support Net and Phone Patch Net Managers to ensure that all MARS functions are available to support ECOM operations as needed.

1.4.8.2 Serves as primary liaison with Army and Navy-Marine Corps MARS leadership for coordinating ECOM exercises and actual operations.

1.4.8.3 Promotes Joint Service operations during all ECOM exercises and operations.

1.4.8.4 Coordinates ECOM support for FEMA, SHARES and DoD as required in support of exercises and actual events.

1.4.8.5 Provides guidance for ECOM training and contingency operations in support of both exercises and actual emergencies/disasters.

1.4.8.6 Develops and coordinates a AF MARS National Emergency Communications Plan. This plan will serve as a basic plan for all Regions and states to develop their own plans to meet the specific needs of their jurisdictions.

1.4.8.7 Develops and forwards quarterly reports regarding ECOM activities for AF MARS, including ECOM net participation. Reports are to be submitted to the National Records Manager (NRM) no later than the 15th day of the new quarter.

1.4.8.8 Must have the capability to operate throughout the HF spectrum and in various operating modes.

1.4.8.9 Must have necessary computer skills for various duties that are associated with the position.

1.4.9 NATIONAL EXERCISE COORDINATOR (NXC), appointed by the Chief, AF MARS to serve as coordinator for AF MARS communications exercises (COMEX) that support the AF MARS Emergency Communications (ECOM) program and any military communications unit training as needed.

1.4.9.1 Develops a AF MARS communications exercise (COMEX) program that supports the AF MARS National ECOM Plan. The exercise plan provides MARS members with opportunities to develop, enhance and maintain proficiency in operating skills and procedures and also tests the MARS networks required to support the MARS mission at the local, regional and national level.

1.4.9.2 Assists the National ECOM Coordinator in identifying exercise goals that test and validate national, division, regional, state and joint service ECOM plans and MARS operator proficiency.

1.4.9.3 Serves as the primary exercise coordinator for AF MARS. Working with the National ECOM Coordinator, provides guidance to AF MARS Division, Region, and State MARS Directors, Emergency Coordinators and Exercise Coordinators in the development, planning, coordination and execution of exercises at all levels including joint service, SHARES and FEMA NECN exercises. Serves as the AF MARS liaison and coordinator for joint service exercises, SHARES and FEMA exercises.

1.4.9.4 Coordinates the availability of networks and systems with AF MARS National Director TRANSCON HF Operations, Mission Support Net Manager and Phone Patch Net Manager, to ensure that MARS networks and systems are available to support exercises that test and enhance MARS capabilities.

1.4.9.5 Builds an exercise program that supports AF MARS training of active duty, National Guard, and Reserve units as necessary.

1.4.9.6 Assists local MARS officials with development, planning and execution of communications exercises with local ECOM partners including ARES, RACES and local military units.

1.4.9.7 Collects, analyzes and reports exercise results in the form of After Action Reports and Lessons Learned to the National ECOM Coordinator, DMDs, RECs, Regional/Division Exercise Coordinators and the National Training Manager. Reports should identify areas for improvement and highlight best practices. The National Exercise Coordinator should assist the National ECOM Coordinator and National Training Manager in facilitating changes that enhance the ability to fulfill the AF MARS mission.

1.4.9.8 Assists Division and Regional MARS Directors in the selection and assignment of Division and Regional Exercise Coordinators.

1.4.9.9 Assists Division and Region Exercise Coordinators in the development and implementation of a Communications Exercise (COMEX) program that will enhance the ability to fulfill the AF MARS mission at all levels.

1.4.9.10 Solicits exercise After Action and Lessons Learned Reports that identify “Areas For Improvement” and “Best Practices.” Provides written reports to the National ECOM Coordinator and National Training Manager for review and action as needed.

1.4.10 NATIONAL OPERATIONS OFFICER (NOO), a position appointed by the Chief, AF MARS to assist with AF MARS operations.

1.4.10.1 Works with the DMD/RMDs, NEC, and other national managers, to assist with the development and direction of an operational response to incidents and events, particularly where those events may tax the resources of a Division or Divisions.

1.4.10.2 Works with the NEC and NXC to develop realistic and appropriate ECOM exercise objectives.

1.4.10.3 Coordinates resources (frequencies, nets, personnel) and assists with operational and administrative tasks in response to ECOM incidents.

1.4.10.4 Serves as the AF MARS National Frequency Manager. Through the Chief, AF MARS, coordinates with the AF Spectrum Management Office (AFSMO) and AF Space Command on frequency requests, licensing assignments, and related frequency issues as necessary.

1.4.11 NATIONAL VHF COORDINATOR (NVC), a position assigned on an as needed basis by Chief AF MARS:

1.4.11.1 All applications to AF MARS for voice and digital repeaters will be forwarded to the NVC.

1.4.11.2 The NVC will maintain a registration of all VHF repeaters and digital repeaters/routers (digipeater), which are normally unmanned automated fixed station relays.

1.4.11.3 The NVC, in coordination with the respective SMD who is responsible for the repeater/digipeater, shall provide contact information for each repeater/digipeater, the shut down method for each repeater/digipeater, and within what period of time the repeater/digipeater can be shut down.

1.4.11.4 For each voice and digital repeater, the NVC shall maintain information on the geographic coordinates, transmitter output power, transmitter ID, elevation above sea level, frequency, mode of the transmitter, antenna feed line length and db loss, type of antenna, gain of antenna, and (if the antenna is directional) information regarding the antenna direction. This information shall be provided to the Chief, AF MARS as necessary.

1.4.11.5 The NVC will establish interoperations with the other MARS organization counterparts.

1.4.11.6 The NVC works closely with the NOO regarding VHF frequency allocation, use, licensing and related issues.

1.4.12 NATIONAL MILITARY LIAISON (NML), a position appointed by the Chief, AF MARS to serve as representative of the Chief and serve as the principal point of contact for coordination with the Department of Defense (DoD) regarding the AF MARS program.

1.4.12.1 Serves as liaison between the Office of Secretary of Defense (OSD) and other DoD components to facilitate working relationships between HQ AF MARS and other DoD entities with MARS program responsibilities.

1.4.12.2 Serves as liaison between the Army, AF, Navy-Marine Corps MARS and other military and Federal programs to ensure mutual understanding and unity of purpose in all matters related to performing the MARS mission.

1.4.12.3 Serves as liaison for coordination and joint planning with military and civilian agencies in all matters pertaining to providing contingency radio communications and deployment of MARS assets in support of the Defense Support of Civil Authority (DSCA) mission.

1.4.12.4 Serves as a subject matter expert on military affairs.

1.4.12.5 Responsible for other duties as assigned.

1.4.13 NATIONAL TRAINING MANAGER (NTM), a position appointed on an as needed basis by the AF MARS Chief:

1.4.13.1 Responsible for ensuring standardized training within all Divisions.

1.4.13.2 Responsible for publishing training material for new members.

1.4.13.3 Works closely with Division Training Managers to resolve training issues.

1.4.13.4 Must have necessary computer skills for various duties that are associated with the position.

1.4.14 NATIONAL RECORDS MANAGER (NRM), a position assigned on an as needed basis by Chief AF MARS:

1.4.14.1 Responsible for maintaining the MARS national affiliate member database for both current and past members.

1.4.14.2 Under the direction of Chief AF MARS, establishes a system to standardize forms and format for all administrative reports and personnel actions.

1.4.14.3 Interacts with DMD, RMD, SMD and National Managers and Coordinators on behalf of Chief AF MARS as needed to maintain national records database(s).

1.4.14.4 Must have necessary computer skill for various duties associated with the position.

1.4.14.5 The NRM shall periodically provide copies of the national database or derivative copies as applicable to the DRM or appointed representative, to ensure correctness and accuracy of the national database.

1.4.14.6 Manages the AF MARS National Participation Reporting system (refer to Chapter 3 of this MOI).

1.4.15 NATIONAL PUBLIC INFORMATION OFFICER (NPIO), a duty held by an individual with good writing and speaking skills. Position appointment and length of tenure are determined by the Chief, AF MARS.

1.4.15.1 Maintains liaison with all National Staff and HQ AF MARS.

1.4.15.2 Serves as a staff adviser on matters of journalism and publications to the Chief, AF MARS and AF MARS officials at all levels.

1.4.15.3 Provides assistance to MARS members in preparing items for release to news media.

1.4.15.4 News releases about the MARS program or its participants are permissible, provided a disclaimer statement is used. The following disclaimer must accompany any items provided by local MARS members or groups to the news media: *"This is not an official United States AF release, and does not necessarily reflect the views of the AF or National AF MARS organization."* This is not an attempt to manage (or limit) news, but to help news organizations identify the source of their material.

1.4.15.5 Attends Division, Region and state meetings/conferences as time/finances permit.

1.4.15.6 Computer skills are necessary for various administrative duties that are associated with the position.

1.4.16 NATIONAL TECHNICAL SERVICES MANAGER (NTSM), a position appointed on an as needed basis, by the Chief AF MARS.

1.4.16.1 Manages and directs the activities of the AF MARS Technical Service.

1.4.16.2 Responds with information and guidance to requests from the Chief AF MARS, and Division and Region Directors for technical resource support.

1.4.16.3 Responds to requests from the Chief AF MARS, and Division and Region Directors to undertake, as possible, special projects in support of the AF MARS program.

1.4.16.4 The individual appointed should be competent in the range of technology of the AF MARS program.

1.4.16.5 The individual appointed should have a station capable of operation on most AF MARS CONUS frequency and mode assignments.

1.4.16.6 The individual appointed should have computer equipment and skills necessary to meet the requirements of the position.

1.5 Duties and Responsibilities Division Appointees

1.5.1 DIVISION MARS DIRECTOR (DMD), the senior member management position in each Division. There are six operational Divisions in the AF MARS structure. These are the North East (NE), South East (SE), North Central (NC), South Central (SC), North West (NW), and South West (SW) Divisions. Appointment term is two years. Position appointment is made by the Chief, AF MARS.

1.5.1.1 Maintains operational oversight for all aspects of implementing the mission of MARS in each Division. Division functions include: HF Nets, inter-Divisional coordination and cooperation, auxiliary member training, emergency preparedness exercises, personnel, and administrative support where necessary.

1.5.1.2 Participates in all Division administrative actions and radio nets.

1.5.1.3 Coordinates with other DMD's as well as RMD's and SMD's in their Division.

1.5.1.4 Serves as liaison to Military MARS stations, civil agency MARS stations, and MARS club stations established in the Division.

1.5.1.5 Makes interim State MARS Director and RMD appointments in the event an unscheduled vacancy occurs in the Region(s) of his/her jurisdiction.

1.5.1.6 Appoints Division staff positions, including, with the concurrence of Chief, AF MARS, and RMD billet in the same Division.

1.5.1.7 Attends Division, Region, and State conferences as time and finances permit.

1.5.1.8 Maintains a HF radio station capable of operating on all assigned Division frequencies.

1.5.1.9 Must have necessary computer skills for various duties that are associated with the position.

1.5.1.10 Maintains an accurate database of members within the Division. Synchronizes changes to the database with the National Records Manager and the Division Records Managers.

1.5.2 DEPUTY DIVISION MARS DIRECTOR (D/DMD), a position appointment made by the DMD, with the concurrence of the Chief AF MARS. Appointment term is two years.

1.5.2.1 Serves as the DMD in his/her absence.

1.5.3 DIVISION TRAINING MANAGER (DTM), a duty held by an individual knowledgeable in MARS communications procedures. Position appointment and tenure are made by the DMD. Manages the Division member HF operator and Net Control Station (NCS) training programs.

1.5.3.1 Conducts HF Division training net and ensures each AF MARS trainee receives initial training prior to being assigned to an operational net.

1.5.3.2 Provides training to members in the Division to include net operations, procedures, and voice operations, as well as Net Control Station training.

- 1.5.3.3 Develops training network schedules to minimize interference issues between training and scheduled operational nets.
- 1.5.3.4 Coordinates training with the DMD, DVNM, appropriate RMD and the appropriate SMD.
- 1.5.3.5 Coordinates and develops other specialized training to meet changing requirements.
- 1.5.3.6 Ensures training is in compliance with the established training material.
- 1.5.3.7 Identifies subjective areas needing corrective training or education.
- 1.5.3.8 May assign an assistant training manager(s) based on ability, equipment, and location.
- 1.5.3.9 Provides monthly participation and trainee report(s) to the appropriate SMD(s) and quarterly reports to the appropriate Division Records Manager.
- 1.5.3.10 Computer skills are necessary for various administrative duties that are associated with the position.
- 1.5.3.11 Maintains an HF radio station capable of operating on all assigned Division frequencies.
- 1.5.3.12 May provide training to other Divisions and/or Regions, if called upon, time permitting.

1.5.4 DIVISION RECORDS MANAGER (DRM), a duty held by an individual with good administrative skills. Position appointment and length of service are made by the DMD.

- 1.5.4.1 Advises DMD of activity report submission and compilation of problems or problem areas.
- 1.5.4.2 Initiates and performs follow-up action on missing reports as needed.
- 1.5.4.3 Compiles a quarterly report regarding AF MARS activities, including participation, within the Division. This report will be forwarded to the NRM with a copy to the DMD no later than the 15th day following the end of the quarter.
- 1.5.4.4 Computer skills are necessary for various administrative duties that are associated with the position.

1.5.5 DIVISION EMERGENCY COORDINATOR (DEC), a position appointed by the DMD.

- 1.5.5.1 Organizes and coordinates all Division ECOM activities to include planning for exercises, contingencies and support for actual emergencies.
- 1.5.5.2 Provides the DRM and National Emergency Coordinator (NEC) with activity reports and status of ECOM programs in the Division.
- 1.5.5.3 Possesses sufficient communications capabilities to operate throughout the HF spectrum and various operating modes.
- 1.5.5.4 Assists the RECs, RMDs, SMDs and SECs to establish and coordinate their ECOM programs.

1.5.5.5 Develops/updates a Division Emergency Communications Plan to supplement the National ECOM Plan. This plan will provide guidance for all members to follow.

1.5.5.6 Promotes Joint Service operations during all ECOM exercises and operations throughout the Division.

1.5.5.7 Computer skills are necessary for various administrative duties that are associated with the position.

1.5.5.8 Maintains a roster of all Division emergency coordinators at region and state level.

1.5.5.9 As the Division ECOM Net Manager, submits a quarterly participation report to the DRM consisting of the call signs of all AF MARS members who participated on a Division ECOM net during the quarter. (Reference paragraph 3.5 and Table 3.1, this MOI.) This report is due no later than the 5th day of the new quarter.

1.5.6 DIVISION DIGITAL NETWORKS MANAGER (DDNM), a duty held by an individual knowledgeable in the various digital transmitting techniques. Position appointment and length are determined by the DMD.

1.5.6.1 Coordinates BBS System Operators (SysOps) within the Division, in the development and maintenance of a Division Emergency/Disaster Support Program.

1.5.6.2 Determines a routing for traffic within the Division, so each Division is doing its part to implement the policies established by the D/NDM.

1.5.6.3 Works closely with the Deputy Director TRANSCON Voice Operations, Deputy Director TRANSCON Digital Operations and Deputy Director ALE Operations.

1.5.6.4 Requires ability to operate on all MARS frequencies, and in all MARS digital modes (both HF and VHF).

1.5.6.5 Fluency in the management of automated Bulletin Board Systems (BBSs) and message routing is required.

1.5.6.6 Computer skills are necessary for various duties that are associated with the position.

1.5.7 DIVISION HF VOICE NETWORK MANAGER (DVNM), a duty held by an individual knowledgeable in voice transmitting techniques. Position appointment and length are determined by the DMD.

1.5.7.1 Directs operations of the Division HF voice network.

1.5.7.2 Assigns selected members to serve as net control stations to the Division HF voice network.

1.5.7.3 Maintains a list and schedule of selected members to serve as net control stations to the Division HF voice network.

1.5.7.4 Serves as primary Net Control Station for Division nets.

1.5.7.5 Ensures proper operating procedures, circuit discipline, and integrity.

1.5.7.6 Maintains and forwards participation records quarterly to the respective Division Records Manager (DRM). This report will be submitted no later than the 10th day of the month following the end of the quarter.

1.5.7.7 Provides additional training for NCS members.

1.5.7.8 Works closely with the Deputy Director TRANSCON Voice Operations, Deputy Director TRANSCON Digital Operations and Deputy Director ALE Operations.

1.5.7.9 Acts as the Division HF frequency manager. Works closely with the NOO on frequency matters.

1.5.7.10 Requires ability to operate on all MARS HF voice frequencies.

1.5.7.11 Computer skills are necessary for various duties that are associated with the position.

1.5.8 DIVISION EXERCISE COORDINATOR (DXC), a position appointed by the DMD.

1.5.8.1 Organizes and coordinates all Division ECOM exercise activities to include planning for exercises, contingencies, and direction of exercises, working with the Division Emergency Coordinator.

1.5.8.1.1 Coordinates exercises with the National Exercise Coordinator (NXC).

1.5.8.1.2 Reports exercise results in the form of After Action Reports and Lessons Learned to the National Exercise Coordinator, National Emergency Communications Coordinator, the DMD, the DEC, RECs and SECs. Reports should identify areas for improvement and highlight best practices.

1.5.8.2 Provides the DRM and the Division Emergency Coordinator with activity reports and status of ECOM exercises in the Division.

1.5.8.3 Must possess sufficient communications capabilities to operate throughout the HF spectrum and various operating modes.

1.5.8.4 With the DEC assists the each REC, SMD and SEC to establish and coordinate their ECOM programs.

1.5.8.5 Promotes Joint Service operations during all ECOM exercises and operations throughout the Division.

1.5.8.6 Computer skills are necessary for various administrative duties that are associated with the position.

1.5.8.7 Maintains a roster of all Division SECs.

1.5.9 DIVISION VHF COORDINATOR (DVC), a position appointed by the DMD to develop, direct and manage the VHF assets and activities in the Division.

1.5.9.1 The DVC in coordination with the respective SMD, shall maintain a record of contact information for each repeater/digipeater, the shut down contact and method for each repeater/digipeater, and within what period of time the repeater/digipeater can be shut down.

1.5.9.2 The DVC will establish interoperations with the other MARS organization counterparts.

1.5.9.3 Acts as the Division VHF frequency manager. Works closely with the NVC on VHF matters and the NOO on frequency matters.

1.5.10 DIVISION TECHNICAL SERVICE MANAGER (DTSM), a duty held by an individual with technical experience and background in electronics. Position appointment and length of service are set by the DMD.

1.5.10.1 Responsible for organized technical studies and projects assigned within the Division.

1.5.10.2 Responsible for assisting Division members with equipment situations.

1.5.10.3 Advises the DMD on all MARS Technical Services (MTS) matters.

1.5.10.4 Compiles MTS quarterly activity report and forwards to the DRM.

1.5.10.5 Maintains a liaison with other Division and Region staff members to determine suitable MTS projects, share information and experience, and avoid duplication of efforts from one region to another.

1.5.10.6 Approves or otherwise acts on projects/proposals from the DMD, RMDs, SMDs or other members within the Division and Region(s).

1.5.10.7 Provides for monitoring services with designated affiliates, as needed, on Division and Region frequencies

1.5.10.8 Attends State, Region and Division conferences as time and finances permit.

1.5.10.9 Conducts technical education seminars.

1.5.10.10 Must have necessary computer skill for various duties that are associated with the position.

1.6 Duties and Responsibilities, Region Appointees. The following billets apply to the North East, North Central and North West Divisions only.

1.6.1 REGION MARS DIRECTOR (RMD), the senior member management position in each region of the North East, North Central and North West Divisions. Appointment term is two years. Position appointment is made by the Chief, AF MARS with the concurrence of the DMD responsible for the Region. The RMD may also serve as the Deputy Division Director.

1.6.1.1 Performs duties as directed by the DMD.

1.6.1.2 Responsible for implementing the mission of MARS in each Region. The purpose of each Region is interoperability in the Tri Service environment, and support of DoD and selected government agencies in the region.

1.6.1.3 Participates in all region administrative actions and radio nets.

- 1.6.1.4 Coordinates with other RMDs, SMDs, and Division manager(s).
- 1.6.1.5 In coordination with the DMD, serves as liaison to Military MARS stations, civil agency MARS stations, and MARS club stations established in the Region.
- 1.6.1.6 Appoints and directly supervises all region member operations.
- 1.6.1.7 Attends Division, Region and state conferences as time and finances permit.
- 1.6.1.8 Must have necessary computer skill for various duties that are associated with the position.
- 1.6.1.9 Maintains an accurate database of members for the Region. Synchronizes changes to the database with the Division Records Manager.

1.6.2 DEPUTY REGION MARS DIRECTOR (D/RMD), a position appointed by the RMD for a period of two years.

- 1.6.2.1 Serves as the RMD in his/her absence.

1.6.3 REGION EMERGENCY COORDINATOR (REC), a position appointed by the RMD.

1.6.3.1 Organizes and coordinates all regional ECOM activities to include planning for exercises, contingencies and support for actual emergencies. A minimum of two exercises should be performed per calendar year.

1.6.3.2 Reports exercise results in the form of After Action Reports and Lessons Learned to the Division Exercise Coordinator, Division Emergency Communications Coordinator, the RMD and SECs. Reports should identify areas for improvement and highlight best practices.

1.6.3.3 Provides the RMD, DRM and DEC with activity reports and status of ECOM programs in their region.

1.6.3.4 Possesses sufficient communications capabilities to operate throughout the HF spectrum and various operating modes.

