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**U.S. NAVY-MARINE CORPS
MILITARY AFFILIATE RADIO SYSTEM
(MARS)**

CENTRAL AREA

**NEW MEMBER
NOTEBOOK**

VERSION 1.5
REVISED APRIL 2008

Director, Central Area

615 Preble Ave.

Great Lakes, Il. 60088-5705

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**UNITED STATES NAVY-MARINE CORPS MARS
CENTRAL AREA
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FEBRUARY 2006

LETTER OF PROMULGATION

1. The NEW MEMBER NOTEBOOK, U. S. NAVY-MARINE CORPS MILITARY AFFILIATE RADIO SYSTEM (MARS), CENTRAL AREA, was developed by NNN0ASG FOUR at the direction of the Director, Central Area, and is promulgated for use by the U. S. Navy-Marine Corps Military Affiliate Radio System, Central Area.
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/s/

ITC Steven Anderson
Director, Central Area
U.S. Navy-Marine Corps MARS

RECORD OF CHANGES AND CORRECTIONS

Enter Change or Correction in Appropriate Column

Identification of Change or Correction; message date-time-group; etc.		Date Change/Correction Entered	Change/Correction Entered by (Signature)
Change	Correction		
01-03	Change in administrative structure	July 2003	C. Dahleen NNN0AS5 FOUR/BJJ
02-03	Spelling, ref to Ops Guide and etc., and a CMB ref.	August 2003	C. Dahleen NNN0AS5 FOUR/BJJ
03-03	Addl. on proword "OUT". EEI update report information	December 2003	C. DAHLEEN NNN0AS5 FOUR
01-04	Change from Region Five To Central Area	April 2004	C. DAHLEEN NNN0ASG FOUR
02-04	Change net designator scheme.	April 2004	C. DAHLEEN NNN0ASG FOUR/BJJ
03-04	Para 4-12. Addition of info on sound card modes	May 2004	D. OUELLETTE NNN0ASG ONE
04-04	Various corrections recommended by NNN0AS5 4	June 2004	C. DAHLEEN NNN0ASG FOUR/BJJ
05-04	Correction to para 1-8, 2 second paragraph	June 2004	L. Nelson NNN0APLT
05-04	Removed Area Directors as INFO addees on SVC msgs.	August 2004	C DAHLEEN NNN0ASG FOUR/BJJ
06-04	Misc. corrections	November 2004	C DAHLEEN NNN0ASG FOUR/BJJ
01-06	Changes for NTP (D) and The four digit year	February 2006	C DAHLEEN NNN0ASG FOUR/BJJ
02-06	Change addee for EEI messages	July 2006	C DAHLEEN NNN0ASG FOUR/BJJ
01-08	Updates of Modules 5 & 6	March 2008	J. BURROWS NNN0ASG TWO

MODULE ONE

INTRODUCTION

AND

NEW MEMBER BASICS

Welcome to Module One of the New Member Notebook. The following topics are covered in this Module.

- MARS logging requirements
- How to identify your station on the air
- The International Phonetic Alphabet
- How to check into a MARS voice net
- The meaning and use of the prowords OVER, OUT, and some of the uses of the proword WAIT
- How and when to respond when called by the NCS of a MARS net
- How messages are passed on a MARS traffic net
- How MARS nets are identified (net designators)
- What is meant by and when you may use an abbreviated form of your call sign
- Area, Region and State staff positions

This module should be studied and the appropriate matching section of the New Member Notebook Annex completed prior to joining your State training net for the on-the-air portion of Module One. Jot down any questions that occur to you while you are completing the paperwork and ask your Training officer those questions during that net session. Note that this training manual was developed in the Fifth Region so you will see many example referring Fifth Region stations and nets.

- 1-1 DOCUMENTS:** In order to obtain the necessary reliability, security and speed - the Navy's communications mandates for MARS, all members are trained so that they perform the same functions and use the same prowords and procedures as every other MARS member. This requires written instructions. The source document for MARS communication activities is called Naval Telecommunications Protocol 8, Revision D. In MARS, we call this document NTP-8(D). Each MARS member has a copy of this document. If you did not receive a copy of NTP-8(D), let your training officer know about it during your first on-the-air session (or sooner, if you have contact with him or her) so that a copy can be mailed to you without delay! As you learn more about MARS communications, you will find that NTP-8(D) is an invaluable resource.
- 1-2 LOGGING:** One of the first things you'll need to do as you begin this training program is to learn to keep an accurate log of all on-the-air MARS activities. Your log should consist of the following: date and time (Zulu or Coordinated Universal Time), the call sign of the net control station (NCS), frequency of operation, net designator and space for the ending time of the net. You will need to fill

out your log for each of the six on-the-air training sessions you attend as well as for all your other MARS on the air activities. Your trainer will remind you to do this at the beginning of each session.

- 1-3 CHECKING INTO A MARS NETWORK:** The MARS systems, including Army and Air Force, all use the standard International Phonetic Alphabet. As a MARS member, you are expected to learn and use this phonetic alphabet, too. These are the only phonetics that should be used on a MARS circuit. Actually, once you learn this alphabet, you'll find that these phonetics work very well on the amateur bands, especially if you're communicating with a ham to whom English is a second (or third) language:

INTERNATIONAL PHONETIC ALPHABET

ALPHA	GOLF	MIKE	SIERRA	YANKEE
BRAVO	HOTEL	NOVEMBER	TANGO	ZULU
CHARLIE	INDIA	OSCAR	UNIFORM	
DELTA	JULIET	PAPA	VICTOR	
ECHO	KILO	QUEBEC	WHISKEY	
FOXTROT	LIMA	ROMEO	X-RAY	

Your MARS call sign is communicated by voice in the following manner: “**THIS IS EN EN EN ZERO WHISKEY ALPHA TANGO**”. Of course, insert the phonetics for *your* suffix into the call sign. The main point to remember about identifying your MARS station is that we ALWAYS use phonetics when communicating the suffix of the call sign by voice.

So, here's a typical net call-up as issued on a MARS traffic net. For this example, we'll assume that NNN0BUX is the net control station (NCS). Here's what he might say:

“5M1B 5M1B, DE NNN ZERO BRAVO UNIFORM X-RAY, OVER.”.

Hopefully, you've already got your transmitter tuned up, the antenna tuner tweaked to perfection and all other radios in the room with you turned off (to avoid distraction). When the NCS in our example says, “OVER”, he is awaiting calls from any Michigan MARS member to check into the net. You'll hear a few stations calling him. When nobody else is transmitting, Key your microphone and say the following (using your own call sign, of course):

“EN EN EN ZERO BRAVO UNIFORM X-RAY,”

(Unkey your microphone and listen for a second to make sure no one else is transmitting at the same time. If it is clear, continue... if not, wait until the other station is done and start over again)

“THIS IS EN EN EN ZERO ALPHA HOTEL KEY-BECK TANGO (substitute your call sign here). NO TRAFFIC. OVER”

(Note the distinct pronunciation of the word QUEBEC in this sample transmission)

Only under very special circumstances are stations allowed to break into an ongoing MARS network without the NCS having invited new (or additional) stations to check in. Stations are always invited to check in at the beginning of a net, and good MARS practice is that the net be identified at intervals not exceeding ten minutes. At those identifying points, it is customary for the NCS to ask for additional stations. If you come into the radio room late, and the net has already started, wait until you're invited to join!

1-4. **MARS PROWORDS:**

OVER: Much of the training material included in this document deals with what are called PROWORDS. These are words or phrases that are used to provide efficient communications between radio stations. We've already thrown one of our prowords into the fray: OVER. You saw it used above in our examples of a net call up and net check in procedures. Here's an explanation of when to use this word.

The proword OVER is used at the end of a voice transmission when a reply is expected from another station. When you are communicating with another MARS station, there may be several exchanges between you and the other station. If a reply or more information is expected (i.e., the communication is expected to continue between you and another station), your transmission is concluded with the proword OVER. Note the check in procedure above; you are expecting a reply from the NCS to your call, hence, the use of OVER completes your transmission.

OUT: If, on the other hand, you do not expect a reply to your transmission, and communications has ended between you and the other station, we use the proword OUT. The use of this proword indicates to all concerned that the immediate communication between you and whomever you have been talking with has concluded - no reply is expected. This does not mean, though, that by using the proword OUT that you have concluded operations on the traffic net. You are expected to remain active on the net until the net is terminated or you ask for and are granted permission to be excused (secure your station, in MARS parlance!). Regarding the use of OUT, if the station that you have been communicating with has a need for more communication with your station, he or she may continue with that further communication and would continue as though you had said OVER instead of OUT.

Here are some examples of the use of and differences between the prowords OVER and OUT:

In this example, NNN0FBN wants to know how well his new antenna is working. He makes a call on a MARS frequency and is answered by NNN0JGV. The following exchange takes place:

“ANY STATION THIS FREQUENCY, THIS IS NNN0FBN. RADIO CHECK. OVER”

“NNN0FBN THIS IS NNN0JGV. GOOD AND READABLE. OVER”

“NNN0JGV THIS IS NNN0FBN. ROGER. OUT”

This exchange was brief, professional, and to the point. Note the use of the prowords OVER and OUT.

Here’s another example. In this case, NNN0RAU is the NCS of a MARS traffic net. NNN0BUX is checked into the net. NNN0RAU wants to know if NNN0BUX is the designated station to take traffic to the MARS digital system. The following exchange takes place:

“NNN0BUX THIS IS NNN0RAU. ARE YOU THE OUTBOUND TRAFFIC REP? OVER”

“THIS IS NNN0BUX. AFFIRMATIVE. OVER.”

“THIS IS NNN0RAU. ROGER. OUT.”

Again, note that the communications was concluded with the use of the proword, OUT.

The end of communications is always indicated by the proword OUT. If the station that you called does not respond a second transmission should be made as follows: “THIS IS NNN0(your call sign) NO STATION HEARD. OUT”.

These two prowords, OVER and OUT, despite the hundreds of Hollywood movies you may have seen, are NEVER used together (there is no such phrase as “OVER AND OUT”).

THIS IS: Each time a MARS station identifies, his or her call sign is preceded by the words, THIS IS. Remember it!

- 1-5. MARS NETWORKS AND NETWORK IDENTIFIERS:** MARS networks are communications forums where a number of stations are all on the same frequency at the same time. MARS networks are almost always ‘directed nets’, that is to say, they are very closely controlled by the NCS so that a maximum amount of information can be exchanged in the minimum amount of time. Each MARS network is assigned a unique identifier (sometimes called a ‘designator’). The network identifier always consists of four characters. Here’s the scheme for decoding MARS network identifiers:

- 1st character:** The MARS Area or Region (C, 4 or 5, in our case)
- 2nd character:** Defines whether the net is an Area(A), Region, Special or State net
- 3rd character:** The net number (1 = first, 2 = second, etc.)
- 4th character:** Type/purpose of the net

Region net listings can be found in Annex B of the Central Area Operations Guide. Within the Central Area, the following State net identifiers are assigned (2nd character in the identifier):

REGION FOUR

ALABAMA	A
FLORIDA	C
GEORGIA	D
KENTUCKY	K
MISSISSIPPI	E
NORTH CAROLINA	F
SOUTH CAROLINA	G
TENNESSEE	H
PUERTO RICO	R

REGION FIVE

ILLINOIS	I
INDIANA	B
MICHIGAN	M
MINNESOTA	G
OHIO	N
WISCONSIN	W
CHIEF, MARS	Z
REGION	X

The first 2 characters for the Central Area are “CA”.

More information on the assignment of net identifiers can be found in NTP-8(D), Annex A. You should review that section of material before completing Module One of the New Member Notebook Annex.

- 1-6. NET OPERATING PROTOCOLS:** Protocols are prescribed actions you take in response to certain situations. Said another way, they are elements of communications etiquette. Most of our on-the-air operations are conducted in directed nets. All transmissions made are directed by the NEt Control Station (NCS). These protocols all hinge on a critical action which should be taken by every MARS member: LISTEN.

Earlier in the text, you saw how to check into a typical MARS network. You may want to take a look at the NCS’ transmission again before proceeding. When making the net call up, the NCS directed stations checking in to “list the destinations and precedence of their messages” when checking aboard. For a while in your MARS career, you may not have any messages to send. Sooner or later, though, your time will come and you will have a message to be sent via the MARS traffic system. Here’s a typical check in of a MARS station that has outbound traffic to list with the NCS:

“NNN0HAQ THIS IS NNN0ACL. I LIST ONE ROUTINE SAN DIEGO CA AND ONE ROUTINE NNN0CXT AFLOAT ATLANTIC. OVER.”

