

CHAPTER 2
ORGANIZATION

200. COMMAND AUTHORITY

a. The Chief of Naval Operations (CNO) has assigned Commander, Naval Network and Space Operations Command (COMNAVNETSPAOPSCOM) as the Central Coordinator to act for the Secretary of the Navy (SECNAV) in exercising authority over and carrying out MARS responsibilities.

b. COMNAVNETSPAOPSCOM has vested Chief, NAVMARCORMARS with the authority to carry out the Department of the Navy's (DON) responsibilities towards MARS per Department of Defense (DOD) Directive 4650.2 (series). This includes the authority to:

- (1) Ensure maximum effectiveness of Navy and Marine Corps MARS activities.
- (2) Manage, control, technically guide, supervise, and execute the NAVMARCORMARS program.
- (3) Provide operational, technical and administrative direction to the NAVMARCORMARS area directors.
- (4) Direct the NAVMARCORMARS Headquarters Radio Station operations and NAVMARCORMARS radio networks throughout the world.

201. MARINE CORPS MARS LIAISON OFFICER

The Commandant of the Marine Corps, Director, Telecommunications Division is the cognizant Headquarters, Marine Corps staff agency to assist Chief NAVMARCORMARS in the administration and operational planning for the MARS program within the Marine Corps.

202. CHIEF, NAVMARCORMARS RESPONSIBILITIES

a. Provide assistance to and coordinate with the Bureau of Naval Personnel in the assignment of active duty personnel to the MARS program.

b. Develop and prepare MARS program resource requirements for submission to the Secretary of Defense (SECDEF) in the annual Secretary of the Navy (SECNAV) Program Objectives Memorandum (POM) or other appropriate Program Change Requests (PCR).

c. Determine the need for and assist with the preparation, coordination, and revision of Navy directives and operating instructions relating to the MARS program.

d. Maintain liaison with Marine Corps Headquarters, the MARS Cognizant Officer on the staffs of Fleet and Force Commanders, CNO State directors, and Command Activity MARS Officers in matters relating to MARS operations and administration.

e. Manage the allocation of MARS call signs and distribution of MARS publications to MARS area directors for distribution to new members.

f. Coordinate and direct the operations of the MARS Data System (MDS); supervise MARS networks, make recommendations, and implement changes.

g. Coordinate and consult with the Departments of Defense, Army, Air Force, and civilian organizations on matters pertaining to MARS operations and activities.

h. Supervise and coordinate all aspects of the MARS equipment program as outlined in NAVCOMTELCOM Instruction 2093.1B and approve requisitions associated therewith.

i. Prepare and execute the annual Headquarters, NAVMARCORMARS budget.

j. Consult with representatives of the Utilization Division, Defense Reutilization and Marketing Office (DRMO), the Utilization and Sales Division, General Service Administration, and appropriate Department of the Navy commands and offices on policy matters relative to the MARS equipment program.

k. When appropriate, visit each area director headquarters to inspect MARS records and to ensure the MARS program is being administered in accordance with DOD, SECNAV, CNO, COMNAVNETSPAOPSCOM, and Chief NAVMARCORMARS directives, instructions and notices; and determine the readiness, effectiveness and efficiency of region programs.

l. Represent MARS at national and region conventions, meetings of the American Radio Relay League (ARRL), and other communications/electronics organizations.

m. Coordinate frequency assignments relating to the MARS program and promulgate.

n. Initiate plans and execute staff actions to improve and increase the effectiveness and efficiency of the MARS program.

o. Prepare or direct preparation and approve all press releases on matters relating to MARS program.

p. Coordinate Navy's participation in an appropriate amateur radio program as a part of the annual celebration of Armed Forces Day.

203. TYPES OF MARS MEMBER STATIONS

a. Individual Station: A station operated by an individual affiliated with MARS.

b. Stations under Military Auspices:

(1) Military Unit Station: A station operated by active duty military or civilian personnel who are serving in a MARS billet as a primary duty.

(2) Military Auxiliary Station: A station manned and operated by volunteer personnel.

210. ACTIVE DUTY ORGANIZATION

211. ACTIVE DUTY ORGANIZATION STRUCTURE

Communications unrelated to policy, but related to MARS, will be handled within the framework of the MARS active duty organization. Figure 2-1 provides a block diagram of the active duty structure.