1.6.3.5 Assists the SMDs and SECs to establish and coordinate their ECOM programs.

1.6.3.6 Develops/updates a Regional Emergency Communications Plan to supplement the National ECOM Plan. This plan will provide guidance for all members in the Region to follow.

1.6.3.7 Promotes Joint Service operations during all ECOM exercises and operations throughout the Region.

1.6.3.8 Computer skills are necessary for various administrative duties that are associated with the position.

1.6.3.9 Maintains a roster of all SECs in the region.

1.7 Duties and responsibilities, State appointments.

1.7.1 STATE MARS DIRECTOR (SMD), the senior member management position in each State. Position appointment, which runs for two years, is made by the Chief, AF MARS with the concurrence of

the DMD and RMD, if applicable. The SMD, Deputy SMD and State Emergency Coordinator are the only state positions provided official call signs.

- 1.7.1.1 Responsible for the management of MARS operations and member activities within the State and for providing services to military, civilian, and intrastate MARS components.
- 1.7.1.2 In coordination with the RMD and DMD, works with Military MARS stations, civil agency MARS stations, and MARS club stations established in the state.
- 1.7.1.3 The SMD is the administrative point of contact (POC) for all military, civil authority, and individual civilian volunteer MARS stations in the state.
- 1.7.1.4 Appoints and oversees a State Emergency Coordinator (SEC). A Deputy State MARS Director (D/SMD) may be appointed, if required, along with other staff needed to assist the SMD in accomplishing certain duties that require further assistance.
- 1.7.1.5 Assigns members to National, Division, Region and special nets as applicable.
- 1.7.1.6 Develops emergency support capability and an alerting network within the state.
- 1.7.1.7 Initiates AF Form 3661 action on state members IAW current procedures (see Chapter 4).
- 1.7.1.8 Reviews each membership application prior to submission to the RMD or DMD, as appropriate.
- 1.7.1.9 Maintains a personnel file on each member in the state.
- 1.7.1.10 Assigns net designators for all state VHF nets.
- 1.7.1.11 Endorses member equipment requests and forwards the requests to the Chief, AF MARS.
- 1.7.1.12 Provides IMDs with a current BST membership list.
- 1.7.1.13 Assigns sponsors to new members to assist in developing familiarity with program mission and requirements.
- 1.7.1.14 Coordinates operation of VHF operations within the state and works with adjacent state SMDs regarding interstate VHF operations.
- 1.7.1.15 Coordinates State administrative and traffic nets. May serve as NCS for state nets or delegate NCS responsibility to another state member.
- 1.7.1.16 Attends State, Region, and/or Division MARS meetings as required, time and finances permitting.
- 1.7.1.17 Computer skills are necessary for various duties that are associated with the position.
- 1.7.1.18 Approves all equipment transfers between state members.
- 1.7.1.19 Conducts initial and residual training when the Division Training Director is not available, thus insuring training of new members continues uninterrupted.

1.7.1.20 Constructs and submits a quarterly report to the appropriate records manager, Region or Division, by the 10th day following the end of the quarter.

1.7.2 DEPUTY STATE MARS DIRECTOR (D/SMD), a position appointed by the SMD, with the concurrence of the DMD, for a period of two years.

1.7.2.1 Serves as the SMD in his/her absence.

1.7.3 STATE EMERGENCY COORDINATOR (SEC), a position with appointment and tenure determined by the SMD.

1.7.3.1 Organizes and coordinates all state ECOM activities to include planning for exercises, contingencies and support for actual emergencies. A minimum of two exercises should be performed per calendar year.

1.7.3.2 Reports exercise results in the form of After Action Reports and Lessons Learned to the Region Emergency Coordinator and the SMD. Reports should identify areas for improvement and highlight best practices.

1.7.3.3 Provides appropriate Emergency Coordinator, Division or Region, with activity reports and status of ECOM programs in their state.

1.7.3.4 Possesses sufficient communications capabilities to operate throughout the HF spectrum and various operating modes.

1.7.3.5 Works closely with the Region or Division Emergency Coordinator, as appropriate, and the SMD to develop/update a State Emergency Communications Plan to supplement the Region or Division ECOM Plan. This plan will provide guidance for all State members to follow.

1.7.3.6 Promote Joint Service operations during all ECOM exercises and operations throughout the state.

1.7.3.7 Computer skills are necessary for various administrative duties that are associated with the position.

1.8 Duties and responsibilities, Individual Volunteer Members.

1.8.1 INDIVIDUAL VOLUNTEER MEMBER STATIONS are amateur radio stations licensed by the Federal Communications Commission (FCC) and approved for MARS membership by the Chief, AF MARS. They may be established, operated, and maintained by military, civil authority, or civilian volunteers authorized to operate on assigned MARS frequencies. The terms "Member(s)," "Individual Member(s)," "Auxiliary Members" and "Individual Volunteer Member(s)" shall have the same meaning for the purpose of this MOI. Such members shall:

1.8.1.1 Maintain a current copy of the AF MARS MOI.

1.8.1.2 Read, monitor, and adhere to all AF MARS broadcasts and other issued instructions.

1.8.1.3 Comply with the provisions of the AF MARS MOI and other AF Instructions governing MARS operations, including MARS broadcasts.

1.8.1.4 If required per paragraph 2.3.4.3 of this MOI, maintain an operational National Telecommunications and Information Administration (NTIA) compliant HF (or per paragraph 2.3.5.1 VHF radio, if used) radio station and actively support AF MARS HF communications requirements.

1.8.1.5 At a minimum, participate twelve (12) hours each calendar quarter. The member's primary assignment will be to the regularly scheduled Division HF voice net, unless appointed to a specialty net with primary assignment status by action of AF Form 3661 and consent of the SMD. A minimum of nine (9) hours per calendar quarter is required in the primary assignment. The balance of the twelve (12) hours per calendar quarter may be on any established MARS radio net or in support of other MARS-related activities (e.g., station maintenance, fulfilling billet responsibilities, meetings and conferences). (See Chapter 3 regarding reporting requirements).

1.8.1.6 Maintain a current amateur license and keep the State MARS Director apprised of all changes that affect membership status (e.g., a change in station location, license level, mailing address, e-mail address, phone number, or station capability).

1.8.1.7 Provide technical advice and assistance, to the extent possible, to other MARS members.

1.8.1.8 Provide operations, maintenance, or administrative support to Installation MARS Directors, when requested and to the extent possible.

1.8.1.9 Avoid, while operating on MARS frequencies, any deliberate action or conduct that would reflect unfavorably on the individual member or AF MARS.

1.8.1.10 Attend and contribute to MARS meetings and conferences, time and finances permitting.

1.8.1.11 Maintain a station log in accordance with paragraph 3.7.1 of this MOI.

1.8.1.12 Submit participation reports in accordance with chapter 3 of this MOI.

1.9 Member Official Appointments.

1.9.1 Member Official Appointments are made through a controlled and orderly process to periodically rotate civilian officials with other qualified members as an essential part of a dynamic and progressive MARS program. The appointment of members to the positions of Division MARS Director (DMD), Region MARS Director (RMD), or State MARS Director (SMD) will be for a term of two (2) years (1 Jan – 31 Dec of following year), with renewal at the discretion of the Chief, AF MARS. Newly appointed members will use the interim months after their appointment as a period of transition to familiarize themselves with the procedures and responsibilities of their positions. DMD appointments in Divisions NE, NC, and NW will be in odd numbered years (e.g. 2011, 2013, etc.). DMD appointments in Divisions SE, SC, and SW, will be in even numbered years (e.g. 2012, 2014, etc.). SMD appointments in Regions One, Three, Five, Seven and Nine will be made in odd numbered years (e.g., 2011, 2013, etc.). SMD appointments in Regions Two, Four, Six, Eight and Ten will be made in even numbered years (2012, 2014, etc.).

1.9.2 Positions to be filled will be announced in a MARS broadcast message. Applicants must submit a brief resume stating their qualifications, past experience, station capability, and willingness to serve in the position. All resumes must arrive at the AF MARS office announced in the message.

1.9.3 Selection will take place during October each year by the Chief, AF MARS (or DMD as appropriate). The Chief (or DMD) will:

- 1.9.3.1 Review the qualifications and records of each applicant.
- 1.9.3.2 Confer with the appropriate DMD/RMD
- 1.9.3.3 Forward AF Form 3661 (MARS Personnel Action Notification) to those individuals selected.
- 1.9.3.4 Notify those individuals not selected.

1.9.4 Special Net Manager (SNM) appointments are direct appointments by the Chief, AF MARS, on an "as required" basis. These are usually for unique positions of either short- or long-term duration.

1.9.5 All outgoing officials (National, Division, Region, or State) will:

- 1.9.5.1 Contact the new official and make arrangements for the transition.
- 1.9.5.2 Forward pertinent records to the new official.
- 1.9.5.3 Provide necessary assistance to promote continuity of operations.
- 1.9.5.4 Transfer any MARS equipment obtained from Defense Reutilization Marketing Office (DRMO) that is required for the position.

1.9.6 The Division, Region and State staff may vary, depending upon the tasking needs of each entity. Each DMD, RMD and SMD will appoint his/her staff depending upon the specific needs and availability of members possessing the requisite skills to fulfill the duties of each position.

1.10 Billet Expectations. Members volunteering for AF MARS billeted positions must be aware of the following:

1.10.1 AF MARS managers must become familiar with the MOI with regard to billet appointments at the National, Division, Region and State levels. AF Form 3661, MARS Personnel Action Notification, is the instrument for all personnel actions, including billet appointments.

1.10.2 The MOI establishes and describes each billet for each level – National, Division, Region and State. Directors are empowered to solicit and appoint applicants for each billet assignment. Additional billet assignments are not authorized.

1.11 National Billets.

1.11.1 The Chief, AF MARS appoints all National billets per Chapter 1 of the MOI. These positions are assigned on an "as needed" basis by the Chief, AF MARS with the service length determined by the Chief.

1.11.2 Director billets are two year assignments, from the date of the appointment and include the Division and Region MARS Directors as well as the Deputy Division and Region Directors.

1.11.3 Region MARS Director appointments are made by the Chief with concurrence from the appropriate Division MARS Director.

1.11.4 While the Chief appoints the DMD and RMD, the RMD is subordinate to the Division MARS Director in the chain of command.

1.12 Division Billets.

1.12.1 The Division MARS Director appoints the Division staff billets as described in paragraph 1.5 of this MOI.

1.12.2 The Division MARS Director appoints the Deputy Division MARS Director in consultation with the Chief, AF MARS.

1.12.3 The length of this billet appointment is two years from the date of the assignment.

1.12.4 The length of other division staff billet assignments is as determined by the Division MARS Director.

1.13 Region Billets.

1.13.1 RMD appointments are made by the Chief, AF MARS, in consultation with the appropriate Division MARS Director.

1.13.2 The Deputy Region MARS Director billet is assigned by the Region MARS Director. The length of this appointment is two years.

1.13.3 The RMD appoints the Region staff billets as described in paragraph 1.6 of the MOI.

1.13.4 The length of regional billet assignments is determined by the RMD.

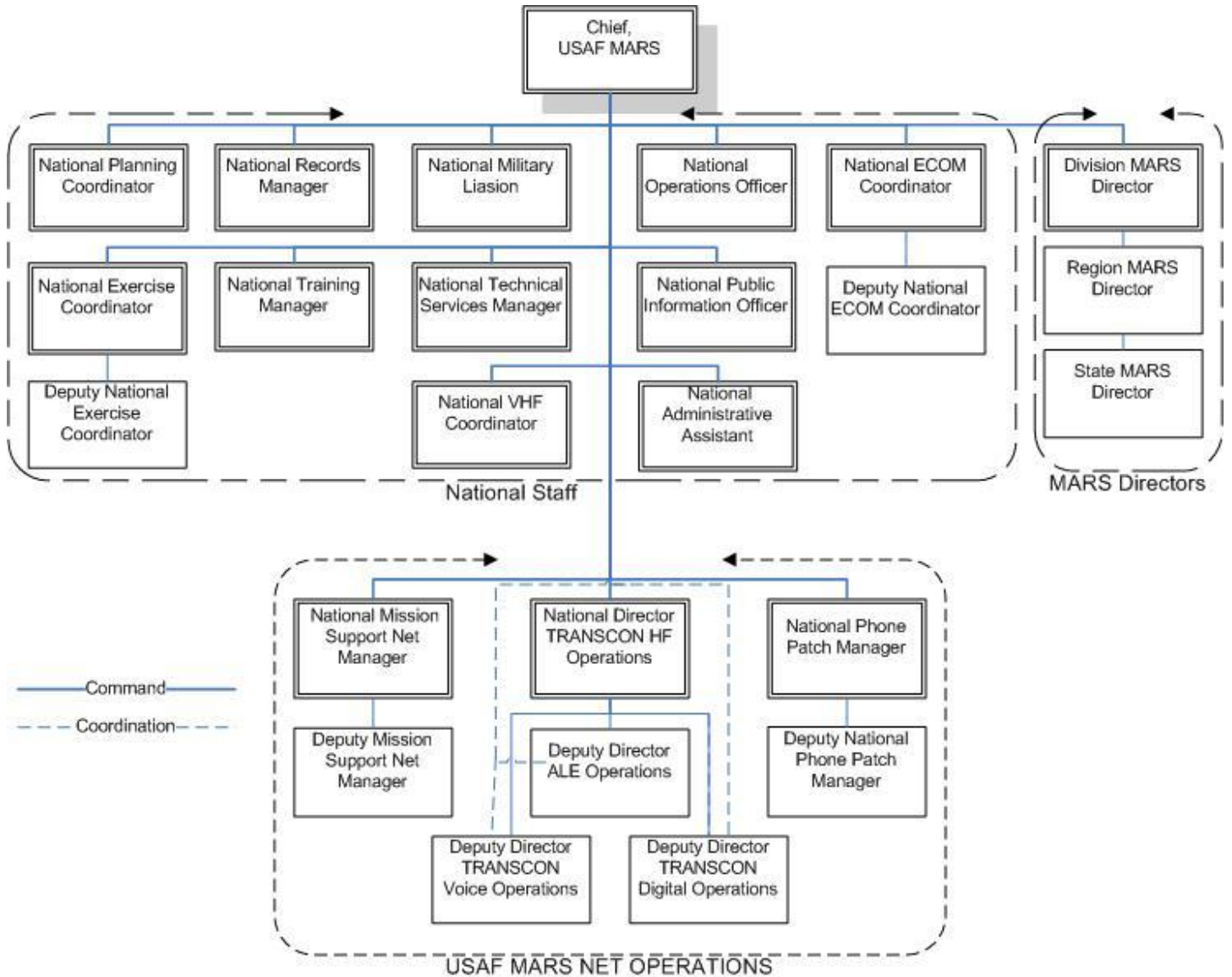
1.14 State Billets.

1.14.1 SMD appointments are made by the Chief, AF MARS, in consultation with the appropriate Division and Region Directors.

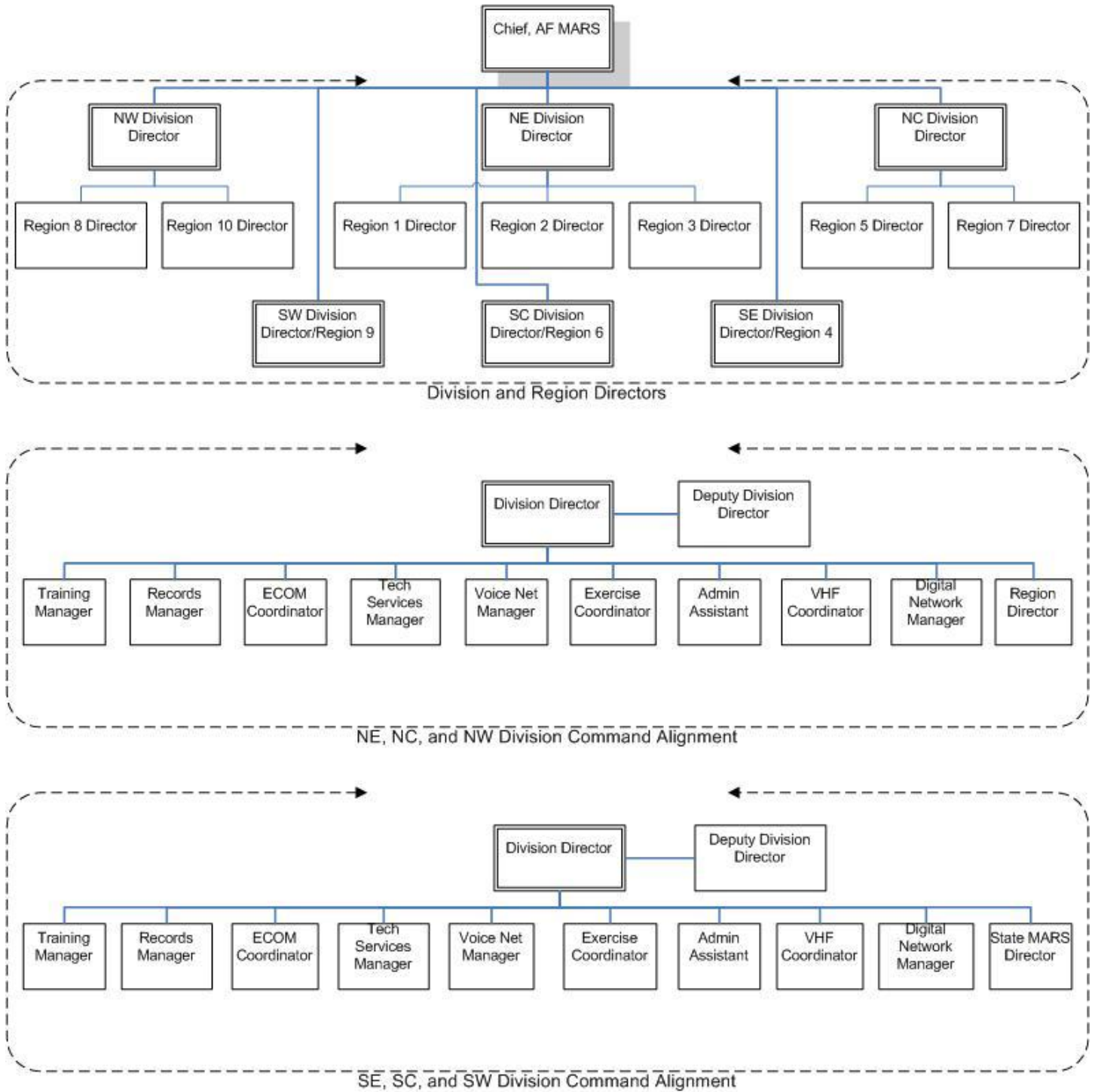
1.14.2 The SMD is authorized two staff billets, Deputy SMD and State Emergency Coordinator (SEC) (reference paragraph 1.7 this MOI.)

1.14.3 The Deputy State MARS Director is appointed by the SMD. The length of this appointment is two years from the date of the appointment.

1.14.4 The SEC is appointed by the SMD, who determines the length of this appointment.



**Table 1.1
National Organization**



**Table 1.2
Division Organization**

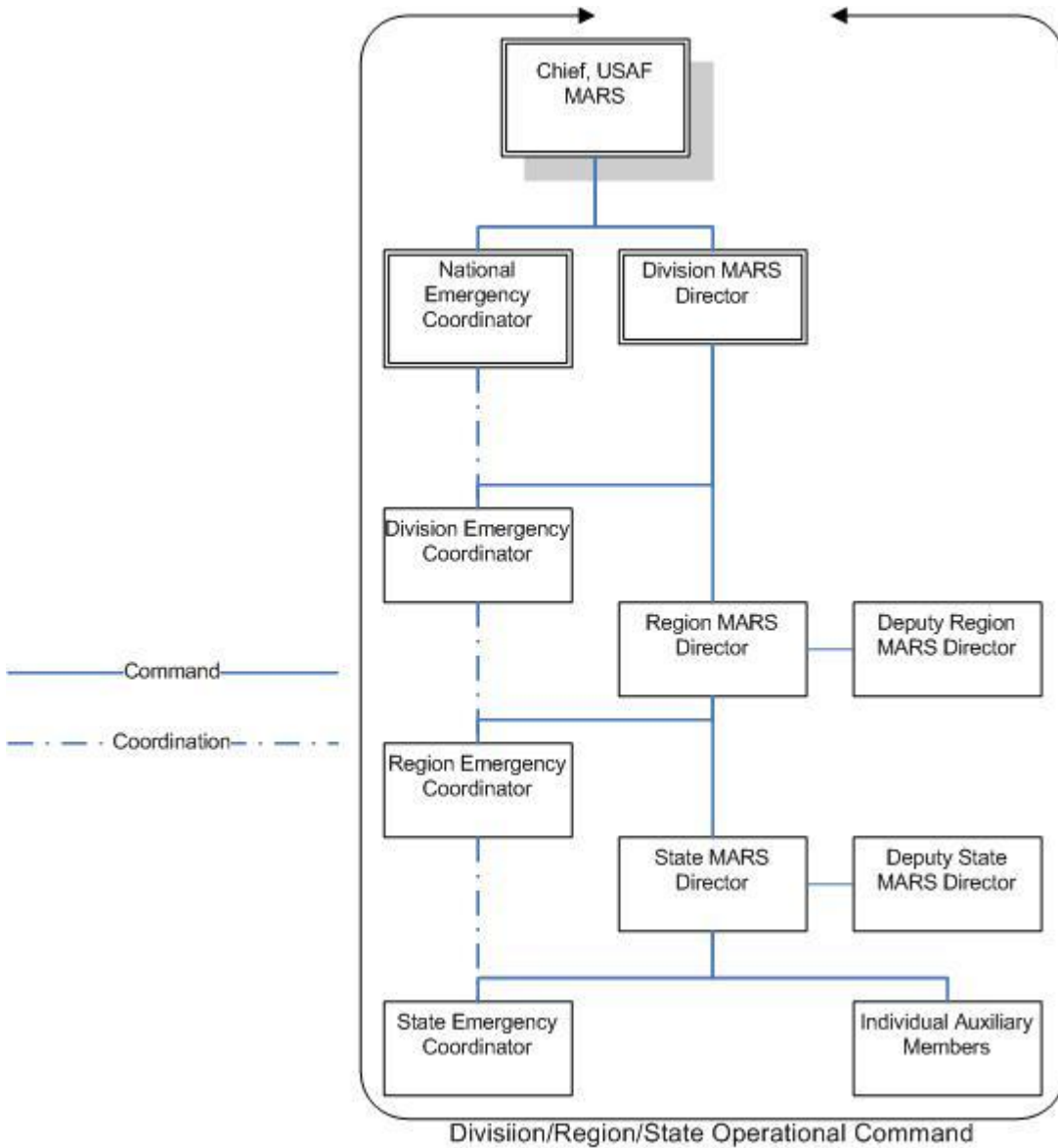


Table 1.3
Region/State Organization

CHAPTER 2 - MEMBERSHIP APPLICATION, ASSIGNMENTS AND TRAINING

2.1 Because emergencies and contingencies are not restricted geographically, there is a requirement to establish MARS communication nets configured to support a wide spectrum of potential applications over a wide range of territory. Division and Region HF nets, the Mission Support Net, and TRANSCON HF voice and digital traffic systems are the backbone of the AF MARS HF communication network. With the exception of the national Phone Patch Net and the Mission Support Net, most AF MARS traffic is passed on these nets. Support of these nets depends on recruiting HF-capable amateur radio operators. In recognition of the fact that many AF MARS high frequencies are not located near the amateur bands, members with continuous 3 to 30 MHz capability should be actively recruited to satisfy system requirements.