A couple of points are worth noting. First, we do not exchange pleasantries while checking into a MARS net - even if the NCS is your best friend, you don’t add, ‘Hi, Bob’, or ‘Good Evening’ to your transmission. MARS nets are formal and professional. Just give the NCS’ call sign, ‘THIS IS’, your call sign, list your traffic, and the proword ‘OVER’. Second, note that, in the example above, the station checking into the net listed two messages. One message was an addressee in San Diego, California, and one for a Sailor or Marine on board a ship somewhere in the Atlantic Ocean. Also, the precedence was ‘ROUTINE’. (we’ll cover message precedence later in the course).

- 1-7. RESPONSE TO A CALL:** When you are called by the NCS, your response is not complicated.

You simply key your microphone and transmit: "THIS IS NNN0(your call sign). OVER". It is not necessary to say the call sign of the net control station.

- 1-8. NCS DIRECTS A MESSAGE TO BE PASSED:** In a directed net, messages going outside the state are generally passed, for relay, to the net's TRAFFIC REP (TREP). This is done at the direction of the NCS. The NCS will direct the station(s) holding the message(s) to send them to the TREP for relay into the MARS traffic system. This is accomplished by the NCS calling the station holding the message and telling him or her to call the TREP and pass a specific message or group of messages. On the air, it sounds like this:

The NCS transmits: "NNN0JGV THIS IS NNN0ACL. CALL NNN0FBN AND PASS ONE SAN DIEGO. OUT."

NNN0JGV transmits "NNN0FBN THIS IS NNN0JGV, OVER"

NNN0FBN transmits: "THIS IS NNN0FBN. OVER."

NNN0JGV transmits: "THIS IS NNN0JGV. RELAY ROUTINE TIME, etc. OVER."

Items to note from the above example:

The NCS ended his transmission with the proword OUT, indicating that no more communication with the TREP is expected. The TREP and the station holding the message have been given their instructions.

Several flies can get into the ointment, however. If the TREP because of poor propagation, interference, or the like, cannot hear the station with the traffic his transmission should be "THIS IS NNN0FBN. I NEED A RELAY. OVER.". At this point, the NCS should direct the holder of the message to pass the message to another station for relay to NNN0FBN. It might sound like this:

NCS transmits. "NNN0JGV PASS ONE SAN DIEGO TO THIS STATION. I WILL RELAY. OVER.". (The NCS will copy the message and then transmit it to NNN0FBN).

In the event that, after the NCS directs the sending station (holder of the message) to pass the message to the TREP and the TREP does not respond within a reasonable time (30 seconds or so), the sending station will assume the initiative and call the TREP (receiving station). If no contact is made, the NCS will resume direction of the net and may direct the transmission of the message(s) to another station.

- 1-9. NCS DIRECTS CONTACT BETWEEN TWO STATIONS:** When a station checks into the net, or when the NCS asks for stations "...with business for the net", communications contact may be requested by a net member with another net member station. The NCS will authorize this communication after all the net's traffic has been passed, and, assuming the net has allotted time left. The procedure is similar to directing that a message be passed:

The NCS transmits: “NNN0EAWT, THIS IS NNN0ACL. CALL NNN0GAP. OUT.”.

NNN0EAWT transmits “NNN0GAP THIS IS NNN0EAWT OVER.”.

NNN0GAP responds “THIS IS NNN0GAP, OVER”.

Communications takes place between the two stations until whatever business they have to conduct is concluded. Protocol suggests that the station who request the contact ‘shut the door’ on the contact by ending the transmission exchange with the proword OUT. An example:

NNN0EAWT transmits: “THIS IS NNN0EAWT. NOTHING FURTHER. OUT.”.

- 1-10. ABBREVIATED CALL SIGNS:** MARS net control stations have the option, at their discretion, of authorizing, for the duration of the net, the use of abbreviated MARS call signs. Until and unless this authorization is made, full MARS call signs are to be used on MARS nets at all times. Should the NCS decide to authorize the use of abbreviated call signs, a transmission similar to this example will be made:

The NCS transmits: “ALL STATIONS THIS NET, THIS IS NNN0ACL. ABBREVIATED CALL SIGNS ARE AUTHORIZED. OUT.”

When abbreviated call signs are authorized, you may shorten your station’s call sign to only the suffix, leaving the ‘NNN0’ off. An example:

Abbreviated call signs have been authorized. NNN0AEA is called by the NCS.

NNN0AEA responds: “THIS IS ALPHA ECHO ALPHA. OVER.”.

The NCS, incidentally, **MUST** identify and be identified by his or her full call sign at all times, in spite of the authorization for the use of abbreviated call signs for other stations in the net. And, the use of an abbreviated call sign is optional with the individual stations. If they are authorized, you may choose to use the abbreviation or not. It is perfectly acceptable to continue to use your full call sign.

- 1-11. WAIT:** The proword WAIT indicates to the other station with whom you are in communication (most often, the NCS or TREP) that something has occurred which is going to cause you some delay in your response of compliance with the direction given you. Two cases exist:

1). **SHORT DELAY:** You are anticipating a very short delay (a few seconds) such as might be experienced if you drop your pencil. In this case, you transmit the proword WAIT. You may or may not unkey your microphone - the choice is yours to make. When you have picked up your pencil (or completed whatever caused the short delay), you end the

transmission by transmitting the proword OVER (indicating that you are prepared to comply with the direction)

2). LONG DELAY: You are anticipating a delay in excess of a few seconds. For example, you might have received an unexpected telephone call and need to complete the telephone conversation before complying with the direction given you by the NCS. In this case, you combine the prowords WAIT and OUT. Your transmission would be:

“THIS IS NNN0BGTT. WAIT. OUT.”.

The NCS will continue with the business of the net during the intervening period (while you complete your task). It is your responsibility to notify the NCS when you are ready to continue with net activities by responding to either a direct call to you or by a general net call. Don't forget to let the NCS know that you are back!

1-12. MARS ADMINISTRATIVE ORGANIZATION: Chapter Two of NTP-8(D) details the administrative structure of the MARS organization. In brief, MARS' structure consists of the office of Chief, MARS, located in Williamsburg, VA. For MARS' purposes, the world is broken down into geographic Areas. Each Area is managed by an Area Director. There are 4 Areas in MARS. Within each Area there are 2 or more Regions. MARS Regions are aligned with FEMA Regions. Each Region is managed by a Region Director. Each Region is broken down into States, which can be part of a state, an entire state or multiple states. Within each state, the program is managed by a qualified volunteer State Director.

Each manager, i.e., Chief, Area Director, Region Director, and State Director, has a group of volunteer advisors called Staff members. These Staff members each have a specific area of responsibility, such as Emergency Communications Planning, Logistics, Librarian, etc. The Staff members serve at the discretion of their respective manager, are unpaid, and in general, have no authority to control any aspect of their 'boss's' domain. They advise their respective boss and may be assigned specific duties, such as writing new or revising out of date MARS publications, keeping track of net activities, and so forth.

STAFF CALL SIGNS: Each staff member (whether for Chief, MARS' staff, the Area staff, the Region staff or your State staff), upon being appointed to his or her position, is assigned a special 'administrative' call sign for use when the appointee is performing his or her Staff duties. The administrative call signs of Area-level Staff members are the Director's call sign (in the Central Area, NNN0ASG) followed by a number (spelled out). The number indicates which staff position the appointee holds. Region level staff members administrative call signs consist of the Region Directors call sign (NNN0AS4 or NNN0AS5) and a number (spelled out). State staff member's administrative call signs consist of the State Director's staff call sign followed by a number (spelled out). The number indicates, again, which staff position the appointee holds. Your State Director will supply you with a roster of current State Staff members.

Note: Prior to completing Module One of the New Member Notebook Annex, review the material

contained in Chapter Two of NTP-8(D). All of the staff positions mentioned above are listed in that document, along with details of the responsibilities associated with each job posted.

This concludes Module One. Please complete the corresponding section of the New Member Notebook Annex.

MODULE TWO

MORE PROWORDS AND MESSAGE FORMATTING

This module should be studied and the appropriate matching section of the New Member Notebook Annex completed prior to joining your State training net for the on-the-air portion of Module Two. Jot down any questions that occur to you while you're completing the paperwork and ask your Training officer those questions during that net session.

In this Module, we're going to cover the following topics:

- How to communicate words and abbreviations using phonetics through the use of the prowords I SPELL
 - How to communicate numbers and groups of numbers using the proword FIGURES
 - How to communicate mixed groups (letters and numbers) and which of the preceding two prowords to use
 - How to communicate an individual's initials using the proword INITIAL
 - How to communicate parentheses using the prowords PAREN and UNPAREN
 - Finally, we'll take a first look at the MARS message format
-

2-1. PROWORDS AND PROTOCOLS: We covered the use of the prowords WAIT and WAIT OUT in Module One of this manual. Your Training officer probably did not comment on the use of those prowords during the on-the-air session you held with him or her. They will, however, be discussed during the Module Two session. The reason for this is that there are other uses and times when the proword WAIT is used in MARS net activities.

There are occasions, such as when you are serving as NCS, that you will be called by more than one station (it may also occur during 'free net' operations, which is covered later in this manual). If you find yourself in this situation where more than one station has called you, you must decide with whom you will talk first. You should put the other stations on 'hold' before proceeding. Here's an example:

You are called by three stations: NNN0HAQ, NNN0ACL and NNN0FBN. You decide that you will talk first with NNN0ACL. You send the following:

“NNN0HAQ, NNN0FBN, THIS IS NNN0(your call sign) WAIT. OUT. NNN0ACL, THIS IS NNN0(your call sign) OVER”

The purpose of this transmission is twofold: First, it lets NNN0HAQ and NNN0FBN know that you

heard them and will speak with them in time. Second, you have recognized the call from NNN0ACL and have told him to proceed with his communication. When you have concluded your conversation with NNN0ACL and have ended the communication with the proword OUT, you would then call each of the other two stations (one at a time, of course) and proceed to communicate with each of them, concluding with OUT

This use of the proword OUT can routinely be heard during MARS traffic nets. After all traffic has been passed, the NCS. will usually ask if there are stations on the net with”...business for the net”. Often, several stations will reply as shown above. The NCS should make note of the stations calling and having been put on ‘hold’. Be sure to get back to each station in turn.

Another occasion to use the prowords WAIT OUT is when you are unable, for whatever reason, to respond to a call or calls from a single or multiple stations (such as when you have received an unexpected telephone call).

Remember: If you put someone on ‘hold’ by transmitting the proword WAIT, don’t forget to go back and finish your business with them!

- 2-2. MORE PROWORDS:** A necessary addition to your lexicon of MARS prowords is the phrase ‘I SPELL’. This phrase is used at any time when the information you are trying to transmit by voice can be confused or is extraordinary, or, when communication is difficult. For example, the English words ‘TO’, ‘TWO’, and ‘TOO’ all sound the same when spoken. Each, however, has a different meaning, and the context of the sentence in which they are found may not clearly indicate which word was intended. Likewise, the words ‘HERE’ and ‘HEAR’ can easily be confused when spoken. For those cases, and, in all cases where the information you’re trying to convey may not be clear, (such as in the case with some names) we use the proword, I SPELL.

Consider the following message text:

“GLAD TO HEAR FROM YOU TOO. IT’S TOO NICE HERE TO LEAVE.”

When using the prowords I SPELL, first say the word, then use the proword I SPELL, then spell the word using the International Phonetic Alphabet, then say the word again. Confused? Here’s what the sample text (above) would sound like if it was communicated on a voice MARS net:

“GLAD TO I SPELL TANGO OSCAR TO HEAR I SPELL HOTEL ECHO ALPHA ROMEO HEAR FROM YOU TOO I SPELL TANGO OSCAR OSCAR TOO PERIOD IT’S TOO I SPELL TANGO OSCAR OSCAR TOO NICE HERE I SPELL HOTEL ECHO ROMEO ECHO HERE TO I SPELL TANGO OSCAR TO LEAVE PERIOD”

Another time to use the prowords I SPELL is when the word you’re trying to communicate can’t (or, can’t easily) be pronounced, such as is often the case with unusual names. Consider the following:

“PLEASE CONTACT KYLEE KACZYNSKI”

This sentence would be communicated as follows:

‘PLEASE CONTACT KYLEE I SPELL KILO YANKEE LIMA ECHO ECHO KYLEE
KACZYNSKI I SPELL KILO ALPHA CHARLIE ZULU YANKEE NOVEMBER SIERRA KILO
INDIA KACZYNSKI’

Note that the prowords I SPELL precede each word that is being communicated. That’s how the receiving station knows that the letters which follow the I SPELL begin a new word.

Finally, another case in which the prowords I SPELL will be used in the case of abbreviations. Another example:

“I AM AT HOME. CALL ME ASAP”

This would be communicated as follows:

“I AM AT HOME PERIOD CALL ME I SPELL ALPHA SIERRA ALPHA PAPA
PERIOD”

So, to recap, use the prowords I SPELL when:

- There are several forms of the spoken word (to, too, two, here, hear, etc.)
- You don’t know how to pronounce the word or words
- Communicating abbreviations
- Communications is difficult requiring words to be spelled out for the sake of communication reliability and efficiency

In the first and last cases, remember: SAY the word, SPELL the word phonetically, then SAY the word again.

