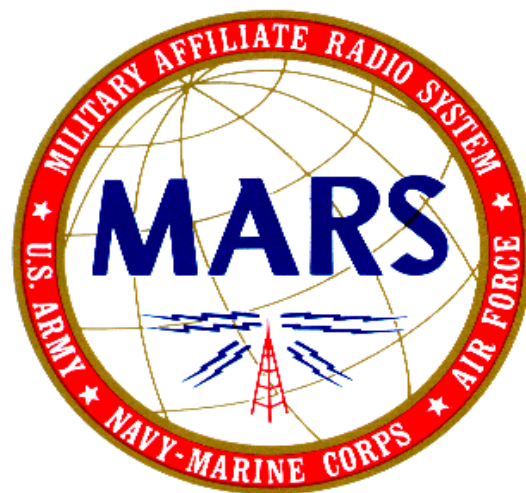


**CENTRAL AREA  
OPERATIONS GUIDE  
EDITED VERSION  
FOR TANGO MEMBERS ONLY**



**NAVY-MARINE CORPS MARS**

February 15 2007

**FOR OFFICIAL USE ONLY**

NAVY-MARINE CORPS  
MILITARY AFFILIATE RADIO SYSTEM  
CENTRAL AREA

February 15 2007

From: Director, Navy-Marine Corps MARS Central Area  
To: All Central Area Navy-Marine Corps MARS Members

Subj: CENTRAL AREA OPERATIONS GUIDE, LETTER OF PROMULGATION

1. **Purpose.** The purpose of a standardized format is to ensure that all members, regardless of location, are afforded equal opportunity to participate in the program with a minimum of confusion, especially that which results from movement between regions. Explanatory notes or comments found throughout this Central Area Operations Guide are included to eliminate need for interpretation on the part of the Region Directors, Region Staffs, State Directors, State Staffs, and individual members. These elements of guidance have been provided by Chief, NAVMARCORMARS and interpretations will be given only from that source.
2. **Cancellation.** The Central Area Operations Guides CAOP Sep 2006 is cancelled, upon implementation of this Central Area Operations Guide Feb 2007.
3. **Action.** A standard format has been developed, staffed and is implemented as provided herein. Region Directors, State Directors and Net Control Stations, in addition to training staff will initiate actions to make changes directed herein. These will include, but not necessarily be limited to, changes in net operating procedure, changes in net designators, and intensification of preparation for readiness as the "back-up" system in support of Federal, State and Local governmental Emergency requirements for disciplined communication capabilities.
4. **Implementation.** Use of this standardized "CENTRAL AREA Operations Guide" shall be implemented upon receipt.

DAVID OUELLETTE, DEPUTY DIRECTOR  
CENTRAL AREA DIRECTOR (Acting Area Director)

Copy to:  
Chief, NAVMARCORMARS



**U.S. NAVY-MARINE CORPS MILITARY AFFILIATE RADIO SYSTEM  
CENTRAL AREA OPERATIONS GUIDE**

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## CHAPTER ONE

## GENERAL

**100. INTRODUCTION**

The requirement for a standardized Central Area Operations Guide (CAOG) has long been recognized. Movement of members between States and Regions has enhanced recognition of this need with resultant problems in interpretation.

**110. PURPOSE**

NTP 8(SERIES) sets forth standards and procedures for the Navy-Marine Corps MARS program nationwide. It is the purpose of the CAOG to provide additional guidance specific to operations in the Central Area. Familiarity with NTP 8(SERIES) is essential to a proper understanding of the CAOG.

**120. AUTHORITY**

This CAOG is published under the direction of the Chief, Navy-Marine Corps MARS. Standards provided by the Chief, Navy-Marine Corps MARS will be modified only upon approval of that office, and are applicable to the entire Area and its Regions.

**130. ADMINISTRATIVE STRUCTURE**

The Central Area Administrative Structure is shown in the chart (figure 1-1). This chart shows the chain of command within the area.

**140. CHAIN OF COMMAND**

All communications must follow the "Chain of Command" unless otherwise directed by proper authority. Communications which do not follow the chain of command will contain a statement of authorization to bypass the chain. The only authorized communications with Chief, NAVMARCORMARS, is via the State Directors and the Region Director to the Area Director.

**141. COMMUNICATIONS BY MESSAGE**

Correspondence by message is sent to the next senior in the chain of command for action (i.e. TO), with information copies (i.e. INFO) to the others in the chain of command. Each intermediate in the chain of command will then send their endorsement, referencing the original message and previous endorsements, to the next senior in the chain of command, with information copies to the originator and all others in the chain of command. Readdressal of the original message and endorsements are not needed, since all concerned will have received information copies of it and all messages.

**142. COMMUNICATIONS BY EMAIL OR LETTER**

Correspondence is addressed to the senior individual via each intermediate in the chain of command. The communication is forwarded up the chain of command with each level adding their endorsement to the package until it reaches the addressed individual.

**143. FORWARDING OF COMMUNICATIONS**

All correspondence addressed to a senior in the chain of command must be forwarded whether the intermediates agree or disagree. If the question is resolved prior to reaching the highest individual addressed, the originator should inform all recipients that the issue has been satisfactorily resolved. If intermediates in the

chain of command do not forward correspondence as required, the member may bypass the person not forwarding the correspondence and go directly to the next senior in the chain of command. Only the originator may cancel a request before it reaches the final level addressed.

Area, Region, and/or State policy provided through broadcasts may also require that assistant directors (ONEs) be copied on correspondence for the director. Members should ensure correspondence is also in compliance with these policies.

#### **150. FREQUENCY MANAGEMENT POLICY**

Frequency management is an on-going sensitive activity within this Area. The Central Area Assistant for Net Operations/Reports (NNNOASG THREE) is specifically charged with maintenance of an accurate, current listing of frequencies which are assigned and available for use by the Regions within the Area. All requests for frequencies, whether for temporary or permanent basis, will be submitted to Director Central Area via the Region Director and NNNOASG THREE.

#### **160. MISSION**

The primary mission of Navy-Marine Corps MARS is to provide emergency communications in times of disaster. All States are encouraged to become familiar with Annex C to this CAOG.

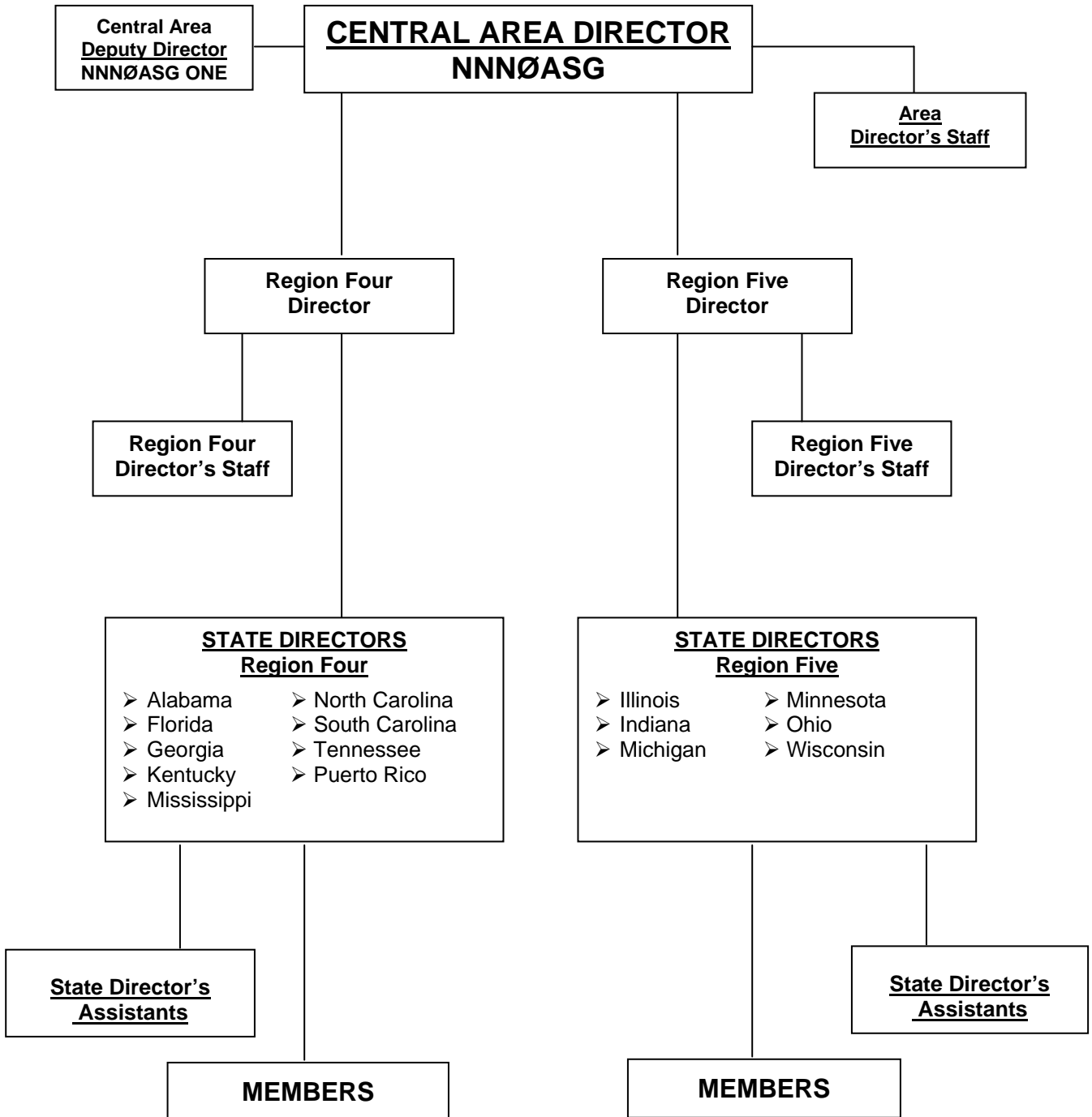
#### **161. SAFETY**

The ability of Navy-Marine Corps MARS to perform its mission is dependent on the availability of trained operators. The majority of MARS documentation and training deals with operational and administrative topics. In both day-to-day operation of MARS stations and in responses to emergency situations, safety in operations cannot be overemphasized. Injury or death may result from failure to follow safety precautions when working on energized equipment, installing or maintaining antenna systems, and in performing various other tasks which are a part of operating and maintaining a MARS station. Response to emergencies may also incur additional risk. In all situations, members shall observe proper safety precautions and avoid unnecessary risk to their persons, their families, and their stations.

#### **170. CHANGES**

The Director, CENTRAL AREA, will promulgate changes to this guide. Changes in personnel, nets or any other data which affect the contents of this guide, or one of its annexes, will be reported via the cognizant Assistant Staff position to the Deputy Director (NNNOASG ONE) for further comments/recommendations to Director Central Area for approval and incorporation as a change to this CAOG.

## CENTRAL AREA OPERATIONAL AND ADMINISTRATIVE STRUCTURE



Revised 19 Feb 2007

Figure 1-1

## CHAPTER TWO

## NET ORGANIZATION

**200. NET DESIGNATORS**

Net designators will be assigned to each net and shall be derived per NTP 8(SERIES), paragraph A520.

**210. NET DESIGNATOR ASSIGNMENTS**

The first two characters of net designators will be determined by the following assignments:

- a. Central Area Nets: CA
- b. Region Nets:
  - 4X - Region Four
  - 5X - Region Five
- c. State Nets in Region Four:
  - 4A - Alabama
  - 4C - Florida
  - 4D - Georgia
  - 4E - Mississippi
  - 4F - North Carolina
  - 4G - South Carolina
  - 4H - Tennessee
  - 4K - Kentucky
  - 4R - Puerto Rico
- d. State Nets in Region Five:
  - 5B - Indiana
  - 5G - Minnesota
  - 5I - Illinois
  - 5M - Michigan
  - 5N - Ohio
  - 5W - Wisconsin

## CHAPTER THREE

## AREA, REGION AND STATE NETS

300. GENERAL

a. **TUNING.** Stations are authorized to tune on frequency one minute prior to the commencement of a scheduled net, provided the frequency is not in use. Tuning during an active net without NECOS permission is strictly forbidden. NECOS may authorize a 30 second tuning period at the beginning of the net.

b. **VOX.** Use of VOX (Voice Operated Transmitter control) within Central Area is not authorized. Ensure VOX is turned off.

310. AREA NETS

Area nets of general interest to the entire Central Area are as follows:

311. CA1A NET

The CA1A net is an administrative net with check-ins limited to the Central Area Director, Area Deputy Director, Central Area Staff, Region and State Directors, and Region and State Staff. Other stations may monitor the net. The Deputy Director will be the net control station (NECOS) with an alternate net control station (ALTNECOS) assigned on or prior to each net. (Note: Chief, NAVMARCORMARS and his assistants are always invited and may check-in to any Central Area net). The net frequency and time are listed in Annex B.

312. CA1C NET

The CA1C net is a digital training net devoted to both assisting members to obtain basic skills in AMTOR and PACTOR, so they can utilize these modes on nets and with the mailboxes, as well as providing a net for experimentation in the new "sound card modes."

313. CA1E NET

Reserved for future ECOM net use.  
The Net Manager is NNN0ASG TWO.

320. REGION NETS

a. **GENERAL.** Region Nets serve the purpose of:

(1). Providing to the membership an outlet for Out-of-Region, Out-of-State, and Afloat traffic from the State Nets.

(2). Administrative discussions between the Region Director, Director's Staff, State Directors, Net Managers, Military Coordinator, etc.