2.2 MARS Station Categories.

2.2.1 In accordance with DoDI 4650.02, MARS stations may include military MARS stations, civil agency MARS stations, MARS club stations, and individual MARS stations.

2.2.2 Military, civil agency or club MARS stations may associate with more than one MARS Service. Individual MARS stations may associate with only one MARS Service.

2.2.3 All individual civilian volunteer MARS stations must meet minimum eligibility criteria for membership in AF MARS as outlined below. Because MARS is a dynamic volunteer organization with the mission of supporting multiple agencies and organizations through the Department of Defense, specific membership requirements may be amended at any time to better position AF MARS to meet its mission responsibilities. Except for adjustments to minimum participation requirements, any additional membership requirements imposed on MARS members that go beyond what is contained in this MOI shall be applied to new members entering the AF MARS program and will not be imposed retroactively on active members in good standing.

2.3 Eligibility Criteria.

2.3.1 Minimum age of members is 18 years.

2.3.1.1 In order to maintain a healthy flow of new members into AF MARS, working relationships with well-established youth organizations such as the Scouts of America and other such programs, should be developed. These relationships should be based on offering amateur radio/MARS exposure to these youth organizations. All contacts with the organizations shall be in accordance with those organizations' rules and regulations.

2.3.2 Applicants and/or current members must be citizens of the United States, or lawfully admitted to the United States for permanent residency under the provisions of Title 18, United States Code, Chapter 12 (as revised), and reside within the borders of the United States, its territories, or possessions. This applies to alien residents who are U.S. military members stationed overseas under an overseas military command's jurisdiction.

2.3.3 Applicants and/or current members must hold a valid Technician, General, Advanced or Extra class amateur radio operator's license issued by the Federal Communications Commission (FCC).

2.3.4 Applicants and/or current members must have an operational HF radio station prior to acceptance into the MARS program.

2.3.4.1 HF stations must be capable of operating on a minimum of two MARS frequencies, assigned by Division and Region MARS officials.

2.3.4.2 HF stations must have the capability of operating voice and one or more of the digital modes. Digital mode is defined as any computer generated signal other than continuous wave (CW).

2.3.4.3 Unless specifically exempted from this requirement, all HF radio equipment must have a frequency stability and tolerance of +/- 20 Hz as set by the National Telecommunications Information Administration (NTIA).

2.3.5 If VHF is used, it should be used to complement the HF station, providing critical "first mile/last mile" connectivity.

2.3.5.1 Unless specifically exempted from the NTIA requirement, all VHF equipment must not exceed a frequency deviation of +/- 3.11 kHz, and have a channel spacing of 12.5 kHz (or less).

2.4 All AF MARS members are encouraged to participate in Net Control Station (NCS) training, as these skills may be required in the event of an actual incident. Members that desire NCS training shall work with their respective National, Division, Region, or State Training Manager to complete this training and a record of training completion shall be sent by the appropriate Training Manager to AF MARS HQ. A copy shall also be sent to the individual, NRM, DRM, DMD, RMD, and SMD.

NOTE: Distribution to the Region MARS Director occurs for the NE, NC and NW Divisions only. This rule is applicable for all distribution references in this MOI.

2.5 AF MARS members willing and able to deploy on-site to provide communications support in the event of an emergency or incident where such support is requested must be certified as knowledgeable in the Incident Command System. This requires successful completion of FEMA courses IS-100b, IS-200b, IS-700a, and IS-800b. Successful completion of FEMA course IS-802 is also encouraged but is not mandatory. All AF MARS members are encouraged to complete these FEMA courses, which can be taken on line at the FEMA Emergency Management Institute website: (<http://training.fema.gov/is/nims.asp>).

2.5.1 Copies of the certificates of completion of these courses shall be forwarded by the member to his/her SMD, who will certify the member's completion of these courses using AF Form 3661. A copy of this form will be distributed to the NRM, DRM, DMD, RMD, Chief AF MARS, and the individual.

2.6 Individual membership applications will be made using the membership application form.

2.6.1 Each new applicant will be provided a copy of the MARS application form, as well as the contact information of the appropriate SMD.

2.6.2 The new applicant will send the completed application form to the SMD along with a copy of the applicant's current Federal Communications (FCC) Amateur Radio Operator license. The SMD will review the application for completeness, accuracy, and eligibility, and then forward it to the DMD for processing. A copy of the applicant's amateur radio license downloaded from the FCC's on-line database is acceptable.

2.6.3 The DMD will assign an "AFA# xx/T" call sign, enter the information into the AF MARS database program, initiate an AF Form 3661 assigning the individual to the Division training net. The AF Form 3661 will be the authorization for the individual to operate on the MARS training nets. No MARS station license will be issued until the member successfully completes the required training. At that time the "/T" will be removed from the member's call sign.

2.6.4 The DMD will distribute AF Form 3661 to the applicant, Chief AF MARS, DMD, RMD, DTM, DRM, SMD and the National Records Manager (NRM).

2.6.5 After successful completion of the training, the DTM will notify the DMD, RMD, SMD and individual. The DMD will create a new AF Form 3661 to change the call sign by deletion of the “/T” from the call sign and include an initial primary assignment of the individual to the Division Voice Net (or specialty net as allowed by paragraph 1.7.1.5). The DMD will forward the new AF Form 3661 assigning the station its call sign including initial primary net assignment, and notification of successful completion of training to the Chief, AF MARS. Chief, AF MARS shall then initiate AF Form 3666, MARS station license, ID card. These documents will be distributed to Chief AF MARS, NRM, DMD, RMD, DTM, DRM, SMD and individual.

2.6.5.1 Except as otherwise stated in this MOI, the SMD are responsible for initiating and distributing as appropriate a form AF Form 3661 to reflect any changes in the individual member’s primary net assignment, station capabilities, personal information, or operating status.

2.6.5.2 Initial member training must be completed within one-hundred eighty (180) days of the issuance of AF Form 3661 by the DMD.

2.6.5.2.1 An extension to initial member training may be approved by the DMD upon good cause and prior request by the trainee and the SMD. If the extension to initial member training is approved by the DMD, the DMD shall prepare and distribute AF Form 3661 back to the trainee, Chief AF MARS, DMD, RMD, DTM, DRM, SMD and the NRM.

2.6.6 No waivers for the training requirement will be allowed with the exception of active duty or Reserve personnel possessing the specialty occupation title “Communications System Radio Operator.” Personnel transferred from other MARS services, however, or with prior AF MARS membership, may be evaluated for waiver of the training requirement on a case by case basis.

2.7 All training and training materials will be based upon this MOI and the following publications:

2.7.1 Allied Communications Publication (ACP) 121, *Communications Instructions General*, as supplemented.

2.7.2 ACP 125, *Communications Instructions Radio Telephone Procedures*, as supplemented.

2.7.3 AF MARS National Training Manual, as supplemented.

2.7.4 AF MARS National Emergency Communications Plan 2006-1, dated 14 May 2006 (or latest subsequent revision) - Additional material as deemed appropriate by the Chief, AF MARS and NTM.

2.7.5 Regions may write supplements to the AF MARS Training Manual and the AF MARS Emergency Communications Plan. These supplements cannot change the basic content, but can provide additional information that is specific to their region.

2.7.6 National Managers may publish a training guide for their respective Divisions as part of the AF MARS Training Manual.

2.8 Member stations may operate on any frequency or mode assigned on an AF Form 3661, MARS Personnel Action Notification. They may also operate on any VHF or HF frequency assigned to MARS without an AF Form 3661 assignment. They may not operate on the Phone Patch Net or Mission Support Net without

an AF Form 3661, as these are considered closed nets. While in training status, new members are restricted to Division, Region and State HF training or VHF frequencies only in the Division, Region, and State where the trainee's residence is located.

2.8.1 The establishment of a BBS, ALE, or a Phone Patch Station is not authorized while in training status.

2.8.2 Trainees shall be provided Initial Net Control Station training in conformance with the National Training Manual. However, trainees must successfully complete Division Net Control Station training conducted by the DTD and DVNM after successfully completing initial training and being issued AF Form 3661 by the DMD removing the "/T" designation from the trainee's call sign prior to certification by the DTD and DVNM as a Net Control Station.

2.9 FCC License Renewal Procedures.

2.9.1 Since MARS membership requires members to possess a current FCC amateur radio license, the term of MARS membership ends on the FCC license expiration date. Members must renew their FCC amateur license prior to the expiration date; FCC rules permit up to 90 day early renewal.

2.9.2 Upon receiving their renewed FCC license the member shall send a copy to their SMD. This provides the SMD with current member contact information along with new FCC license expiration date. Per paragraph 2.6.2, a reference copy of the applicant's amateur radio license downloaded from the FCC's on-line database is acceptable. The SMD will initiate an AF Form 3661 indicating the member's renewal and noting the new FCC amateur license expiration date. Distribution will be to the individual member, SMD, RMD, DMD, DRM, NRM and Chief, AF MARS.

2.9.2.1 In the event of a break exceeding 180 days in MARS membership due to issues other than termination from MARS (any service), the member shall also complete an application form and send it along with a copy of their current FCC amateur license to their SMD. The "break" also includes allowing the FCC license to expire prior to renewal. This automatically causes the membership to be cancelled; therefore the rules of this paragraph apply.

2.9.3 Chief, AF MARS, upon receipt of the 3661 will issue a new AF MARS Form 3666, MARS license and identification card to the individual member. A copy will also be sent to the, DMD, DRM, SMD and NRM.

CHAPTER 3 - PARTICIPATION, REPORTING, AND LOGGING

3.1 This chapter provides guidance in reporting participation time of MARS members. In addition, it provides guidance to members for completing their station logs.

3.2 In order to provide an accurate data base for management of the MARS system, individual member activity must be recorded. Member activity can be documented for many areas of MARS support. This MOI identifies activities for which participation time may be credited and establishes participation reporting procedures.

3.3 A minimum of 12 hours participation per calendar quarter on an established radio net is required, with nine (9) hours being logged in the member's primary net assignment. Unless otherwise specified, "Primary Assignment," shown on the member's AF Form 3661, includes all State, Region, Division, and National AF MARS HF traffic nets. Specific members may be assigned to the Phone Patch Net, Mission Support Net, a Base Support Team or TRANSCON as their primary assignment.

3.3.1 Each member's goal should be to devote one hour each week to the program. Members who participate in a scheduled net will automatically receive participation time equal to the scheduled net time, regardless of the length of time spent on the net. All Net Control Stations, net managers, SMDs, RMDs, and DMDs will ensure all participation time is credited and forwarded to the appropriate official. Members who wish to verify hours of participation credited to them can receive this information from their SMD.

3.3.2 In addition to the 12 hours of operating time, each member should draft and send at least one properly formatted Essential Elements of Information (EEI) message, either exercise or actual. The message should be transmitted on an active ECOM net. The exercise message will be sent to the appropriate Training Manager or any other Region official upon request by the Division Training Manager. No practice messages will be sent to the DMD/RMD.

3.3.2.1 Exercise traffic must contain the words "MARS EXERCISE" at the beginning and end of the body of the text.

3.3.2.2 The message can be sent over any authorized AF MARS HF or VHF operating mode. Internet e-mail is not to be used to send the practice messages.

3.4 Members may accrue additional participation time in any of the following areas:

3.4.1 Participation time will be determined by the following rules. Operational participation is described as operation in a MARS network, where the member station is in contact with the NCS, either directly or via relay; the member's MARS call sign must appear on the net log. Monitoring or simply listening to a MARS net does not constitute participation. "Other Time" is described as any "not-on-the-air" activity in support of MARS. (See "Other Participation Time" described below.)

3.4.1.1 Each NCS will maintain a net log which includes the call signs and check-in and check-out times for all stations that have checked into the established net it controls.

3.4.1.2 Participation time will be computed as the scheduled time for a given net. For example, AFA3YS checks into a scheduled one-hour net at 0100Z and checks out at 0145Z. Total participation time for that member's station is one hour. Checking into multiple nets during the same time period does not increase the member's total participation time by the number of nets he/she checks into; for example, AFA5HR is able to check into three separate one hour nets, and does so at 1120Z. He stops

operating at 1200Z. Total participation time for this member would still be the primary net scheduled time, or hour in this example (not three hours because of multiple net operations.)

3.4.1.3 Participation credit will be given to stations that have full transmitting and receiving capabilities, and are on the air during net operations. Monitoring only does not count for participation credit. For all UNSCHEDULED nets, such as ECOM nets, actual participation time, rounded up to the nearest 15 minutes, will be recorded. Example: AFA3YS checks into an unscheduled ECOM net at 1215Z and checks out at 1325Z. The recorded participation time is one hour and fifteen minutes.

3.4.1.4 When using their assigned generic call sign, participation time will be credited for each military MARS station operator checking into military nets as part of a scheduled training session or exercise, or as part of an activation for an actual event.

3.4.2 Operation on the Data Network (BBS).

3.4.2.1 Individual stations and SYSOPS are required to maintain participation time for BBS operation.

3.4.2.2 Each BBS in full time 24/7 operation will be credited with one hour of operating time per day of operation for each frequency of operation. For example, a BBS scanning three frequencies would be credited 3 hours per day.

3.4.2.3 Similarly, each BBS in part time daily operation regardless of software or mode will be eligible for one half hour of operating time per day of operation for each frequency of operation.

3.4.2.4 In the event of an emergency or exercise which would require a part time BBS to operate 24/7, time accounting for this period would be the same as a full service BBS.

3.4.2.5 Serial/slip link, telephone modem, and automated traffic forwarding does not count for time credit.

3.4.2.6 SysOps of the TRANSCON Digital Network will credit each Packet Bulletin Board (PBBS) or Keyboard Operator with 30 minutes time for each connect to his/her system checking for traffic.

3.4.2.7 Member stations will receive one hour for each piece of traffic originated or transferred from voice nets and placed into the digital network, but not for messages relayed from a digital mode.

3.4.3 Other Participation Time.

3.4.3.1 Participation in any of the following activities will count toward additional participation time:

3.4.3.1.1 Billeted members count their time spent on the off-air aspects of their positions as "Other Time.

3.4.3.1.2 Operation on nets of Army or Navy-Marine Corps MARS and SHARES nets (see Chapter 15) shall be credited as "Other HF Time" by the individual member on their monthly report to their SMD.

- 3.4.3.1.3 Work on “not-on-air” MARS special projects assigned by the Technical Services Manager, DMD, RMD, or SMD shall be credited as “Other Time” by the member based on the actual time spent.
- 3.4.3.1.4 Support (not on-air time) of actual or training emergency/contingency operations shall be credited as “Other Time” based on the actual time spent.
- 3.4.3.1.5 Attendance at a MARS meeting or conference, travel and actual attendance time shall be credited as “Other Time”.
- 3.4.3.1.5.1 Members attending Division, Region, or State conferences are entitled to full participation credit for one quarter. The member may choose the quarter he/she wishes to apply the credit up to one year after the conference. It is the member's responsibility to inform their respective SMD who will inform the appropriate Records Manager of the specific quarter to apply this time. The time may not be split; it must be credited to one quarter only and shall be credited as “Other Time”.
- 3.4.3.1.6 ECOM actual event or exercise AF MARS HF nets are considered and shall be recorded as participation in a member’s primary assignment, regardless whether that net is in or out of the member’s Division. NCS’s will insure that the net log is transmitted to the appropriate net manager. Checking in to a SHARES, Army or Navy-Marine Corps MARS ECOM net shall be counted as “Other HF Time.” The appropriate ECOM Coordinator, State, Region or Division shall be the ECOM net manager and as such will submit quarterly participation reports per paragraph 3.5, this MOI.
- 3.4.3.1.7 Operation in a mobile configuration, under field conditions, using an emergency deployable antenna, or using emergency backup power (“off-the-grid power”) shall be credited in one hour increments, as described in paragraph 3.4.3.1.8 below.
- 3.4.3.1.8 The NCS will annotate the net log indicating which member station reports operating “off the grid,” e.g., emergency power, mobile operation, field conditions, or using a deployable emergency antenna. The term “emergency deployable antenna” means an antenna that is constructed and kept in a ready condition for use in emergency or field conditions, not a fixed everyday antenna. NCS’s will adjust these member station’s participation time to reflect the added time as part of the member’s participation time for that net. (Note: The AF MARS logging program automatically includes these times. Multiples are not allowed, e.g., mobile, off the grid, with a mobile antenna does not count as three separate entities. In order to qualify a station with additional time the NCS must annotate the net log with the appropriate information.)
- 3.4.3.1.9 Stations checking into a net at the beginning and staying for the entire net will be credited with one half hour (.5) of additional time. NCS’s will add one half hour to the NCS log for those individuals. (Note the Excel logging program will accommodate this action with no input required by the NCS.)
- 3.4.3.1.10 Operation as a Net Control Station or Alternate Net Control Station.
- 3.4.3.1.10.1 Participation credit for stations acting as a NCS or ANCS shall be twice the scheduled time for that net. Stations appointed as ANCS by the NCS will also receive double participation credit for that net. Credit shall be shown on the official net log. Members acting as NCS or ANCS in an ECOM net will receive double the

actual on-net time as an NCS or ANCS. Their net log will be so annotated prior to being sent to the net manager.

3.4.3.1.11 Introducing traffic on to the network.

3.4.3.1.11.1 Introducing a formal message on voice to a station that then places that message into the digital system via an RF means shall count for one added hour for each message for both stations. Likewise, introducing an EEI message, actual or exercise, in any mode shall count for one additional hour of participation time. If the message is introduced by a member during participation in a net on that member's primary assignment, the extra hour of participation shall be credited to the member's primary net assignment.

3.5 Reporting Procedure. Except for the member's monthly report, all reports are quarterly. Quarters begin the first day of January, April, July and October. Note that reports are due the day after the end of each cycle but may be submitted by the "no later than" (NLT) date. Reports arriving after the NLT date will not be included in the final report, but may be "rolled into" the following cycle's report, at the discretion of the appropriate recording official. Net managers at all levels are responsible for reporting their net activity to the appropriate state, regional and/or division official. These nets include AF MARS: Training Nets, ECOM nets, all State, Region and Division administrative nets, traffic nets, and special activity nets.