2-3. FIGURES: Just as the prowords I SPELL are utilized to communicate words, the proword FIGURES is used to communicate numbers or groups of numbers. Precede each number with the proword FIGURES. Consider the following message text:

“CALL ME AT 4388201”

Here’s how this would be communicated, using the proword FIGURES:

“CALL ME AT FIGURES FIVE THREE EIGHT EIGHT TWO ZERO ONE”

Another example:

“I’VE BEEN HERE 23 DAYS”

As transmitted:

“I’VE BEEN HERE I SPELL HOTEL ECHO ROMEO ECHO HERE FIGURES TWO THREE DAYS”

When a decimal point is encountered use the word DECIMAL. See NTP-8 (D) paragraph 643b for an example.

- 2-4. MIXED GROUPS:** Messages often contain mixed groups, i.e., a combination of numbers and letters in the same ‘word’. The simple rule to apply when communicating these mixed groups by voice is to use the appropriate proword(s) according to the first character of the mixed group. If the mixed group starts with a letter, use the prowords I SPELL. If the group begins with a number, use the proword FIGURES. Here are some examples:

“123A 2nd Street”

Transmitted by voice:

“FIGURES ONE TWO THREE ALPHA FIGURES TWO NOVEMBER DELTA STREET”

Text: “BUILDING A12”

As transmitted by voice:

“BUILDING I SPELL ALPHA ONE TWO”

Use the appropriate proword according to the first character of the group, then transmit the entire group, using the International Phonetic Alphabet to communicate any letters in the group.

A PITFALL TO AVOID: If you were to communicate the last example as:

“BUILDING I SPELL ALPHA FIGURES ONE TWO”

Here’s what the receiving station will write down:

“BUILDING A 12”

As you can see, that’s incorrect. Why? Because anytime you transmit (i.e., say) either I SPELL or FIGURES, you indicate that what follows is a new word, number, or group. Here’s another example:

“LOCATION IS FOND DU LAC”

As transmitted by voice:

“LOCATION IS FOND DU LAC I SPELL FOXTROT OSCAR NOVEMBER DELTA I SPELL DELTA UNIFORM I SPELL LIMA ALPHA CHARLIE FOND DU LAC”

And, finally, here’s another case where the use of the prowords I SPELL and FIGURES is appropriate:

The sample message text, in this case, is from an imaginary MARS administrative message:

“A. MY 231530Z JUL 2006
B. MY 241600Z JUL 2006”

As transmitted by voice:

“I SPELL ALPHA PERIOD MY FIGURES TWO THREE ONE FIVE THREE ZERO ZULU JULY TWO ZERO ZERO SIX I SPELL BRAVO PERIOD MY FIGURES TWO FOUR ONE SIX ZERO ZERO ZULU JULY TWO ZERO ZERO SIX”

The point of this example is to note the use of I SPELL for the paragraph designators (A and B in this case). Also note that the letter Z behind the numbers is attached to them and is thereby covered by the proword FIGURES. Note also that FIGURES was not used when saying the year. Any time a month and year are transmitted neither I SPELL or FIGURES are used (see NTP-8(D) para 644).

- 2-5. INITIAL:** The proword INITIAL is used to communicate a person’s initial(s) when communicating by voice. The use of this proword indicates two things. First, that the character that follows is part of an individual’s name, and second, that the character is to be, automatically, written with a period following it. An example message:

“SAMUAL C. EDISON’

As transmitted by voice:

“SAMUEL INITIAL CHARLIE EDISON”

This should not be confused with the occasion where it’s necessary to use the prowords I SPELL when communicating paragraph designators (see section 2-4, above) or single letters encountered in a message.

- 2-6. FIGURES ROMAN:** Occasionally, you’ll handle a message where Roman numerals are encountered. Lineage designators, e.g., “John Smith, III” are communicated in this manner. And, in MARS emergency communications, you’ll encounter different COMMUNICATION CONDITION

designators (III, II, and I) that utilize Roman numerals. When you encounter Roman numerals, you use the proword FIGURES ROMAN. Here's an example:

“JOHN T. SMITH III”

As transmitted by voice:

“ JOHN INITIAL TANGO SMITH FIGURES ROMAN THREE”

- 2-7. PUNCTUATION IN TEXT:** The simple rule to follow when transmitting punctuation by voice is to say the word. Use the words period, comma, colon, semi-colon, exclamation mark, etc. Occasionally, you will also encounter parentheses and quotation marks. The left parentheses is pronounced: PAREN”, while the right parentheses is pronounced, “UNPAREN”. Likewise, the first quotation mark encountered in a text is pronounced a “QUOTE”, and the second is transmitted as “UNQUOTE”. The hyphen is pronounced (always) as “DASH”. And, the symbol “/” is pronounced as “SLANT”. Here are some examples:

Text:

“THANKS. PACKAGE, PHOTOS FOLLOW.”

As transmitted:

“THANKS PERIOD PACKAGE COMMA PHOTOS FOLLOW PERIOD”

Text:

“THAT IS GREAT! SUGGESTED NAME: “GENE”“

As transmitted:

“THAT IS GREAT EXCLAMATION POINT SUGGESTED NAME COLON QUOTE GENE I SPELL GOLF ECHO NOVEMBER ECHO GENE UNQUOTE”

Text:

“NEW REGION WEB PAGE IS FOUND AT: WWW.REGION-FIVE.COM (ALL LOWER CASE)”

As transmitted:

“NEW REGION WEB PAGE IS FOUND AT COLON I SPELL WHISKEY WHISKEY WHISKEY PERIOD ROMEO ECHO GOLF INDIA OSCAR NOVEMBER DASH FOXTROT INDIA VICTOR ECHO PERIOD CHARLIE OSCAR MIKE PAREN ALL

LOWER CASE UNPAREN PERIOD”

Text:

“PLEASE SEND REPORTS TO NNN0ASG TWO/NNN0RAU”

As transmitted:

“PLEASE SEND REPORTS TO NNN AERO ALPHA SIERRA GOLF TWO SLANT NNN
ZERO ROMEO ALPHA UNIFORM”

PUNCTUATION SYMBOL	PRONUNCIATION
.	PERIOD
,	COMMA
;	SEMI COLON
(PAREN
)	UNPAREN
-	DASH
?	QUESTION MARK
/	SLANT
“	QUOTE (UNQUOTE)
:	COLON

The table above, provides the more commonly encountered punctuation symbols. A more complete listing of punctuation symbols and their pronunciations can be found in NTP-8(D), para 641.

2-8. MARS MESSAGES: Two types of messages are handled on MARS traffic nets. Third party messages are, generally, addressed from one individual to another. Administrative messages are, generally, addressed from one MARS station (or office) to another station(s) or office(s). In all cases, message formats are military. Every message contains three parts or elements. These message elements are: **HEADING**, **TEXT** and **ENDING**. In this section, we’ll take a look at the Heading of a MARS message. The Text and Ending will be discussed in a later module.

2-9. Heading: The MARS message heading begins with the message’s precedence. The precedence of a message tells the stations that relay it with what speed the messages should be handled. In other words, the precedence indicates the importance of the message. So, at this point, we must digress a bit and introduce you to the precedence of a MARS message

From most important to least important, the precedence of MARS messages may be: **FLASH**, **IMMEDIATE**, **PRIORITY** or **ROUTINE**. Associated with each of the precedence’s is a speed of delivery objective.

FLASH precedence traffic should be delivered as quickly as is humanly possible. The **FLASH**

precedence is reserved for messages announcing that the United States is under attack. **IMMEDIATE** precedence traffic should be delivered within 30 minutes to three hours from the time of origination.

PRIORITY precedence traffic should be delivered within eighteen to twenty four hours.

ROUTINE precedence traffic should be delivered within twenty four to forty eight hours.

Most messages in the MARS traffic system bear **ROUTINE** precedence. Priority is the highest precedence you can usually expect to see, outside of MARS emergency communications (ECOM) activities.

Each of the four precedence's is abbreviated, in the written (or typed) form of a MARS message, using a PROSIGN. The following table lists these prosigns:

PRECEDENCE	PROSIGN
FLASH	Z
IMMEDIATE	O
PRIORITY	P
ROUTINE	R

Back to the message heading. The heading begins with the precedence of the message (the prosign, that is). This is followed by a group of characters representing the date and time the message was originated (first placed into the MARS traffic system). This group of characters is called the **DATE TIME GROUP (DTG)**. Once again, we'll stop here and take a quick look at how MARS members record dates and times.

As MARS members, we're expected to use the 'military style' 24 hour clock. This means that the terms 'AM' and 'PM' have no use within the MARS program. Times are expressed as four digit number sequences, beginning at 0001 and ending with 2359. To convert from what your kitchen clock says to military time is a simple matter. If it's in the afternoon, simply add 12 hours to the time shown. For example, 1:53 PM translates to 1353 in military format; 4:15 PM translates to 1615: 11:32 PM translates to 2332, and so forth. Hours before noon simply have a zero placed before them if the hour is before 10 AM. So, 8:15 AM translates to 0815: 6:23 AM translates to 0623 and 11:45 AM translates to 1145. Now, we're half way there to understanding how MARS keeps time!

We're also expected to use Universal Coordinated Time as opposed to your local time (old timers in radio will remember this as being called Greenwich Meridian Time). Conversion from your time zone to UTC (Universal Coordinated Time), or ZULU time, as we usually refer to it, will involve referring to a chart of time zones (below) and adding hours to your clock's time.

CONUS TIME ZONE	TO CONVERT TO UTC	CONUS TIME ZONE	TO CONVERT TO UTC
EST	+5	EDST	+4
CST	+6	CDST	+5
MST	+7	MDST	+6
PST	+8	PDST	+7

CONVERSION OF LOCAL TIME TO ZULU TIME

To convert from UTC (ZULU) time back to your local time, subtract the number of hours shown in the table, according to your time zone.

Here are some examples:

5:55 CDST = 0555 CDST = 1055Z
 4:15 PM EST = 1615 EST = 2115Z
 8:55 PM CST = 2055 CST = 0255Z

Note that in the last example that the clock had already rolled over to a new day in ZULU time.

So, that's how we keep time in MARS. Your log sheets should reflect ZULU time, too.

Now, before we got into time, we were talking about the DATE TIME GROUP (abbreviated DTG) of a message. The DTG begins with a six digit number. The first two digits are the day of the month, expressed numerically. The last four digits of the DTG are the ZULU time the MARS message was first inserted into the MARS system as traffic (voice or digital). Following the six digits of the day and time, we append the character 'Z' to indicate ZULU time. Then, we skip a space and abbreviate the month, using three letter abbreviations. Following that, we skip another space and insert the year. It takes longer to explain it than it does to learn it, believe me! Here are some examples of DTG's:

301230Z AUG 1998 = August 30, 1998 at 1230Z
 121517Z JAN 2000 = January 12, 2000 at 1517Z
 280001Z FEB 2002 = February 28, 2002 at 0001Z

See - it's really pretty simple, once you get the hang of it!

Here are the three letter abbreviations for the months of the year:

JANUARY	JAN	JULY	JUL
FEBRUARY	FEB	AUGUST	AUG

MARCH MAR
APRIL APR
MAY MAY
JUNE JUN

SEPTEMBER SEP
OCTOBER OCT
NOVEMBER NOV
DECEMBER DEC

A couple of final notes: When assigning DTG's to MARS messages, don't use the same DTG more than once in a month - each DTG should be unique and is used as the identifier of the message; and, don't use the times 0000 or 2400. Instead, use 0001 and 2359. To do otherwise would result in confusion over which day the message was originated.

That concludes Module Two of the New Member Notebook. Please complete the corresponding section of the New Member Notebook Annex.

MODULE THREE

MESSAGE TRANSMISSION

This module should be studied and the appropriate matching section of the New Member Notebook Annex completed prior to joining your State training net for the on-the-air portion of Module Three. Jot down any questions that occur to you while you're completing the paperwork and ask your Training officer those questions during that net session.

In this Module, we're going to cover the following topic:

- How to Transmit Messages and the additional prowords Relay and Message Follows
- Relay instructions
- How to Receipt for Messages, how to obtain and give fills
- Delivering Third Party messages

- 3-1. MESSAGE TRANSMISSION PROWORDS:** When passing messages by voice one of two PROWORDS is used to begin transmission of the message.

If you are sending a message to another MARS station to be relayed to another net, MARS member or for delivery of the message to a third party, begin your transmission using the proword **RELAY**.

If you are sending a message to another MARS station to which that message is addressed, use the prowords **MESSAGE FOLLOWS**.