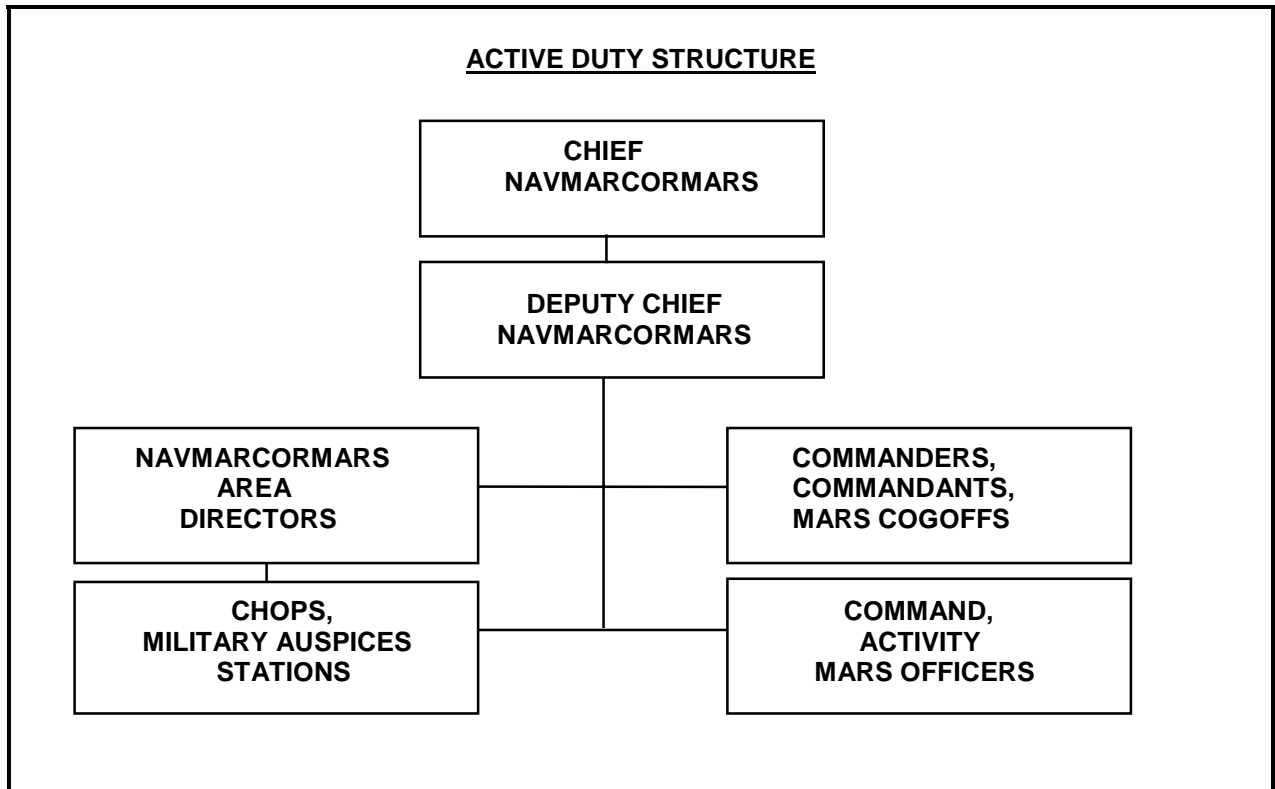


FIGURE 2-1: ACTIVE DUTY STRUCTURE

212. DEPUTY CHIEF, NAVMARCORMARS

a. The Deputy Chief, NAVMARCORMARS is the primary assistant to Chief NAVMARCORMARS. This duty will normally be assigned to an active duty naval officer in the grade of Lieutenant or above. All orders issued by him/her will have the same force and effect as though issued by the Chief. The Deputy Chief will conform to and carry out the policies and orders of the Chief and shall keep him/her informed of all significant matters pertaining to the command. The Deputy Chief shall be primarily responsible under the Chief, for the organization, performance of duty, and good order and discipline of the entire NAVMARCORMARS program.

b. All special assistants, specialty network coordinators and area directors report to the Deputy Chief, NAVMARCORMARS regarding internal administration of the program. The Deputy Chief will recognize the right and duty of special assistants or area directors to confer directly with the Chief, NAVMARCORMARS on matters specifically relating to his/her department. The Deputy Chief, NAVMARCORMARS will assume the duties of the Chief, NAVMARCORMARS should the need arise. During any emergency action, the Deputy Chief will be stationed where he/she can best aid the Chief.

c. The prescribed duties and responsibilities detailed in paragraph 213 will not be construed to relieve a subordinate from any part of his/her assigned responsibilities.