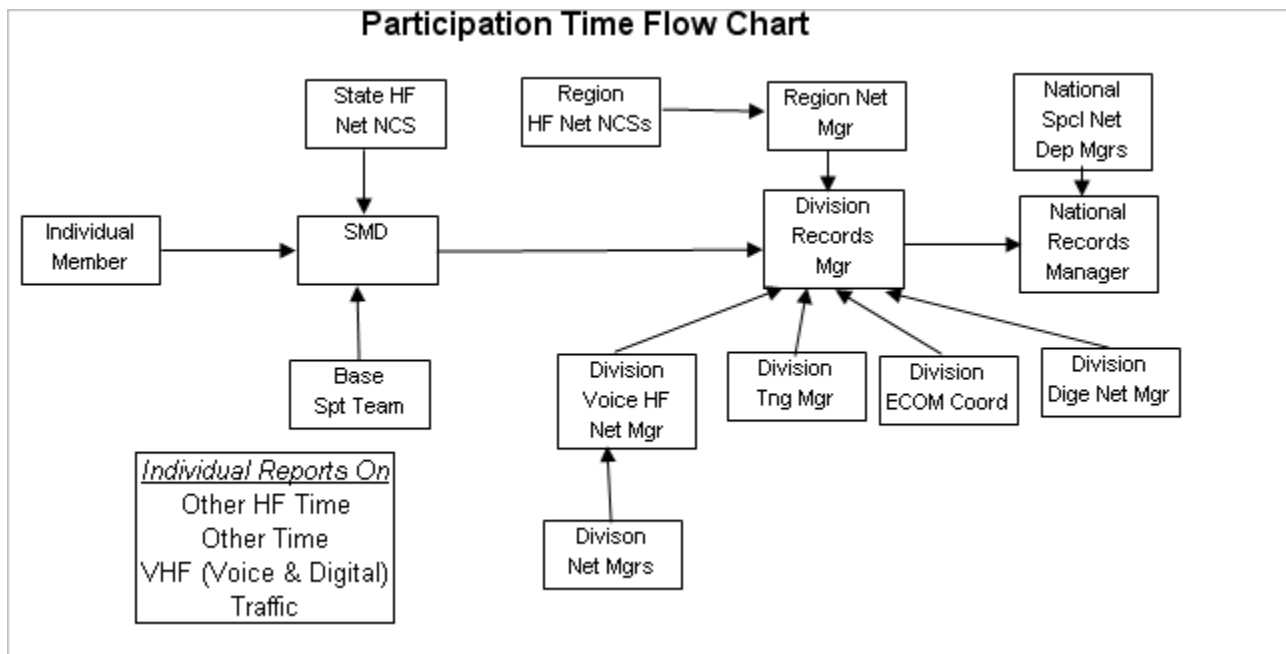


Table 3.1
Participation Time Flow Chart

3.5.1 Individual members will report SHARES, Army and Navy-Marine Corps MARS, titled "Other HF," activity, all VHF (voice and digital) time as well as all no-on-air MARS activity, titled "Other Time," to their SMD on a monthly basis. Members with no activity will submit a "no activity" report to their SMD. The report is due to the SMD by the 5th day after the end of the month. It is important to note that the quarterly reports include all AF MARS members, including out-of-State, Region or Division AF MARS members. Members of other MARS services, tactical call signs, and base station call signs are NOT

included in the quarterly report. Only generic AF MARS call signs shall be used in the reports. Members on Inactive Status are exempt from reporting requirements. Billet call signs receive no participation credit. Traffic will be reported in three categories: 1) Actual EEI, 2) Drill or practice EEI and 3) any traffic other than EEI's.

3.5.2 SMD's will report participation for each member showing the member's generic MARS call sign, State HF voice net time; State HF Digital time; all VHF Voice time; all VHF digital time, all net time spent on SHARES, Army and/or Navy-Marine Corps nets ("Other HF Time"), all "Other Time;" member state traffic broken down to show Actual EEI, Exercise (Draft) EEI, and all other traffic and Base Support Team time. This report is due to the Division Records Manager (DRM), by the tenth day after the end of the quarter.

3.5.3 Division RM's will report participation time for all of their Division AF MARS members as well as out-of-Division AF MARS members, showing the member's generic MARS call sign, total State, Region and Division HF voice time, all HF Digital Time, VHF Voice and VHF Digital times, "Other HF Time," "Other time," Base Support Time and traffic, broken down as shown in paragraph 3.5.2. This report will be submitted by the twentieth day after the end of the quarter.

3.5.4 Deputy National Voice Net Managers will report the total time for each AF MARS member, showing the generic call sign. This report will be submitted by the fifteenth day after the end of the quarter. National nets include TRANSCON, MSN, Phone Patch Net, National ECOM Nets, applicable national digital nets and National Special Activity Nets.

3.5.5 Deputy National Digital Net Manager's Reports will consist of all HF ALE, BBS, TRANSCON Digital and national special activity digital nets. These reports will be sent to the NRM by the fifteenth day after the end of the quarter.

3.5.6 The National Records Manager, upon receiving the National net managers' quarterly reports, will send a consolidated participation time report showing the times by call sign. This feedback report will be transmitted as soon as practical but no later than the twentieth day following the end of the quarter. The feedback report will be sent to each DMD and RMD, with copies to each DRM. The report is then shared with the respective SMDs.

3.5.7 The National Records Manager will compile and transmit a quarterly AF MARS participation report by the 25th day of the new quarter. This report will be transmitted to the Chief, AF MARS. Individual Division feedback reports will be transmitted to each Division MARS Director with copies to each DRM.

3.5.8 The Division MARS Directors are charged with the responsibility to insure that the quarterly feedback report is shared with the respective Region MARS Director and SMD. Members may query their SMD for their quarterly report information.

3.6 Bulletin Board Systems.

3.6.1 Reports should include the following:

3.6.1.1 SYSOP operating time, number of traffic messages passed, traffic destined for, and Region users of his/her system excluding other Full Service systems operating within his/her Region.

3.6.1.2 Total of BBS systems as reported within the Region.

3.6.1.3 Time for out-of-region members.

3.6.2 Traffic destined for (not required for practice/exercise messages)

3.7 In addition to the above participation time reporting, DRM's and RRM's shall include the following in their reports:

3.7.1 Exercises/Actual events where AF MARS played a role.

3.7.2 Public recognition of AF MARS.

3.7.3 Status of projects as assigned by DMD, RMD, SMD, or any other official.

3.7.4 Status of new MARS trainees.

3.7.5 Names and Call signs of members who have left, joined, or have become silent keys from the AF MARS Program.

3.8 All MARS members will maintain a log of the events of their station. All logs are subject to be reviewed by the Chief, AF MARS upon request.

3.8.1 Station Logs will include at a minimum:

3.8.1.1 MARS station call sign, net name, frequency designator, date and time logged on and off the net using Zulu time. Note: for clarity when a net operates across the Zulu day, that is begins before 2359Z and ends after 0001Z, the starting calendar day will be used on the log. Example: 10S1, a two hours net, begins on 28 Sept 2011 at 2300Z and ends at 0159Z. The net date will remain 28 Sept 2011.

3.8.1.2 Message number and date-time-group (DTG).

3.8.1.3 Whom the message traffic is destined for and where it is originating.

3.8.1.4 Any other significant events that occurred during station operation.

3.8.1.5 Note that MARS station logs are retained for a minimum of one year from the date of the first entry on the log.

3.9 Base MARS Stations.

3.9.1 Auxiliary members who are not members of a Base MARS Team involved in the operation of a Base MARS station, whether or not deployed will track and report their participation time on their monthly report to the SMD as "Other HF Time."

CHAPTER 4 - PERSONNEL ACTIONS

- 4.1 As a military auxiliary organization, MARS has a system of assigning members to various nets and positions of responsibility. The system also provides for documentation of authorized inactivity and termination of membership. AF Form 3661 is employed to document these MARS personnel actions.
- 4.2 Any appointed official (National, Division, Region, or State) may be removed from office by the person who appointed them (or by the Chief, AF MARS) for:
- 4.2.1 Failure to fulfill the duties and responsibilities of the position.
 - 4.2.2 Failure to comply with instructions furnished by HQ AF MARS.
 - 4.2.3 Any action deemed by the appointing authority to be detrimental to the AF MARS program.
- 4.3 Resignation from any position may be submitted at any time without prejudice.
- 4.4 Individual members may be terminated for:
- 4.4.1 Bringing discredit upon themselves or MARS.
 - 4.4.2 Failure to abide by the publications and rules governing MARS.
 - 4.4.3 Failure to complete required MARS training.
 - 4.4.4 Failure to maintain minimum quarterly participation on established MARS radio nets as instructed by published management guidelines.
 - 4.4.5 Failure to maintain a current FCC amateur radio license.
 - 4.4.6 Failure to notify appropriate authorities of a change in contact information, including mailing address, e-mail address, contact telephone number and physical address of the station location.
 - 4.4.7 Repeated infractions caused from improper or inappropriate radio operations.
- 4.5 Table 4.1 shows the MARS officials authorized to prepare AF Form 3661, the situations under which they are required to be initiated, and the authorized approving officials. All AF Forms 3661 must be completed IAW with this table.
- 4.5.1 When a member successfully completes the required training, the Training Manager will notify the DMD, RMD and the respective SMD. The DMD will complete the process set forth in paragraph 2.6.5 of this MOI. Except as otherwise provided in this MOI, after the above action, the SMD will initiate and sign AF Form 3661 on the individuals in that state to include, resignations, deaths, and transfers, while terminations will be initiated by the SMD and signed by the Chief, AF MARS. The SMD will forward a copy of AF Form 3661 to the Chief, AF MARS and the DMD and RMD for distribution. Only the Chief, AF MARS will sign AF Form 3661 terminating a member for cause. Any terminated member may appeal to the Chief, AF MARS for reinstatement.
 - 4.5.2 All DMDs, RMDs, SMDs, and Special Net Managers (SNMs) are authorized to originate AF Form 3661 involving individual members. DMD and RMD level authority for originating and authenticating AF Form 3661 will only be used to preclude unreasonable delays in processing member assignments.

Computer generated substitutes for AF Form 3661 as authorized are encouraged, but must include all required data.

4.5.3 Members who are terminated from the AF MARS program will not be allowed to reapply for consideration for new membership in AF MARS for a minimum period of two years. Members who resign must wait one year before re-applying for membership. (Waiting period may be waived for members resigning specifically to transfer to another service's MARS program or to relocate.) Members who are in training status ("T" calls), who have exceeded their training dates will also be terminated with AF Form 3661 (reference paragraph 4.4.3). Reinstatement rights are the same as those for other terminated members. Members terminated for extreme cause (for example, unbecoming conduct) will be prohibited from consideration for new membership for a minimum period of five (5) years.

4.5.4 SMDs are empowered to approve requests for inactive status for periods not to exceed 180 days. They may also approve a temporary waiver of the HF requirement for up to 180 days for members wishing to remain active but temporarily without HF capability (e.g., equipment failure or repair). Members on inactive status are exempt from participation and participation reporting. The SMD will initiate AF Form 3661 indicating the start and end date, with copies to the individual, RMD, DMD and National Records Manager (NRM). DMDs may grant an additional six month, upon request and based on special consideration with full justification, such as nursing home resident, etc. AF Form 3661 will be initiated for the extension indicating the beginning and ending dates with distribution to the individual, SMD, RMD and NRM. This authority must be used judiciously. Waivers beyond one year may be granted by the Chief, AF MARS.

4.5.5 SMDs will initiate all AF Form 3661 actions for terminations, resignations, and "Silent Keys". The SMD will sign all of the foregoing actions except terminations for cause, which must be forwarded to the Chief AF MARS for signature.

4.5.6 SMDs will maintain a separate personnel file for each auxiliary member. Files for former members will be archived and maintained for a period of two years. Paper files will not be treated as trash or recycle material and must be destroyed in some manner, such as shredding. Electronic files are encouraged in lieu of actual paper files.

4.6 Procedures for allowing members to be considered for benefits associated with DoD civilian service, such as access to DoD morale, welfare, and recreation Category C recreational facilities, credit unions associated with the Department of Defense, and military ceremonies are addressed in Chapter 19. These procedures do not require an AF Form 3661 action.

4.7 Procedures for granting military members Reserve points based on service in MARS and, in certain cases, weight exemptions for transportation of MARS communication equipment are also addressed in Chapter 19 and do not require an AF Form 3661 action.

4.8 Members transferring from one Division or Region to another will forward the relevant information to the appropriate SMDs, who will notify their respective RMDs/DMDs. The RMD/DMD will initiate an AF Form 3661 approving the resignation with comments notifying the gaining Division/Region regarding the transfer. The gaining SMD will forward it to the DMD for action. The DMD will assign a new call sign for that Division/Region, prepare AF Form 3661 relinquishing the old Region call sign and assigning the transferee to the appropriate Division/Region net. Distribution of copies will include all current State and Region Officials as appropriate, the old Division/Region/State officials as appropriate with information copies to the National Records Manager and to the Chief, AF MARS for issuance of a new MARS license.

If Action pertains to	Form Initiated By	Form Signed By	Distribution
Appointment of DMD, RMD or SMD	Chief	Chief	Chief, NRM, DMD, RMD, DRM SMD, Individual
Appointment of National Manager	Chief	Chief	Chief, NRM, DMD, RMD, DRM SMD, Individual
Appointment of Special Assistant and other Key non-regional/state official	Chief	Chief	Chief, NRM, DMD, RMD, DRM SMD, Individual
Appointment of Division staff officials other than DMD	DMD	DMD	Chief, NRM, DMD, RMD, DRM SMD, Individual
Appointment of Region Staff officials other than RMD	RMD	RMD	Chief, NRM, DMD, RMD, DRM SMD, Individual
Phone Patch Net Primary Assignment	Net Manager	Net Manager	Chief, NRM, DMD, DRM, RMD, SMD, Net Mgr, Individual
Mission Support Net Primary/Secondary Assignment	Net Manager	Net Manager	Chief, NRM, DMD, DRM, RMD, SMD, Net Mgr, Individual
Initial Primary Upon Completion of Training	DMD	DMD	Chief, NRM, DMD, DRM, RMD, SMD, Net Mgr, Individual
Appointment of MARS Member Volunteer Official/State Level (Secondary Assignment)	SMD	SMD	Chief, NRM, DMD, RMD, DRM SMD, Individual
Appointment of Base Support Team Leader or Member (Primary or Secondary Assignment)	IMD	SMD	Chief, NRM, DMD, DRM, RMD, SMD, BST Leader, Individual
180 Day Inactive Member (PCS, Illness, Equipment Failure, etc)	SMD	SMD	Chief, NRM, DMD, RMD, DRM SMD, Individual
Extension of Inactive Status	DMD	DMD	Chief, NRM, DMD, RMD, DRM SMD, Individual
Cancellation of Net Assignments (Primary Assignment)	SMD	Chief	Chief, NRM, DMD, RMD, DRM SMD, Individual
Termination	SMD	Chief	Chief, NRM, DMD, RMD, DRM SMD, Individual
Resignation	SMD	SMD	Chief, NRM, DMD, RMD, DRM SMD, Individual
Silent Key	SMD	SMD	Chief, NRM, DMD, RMD, DRM SMD, Individual
FCC License Renewal	SMD	SMD	Chief, NRM, DMD, RMD, DRM SMD, Individual

Table 4.1
AF Form 3661 Actions and Responsibilities

- 4.9 Maintenance of Records. SMDs will ensure a copy of each AF Form 3661 pertinent to a member is in the member's personnel file, and that a current AF Form 3661 is on hand for each member.
- 4.10 Chief, AF MARS may grant termination waivers of members for extenuating circumstances on a case-by-case basis.
- 4.10.1 Chief, AF MARS may grant periods of inactive status to MARS members, in excess of the 180 day inactive status period approved by the SMD, when requested by the individual member, on a case-by-case basis.
- 4.10.2 Chief, AF MARS will establish procedures for MARS members to access the government telephone systems on a case by case basis as necessary.
- 4.11 Public Records Information. In keeping with the Privacy Act, only certain information regarding auxiliary members can be released as “public information.” This includes MARS call sign, city, and state. In addition billet titles may be combined with specific information.
- 4.12 AF Form 3661’s must contain certain specific information in each element.
- 4.12.1 The “TO” block must contain the members name and address including the postal ZIP+4 postal ZIP Code. In addition the appropriate MARS call sign must be included for any actions involving current members.
- 4.12.2 AF Form 3661 Comments section must contain a minimum amount of information pertinent to the action being taken. Table 4.2 provides an outline of minimum information.
- 4.12.2.1 For official billet appointments, the AF Form 3661 Comments section must contain language describing the billet and position, call sign, and appointment term at a minimum, for example:
- “In accordance with (indicate the appropriate MOI paragraph) you are appointed the billet (insert the title of the billet from the MOI). This appointment authorizes the use of the billet call sign (insert the billet call sign). This call sign is authorized on AF MARS networks only. This assignment is for two years and ends on (insert date). The appointing official reserves the right of reappointment with your concurrence.”*

NOTE: The length statement may be modified for assignments that have no directed ending date: *“The length of this assignment is at the pleasure of the appointing official.”*

Elements To Be Included In The AF Form 3661 Comments Section							
	Generic	Billet	"/T" Call	FCC	Date FCC	3661 Start	3661 End
	MARS Call	Call	Sign	Call	Expiration	Date	Date
Primary Assignment	X		X	X	X		
Training Assignment			X	X	X		
Post Training	X			X	X	X	
BST Assignment	X					X	
FCC License Renewal	X			X	X		
Billet Assignment	X						
Billet Termination	X	X				X	X
Member Resignation	X			X	X	X	
Member Termination	X			X	X	X	
Member Inactive	X					X	X
Member Deceased	X			X	X	X	
Change of Location	X					X	
MARS Call Change	X	X		X	X		

Table 4.2
AF Form 3661 Comments Section Required Elements

CHAPTER 5 - CORRESPONDENCE

5.1 It is every member's responsibility to use proper channels for corresponding with AF MARS HQ and staff. When an item is generated, it should be processed in the swiftest manner available.

5.2 Written correspondence generated by a member to solicit a response from the AF MARS HQ or staff, depending on the subject matter, will be sent to the next person in the member's Chain of Command. As the correspondence progresses, each recipient will either add statements to the material or endorse it prior to forwarding. This can be done by adding onto the bottom of the correspondence, or by drafting a letter to be attached to the original document. If an attached letter is used, it will not be removed before reaching AF MARS HQ. If no comments are necessary, an endorsement will still be needed to signify concurrence or non-concurrence with the correspondence. Likewise, responses prepared by the AF MARS staff will be returned direct to the originator with info copies provided for each intermediary.

5.2.1 The following are the only provisions by which the proper channels may be bypassed when communicating with AF MARS HQ or staff.

5.2.1.1 When information in the correspondence is such that delays will adversely affect the mission being performed.

5.2.1.2 When the information being conveyed reflects unfavorably upon anyone in the proper channel, or is of a personal or sensitive nature.

5.3 Information may be sent on-the-air, via written correspondence, or by internet e-mail. On-the-air discussions, however, will not adversely reflect upon another MARS member or bring discredit upon the MARS program.

5.4 All mail forwarded by members via US mail will bear the return address of the sender (by USPS regulation). A slant bar (/) and the affiliate's call sign will be included on the first line of the return address.

5.5 Member questions, comments, concerns, or other issues directed to AF MARS HQ shall be handled as expeditiously as possible.

5.6 Whenever possible, issues should be addressed at the lowest level within the member's chain of command before elevating them to higher authority or contacting AF MARS HQ directly.

CHAPTER 6 - MESSAGES FORMAT AND PROCEDURES

- 6.1 Each message sent by MARS must meet certain administrative requirements as well as satisfy the rules established by international, national, and Service agreement. (Morale messages originating in the CONUS are not to be mailed at government expense).
- 6.2 Individual MARS stations preparing traffic for entry, and/or stations receiving messages (phone call or written matter) from a MARS user or message originator for introduction into the MARS system must use good judgment, common sense, and the guidelines contained herein relevant to creation and/or acceptance of messages for transmission via the MARS system. This includes the passing of military or ECOM traffic, as well as morale traffic. Each station should endeavor to transmit (or relay, as needed) any message received within 24 hours. This criteria is not only reasonable, but will prevent any unwarranted delays in the handling of MARS traffic, especially messages that are time sensitive. Numerous avenues are available to enable station compliance with this directive. The use of internet e-mail to send messages or broadcasts is discouraged.
- 6.3 For message preparation see the AF MARS Training Manual.
- 6.4 Acceptance of messages for transmission over the MARS network is a responsibility that should not to be taken lightly. The operator receiving traffic for injection into the MARS system bears certain responsibilities relative to that action. Foremost is the in-station 24-hour handling time limit. Once a message is accepted into the system, it must continue to flow until it reaches its destination or after a sufficient number of attempts have failed, whereby it is determined to be undeliverable. The originating station operator is the individual who must utilize good judgment and the guidelines presented herein relative to acceptance of messages.
- 6.4.1 The following categories of messages will not be accepted for transmission via the MARS network:
- 6.4.1.1 Initial notification of death. Unless specifically addressed to the Red Cross, the Chaplain Service, or Commander, First Sergeant, etc. initial notifications of death are not accepted.
 - 6.4.1.2 Messages in a foreign language. (Exception: Stations with overseas and overseas-to-CONUS operations may use languages other than English on MARS nets under certain conditions. The MARS station must get host-country approval before using another language. The Chief, AF MARS and the overseas unit station will maintain a file copy of this concurrence. At least one of the operators handling the traffic must be conversant in the language used. Otherwise, only individual words are allowed if they are commonly used and understood. For example, a message should not be refused because the sender ends it with "Adios".)
 - 6.4.1.3 Nonsensical or whimsical messages.
 - 6.4.1.4 Obscene, derogatory, or demeaning messages.
 - 6.4.1.5 Messages bearing precedence higher than "Immediate (O)" (Exception: Military stations). (Note: "O" is "Operational Immediate")
 - 6.4.1.6 Business transactions (messages to mail order houses, banks, or to business firms requesting a product or service).
 - 6.4.1.7 Classified, For Official Use Only (FOUO), Controlled Unclassified Information (CUI), or Sensitive But Unclassified (SBU) information.

6.4.1.8 Official traffic, regardless of the mode used, will not be entered into amateur nets for further transmission or relay for any reason.

6.4.1.9 Personal messages originated in the CONUS for CONUS delivery may be re-filed into the amateur system or serviced back to the originator as undeliverable.

6.4.2 Refusal to accept a message must be accomplished in a tactful and courteous manner. The offer must be made to help the originator rewrite the message so it still conveys the writer's thoughts but satisfies the guidelines established in this MOI. If the sender is displeased and wishes to address this problem to a higher authority, he/she should be advised to contact the AF MARS office in writing, outlining his/her grievance.