- 3-2. Relay instructions:** Messages with more than one addressee are not always delivered to all addressees at the same time. In many cases, not all addressees are in the same State, or checked into the net at the same time. In these cases it is necessary for one (or more) station(s) to accept a message and then relay it to one or more of the addressees (addees). In cases where more than one receiving station is accepting a multi-addee message, relay instructions are to be given by the NCS so that each receiving station knows for which addee he or she is responsible. Here's an example of the use of relay instructions:

The NCS of our hypothetical traffic net is NNN0SXP. The TREP is NNN0BQG. NNN0BQG holds a multi-addee message with four addees. The addees are NNN0ASG IL, NNN0AS5 MN, NNN0AS5 TWO MI and NNN0AS5 FOUR OH. You are checked into the net along with NNN0BQH MN, NNN0AS5 TWO, NNN0SVC IL, and others. NNN0SXP makes the following transmission:

“NNN0BQG THIS IS NNN0SXP, CALL NNN0AS5 TWO, NNN0BQH AND NNN0SVC AND PASS THEM YOUR PRIORITY MESSAGE. NNN0BQH RELAY TO NNN0AS5, NNN0SVC RELAY TO NNN0ASG AND NNN0AS5 TWO RELAY TO NNN0AS5

FOUR. OUT”

NNN0BQG calls the stations as directed by the NCS and they respond as follows:

NNN0ASG TWO transmits:

“THIS IS NNN0ASG TWO. OVER”

NNN0BQH is next to transmit and he says:

“THIS IS NNN0BQH. OVER”

Finally NNN0SVC transmits:

“THIS IS NNN0SVC. OVER”

NNN0BQG then proceeds to transmit the message. As the NCS has given the RELAY instructions, NNN0BQG would begin his transmission with “MESSAGE FOLLOWS”.

Before you, as a MARS member, transmit any message, you should check to make certain that the message is in proper format with the necessary and correct information contained in the three parts of the message - the HEADING, TEXT and ENDING.

If the message you are going to transmit is being introduced into the MARS system for the first time, the DTG is the time of your transmission, not the time you received the message from a third-party sender or when you wrote it.

- 3-3. MESSAGE TRANSMISSION:** Each MARS member should be able to transmit messages efficiently. Passing messages is not difficult, but does require certain knowledge and ongoing practice. This is one of the reasons training such as this exists. **Always** have the message written out. Never attempt to transmit a message ‘off the top of your head.’ Ad-lib messages do not work on MARS nets. If you do not have your message on paper or in text form on your computer system, you cannot file them in your station files as required by MARS regulations, and you cannot give proper FILLS for missing information.

ADVISORY COMMENTS are sometimes called for when transmitting messages. Advisory comments are comments made by the sending station to communicate something that might be abnormal about the message. Advisory comments are only transmitted BEFORE or AFTER transmitting the message - NEVER DURING THE MESSAGE TRANSMISSION. Once you begin transmitting the message and until you send the ENDING, all words spoken by the transmitting station are assumed to be part of the message. On a typical ham traffic net, you might hear a station transmit the name SMITH and say ‘COMMON SPELLING’. If you hear that on a MARS net, you as a receiving station are obligated to write ‘SMITH COMMON SPELLING’.

Some reasons for making ADVISORY COMMENTS may be a garbled telephone number or street address in the message. Garbled text may also appear. You are required to transmit exactly what you have in front of you, or if you are the receiving station exactly what the other station sends. If you are receiving a message and discover that something is missing or doesn't make sense, ask for FILLS from the sending station. Corrections early in the process are much better made now than later. Remember to make any ADVISORY COMMENTS BEFORE or AFTER transmitting the message, never during the message transmission and make them brief, necessary and to the point. You will hear these transmitted on you state nets from time to time preceded by the unofficial term 'Operators Notes'.

THE PROWORD "TIME". When passing a message by voice, after you have identified your station, use either the PROWORD **RELAY** or **PROWORDS MESSAGE FOLLOWS** and indicate the precedence. On the time line (line 5 of the message format) are found three groups which are concerned with the time. Two of these groups contain numerals. It is a natural tendency to treat this line like any other line in the message. However, an exception governs the transmission of line five. Here we use another proword - **TIME**. The only occasion when this PROWORD is used is during the initial transmission of the date-time-group (**DTG**) by the sending station. If a date-time-group with month and year appears in a message as a reference etc., a MARS operator precedes the DTG with the proword "**FIGURES**". The same procedure is used if a fill is given for line 5. Here's an example of a date-time-group in a message text as a reference:

"UNCLAS. I SPELL ALPHA PERIOD CHIEF MARS BROADCAST FIGURES TWO TWO ZERO NINER ZERO ZERO ZULU APRIL FIGURES TWO ZERO ZERO TWO". Note that when a message date-time-group is referred to, the precedence is not included. As you assign unique date-time-groups to every message, it is not needed.

TRANSMITTING THE HEADING: The heading of a third party message being sent to a service member often has a rather complex address with the generous use of abbreviations. The address line(s) in the heading of the message is then clearly and slowly transmitted, phonetically spelling words or names that might not be clear to the receiving station. To check both transmission speed and clarity, use a tape recorder to practice. Then listen to yourself. If you have any trouble understanding yourself, think of the receiving station! An alternative method to training with a tape recorder is to mentally write the information as you're speaking the words.

Remember to use the correct prowords when transmitting the message heading. Use the proword **INITIAL** only with the initials in the name on the FM and TO line. Use the proword "I SPELL" and give the abbreviations in the address phonetically. When you feel you have things down pat, send a heading to your tape recorder, wait a day, then play it back and try to copy it as a receiving station.

CORRECTING HEADING TRANSMISSION ERRORS: If you make and RECOGNIZE a mistake during transmission of the heading, you say "**CORRECTION**" and go back to the last

proword and transmit again with the correct information. An example:

**“RELAY. ROUTINE. TIME ZERO SEVEN TWO TWO ZERO FIVE ZULU
CORRECTION, TIME ZERO SEVEN TWO THREE ZERO FIVE ZULU, APRIL
TWO ZERO ZERO TWO FROM MR. CHARLES INITIAL BRAVO WOODS”**

PROCEDURES AT THE FIRST BREAK: When you communicate the first ‘**BREAK**’, you as the transmitting station should un-key your transmitter and **LISTEN**. What are you listening for? In transmitting a message, at the first ‘**BREAK**’, the receiving station is authorized to tell you that he or she either needs a relay, or needs for you to speak more slowly.

If reception has deteriorated so you cannot copy this transmission is made:

“THIS IS NNN0WBAT, I NEED A RELAY. OVER.”

The NCS calls the TREP (or station transmitting the message), accepts and receipts for the message, and relays it to the receiving station. Example:

**“NNN0BOM, THIS IS NNN0HQB, SEND YOUR ONE DETROIT THIS STATION. I
WILL RELAY. OVER.”**

The TREP complies. In severe cases, it may be necessary to use another station for relay if the NCS cannot be heard.

If the transmitting station is going too fast, the receiving station transmits:

“THIS IS NNN0BWAT. SPEAK SLOWER. OVER.”

The transmitting station acknowledges with:

“THIS IS NNN0BOM. ROGER. UNCLAS etc.”

And then continues at a slower pace. Remember to slow down if you are in this situation! With the exception of these two transmissions, the receiving station says nothing during the transmission of the message. **REMEMBER TO STOP, UNKEY AND LISTEN** at the first **BREAK** every time you pass a message.

This is also the time that a station with message of higher priority may break in.

MESSAGE TEXT: The next item found in any MARS message is the security classification. MARS does not handle classified communications, so the security classification assigned to all messages is **UNCLASSIFIED**. This is written and pronounced as **UNCLAS**.

The text of the message expresses the thoughts of the message originator. The text is clearly and slowly transmitted. Phonetically spell words or names that might not be clear to the receiving station.

ENDING: At the end of the text the message ends with the proword '**BREAK**'. After sending the final **BREAK**, you end your transmission with the proword "**OVER**".

- 3-4. RECEIPTING FOR A MESSAGE:** A message transmitted by voice becomes the responsibility of a receiving station **ONLY** after the receipt for the message has been given. The station gives this receipt by using the proword "**ROGER**".

To receipt for a message means that you have 100% accurate copy of the message, have it written or typed and have assumed responsibility for relaying the message to either another MARS station or traffic net, or to the addressee. It also means that if the sending station asks you to **READ BACK** the message, you can do so. Occasionally this will happen.

If a station requires no "fills" after copying the message then, following the transmission of the proword **OVER**" by the sending station the receiving station would transmit:

"THIS IS NNN0WBAT. ROGER. OUT."

If the NCS had directed the TREP to pass more than one message, then the transmission indicating receipt for all messages except the last one would be"

"THIS IS NNN0WBAT. ROGER. OVER."

Note that this transmission is short and to the point. No embellishments are needed and using them is incorrect.

- 3-5. MESSAGE ACCOUNTABILITY:** For each message which you accept responsibility by giving your receipt, you need to account for several details relative to its handling. The net and frequency where you received the message and the station to which you gave receipt with the date and time. Mark this information on the hard copy of the message itself.
- 3-6. MESSAGE FILLS:** A typical third party message might look like this when a receiving station has finished copying it:

R 122330Z FEB 2002
FM MR JOHN BOLTON DETROIT MI/NNN0HAQ MI
TO LCPL MICHAEL BOLTON USMC 542-16-0915
MWSS - 17 ORD ???????
FPO AP 96310
BT

UNCLAS
SENT COLLEGE ????? ASAP EXPRESS MAIL WILL SEND ??? CHECKS WHEN
ORDER RECEIVED. LOVE DAD.
BT

When a receiving station has “holes” (as represented by the ‘?’) in the message copied, these holes must be filled before a receipt may be given. If you do not have 100% copy of the message FILLS must be obtained from the transmitting station. You do NOT explain to the transmitting station why you missed something. You just ask for fills.

Here again, we have a specific procedure for accomplishing this task. In obtaining fills we use new **PROWORDS - SAY AGAIN**. That’s the only authorized means of asking for a fill. **SAY AGAIN**, not “I missed that” or “I need you to repeat”.

Here are some examples. In the message you just looked at, you note that both the heading and the text were incomplete. Some holes exist which will be filled by the sending station in response to your fill requests. Correct requests and responses follow:

“THIS IS NNN0WBAT. IN THE HEADING, SAY AGAIN I SPELL OSCAR ROMEO DELTA TO FLEET POST OFFICE. OVER”

The sending station replies:

“THIS IS NNN0BOM. I SAY AGAIN I SPELL OSCAR ROMEO DELTA TO FLEET POST OFFICE, FIGURE ONE SIERRA TANGO, IS SPELL MIKE ALPHA WHISKEY. OVER.”

The receiving station acknowledges and asks for the next fill:

“THIS IS NNN0WBAT. IN THE TEXT, SAY AGAIN WORD AFTER COLLEGE. OVER.”

The sending station responds:

“THIS IS NNN0BOM. I SAY AGAIN WORD AFTER COLLEGE, RECORDS I SPELL ROMEO ECHO CHARLIE OSCAR ROMEO DELTA SIERRA, RECORDS. OVER”

The receiving station responds:

“THIS IS NNN0WBAT. IN THE TEXT, SAY AGAIN WORD BEFORE CHECKS. OVER.”

The sending station responds:

“THIS IS NNN0BOM. I SAY AGAIN, WORD BEFORE CHECKS, NEW, I SPELL NOVEMBER ECHO WHISKEY, NEW. OVER.”

The receiving station, all fills received, receipts for the message:

“THIS IS NNNOWBAT. ROGER. OUT.”

SUMMARY: When just one word or group is missing, the PROWORD **“WORD BEFORE”** or **“WORD AFTER”** is used. If you missed a part of an address line or part of a sentence, you use **“SAY AGAIN** the word preceding the hole, then **“TO”** and the word following the hole as was done above. Use the kiss principle, **Keep it simple!** Giving too many “road signs” to locate a fill confuses the sending station and wastes time. Learn and use the CORRECT PROWORDS and procedures.

- 3-7. Delivering third party messages:** Before you grab the phone to deliver a message, a certain amount of preparation is necessary.

PRELIMINARY: Make sure you have receipted for the message. MAKE SURE you have the FULL translation available for any abbreviated text, ARRL or NMAT which may be used in the text. If any abbreviations are in the text, look them up in NTP-8(D) or the Central Area Operations Guide so you can answer if asked what they mean.

PHONE DELIVERY: Introduce yourself as a radio operator with the Military Affiliate Radio System, tell where you are located and repeat the message slowly. Explain MARS and how they may send a return message. Answer any questions. Leave your name and phone number for future contact.

DELIVERY BY MARSGRAM: All abbreviated texts are written in their full translation in a MARSGRAM.