213. DEPUTY CHIEF, NAVMARCORMARS RESPONSIBILITIES

a. Ensure the Chief, NAVMARCORMARS is advised of casualties, deficiencies, and difficulties, which may affect operational readiness or administrative efficiency of the NAVMARCORMARS program.

b. Make frequent inspections in company, when practical, with the subordinates concerned; and take remedial action to correct defects.

c. Maintain high morale within the program. The discipline, welfare, and privileges of the individual NAVMARCORMARS members will be the primary concern of the Deputy Chief; and he/she will administer these and related matters in a just and uniform manner.

d. Prepare and maintain the documents for the organization and administration of the program.

e. Supervise and coordinate the work, exercises, training, and education of the NAVMARCORMARS program.

f. Supervise and coordinate the operational plans and schedules of the NAVMARCORMARS program.

g. Direct the investigation of alleged violations of NAVMARCORMARS regulations, and other military and civil laws; and recommend appropriate disciplinary action to the Chief.

h. Ensure adequate supplies and services are available to the special assistants, specialty network coordinators and area directors within the allotment of maintenance and operating funds.

i. Act on personal requests (which may be addressed to the Chief, NAVMARCORMARS) that do not involve policy formulation or require the action of a higher authority.

j. Direct the public affairs program.

k. Perform other duties as may be assigned.

214. HEADQUARTERS, NAVMARCORMARS RADIO STATION (NAV)

Headquarters, Navy-Marine Corps MARS Radio Station (HQ NAVMARCORMARS RADSTA) is a designated shore activity in an active operating status, reporting via Chief NAVMARCORMARS to COMNAVNETSPAOPSCOM.

215. MARS COGNIZANT OFFICER

A MARS Cognizant Officer is assigned as a collateral duty on the staff of each Fleet Commander, Naval Force Commander or other competent authority for the purpose of maintaining appropriate administrative MARS liaison between the Commander and the Commander, Naval Computer and Telecommunications Command.

216. COMMAND/ACTIVITY MARS OFFICER

A command/activity MARS Officer is assigned as a collateral duty at each U.S. Navy and Marine Corps activity sponsoring a MARS station. The MARS Officer, as the representative of the Commanding General/Commanding Officer/Officer in Charge, provides the necessary supervision for the operation and administration of the Command/Activity MARS station.

217. MILITARY AUSPICES STATION MARS CHIEF OPERATOR

A MARS Chief Operator is assigned as either a primary or collateral duty at each U.S. Navy and Marine Corps Command/Activity with an established MARS station. The chief operator provides direct supervision for the operation and administration of the Command/Activity MARS station.

218. MILITARY AUSPICES STATION CUSTODIAN

The station custodian is appointed as a collateral duty at each U.S. Navy and Marine Corps Command/Activity with an established MARS station. The custodian is responsible for the accountability of

the equipment and security of the station. The MARS officer or the chief operator may be appointed custodian at the discretion of the Command/Activity.

220. MARS AREA DIRECTOR

MARS area directors are active duty Information System Technicians. They are assigned to COMNAVNETSPAOPSCOM billets and come under Chief, NAVMARCORMARS for operational direction. MARS area directors are responsible for the administration and operation of the MARS program within their assigned areas.

221. AREA DIRECTOR CRITERIA

In view of the nature of the duties and responsibilities outlined herein, the following criteria are established for the enlisted billets designated as MARS area directors. The personnel assigned to these billets will:

- a. Be utilized only for the duties prescribed by COMNAVNETSPAOPSCOM through the authority vested in the Chief, NAVMARCORMARS.
- b. Possess a personality/character suitable for independent type duty.