6.4.3 Purifying the system of unauthorized messages: Messages that do not satisfy the acceptance criteria contained herein sometimes get into the system and are recognized by subsequent station operators as being in conflict with this MOI's provisions. The first relay station receiving such a message should accept it and request guidance from the NCS prior to relaying further. If needed, contact the DMD, or as appropriate, the RMD, by phone for additional guidance and advice on message routing and disposition. In no case, once traffic is in the system, will it be refused by an operator. This paragraph addresses the procedure for ensuring control of erroneous or unauthorized messages after they have entered the MARS system.

6.4.4 Messages with minor but obvious errors should be serviced back to the originating station for corrections. However, if there are time constraints with the message, an operator's note may be used following the message to indicate that either the groups do not check or that a probable error exists. An operator's judgment comes into play here, but servicing the message should always be considered first.

6.5 For the purposes of reporting certain events and situations Essential Elements of Information (EEI) messages will be used. Refer to the AF MARS National Emergency Communications Plan 2006-1, Dated 14 May 2006 (as amended) on how to draft EEI messages.

CHAPTER 7 - CONFERENCES AND MEETINGS

7.1 MARS conferences and meetings are vital to the MARS program. They afford individual members and managers an opportunity to exchange information, discuss procedures, and clarify policy.

7.1.1 Each Division, Region, and State may schedule an annual MARS conference convened by the respective DMD, RMD, and/or SMD. The participants will be individual members and appointed Division/Region/State officials. Division, Region, and/or State conferences are funded primarily by the individual members. A registration fee may be charged to help defray conference costs (military are not exempt). When a registration fee is charged, it will be computed to cover only the costs of conference facilities, refreshments, and other incidentals, without making a profit. Excess funds will be returned to the members in a form determined by the conference committee and the appropriate DMD, RMD, or SMD.

7.1.2 State MARS Directors may hold periodic meetings with their members. State meetings held in cities where it is not practical for the SMD to attend must be coordinated with the SMD to ensure current information is obtained. Members are responsible for any expenses.

7.2 Conferences and meetings should be well planned. The number of attendees should be determined far enough in advance to find a suitable facility. The DMD, RMD, or SMD may appoint a conference committee to work out the details for the conference. An agenda should be prepared so the proceedings will be effectively conducted. All such conferences are conducted “at no cost to the government.”

7.2.1 A conference committee may be established to handle all conference administrative details. The conference committee may consist of a conference chairperson, treasurer, recorder, and publicity manager.

7.2.2 When practical, conferences should be scheduled to occur on weekends to maximize member participation. An officials meeting may be scheduled during the conference.

7.3 Items for discussion should be solicited from the general membership through management channels. Selected subjects will be listed on the conference schedule with an assigned time limit. The conference schedule should begin with opening remarks and pertinent introductions by the convening authority, followed by reports from appropriate officials. AF MARS presentations should be scheduled to allow sufficient time for any questions and answers. The remainder of the schedule will consist of agenda items. If time permits, seminars or special presentations may be scheduled. A social event, such as a banquet or dinner, may be incorporated, with expenses borne by attendees. Each Division or Region conference agenda will be coordinated with the Chief, AF MARS. DMDs should be informed of Region conferences and RMDs should be informed of State conferences.

7.4 Conference events will be controlled by the conference chairperson. If agenda items are covered well and kept within their allotted time, the conference will run smoothly. Appropriate recognition, such as certificates, plaques, and/or other awards, may be presented at the conference. Any costs associated with awards will be borne by the membership.

7.5 MARS meetings are conducted more informally than a conference. However, meetings should be planned with an outline for discussion. Current information should be obtained from the SMD or IMD for dissemination to members. Awards may be presented with the concurrence of the SMD or IMD, as appropriate. Full quarter participation time will be credited for Division, Region, or State conference attendees. At least three (3) hours of participation time will be given for local/state meetings, taking into account the length of the meeting and the travel time required by attending members. In no case shall participation credit exceed six (6) hours. This participation credit shall be recorded as “Other” time.

CHAPTER 8 - HF VOICE NETWORK

8.1 Purpose: To establish a uniform process for the operation of HF voice networks for the provision of contingency radio communications support to U.S. Government operations, in accordance with DoD Instruction 4650.02.

8.1.1 The TRANSCON voice network and digital networks cover the 48 contiguous states, plus Alaska, Hawaii, Guam, the Virgin Islands, and Puerto Rico as the backbone of the MARS HF radio system into which all other MARS members may enter traffic. It is used to forward traffic between the AF MARS Divisions.

8.1.2 Division, Region, and State networks serve the respective states and military installations within specified geographic boundaries. Each AF MARS Division has a separate voice traffic net. These nets provide intra-regional HF radio communications support.

8.2 Standard radiotelephone training is contained in the current AF MARS Training Manual (as amended).

8.2.1 Stations having inter-Divisional traffic will call the TRANSCON NCS and list the traffic by number and precedence. The NCS will then acknowledge each station's check in and record the traffic. Every effort will be made by the NCS to handle the traffic as rapidly as possible. The NCS will also query the net at least hourly to allow stations the chance to pass any traffic they are holding. When a station checks into the net, it will be available to respond to continuity checks or to handle message traffic, until the net closes or that station requests to close.

8.2.2 To expedite the flow of traffic, all messages will be passed on a frequency designated by the NCS.

8.2.3 Traffic handling will be done by the joint precedence system. Official traffic is to be processed ahead of non-official messages. If the net is busy, stations indicating they are ready to handle listed traffic will be directed to an adjacent (traffic) frequency by the NCS. Following completion of traffic passing, these stations will report back on the calling frequency.

8.3 The NCS will open the net each day and will keep a record of each station checking in, including their state, (should assistance be needed). When traffic is listed, the NCS will designate stations to receive the messages. Traffic will be handled ahead of any other business, when possible.

8.4 All AF MARS stations will contact the NCS to check into/out of the net. If the NCS does not respond, other AF MARS stations already checked into the net will relay the request.

8.5 Each Division or Regional NCS will be responsible to forward MARS participation time to their respective Division or Region Voice Network Manager or Records Manager, as appropriate. NCS stations on State nets will forward participation reports to their respective SMD. NCS reports are due to the appropriate official no later than 48 hours after the close of the net.

8.6 Each TRANSCON NCS will be responsible for forwarding MARS participation time to the NVNM within 48 hours of the close of the net.

8.7 The Deputy Director TRANSCON Voice Operations will consolidate all reports from the TRANSCON NCSs and forward the reports to the respective National Director TRANSCON HF Operations no later than the 10th day following the end of the quarter. The National Director, TRANSCON HF Operations will forward the

consolidated voice network report to the National Records Manager no later than the 15th day following the end of the quarter (See chapter 3).

8.8 Any recent MARS broadcast messages will be transmitted by the NCS or another designated station on TRANSCON, Division, or Region frequencies at least once per week per net session.

8.9 Military stations using their units' tactical call signs or military MARS call signs may check into established AF MARS voice nets in addition to the Phone Patch Net and Mission Support Net for training, exercises, or actual events. These stations must not be denied access to MARS circuits. Stations entering the net using tactical call signs will not be challenged by the NCS, rather the NCS shall immediately query them to determine how AF MARS can provide assistance.

8.9.1 In addition to military tactical stations, SHARES stations are also authorized entry into the TRANSCON nets. The SHARED RESOURCES (SHARES) High Frequency (HF) Radio Program uses existing HF radio resources to coordinate communications supporting a network of Federal, State and industry organizations worldwide to pass emergency messages when normal telecommunications communications systems are destroyed or unavailable. Participation in SHARES is open to all Federal departments and agencies and their designated affiliates on a voluntary basis and provides the Federal emergency response community, as an Emergency Support Function Two (ESF 2, Communications) component, with a single interagency emergency message handling and frequency spectrum management system. Additionally, the SHARES HF Radio Program promotes interoperability between HF radio systems used by Federal departments and agencies and monitors applicable regulatory, procedural, and technical issues.

8.10 Mixed modes of communications are permitted to move traffic efficiently. The NCS of a voice net may grant permission for traffic to be sent in digital modes or CW, if time or conditions warrant using a mode other than voice.

8.11 Duties and Responsibilities of an Alternate Net Control Station (ANCS):

8.11.1 The primary duty of an Alternate NCS is to serve as backup to the Net Control Station by maintaining a duplicate log for the Net and, when directed to do so by the NCS, make net calls and check stations into the net.

8.11.2 The ANCS will assume Net Control duties if the Net Control Station is gone from the net for any reason. When the NCS is unable to comply with his or her regularly scheduled net, the ANCS will normally conduct the net in his or her absence if there are no scheduling conflicts. The ANCS should always be prepared to take the net at any time.

8.11.3 For some of the larger nets, when two or more Alternate NCS have been assigned to a given net, one will be designated as the Primary and would assume control of the net if the NCS suddenly disappears from the net.

8.11.3.1 Net Control Stations shall limit the number of Alternate NCS stations to the minimum number necessary to conduct net business. The location of Alternate NCS Stations should be sufficiently dispersed to allow net connectivity given propagation conditions.

8.11.4 Other duties as assigned by the Net Control Station.

8.12 Relaying Stations into a High Frequency Voice Net:

- 8.12.1 It is important to ensure that stations that cannot be heard by the NCS are relayed into the net without causing confusion or disruption to net operations, especially during poor propagation conditions.
- 8.12.2 Proper procedures for relaying stations into a voice net may be found in the AF MARS Voice Net Operations Manual.
- 8.12.3 When a station attempts to check into the net and the NCS and ANCS do not recognize the station, any other station already logged into the net may call the NCS or ANCS to relay the station attempting to check into the net. This is essential when an actual event or an exercise event is in progress.
- 8.12.4 Net Control Stations are not to disallow check-ins by relay for any reason. This could result in the loss of valuable EEI Reporting whether actual events or exercise events.
- 8.12.5 After checking in stations that they hear, both the NCS and ANCS should call for relays.
- 8.13 Use of voice break in operation (VOX) and speech compression is not to be used on any AF MARS net. In addition, inappropriate background noise, such as music, TV and/or commercial radio station audio should not be transmitted on MARS frequencies. This includes computer “event sounds.”
- 8.14 Inappropriate transmissions on MARS frequencies shall not be tolerated and are grounds for termination according to the procedure identified in Chapter 4. Inappropriate transmissions include statements of a political nature, the use of derogatory or profane language, statements detrimental to the MARS program, or language that brings discredit upon the member or the MARS program.

NOTE: *It is important to remember that MARS frequencies are military frequencies and transmissions on those frequencies must be in accordance with military rules, regulations, and procedures and consistent with acceptable military practice.*

- 8.15 Conversations on MARS frequencies shall be limited to MARS business at all times. Informal discussions on personal issues or events unrelated to MARS are not appropriate on MARS frequencies, which have been made available for MARS use by military authorities.

CHAPTER 9 - PHONE PATCH NETWORK

9.1 The Phone Patch Network provides pilots and aircrews in flight, as well as ground units, the opportunity to make official business and morale phone patches via an authorized AF MARS phone patch station.

9.2 The AF MARS Phone Patch Network is a closed net requiring specific assignment by AF Form 3661 action. Assignment to this network will be made by the National Phone Patch Manager in response to a member's phone patch net application from their SMD. The member's SMD will coordinate the member's acceptance to the net with the Phone Patch Net Manager.

9.3 There are special requirements which each member station must meet prior to being assigned to the Phone Patch Network. These include:

9.3.1 Capability to operate on assigned network frequencies.

9.3.2 RF output power and antennas capable of phone patch operations. Normally a one kilowatt amplifier and a directional antenna are desired.

9.3.3 The willingness to dedicate time in excess of the minimum MARS activity requirements.

9.4 Checking into or out of a net will be accomplished only when the circuit is free of traffic. The station checking in/out will call the NCS. If the NCS does not respond, stations already checked into the net will relay the request.

9.5 To the greatest extent possible, phone patches will be rotated among stations that are operating on the net. Maximum participation by all net members is desired to enhance training and the ability to respond in times of emergency. To this end, all stations should have equal opportunity to handle available traffic.

9.6 Phone Patch Net participation will be reported quarterly. The NCS will forward all MARS station participation time to the National Phone Patch Net Manager for consolidation. The National Phone Patch Net Manager will then forward the participation report to National Records Manager no later than the 20th day after end of the quarter.

9.7 The AF MARS operator on each end of the circuit is responsible for proper operation of the phone patch. Specific procedures are as follows:

9.7.1 Most phone patches are made by reversing the charges (i.e. collect). Occasionally the calling party may request billing to a third party or credit card. While these are allowed, operators are cautioned to maintain an accurate log. A log will assist in answering any questions that may arise about payment of long distance charges. Often, a commercial long distance service (e.g., Sprint) may prepay for phone patches during selected periods. The Phone Patch Net Manager will provide necessary information for this service to his/her net members. Telephone access information from the net manager must be treated as close-hold (non-releasable) information, since illegal or unauthorized use of it could result in the loss of this free service. The bottom line is: while AF MARS provides free morale/welfare calls, this 'free' service refers to the part of the call that is transmitted over the radio. At no time will the cost of a morale/welfare phone call be charged to AF MARS or the government.

9.7.2 Instruction on phone patch procedures is usually required before the patch can be initiated. The called party will be advised in the use of the proword "OVER" and the circuit's unclassified status. Unless specified by the net manager or NCS, operators should brief the calling and called parties that the circuit is

not secure and not to discuss items of a classified nature. They should be told that only one person can talk at a time, and that the phone patch will be limited in time.

9.7.3 Only prowords and abbreviations authorized for AF MARS may be used by MARS stations facilitating a phone patch for military aircraft. Those developed in other services/systems (e.g. Citizens Band, Amateur Radio Relay League (ARRL), etc.) are not authorized. When approved prowords do not exist to express an action/function, plain English will be used (e.g. 'no answer' is acceptable, while 'DNA' is not).

9.7.4 Phone patches are normally limited to five minutes. Operators may extend this time limit, depending on circuit traffic load and/or importance of the call.

9.7.5 A phone patch usually follows the sequence given below. Slight deviations may occur depending on the specific circumstances of the patch.

9.7.5.1 The initiating station will list the patch with the NCS. Several patches may be listed at one time to expedite operations.

9.7.5.2 When it is the initiating station's turn, the NCS will advise the initiator to conduct their patch(es) with the other station.

9.7.5.3 The initiating station will call the receiving station and conduct a signal check. If patch quality exists in both directions, the patch will be conducted.

9.7.5.4 Completion of the patch will be reported to the NCS.

***NOTE:** The NCS will process phone patch traffic on the basis of precedence (i.e. Immediate, Priority, and Routine). Messages of the same precedence will be processed on a first-in, first-out basis (this depends on availability of other net member stations also).*

9.8 MARS auxiliary member stations will log all phone patch operations. In addition to other MARS logging requirements, the phone patch log will contain the following information:

9.8.1 Station call sign.

9.8.2 Name of person for whom the patch was performed and who was called.

9.8.3 Phone number called and phone number/credit card number of the caller (if billing will be to other than the number called).

9.8.4 Specific information about the patch (what the patch was for, i.e., official business or morale).

9.8.5 Date, start time (ZULU), end time (ZULU) and frequency of the patch.

9.8.6 Any additional data as determined.

9.9 Discussion of classified information during a MARS phone patch is not authorized. MARS operators are not expected to determine the classified nature of phone patch conversations and will not terminate patches when suspected violations occur. They should bring the information to the attention of the NCS. To preclude occurrences of this nature, the initiating and receiving parties will be briefed on the insecurity of AF MARS phone patch circuits prior to the patch being initiated.

CHAPTER 10 - MISSION SUPPORT NET AND EMERGENCY COMMUNICATIONS SUPPORT

10.1 The main mission of MARS is to provide contingency radio communications support to the DoD Components and to support civil authorities in fulfillment of DoD responsibilities under DoDI 4650.02 and DoDD 5111.13.

10.1.1 The Chief, AF MARS will designate 3, 4, 7, 11, 13, 14 and 20 MHz to be used by the Mission Support Net (MSN) based on operational needs, propagation considerations, and in coordination with the AF Spectrum Management Office (AFSMO) and Air Force Space Command.

10.1.2 The MSN is a national net and shall not be merged or combined with the TRANSCON or any Division, Region, or State AF MARS nets or assigned shared frequencies with these nets.

10.2 The AF MARS National Emergency Communications (ECOM) Plan 2006-1, dated 14 May 2006 (as amended) was developed to specify the utilization of AF MARS in emergency operations. It also lists specific actions for AF MARS stations to take when directed to do so in support of DoD or civilian authorities' operations during, or responses to, any major disruption of DoD or other communications networks, such as those associated with official national security or emergency preparedness events or activities.

10.2.1 For a copy of the ECOM plan contact the National Emergency Coordinator (NEC) or respective Division, Region, or State Emergency Coordinator.

10.3 In order to more closely align AF MARS capabilities with the expanded MARS mission reflected in DoD Instruction (DoDI) 4650.02, the "Mission Support Net" (MSN) was established on 10 December 2010 and operates as a closed special purpose communications net.

10.3.1 The Mission Support Net is tasked to develop into a 24/7 HF Communications Support Net for US Active Duty, Reserves, and National Guard units. The MSN will provide common operating frequencies, knowledgeable Net Control Stations, and support stations ready to assist with training support, exercise assistance, and actual event assets available to the US military and civilian government agencies (under the Defense Support to Civilian Authorities protocol).

10.4 The Mission Support Net shall provide communications support to U.S. military and civilian government operations, including contemporary military operations, consistent with the missions and guidance outlined on DoDI 4650.02.

10.4.1 Such operations may include, but are not limited to, providing contingency radio communications support in both voice and digital modes for on-the-air training of US military and other government units, to provide additional frequencies for these units to use in exercises and actual events, and to activate ECOM Nets to support US military or civilian government operations when directed to do so by the Chief of AF MARS or the National Emergency Communications Coordinator during exercises or actual events.

10.4.1.1 The Chief, AF MARS will designate the digital mode(s) to be used on the MSN based on information from the US AF and DoD. Currently, the modes being considered for communication with military and federal agency stations are available only on military communications equipment at military and certain civilian government installations. Amateur radio digital modes are not to be used to communicate messages on the Mission Support Net with military or federal stations unless those stations have the ability to communicate using amateur radio digital modes, but may be used as authorized for communication between individual auxiliary MARS stations.

10.4.2 The Mission Support Net will handle direct point-to-point voice and digital traffic. Requests from US military or civilian government stations for phone patches will be referred to the AF MARS Phone Patch Net.

10.4.2.1 In most cases, the calling US military or civilian government stations will not be familiar with the MARS list of two and three letter frequency designators, such as PB and PE. In the event that the calling station must be directed to a Phone Patch Net or Mission Support Net frequency, the frequency numerals may be transmitted to the calling station, such as 7.6335 MHz or 13.9270 MHz. This is only for Phone Patch Net and Mission Support Net frequencies and is in accordance with the AF High Frequency Global Communications System methods and procedures.

10.5 As with the AF MARS Phone Patch Net and the TRANSCON Space Support Net that preceded the Mission Support Net, the MSN is a closed net requiring specific assignment by AF Form 3661 action. Assignment to this network will be made by the National Mission Support Net Manager in response to a member's MSN application from his or her SMD with the SMD's specific recommendation for the applicant's acceptance into the net.

10.5.1 The SMD's personal recommendation should be based on the applicant's demonstrated communications net discipline, professional conduct, ability to properly maintain personally owned equipment to produce strong and distortion-free signals, and the ability to maintain composure in emergency situations when communicating with US military and civilian government officials.

10.5.2 The Mission Support Net is to be designated as an applicant's primary net assignment if the applicant requests it.

10.6 There are essential requirements that each member station must meet prior to being assigned to the Mission Support Net. These include:

10.6.1 Ability to operate on assigned network frequencies.

10.6.2 RF output and antennas capable of reliable communications with the Mission Support Network NCS and ANCS stations.

10.6.3 Willingness to dedicate time in excess of the minimum MARS activity requirement when special training or actual event operations require prolonged support to US military or civilian government units.

10.7 Checking into or out of a net will be done only when the circuit is free of traffic. The station checking in/out will call the NCS. If the NCS does not respond, stations already checked into the net will relay the request.

10.8 When a US military or civilian government station checks into the net with a request, the NCS will determine which AF MARS station is best suited to handle the request and will direct that station to call the military or civilian government station, establish communications, and respond accordingly.

10.8.1 Military and civilian government stations are authorized to transmit on MARS frequencies. In addition to using MARS military call signs with the "AGA" prefix, these stations may be using their assigned military or government Tactical call signs. These stations are authorized to request support on MARS frequencies and are not to be challenged unless malicious jamming or other interference from an unauthorized station is obvious. Regardless of the call sign used, Mission Support Net stations are to provide any and all assistance as efficiently as possible when called.

10.9 Mission Support Net participation will be reported monthly. Each MSN station operator will report their MSN net participation time to the National Mission Support Net Manager for consolidation within five days following the end of the month. The National Mission Support Net Manager will then forward the participation time to the National Records Manager not later than the tenth day after the end of the quarter.

10.10 The Mission Support Net operator responding to a request from a US military or civilian government station must understand that the military or civilian government radio operator may not be familiar with MARS operating procedures and will be using military, civilian, or tactical call signs, terminology, and communications techniques that are not normally heard on MARS nets. The MARS operator shall not criticize or attempt to make the calling station change his methods to conform with standard MARS procedures, but rather work with the calling station to handle requests as efficiently as possible.

10.11 Only prowords, abbreviations, and the ICAO Phonetic Alphabet authorized for AF MARS will be used on the Mission Support Net for Official (mission-related) traffic.

10.11.1 Q Signals and Z Signals may be used in administrative traffic among MSN operators but not inserted into official message traffic passed to military or civilian government stations.