(3). Training and other administrative functions for the development of proficiency of the membership.

(4). Emergency Coordination of State, the Director and his/her staff during an emergency.

(5). Dissemination of information, guidance and other assistance to the membership.

Region Nets are under the control of a Net Manager, assigned by the Region Assistant for Net Operations/Reports (NNN0AS\_THREE), who is responsible for the assignment of net control stations, conduct of the nets, and submission of frequency usage reports.

b. **PARTICIPATION**. Region Traffic and ECOM Nets are open to participation by the general membership. Other Region Nets may have participation limited by the Net Manager as identified when the net is opened. Individual member participation in Region Nets will not be reported to state directors. To receive credit, each member must report region net participation to their state director.

c. **FREQUENCY USAGE REPORTING**. The Net Control for Region nets shall report daily frequency usage to the Region Net Manager, who shall in turn provide a consolidated monthly report to the Region Assistant for Net Operations/Reports (NNNOAS\_ THREE) as set forth in paragraph 340 below.

### 330. **STATE NETS**

a. **GENERAL**. The Region Assistant for Net Operations/Reports (NNNOAS\_ THREE) makes frequency and time allocations to the State Directors for their use as they deem necessary. These allocations are made for use of traffic, training, or other nets as determined by the State Director for the benefit of the State membership. The State Directors may establish or disestablish State Nets at their discretion.

b. **FREQUENCY USAGE REPORTING**. The State Director or Assistant for Net Operations/Reports is responsible to report frequency usage each month to the Region Assistant for Net Operations/Reports (NNNOAS\_ THREE) as set forth in paragraph 340 below.

c. **INDIVIDUAL STATION REPORTS**. Individual stations shall report, to their State assistant for net operations, a frequency usage report reflecting the frequency used when a station has a transmitter and receiver up on a frequency and a control operator is present. A signal does not have to be transmitted.

### 340. **FREQUENCY USAGE REPORTS**

#### a. **GENERAL**.

(1). State Assistants for Net Operations/Reports and Net Managers for Region Nets shall submit monthly a frequency usage report to the Region Assistant for Net Operations/Reports (NNNOAS\_ THREE) of all HF frequency usage for their state or net on or before the 5th of the month following the report period.

(2). At the end of each quarter the Region Assistants for Net Operations/Reports shall submit to the Central Area Assistant for Net Operations/Reports (NNNOASG THREE) a summary frequency usage report for their Region. This report shall be submitted to NNNOASG THREE no later than the fifth day of the month following the reporting period.

(3). The reporting period for monthly reports is from the 1<sup>st</sup> day of the calendar month thru the last day of the calendar month.

(4). Frequency usage reports shall be for the hours and days that the frequency is in use, and shall be reported in whole number increments of one hour or one day. Reports shall be for the hours that the frequency is in use and shall be reported in whole number increments of one hour. As a "rule of thumb", the number of hours for a reporting period can never be less than the number of days, but the number of hours can be greater than the number of days.

(5). Frequencies listed in frequency usage reports shall be in accordance with the Navy-Marine Corps MARS Frequency Matrix. Actual frequencies will not be transmitted over the air.

b. **REPORT FORMAT.** The formats shown in the following examples shall be used for frequency usage reports. SCD (Single Channel Data) means (1) Baudot, (2) ASCII, (3) Packet, (4) AMTOR, (5) PACTOR, (6) Clover, (7) Sound Card, or other digital modes used.

(1). STATE MONTHLY FREQUENCY USAGE REPORTS TO REGION.

```
R 010130Z JUN 2007
FM NNN0G__ THREE (STATE) (State Assistant for Net Operations/Reports)
TO NNN0AS_ THREE (STATE) (Region Assistant for Net Operations/Reports)
BT
UNCLAS
SUBJ: FREQUENCY USAGE REPORT OHIO MAY 2007
1. READ IN FIVE COLUMNS:
FREQUENCY  MODE  DAYS  HOURS  MESSAGES
NBJ        SSB   31    31     78
NCK        SSB   31    62    533
NCK        SCD   15    15     68
NFH        SSB   31    35     78
NFH        SCD   31    65    157
BT
```

(2). DAILY REGION NET FREQUENCY USAGE REPORTS.

```
R 140230Z JUN 2007
FM NNN0___ (STATE) (Net Control Station)
TO NNN0___ (STATE) (Region Net Manager)
BT
UNCLAS
SUBJ: (Net Designator) NET REPORT FOR 14 JUN 2007
1. READ IN FOUR COLUMNS:
FREQUENCY  MODE  HOURS  MESSAGES
NBJ        SSB   1       2
NBJ        SCD   1      10
2. STATES NOT REPRESENTED: WI, MN, AND IL.
BT
```

(3). QUARTERLY REGION FREQUENCY USE REPORT TO CENTRAL AREA

```
R 090105Z OCT 2007
FM NNN0AS_ THREE (STATE) (Region Assistant for Net Operations/Reports)
TO NNN0ASG THREE (STATE) (Area Assistant for Net Operations/Reports)
INFO NNN0AS_ (STATE) (Region Director)
NNN0AS_ ONE (STATE) (Region Deputy Director)
BT
UNCLAS
SUBJ: FREQUENCY USAGE REPORT FOR THIRD QUARTER 2007
          SCD          SSB
FREQUENCY  1K24F1B    3K00J3E
KHZ        DYS/HRS    DYS/HRS
-----
NBC                4/4
NBF                4/4
NBH              19/19    158/158
NBJ              80/80    91/91
NCE                61/61
NCI              139/116   184/206
----- etc -----
-----
TOTAL          813/5429    1343/1525
BT
NNNN
```

**350. INTERFERENCE REPORTING**

a. **GENERAL**. The frequencies allocated to the NAVMARCORMARS program are military frequencies assigned to the Navy, but are not specifically assigned for MARS operations. MARS has use of these frequencies on a NON-INTERFERENCE basis. There are occasions when interference by another MARS service, area, or region, or non-military station may occur. In these cases, it is advisable to report the interference such that an investigation of the interference can be conducted aimed at amicable resolution by the parties.

b. **REPORTING**. NTP 8(SERIES), paragraph B730, requires the reporting of the interference via the chain of command to Chief Navy-Marine Corps MARS and any area directors involved. Within the Central Area, the message report shall be submitted by the State Director, or authorized representative, to the Region Director and the Region Assistant for Net Operations/Reports who will forward the report to the Central Area Assistant for Net Operations/Reports. NTP 8(SERIES) provides a detailed format to be followed for this report.

## CHAPTER FOUR

## REPEATERS

**400. REPEATER PROCEDURES**

Procedures for Navy-Marine Corps MARS repeater operations are outlined in NTP 8(SERIES), Annex F. These procedures are applicable to all MARS VHF repeater stations.

**410. LOCATIONS**

Repeater locations and other specifics may be found in Annex G.

## CHAPTER FIVE

## TRAFFIC HANDLING

**500. INTRODUCTION**

General net organization, basic communications procedures and methods for handling traffic are contained in NTP 8(SERIES). The purpose of this chapter is to provide reference for traffic handling procedures within the Central Area.

**510. REGION ASSISTANTS FOR NET OPERATIONS/REPORTS**

These Staff members, as the primary advisors for net operations to the Region Directors, assign and oversee the Net Managers for the various region traffic nets. The Net Managers have the responsibility to ensure Net Control Stations and relay stations are assigned to handle the traffic efficiently.

**520. NET CONTROL STATIONS (NECOS) RESPONSIBILITIES**

Duties of NECOS are outlined in NTP 8(SERIES) paragraph 502. In addition to the duties specifically assigned, NECOS is responsible for:

- a. Ensuring that the net is operating within tolerance of the assigned frequency and immediately notify any station that is out of tolerance.
- b. Keeping the State Director and/or Net Manager informed of Net Activities and make recommendations for changes or improvements concerning net operations.
- c. Providing "on-the-job" training to any member having difficulties transmitting, relaying or requesting repetitions of a message during their net.

**530. ALTERNATE NET CONTROL STATION (ALTNECOS)**

Duties and responsibilities of the ALTNECOS are the same as that of the NECOS. He/she will be ready to assume the position of NECOS at any given moment during the assigned net. In addition, all members of the net should be prepared to assume NECOS if propagation or other circumstances warrant. The ALTNECOS should be geographically separated from the NECOS.

**540. SCD OPERATIONS** Particular attention must be paid to relay instructions in format line 4 to proper relay/delivery. You are responsible only for stations listed in the "T" line. If this line is left blank, then you are responsible for all addressees unless the call is preceded by the operating signal "ZEN" (passed by other means). When the message is passed on a voice net, the "ZEN" is not transmitted. The prosign "XMT" may be used to exclude certain stations when a collective call sign is used; i.e., NNN0ALC REGION FIVE XMT NNN0GAQ IN.

**550. TRAFFIC HANDLING AND DISTRIBUTION**

Communications procedures and message construction information are contained in Chapter 6 of NTP 8(SERIES).

a. **MESSAGE HANDLING CRITERIA**. The originating station is responsible for ensuring that the message conforms to the message criteria outlined in NTP 8(SERIES), paragraphs 601 through 654. Once entered into the traffic system, no station can refuse to handle the message, unless it is obviously in direct violation of NTP 8(SERIES), in which case a service message will be sent to the originating station, information copy to Chief NAVMARCORMARS, the Area Director and the Region Director, indicating that the message will not be forwarded/delivered and the reason

why. Upon receipt of the service message, the originating station will contact the drafter and explain the situation.

b. **MARSGRAMS**.

(1). The use of Rank/Titles (ITC, OS2, MR. MRS. MS.) will be used on all third party message traffic.

Example: FM OS2 VINCE ROEBUCK MAYPORT FL/NNN0FLH FL  
TO MRS MINDY ROEBUCK...

(2). Due to the length of headings in 3rd party traffic, fills may be requested for the following readily recognizable parts of a message heading:

- (a). Time.
- (b). Originator.
- (c). Originator Address
- (d). Originating Station.
- (e). Zip Code.
- (f). Phone number

(3). MARSGRAMS should be delivered to the closest point (local call), or entered into Army/Air Force MARS for ultimate delivery. If tolls are involved that you do not wish to incur, readdress the message to NAV.

c. **TRAFFIC LISTING**. All message traffic brought to a State Traffic Net will be listed as directed by the State Directors. When traffic is listed, stations will be called to accept the traffic. All message traffic brought to a Region Net will be listed by quantity, precedence, destination, and mode; i.e.,

"NNN0ORE DE NNN0HQB 1R MICHIGAN, OUT OF REGION, OR AFLOAT SCD OVER"

It is understood that the lack of "mode" indicates the message will be passed via voice.

d. **EUROPE TRAFFIC**. All traffic destined for Europe, should be entered (at the State level) into the army MARS network for ultimate delivery. Under no circumstances should traffic for Europe be sent to NAVMARCORMARS Headquarters.

e. **RECEIPT FOR TRAFFIC**. Positive control of each message is required at all times. Each time a message is passed from one station to another, it is the responsibility of the transmitting station to ensure acknowledgment of receipt from the receiving station. At this point, custody of the message passes to the receiving station.

## CHAPTER SIX

## PARTICIPATION

**600. CREDIT**

It is a requirement that a member shall attain a minimum participation of eighteen (18) hours each quarter. No more than six (6) hours per quarter of "off-the-air" participation may be credited as participation for meeting the minimum of eighteen (18) hours per quarter. Other participation, "off-the-air", that is creditable includes copying broadcasts, monitoring, studying, correspondence courses, equipment repair, etc., which must be related to the Navy-Marine Corps MARS program.

**610. NETWORK PARTICIPATION**

a. **REPORTING BY INDIVIDUAL MEMBERS.** It is the responsibility of each member to report participation, or to ensure participation credits are reported to the State Directors or a duly designated representative of the State Director. If the member is to receive credit for participation under the category of "other credits", then the member shall report this credit via a net participation report between the 1st and 4th of the month reporting on the previous month or by any other acceptable form as designated by the State Directors. The State Director may change the due date for participation reports from members; i.e., member participation reports are due by the 25th of the month.

b. **REPORTING BY NET CONTROL STATIONS.**

(1) State Nets: The Net Control Station (NECOS) shall submit a frequency usage report for each net in the format specified by the State Director to the State Assistant for Net Operations/Reports. This report may or may not include individual member participation at the discretion of the State Director.

(2) Region and Area Nets: The NECOS will submit a frequency usage report to the Net Manager as required by Chapter Three of this Guide. This report does not include individual member participation.

## CHAPTER SEVEN

## OPERATION OF TRAFFIC NETS

700. PROCEDURES FOR TRAFFIC NETSa. VOICE

(1) Voice Nets shall be opened with net scripts provided in the appendixes to Annex D of this Guide.

(2) After the stations checking into the net have been acknowledged, the NECOS shall direct the disposition of the traffic. IMMEDIATE and PRIORITY precedence traffic shall be handled prior to Routine traffic. **TRAFFIC SHALL BE ROUTED DURING A DIRECTED NET ONLY.** The NECOS is responsible for the operation of the net and shall conduct the net unless preempted by the Net Manager, the Assistant to the Director for Net Operations, or the Director.

(3) After the traffic has been passed and there is no business of interest to a majority of the stations, the Net should become a "Free Net" to allow stations to communicate with each other. Only messages that are transmitted for **INFORMATION ONLY**, i.e., traffic that does NOT require formal acceptance, may be transmitted during the free net.