- 3-8. REPLY MESSAGES:** Messages are sent by third parties responding to the messages which you deliver or sent spontaneously, once they have your phone number.

LIMITS: Third party messages are limited to 50 words or less, UNLESS the text contains address information. Then the entire address (including the telephone number) counts as one word for text limits. Each third party individual may send up to five messages per day but only one per day to the same addressee.

That concludes Module Three of the New Member Notebook. Please complete the corresponding section of the New Member Notebook Annex.

MODULE FOUR

MESSAGE PREPARATION AND MEMBER RESPONSIBILITY

This module should be studied and the appropriate matching section of the New Member Notebook Annex completed prior to joining your State training net for the on-the-air portion of Module Four. Jot down any questions that may occur to you while you're completing the paperwork and ask your Training officer those questions during the net session.

In this module, we are going to cover the following topics:

OPERATING SIGNALS
UNDELIVERABLE MESSAGES
SERVICE MESSAGES
ADMINISTRATIVE MESSAGES
BOOK MESSAGES

- 4-1. **OPERATING SIGNALS:** What are they? What are they used for? How are they used? Where do I find them and their meanings?

Operating signals are communicators' short-hand. Annex "C" of NTP-8(D) lists operating signals. Listed first are "Q" signals, then "Z" signals. You are likely to be familiar with "Q" signals from your amateur experiences. A "Q" signal may be used on MARS when no "Z" signal covers the situation. Otherwise only "Z" signals are used. Annex "C" lists many operating signals that we rarely or never see but a few of those listed are frequently used in MARS.

Operating signals were commonly used during the course of CW nets. These days, however, they are principally used in exchanges between military and/or MARS stations using RTTY or other digital modes. They are used in specific messages between communications personnel (known as service messages) and, occasionally, to flag or identify something regarding a message during its transmission and delivery.

"ZUI" - This operating signal is used to draw the attention of the addressee(s) of your message to the message which is being responded to or, in the case of an undelivered message, the original message. This operating signal is followed by **UR**, an accepted abbreviation for the word **YOUR**, and the DTG of the referenced message.

Here is an example:

ZUI UR 231455Z MAR 2002

“**ZDE3**”/”**ZDE4**”. ZDE means MESSAGE UNDELIVERED. By adding THREE or FOUR to this operating signal, we are telling the originating station to either CANCEL THE MESSAGE (THREE) or PROVIDE A MORE COMPLETE ADDRESS (FOUR). The suffixes ONE and TWO also have specific meanings but are rarely, if ever used in MARS communications circuits.

“**ZEI**”. This signal indicates that a problem exists with a message heading: accuracy is doubted.

“**ZEN**”. This signal is never used with third party messages. ZEN is only used in military format, i.e., MARS administrative, messages. When used, ZEN precedes a call sign in the heading of a message but is never spoken on a voice net. It indicates to communications personnel handling that message during its transmission that delivery to the addressees whose call sign follows the ZEN operating signal has been accomplished by other means.

Here is an example:

**FM NNN0ASZ GA
TO NNN0ASG IL
INFO NNN0AS5 TWO OH
ZEN/NNN0ASA VA**

The operating signal ZEN preceding the call sign of NNN0ASA VA indicates to all stations who are required to relay this message that a copy of the message has already been sent to NNN0ASA by other means and so it is not necessary to relay this message to Chief, MARS.

“**ZEX**”. This operating signal indicates that the message which follows is a book message. A book message is a message having more than one addressee but none of the addressees are (or need) to know that any of the addressees exist. Use of this operating signal allows the delivery of a copy of the same message to each addressee as if it were a separate message. A book message may have call signs or third party addressees. When used, this signal is placed on the time line of the message following the years digits.

Here is an example:

R 211901Z APR 2002 ZEX

- 4-2. UNDELIVERABLE MESSAGES:** Occasionally, circumstances arise in which you cannot, for one reason or another, deliver a MARSGRAM. The problem might be that the sender got the address and telephone number wrong, or the addressees might have moved away from the address listed on your MARSGRAM. If the Postal Service cannot deliver the MARSGRAM, it is returned to Region HQ and by HQ to you as the sender of the MARSGRAM. Only the originating MARS station has the authority to cancel a message. If you have receipted for a message which cannot be delivered, YOU must send notification to the ORIGINATING station. You must generate a service message.

- 4-3. **THE SERVICE MESSAGE:** A short, concise message making full use of operating (Z) signals sent from one MARS station to another to provide or obtain information regarding messages or other communications matters. The precedence assigned to the service message is ALWAYS the same as the message being serviced.

UNDELIVERABLE MESSAGE 1 - Incomplete address:

R 270035Z FEB 2002
FM NNN0XYA MN (Station unable to deliver the message)
TO NNN0MJF JA (Originating station)
BT
UNCLAS SVC
ZUI UR 232004Z FEB 2002 ZDE4 ZEI MRS CAROL B DAWSON
P O BOX 648 WATKINS CO 80137 303-555-1244
ZOB
BT

The entire heading as received is included in the service message. The originating station on receipt of your service message compares it with that originally transmitted. If it differs, the originating station should send corrected information in a service message to your station, allowing you to deliver the message.

UNDELIVERABLE MESSAGE 2 - When the third party heading is correct but delivery cannot be made for other reasons, a different format is used. The addressee may have moved and left no forwarding address, the addressee may be deceased, etc. The format is then altered to include a **brief** explanation and a different version of the basic ZDE. Note the change in the text:

BT
UNCLAS SVC
ZUI UR 232004Z FEB 2002 ADDEE MOVED NO FORWARDING ADDRESS ZDE3
BT

INCOMING SERVICE MESSAGES: At some point in your MARS career, you may receive a service message addressed to your station. For example:

R 232144Z MAR 2002
FM NNN0MOQ OA
TO NNN0FBN IL
BT
UNCLAS SVC
ZUI UR 180223Z FEB 2002 ADDEE ROTATED TO CONUS NO ADDRESS
AVAILABLE ZDE3

BT

What do you do? First, make sure you understand the entire message. Get out your copy of the message you sent to Okinawa This message cannot be delivered as the addee is no longer on the island of Okinawa, but has come back to the UNITED STATES (CONUS). The station attempting the delivery (the originator of the service message) says, "Request cancel and file". You call the message originator, tell them the particulars and then draft and send a service message responding to the one you received. An example:

**R 250742Z MAR 2002
FM NNN0FBN IL
TO NNN0MOQ OA
UNCLAS SVC
ZUI UR 232144Z MAR 2002
CANCEL MY 180223Z FEB 2002
BT**

AFLOAT (SHIP) MESSAGES: Third party messages from ships via the AMTOR mailboxes that are not deliverable are serviced in the same manner as any others.

SERVICE MESSAGE ADDRESSEES: Some service messages will include the Region Directors of the originating and receiving stations as Information (**INFO**) addressees. See NTP-8(D) paragraphs 611 and 620-624 for more information.

- 4-4. **ADMINISTRATIVE CHAIN-OF-COMMAND:** Within MARS there is a protocol of responsibility referred to as the Chain-of-Command. This extends from the individual member to the State Director to the Region Director to the Area Director. Review paragraph 260 of NTP-8(D) see the volunteer structure.
- 4-5. **ADMINISTRATIVE CALL SIGNS - A SECOND LOOK:** You are more aware now of administrative or staff call signs. State staff uses the State Directors call sign plus the spelled out number of the staff position (Gxx ONE, TWO, ETC.), Area staff uses the Area Directors call sign spelled out number of the staff position and the Region staff uses the Region Directors call sign and spelled out number of the staff position. Refer to NTP-8(D) paragraph 223 for more information (Note that the Area staff numbers also apply to Region staff).
- 4-6. **COLLECTIVE CALL SIGNS:** It is often necessary to provide information to GROUPS of stations such as all State Directors in a Region or Area. To avoid listing each individual call, a COLLECTIVE call sign may be used. Authorized collective call signs are limited. See NTP-8(D) Annex K for a listing of the authorized collective call signs. Only four are used with any regularity in the Central Area: **NNN0ALA**, **NNN0ALC**, **NNN0ALD** and **NNN0ALL**. Note: Collective call signs are never used in third party messages.

LIMITATIONS: Use of collective call signs is limited to those staff members who are administratively senior to the group or groups being addressed.

A State Director may address all members of his/her state (NNN0ALL [State]), and may address other State Directors for information (INFO), but **MAY NOT** address all Region members (NNN0ALL REGION FOUR/FIVE).

The Region Director may address any group within the Region. Outside his/her Region he/she may address only All Region Directors (NNN0ALR) in the same Area, but only for information (INFO). The Area Director may address any group within the Area. Outside his/her Area he/she may address only All Area Directors (NNN0ALD) but only for information (INFO). Chief MARS addresses any group no matter what Area or Region.

Area, Region and State staff may originate messages using the same collective groups as their Director but covering subjects only within their staff specialty.

- 4-7. **ADMINISTRATIVE MESSAGES:** Administrative messages use (call signs, collective call signs) or Plain Language Designators (PLADS). The two are never mixed.

GENERAL MESSAGES: General messages are a type of administrative message that is used to disseminate procedure, doctrine or to establish policy. These messages are issued periodically and are assigned serial numbers. Once issued, a general message remains in effect until the end of the calendar year unless canceled sooner. At the beginning of a new calendar year, the first message in each series will list any messages issued previously which remain in effect. All those not listed are then no longer effective. We are concerned in MARS with general messages in four series: (1) the CHIEF MARS BROADCAST series, (2) the CENTRAL AREA BROADCAST series, (3) the REGION FOUR/FIVE BROADCAST series and messages from your State Director. Individual members are required to maintain a file of effective messages in all four series.

- 4-8. **BOOK MESSAGES:** The book message may be used where the same text is to be sent to more than one addressee. The message differs in that the operating signal **"ZEX"** appears on the time line following the year digits and that the heading in a third party book message has more than one TO line. Book messages may be sent by voice or by one of the digital forms.
- 4-9. **CONFIRMING DELIVERY:** When it is necessary to KNOW that the MARS system has delivered a message, confirmation of delivery using the operating signal **"ZFF1"** is invoked. This feature of communications should not be overworked. A typical set of circumstances which would warrant use of **"ZFF1"** might involve the family of a Marine who are mailing airline tickets for the Marine and his family to use for coming home on leave. The text of the message indicates that tickets are to be mailed and requests that their receipt be acknowledged by telephone. The family wishes to know for sure that the message has been delivered. The use **"ZFF1"** on the time line requires the station receiving the message for delivery to advise you by service message of the delivery.

- 4-10. PROSIGNS AND PROWORDS:** In Annex C of NTP-8(D) is a table listing Prosigns and Prowords. With only a few exceptions, each Proword has a related Prosign and vice versa. Remember that Prosigns are only used in digital transmissions and Prowords are used in ALL voice transmissions.
- 4-11. CONFIRMING COPY:** Never receipt for a message until you are absolutely certain that you have an accurate copy of the message. You should be able to read back the message to the sender, verbatim from your written copy of the message. You occasionally might be asked to do just that. If the read - back is incorrect then corrections are given by the transmitting station in the same manner as fills. When unusual items appear either in the heading or text of a message, the receiving station might want to make certain that he/she has accurately copied the information. To do so, the receiving station may ask the transmitting station to **CONFIRM** the information. The sending station, unless he/she originated the message, cannot **VERIFY** the information, only **CONFIRM** that you have copied the material accurately.
- 4-12. TRAFFIC SYSTEM:** The MARS data system consists of the Region Data Network (RDN), the National Data Network (NDN), and the International Data Network (IDN), all of which utilize PACTOR and AMTOR modes in combination to accomplish MARS traffic distribution. PACTOR and AMTOR mailboxes and State RTTY broadcasts accomplish this distribution at the Region and State levels. Another method of transferring information is by the use of sound cards. This mode is expanding rapidly. These modes are proving to be efficient in message handling and are inexpensive to operate. A TNC (Terminal Node Controller) is not required. Some regions and states have established nets for experimentation using these modes. Soundcard modes (MT63 and PSK31) can be used on voice nets to pass messages.
- 4-13. MINIMIZE:** As defined in Annex D of NTP-8(D), **MINIMIZE** is a condition established wherein normal message traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed. **MINIMIZE** can only be imposed by CHIEF MARS or higher authority.
- 4-14. MAINTAINING YOUR MEMBERSHIP:** Your MARS station license (issued at the time of your acceptance as a full MARS member) is dependant on you maintaining a **VALID** amateur radio license. Whenever anything changes in the information you submitted on form NMC FORM 2093/1, you must submit an new one. If you upgrade your amateur license, if you move, etc., make sure that the same address information is on both the NMC FORM 2093/1 and your amateur license and that it is correct. If your amateur license is reissued due to updating any information, you must send a photocopy to your State Director along with the revised NMC FORM 2093/1.