10.11.2 If the military or civilian government station message contains Q-signals, Z-signals, or any other signals, encrypted words, symbols or terminology, the message will be confirmed for correctness and relayed as received.

10.12 The MSN Net Control Station will process requests for assistance on the basis of precedence (i.e. Immediate, Priority, and Routine). Messages of the same precedence will be processed based on first-in, first-out and propagation to the destination of the message traffic.

10.13 Mission Support Net stations will maintain a log of all requests handled, traffic passed, etc. in support of a US military or civilian government station. In addition to other logging requirements, the MSN station operations log will contain the following information:

10.13.1 The requesting station's call sign.

10.13.2 The nature of the request (i.e. radio check, record traffic passed, information given, etc.).

10.13.3 The name or other identification of the person making the request, if appropriate. It is often desirable to obtain the identity of the person originating the message. However, it may not be possible or the request for the name of the person may be denied for security reasons. The message will then be passed without the name of the originator.

10.13.4 Specific information about the request.

10.13.5 Any additional data as determined to be useful.

10.13.6 The log records for an actual event must be maintained for a period of 5 years.

10.14 Operation Security (OPSEC) and Communications Security (COMSEC) will be the overriding factors governing Mission Support Net Communications.

10.14.1 Members of the MSN will not identify themselves on the air other than by using their AF MARS call signs. Members of the MSN will not identify their locations with any more specificity than their

generic location in the state in which they are located, such as Northern, North Western, Southern, South Central, Eastern, Western, etc.,.

10.14.2 Members of the MSN will not ask a US military or civilian government station who they are, what unit they are from, or anything about the nature of their mission.

10.14.3 Members of the MSN using directional antennas may ask a US military or civilian government station, “What is your approximate location, if not classified, for antenna pointing purposes?”

10.14.3.1 The US military or civilian government station may respond voluntarily stating their city or their state. However, the station may also respond that their location is classified and will ask the MSN station where it is located. At that point the MSN station, at their discretion, may identify its location as stated in section 10.14.1 or report their city and state. The US military or civilian government station may then respond with a statement such as, “Point your antenna [north, south, east, or west] from your location.”

10.14.4 Discussion of classified information during the processing of a request is not authorized. MARS operators are not expected to determine the classified nature of information transmitted by a US military or civilian government station and will not interfere when suspected violations occur but will notify the NCS of the event. To preclude occurrences of this nature, the calling stations will be briefed that all MARS communications are “in the clear and unsecure.”

CHAPTER 11 - NET CONTINUITY CHECKS

11.1 It is essential that NCS operators know which participating stations are available when a traffic/contingency net is in progress. Periodic continuity checks reveal that the NCS and net participants have established contact with one another, or that propagation conditions or equipment problems have made contact between them unreliable or nonexistent. The lack of a useful radio path will normally lead to a frequency change or an outage entry in the radio log. In VHF operation, propagation variables are not usually major problems. However, many participating VHF net stations are mobile or transportable, and are sometimes either shielded for a time by terrain, foliage, or man-made obstructions; or they move outside repeater or net stations' coverage range. This may cause temporary loss of contact with other net stations. These factors make it necessary that some method be employed to determine if HF and VHF net stations are available to accept traffic, or respond to contingency instructions during certain defined net operation periods.

11.2 A continuity check will be conducted at random times selected by the NCS during net operations. Continuity checks will be conducted on all AF MARS HF nets that exceed one (1) hour in duration. If traffic is in progress at the scheduled check time the check will be conducted immediately after traffic passing is completed. If traffic load is heavy, a continuity check at that particular time may be preempted at the NCS' discretion.

11.3 All MARS nets will be logged, showing each member station that has checked into the net, their location (HF = State, VHF = city), time checking into the net, time checking out of the net, and any traffic they may have. All net continuity checks will also be logged.

11.4 The following operating procedures will be used when performing continuity checks:

11.4.1 The NCS advises all net stations that there will be a call and radio check. The NCS calls each station (one at a time) that has checked into the net. When called, each station responds by giving a signal report. The NCS acknowledges by responding with a signal report, and then calls the next station, etc. At the conclusion of the continuity checks, the NCS asks if there are stations to be recognized and, if so, to list any traffic.

11.4.2 If a station does not respond to a continuity check, the NCS will attempt to contact the station at the end of the call of the net roll. If there is still no response, the NCS may ask the ANCS to attempt to contact the station. If no response is heard the station will be shown on the radio log as closed. The participation time will cease when the station is closed.

11.5 On nets lasting less than one (1) hour, no formal continuity checks are required. The NCS, however, has the discretion to radio check individual stations at any time. Stations that do not respond shall be shown on the radio log as closed.

CHAPTER 12 - VHF NETWORK

12.1 AF MARS uses VHF voice or digital networks to augment HF networks and facilitate the passing of traffic. Each AF MARS VHF operator must possess the capability to operate on HF region nets, per the requirements identified in Chapter 2. VHF may be used for local MARS training, local traffic handling, local area emergency support, and to complement HF operations.

12.2 VHF operations are under the purview of the SMD. On military installations where government equipment is installed, VHF operations will be controlled by the IMD. Linked and interstate repeaters and digital network stations are managed by cooperation of the SMDs involved. Inter-state VHF operations for AF MARS are authorized where terrain and equipment permit.

12.2.1 The SMD will provide a net designator prior to establishing a VHF voice net.

12.2.2 Each VHF voice net will have a net manager, appointed by the SMD. The SMD will certify the appointment on an AF Form 3661.

12.2.3 VHF voice net managers will maintain an accurate record of member participation. Net member participation time(s) will be forwarded to the respective SMD, who will include those times on the quarterly participation report forwarded to the DRM and RRM.

12.2.4 VHF voice net managers will ensure a NCS is designated for each net session.

12.2.5 Members operating on VHF may be relayed into an HF net for participation credit by other members who are checked into the HF net.

12.3 Requests for repeater or digital repeater (digipeater) usage on VHF nets are processed by using a Repeater/Digipeater Application form, obtained from AF MARS HQ (see note below). All requests must be submitted through the respective SMD, RMD and DMD who will forward them to AF MARS HQ. Applications must be completed in their entirety (include a map showing the location, and expected radius of coverage).

NOTE: Nodes may or may not be classified as digipeaters. However for simplicity within this MOI, when the term "digipeater" is discussed, "nodes" are included. The term "digipeater" used here is defined as any digital relay station without BBS functionality and where stations are not using the same equipment to connect to other digital stations.)

12.3.1 Applications for new repeaters or digipeaters on military installations must be coordinated through the Installation Spectrum Manager and the appropriate MAJCOM Spectrum Manager before they are forwarded to AF MARS HQ for processing.

12.4 AF MARS HQ is the sole office for processing repeater/digipeaters applications and coordinating with the AF Frequency Management Agency, (AFFMA) Washington, DC. Where possible frequency overlap exists, AF MARS will direct and establish frequency/time-sharing arrangements or approve secondary-pair operation.

12.5 Repeater/Digipeater owners shall:

12.5.1 Draft and execute a Memorandum of Agreement (MOA) between the repeater/digipeater owner and the facilities manager (and/or other designated individuals), if required. MOA's should include (but not be limited to):

12.5.1.1 Written coordination with the appropriate personnel to ensure the proposed repeater station will not impact other operations within the area of the facility.

12.5.1.2 Identification of the party responsible for the maintenance, procurement and cost associated with the repeater/digipeater and the facility. This also includes any cost that could be incurred from the facilities manager.

12.5.1.3 Identification of who is responsible for the cost of any insurance or utility bills as required by the facilities manager.

12.5.1.4 Approval to operate on AF MARS frequencies prior to using the station.

12.5.1.5 A way of contacting the repeater/digipeater owner in case of problems.

<p>NOTE: Recommend obtaining Legal assistance when drafting an MOA.</p>

12.6 When a repeater/digipeater requirement no longer exists, the repeater manager will send a request for termination of registration to AF MARS.

12.7 A VHF repeater station may consist of either a VHF repeater, digital repeater, linking control/interface equipment, or a combination of items. Radio frequencies, emission authorizations, and limitations relevant to each repeater station are assigned by AF MARS as part of the station license.

12.8 All VHF operations will be frequency modulated (FM). If four (4) or fewer stations regularly check into a net, the SMD can take action to terminate the net. Repeaters may be temporally linked to pass traffic. The link will be deactivated after traffic passing is complete.

12.9 Army and Navy-Marine Corps MARS are authorized to share AF VHF MARS resources under the following conditions:

12.9.1 For the express purpose of expediting delivery of MARS messages traffic when normal in-service means are not readily available.

12.9.2 Where prior mutual agreements and coordination exist between Army, AF, Navy-Marine Corps, State MARS Directors and coordinators, as appropriate.

12.9.3 Shared use of other services' repeaters will be on a non-interference basis (NIB).

12.10 See Chapter 14 regarding sending the identifying call sign for digipeaters.

12.11 The responsible party for a repeater/digipeater is the point of contact (POC) and is responsible to the SMD.

12.11.1 The SMD shall provide the above information to the DMD, who shall forward it to the Region and Division VHF Coordinators.

12.11.2 The DVC shall forward the information to the NVC who shall maintain a database of all VHF repeaters and digital repeaters.

12.11.3 The POC will also include input information, frequencies and modes. If the repeater is linked, then information about all linking(s) will be included. If the digipeater is networked, then all ports in and out will be defined and included.

12.11.4 If VHF ports to internet e-mail (such as but not limited to WL2K winlink.org, or marsale.org), indicate these ports and any HF porting.

12.11.5 The POC is responsible to inform the NVC of all port networks from the assimilated information provided and questions, conflicts or complaints should be resolved at the lowest level possible.

12.12 The SMD is responsible for users accessing the voice and digital repeaters.

CHAPTER 13 - AUTOMATED AND MANNED DIGITAL NETWORKS

13.1 The TRANSCON PACTOR (Legacy) Network (TPN):

13.1.1 Purpose: To establish policy, technical standards, and procedures for use of digital radio modes to access automatic computer-based Bulletin Board Systems (BBS's) arranged in a network. Automatic message storage and forwarding are already developed to facilitate error-free automated message handling without human operator intervention.

13.1.2 Radio data Digital Networks will be primarily utilized on AF MARS HF Frequencies to support the AF MARS mission. VHF may be utilized to enhance the HF Radio Digital Networks. The TRANSCON Pactor Network is an open network, and available to all Service MARS members and to all Military Unit Stations. TPN operations are supervised by the Deputy Director for TRANSCON Digital Operations (D/DTDO)

13.1.3 A member of the TRANSCON Pactor Network must be capable of operating and maintaining the required stability on designated MARS frequencies. The station must be prepared to interface with other Division and Regional Networks in order to expeditiously move incoming traffic toward its destination in accordance with the current MARS Operating Instructions.

13.1.4 TRANSCON Pactor Network Stations shall consist of the following categories: Primary Message Centers; Division Message Centers; Region Message Centers; or Local BBS Stations. All Message Centers are established through the Deputy Director for TRANSCON Digital Operations (D/DTDO) and shall be geographically located throughout the CONUS and/or territories to provide optimum coverage.

13.1.4.1 The principal function of the Primary Message Centers is to provide for fast and efficient forwarding, storage, and distribution of traffic to destinations within their respective Divisions and Regions; to other "out-of-area" Primary Message Centers for forwarding, etc.; and to provide a gateway to other services in compliance with the interoperability agreement. Primary Message Centers shall be required to be operational and functions on a 24 hour per day seven days a week (24/7) schedule. Primary Message Centers shall be capable of scanning or monitoring two or more of the designated TRANSCON Data Network Frequencies.

13.1.4.2 The principal function of the Division or Region Message Centers and the Local BBS Stations is to provide the "Last Mile"/"First Mile" forwarding, storage, and distribution of traffic to/from Network Users [Auxiliary Members and/or Clients, such as Non Governmental Organizations, etc.]. Region/Division Message Centers will forward to Local BBS Stations within their respective Regions; and will provide an Alternate Traffic Routing Path for the Primary Message Centers, as needed or required. Division or Region Message Centers and Local BBS Stations shall be required to be operational on a 24 hour per day basis seven days a week (24/7) schedule and shall be capable of scanning or monitoring one or more of the designated Network frequencies. Additionally, Local BBS Stations are also required to have VHF/UHF Ports linking them to other HF Local BBS Stations or VHF/UHF Packet Nodes, Digipeaters, or Packet BBS Stations.

13.1.5 Under the direction of and in coordination with the NDTO, the D/DTDO shall allocate and assign frequencies as equitably and efficiently as possible to optimize use within the TRANSCON Pactor Network. The frequency sharing plan will make use of one or more of the following methods:

13.1.5.1 Geographical Sharing: Use of the same frequency in more than one geographical area.

13.1.5.2 Time Sharing: Require that stations operate on a forwarding schedule.

13.1.6 Role of VHF/UHF Frequencies: VHF/UHF Packet BBS stations, Digipeaters, and Nodes may be employed and established by the Division Digital Managers to provide support and to interface with the TRANSCON Pactor Network. When advantageous for reasons of geography, distance, and propagation, VHF/UHF links may operate across Division, Region or State lines with no special permission required beyond that of the relevant DMD's, RMD's, and SMD's. All VHF/UHF Linking BBS Stations must also provide some type of connection to the HF TRANSCON Pactor Network.

13.1.7 Several types of terminal software are available to AF MARS operators. There is no prescribed software for the individual member, and no single program that universally suits every member.

13.1.7.1 All AF MARS auto-forwarding systems must use software compatible with the other MARS services.

13.1.8 In order to preserve network integrity and afford network users appropriate routing information, all Bulletin Board Systems must be registered with the Deputy Director TRANSCON Digital Operations (D/DTDO). The Deputy Director will forward a list of registered BBS's, Digipeaters and Nodes to HQ AF MARS. Stand-alone Digipeaters are to be properly licensed through HQ AFMARS (see Chapter 12). There is no special registration required for stations that merely connect to the BBS stations.

13.1.9 Each Systems Operator (SysOp) shall be expected to regularly check his/her BBS system to insure that traffic is flowing in an expeditious manner. The SysOp will be responsible for readdressing any traffic not being so forwarded. Traffic which is not forwarded promptly will be removed from the BBS and re-filed into a HF Voice or Manned Digital Net, or other Network as applicable to that message's final destination. The time for a message to remain in-station shall not exceed 24 hours, including the time required to re-file and retransmit on an alternate mode.

13.1.10 Due to the commitment needed to operate a Primary Message Center on a 24 hour per day basis seven days a week (24/7) operators can be assigned to the TPN as their Primary Net Assignment; such assignment action would be made by AF Form 3661 personnel action by the individual member's SMD or Deputy Director TRANSCON Digital Operations (D/DTDO) as appropriate.

13.2 The TRANSCON Radio Relay Net (TRR):

13.2.1 Purpose: To establish policy for manned/attended keyboard-to-keyboard digital operations using software designed for sound cards on AF MARS frequencies.

13.2.2 TRR operators shall use software which is designed for use with the sound cards and which is readily available for download from the internet and may be used by MARS members for sending record, official, semi-official, and training message traffic. The various digital modes created for use with sound cards allows the TRR to determine the best mode and frequency to enable the transfer of traffic under the most adverse conditions.

13.2.3 The TRR is a special net within the AF MARS program open to all military unit stations and auxiliary members of all MARS Services. The scheduling of TRR frequencies and operations shall be determined by the TRR Net Manager (TRRM) and coordinated with the Deputy Director TRANSCON Digital Operations (D/DTDO).

13.2.4 The TRANSCON Digital Radio Relay Net is structured with a Net Manager and the Net Control Station operators who direct the day-to-day operations of the TRR Net.

13.2.5 Due to the complexities of the software it is essential that the Net Manager and the Net Control Station operators be assigned to the TRANSCON Radio Relay Net as their Primary Net Assignment; such assignment action would be made by AF Form 3661 personnel action by the individual member's SMD or Deputy Director TRANSCON Digital Operations (D/DTDO) as required.

13.3 The Joint MARS Tri-Service HF RMS/WL2K Network:

13.3.1 Purpose: The primary purpose of the WL2K radio e-mail system is to provide inter-agency and tri-service support for broken internet e-mail links; to provide command and control messaging between MARS chains-of-command; to provide emergency communications (ECOM); to provide morale and welfare messages on behalf of military personnel and their families; and to provide a means of passing messages between individual auxiliary MARS members.

13.3.2 The equipment requirements include user computer software, such as AirMail or PacklinkMP for PACTOR users or WINMOR for WINMOR users. A MARS auxiliary member connecting to the RMS/WL2K network by any method will trigger a background process that registers the call sign and creates an e-mail address on the RMS/WL2K system and the WINLINK Website.

13.3.3 MARS auxiliary members (end-users) are encouraged to assemble and operate stations capable of connecting to existing HF RMS PACTOR stations. A portable/deployable WL2K/RMS-capable station is also desirable.

13.3.4 Application to operate a RMS PACTOR gateway station is processed through the AF MARS Deputy Director TRANSCON Digital Operations (D/DTDO). Equipment requirements, which include a full-time (24/7) internet connection and a SCS PACTOR III modem, must be met. The Deputy Director will coordinate with the Army MARS RMS/WL2K System Administrator. The proposed geographic location is then reviewed with the Army MARS RMS/WL2K System Administrator to determine if the applicant's location fits the needs of the system.

13.3.5 VHF RMS Packet station operation is at the discretion of the MARS auxiliary member; however, coordination with State and Region/Division Digital Managers is required, since operation of the station will be on a VHF Frequency under their control. The setup of a VHF RMS Packet station also requires registration and configuration through the Army MARS RMS/WL2K System Administrator. A VHF RMS Packet station co-located with a HF RMS PACTOR station is approved when the HF PACTOR station operation is approved per 13.3.4.

13.3.6 The Deputy Director TRANSCON Digital Operations (D/DTDO) coordinates with the Army MARS RMS/WL2K System Administrator and the NDTO to provide frequencies that are shared as part of the Joint MARS Tri-Service HF WL2K Radio Message Server (RMS) Network.

13.3.7 The Deputy Director TRANSCON Digital Operations (D/DTDO) coordinates with the Army MARS RMS/WL2K System Administrator and the NDTO to assign the correct AF MARS call signs to AF MARS Stations in the Joint MARS Tri-Service WL2K/RMS Network.

13.3.8 Due to the commitment needed to operate an HF RMS on a 24 hour per day seven days a week (24/7) basis, operators can be assigned to the RMS/WL2K as their Primary Net Assignment; such assignment action would be made by AF Form 3661 personnel action by the individual member's SMD or Deputy Director TRANSCON Digital Operations (D/DTDO) as required

13.4 The TRANSCON CW Telegraphy Network (TCN):

13.4.1 Purpose: To establish policy, standards, and procedures for use of the Radiotelegraph communications mode (known as continuous wave, or CW) on AF MARS frequencies.

13.4.2 CW may be used on AF MARS frequencies to support the primary MARS mission of emergency/contingency communications.

13.4.3 Within the AF MARS program, a special net, the TRANSCON CW NET (TCN), may be established solely for CW use. TCN shall be an open CW Net. All Military Unit stations and, auxiliary members, and other Service auxiliary MARS members shall be allowed to participate. The TCN frequencies and schedule of operations shall be determined and coordinated through the Manager, TRANSCON Radio Relay Net, and the National Director TRANSCON Operations.

13.5 TRANSCON Automatic Link Establishment (ALE) Net:

13.5.1 Purpose: To establish policy, standards, and procedures for operating on the TRANSCON ALE Net.

13.5.2 The TRANSCON Automatic Link Establishment Net is an HF Net where participating stations have radio equipment designed to ascertain automatically the highest quality reliability of linking together two or more stations operating on the same frequency, given a group of frequencies customarily in different bands, therefore accommodating changes in day, night, and solar cycle propagation, and other propagation anomalies. The ALE function is limited to this, and then the station operators select a mode of communication, Voice (SSB), or from various authorized data/digital modes, and communicate either automatically or manually with each other and to send and receive messages.

13.5.3 This is a special net. The particular modes of data protocol are determined by the Deputy Director for ALE Operations (D/DALE). Modes may be singular point to point, or grouped data/digital modes with interactive automated functions. Grouped data may be networked automatically for message forwarding and reverse forwarding. A dedicated routing backbone may be used, or a randomized routing based upon active connections, where stations may manually or automatically relay in a source origin to target delivery or posting configuration.

13.5.4 ALE is available in either firmware manufactured radios, or ALE in software to function add-on to other CAT-capable manufactured radios. A special version of this software was developed by the joint MARS ALE Software Development Team (SDT) which conforms to MIL-STD-188. The primary mode of ALE communications is data/digital. The secondary communication mode is SSB.

13.5.5 Each AF MARS member participating on ALE nets must submit a request for an ALE identifier with the Deputy Director ALE Operations prior to transmitting on the ALE nets.

CHAPTER 14 - CALL SIGNS

14.1 AF MARS call signs are geographically derived, from a block of internationally recognized call signs allocated to the AF by NTIA. The FCC manages the geographical call sign program for the US. Call signs coming from these national blocks were further apportioned, resulting in the call signs currently employed by the AF MARS program.

14.2 Except as described in para 14.5 below, HQ AF MARS is responsible for and issues AF MARS Call Signs. Call signs are derived from a number, 0 through 9, denoting the Region where the station is located.