(4) Once the net becomes free, stations who were not previously checked into the net by NECOS must check in prior to establishing communications with others on the net.

(5) If, during a free net, a station calls NECOS and lists traffic, NECOS will acknowledge the station and immediately inform all stations on the net that it is again a directed net and proceed with the disposition of the traffic. Upon completion of traffic handling, and depending upon the remaining time, NECOS may again set the net free; or, request if there is any further need for the frequency. If no response is received, NECOS may inform all stations that the net is secured.

(6) Net Control stations are authorized to extend a scheduled net should traffic conditions, or other needs, warrant. However, in doing so, NECOS must ensure that the extension will not interfere with another state's scheduled use of the frequency. Shifting to an alternate frequency would avoid interference. Once a net is secured, stations may communicate with each other when a frequency is not in use. A frequency usage report is required. The operational procedures as set forth in NTP 8(SERIES) shall be followed during all nets.

b. Digital Modes

Digital modes (RTTY, AMTOR, PACTOR, and sound card modes) provide additional options for delivery of message traffic. In addition to their use in digital networks, they are also used on voice traffic networks. Additional details on the use of digital modes are found in Chapter Eight and in Appendix E.

## CHAPTER EIGHT

## DIGITAL COMMUNICATIONS PROCEDURES

**800. GENERAL**

Digital communications procedures are equivalent to basic radiotelephone procedures. The message formats are identical to those used in radiotelephone communications. Prosigns are used in digital communications in the same way as prowords are used in radiotelephone communications, and operating signals are used to replace frequently used commands, queries, and responses. This chapter will not include material already covered except when it is necessary to amplify or show relationship.

**810. FSK TRANSMISSION CHARACTERISTICS.**

a. RTTY, AMTOR, Packet and PACTOR transmissions below 30 MHz use either frequency-shift keying (FSK) or audio-frequency-shift-keying (AFSK) emissions. The frequency difference between the two emitted frequencies is normally 170 Hz. Because some commercially available equipment operates at 200 Hz (which is mutually compatible with 170 Hz), the 200 Hz shift is optional for NAVMARCORMARS. This FSK may be generated by:

(1). Direct transmitter frequency shifting (True FSK).

(2). Injecting audio tones into a transmitter's single-sideband emission (AFSK). While several different audio tone pairs (with 170 or 200 Hz shift) are in use, the most common are 2125/2295 Hz and 2100/2300 Hz. For these, the radio equipment dial reading is offset from the assigned radio frequency by 2200 Hz (2.2 KHz). For other audio tones pairs, the mean frequency of the two tones is the radio dial offset. For RTTY and AMTOR the lower transmitted frequency is the MARK condition. When the transmitter is not properly adjusted or if there is distortion in the audio tones, the transmitter may be transmitting spurious emissions.

b. Transmissions above 30 MHz use (AFSK), generated by injecting the audio tones into the FM transmitter. Authorized tones are:

- (1). 170 HZ: 2125 Hz MARK, 2295 Hz SPACE
- (2). 200 HZ: 2100 Hz MARK, 2300 Hz SPACE
- (3). 850 HZ: 2125 Hz MARK, 2975 Hz SPACE
- (4). CLOVER II tones

**820. COMMON NAVMARCOMARS DIGITAL MODES****821. RTTY**

a. Navy-Marine Corps MARS does not require any specific tone pairs. The choice is up to the member. The frequency shift is 170 Hz.

b. NAVMARCORMARS RTTY operates at 100 words per minute (WPM) using five level Murray (Baudot) code at a rate of 74.2 or 75 Baud, with a stop bit length of 1.42 or 1.5 units.

**822. AMTOR**

AMTOR is standardized by CCIR standard 476. NAVMARCORMARS generally follows the standard except that transmitted polarity is inverted and an optional shift of 200 Hz is permitted.



To make these modes available to members in all areas, regions and states, the following frequencies are available to all stations for sound card mode operations throughout the U.S. with restrictions as noted:

<u>FREQUENCY DESIGNATOR</u>	<u>RESTRICTIONS</u>
NDE	0001Z THROUGH 2000Z ONLY
NIA	Region ONE
NMA	Region ONE

#### **850. SOUND CARD MODE OPERATIONS**

As set forth in NTP 8(SERIES) paragraph 981 the following standards for sound card operation will be followed:

- a. Radios will be operated in upper sideband (USB) for all sound card modes.
- b. If the mode and software permits, set the center frequency to 1500 Hz. this will allow use of the same frequency for voice and digital operations without changing the dial frequency.
- c. For specific sound card modes observe the following to keep the intelligence within the SSB bandwidth:
  - (1). MT-63 - since this mode has three possible bandwidths (500 Hz, 1000 Hz and 2000 Hz) shifting from one mode to the other would require shifting frequencies with each change. The lower edge of the 500 Hz, 1000 Hz or 2000 Hz data envelope will be placed at 500 Hz above the USB suppressed carrier.
  - (2). PSK-31 - Since this is a very narrow bandwidth mode, many channels can fit into an SSB spectrum, especially useful for ECOM. The center of intelligence will initially be centered at 1000 Hz above the suppressed USB carrier. Establishing additional conversations above or below this initial frequency is authorized as long as the 3 KHz bandwidth is not violated.
  - (3). Q15X25 - this is a 15-tone HF AX25 packet mode operating with an 1800 hz bandwidth centered by default at 1375 Hz in the SSB band. The center of intelligence will be set at 1375 Hz above the suppressed USB carrier.
  - (4). HELLSCHREIBER, MFSK16, MFSK8, THROB, FAX, SSTV and others use different band centers within the SSB spectrum. Use the default center frequency of the software you are using. If stations are using different programs, they need to confirm they are using the same data frequency.

**860. DIGITAL MESSAGE FORMATTING**

The following sample message demonstrates proper formatting of a message for digital transmission:

```
DE NNN0ASA 001
R 011900Z JAN 2006
FM CHNAVMARCORMARS WILLIAMSBURG VA
TO ALNAVMARCORMARS
BT
UNCLAS
SUBJ: CHNAVMARCORMARS BCST 01-06
1. THE ANNUAL RECAPITULATION OF EFFECTIVE CHIEF MARS BROADCASTS
FOLLOWS. THE BROADCASTS BELOW REMAIN IN EFFECT:
    1999: 4, 7A, 7B
    2002: 2, 15
    2003: 3, 7, 8, 16
    2004: 2, 8, 11
    2005: 5
2. ALL OTHER BROADCASTS MAY BE DESTROYED.
3. NAVMARCORMARS: PROUDLY SERVING THOSE WHO SERVE.
BT
NNNN
Each line is terminated with a carriage return / line feed pair.
```

## CHAPTER NINE

## GENERAL TOPICS

900. GENERAL TOPICS

This chapter deals with miscellaneous topics for Central Area NAVMARCORMARS.

910. ASSOCIATE MEMBERSHIP

The granting of Associate Membership has long been recognized as being inconsistent among Regions. During the Fall '91 Director's Conference, Chief MARS and all Directors agreed to follow the guidelines of NTP 8(SERIES), paragraph 340(a), and the spirit in which it was written. Clarification of the phrase "WHO, BECAUSE OF CIRCUMSTANCES, CANNOT MEET PARTICIPATION REQUIREMENTS FOR CONTINUED MEMBERSHIP." is to mean those members having severe medical conditions, or serious illness (terminal) which no longer allows them to participate. Those members unable to meet participation due to moving, changing of jobs, loss of job, etc., have other avenues available to them; i.e., Leave of Absence (LOA) or Inactive status. There are award programs available to properly recognize our outstanding MARS members, without arbitrarily recommending Associate Membership.

ANNEX A

ADMINISTRATIVE DIRECTORY

THIS ANNEX IS RESERVED  
FOR FULL MEMBERSHIP.  
AREA, REGION, AND STATE STAFF  
INFORMATION WILL BE PROVIDED BY THE  
STATE DIRECTOR OR STATE TRAINING OFFICER.

ANNEX B

NET DIRECTORY

**THIS ANNEX IS RESERVED  
FOR FULL MEMBERSHIP.  
NET TIMES AND FREQUENCIES WILL BE  
PROVIDED BY THE STATE DIRECTOR  
OR STATE TRAINING OFFICER.**

## Annex C

## CENTRAL AREA EMERGENCY COMMUNICATIONS PLAN

**C100. PURPOSE**

This Emergency Communications (ECOM) Plan provides guidelines to members of the Navy-Marine Corps MARS Central Area to support Emergency Communications as defined in NTP 8(SERIES), Annex D.

**C120. DEFINITION**

An emergency or disaster requiring emergency communications support is as defined in NTP 8(SERIES), paragraph D120.

**C130. SCOPE**

This ECOM Plan is applicable to all members within the Central Area.

**C140. POLICY**

a. It is the policy that NAVMARCORMARS resources within the Central Area shall be used to fully support the policies as set forth in NTP 8(SERIES), paragraph D140.

**C150. ORGANIZATION**

ECOM organization within the Central Area shall be in accordance with NTP 8(SERIES), paragraph D150.

**C200. RESPONSIBILITIES**

a. The responsibilities of all directors, stations, and personnel within the Central Area shall be in accordance with NTP 8(SERIES), paragraph D200.

b. Regions and states within the Central Area are expected to conduct exercises as specified in NTP 8(SERIES), paragraphs D210 and D230.

c. Regions within the Central Area will promulgate in accordance with paragraph C210 below a Region ECOM Plan in support of NTP 8(SERIES), Annex D, and this Plan.

d. States within the Central Area are expected to have viable and effective state ECOM plans based upon NTP 8(SERIES), paragraph D230, and this Plan. Care shall be taken to ensure no conflict exists with NTP 8(SERIES) or this Plan.

**C210. REGION EMERGENCY COMMUNICATIONS PLANS**

Regions FOUR and FIVE are hereby authorized to issue supplementary procedures to this ECOM Plan as Appendices 1 and 2 respectively to this Annex. These supplementary procedures shall in no way conflict with NTP 8(SERIES) or this Plan and should expand upon this Plan only as necessary to address conditions unique to the particular Region.

**C220. STATE EMERGENCY COMMUNICATIONS PLANS**

A State Emergency Communications Plan should:

a. Utilize existing networks and all resources to the maximum extent possible. Constant revision of the State Emergency Communications Plan is necessary to incorporate new capabilities into the plan as they become available.

b. Be flexible and provide alternatives for various situations. The plan should not be keyed to any one individual or station.

c. Ensure that adequate support organization is developed prior to emergencies to allow effective alerting and operations over an extended period of time.

d. Include local plans. It is the local plan that can be effective in the first few hours of an emergency until a larger organization can be brought into action. A local plan should provide means of handling three types of emergencies:

(1). DISTANT EMERGENCY - One requiring relay, delivery and/or transmission of a volume of traffic in formal message form.

(2). AREA EMERGENCY - One requiring a mixture of formal messages (written) and informal command or administrative traffic (verbal orders).

(3). LOCAL EMERGENCY - One requiring mobile and portable units at the source, handling little formal traffic and a high percentage of administrative or command traffic.

**C230. SPECIAL EMERGENCY COMMUNICATIONS TEAMS****C231. AUXILIARY RADIO TEAMS (ART)**

State Directors are encouraged to formulate at least one ART for each appropriate area within their state. Mobile capabilities should be developed with a 50 to 100 mile operating radius as a minimum. NTP 8(SERIES), paragraph D661, provides ART composition and equipment requirements.

When an ART is activated/deployed the ART shall submit an Immediate precedence Operational Readiness Report (OPREDREP) message to the State Director and the state ECOM Assistant in accordance with the format prescribed in NTP 8(SERIES), paragraph D720. The State Director or ECOM Assistant shall then notify NNN0ASG, NNN0ASG ONE, NNN0ASG TWO, NNN0AS\_, NNN0AS\_ ONE and NNN0AS\_ TWO of their ART team(s) activation and expected activity.

**C232. STATION AUGMENTATION TEAMS (SAT)**

a. State Directors are encouraged to form Station Augmentation Teams for Military Auspices and key selected MARS stations. SAT's must be of sufficient mobility to operate any designated "Emergency Communication Station" within their locale. NTP 8(SERIES), paragraph D662, delineates SAT composition and requirements. When SAT members are not operating their own equipment during an Emergency, use of member equipment to augment the normal equipage of the "Emergency Communication Station" is encouraged.

b. The Commanding Officer and Officer-in-Charge of a Command/Activity

sponsoring a Military Auspices NAVMARCORMARS Radio Station may request the establishment of a SAT to support the station. Such requests shall be submitted to the Region Director.

c. All SATs must receive periodic familiarization training at the station which they are designated to augment and with operating procedures therein.

d. When this plan is in effect, Commanding Officers and Officers-in-Charge of activities to which SATs are assigned are requested to issue invitational, NO COST to the government orders to the SAT members. This action is necessary to protect the volunteer NAVMARCORMARS member under Workman's Compensation and to establish the official nature of their presence in the area.

**C300. EXECUTION**

Execution of this Emergency Communications Plan shall be in accordance with NTP 8(SERIES), paragraph D300, and can be initiated by any NAVMARCORMARS member when requested by military or civilian authorities. Such implementation shall be reported to the appropriate Chain of Command as defined in NTP 8(SERIES) and other directives or instructions promulgated by higher authority.

**C400. ALERTING**

Alerting shall be in accordance with NTP 8(SERIES), paragraph D400. Region alerting procedures for conditions unique to that region may be established in the appropriate appendix to this plan.