This concludes Module Four of the New Member Notebook. Please complete the corresponding section of the New Member Notebook Annex.

MODULE FIVE

MARS EMERGENCY COMMUNICATIONS

PART ONE

This Module should be studied and the appropriate matching section of the New Member Notebook Annex completed prior to joining your state training net for the on-the-air portion of Module Five. Jot down any questions that might occur to you while completing the paperwork and ask your Training Officer those questions during the corresponding on-the-air training net session.

In this Module, we're going to cover the following topics:

- MARS MISSION STATEMENT
- DEFINITIONS OF AN EMERGENCY
- HOW TO IMPLEMENT THE MARS ECOM SYSTEM
- REQUIRED MESSAGES AND FORMATS

5-1. "THE MISSION OF MARS: All the materials, procedures and protocols we've covered to this point in the MARS training program has been leading to this point: the study and understanding of how we, as MARS communicators, can meet our mission goal. The MARS mission statement as found in NTP-8(D):

"The mission of MARS is to provide Department of the Navy sponsored emergency communications on a local, national, and international basis as an adjunct to normal Naval Communications."

5-2. EMERGENCIES DEFINED: Emergency communications, which we abbreviate as a single word, ECOM, is why MARS exists. It's what we are all about and the real reason for the MARS programs (including our counterparts in the Army and Air Force programs) continue to receive the support of the Department of Defence. NTP-8(D) defines an emergency or disaster requiring emergency communications as:

'a sudden generally unexpected occurrence or set of circumstances requiring an immediate system for sending and receiving information to save lives, prevent injury to persons, or damage to property and to implement recovery procedures to overcome the consequences of such an occurrence.'

Let's zero in on that sentence, and analyze it's content. The phrase in the sentence we're interested in is "requiring and immediate system for sending and receiving messages.". This phrase is interpreted quite literally with regard to MARS ECOM performance and procedures. Herewe have the mandate to be ready at all times to swing into action as a group of trained, well equipped, volunteer emergency communicators, and our communication systems are designed to allow for immediate and seamless transition from normal, day to day, network operations into ECOM operations.

Emergency situations which could require MARS support can be broken down into three broad categories as

follows:

**‘Natural Disasters
Civil Unrest
Hostile Action’**

Natural Disasters: These types of occurrences can take many forms. Hurricanes are a type of storm occurring in coastal states, tornadoes or other violent are frequently experienced by other states in the Central Area. We should be prepared to offer communications support to our neighboring MARS Area, Regions and States. Earthquakes are another form of natural disaster that may very well be of concern to Central Area members. The New Madrid seismic zone encompasses a large part of the Central Area. The scientific community has long been forecasting a major calamity arising out of the New Madrid fault relating to earthquakes. Other natural disasters which should be considered are widespread utility outages including power failures and land-based (telephone) circuit failures, all of which might occur as a secondary result of solar activity or as a primary result of utility system overloading.

Civil Unrest: The concept of civil riots or uprisings is self explanatory, but, remember that these types of situations can result from any number of circumstances. They may, for example, occur as a result of a natural disaster.

Hostile Action: The term ‘hostile action’ is self explanatory and this type of event can occur from direct, overt action by foreign power or covert, terrorist-related activities.

5-3. MARS ECOM PLANS: During your amateur radio career, you may have had the occasion to monitor, or, in some cases, participated in some form of disaster or emergency related communications ... or, perhaps, you have participated in pre-disaster communications through an amateur radio SKYWARN PROGRAM. You may have had the occasion to report an automobile crash to the authorities using mobile ham radio equipment ... or, participated in something like Halloween ‘kid watch’ safety programs. All are forms of emergency communications activities. Few, indeed, are the amateur radio operators that have not, at some point in their communications career, come in contact with some form of emergency communications. Since ECOM is what MARS is all about, you may have already guessed that we have established a rigid set of guidelines, procedures, and protocols all of which must be followed when MARS communications are used in emergency situations.

By and large, except for the MARS states served by VHF repeater systems, MARS emergency communications systems rely on relaying messages using HF radio frequencies and equipment. The backbone of MARS HF communications is, and in the foreseeable future will remain to be, voice communications. Our ECOM procedures are designed to include, however, the training necessary to allow MARS operators to insert and retrieve (assuming their station is so equipped) ECOM-related messages by digital means.

Daily State and Region HF voice network operations exist so that our members can maintain their operating skills and to provide a forum for the dissemination of information to all MARS members. In the years before

the advent of the Internet and satellite-based radiotelephone systems, MARS nets were inundated with 'health and morale' third party messages between deployed service personnel and their families. Many MARS members thought that these third party messages were MARS only business. As you've learned in your reading of this Module, this simply is not the case. The relaying of third party messages was and is today allowed only to provide a means of keeping our operators' skills sharp so that in the event of an emergency, a pool of trained, highly skilled operators, experienced in reliable, secure and efficient handling of messages was available at all times.

Toward this goal of being ever vigilant, ever ready to provide ECOM, each of the four level of MARS managers have developed emergency communications plans. Chief, MARS, Director Central Area, Directors Region Four and Five, and each State Director are obligated by NTP-8(D) IN THIS REGARD. From the top down, these plans can be found in the following documents:

NATIONAL/INTERNATIONAL: NTP-8(D) ANNEX D
CENTRAL AREA OPERATIONS GUIDE ANNEX C
STATE: YOUR STATE ECOM PLAN

You should possess, either in electronic or printed form, a copy of each of these ECOM plans. The document with which you should become most familiar is your state's ECOM plan. In that document, you should find explicit instructions and information relevant to the implementation of MARS assets in an emergency situation. Annex C of the Central Area Operations Guide sets forth requirements for inter-state, Region or Area-wide operations, while Annex D of NTP-8(D) sets forth rules, policies, and regulations for all MARS personnel to follow in ECOM activities. If any of these documents are not already in your possession, contact your State Training officer or your State Director as soon as possible and request that copies be sent to you.

5-4. STATION CAPABILITY REPORTING: Primary to the development of a working ECOM solution to any potential threat is the knowledge of what resources and assets are available to your State Director and his/her staff. NTP-8(D) paragraph D230.h requires your State Director "maintain an up-to-date list of equipment and station capabilities of ... stations within the state" and paragraph D250.c requires that each member "Ensure the State Director is made aware of any changes in the status of state member ... equipment and abilities to operate..." Appended to your New Member Notebook Annex is a document called a 'Individual Station Capability Report.' This report form may be used by you or required by your State Director to meet these requirements. The State Director, once apprized of the capabilities of the state membership, can then make decisions, as necessary, regarding how to best assign stations to networks during ECOM operations, and, how to best develop plans to meet our mission goal. When the circumstances arise, you should also notify your State Director by message (if possible) of any changes in the status or capabilities of your station. Such circumstances might include:

- The installation of a new, more capable antenna system
- The loss of one of your antennas due to weather phenomena
- The addition to your station of a new radio which allows operation on more MARS frequencies than you previously had available
- The failure of your computer system which makes your station incapable of digital operations

It is not necessary to inform your Director when the dial lamps burn out in your transceiver ... or, that you were out of service for 2 hours while you replaced the feed line to your HF dipole antenna. Only substantial changes need be communicated.

If you are letting your Director know that you've lost some of your previously reported capability, try to give him/her some idea how long you think repair(s) might take .. and, remember to let the Director know when the station has returned to full operation.

5-5. IMPLEMENTING THE MARS ECOM SYSTEM. Activation of the MARS Emergency Communications System is subject to guidance as set forth in NTP-8(d) Annex D, specifically sections D130, D140 and D300. Following are the criteria set forth therein:

It is not necessary to wait for the State Director, the Region Director, their Assistants, or any other MARS manager to do so. To put into effect the MARS ECOM plan, whether it's the State, Region, Area or National plan, the station implementing the plan originates an IMPLEMENTATION message. So, let's talk about IMPLEMENTATION messages.

-“MARS members should be prepared to assist, within their capabilities, with adjunct emergency communications when requested by a representative of the Department of Navy, an elected or appointed official of civilian governments, or an employee or appointed volunteer of a disaster relief agency: (D130)

-“MARS communications resources may be employed to support civil defense and civil disaster requirements” (D140)

-MARS resources must be requested by an authorized agent of the organization to be supported” (D140.b)

-“MARS members are not authorized to self activate to the scene of an accident, incident, disaster, or emergency” (D140.c)

-“Individual MARS members shall apprise members of the MARS chain of command by the fastest means possible when an emergency or disaster occurs (or is imminent) in order to provide the earliest possible warning and advance information to appropriate authorities.” (D140.d)

-“The provisions of this annex will be executed when directed by Chief, NAVMARCORMARS, or other competent authority. Any MARS member may effect local implementation when requested by military or civil authorities pending an official request and acknowledgment.” (D300)

In summary, the MARS emergency communications system will normally be implemented only when directed by the MARS chain of command structure; or, when requested by authorized civil authority and with the approval of competent MARS authority. Members may, in extenuating circumstances and if unable to contact any member of their state staff, implement the ECOM system as outlined below.

In order to implement MARS ECOM activities, one simply has to send an ECOM implementation message. The implementation message sets the 'wheels in motion' and provides the following information to its addressees:

- Lets senior MARS management know that an emergency situation exists.
- Informs senior MARS management that MARS communications assistance was requested (or is anticipated to be requested).
- Outlines, in broad terms, what communications assistance and support is required by the MARS chain of command.

Here's a step-by-step guide to how the MARS ECOM implementation system works:

1. A member (or manager) receives a request for communications assistance from a 'served' agency (see NTP-8(D) Annex D for a list of authorized agencies or groups). This information is formatted into an ECOM implementation message (using the format and content described in this Module). The implementation message is sent to all addressees by the fastest possible means.
2. MARS members in the affected state are alerted to the need for their services. Most states have a telephone 'calling tree' for notifying members of ECOM activities.
3. A state ECOM net is established for the purpose of handling emergency communications for the duration of the need for MARS communications resources.
4. Optionally, depending upon the scope of the disaster, other nets may be established. These nets might be Region-level nets (if the disaster is beyond the scope of a single state), other 'tactical' state nets might be established, say, for the purpose of handling large volumes of health and welfare traffic by digital or other means, or might include inter-Region/Area nets (if the disaster is beyond the Regions/Area boundaries).
5. State Directors and on-scene stations send periodic updates (called SITREP's [covered later in this Module]) to MARS managers.
6. When the communications needs of the requesting agency is finished, the ECOM net(s) is/are terminated by a Final SITREP, and if required by state directives, a termination message.
7. A report of each state's ECOM activities is prepared by each State Director (or his/her designee), called an After Action Report, which is sent to, Director Central Area and other MARS managers. NTP8(D) Annex D and the Central Area Operations Guide Annex C both have specific information relevant to the content and formatting of this type of messages

ECOM IMPLEMENTATION MESSAGE
FORMAT SCHEMATIC
FOR ACTUAL EMERGENCY SITUATIONS
(See text for ECOM Exercise changes)

O DTG
FM NNN0xxx (state)
TO NNN0ASA VA -- that's Chief, MARS

NNN0ASZ GA -- ECOM Assistant to Chief, MARS,
NNN0ASG IL -- Central Area Director,
NNN0AS5 MN -- Region Five's Director,
NNN0G(State Director) (Your State) – your State Director
INFO NNN0ASG ONE MI—Central Area Assistant Director,
NNN0ASG TWO AL –ECOM Assistant to the Central Area Director
NNN0AS5 ONE MN Assistant to the Region 5 Director
NNN0AS5 TWO MI -- Region ECOM assistant to the Director
NNN0G(State) TWO (State) – your state ECOM assistant to the Director'

BT

UNCLAS

SUBJ: EMERG COMM IMPLEMENTATION

1. Clear, concise summation of the event or situation requiring MARS ECOM implementation.
2. MARS services requested (YES/NO). If yes, by whom and on behalf of what agency or group?
3. Additional communications support requested (YES/NO). If yes, to what extent and scope?
 - A. Requested support from the State Director.
 - B. Requested support from the Area/Region Director.
 - C. Requested support from Chief, MARS.

BT

In preceding Modules, you have studied specific information regarding the military message format. Implementation messages (see above) follow that format. Implementation messages are always sent out bearing IMMEDIATE precedence (Prosign OSCAR).

Implementation messages are always addressed to the ACTION ADDEES shown above. Others may be included as addees of the ECOM implementation. For example, if the situation might (or does) affect and require communications support from other states, the appropriate State Directors could/would be included. Implementation messages always consist of three paragraphs. Each must appear in every implementation message.