14.2.1 The following table shows the Regions and the States located within them.

Division	Region	States
North East	I - 1	CT, MA, ME, NH, RI, VT
	II - 2	NJ, NY
	III - 3	DE, MD (including DC), PA, VA, WV
South East	IV - 4	AL, FL (including PR & VI), GA, KY, MS, NC, TN, SC
North Central	V - 5	IL, IN, MI, MN, OH, WI
	VII - 7	IA, KS, MO, NE
South Central	VI - 6	AR, LA, NM, OK, TX
North West	VIII - 8	CO, MT, ND, SD, WY, UT
	X - 0	AK, ID, OR, WA
South West	IX - 9	AZ, CA, NV, HI, Guam and Pacific Islands

Table 14.1
Divisions, Regions and States

14.2.2 Since the South East, South Central and South West Divisions constitute a single geographic architecture, the call sign assignments are: South East Division uses the number “4”; the South Central Division uses the number “6” and the South West Division uses the number “9.”

14.3 Military Unit Base Station call signs consist of the letters "AGA", followed by a number 0 through 9, denoting the region where they are located, followed by two alphabetic characters normally derived from the first two letters of the base name (e.g.: AGA4PA -- Patrick AFB, FL).

14.3.1 In cases where a military base has two MARS stations, the call sign suffix for the First MARS station will normally be the first two letters of the single word base name and the call sign suffix of the second MARS base station call sign will be two other letters associated with base name (e.g.: AGA6EL – 447th Comm Squadron, Ellington AFB, Houston, TX and AGA6EO – 447th Comm Squadron, Ellington AFB, Houston, TX).

14.3.2 The first initial of each name in a dual-named base is normally used (e.g. AGA1SP -- South Portland ANG Base, ME; AGA9DM -- Davis-Monthan AFB, AZ).

14.3.3 All military unit MARS call signs are issued by the Chief, AF MARS. They are multi-operator MARS station call signs, and requests for them will be submitted through appropriate military channels to the Chief, AF MARS.

14.4 The Chief, AF MARS (AGA5C) is the only person on the AF MARS Headquarters Staff to receive a call sign.

14.5 Auxiliary member station call sign assignments are delegated to the DMD. These are single-operator station call signs consisting of the letters "AFA", a number 0 through 9 for the region in which the member is located, and finally, two letters "AA" through "ZZ", except for the two-letter United States Postal Service (USPS) digraphs denoting states and territories. State/Territory digraph suffixes will not be used for personal MARS call signs.

14.5.1 A call sign with a "/T" (Slant-Tango) indicates that the member is in training to become a fully qualified AF MARS operator. The Slant-Tango ("/T") will be removed upon successful completion of the initial training program. Initial training of the auxiliary member trainee must be completed within one-hundred eighty (180) days from the issuance of the AF Form 3661 by the DMD assigning the trainee call sign.

14.5.2 Other than the training status change to remove the “/T”, the member’s designated personal call sign will not change unless the member moves to another AF MARS Region.

14.6 All call signs of National Staff, Division MARS Directors, Region MARS Directors, and State MARS Directors, are issued by the Chief, AF MARS. Requests for additional or modified billet call signs may be submitted through appropriate channels to the Chief, AF MARS.

14.6.1 National officials, Division MARS Directors, Region MARS Directors and National Net Managers will have the call sign prefix "AFN," followed by the numeric designator for the Region where the person lives, followed by two letters “AA” through “ZZ” designating the specific billet appointment. See Table 14.2 for national appointments.

14.6.2 Deputies of National Staff Directors, Managers or Coordinators, Deputy Division MARS Directors, Deputy Region MARS Directors, and Deputy State MARS Directors will have the call sign prefix

"AFD," followed by the numeric designator for the Region where the person lives, followed by two letters "AA" through "ZZ" designating the specific appointment.

14.6.3 National level appointments are shown in Table 14.2.

Call Sign	National Appointments	Issuing Authority
AFN#AA	National Administrative Assistant (NAA)	Chief, AF MARS
AFN#DT	National Director, TRANSCON HF Operations (NDTO)	Chief, AF MARS
AFD#VN	Deputy Director, TRANSCON Voice Net Operations (D/DTVNO)	Chief, AF MARS
AFD#DM	Deputy Director, TRANSCON Digital Net Operations (D/DTDNO)	Chief, AF MARS
AFD#AL	Deputy Director, ALE Operations (D/DALE)	Chief, AF MARS
AFN#EC	National Emergency Coordinator (NEC)	Chief, AF MARS
AFD#EC	Deputy National Emergency Coordinator (DNEC)	National Emergency Coordinator
AFN#ML	National Military Liaison (NML)	Chief, AF MARS
AFN#OO	National Operations Officer (NOO)	Chief, AF MARS
AFN#PI	National Public Information Officer (NPIO)	Chief, AF MARS
AFN#PL	National Planning Coordinator (NPC)	Chief, AF MARS
AFN#PP	National Phone Patch Manager (NPPM)	Chief, AF MARS
AFD#PP	Deputy National Phone Patch Manager (DPPM)	National Phone Patch Manager
AFN#RM	National Records Manager (NRM)	Chief, AF MARS
AFN#TM	National Training Manager (NTM)	Chief, AF MARS
AFD#TM	Deputy National Training Manager (DNTM)	National Training Manager
AFN#SN	National Mission Support Net Manager	Chief, AF MARS
AFD#SN	Deputy National Mission Support Net Manager	Chief, AF MARS
AFN#TS	National Technical Services Manager (NTSM)	Chief, AF MARS
AFN#VC	National VHF Coordinator (NVC) (Voice Repeater, VHF Data Network & Simplex Voice Operations)	Chief, AF MARS
AFN#XC	National Exercise Coordinator (NXC)	Chief, AF MARS
AFD#XC	Deputy National Exercise Coordinator (DNXC)	National Exercise Coordinator

Table 14.2
National Appointments

14.6.4 Except for Division MARS Directors, Region MARS Directors, State MARS Directors, and their respective Deputies, Division Staff members will have billet call signs consisting of the call sign prefix "AFE", a Region number indicating the Region where they live, and a two-letter suffix for the Staff position they hold; Region Staff members will have billet call signs consisting of the call sign prefix "AFF", a Region number indicating the Region where they live, and a two-letter suffix for the Staff position they hold.

14.6.5 Division MARS Director, Deputy Division MARS Director, and Division Staff billet call sign appointments are shown in Table 14.3.

Call Sign	Division Director and Deputy Director Appointments	Issuing Authority
AFN#NE	Northeast Division MARS Director (1, 2, or 3)	Chief, AF MARS
AFD#NE	Deputy Northeast Division MARS Director (1, 2 or 3)	Northeast DMD
AFN#NC	North Central Division MARS Director (5 or 7)	Chief, AF MARS
AFD#NC	Deputy North Central Division MARS Director (5 or 7)	North Central DMD
AFN#NW	Northwest Division MARS Director (8 or 10)	Chief, AF MARS
AFD#NW	Deputy Northwest Division MARS Director (8 or 10)	Northwest DMD
AFN#SE	Southeast Division MARS Director (4)	Chief, AF MARS
AFD#SE	Deputy Southeast Division MARS Director (4)	Southeast DMD
AFN#SC	South Central Division MARS Director (6)	Chief, AF MARS
AFD#SC	Deputy South Central Division MARS Director (6)	South Central DMD
AFN#SW	Southwest Division MARS Director (9)	Chief, AF MARS
AFD#SW	Deputy Southwest Division MARS Director (9)	Southwest DMD
Call Sign	Division Staff Billet Appointments	Issuing Authority
AFE#AA	Division Administrative Assistant	DMD
AFE#DM	Division Digital Networks Manager (DDNM)	DMD
AFE#EC	Division Emergency Coordinator (DEC)	DMD
AFE#RM	Division Records Manager (DRM)	DMD
AFE#TM	Division Training Manager (DTM)	DMD
AFE#TS	Division Technical Services Manager (DTSM)	DMD
AFE#VC	Division VHF Coordinator (DVC)	DMD
AFE#VM	Division HF Voice Network Manager (DVNM)	DMD
AFE#XC	Division Exercise Coordinator (DXC)	DMD

Table 14.3
Division MARS Director, Deputy Division MARS Director
and Division Staff Billet Position Appointments

14.6.6 Region MARS Director, Deputy Director, and Region Staff billet call signs are shown in Table 14.4:

Call Sign	Region Director and Deputy Director Appointments	Issuing Authority
AFN#RD	Region MARS Director (RMD) (Regions 1,2,3,5,7,8,0)	Chief, AF MARS
AFD#RD	Deputy Region MARS Director (DRMD)	RMD
AFF#EC	Region Emergency Coordinator (REC)	RMD

**Table 14.4 – Region MARS Director, Deputy Director
And Region Staff Billet Position Appointments**

14.6.7 State MARS Director, Deputy SMD, and Authorized State Staff Billet Call Signs are shown in Table 14.5:

Call Sign	State MARS Director and Deputy State MARS Director Position Appointments	Approval Officer
AFF#ss	State MARS Director (SMD)	Chief, AF MARS
AFD#ss	Deputy State MARS Director (DSMD)	State MARS Director
Call Sign	State Staff Position Appointments	Approval Officer
AFE#ss	State Emergency Coordinator (SEC)	State MARS Director

**Table 14.5
State MARS Director, Deputy State MARS Director,
& Other State Staff Position Appointments**

14.6.8 The TRANSCON Data Network HF Primary Message Center Call Signs are detailed in the Digital Appendix.

14.7 Call signs for AF MARS Special Event Stations may consist of the call sign prefix “AFS, a Region digit where the AF MARS Special Event Station or Trustee is located, and either a two-letter or three-letter call sign suffix that signifies and/or identifies the Special Event.

14.7.1 Special Event Station call signs will be requested through the AF MARS chain-of-command to the Chief, AF MARS, for approval and those AF MARS Special Event Stations approved by the Chief will be registered with the National Records Manager.

14.7.2 The Chief, AF MARS or his designee, will appoint Trustees for any Annual Special Event Station call signs. These appointments will be made by AF Form 3661 and will be registered with the National Records Manager with courtesy copies to the Chief, AF MARS; the National Director TRANSCON Operations; the Trustee’s AMD/RMD; SMD; DRM; and the individual Special Event call sign Trustee.

14.8 National, TRANSCON, Division, Region, and State billet call signs remain with the specific official billet position. Members appointed to official Staff billet positions will be appointed by AF Form 3661 Personnel Action.

14.8.1 Official stations with billet calls may check into AF MARS HF and VHF nets using their billet call signs. Net Control Stations will show the billet and generic call sign on the log thus ensuring the official station receives credit for their participation.

14.9 AF MARS call signs will not be suffixed except as authorized in this MOI.

14.9.1 Military Unit MARS Base Stations may use the suffix Unit 1, Unit 2, etc., to denote deployed sub-unit MARS stations of the parent organization.

14.9.2 Auxiliary member MARS stations will not use the terms "Mobile", "Transportable", or "Portable" as suffixes to their MARS call signs.

14.9.2.1 This provision in no way prevents a Net Control Station from requesting this information from stations that check into an AF MARS net.

14.9.3 When stations who check into the net are out of their home areas, the Net Control Station may find it prudent to ask whether they are mobile, maritime-mobile, in transit, portable at a fixed location, on a military installation, or using emergency power. Most stations that are not at their home stations check into nets from their vehicles and are not normally able to receive traffic. Net logs will be annotated as appropriate.

14.10 AF MARS Call Signs will only be used on MARS networks unless the auxiliary member is also a member of SHARES or unless otherwise authorized in response to a particular event.

14.10.1 Unless they are a SHARES National Net Control Station, SHARES Regional Net Control Station, or a designated SHARES Alternate Net Control Station for the National or Region Net, auxiliary members should attempt to operate on their designated SHARES Region frequencies or on frequencies designated for BBS, Digital, or CW operation.

14.10.2 When unable to check into their own SHARES Region nets, AF MARS SHARES members may check into any other SHARES Region net or the SHARES National net to maintain participation credit as SHARES members.

14.11 AF MARS call signs will not be used on other military networks except other MARS Services nets where authorized to do so.

14.11.1 Deployed units of AF MARS Military Base Stations may use suffixes such as Unit 1 or Unit 2, etc., where applicable. Whenever a transmission is made, the station making the transmission will identify themselves with their assigned MARS call sign.

14.12 The following chart is a listing of the current Secondary Station Identifiers (SSID) as they apply to VHF Packet Stations. Changes regarding packet may be made upon approval from the National TRANSCON Data Network Manager. These changes should also be coordinated with the National VHF Coordinator.

SSID:	To Be Used By:
-0	Standard Keyboard Operation from a MARS Member's Home Station Location.
-3	Authorized Unattended Digipeaters (Simplex Digital Repeaters) and Packet Nodes
-4	Authorized TRANSCON Data Network HF BBS Stations with VHF Packet Ports and Authorized VHF Packet BBS Stations with Interlinking to the TRANSCON Data Network via VHF. <i>NOT TO BE USED BY PERSONAL TNC BASED MAILBOXES! SEE "-15" BELOW</i>
-10	RMS Packet Stations
-15	Personal BBS, such as those within a TNC's that do not immediately store incoming messages on hard disk media. Third party or record traffic will not be auto-forwarded to this type of Mailbox System due to message volatility.

14.12.1 All VHF Packet BBS Stations, VHF Digital Repeaters, and VHF Digital Nodes will broadcast the call sign and SSID used to connect to and the location of the transmitter.

14.13 All MARS nets will be named according to their geographical, type of net, mode designator and net number. For example, the Region One New England Administrative net name is 1ADS1, which breaks down to Region One, Administrative, SSB Voice, Net number one.

14.13.1 Geographic designators are "T" for transcontinental (TRANSCON), and Division abbreviations are NE, NC, NW, SE, SC and SW. Region nets will use their Region number, 1 through 10. State nets will use their state digraph.

14.13.2 Most nets will be designated as "traffic nets," and carry no type designator. Type designators are: administrative, "AD"; training, "TD"; and ECOM, "EC".

14.13.3 Mode type abbreviations are: "S" designating single side band voice; "M" designating mixed mode, digital and voice; "D" designating digital and CW modes.

14.13.4 Nets which meet on single or multiple days in a week, at the same time are assigned the same net name. Example: 10S1 meets Tuesday through Saturday at 0100Z to 0200Z, while the Region net 10S2 meets at 2300Z to 0100Z on Sundays.

14.13.5 While all AF nets utilize upper side band, if lower side band is designated at some point, the letter "L" will be added to the end of the net name. Example: 1ADS1L

14.13.6 Examples: North East Division morning traffic net: NES1, North East Division evening traffic net: NES2. TRANSCON 1500Z to 1700Z net TM1, 1700Z to 1900Z TM2, etc. Virginia weekly admin net: 3VAADS1; traffic net 3VAS1. SW emergency net (any event) SWECS1 or Florida emergency net 4FLECS1.

CHAPTER 15 - INTEROPERABILITY WITH OTHER MARS BRANCHES

15.1 The purpose of this chapter is to establish uniform procedures, policy, and standards for operation between AF MARS members and the other branches of MARS at the State and Region levels. MARS is effectively a single contingency communications system, with three branches. Organizational differences should not get in the way of providing communication where it is needed.

15.1.1 AF MARS policy on MARS interoperability with respect to voice net operations is governed by the Tri-Service Standard Operating Procedure (SOP) memorandum dated 22 November 2007.

15.2 AF MARS will continue interoperability with Army and Navy-Marine Corps while honoring the Navy-Marine Corps MARS frequencies restrictions.

15.3 AF MARS interoperability with the other MARS “sister services” is authorized on a nationwide basis subject to the following restrictions:

15.3.1 AF MARS stations are authorized to use any MARS VHF circuits for digital and voice communications within the host service's established guidelines.

15.3.2 AF MARS stations are authorized to enter any Army MARS HF traffic net with no restrictions.

15.3.3 AF MARS stations are authorized to enter any Navy-Marine Corps MARS traffic net as long as they are located within the borders of the Navy-Marine Corps MARS Region in which the net is being operated.

15.3.4 AF MARS stations are authorized to enter any service MARS emergency communications net during an actual emergency.

15.3.5 This interoperability does not apply to HF Phone Patch Nets and Mission Support Nets to and from Navy and Coast Guard ships, or AF aircraft. Operations for these units are restricted to Navy-Marine Corps MARS stations in the case of ships, and AF MARS in the case of AF aircraft.

15.4 The following guidance is provided for message traffic:

15.4.1 Message precedence will not be changed.

15.4.2 Messages entered into another service's network must comply with that Service's policies. Under no circumstances will the text of any message be altered, except by the originator.

15.5 The host Net Control Station is the governing authority on all procedures. Host net procedures will be observed without comment or debate. If the guest is unwilling to follow the host procedures, a tactful withdrawal from the frequency is recommended. AF MARS members are generally authorized only to use their assigned generic MARS call sign on Army or Navy-Marine Corps frequencies. However, billet call signs of DMD, RMD, DEC, REC, SMD, and SEC are appropriate in ECOM incidents to indicate position and authority.

15.6 The AF MARS Phone Patch Net will also honor phone patch requests from ground-based units of other respective military branches.

15.6.1 If military stations check into the AF MARS Phone Patch Net stating that they could not contact their branch's phone patch net, then the AF MARS Phone Patch Net will attempt to assist the visiting station.

CHAPTER 16 - AF MARS TECHNICAL SERVICE

- 16.1 The AF MARS Technical Service is a supporting activity for the entire AF MARS program. As its name implies this service provides a technical resource in information and guidance to all the members and activities of the AF MARS program.
- 16.2 The program may be managed by the National Technical Services Manager, appointed by the Chief, AF MARS; it may be supplemented by Technical Service Managers in the Divisions, as practical.
- 16.3 The primary mission of the AF MARS Technical Service is providing advice and consultation, as needed, to assure that transmitted signals embody good engineering practice on the AF MARS frequencies.
- 16.4 The AF MARS Technical Service may respond to requests from the Chief, AF MARS, and, Division and Region Directors, to research questions of a technical nature affecting the AF MARS program.
- 16.5 The AF MARS Technical Service may respond to requests from the Chief, AF MARS, and, Division and Region Directors, to undertake special projects in support of the AF MARS program.
- 16.6 The AF MARS Technical Service may sponsor Technical Service Nets for the purpose of providing information and training. Frequency use is to be coordinated with the appropriate authority.
- 16.7 The AF MARS Technical Service is a secondary assignment, by AF Form 3661, completed by appropriate authority. Appointment should be on the basis of technical ability and experience to serve the needs of the AF MARS program.
- 16.8 Members of the AF MARS Technical Service will submit their participation time for technical service activities, to the responsible technical service manager on a quarterly basis. All Technical Service Managers will submit participation reports for the members in their area of responsibility to the appropriate records and State managers.

CHAPTER 17 - SURPLUS PROPERTY MANAGEMENT AND ACCOUNTABILITY

17.1 One of the benefits of being a part of the AF MARS program is the ability to obtain surplus property from the Defense Reutilization Marketing Office (DRMO). This MOI establishes the procedures for acquiring property, including the initial screening, requesting, and requisitioning.

17.1.1 Accountability of surplus government property or equipment obtained for MARS use is governed by AF Manual (AFMAN) 23-110, *Basic AF Supply Manual*, DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, and by DoD 4160.21-M, *Defense Material Disposition Manual*.

NOTE: *The acquisition of government surplus property is a privilege, and can be refused at anytime by the AF MARS Office for any legitimate reason.*

17.2 The Chief, AF MARS may appoint a federal employee to serve as AF MARS Property Officer. The AF MARS Property Officer is responsible for providing guidance and procedures to AF MARS members for receiving, transferring, or turning in excess/surplus government assets.

17.2.1 All transactions related to government surplus equipment in the AF MARS program must be approved by the AF MARS Property Officer or Chief, AF MARS.

17.3 Unless otherwise exempted by official documentation, government surplus property issued to members continues to be government-owned property and must be safeguarded from misuse, loss, theft, or damage. All records and documents supporting MARS property transactions are subject to inspection, audit, and maintenance/disposition as prescribed by AF Manual (AFMAN) 23-110 *Basic AF Supply Manual*.

17.4 The AF MARS Property Officer or Chief, AF MARS will maintain necessary files and records to establish a complete audit trail for all MARS property. This includes the following:

17.4.1 Member files. These files contain copies of signed inventories, issue requests (DD Form 1348-1a), issue documents, transfers between members (DD Form 1150), turn-ins, approved cannibalization requests, and related documents relevant to all property issued to a particular member.

17.4.2 Suspense file. A copy of each request document approved by the AF MARS Property Officer (with an assigned a control number) will be kept until a signed document is received acknowledging receipt of equipment.

17.4.3 Equipment request back-order file. Individual member's requests for equipment, that cannot be filled immediately, will be maintained and filed by item requested. Requests not filled within one year will be returned to the member. If the item is still required, a new request may be submitted at that time.

17.5 AF MARS members must have completed training and have been active for at least two consecutive quarters, before requesting equipment.

17.6 Any AF MARS member with a valid AF Form 3666 (MARS ID card) is permitted to screen excess/surplus government property for use in supporting the AF MARS program. A list of Federal Supply Classification (FSC) groups authorized for AF MARS member requisition is contained in table 18-1.