**C500. MINIMIZE**

Minimize shall be in accordance with NTP 8(SERIES), paragraph D500.

**C600. OPERATIONS AND PROCEDURES**

ECOM operations and procedures shall be in accordance with NTP 8(SERIES), paragraph D600 as amplified herein.

**C610. OPERATIONAL READINESS**

In order to be prepared for any action that might be required in support of ECOM, members should consider the following minimum actions:

a. Verify station's equipment capabilities by regular participation in scheduled traffic nets and planned exercises.

b. Check antenna systems and exterior station equipment frequently to ensure dependability.

c. Maintain a small stock of spare parts (i.e., tubes, fuses, etc.) to ensure dependability.

d. Make provisions for obtaining emergency power capabilities. Test and operate generators once a month.

e. Familiarize yourself with the contents of this ECOM Plan and your State and Local ECOM plans. Have them available for ready reference.

f. List agencies and important phone numbers and keep them with your

Emergency Communications Plan.

g. Monitor Primary Frequencies used in your State. If the primary frequency is unusable, monitor your state alternate frequency(s) or the Region ECOM frequencies shown in Appendices 1 or 2 to this Operations Guide.

**C620. NET/FREQUENCY ASSIGNMENTS**

a. ECOM net frequencies for Regions FOUR and FIVE are provided in Appendixes 1 and 2 respectively.

b. The following frequencies are assigned as National ECOM frequencies:

7382.5 KHz Primary 4042.5 KHz and 14385.0 KHz Secondary

NOTE: These frequencies have also been designated by NAVMARCORMARS as available for SHARES operation.

If Region frequencies are unusable, the National ECOM frequencies may be used unless otherwise directed by the Chief, NAVMARCORMARS (NNN0ASA) or the National Assistant for ECOM (NNN0ASZ).

c. If net operations permit, silence should be observed on the primary and secondary frequencies for one minute after the quarter hour and three quarter hour to listen for weak stations.

d. VHF should be used for local communications at the disaster site in so far as practical. States are encouraged to have a portable repeater to be utilized for Emergency Communications.

**C630 INITIAL ACTION**

a. Initial reports of and ECOM situation at a local or state level shall be made by the State Director or State ECOM Assistant to Chief, NAVMARCORMARS, Director, Central Area, and the cognizant Region Director in accordance with paragraph C730 of this Plan.

b. Individual members who receive a request for support from military or civilian authorities or who become cognizant of an Emergency Condition or impending disaster should immediately initiate action to notify their State ECOM Assistant and/or the State Director or other competent authority.

c. In the event none of the authorities designated can be contacted, the member shall activate an Emergency Net as prescribed in NTP 8(SERIES), paragraph D300, and submit an Implementation Report per NTP 8(SERIES), paragraph D710, while continuing efforts to contact designated authorities.

d. The station activating an Emergency Net shall take firm control of the Net and conduct Directed Net Operations until relieved by higher authority or until the Emergency has passed.

e. All NAVMARCORMARS members will regard the NECOS of an Emergency Net as possessing full authority of, and acting for, the State ECOM Assistant or higher authority, until otherwise directed.

**C640 REGION ECOM NETS**

a. Regions FOUR and FIVE may establish procedures for Region ECOM nets in

Appendixes 1 and 2 respectively.

**C650 DURING THE EMERGENCY**

a. Follow the Emergency Communication Plan for the type of communication Emergency involved; i.e., Area, Region, State, or Local and the instructions of NECOS.

b. Maintain a listening watch on active circuits.

c. Check into the Net when NECOS opens the net for that purpose. DO NOT TUNE, TEST, OR TRANSMIT WITHOUT PERMISSION OF THE NECOS.

d. Accuracy is paramount in Emergency situations. All other considerations are secondary.

e. Notify the NECOS if you must leave the Net.

f. Maintain a log of messages sent, received, and action taken.

g. Avoid any speculative comments, rumors or statements.

h. Do not disclose information gained from military circuits, including NAVMARCORMARS circuits, except as authorized by your State ECOM Assistant or higher authority.

**C660 TERMINATION OF EMERGENCY OPERATIONS**

a. The phrase "SECURE FROM COMCON ZERO (or other level in effect)", transmitted by any means by competent authority, will indicate the immediate discontinuance of emergency operating conditions. When terminating from emergency operations the Net Control station of the ECOM net shall announce "TERMINATE EMERGENCY OPERATIONS AT (LOCATION)." Prior to closing the ECOM net NECOS shall ensure all message traffic in the system at the time of termination has been cleared.

b. A message directing the reinstatement of emergency operating conditions may be originated by any NAVMARCORMARS station in the disaster location. Normally the state ECOM Assistant, or higher authority, shall initiate such action.

**C670. AFTER THE EMERGENCY**

a. Within 24 hours of securing from any ECOM event the State Director or his authorized representatives shall submit by message an "OPERATIONS REPORT" in accordance with paragraph C760 of this Plan.

b. Within seven days of securing from any ECOM event the State Director or his authorized representative shall submit by message an "AFTER ACTION REPORT" in accordance with paragraph C770 of this Plan.

c. Recommend to your State ECOM Assistant any changes, improvements or additions that you feel are needed to improve Emergency Operations.

d. A frequency usage report shall be submitted to the State Assistant for Net Operations (NNN0G\_\_ THREE).

e. All messages, files and logs incident to the ECOM event shall be retained for a period of three years.

**C680. PARTICIPATION CREDIT DURING EMERGENCIES**

Time spent in actual disaster communications should be reported to the State Director and may be credited to the member at twice the rate of normal participation.

**C700. REPORTS****C710. GENERAL**

a. Reports shall be in accordance with NTP 8(SERIES), paragraphs D700 and D820, and section C700 of this Plan

b. Attention must be paid to the 'pro forma' message formats set forth in NTP 8(SERIES), paragraphs D700 and D901. All ECOM message traffic is expected to conform to these standards. In the event of conflicting instructions NTP 8(SERIES) shall take precedence.

c. In every case try to be concise and to the point, but not so brief as to be incomprehensible to the addressees. Report **FACTS** only. **DO NOT** report rumors and hearsay. If you must report opinions and estimates, do so only with the indication that they are opinions and estimates. Under no circumstances should Navy-Marine Corps MARS members endanger themselves to secure information, or perform other tasks. Leave the job of gathering information, etc., to those who have been trained for that purpose. Remember, our primary mission is to communicate information rather than gather it.

d. Review all ECOM messages for abbreviations. Ask yourself " will the addressees know what the abbreviation means?" If any question, spell it out.

e. As a minimum, any ECOM event requires the following message reports as prescribed in the subparagraphs that follow:

- (1). OPREDRPT Report (if ART activated/deployed)
- (2). IMPLEMENTATION Report
- (3). SITREP(s) as needed (SITREP FINAL required)
- (4). OPERATIONS Report
- (5). AFTER ACTION REPORT

**C730. IMPLEMENTATION REPORT.**

Upon implementing any portion of this ECOM Plan (except EEI Report submission per paragraph C900) an IMPLEMENTATION REPORT shall be made by Immediate precedence message to the addressees shown in the message format prescribed below. In the case of an actual event it is recommended that the adjacent State Director(s) and/or the ECOM Assistant(s) be included as addressees. Reports shall conform to the following format:

O (dtg)  
 FM (originating station)  
 TO NNN0ASA VA  
 NNN0ASZ GA

NNNOASG IL  
 NNN0AS\_ (state) (Region Director)  
 INFO NNN0ASG ONE MI  
 NNN0ASG TWO AL  
 NNN0AS\_ ONE (state) (Region Assistant Director)  
 NNN0AS\_ TWO (state) (Region ECOM Assistant)  
 (Your State Director)  
 (Your State -TWO)  
 (adjacent State Director or -TWO)  
 BT  
 UNCLAS (Add the word "EXERCISE" after UNCLAS if a drill/exercise message)  
 SUBJ: EMERG COMM IMPLEMENTATION

...  
 ... See NTP 8(SERIES) paragraph D710 for required Implementation Report format.

...  
 (Add the word "EXERCISE" if a drill/exercise message)  
 BT

**EXAMPLE MESSAGE**

O 021500Z JUN 2006  
 FM NNN0XOP GA  
 TO NNN0ASA VA  
 NNN0ASZ GA  
 NNN0ASG IL  
 NNN0AS4 GA  
 INFO NNN0ASG ONE MI  
 NNN0ASG TWO AL  
 NNN0AS4 ONE GA  
 NNN0AS4 TWO AL  
 NNN0GAM GA  
 NNN0GAM TWO GA  
 NNN0GAL FL  
 NNN0GAA AL  
 BT  
 UNCLAS  
 SUBJ: EMERG COMM IMPLEMENTATION

...  
 ... See NTP 8(SERIES), paragraph D710 for example Implementation Report message.

...  
 BT  
 NNNN

**C740. STATE DIRECTOR MESSAGE SETTING COMCON**

Once an implementation message as directed above has been released and if a COMCON condition as described in paragraph C400 has not already been set by other means, the State Director should release a message setting the appropriate level of COMCON in the state. The message should have a precedence of Immediate and be in the following format:

O (dtg)  
 FM NNN0\_\_\_ (state) (State director)  
 TO NNN0ALL (state)  
 BT

UNCLAS (Add the word "EXERCISE" after UNCLAS if a drill/exercise message)  
 1. SET COMCON (condition number) IN (state).  
 (Add the word "EXERCISE" if a drill/exercise message)  
 BT  
 NNNN

NOTE - THIS MESSAGE SHOULD NOT BE SENT TO ADDRESSEES OUTSIDE YOUR STATE

#### **C750. SITUATION REPORTS**

Situation Reports (SITREPS) will be submitted as follows:

a. SITREPS shall be sent using the format specified in NTP 8(SERIES) paragraph D730 and shall be consecutively numbered by originating activities to facilitate correlation of reports by higher echelons. A FINAL SITREP shall be sent at the conclusion of any ECOM event and should be sent before the Emergency Net is secured.

b. Stations on scene at the disaster shall submit SITREPS as the situation warrants to the Director, Central Area(NNN0ASG), their State Director (NNN0G\_\_) and their Region Director (NNN0AS\_) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO), Region Assistant Director (NNN0AS\_ ONE), the Region ECOM Assistant (NNN0AS\_ TWO) and their State ECOM Assistant (NNN0G\_\_ TWO).

c. State Directors shall within four (4) hours of the release of an implementation message and every four (4) hours thereafter for as long as the emergency situation exists send a SITREP reflecting the situation within their state to the Director, Central Area(NNN0ASG) and their Region Director (NNN0AS\_) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO), Region Assistant Director (NNN0AS\_ ONE), and the Region ECOM Assistant (NNN0AS\_ TWO).

d. Region Directors of a Region in which an ECOM event is in progress shall provide a consolidated SITREP of conditions within their Region every six (6) hours to Chief, NAVMARCORMARS (NNN0ASA), the Assistant to CHNAVMARCORMARS for ECOM (NNN0ASZ) and the Director, Central Area (NNN0ASG) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO), Region Assistant Director (NNN0AS\_ ONE), and the Region ECOM Assistant (NNN0AS\_ TWO).

e. Director, Central Area may amplify and/or consolidate information from within the Central Area in additional SITREPS as the situation warrants.

#### **C760. OPERATIONS REPORT**

As soon as possible (within 24 hours) after termination of an ECOM event the State Director or a representative shall submit by Routine precedence message an OPERATIONS REPORT to the Director, Central Area(NNN0ASG) and their Region Director (NNN0AS\_) with information to the Area Assistant Director (NNN0ASG ONE), Area ECOM Assistant (NNN0ASG TWO), Region Assistant Director (NNN0AS\_ ONE), and the Region ECOM Assistant (NNN0AS\_ TWO) containing the following :

1. Net designator(s).
2. Total number of stations participating.
3. Total traffic count (number of messages sent and received).
4. Total number of hours the net(s) were in operation.
5. Date and time of opening net and securing net.

