

U. S. A. F. M. A. R. S.
NORTHEAST AREA
TRAINING MEMORANDUM

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TO: ALL USAF MARS NE AREA MEMBERS

DT: 15 October 2011

SUBJECT: NEW MEMBER TRAINING REQUIREMENTS

The following is to serve as a guideline for the completion of new member training. The goal of this memorandum is to help standardize the subjects covered in the training of new members and serve as a guide to trainees to simplify their home study.

References:

All USAF MARS training is based on and must be consistent with the following documents which trainees should download, printout and read before starting on-air training:

- 1) Allied Communications Publication - Communications Instructions - Radiotelephone Procedures (ACP-125 (F)) Dated September, 2001
- 2) Air Force MARS Operating Instruction (MOI) Dated 1 January 2009
- 3) Standard Operating Procedure for Calling and Operating a Voice Net, 22 November 2007 (also referred to as the Joint MARS SOP)
- 4) Air Force MARS Voice Operations Training Manual, 1 January 2009

These documents are available on the Region One website www.marsregionone.org (click "Northeast Area" > click "Training" > click "MARS Training Manual" The Manual contains the other documents).

Required competencies:

To complete USAF MARS training, trainees will be required to demonstrate the following competencies, abilities and knowledge:

- 1) Download and have available electronic or printed copies of the above references (ACP-125(f), USAF MARS MOI, SOP for Calling and Operating a Voice Net, USAF MARS Voice Operation Training Manual). Having a hardcopy

will enable trainees to make notations, do highlighting and make pen-and-ink changes as required;

- 2) Understand the USAF MARS mission;
- 3) Understand the AF MARS organization, including billets, call signs, geographic divisions, etc..
- 4) Understand and properly use standard prowords as listed in references listed above;
- 5) Demonstrate communications efficiency and brevity and net discipline;
- 6) Compose a standard form "plain dress" message;
- 7) Properly send and receive a formal message including procedures for obtaining missed information and for error elimination;
- 8) Compose, send and receive a standard form "Essential Elements of Information" (EEI) message;
- 9) Understand the performance requirements for maintaining membership (i.e.. completion of training within 180 days, participate at least 12 hours per quarter, log all activity, report all activity as required by State MARS Director (SMD), etc);
- 10) Demonstrate competence in basic net control procedures;
- 11) Successfully complete (85% or better) a 50-question, open-book, training review exercise within one week of issuance;
- 12) Completion of all training requirements within 180 days of entry into USAF MARS (as determined by the date on the Form 3661 assigning the member's /T call sign).

Training Procedure:

The procedure by which members are trained may be customized for each trainee, so long as the above competencies are covered sufficiently so that the State, Region or Area trainer can certify that the trainee has satisfied the competencies. There is no minimum time for training except that the trainee must have sufficient on-air experience to demonstrate the competencies to the satisfaction of training staff. A former MARS member may be certified very quickly, where an inexperienced radio operator may require more on-air practice. One who learns well from reading may accelerate his or her training by carefully reading the materials listed above. Someone who is more of an experiential

learned may require more on-air training to clarify the written materials. Trainers are expected to adapt to the needs of the trainees.

Generally, prospective MARS members should be encouraged to do any radio modification and antenna construction necessary for MARS activity before they join USAF MARS. Many trainees run out of time for their training if they experience difficulty getting their stations on the air. Note that the MARS application indicates that the applicant should have the necessary equipment before applying.

Once a trainee has a call sign assigned to him or her on a Form 3661, the timeframe for training is counting down. Trainees are encouraged to download and print out the above-referenced documents without delay. Training without the documents is discouraged and will make completion of the training review exercise impossible. Trainers should refer to the documents heavily during on-air training to ensure that trainees have the documents and are gaining familiarity with them.