Table 18-1 - Federal Supply Classification Codes (FSC)

3610	Printing, Duplicating, and Bookbinding Equipment (MARS Officials Only)
5445	Prefabricated Tower Structures
5820	Radio and Television Communications Equipment, Except Airborne (Radios are limited to NTIA compliant only)
5821	Radio and Television Communications Equipment, Airborne (Radios are limited to NTIA compliant only)
5985	Antennas, Wave Guides and Related Equipment
6115	Generators and Generator Sets, Electrical (15KW or less)
6117	Solar Electric Power Systems
6150	Misc. Electric Power and Distribution Equipment (Relating to Communications Equipment)
6625	Electrical and Electronic Properties Measuring and Testing Equipment
7010	Automatic Data Processing Equipment (ADPE) System Configuration
7020	ADP Central Processing Unit (CPU, Computer), Analog
7021	ADP Central Processing Unit (CPU, Computer), Digital
7022	ADP Central Processing Unit (CPU, Computer), Hybrid
7025	ADP Input/Output and Storage Devices
7030	ADP Software
7035	ADP Support Equipment
7045	ADP Supplies
7050	ADP Components

NOTE: Only equipment which clearly meets MARS requirements will be approved.

17.7 All excess/surplus property requisitioned by AF MARS members will be for immediate use in its intended purpose by a MARS member. Property will not be acquired for storage (to be used later). Nor will property be acquired by one person only to issue out to other AF MARS members as the need arises.

17.8 It is the responsibility of the AF MARS member to locate their own equipment. When equipment is located:

17.8.1 The AF MARS member will properly fill out a DRMS Form 103, *Screener's Tally Request to Freeze Excess/Surplus Property* and an *Equipment Request Form*, and then send to their SMD for approval.

17.8.2 SMDs will annotate their approval/disapproval and forward the request to AF MARS HQ.

17.8.3 When requests for equipment are approved by AF MARS HQ, the member will be notified.

17.8.3.1 The member is responsible for arranging pickup of the equipment. AF MARS HQ will not pay for any shipping charges and will not arrange for the shipping of any asset that does not fall within DRMS Guidelines.

17.8.3.2 A member may authorize another individual to pick-up the property for him/her.

17.8.3.3 Submit the signed DD Form 1348-1a to AF MARS HQ for processing. Copies will be in each member's active file, until the annual inventory is accomplished.

17.9 Members can be denied equipment request based on:

17.9.1 Insufficient justification as annotated on the Equipment Request form. Statements such as "to enhance my station's capability," "to fulfill the AF MARS mission," are examples of a general justification and will not be accepted.

17.9.2 Improperly filled out equipment request forms and DRMS Form 103.

17.9.3 Failure to meet minimum participation time requirements for the past two consecutive quarters.

17.9.4 Violation of this operating instruction and other publications governing AF MARS.

17.9.5 Not forwarding signed copies of DD Form 1348-1a or DD Form 1150 acknowledging receipt of excess/surplus equipment from DRMO to AF MARS HQ.

17.9.6 Not signing for their existing equipment account.

17.9.7 Any dispute between AF MARS members over government surplus equipment.

17.9.8 Any other reason as deemed appropriate by AF MARS HQ.

17.10 Members who fail to pick up equipment, or violate any rules set by the AF MARS Property Officer, may render themselves ineligible to receive government surplus property for a specified time period set by AF MARS HQ.

17.11 Equipment issued to a member who no longer needs it may be transferred to another eligible AF MARS member. Shipping costs will be borne by the member(s). Members desiring to transfer equipment will coordinate all actions with the respective SMD, prepare DD Form 1150 (with copies to the gaining member, losing member, SMD, and AF MARS HQ), sign the DD Form 1150, and send them to AF MARS HQ for action. Copies will be filed in each member's active file.

17.12 In the event issued government surplus equipment is lost, stolen, or damaged, the member will submit a letter to AF MARS HQ, itemizing the property involved, and explaining, in detail, the circumstances under which the event occurred. Local law enforcement authorities will be notified in the case of theft. A copy of the investigation report will be sent to AF MARS HQ.

17.13 All efforts will be made by members to turn-in equipment back into their closest DRMO office when the equipment can no longer perform the MARS Mission, or when the Member no longer has a need for the equipment. When it is not economically feasible to turn-in equipment back to DRMO, members can request in writing authorization from AF MARS HQ to cannibalize an item (See attachment 1). Cannibalized equipment may not be bartered or sold. Requests for cannibalization must include the information in Attachment 1 (one letter per request is required).

17.14 When equipment is being recalled for any reason (membership termination, or member is deceased), AF MARS HQ will direct the SMD to recover or dispose of the equipment. AF MARS HQ will advise the member and/or SMD in writing of the equipment to be recovered. The SMD will issue receipts for property on a DD Form 1150, give the person making the turn-in a copy, and will forward a copy to AF MARS HQ.

17.15 If AF MARS HQ instructs the member or SMD to turn the equipment back to DRMO, the member or SMD will accomplish the following:

17.15.1 Request a turn-in DD Form 1348-1a from AF MARS HQ.

17.15.2 Schedule a date and time with DRMO to turn-in the equipment.

17.15.3 Transport the equipment and the DD Form 1348-1a, at their expense, to the DRMO office.

17.15.4 Provide AF MARS HQ with a DD Form 1348-1a signed by the DRMO office.

17.16 All forms used can be obtained from AF MARS HQ.

NOTE: All government surplus equipment withdrawn from DRMO is subject to recall for mission needs higher than AF MARS.

17.17 Advances in technology mean that equipment costing thousands of dollars years ago may rapidly depreciate to the point where it's fair market value (FMV) is a fraction of its original cost. In addition, surplus equipment may no longer be serviceable after a certain period of time because of the lack of parts or the fact that servicing older items may be cost-prohibitive. In such cases it is unlikely that the surplus property or equipment will be recalled by the government.

17.17.1 In this event, surplus property or equipment received by AF MARS members through the AF MARS Property Officer may be treated as non-recallable if the property or equipment meets the following criteria:

17.17.1.1 The FMV of the item is less than 20 percent of the actual cost when issued;

17.17.1.2 The item was issued with a condition code below "D5";

17.17.1.3 The item is over 5 years old with a FMV of less than 35 percent of the actual cost when issued; or

17.17.1.4 The item is a consumable item such as wire, paper, etc.

17.17.2 For each item that meets the above criteria, cannibalization may be requested to remove the item from government accountability records.

17.17.2.1 Cannibalization requests received by AF MARS HQ for such items shall generally be considered favorably, unless sufficient reason exists to retain the item as accountable government property.

17.17.3 Disposal of items receiving approval for cannibalization shall be in accordance with paragraph 17.13 above.

CHAPTER 18 - ISSUE AND CONTROL OF DD FORM 2350

18.1 The purpose of the DoD MARS Disaster Support ID card (DD form 2350) is to identify that the bearer is a MARS operator and upon authorization from a competent on-scene authority may be granted access to provide communications for the situation at hand. This identification card does not grant permission to access any military installation.

18.2 The AF MARS Chief will accomplish the following:

18.2.1 Control, safeguard and account for all issued and non-issued DoD MARS Disaster Support Identification Cards for all AF MARS members. A sample ID card is provided at Attachment 4.

18.2.2 Establish a control log containing at minimum:

18.2.2.1 The inclusive numbers of the initial supply of ID cards and the date received, i.e. "IDCard Numbers A04000 through A04100 received 15 Nov 1994."

18.2.2.2 Subsequent issue of ID cards will be logged in a similar manner. Issuance will be in numerical sequence of control number (lowest number first).

18.2.3 Recover all the expired and cancelled ID cards, cut out the control number and affix it to the corresponding number in the control log. The remainder of the ID card will be destroyed via shredding or burning.

18.2.4 Safeguard all ID cards not yet issued in a secure container.

18.3 In order to ensure proper handling the following procedures will be followed:

18.3.1 Prior to mailing the ID card to member for signature, the AF MARS Chief will complete the front of the card with all information.

18.3.2 Prepare ID card transmittal sheet (see Attachment 4).

18.3.3 Mail ID card and transmittal sheet to the member.

18.3.4 The member will sign the transmittal sheet and the signature block on the front of the ID card and will provide the AF MARS Chief a current passport type photo that will fit in the space provided on the front of the ID card. The member shall then forward the transmittal sheet, ID card, and photo back to the AF MARS Chief.

18.3.5 Upon receipt of the transmittal sheet, ID card, and photo from the member, the AF MARS Chief will match the member's signature on the ID card to the signature found on the AF MARS Application Form.

NOTE: *If a AF MARS Application Form is not on file at AF MARS HQ, the member requesting the ID card will fill out an application and forward it to the AF MARS Chief. A digital signature is not acceptable.*

18.3.6 The AF MARS Chief will fill out and sign the reverse side of the ID card.

18.3.7 The AF MARS Chief will laminate, and return the ID card to the member.

18.3.8 The transmittal sheet will be filed in the member's personnel file.

18.4 The ID card is valid for 3 years from the date the AF MARS Chief signs and authorizes the issue of the ID card as shown on the front of the ID card. The DD Form 2350 ID card is valid only while the member issued the card holds the official position. Once the member no longer holds that position, or upon termination/resignation of the member, the member will send the ID card back to the AF MARS HQ.

18.5 The DoD MARS Disaster Support Identification Card (DD Form 2350) Issue and Control Log shall be retained for a minimum five (5) years.

18.6 The issuance of the DD Form 2350 will be limited to personnel who:

18.6.1 Actively participate as members of a Base Support Team; or

18.6.2 Are involved with federal or civilian disaster or emergency preparedness groups; and

18.6.3 Have successfully completed FEMA courses ICS-100b, ICS-200b, ICS-700a, and ICS-800b.

CHAPTER 19 – ACCESS TO MILITARY MORALE, WELFARE, AND RECREATION PROGRAMS

19.1 In accordance with DoDI 4650.02, all AF MARS members are entitled to a number of benefits associated with DoD civilian service that accrue as a direct result of their MARS membership.

19.1.1 AF MARS member participation in military morale, welfare, and recreation programs shall be governed by DoD Instruction 1015.10, *“Military Morale, Welfare, and Recreation (MWR) Programs,”* and the associated DoD Issuances it references.

19.1.2 Members of the AF Guard and Reserve Components are eligible to receive Service credit toward retirement as a result of their membership in the AF MARS program. Credit shall be granted in accordance with DoD Instruction 1215.07, *“Service Credit for Reserve Retirement.”*

19.2 Additional benefits, as applicable, shall be determined on the basis of other DoD documentation and guidance.

19.2.1 Auxiliary members seeking specific benefits or information on specific benefits not covered by the above references should contact their SMD for further information or to request clarification of procedures necessary to obtain such benefits.

19.2.1.1 SMDs are encouraged to engage their chain of command for assistance in answering inquiries regarding additional benefits or procedures not addressed above or in the above-referenced documentation.

ATTACHMENT 1 - Sample Cannibalization Letter

From:

Date

To: HQ AFCA/ECFP (MARS)
203W. Losey Street, Rm 3100
Scott AFB, IL 62225

Subject: Cannibalization Request

1. Request cannibalization approval for the following item:

- Nomenclature:
- Stock Number:
- Serial Number:
- Document Number:
- Quantity and Unit of Issue:
- Condition Code:
- Cost of the Item:
- Date Item was Acquired:
- Justification: (must provide: the cause of the problem, why it can not be repaired, the cost to repair it, and the name of the nearest DRMO with distance)

Signature

Print Name

MARS Call Sign (no official calls)

ATTACHMENT 2 – Completed DD 1150

1. Copy of a completed DD Form 1150 (a blank copy can be obtained from the AF MARS Office)

REQUEST FOR ISSUE OR TURN-IN		X	ISSUE	SHEET NO.	NO. OF SHEETS	5. REQUEST NUMBER		
			TURN-IN			FX311450013001		
1. FROM: Pete Smith, AFA3ZZ			6. DATE MATERIEL REQUIRED		7. PRIORITY			
2. TO: Joe Doe, AFA3ZY			8. VOUCHER NUMBER		9. POSTED	DATE	BY	
						DATE	BY	
3. ACCOUNTING AND FUNDING DATA								
4. END ITEM IDENTIFICATION		a. NAME AND MANUFACTURER Motorola		b. MODEL Quantar		c. SERIAL NUMBER 12345643		
						d. PUBLICATION		
ITEM NO. a	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES b			CODE c	QUANTITY e	SUPPLY ACTION f	UNIT PRICE g	TOTAL COST h
1	5820011234567, Transceiver			1A1	EA	1	10,300.00	0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
							SHEET TOTAL	0.00
							GRAND TOTAL	
*ISSUE - I - Initial, R - Replacement TURN-IN - U - Unserviceable; S - Serviceable								
10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED		DATE	BY (signature)	11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN		DATE	BY (Signature)	
		23 Feb 05				23 Feb 05		

DD FORM 1150, OCT 57

REPLACES EDITION OF 1 JUL 86 WHICH MAY BE USED

ATTACHMENT 3 - DD Form 2350 MARS ID Card Example

PROPERTY OF UNITED STATES GOVERNMENT		UNITED STATES DEPARTMENT OF DEFENSE		Control Number:	
DOD MARS MEMBER (OFFICIAL)		MILITARY AUXILIARY RADIO SYSTEM (MARS)			
ATTN: Law Enforcement Officers Civil Defense Officials Military Authorities Other Official Agencies		  			
<p>THE BEARER WHOSE PHOTO IS AFFIXED ON REVERSE IS A DOD MILITARY AUXILIARY RADIO SYSTEM (MARS) MEMBER AND MAY BE AUTHORIZED ACCESS TO EMERGENCY AND DISASTER AREAS TO PROVIDE COMMUNICATIONS SUPPORT FOR AUTHORIZED OFFICIALS AND DISASTER VICTIMS AS REQUIRED BY COMPETENT ON-SCENE AUTHORITY</p>					
NAME AND TITLE OF ISSUING AUTHORITY:					
SIGNATURE		Date:		12:00:00 AM	
		SIGNATURE:		Branch:	
DD FORM 2350, APR 2010 (Reverse)		DD FORM 2350, APR 2010 (Accountable)			

ATTACHMENT 4 – DD Form 2350 MARS ID Card Transmittal Sheet



HQ AFNIC/ESMT (AF MARS)
203 W Losey St Room 1200
Scott AFB, IL 62225



**SUBJECT: UNITED STATES DEPARTMENT OF DEFENSE MILITARY
AUXILIARY RADIO SYSTEM (MARS) DISASTER SUPPORT
IDENTIFICATION CARD DD2350**

Date: 7/6/2011

FROM: HQ AFNIC/ESMT (AF MARS)

1. The DD Form 2350, MARS Disaster Support ID Card, Control Number: AF 20110002 is forwarded to: NAME, AFA### for signature.

This card expires on: 7/31/2014

2. The following tasks must be completed:
 - a. Verify the accuracy of the information in the first endorsement section of this letter and the attached DD Form 2350.
 - b. Sign and date the first endorsement section of this letter.
 - c. Sign the front of the DD Form 2350.
 - d. Return this letter, the signed DD Form 2350 and two one inch square color photographs to: HQ AFNIC/ESMT (AF MARS)

Richard S. Jenson,
AGA5C

Attachment

1. DD Form 2350
2. First Endorsement

TO: HQ AFNIC/ESMT (AF MARS)

1. I acknowledge receipt of the attached DD Form 2350, Control Number: AF 20110002
2. I understand the DD Form 2350 will not guarantee me access to any emergency or disaster area. I further understand the DD Form 2350 will not allow access to any military installation, unless approved by the Installation Commander under provisions set by the Installation Commander!
3. I will not duplicate the DD Form 2350 in any form.
4. Upon termination/resignation of my MARS membership or expiration of the DD Form 2350, whichever comes first, I will return DD Form 2350 to: HQ AFNIC/ESMT (AF MARS)

Signature: _____

Date signed: _____

NAME/CALL SIGN

ATTACHMENT 5 – Referenced Forms, Manuals and Instructions

AF and DoD INSTRUCTIONS, MANUALS, PLANS		
AFI 33-332	16-May-2011	AF Privacy Program
ACP 121f	Apr-93	Communication Instructions General
ACP 125F	Sep-01	Communication Instructions Radiotelephone Procedures
ACP 126C	May 89	Communications Instructions Teletypewriter (Teleprinter) Procedures
ACP 127G	Nov 88	Communications Instructions Tape Relay Procedures
AF MARS National ECOM Plan	14-May-06	AF MARS National Emergency Communications Plan 2006-1
AF MARS Voice Training Manual	1-Jan-09	
AFI 33-106	1-Sep-97	Managing High Frequency Radios, Land Mobile Radios, Cellular telephones, and the Military Affiliate Radio System
AFM 23-110	1-AP-2009	AF Supply Manual
AFM 33-120	19-Sep-06	Electronic Spectrum Management
DoD Directive 3025.1	15-Jan-93	Provide for continuation of the DoD Regional Military Emergency Coordinator (RMEC) teams
DoD Directive 5111.13	16-Nov-09	Establishes the position of the ASD(HD&ASA)
DoD Directive 4160.21-M	1-Aug-97	Defense Material Disposition Manual
DoDI 1015.07	18-Nov-05	Service Credit for Reserve Retirement
DoDI 4650-02	23-Dec-09	Military Auxiliary Radio System (MARS)
DoDI 5000.64	19-May-11	Accountability and Management of DoD Equipment and Other Accountable Property
Title 18, United States Code, Chapter 12	2006 Edition	Aliens and Nationality Immigration and Nationality
FORMS		
DD Form 2350	Jul-85	Military Affiliate Radio System (MARS) Disaster Support Identification Card
AF Form 3661	Dec-75	MARS Personnel Action Notification
AF Form 3665	Jan-10	Certificate of Appointment
AF MARS Form 3666	Jan-09	MARS Station License and Identification Card
DD Form 1150	Oct-57	Request for Issue or Turn In
DRMS Form 103		Screeener's Tally Request to Freeze Excess/Surplus Property and Equipment Request Form
DD Form 1348-1	Dec-93	MARS Personnel Action Notification

ATTACHMENT 6 - Glossary of Terms

Term/Abbreviation	Meaning
ACP	Allied Communications Publication
AF Form 3661	MARS Personnel Actions Form
AF Form 3666	MARS Station License and identification card
affiliate member	a.k.a. volunteer member, member, individual member
AFI	AF Instruction
AFMAN	AF Manual
AFSMO	AF Spectrum Management Office
ALE	Automatic Link Establishment
ANCS	Alternate Net Control Station
ARES	Amateur Radio Emergency Service
BBS	(Electronic) Bulletin Board System
BST	(MARS) Base Support Team (consists of volunteer MARS members)
CAP	Civil Air Patrol
COMEX	Communications Exercise
CONUS	The contiguous states, e.g., not including Alaska, Hawaii and territories (See OCONUS)
DDALE	Deputy Director ALE Operations
DDMD	Deputy Division MARS Director
DDNM	Division Digital Networks Manager
DDTDN	Deputy Director TRANSCON Digital Net Operations
DDTVN	Deputy Director TRANSCON Voice Net Operations
DEC	Division Emergency Coordinator
DMD	Division MARS Director
DoD	Department of Defense
DOO	Division Operations Officer
DRM	Division Records Manager
DRMD	Deputy Region MARS Director
DRMO	Defense Reutilization and Marketing Office
DSCA	Defense Support of Civil Authority
DSMD	Deputy State MARS Director
DTM	Division Training Manager
DTSM	Division Technical Service Manager
DVC	Division VHF Coordinator
DVNM	Division HF Voice Network Manager
DXC	Division Exercise Coordinator
ECOM	Emergency Communications
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FSC	Federal Supply Classification
FSN	Federal Stock Number
HF	High Frequency, e.g., 3.0 Mhz through 30.0 Mhz
HQ	Headquarters
Hz	Hertz
IAW	In Accordance With
IMD	Installation MARS Director, e.g., point of contact for base MARS activity
individual member	a.k.a. volunteer member, member, affiliate member
Khz	Kilo Hertz
MAJCOM	(Military) Major Command (Element), e.g., AF Space Command.

ATTACHMENT 6 – Glossary of Terms (Continued)

Term/Abbreviation	Meaning
MARS	Military Auxillary Radio System
member	a.k.a. volunteer member; affiliate member; individual member
MF	Medium Frequency, e.g., 300Khz to 3.0Mhz
Mhz	Mega Hertz
MOI	MARS Operating Instruction
MTS	MARS Technical Services
MWR	Military Morale, Welfare and Recreation
NCS	Net Control Station
NDTO	National Director TRANSCON HF Operations
NEC	National Emergency Coordinator
NGO	Non-Governmental Organizations
NIB	Non Interference Basis
NML	National Military Liaison
NOO	National Operations Officer
NPC	National Planning Coordinator
NPIO	National Public Information Officer
NPPM	National Phone Patch Manager
NRM	National Records Manager
NTIA	National Telecommuications and Information Admkinistration
NTM	National Training Manager
NTSM	National Technical Services Manger
NVC	National VHF Coordinator
NXC	National Exercise Coordinator
OCONUS	Outside the Continental United States, e.g., Alaska, Hawii, Guam, Puetro Rico and the Virgin Islands
OSD	Office of the Secretary of Defense
POC	Point Of Contact
RACES	Radio Amateur Emergency Services
REC	Regional ECOM Coordinator
RMD	Regional MARS Director
SEC	State Emergency Coordinator
SHARES	SH ared RES ources HF Radio Program
SMD	State MARS Director
SNM	Special Net Manager
SOP	Standing Operating Procedure (Sometimes referred to as Standard Operating Procedure.)
SysOps	Systems Operators, e.g., individual operating electronic (radio) bulletin board systems
TDV	TRANSCON HF Digital Net
TRANSCON	Transcontential, e.g., involving all of the states and territories
TVN	TRANSCON HF Voice Net
UHF	Ultra High Frequency, e.g., 300 Mhz to 3000 Mhz
AF	United States AF
VHF	Very High Frequency, e.g., 30 Mhz through 300 Mhz
volunteer member	a.k.a. member, affiliate member, individual member