6. Appropriate supplemental information, problems encountered, etc.

**EXAMPLE MESSAGE**

R 011000Z JUN 2006  
 FM NNNOGAM GA  
 TO NNNOASG IL  
 NNNOAS4 GA  
 INFO NNNOASG ONE MI  
 NNNOASG TWO AL  
 NNNOAS4 ONE GA  
 NNNOAS4 TWO AL  
 (other in-state addrees as desired)  
 BT  
 UNCLAS  
 SUBJ: OPERATIONS REPORT  
 1. 2X9B, 2D1E  
 2. 24 STATIONS  
 3. 23 MESSAGES  
 4. 28 HOURS  
 5. 2X9B NET - 010100Z JUN 06 TO 010200Z JUN 06  
     2D1E NET - 010200Z JUN 06 TO 020500Z JUN 06  
 6. NOT ENOUGH MOBILE UNITS. ADDITIONAL EMERGENCY GENERATORS REQUIRED.  
 PROBLEMS WITH CALL UP TREE. NEED TO REDEFINE CALL UP AREAS. NEED  
 ADDITIONAL TRAINING ON LISTING AND HANDLING OF MULTI-ADDEE MSGS.  
 BT

**C770. AFTER ACTION REPORT**

Within seven days after the termination of any ECOM event, the State Director or authorized representative, shall make an AFTER ACTION REPORT as required by NTP 8(SERIES), paragraph D740. This report will be submitted by message to the addressees indicated below. The Region Director will indicate concurrence or provide comments as appropriate to the Director, Central Area who will in turn consolidate all reports and forward them to Chief, NAVMARCORMARS (NNNOASA) and the Assistant to CHNAVMARCORMARS for Emergency Communications (NNNOASZ). All nine (9) topics will be addressed in this report. Particular attention should be paid to those areas where additional training is required and those areas where operations were successful. Lessons learned and recommendations for improving state/region plans and procedures and region support will be included in the comments and recommendations section. The AFTER ACTION REPORT shall be addressed as follows:

TO NNNOASG IL  
 NNNOAS\_ (state) (Region Director)  
 INFO NNNOAS\_ ONE (state) (Region Assistant Director)  
 NNNOAS\_ TWO (state) (Region ECOM Assistant)  
 NNNOASG ONE MI  
 NNNOASG TWO AL

**C800. SIMULATED EMERGENCIES OR EXERCISES**

**C810. GENERAL**

a. Navy-Marine Corps MARS philosophy is to make exercise/drill traffic as near to actual event traffic as possible. The only difference between an actual ECOM message and an exercise message is the addition of the 'EXERCISE' markings

on the classification line and as the last line of the text. Addressees and routing are the same for exercise and actual Messages. The "Concept of Operations" for ECOM exercises will be similar in most respects to that for actual emergencies except that all stations shall use extreme care to identify all transmissions dealing with simulated conditions as "**EXERCISE**" traffic.

b. Regions are expected to conduct at least one ECOM exercises annually in accordance with NTP 8(SERIES), paragraph D210.h.

c. States are expected to conduct a minimum of one exercise per quarter in accordance with NTP 8(SERIES), paragraph D230.f.

d. At least 15 days in advance of all exercises State Directors shall notify the Director, Central Area, their Region Director and others in the chain of command of the planned event in accordance with paragraph C820.a below. It is suggested that adjacent state directors and/or ECOM Assistants be included in this notification. Director, Central Area will notify Chief, NAVMARCORMARS and the ECOM Assistant to Chief MARS of the state's planned exercise.

e. State Emergency Communication Plans shall provide for such activities and tests as may be required to assure that all Emergency capabilities to the plan are exercised regularly.

f. Exercises outside of the State's regularly scheduled nets may be conducted upon advance requests made to the Area and Region Directors.

#### **C820. EMERGENCY EXERCISE REPORTS**

a. All reports outlined in paragraph C710.e above as well as an EXERCISE NOTIFICATION message as required by NTP 8(SERIES), paragraph D820, are expected and required for a successful ECOM exercise. The EXERCISE NOTIFICATION message shall be submitted at least 15 days in advance and addressed to the following:

NNNOASG IL  
 NNNOASG ONE MI  
 NNNOASG TWO AL  
 NNNOAS\_ (state) (Region Director)  
 NNNOAS\_ ONE (state) (Region Assistant Director)  
 NNNOAS\_ TWO (state) (Region ECOM Assistant)  
 (other in-state and adjacent state addrees as desired)

b. When submitting emergency exercise messages/reports they will be similar to message/reports required for an actual Emergency except that "**EXERCISE**" or "**EXERCISE (name of exercise may be added)**" will appear on the classification line after the classification (UNCLAS) and as the last line of the text:

#### **EXAMPLE:**

**BT**  
**UNCLAS EXERCISE SNOOPY**  
**(Text)**  
**EXERCISE**  
**BT**

NOTE: Nothing else shall appear on the Classification line but the words UNCLAS EXERCISE (Name of exercise may be added if desired).

**C820. JOINT EXERCISES**

a. Joint exercises shall be in accordance with NTP 8(SERIES), paragraph D830.

b. Director, Central Area and the appropriate Region Director shall be included as information addressee on all plans involving joint exercises.

**C900. ESSENTIAL ELEMENTS OF INFORMATION (EEI) MESSAGES**

a. EEI reporting shall be in accordance with NTP 8(SERIES), paragraph D900.

b. In the event of a local civil disaster, the NAVMARCORMARS station on site shall use his/her judgment on whether to send an EEI report. If you have any question, send one, the precedence shall be Immediate addressed as indicated below. The sending of these messages does not require that COMCON be set in your state.

c. Assign a Date Time Group (DTG) as near as possible to the actual time that you put the EEI message into the system. Use whatever means you have to relay the message. This includes, but is not limited to: RDS/MDS, state or region nets, other service MARS, VHF, etc.

d. For ACTUAL EEI Reports ONLY, and if you have E-MAIL:

(1). Prepare the EEI for entry into the MDS as in paragraph 13.f below.

(2). Enter the **e-mail** subject as **ACTUAL EEI (city/county) (state)**.

(3). Mark the e-mail as **URGENT** (if your system has this capability).

(4). Send the EEI message by e-mail addressed as follows:

to: eei@dod-mars.org

e. Submit the message into the MDS. **IF the message has been sent by E-MAIL**, indicate that the message has been delivered to AAN3EEI by other means by placing "ZEN/" immediately in front of "AAN3EEI VA' in the "TO" line.

f. The following format shall be used

```
DE NNN0__ (nnn)          (station call sign and msg serial number)
O (dtg)
FM (your station) (state)
TO AAN3EEI VA
INFO NNN0ASA VA
NNN0ASZ GA
NNN0ASG IL
NNN0ASG ONE MI
NNN0ASG TWO AL
NNN0AS_ (state)          (Region Director)
```

NNNOAS\_ ONE (state) (Region Assistant Director)  
 NNNOAS\_ TWO (state) (Region ECOM Assistant)  
 (your State Director)  
 (your state ECOM Assistant)  
 BT  
 ...  
 ... See NTP 8(SERIES), paragraph D901 for required EEI REPORT format.  
 ...  
 BT  
 NNNN

NOTE: Other addressees may be added as desired by the originator.

**EXAMPLE MESSAGE**

DE NNNOXOP 123  
 O 041623Z JUN 2006  
 FM NNNOXOP GA  
 TO AAN3EEI VA  
 INFO NNNOASA VA  
 NNNOASZ GA  
 NNNOASG IL  
 NNNOASG ONE MI  
 NNNOASG TWO AL  
 NNNOAS4 GA  
 NNNOAS4 ONE GA  
 NNNOAS4 TWO AL  
 NNNOGAM GA  
 NNNOGAM TWO GA  
 BT  
 UNCLAS ACTUAL INCIDENT  
 SUBJ: EEI REPORT UPDATE NR 1  
 1. REF HOWLING WIND/GA  
 ...  
 ... See NTP 8(SERIES), paragraph D901 for example EEI Report text  
 ...  
 ACTUAL INCIDENT  
 BT  
 NNNN  
REMEMBER - WHEN INSERTING IMMEDIATE MESSAGES INTO THE MDS USE THE COMMAND  
 SY MULTI.

**C910. EEI IDENTIFIERS.**

Authorized EEI identifiers are listed in NTP 8(SERIES), paragraph D902.

**Annex C**  
**Appendix 1**

**REGION FOUR EMERGENCY COMMUNICATIONS PLAN**

**C1-100. PURPOSE**

This Emergency Communications (ECOM) Plan provides guidelines in addition to those promulgated in Annex C to this Central Area Operations Guide that are unique to the requirements of Region FOUR for establishment of ECOM procedures to support military and civilian agency activities in the event of an emergency as defined in NTP 8(SERIES), Annex D.

**C1-130. SCOPE**

This Appendix is applicable to all NAVMARCORMARS stations within the boundaries of Region FOUR.

**C1-140. POLICY**

It is the policy that NAVMARCORMARS resources within Region FOUR shall be used to fully support the policies as set forth in NTP 8(SERIES), paragraph D140.

**C1-150. ORGANIZATION**

ECOM organization within Region FOUR shall be in accordance with NTP 8(SERIES), paragraph D150.

**C1-200. RESPONSIBILITIES**

a. The responsibilities of all directors, stations, and personnel within Region FOUR shall be in accordance with NTP 8(SERIES), paragraph D200.

b. States within Region FOUR are expected to have viable and effective ECOM plans and conduct exercises as specified in NTP 8(SERIES), paragraph D220.

**C1-300. EXECUTION**

Execution shall be in accordance with NTP 8(SERIES), paragraph D300.

**C1-400. ALERTING**

Alerting shall be in accordance with NTP 8(SERIES), paragraph D400. State directors may at their discretion direct a lower guard level (such as frequency monitoring, ALE activation, etc.) than those set forth in D400 without activating this ECOM Plan.

**C1-500. MINIMIZE**

Minimize shall be in accordance with NTP 8(SERIES), paragraph D500.

**C1-600. OPERATIONS AND PROCEDURES**

**C1-610. GENERAL OPERATIONS**

ECOM operations and procedures shall be in accordance with NTP 8(SERIES), paragraph D600.

**C1-620. NET/FREQUENCY ASSIGNMENTS**

a. The following frequencies shall be used as required to meet ECOM net requirements in Region FOUR (users of this Appendix should fill in the frequency from the NAVMARCORMARS Frequency Matrix):

		<u>Designator</u>	<u>Frequency (KHz)</u>
1200Z - 2159Z	Primary	NFH	_____
	Secondary	NBJ	_____
		NCK	_____
		NEB	_____
2200Z - 1159Z	Primary	NFH	_____
	Secondary	NCK	_____
		NEB	_____

NOTE: If propagation conditions or interference require, any Region FOUR frequency may be used.

b. The main purpose of the Region FOUR Primary Frequency shall be Command and Control and to handle administrative traffic. Secondary frequencies should be used to pass traffic for further relay via SCD on the MDS.

c. Members are reminded that if Region frequencies are unusable, the National Frequencies as listed in paragraph D620 of NTP 8(SERIES) may be used unless otherwise directed by the Chief, NAVMARCORMARS (NNN0ASA) or the Assistant for ECOM (NNN0ASZ).

**C1-630. NECOS ASSIGNMENTS AND DUTIES**

a. In the event that it is necessary to activate a Region FOUR Emergency Net, the station activating the net shall take firm control as Net Control Station (NECOS) and conduct Directed Net Operations until relieved by or directed by higher authority. If the Emergency net is activated during the time a regularly scheduled Region FOUR traffic net (4X1B or 4X9B) is in progress, NECOS of the Traffic Net will assumed the duties of the Emergency Net NECOS and continue Emergency Net Operations until relieved by the NECOS assigned by the rotation schedule in the following paragraph.

b. States are assigned responsibility for providing a NECOS for Region FOUR ECOM Nets in accordance with the rotation schedule below. State Directors shall assign members of their state to act as NECOS for the assigned time block. The rotation indicated below will then continue until the Emergency Net is secured. (Note: As the rotation continues into the second and subsequent cycle a state's time block(s) during any particular cycle will change as the rotation schedule continues.)

STATE	TIME
ALABAMA	0001Z - 0200Z
FLORIDA	0201Z - 0400Z
GEORGIA	0401Z - 0600Z
KENTUCKY	0601Z - 0800Z
MISSISSIPPI	0801Z - 1000Z
NORTH CAROLINA	1001Z - 1200Z
SOUTH CAROLINA	1201Z - 1400Z
TENNESSEE	1401Z - 1600Z *

\* NOTE: ROTATION CONTINUES WITH ALABAMA, FLORIDA, GEORGIA, KENTUCKY ... ETC.

In the event a state does not assume NECOS within one minute, any station shall assume the duties and NNN0AS4, NNN0AS4 ONE and NNN0AS4 TWO notified.

c. All ECOM nets shall be directed nets (unless otherwise designated by NECOS). All stations other than Net Control will maintain **RADIO SILENCE** except to respond to the Net Control, file Emergency Traffic into the system, acknowledge receipt of traffic, and check out of the net.

d. NECOS shall assign a station to guard one or more of the National ECOM frequencies and other frequencies as may be required. Stations guarding other frequencies shall report activity on their guard frequency to the Primary Net at least once per hour.

e. NECOS may utilize any Region FOUR frequency if propagation conditions or interference require. NECOS shall designate a station to remain on the primary frequency and advise late checks ins of the new ECOM frequency. The station shall remain on the old frequency for thirty minutes.

f. NECOS shall conduct a net call by state at or near the top of the hour and if net activity is low, shall announce that a Region ECOM Net is in progress. This announcement should also include the current COMCON level and the event for which the net is in operation.

g. NECOS shall send a 'ECOM NECOS REPORT' to NNN0AS4 TWO, info to NNN0AS4 and NNN0AS4 ONE, at the end of his/her "watch" or every four hours whichever occurs first. This report will be submitted using the following format:

```
P (DTG)
FM NNN0___ (state)
TO NNN0AS4 TWO AL
INFO NNN0AS4 GA
NNN0AS4 ONE GA
BT
UNCLAS
SUBJ: ECOM NECOS REPORT
1. DATE AND TIME COVERED BY REPORT
2. FREQ(S) AND TIMES
3. TRAFFIC COUNT BY FREQ
4. RELIEVING NECOS
5. STATIONS ABOARD
6. BRIEF OF SITUATION AND COMMENTS
BT
```

Example text:

```
BT
UNCLAS
SUBJ: ECOM NECOS REPORT
1. 130100Z - 130300Z JUL 2006
2. NFH - 130100Z-130150Z
   NCK - 130150Z-130300Z
3. NFH - 3 EEI
   NCK - 1 ECOM NECOS REPORT
4. NNN0EVT AL
5. SYF AL, EVT AL, IBM FL, JQC GA, (... etc.)
6. HURRICANE ASHORE IN FLORIDA. COMMS POOR DUE PROPAGATION.
BT
```

This report should be submitted to ensure delivery to addressees as rapidly as

possible. If placed in the MDS the send command should be: SX MULTI

**C1-640. REGION FOUR COMMAND AND CONTROL NET**

a. Each year natural disasters such as hurricane/major tropical storms and other severe weather systems present a major threat to Region FOUR with the possibility of impacting several states in a short period of time. The purpose of this section is to establish operating procedures for an ECOM Command and Control (C-and-C) net within Region FOUR. The Region C-and-C net shall be established for the purpose of coordinating efforts between states and the region staff. The C-and-C net will use the frequencies specified in paragraph C1-620 above. The first C-and-C net of any given month shall be designated the 4X1E net. Subsequent nets shall be designated 4X2E, 4X3E, etc.