Paragraph 1 provides a clear, concise description of the circumstances or emergency situation which has resulted in the implementation of the MARS ECOM plan. For example:

1. TORNADO STRIKE AT 1200Z JUL 2001 HAS DESTROYED APPROXIMATELY ONE HALF OF SIREN, WI.

Paragraph 2 consists of two parts. First, has MARS communication assistance been requested? And second, if so, by whom? For example:

2. YES. RICHARD DAWSON, MAYOR, SIREN, WI.

Paragraph 3 consists of four items (three being subparagraphs). The sub paragraphs are lettered A, B, and C.

Paragraph 3 first asks if additional communications support is requested (by whomever is issuing the implementation message). That can be answered by a simple YES or NO. If 'NO', then the answers to A, B, and Care 'NONE'. If the answer is 'UES', you will indicate what support is needed from the entities assigned to each subparagraph. For example:

O 121005Z JUL 2001
FM NNN0xxx (Your call sign) WI
TO NNN0ASA VA
NNN0ASZ GA
NNN0ASG IL
NNN0AS5 MN
NNN0GCE WI
INFO NNN0ASG ONE MI
NNN0ASG TWO AL
NNN0AS5 TWO MN
NNN0GCE TWO WI
BT
UNCLAS
SUBJ: EMERG COMM IMPLEMENTATION
1. TORNADO STRIKE AT 120300Z JUL 2001 HAS DESTROYED APPROXIMATELY
ONE HALF OF SIREN, WI.
2. YES.RICHARD DAWSON, MAYOR, SIREN, WI.
3. YES
A. REQUEST DEPLOYMENT OF ART UNIT TO SIREN, WI.
B. REQUEST REGION ECOM NET BE ESTABLISHED TO SUPPORT
COMMUNICATIONS WITH ADJACENT STATES.
C. REQUEST NAV BE ACTIVATED FOR COMMUNICATIONS SUPPORT TO FEMA,
WASHINGTON, D.C.
BT

5-6. MARS EXERCISE ECOM IMPLEMENTATION: The Marine Corps has a motto. "We train as we fight..." In NAVMARCORMARS, we follow that same motto. Every Central Area state is mandated to hold four ECOM drills, or exercises, per year. State Directors are encouraged to devise situations, or disaster/emergency scenarios that are as lifelike as possible (no Martian landings, for example). ECOM exercise Implementation messages (and all other ECOM exercise related messages are no different than actual event messages, except that we insert the word EXERCISE in two places in the message format. The first is placed on the same line and immediately following the word UNCLAS (UNCLAS EXERCISE). The second is situated at the end of the text just before the break. The word EXERCISE is on the first line following subparagraph C and before the line containing the break (BT).

5-7. SITUATION REPORTS (SITREP's): The acronym 'SITREP' stands for SITUation REPort. This type of report is required from State Directors and on-scene members. The purpose of the SITREP message,

which like all other ECOM messages, follow a specific format, is to inform the various levels of MARS management of the current and anticipated near-future status of the situation on-scene and in your state. The format addrees of the SITREP will change depending on where your station is located relative to the scene of the disaster. SITREP messages should be sent by the State Director (or staff) at least once every 4four hours or more often if required by the Region Director. SITREP's from stations on-scene are sent as the situation warrants. SITREP's always bear at least PRIORITY (prosing P) precedence and may, depending on the circumstances, bear an IMMEDIATE (prosing O) precedence. For stations at the scene of the disaster, the following format is us

P DTG

FM NNN0xxx(your suffix) xx(your state)

TO NNN0ASG IL

NNN0AS5 MN

NNN0Gxx(State Director) xx(State)

INFO NNN0ASG ONE MI

NNN0ASG TWO AL

NNN0AS5 ONE MN

NNN0AS5 TWO MI

NNN0Gxx (State Director) TWO xx(State) (State ECOM Assistant)

BT

UNCLAS

SUBJ: SITREP (ONE, TWO, THREE, etc.)

1. (Brief resume of situation in disaster area)

2.(Designator of net(s) in which you are active and number of stations participating in the net...or...frequency (use the frequency designator from the matrix) upon which you are currently operating if the net has no designator).

3. (Advisory information, your stations immediate needs, etc.).

4. (Prognosis of your stations activities and capabilities for the next two hours).

5. (Other pertinent information, including, but not limited to problems, equipment performance, etc.)

BT

In the event that the information requested in any of the five SITREP paragraphs is unavailable or inappropriate to the situation, the words NO CHANGE, NEGATIVE or NOT AVAILABLE are inserted into the text. ALL 5 PARAGRAPHS MUST BE INCLUDED IN EVRY SITREP.

Let us look at an example SITREP message. This example will include the additional designator indicating that this is an EXERCISE message:

P 121245Z JUL 2001

FM NNN0XOP IL

TO NNN0ASG IL

NNN0AS5 MN

NNN0GAP IL

INFO NNN0ASG ONE MI

NNN0ASG TWO AL

NNN0AS5 ONE MN

NNN0AS5 TWO MI

NNN0GAP TWO IL

BT

UNCLAS EXERCISE

SUBJ: SITREP ONE

1. STORMS IN NORTHERN IL CONTINUE TO INTERRUPT COMMUNICATIONS.

2. 5I1B/FIFTEEN.

3. FEMA ADVISES THAT CREWS ARE WORKING TO RESTORE COMMUNICATIONS..

4. NO CHANGE..

5. NEGATIVE.

BT

5-8. PHASED ALERTING: While emergencies can take many forms, and, according to our definition as detailed earlier in this Module, are...”generally unsuspected...” occurrences, some emergency situations can be anticipated. For example, modern weather forecasting technology allows meteorologists to predict with some degree of accuracy the coming of severe weather phenomena such as hurricanes and typhoons. With lesser accuracy, the forecasting of inland severe weather situations is also common, including ice storms, unusually heavy snow storms, tornado activity, and the like. Additionally, situations can arise wherein it is anticipated by MARS managers that some need might exist for MARS ECOM support.

The MARS communications system has five levels of readiness posture. These are:

NORMAL COMMUNICATIONS CONDITIONS

COMMUNICATIONS CONDITION THREE (COMCON III)

COMMUNICATIONS CONDITION TWO (COMCON II)

COMMUNICATIONS CONDITION ONE (COMCON I)

COMMUNICATIONS CONDITION ZERO (COMCON 0)

NORMAL COMMUNICATIONS CONDITION

MARS activities are routine and consist of handling MARS business and administrative traffic, third party traffic and training regimens. State and Region nets meet on schedule.

COMCON III

When the Area Director, Region Director, State Director or other appropriate authority declares COMCON III to exist (notification by MARS message to all affected MARS members) is issued when an emergency or disaster situation is expected to develop within 48 hours. MARS members in the affected states should take preliminary precautions, test emergency power sources, locate essential items such as flashlights, ECOM plans, etc. MARS net continue to meet on normal schedules.

COMCON II

When the Area Director, Region Director, State Director or other appropriate authority declares COMCON II to exist (notification sent by MARS message to all affected MARS members), an emergency or disaster situation

is expected to develop within twenty-four hours. MARS members should effect all measures necessary to activate (to ECOM operations) on short notice. Members should curtail their daily routine as necessary to ensure readiness.

COMCON I

When the Area Director, Region Director, State Director or other appropriate authority declares COMCON I to exist (notification sent by MARS message to all affected MARS members), an emergency or disaster situation is imminent. MARS members should suspend all normal operations, as required, activate emergency (ECOM) networks and the ECOM plan, as necessary, and take appropriate precautions to ensure their own safety as well as that of their families or others for whom they share responsibility.

COMCON 0

When the Area Director, Region Director, State Director or other appropriate authority declares COMCON 0 to exist (notification sent by MARS message to all affected MARS members), an emergency or disaster situation exists. All actions are the same as are detailed for COMCON I, above.

It is important to note that different COMCON alert levels can be declared for a state or group of states. An anticipated Mississippi River and tributary flood, for example, might see Wisconsin placed on COMCON II, Minnesota on COMCON I, and Illinois on COMCON III, and leave all other Central Area states not affected by the anticipated flooding at NORMAL COMMUNICATIONS CONDITION.

More information regarding COMCON's III, II, I and 0 can be found in NTP 8(D).

SUMMARY

-ECOM is why MARS exists – being prepared for emergency communications is the MARS mission goal.

-All MARS members have a responsibility to participate in ECOM activities, whether those are actual events or exercise events.

-MARS members may not self activate to the scene of an emergency.

-MARS ECOM net activation can occur without a request for communication assistance from a 'served agency'. If a request is received, the request is conveyed to MARS managers by means of the Implementation message.

-The Implementation message can request not only state resources and ECOM nets, but Region and national nets and assets as well.

-After an Implementation Report message has been sent the State Director (or his/her staff) must at least once every four hours (sooner, if required by the Region Director), send SITREP's. Stations on the scene send SITREP's as the situation warrants.

-MARS ECOM exercises are held regularly to keep skills sharp and test our system for efficiency and should be devised to represent real events.

-Forecast or anticipated emergency situations can result in declarations of special, ECOM related, communications conditions – COMCON III, II I, or 0, depending upon the type of emergency situation. Each level of alerting obliges MARS members to take specific actions.

That concludes Module Five of the New Member Notebook. Please complete the corresponding section of the New Member Notebook Annex..”

MODULE SIX

EMERGENCY COMMUNICATIONS

PART TWO

ESSENTIAL ELEMENTS OF INFORMATION MESSAGES

This Module should be studied and the appropriate matching section of the New Member Notebook Annex completed prior to joining your State training net of the on-the-air portion of Module Six. Jot down any questions that occur to you while you're completing the paperwork and ask your Training officer those questions during that net session.

In this Module, we are going to cover a single topic”

- The purpose, formatting and transmission of Essential Elements of Information (EEI) messages over MARS HF networks and email.

6-1. INTRODUCTION TO EEI MESSAGES: From NTP-8(D), Annex D, paragraph D900:

“NAVMARCORMARS has been tasked by the Department Of Defense to provide information in the event of a disaster. This is to be accomplished with a pro-forma message called Essential Elements of Information (EEI). Speed is critical.”

Essential Elements of Information messages are special forms of ECOM-related messages that are intended to provide various components of the National Command System (e.g., Department Of Defense, NORTHCOM, Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS), etc.) with information pertaining to disasters and other situations from individual MARS members. Local situations, not worth, perhaps, of national new media coverage, are the type of incidents that warrant the preparation and submission of EEI messages. A tornado, hazardous materials spill, straight line wind damage, grain silo explosion, and countless other situations can and will occur within your locality. While your local TV, radio and newspaper outlets may well provide news coverage of these events, other agencies at the National level may not be apprized of the situation unless we MARS member do so. For that reason, the EEI message format has been introduced into our program.

An EEI message is to be originated and sent by a MARS member at any time he/she has knowledge of a local disaster or situation in which national agencies might be interested. Broadly interpreted by most, the topic of actual event EEI messages have generally dealt with weather related phenomena, including the extent of damage caused by severe thunderstorms, tornados, floods, snow and ice storms, and the like. Other situations that have resulted in actual event EEI submissions from the Central Area membership have included hazardous material spills, propagation of hazardous/explosive materials within a state or town,

closing of interstates and widespread power or telecommunications circuit failures.

It is not necessary to implement a state (or, Region, Area or National) ECOM plan in order for a MARS member to send an EEI message. All MARS members are encouraged to send EEI messages at any time an event occurs in their geographic area of which, a) they have knowledge and information, and b) which the member believes the national command structure could find useful.

EEI messages like all ECOM messages follow a strict format. The term that best describes the format is 'proforma', i.e., the message format is a template, a fill-in-the-blanks-with-the-requested-information type of message.

In the MARS program, there are two types of EEI messages: ACTUAL INCIDENT and MARS EXERCISE. Actual incident EEI messages are to be submitted to report actual incidents (makes sense, eh?). MARS exercise EEI messages are, likewise, sent as an outgrowth of ECOM exercises.

It is necessary to sent the ACTUAL INCIDENT EEI message by the fastest possible means. We have been requested, for that reason, to submit actual event EEI messages to the National Command System and Chief, MARS, using electronic mail (e-mail). Specific instructions for e-mail submission of ACTUAL INCIDENT EEI messages is contained in CHNACORMARCORMARS BCST 05-06 AND 07-06. See paragraph C900 of Annex C of the Central Area Operations Guide for the latest details.

MARS ECOM exercise EEI messages **are not to be sent by e-mail**. The national agencies do not want to see copies of our practice messages. They should be transmitted by voice an/or placed into the Region Digital Network (RDN) or National Digital Network (NDN) for delivery to addrees not present on the voice net where they are transmitted.

When e-mailing ACTUAL INCIDENT EEI messages by way of AAN3EEI you must include "ACTUAL EEI (location)" on the subject line of the **e-mail** message. If this is not included the message will be classified as Spam and rejected.

6-2. FORMATTING THE EEI MESSAGE:

Here is the template to be used for formatting the EEI message. Routing indicators are not needed and the message should be entered into the MDS with the SY MULTI send command. Note that this format will, from time to time, be changed, usually by message from Chief, MARS.