The C-and-C net will not normally be used for the purpose of passing traffic. However, traffic may be listed, in which case NECOS should direct stations to another frequency to pass the traffic; or, NECOS may at their discretion pass traffic on the C-and-C net frequency. The station sending traffic on an alternate frequency shall be responsible for submitting a frequency usage report to NNN0AS4 THREE for the frequency on which the traffic was passed. The designation of this traffic net shall be 4X3B.

b. The responsibility for actions within a given state remains with the State Director.

c. Upon knowledge that a natural disaster may impact the Region, NNN0AS4 TWO shall contact NNN0AS4 or NNN0AS4 ONE requesting authority to set an appropriate ALERT CONDITION as listed below. In the event that they are unavailable, NNN0AS4 TWO shall assume the responsibility for setting a region ALERT CONDITION. Actions to be taken for establishment of a C-and-C net are as follows:

**ALERT CONDITION THREE:** A natural disaster is expected to affect the Region within 48 hours. Established a radio listening guard on the designated C-and-C frequency. No NECOS is required. Alert all NAVMARCORMARS stations in Region FOUR via State Directors. Check equipment and procedures needed for activation. Any advisory information for states or staff will be transmitted on this net.

**ALERT CONDITION TWO:** A natural disaster is expected to affect the Region within the next 24 hours. Establish the C-and-C net (free net) on the designated frequency. A NECOS is assigned and all states are requested to provide a station to guard the C-and-C frequency. NECOS assignments and responsibilities shall be as set forth in paragraph C1-630 above. Net operations shall be from 1200Z to 2359Z (unless otherwise directed). All NAVMARCORMARS stations shall be prepared to increase net operations to a directed net. States curtail routine operations as necessary to increase their state-of-readiness.

**ALERT CONDITION ONE:** A natural disaster affecting the Region is imminent (less than 24 hours). Establish a directed C-and-C net on the designated frequency. NECOS assignments and responsibilities shall be as set forth in paragraph C1-630 above. All states provide a station to the C-and-C net for the purpose of relaying information back to their areas. If appropriate, NNN0AS4 ONE shall attempt to establish contact with NNN0GCR or any NAVMARCORMARS station in Puerto Rico, on any Region FOUR assigned frequency.

**ALERT CONDITION ZERO:** A natural disaster exists within Region FOUR. A directed net shall be in operation 24 hours a day (unless otherwise directed). NECOS assignments and responsibilities shall be as set forth in paragraph C1-630 above.

d. It is the responsibility of NNN0AS4 TWO to contact NNN0AS4 or NNN0AS4 ONE for authorization to change Region ALERT levels. Should NNN0AS4 and NNN0AS4 ONE not be available NNN0AS4 TWO is authorized to take the necessary action. The change in ALERT levels shall be accomplished by a SITREP message. The precedence of the SITREP shall be IMMEDIATE vice PRIORITY. SITREPs may be passed on the C-and-C net on a not to interfere with coordination efforts.

e. NECOS assignments and responsibilities shall be as set forth in paragraph C1-630 above. Should a state fail to assume NECOS any station may assume the duties of ALTNECOS. ALTNECOS stations may be from any state. In the case of a hurricane/tropical storm, stations from inland states (KY and TN) are desired since they are less likely to be in harms way of the hurricane/storm. ALTNECOS should try to raise the "duty state" for relief.

f. Each NECOS shall send a ECOM NECOS REPORT in accordance with paragraph C1-630.g above.

g. NNN0AS4 TWO is responsible for collecting and providing a frequency report for C-and-C net operations to NNN0AS4 THREE.

**C1-700. REPORTS**

Reports shall be in accordance with NTP 8(SERIES), paragraph D700, Annex C to this Central Area Operations Guide, and paragraph C1-600 of this ECOM Plan.

**C1-800. EXERCISES**

**C1-810. GENERAL**

All states are expected to conduct a minimum of one exercise per quarter in accordance with NTP 8(SERIES), paragraph D220.f.

**C1-820. JOINT EXERCISES**

Joint exercises shall be in accordance with NTP 8(SERIES), paragraph D830.

**C1-900. ESSENTIAL ELEMENTS OF INFORMATION (EEI) MESSAGES**

a. EEI reporting shall be in accordance with NTP 8(SERIES), paragraph D900, and paragraph C900 of Annex C of this Central Area Operations Guide.

Annex C  
Appendix 2

REGION FIVE EMERGENCY COMMUNICATIONS PLAN

**C2-100. PURPOSE**

This Emergency Communications (ECOM) Plan provides guidelines in addition to those promulgated in Annex C to this Central Area Operations Guide that are unique to the requirements of Region FIVE for establishment of ECOM procedures to support military and civilian agency activities in the event of an emergency as defined in NTP 8(SERIES), Annex D.

**C2-130. SCOPE**

This Appendix is applicable to all NAVMARCORMARS stations within the boundaries of Region FIVE.

**C2-140. POLICY**

It is the policy that NAVMARCORMARS resources within Region FIVE shall be used to fully support the policies as set forth in NTP 8(SERIES), paragraph D140.

**C2-150. ORGANIZATION**

ECOM organization within Region FIVE shall be in accordance with, NTP 8(SERIES) paragraph D150.

**C2-200. RESPONSIBILITIES**

a. The responsibilities of all directors, stations, and personnel within Region FIVE shall be in accordance with NTP 8(SERIES), paragraph D200.

b. States within Region FIVE are expected to have viable and effective ECOM plans and conduct exercises as specified in NTP 8(SERIES), paragraph D220.

**C2-300. EXECUTION**

Execution shall be in accordance with NTP 8(SERIES), paragraph D300.

**C2-400. ALERTING**

Alerting shall be in accordance with NTP 8(SERIES), paragraph D400.

**C2-500. MINIMIZE**

Minimize shall be in accordance with NTP 8(SERIES), paragraph D500.

**C2-600. OPERATIONS AND PROCEDURES**

**C2-610. GENERAL OPERATIONS**

ECOM operations and procedures shall be in accordance with NTP 8(SERIES), paragraph D600.

**C2-620. NET/FREQUENCY ASSIGNMENTS**

a. Region FIVE ECOM nets shall be called on the following frequencies (users of this Appendix should fill in the frequency from the NAVMARCORMARS Frequency

Matrix):

		<u>Designator</u>	<u>Frequency (KHz)</u>
1200Z - 2159Z	Primary	NFM	_____
		NCE	_____
		NCL	_____
	Traffic	NCO	_____
2200Z - 1159Z	Primary	NFK	_____
	Secondary	NCL	_____

NOTE: If propagation conditions or interference require, any Region FIVE frequency may be used.

b. The main purpose of the Region FIVE Primary Frequency shall be Command and Control and to handle administrative traffic. Secondary frequencies should be used to pass traffic for further relay via SCD on the MDS.

c. Members are reminded that if Region frequencies are unusable, the National Frequencies as listed in paragraph C620 of Annex C to this Operations Plan may be used unless otherwise directed by the Chief, NAVMARCORMARS (NNN0ASA) or the Assistant for ECOM (NNN0ASZ).

**C2-630. NECOS ASSIGNMENTS AND DUTIES**

a. In the event that it is necessary to activate a Region FIVE Emergency Net, the station activating the net shall take firm control as Net Control Station (NECOS) and conduct Directed Net Operations until relieved by or directed by higher authority. If the Emergency net is activated during the time a regularly scheduled Region FIVE traffic net (5X1Z) is in progress, NECOS of the Traffic Net will assumed the duties of the Emergency Net NECOS and continue Emergency Net Operations until relieved by the NECOS assigned by the rotation schedule in the following paragraph.

b. States are assigned responsibility for providing a NECOS for Region FIVE ECOM Nets in accordance with the rotation schedule below. State Directors shall assign members of their state to act as NECOS for the assigned time block. The rotation indicated below will then continue until the Emergency Net is secured.

<u>STATE</u>	<u>TIME</u>	
MICHIGAN	0001Z - 0200Z	1201Z - 1400Z
WISCONSIN	0201Z - 0400Z	1401Z - 1600Z
MINNESOTA	0401Z - 0600Z	1601Z - 1800Z
ILLINOIS	0601Z - 0800Z	1801Z - 2000Z
OHIO	0801Z - 1000Z	2001Z - 2200Z
INDIANA	1001Z - 1200Z	2201Z - 2359Z*

**\* NOTE: ROTATION CONTINUES WITH MICHIGAN, WISCONSIN, MINNESOTA .... ETC.**

In the event an area does not assume NECOS within one minute, any station shall assume the duties and NNN0AS5 and NNNOAS5 TWO notified. State Directors of each state shall assign members of their area to act as NECOS for the appointed time.

c. All ECOM nets shall be directed nets (unless otherwise designated by NECOS). All stations other than Net Control will maintain **RADIO SILENCE** except to respond to the Net Control, file Emergency Traffic into the system, acknowledge receipt of traffic, and check out of the net.

d. NECOS shall assign a station to guard one or more of the National ECOM

frequencies and other frequencies as may be required. Stations guarding other frequencies shall report activity on their guard frequency to the Primary Net at least once per hour.

e. NECOS may utilize any Region FIVE frequency if propagation conditions or interference require. NECOS shall designate a station to remain on the primary frequency and advise late check ins of the new ECOM frequency. The station shall remain on the old frequency for thirty minutes.

f. NECOS shall conduct a net roll call by state at or near the top of the hour and if net activity is low, shall announce that a Region ECOM Net is in progress. This announcement should also include the current COMCON level and the event for which the net is in operation.

g. NECOS shall be responsible for assigning member stations to guard other frequencies as may be required. Stations guarding frequencies other than the primary shall report activity on their guard frequency to the Primary Net at least once per hour.

h. The main purpose of the REGION FIVE Primary Frequency shall be to handle administrative traffic. The main purpose of the REGION FIVE Traffic Frequency shall be to accept voice traffic to relay via AMTOR/PACTOR to the MDS System. The main purpose of the MDS System is to accept AMTOR/PACTOR traffic.

**C2-700. REPORTS**

Reports shall be in accordance with NTP 8(SERIES), paragraph D700, Annex C to this Central Area Operations Guide, and paragraph C2-600 of this ECOM Plan.

**C2-800. EXERCISES**

**C2-810. GENERAL**

All states are expected to conduct a minimum of one exercise per quarter in accordance with NTP 8(SERIES), paragraph D220.f.

**C2-820. JOINT EXERCISES**

Joint exercises shall be in accordance with NTP 8(SERIES), paragraph D830.

**C2-900. ESSENTIAL ELEMENTS OF INFORMATION (EEI) MESSAGES**

a. EEI reporting shall be in accordance with NTP 8(SERIES), paragraph D900, and paragraph C900 of Annex C of this Central Area Operations Guide.

ANNEX D

THIS ANNEX IS RESERVED

## ANNEX E

## MARS DATA SYSTEM (MDS)

**E100. PURPOSE**

The purpose of this annex is to establish guidelines for the operation and administration of the Military Affiliate Radio System Data System (MDS) within the CENTRAL AREA.

**E200. CONCEPT**

The MDS provides a system for expeditious handling of message traffic based on the most recent electronic digital protocols available. The message switch concept shall be employed where inputted information is automatically forwarded to the nearest delivery point. The system is designed to support routing to the lowest echelon as directed by the Region Directors based upon the capabilities in existence and the requirements of the Area and Regions.

**E300. ORGANIZATION**

The system is comprised of three network levels designed to relay traffic within Navy-Marine Corps MARS:

a. International Digital Network (IDN) - Interfaces between the National Digital Network (NDN), ships and overseas stations, and for distribution to the Area Data Network (ADN).

b. National Digital Network (NDN)- Interfaces with the IDN Stations to pass traffic collected from the Area Data Networks (ADN) for relay to other areas and the IDN stations.

c. Area Data Network (ADN)- Accepts out-of-area data traffic from state, region or area traffic nets for relay to the NDN and picks up traffic from the NDN for delivery to states within the area.

**E400. OPERATIONS****E401. DAY-TO-DAY OPERATIONS**

a. The intent of the MARS Data System is to establish a single, worldwide, automated message forwarding system which allows all current MARS members to participate with the equipment they currently own. The system will be based on the AA4RE bulletin board program specifically modified to operate in all modes and organized as follows:

b. The IDN will be set up for long haul, overseas and OUT-CONUS traffic handling. These stations will accept and deliver message traffic between regions simultaneously. IDN Stations will be programmed to automatically forward on a predetermined schedule.

c. The NDN stations will handle area to region to state distribution of message traffic. These stations should be multi-frequency capable and be able to process HF to HF or HF to VHF in all modes. The Area Director with guidance from the Region Directors will determine the specific delivery mode to a particular region or state. The NDN stations are the **ONLY** stations within the area or regions authorized to connect to the Upper Tier station for delivery and receipt of traffic.

d. The Area Director with advice from the region directors will determine state access to the ADN (Region guard) stations. This access will facilitate expeditious traffic delivery as necessary and train personnel in message switch operations.

**E402. EMERGENCY COMMUNICATIONS**

During actual emergencies as declared by Chief, NAVMARCORMARS, **MINIMIZE** may be imposed automatically on the effected area, region or state. Stations holding MARSGRAM traffic for the effected areas will not forward any traffic until the MINIMIZE condition is rescinded or unless specifically directed by the Chief, NAVMARCORMARS.

**E500. MESSAGE CONSTRUCTION FOR ENTRY INTO THE MDS**

**E510. GENERAL PROCEDURES**

**E511. PRECEDENCE**

a. There are four precedences recognized by NAVMARCORMARS:

FLASH	- Prosign 'Z'
IMMEDIATE	- Prosign 'O'
PRIORITY	- Prosign 'P'
ROUTINE	- Prosign 'R'

**NOTE:** IMMEDIATE is the highest precedence expected to be used on MARS circuits.

b. The precedence prosigns are used on format line 5 of the message followed by the date-time-group. The precedence prosign is also used (repeated twice) as a part of the routing line (format line 2).

**E512. DUAL PRECEDENCE**

a. The precedence assigned to multiple addressed messages having both action and information addressees may be a single precedence indicating the precedence is for all addressees, or two precedences which indicates the higher precedence is for all action addressees and the lower precedence is for all information addressees. The higher precedence will always be placed first followed by a space followed by the second precedence. For example, line 5 of a dual precedence would appear as:

P R 150130Z JAN 2006

**E513. ROUTING INDICATORS**

Routing indicators are composed of the letters "NO" followed by the last three letters of an area or state director's call sign. In addition, NOASA is the special routing indicator for CHNAVMARCORMARS. Area routing indicators are:

NOASE Pacific Area  
 NOASF South Area  
 NOASG Central Area  
 NOASI Northeast Area

For regions and states assigned to these areas see NTP 8(SERIES) Annex K.

**E514. ROUTING LINES**

A routing line, if used, is the first line of the message and is composed of the precedence prosign (repeated twice) followed by the **Area** routing indicator(s) for those areas which have addressees in the message. In the case of a dual precedence message the precedence prosign will be that of the highest precedence contained in the message.

Example:

```
RR NOASA NOASI NOASG NOASF NOASE
```

Explanation:

"RR" is the precedence **repeated twice**

"NOASA NOASI NOASG ..." are the **Area** routing indicators for areas with addressees in the message.

**E520. ADMINISTRATIVE/OPERATIONAL MESSAGES**

a. For purposes of these instructions administrative/operational messages include all message types authorized for transmission via the MARS system other than Third Party messages which are discussed in paragraph E530 below. The following format shall be used for constructing either single or multi-addressee administrative/operational messages for entry into the MDS (numbers in parentheses indicate line numbers for explanations below):

```
(1) RR NOASA NOASG NOASE NOASI
(2) DE NNN0ZLS 001
(3) R 042302Z SEP 2005
(4) FM NNN0ASU VA
(5) TO NNN0FTJ VA
   NNN0TQH SCA
(6) INFO NNN0ALD
   NNN0ASA VA
(7) XMT NNN0ASF STX
(8). BT
(9). UNCLAS
(10). SUBJ: TEST
(11). A. NNN0FTJ VA 042001Z SEP 2005
      B. NNN0TQH SCA 042230Z SEP 2005
(12). (MESSAGE TEXT - UP TO 100 LINES)
(13). BT
(14). NNNN
```

b. Explanations by line number from paragraph E520.a above:

(1). Routing line: message precedence repeated twice followed by the area routing indicator(s) to ensure delivery to all addressees.

(2). Station identification: 'DE' followed by the your full call sign followed by your station message serial number.

- (3). Precedence and DTG line
- (4). From line: 'FM', call sign of station originating the message and the state abbreviation where the originator is located.
- (5). To line: 'TO', call sign(s) of individual stations or collective address designators who are to take action on this message.
- (6). Info line: 'INFO', call sign(s) of stations or collective address designators for whom this message is provided as info only.
- (7). XMT line: 'XMT' followed by call sign(s) of stations included in collective address designators in the 'TO' or 'INFO' lines who are not to receive a copy of this message. ALL stations following the XMT will be exempted from delivery.
- (8). 'BT'
- (9). 'UNCLAS'
- (10). Subject line: 'SUBJ:' followed by a short subject describing the contents of the message.
- (11). References: A list of references referred to in the message. These are listed preceded by 'A.' for the first reference, 'B.' for the second reference, etc.
- (12). Message text: up to 100 lines of message text. If the message exceeds 100 lines, it must be split into TWO or more messages. Each line must not exceed 69 characters (including spaces).
- (13). 'BT'
- (14). 'NNNN'

**E530. THIRD PARTY MESSAGES**

a. Third party messages (MARSGRAMS) are single addressee personal messages addressed to or from Armed Forces personnel (active duty, retired or reserve) ashore or aboard ship, NAVMARCORMARS members, Veterans Hospital patients and staff, and authorized government employees. The following format shall be used for construction of third party messages for entry into the MDS (numbers in parentheses indicate line numbers for explanations below):

<b>3rd PARTY MESSAGE TO A STATE</b>	<b>3rd PARTY MESSAGE TO A SHIP</b>
(1). RR NOASG	RR NOASE
(2). DE NNN0ZLS 001	DE NNN0ZLS 002
(3). R 042300Z SEP 2005	R 042301Z SEP 2005
(4). FM MS JO DOE TABB VA/NNN0ZLS VA	FM MS JO DOE TABB VA/NNN0ZLS VA
(5). TO EM3 JOHN DOE	TO EM3 JOHN DOE AP/USS ENTERPRISE
(6). 123 NORTH ST	DIV E-2
(7). CHARLESTON SC 29400	(Not needed - do not send)
(8). 803-456-1234	(Not needed - do not send)
(9). BT	BT
(10). UNCLAS	UNCLAS
(11). (MESSAGE TEXT-UP TO 50 WORDS)	(MESSAGE TEXT-UP TO 50 WORDS)
(12). BT	BT
(13). NNNN	NNNN

b. Explanations by line number from paragraph E530.a above:

- (1). Routing line: message precedence repeated twice followed by the area routing indicator. For messages to ships this is always RR NOASE.
- (2). Station identification: 'DE' followed by your full call sign followed by your station serial number.
- (3). Precedence and DTG.
- (4). From line: 'FM', Title, first name, last name, city, state abbreviation, slant bar, your full call sign and your area abbreviation.
- (5). To line: 'TO', title, first name, last name. If going to a ship add 'AA' (for afloat Atlantic) or 'AP' (for afloat Pacific) slant bar, ship's name.
- (6). Street address if ashore. If afloat, addressee's division or unit.
- (7). City, state two letter postal abbreviation and **FIVE** numeral ZIP code. (Not required for traffic going to ships.)
- (8). Area code, dash (-), phone NR prefix, dash (-), phone NR. (Not required for traffic going to ships.)
- (9). 'BT'
- (10). 'UNCLAS'
- (11). MESSAGE TEXT - UP TO 50 WORDS. Each line must not exceed 69 characters (including spaces).
- (12). 'BT'
- (13). 'NNNN'

**E600. PROCEDURES FOR SENDING OR RECEIVING MESSAGES TO/FROM A BBS.**

**E610. GENERAL PROCEDURES**

**E611. SEND COMMANDS**

To enter a message into the MDS requires use of a SEND command. This command is entered in response to the prompt sent by the MDS BBS to which you are connected and consists of two parts as follows:

a. The first part of the SEND command is a two letter combination starting with the letter 'S' followed by a second letter dependent upon the precedence of the message being sent. In the case of a dual precedence message, the highest precedence of the message will determine which two letter combination starts the send command.

The two letter combinations for this first part of the SEND command to be used when entering the message into a message switch (BBS/MB0) are:

- 'SZ' - for Flash traffic
- 'SY' - for Immediate traffic
- 'SX' - for Priority traffic
- 'ST' - for Routine traffic

**NOTE:** As noted in paragraph E511 above, IMMEDIATE is the highest precedence expected to be used on MARS circuits.

b. The second part of the SEND command is either the word "MULTI" or a state routing indicator followed by the word "AT" followed by an area routing indicator

(if using PACTOR, you may use the @ symbol instead of the word 'AT'). If desired, "MULTI" may also be followed by "AT" and an area routing indicator.

(1). For a **multiple addressee** message "MULTI" is the preferred entry so that the AA4RE program will determine the message routing. In this case the SEND command for a routine precedence message would be:

ST MULTI

If all addresses are in the same Area, "MULTI" may be followed by "AT" and the area routing indicator. For example:

ST MULTI AT NOASG

(2). For a **third party** message there are several different possibilities for the second part of the SEND command. In addition to using just "MULTI" it could be a combination of "MULTI" followed by "AT" and the area routing indicator, or it could be the state director's routing indicator followed by "AT" and the area director's routing indicator. For example:

ST MULTI (for a message to any state in any area)

or

ST MULTI AT NOASE (for a message to any state the Pacific Area)

or

ST NOGBP AT NOASE (for a message to an addressee in Oregon)

#### **E620. SENDING AN MDS MESSAGE**

Effective 03 January 2004 the MARS Data System (MDS) routing system was upgraded to reflect the realignment of regions and areas. Messages may now be entered into the MDS without a routing line provided the SEND command "MULTI" is used. The first line of your message would be the station message serial number. MULTI may be used for messages with one or more addressees.

To send a message using AMTOR or PACTOR to a BBS operating with the AA4RE multimode BBS program, follow this procedure:

- a. Tune to the frequency (tune your antenna off the air)
- b. Check for a clear frequency (only one station can send to a PACTOR or AMTOR BBS at a time).
- c. Issue the connect command to connect to the BBS.
- d. Once connected the BBS will print a sign-on message and then the command prompt (a line ending with ">" (the 'GREATER THAN' symbol) in PACTOR, or a "GA+?" in AMTOR).
- e. Send the send command.
- f. AMTOR differs from PACKET and PACTOR on the next prompt.

(1). In AMTOR, you will be prompted to enter the subject (on one line and followed by 'CR/LF') and then the message. When the message has been sent, send "ZZZZ" and 'CR/LF' to tell the BBS that the message is complete.

(2). In PACTOR, the BBS will prompt you for a subject. Enter a subject description as appropriate (e.g., '1R NOGBS' or '1R NNNOASA' or '1P ALL REGION 5'). The BBS will next prompt you to send the message text. Send the message as prepared in accordance with section E500 above. When the message text has been sent, type 'CTRL-Z' or 'ZZZZ' or '/EX' on a line by itself followed by 'CR/LF'.

g. The BBS will respond with a line telling you that your message has been filed and give you a message number. This is the BBS 'ROGER' for the message.

h. You may now enter any other command or logoff by typing 'B' and hitting 'enter'.

**E630. RECEIVING AN MDS MESSAGE**

To READ and ROGER for a message using AMTOR or PACTOR from a BBS operating with the AA4RE multimode BBS program, follow this procedure:

a. Follow steps a through d in paragraph E620 above.

b. If you are a state traffic rep, the preferred way for you to pick up traffic for your state is to use the 'RTO' command followed by your state's routing indicator (e.g., 'RTO NOGAL' - Florida in this example). On receipt of this command, the BBS will send you all traffic routed to your state (Florida in this case) in a continuous string. You should, of course be saving all this to disc so you don't have to re-read it.

c. Once you have read and saved the traffic, you must acknowledge receipt for the traffic and clean out your state's mailbox on the BBS. This is done using the 'K' command. Issue this command in any of the following formats:

- (1). KTO NOGAL - KILLS all traffic to NOGAL - for use by traffic reps - be sure you have good copy before you use this command.
- (2). K 1234 - kills message NR 1234
- (3). K 1234 to 1236 - KILLS message NRS 1234 through 1236
- (4). K 1234 1236 1238 - KILLS message NRS 1234 1236 1238

d. When done logoff by sending the 'B' command.

e. Other commands that may be useful when connected to a BBS are:

RM	read traffic addressed to your station
LTO NOGAL	lists all traffic to NOGAL
LM	lists traffic addressed to you
R 1234	read message number '1234' from a listing

**E640. ENTERING HIGH PRECEDENCE TRAFFIC.**

a. Use of the 'SZ' and 'SY' send commands for high precedence traffic will ensure that these messages are forwarded ahead of all messages of lower precedence. For example:

(1). For a **Priority** message to NNN0AS4 GA the **SEND** command would be:  
 SX NN0AS4 AT NOASG

(2). For an **Immediate** message to multiple addressees not in the same area (e.g. NNNOASA VA and NNNOAS5 MN) the **SEND** command would be:

SY MULTI

b. High precedence messages should be formatted for entry into the NDN or ADN as a regular message with the following exceptions:

(1). The routing line is made up of the prosign of the highest precedence

of the message repeated twice followed by the routing indicator. For example:

A **Priority** message to NNNOAS5 and NNNOASA would have a routing line of:

PP NOASA NOASG

An **Immediate** message to NNNOAS5 and NNNOAS4 would have a routing line of:

OO NOASG

(2). The precedence prosign before the date-time-group on format line 5 would reflect the higher precedence. For example, format line 5 of a **Priority** message would be:

P 011200Z JUN 2006

The rest of the message is formatted like any other message entered into the system.