DE NNN0xxx (Your station call sign) xxx (Your message serial number)
O DTG
FM NNN0xxx (Originating station call sign suffix xx (Originator's state)
TO AAN3EEI VA
INFO NNN0ASA VA
NNN0ASZ GA
NNN0ASG IL

NNN9ASG ONE MI	
NNN0ASG TWO AL	
NNN0AS_ (state)	(Region Director)
NNN0AS_ ONE (state)	(Region Assistant Director)
NNN0AS_ TWO (state)	(Region ECOM Assistant)
NNN0G_ (state)	(Your State Director)
NNN0G_ TWO (state)	(Your State ECOM Assistant)

BT

UNCLAS ACTUAL INCIDENT (Use ‘UNCLAS MARS EXERCISE’ for exercises)

SUBJ: EEI REPORT

- 1. REF** (Use appropriate Event identifier from NTP 8(D) Annex D, paragraph D902 or D903)/xx (state)
- B.** (Status of emergency medical facilities) (hospitals/clinics - operational, destroyed or partially destroyed. What is available in the area, etc.)
- C.** (Local transportation status) (Accessibility of incident area: roads, bridges, airports, railways, etc.)
- D.** (What was damaged) (buildings, cars, facilities, number of known injured, etc.)
- E.** (Area utility status) (areas without water, electricity, etc.)
- F.** (Local communication status) (status of local telephone, radio, TV, etc. and if unaffected, limited or unavailable)
- G.** (Source of information and when received) (personal observation, TV, radio, scanner, etc. If personal, include MARS call sign. If disaster official, include name and agency. If TV/radio, give call sign and location)
- H.** (Remarks and other pertinent information, if none, so state)

ACTUAL INCIDENT (Use ‘MARS EXERCISE’ for exercises)

BT

Let’s take a look at the message format:

EEI messages always bear an IMMEDIATE precedence, prosing OSCAR. Remember, the speed of delivery objective associate with IMMEDIATE precedence messages is thirty minutes to three hours from the time of message origination. This is indicated by the letter “O” preceding the DTG.

The ‘de’ should contain your MARS call sign and the serial number you assign to the message, i.e., DE NNN0BQH 123

Note: When transmitting MARS messages by voice, ‘DE’ lines are ignored. They are only utilized when sending MARS messages using the MARS digital networks (Region Data Network and/or National Data Network). They are included here to provide complete formatting information for those who have or will be obtaining MARS digital transmission and reception capabilities.

The precedence of the message, IMMEDIATE, indicated by the prosign ‘O’ (OSCAR) and the message date-time-group (DTG) follow.

The only action addressee of an EEI message, whether the message is reporting an actual or exercise event, is:

AAN3EEI VA

The other addressees, all of whom are INFO addressees, are:

NNN0ASA VA

NNN0ASZ GA

NNN0ASG IL

NNN0ASG ONE MI

NNN0ASG TWO AL

NNN0AS_ (state) (Region Director)

NNN0AS_ ONE (state) (Region Assistant Director)

NNN0AS_ TWO (state) (Region ECOM Assistant)

NNN0Gxx (state) xx (Your State Director)

NNN0Gxx TWO (state) (Your State ECOM Assistant)

Other INFO addressees may be added, at the discretion of the originator. Such addressees might be other State or Region staff members whom you think should be notified or, as may be mandated by State, Region or Area policy.

NTP-8(D), Annex D, paragraph D902 contains a list of EEI Event Identifiers that apply to many types of disaster situations and paragraph D903 contains a list of Event Support Identifiers. An example list of event identifiers can be found in section **6-3** of this Module.

The EEI message format consists of only one paragraph. There is a hook, though: the single EEI message also has 8 subparagraphs. When preparing an EEI message, remember that paragraph 1 and all 8 subparagraphs must be included in the message. You don't leave anything blank. If the facilities for which information is sought by the message format in subparagraphs B thru F is known to not have been affected by the event, insert the word 'OPERATIONAL'. If the information is not applicable, insert 'N/A'. If the information is unknown, insert 'UNKNOWN'. For example, if the EEI report was focused on paragraph F, communication status, then 'N/A' would be entered for paragraphs B thru E.

The text inserted in subparagraphs A thru H should be brief. Use as many words as necessary to provide the requested information, but strive to be as clear and concise as you can. Be careful of abbreviations and use only those that will be understood by all recipients, especially those who may not be familiar with your local area.

The 'when' required in subparagraphs A and G should always include the complete UTC date (day, month and year) and time. The best way to do this is to use the DYGM format. For example: 271745Z JUN 2007. Also, in subparagraph G a radio/TV station should be identified with call sign, city and state. Channel numbers or frequencies are of no use, so in the interest of brevity do not include these.

While the origination and submission of actual event EEI messages is encouraged, do not waste your time or that of the national agencies, by submitting EEI messages that are based on information you have obtained from the mass media such as CNN, MSNBC, or other national/international news outlets. The national agencies have ready access to television receivers and cable TV systems, just as we do. Remember that the purpose of submitting EEI messages is to provide information to the National Command System that is not available to them by these common sources.

Here is a sample, properly formatted and completed EEI message that reports local conditions arising out of a hurricane in Florida:

DE NNN0FBN 001
O 261200Z JUL. 1999
FM NNN0FBN FL
TO AAN3EEI VA
INFO NNN0ASA VA
NNN0ASZ GA
NNN0ASG IL
NNN0ASG ONE MI
NNN0ASG TWO AL
NNN0AS4 GA
NNN0AS4 TWO AL
NNN0GAL FL
NNN0GAL TWO FL
BT
UNCLAS ACTUAL INCIDENT
SUBJ: EEI REPORT
1. REF HOWLING WIND / FL
A. HURRICANE XRAY MADE LANDFALL AT COCOA, FL , 2 MILES EAST OF THE CENTER OF THE CITY AT 261150Z JUL. 1999.
B. TWO HOSPITALS HAVE WIND DAMAGE. ALL OTHER MEDICAL FACILITIES ARE OPERATING ON EMERGENCY POWER.
C. ROUTES I-95 IS CLOSED DUE TO BRIDGES BEING OUT. FLORIDA ROUTE 520 IS OPEN INTO THE CITY. COCOA AIRPORT IS OPERATIONAL BUT RUNWAY 180 IS INOPERATIVE.
D. SEVERAL HOUSING DEVELOPMENTS IN THE NORTHERN SECTION OF TOWN REPORT HEAVY DAMAGE. FLOODING HAS CAUSED SEVERAL EVACUATIONS. LOCAL SCHOOLS AND OTHER FACILITIES HAVE BEEN DAMAGED. REPORTS OF MANY INJURED ON LOCAL RADIO.
E. WATER SYSTEMS DESTROYED. ELECTRICAL POWER IS OUT IN MOST AREAS. PHONES INOPERATIVE.
F. LOCAL TV AND RADIO STATIONS OPERATING AT REDUCED POWER ON EMERGENCY GENERATORS.
G. PERSONAL OBSERVATION BY NNN0FBN, LOCAL RADIO WKRP COCOA FL

261155Z JUL 1999.
H. NONE.
ACTUAL INCIDENT
BT
NNNN

Certainly, the reporting station in the example is aware that the mass media outlets are providing coverage of the hurricane on a large scale. What this message reports is local conditions - information which would not, normally, be available to the National Command System via mass media outlets.

Follow up EEI messages are also encouraged. If the change in the situation is important enough it may warrant a second and/or third message. You will want to keep the message recipients updated. Following the words "EEI REPORT" in the SUBJ line of the message you would add "UPDATE NR 1". As additional information is gathered and additional update reports are sent you would, of course, increase the number of the update report. Report conditions as they currently exist and as before using the terms 'OPERATIONAL', 'UNKNOWN', or 'N/A' as appropriate. Again, you must always include all paragraphs.

Many times, information submitted by MARS members via EEI messages to the Pentagon are the first and, in some cases, only report(s) received in these regards. These messages are vitally important to the military planners at the Pentagon and to the MARS program, overall.

- 6-3. 6-3. EVENT IDENTIFIERS:** Event Identifiers cover many types of disaster situations. The list is not, however, all inclusive. Situations can arise in which an appropriate, published Event Identifier will not fit the situation. In those cases, find one that is as close to the situation as possible. These messages are serious and contain information that can be of the utmost importance to our communities, states and the nation. Here is an EXAMPLE list of EEI Identifiers. For the current effective list be sure to use the listing in paragraphs D902 of NTP 8(D).

EVENT	IDENTIFIER
AIRBORNE POISON GAS	POISON AIR
AIR CRASH	FALLEN STAR
BIOLOGICAL EVENT	BAD BUG
BOMBING INCIDENT	LOUD BANG
BRIDGE DAMAGE/LOSS (MAJOR)	LOST SUPPORT
CHEMICAL SPILL	POISONED GROUND
CIVIL UNREST/RIOT	BAD MAGIC
DAMAGING HAIL	FALLING ICE
EARTHQUAKE	ROLLING THUNDER
FLOOD	TALL WATER
FOREST/GROUND FIRE	SCORCHED EARTH
GAS LEAK/EXPLOSION (MAJOR)	HOT AIR
HEAVY WINDS (NOT HURRICANE OR TORNADO)	MIGHTY WINDS
HURRICANE	HOWLING WIND

ICY ROADS
INTERSTATE BLOCKED/DAMAGED (MAJOR)
MAJOR COMMUNICATIONS LINK DOWN
NUCLEAR
OIL SPILL (WATER)
POWER OUTAGE (MAJOR)
SEARCH/RESCUE
SEISMIC SEA WAVE
SHIP WRECK/INCIDENT
TERRORIST THREAT
TRAIN WRECK/DERAILMENT
TORNADO
VOLCANO
WATER DAM BROKEN/DAMAGED (MAJOR)
WINTER SNOW STORMS

BLACK ICE
BLOCKED LANE
LOST COMM
NUCLEAR GRAYSTONE
DARK WATER
DARK DAY
SECURE HAVEN
TSUNAMI
DEEP SEA
HIDDEN SHADOW
BROKEN TRACKS
VIOLENT TWISTER
BRAZEN BRIMSTONE
FAST WATER
WHITE BLANKET

EVENT SUPPORT IDENTIFIERS

FEMA SUPPORT
JCS SUPPORT
NCS SUPPORT
NDMS SUPPORT
NG AND RESERVE
SHARES SUPPORT

FEDERAL RESPONSE
JOINT LIONS
TOP COVER
MEDICAL LINK
CIVIL COVER
COMMON FORTUNE

- 6-4. SUBMITTING ACTUAL EVENT EEI MESSAGES BY EMAIL:** Email and Internet addresses change about as often as the phases of the moon. Changes may occur in either addresses or procedures as needed. It is therefore important that you maintain a current file of any changes to these addresses or procedures through your regular MARS State HF net participation.

See paragraph C900 of the Central Area Operations Guide Annex C for the current e-mail address. If your e-mail has the ability to mark messages as urgent, do so. The E-MAIL SUBJECT line (not the EEI message subject line) should begin with: ACTUAL EEI and should contain the city (county) and State where the events took place. When inserting the message into either a voice net or the MDS, indicate that the message has been sent e-mail by placing the Z signal 'ZEN/' immediately in front of the address on the TO line. The text of the e-mail should include the full and complete EEI Report message. At this point the 'ZEN/' should not have been placed in front of the AAN3EEI VA.

Note: Only ACTUAL INCIDENT EEI messages are authorized for e-mail submission. MARS Exercise EEI messages are to be sent ONLY by voice or by Digital HF Radio.

6-5. EEI GENERATOR: On the Navy-Marine Corps MARS national web site (<http://www.navymars.org>) there is an automated fill-in-the-blanks EEI Report generating form which when filled out will generate a

properly addressed and formatted EEI Report message. When all the blanks are filled in the EEI Report message will be shown to you for a 'last chance' correction opportunity. If you accept the message as shown one of two things will happen, depending on whether it is an ACTUAL INCIDENT or a MARS EXERCISE message.

1. If an ACTUAL INCIDENT, the message will automatically be e-mailed to AAN3EEI and to all addressees that have an e-mail account on the navymars.org e-mail system. It will also be e-mailed to you and to NNN0AST who is responsible for the web site and development of the EEI Generator. Even though this message has been e-mailed to various addressees, the originator must still enter the message into the MDS for transmission to all addressees. The 'ZEN/' will have been placed in front of AAN3EEI by the EEI Generator to indicate message delivery to that addressee by e-mail.

---- OR ---

2. If a MARS EXERCISE, the message will be e-mailed only to you the originator and to NNN0AST for system monitoring purposes.

This concludes Module Six, and completes the New Member Notebook series. Please complete the corresponding section of the New Member Notebook Annex.