## ANNEX F

## ABBREVIATED TEXTS

**F100. GENERAL**

a. Abbreviated texts are established to enhance the transmission of messages of a standard text. There are two types of abbreviated texts authorized for use within Navy-Marine Corps MARS. They are Navy-Marine Corps MARS Abbreviated Texts (NMAT) and American Radio Relay League (ARRL) Numbered Radiograms (ARL Number). NMAT meanings are provided in Annex L of NTP 8(SERIES). ARL meanings are provided below.

b. The use of abbreviated text numbers is encouraged. When using an Abbreviated text, members are cautioned to ensure correct transposition. Abbreviated texts shall always be transposed to the proper meaning prior to delivery to addressees.

c. The abbreviated text number shall always be spelled out when used in a message. Example: NMAT EIGHT or ARL FIFTY TWO.

**F200. ARL NUMBERED RADIOGRAMS**

a. ARL numbered radiograms is established in two groups. Group one is established primarily for relief emergency use and group two is to be used for routine messages.

b. ARL numbered radiograms marked with an **asterisk (\*) ARE NOT AUTHORIZED FOR USE ON NAVY-MARINE CORPS MARS CIRCUITS.**

(1). **GROUP ONE.** - For possible "Relief Emergency" use. Emergency/Priority Messages originating from Official sources must carry the signature of the Originating Official.

**ONE** - Everyone safe here. Please don't worry.

**TWO** - Coming home as soon as possible.

**THREE** - Am in \_\_\_\_\_ hospital. Receiving excellent care and recovering fine.

**FOUR** - Only slight property damage here. Do not be concerned about disaster reports.

**FIVE** - Am moving to new location. Send no further mail or communications. Will inform you of new address when relocated.

**SIX** - Will contact you as soon as possible.

**\*SEVEN** - Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.

**EIGHT** - Need additional \_\_\_\_\_ mobile or portable equipment for immediate emergency use.

**NINE** - Additional \_\_\_\_\_ radio operators needed to assist with emergency at this location.

**TEN** - Please contact \_\_\_\_\_. Advise to stand by and provide further

emergency information, instructions or assistance.

**ELEVEN** - Establish Amateur Radio emergency communications with \_\_\_\_\_ on MHz.

**TWELVE** - Anxious to hear from you. No word in some time. Please contact me as soon as possible.

**THIRTEEN** - Medical emergency situation exists here.

**FOURTEEN** - Situation here becoming critical. Losses and damage from increasing.

**FIFTEEN** - Please advise your condition and what help is needed.

**SIXTEEN** - Property damage very severe in this area.

**SEVENTEEN** - REACT communications services also available. Establish REACT communications with \_\_\_\_\_ on channel \_\_\_\_\_.

**EIGHTEEN** - Please contact me as soon as possible at \_\_\_\_\_.

**NINETEEN** - Request health and welfare report on \_\_\_\_\_. (give name, address and telephone number).

**TWENTY** - Temporarily stranded. Will need some assistance. Please contact me at \_\_\_\_\_.

**TWENTY ONE** - Search and Rescue assistance is needed by local authorities here. Advise available.

**TWENTY TWO** - Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.

**TWENTY THREE** - Report at once the accessibility and best way to reach your location.

**TWENTY FOUR** - Evacuation of residents from this area urgently needed. Advise plans for help.

**TWENTY FIVE** - Furnish as soon as possible the weather conditions at your location.

**TWENTY SIX** - Help and care for evacuation of sick and injured from this location needed at once.

(2). **GROUP TWO. - ROUTINE MESSAGES.**

**FORTY SIX** - Greetings on your birthday and best wishes for many more to come.

**\*FIFTY** - Greetings by Amateur Radio.

**\*FIFTY ONE** - Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators here at \_\_\_\_\_. Am having a wonderful time.

**FIFTY TWO** - Really enjoyed being with you. Looking forward to getting together again.

- FIFTY THREE** - Received your \_\_\_\_\_. It's appreciated; many thanks.
- FIFTY FOUR** - Many thanks for your good wishes.
- FIFTY FIVE** - Good news is always welcome. Very delighted to hear about yours.
- FIFTY SIX** - Congratulations on your \_\_\_\_\_, a most worthy and deserved achievement.
- FIFTY SEVEN** - Wish we could be together.
- FIFTY EIGHT** - Have a wonderful time. Let us know when you return.
- FIFTY NINE** - Congratulations on the new arrival. Hope mother and child are well.
- SIXTY** - Wishing you the best of everything on \_\_\_\_\_.
- SIXTY ONE** - Wishing you a very Merry Christmas and a Happy New Year.
- SIXTY TWO** - Greetings and best wishes to you for a pleasant \_\_\_\_\_ holiday season.
- SIXTY THREE** - Victory or defeat, our best wishes are with you. Hope you win.
- SIXTY FOUR** - Arrived safely at \_\_\_\_\_.
- SIXTY FIVE** - Arriving \_\_\_\_\_ on \_\_\_\_\_. Please arrange to meet me there.
- SIXTY SIX** - DX QSLs are on hand for you at the \_\_\_\_\_ QSL Bureau. Send self-addressed envelopes.
- SIXTY SEVEN** - Your message number \_\_\_\_\_ undeliverable because of \_\_\_\_\_. Please advise.
- SIXTY EIGHT** - Sorry to hear you are ill. Best wishes for a speedy recovery.
- SIXTY NINE** - Welcome to the \_\_\_\_\_. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

**\*- NOT AUTHORIZED ON MARS CIRCUITS.**

## ANNEX G

## REPEATER DIRECTORY

STATE	LOCATION	DESIG	INPUT/OUTPUT	REMARKS
AL	Birmingham	4A2	148.975/148.375	Inactive
	Skipperville	4A13	148.975/148.375	Inactive
FL	Ft. Lauderdale	42C4	148.975/148.375	Proposed
	Ft. Myers	4C42	148.975/148.375	Inactive
	Jacksonville	4C39	148.975/148.375	Proposed
	Largo	4C43	148.975/148.375	Inactive
	Orlando	4C40	148.975/148.375	
GA	Albany	4D28	148.975/148.375	
	Albany	4D33	41.11 / 41.91	Inactive
	Atlanta	4D9	148.975/148.375	Inactive
KY	Hawesville	4K35	148.975/148.375	
	Louisville	4K27	148.975/148.375	
MS	Akerman	4E38	148.975/148.375	Proposed
	Bude	4E30	148.975/148.375	Proposed
	McHenry	4E6	148.975/148.375	
SC	Belvedere	4G15	148.975/148.375	
	Ceasers Head	4G11	148.975/148.375	
	Charleston	4G17	142.650/142.050	
	Conway	4G16	148.975/148.375	Proposed
TN	Greenville	4H12	148.975/148.375	
PR	La Santa Mtn.	4RI	148.975/148.375	
OH	Bellefontaine	5N2	148.975/148.375	PL 88.5 hz
	Cleveland	5N1	148.975/148.375	PL 82.5 hz (60W)
	Dayton	5N3	148.975/148.375	PL 82.5 hz (15W)
IL	Great Lakes Ill		148.975/148.375	PL 127.3 hz
WIS	Milwaukee	WIS	148.975/148.375	PL 103.5 hz

## ANNEX H

## U.S.N./U.S.M.C. OFFICER/ENLISTED RANK/RATE AND RATING ABBREVIATIONS

The following list is provided to aid you in understanding the common ranks/rating within the Navy and Marine Corps. This list does not however, provide for every rank/rating within the Navy.

ENLISTED (USN)

SR	SEAMAN RECRUIT	E-1
SA	SEAMAN APPRENTICE	E-2
SN	SEAMAN	
PO3	PETTY OFFICER THIRD CLASS	E-4
PO2	PETTY OFFICER SECOND CLASS	E-5
PO1	PETTY OFFICER FIRST CLASS	E-6
CPO	CHIEF PETTY OFFICER	E-7
SCPO	SENIOR CHIEF PETTY OFFICER	E-8
MCPO	MASTER CHIEF PETTY OFFICER	E-9
CHIEF WARRANT OFFICER	CWO2-5	

OFFICER (USN)

ENS	ENSIGN	O-1
LTJG	LIEUTENANT JUNIOR GRADE	O-2
E-3	LT LIEUTENANT	O-3
LCDR	LIEUTENANT COMMANDER	O-4
CDR	COMMANDER	O-5
CAPT	CAPTAIN	O-6
RADM	REAR ADMIRAL (LOWER HALF)	O-7
RADM	REAR ADMIRAL (UPPER HALF)	O-8
VADM	VICE ADMIRAL	O-9
ADM	ADMIRAL	O-10

ENLISTED (USMC)

PVT	PRIVATE	E-1
PFC	PRIVATE FIRST CLASS	E-2
LCPL	LANCE CORPORAL	E-3
CPL	CORPORAL	E-4
SGT	SERGEANT	E-5
SSGT	STAFF SERGEANT	E-6
GYSGT	GUNNERY SERGEANT	E-7
MSGT	MASTER SERGEANT	E-8
1STSGT	FIRST SERGEANT	E-8
MGYSGT	MASTER GUNNERY SERGEANT	E-9
SGTMAJ	SERGEANT MAJOR	E-9
WARRANT OFFICER	W1-5	

OFFICER (USMC)

2ND LT	SECOND LIEUTENANT	O-1
1ST LT	FIRST LIEUTENANT	O-2
CAPT	CAPTAIN	O-3
MAJ	MAJOR	O-4
LTC	LIEUTENANT COLONEL	O-5
COL	COLONEL	O-6
BRIGEN	BRIGADIER GENERAL	O-7
MAJGEN	MAJOR GENERAL	O-8
LTGEN	LIEUTENANT GENERAL	O-9
GEN	GENERAL	O-10

U.S. NAVY ABBREVIATED RATINGS:

**AB** - AVIATION BOATSWAIN'S MATE  
**AC** - AIR TRAFFIC CENTER  
**AD** - AVIATION MACHINIST'S MATE  
**AE** - AVIATION ELECTRICIAN MATE  
**AG** - AEROGRAPHER'S MATE  
**AK** - AVIATION STOREKEEPER  
**AM** - AVIATION STRUCTURAL MECHANIC  
**AO** - AVIATION ORDNANCEMAN  
**AQ** - AVIATION FIRE CONTROL TECHNICIAN  
**AS** - AVIATION SUPPORT EQUIPMENT TECHNICIAN  
**AT** - AVIATION ELECTRONICS TECHNICIAN  
**AW** - AVIATION ANTI-SUBMARINE WARFARE OPERATOR  
**AX** - AVIATION ANTI-SUBMARINE WARFARE TECHNICIAN  
**AZ** - AVIATION MAINTENANCE ADMINISTRATIONMAN  
**BM** - BOATSWAIN'S MATE  
**BT** - BOILER TECHNICIAN  
**BU** - BUILDER  
**CE** - CONSTRUCTION ELECTRICIAN  
**CM** - CONSTRUCTION MECHANIC

**CT** - CRYPTOLOGIC TECHNICIAN  
**DC** - DAMAGE CONTROLMAN  
**DK** - DISBURSING CLERK  
**DM** - ILLUSTRATOR-DRAFTSMAN  
**DS** - DATA SYSTEMS TECHNICIAN  
**DT** - DENTAL TECHNICIAN  
**EA** - ENGINEERING AIDE  
**EM** - ELECTRICIAN'S MATE  
**EN** - ENGINEMAN  
**EO** - EQUIPMENT OPERATOR  
**ET** - ELECTRONICS TECHNICIAN  
**EW** - ELECTRONICS WARFARE TECHNICIAN  
**FC** - FIRE CONTROLMAN  
**FT** - FIRE CONTROL TECHNICIAN  
**GM** - GUNNER'S MATE  
**GS** - GAS TURBINE SYSTEM TECHNICIAN  
**HM** - HOSPITAL CORPSMAN  
**HT** - HULL MAINTENANCE TECHNICIAN  
**IC** - INTERIOR COMMUNICATIONS ELECTRICIAN  
**IS** - INTELLIGENCE SPECIALIST  
**IT** - INFORMATION SPECIALIST  
**JO** - JOURNALIST  
**LI** - LITHOGRAPHER  
**LN** - LEGALMAN  
**MA** - MASTER-AT-ARMS  
**ML** - MOLDER  
**MM** - MACHINIST'S MATE  
**MN** - MINEMAN  
**MR** - MACHINERY REPAIRMAN  
**MS** - MESS MANAGEMENT SPECIALIST  
**MT** - MISSILE TECHNICIAN  
**MU** - MUSICIAN  
**NC** - NAVY COUNSELOR  
**OS** - OPERATIONS SPECIALIST  
**OT** - OCEAN SYSTEMS TECHNICIAN  
**PC** - POSTAL CLERK  
**PH** - PHOTOGRAPHER'S MATE  
**PM** - PATTERNMAKER  
**PN** - PERSONNELMAN  
**PR** - AIRCREW SURVIVAL EQUIPMENTMAN  
**QM** - QUARTERMASTER  
**RP** - RELIGIOUS PROGRAM SPECIALIST  
**SH** - SHIP'S SERVICEMAN  
**SK** - STOREKEEPER  
**SM** - SIGNALMAN  
**ST** - SONAR TECHNICIAN  
**SW** - STEELWORKER  
**TM** - TORPEDOMAN'S MATE  
**UT** - UTILITIESMAN  
**YN** - YEOMAN

**EXAMPLE:** ITC = Information Specialist Chief or Chief Information Specialist  
 SMCM = Signalman, Master Chief or Master Chief Signalman