222. AREA DIRECTOR RESPONSIBILITIES AND DUTIES

Each MARS area director is directly responsible to Chief, NAVMARCORMARS, for the proper administration and operation of the MARS program within the assigned MARS area with duties as follows:

- a. Operate and maintain an area MARS radio station in order to facilitate program administration and be available as an adjunct to the Naval Communication System.
- b. Monitor and supervise area MARS networks in order to ensure compliance with established procedures and frequency tolerances.
- c. Maintain individual member activity files.
- d. Coordinate and implement MARS frequency assignments.
- e. Establish and disestablish MARS radio networks necessary to conduct area-wide training and emergency communications.
- f. Prepare and promulgate area operations guides, bulletins and other forms or publications as supplements to MARS directives.
- g. Maintain a system for the mailing of bulk correspondence to MARS members within the area.
- h. Provide administrative support to area volunteer staff members, region and state directors and selected MARS members who conduct official MARS business in connection with their volunteer duties.
- i. Administer the MARS program in accordance with NAVCOMTELCOMINST 2093.1B, this publication and additional directives issued by Chief, NAVMARCORMARS. (This includes screening excess property listings, selecting equipment applicable to the program, preparing requisitions and accountability forms, handling associated correspondence, and maintaining equipment program records).
- j. Coordinate MARS activity with offices of the American Red Cross, Civil Defense, Amateur Radio Emergency Corps, Radio Amateur Civil Emergency Service and other service MARS programs.

k. Represent Chief, NAVMARCORMARS when attending MARS, Amateur Radio, and other public activities in the interest of public affairs and furtherance of the MARS program.

l. Conduct field trips on a regular basis in order to maintain close liaison with volunteer staff members, MARS region and state directors, and participating naval activities.

m. Provide manpower and transportation for stowage or issue of MARS equipment when conveyance by other means is either uneconomical or inappropriate.

n. Provide technical assistance and appropriate coordination necessary to accomplish special MARS projects.

o. Prepare and promulgate emergency communication plans based on those of higher authority.

p. Perform special coordination duties assigned by Chief, NAVMARCORMARS.

q. Perform such other duties as directed and/or necessary to further the MARS program.

223. AREA DIRECTOR STAFF ASSISTANT APPOINTMENTS

The director selects and issues appropriate appointments to qualified individuals from the volunteer membership to serve as special assistants and advisors to the director and provides the necessary coordination and supervision of matters pertaining to the appointments. The appointee shall have been a member of MARS for at least four years. The director's administrative call sign with a numerical suffix will be assigned to each appointed assistant for use when conducting matters pertaining to the appointment. The following suffix numbers and titles are prescribed:

ONE:	Deputy Director
TWO:	Emergency Communications Planning
THREE:	Net Operations/Reports
FOUR:	Training
FIVE:	Advanced Communications and Technology
SIX:	Special Projects and High Technology
SEVEN:	VHF and FM Repeaters
EIGHT:	Public Affairs and Newsletters
NINE:	Library
TEN:	Digital Systems Operations
ELEVEN:	Logistics
TWELVE:	Equipment Administration
THIRTEEN:	Personnel Administration
FOURTEEN:	Computers/Data Processing
FIFTEEN:	Interoperability and SHARES Coordinator
SEVENTEEN:	Military Auspices Station Coordinator
EIGHTEEN:	Postage Stamp Coordinator

224. AREA STAFF ASSISTANT DUTIES

Assistants to director will perform the duties listed below. This is not an all-encompassing list and additional duties may be assigned at the director's discretion.

a. Deputy Director (NNNØAS_ONE). The deputy director's responsibilities and duties are delineated in paragraphs 232 and 233, respectively.

b. Assistant for Emergency Communications Planning (NNNØAS_TWO). The assistant to the director for emergency communications planning is the principal advisor to the director on all matters relating to emergency communications and homeland security. The assistant shall:

(1) Prepare and maintain an up-to-date emergency communications plan to meet all anticipated emergencies.

(2) Coordinate among and provide advice and assistance to the region and state directors and their assistants for emergency communications matters.

(3) Schedule and oversee emergency communications exercises and provide comments/recommendations to region and state directors for the purpose of improving operations.

c. Assistant for Net Operations/Reports (NNNØAS_THREE). The assistant to the director for net operations is the primary advisor to the director on matters pertaining to the organization and operation of the nets. The assistant shall:

(1) Coordinate area frequency requests per existing instructions.

(2) Manage all the frequencies assigned to the area.

(3) Assign and oversee net managers for the designated area nets.

(4) Maintain a master copy for the net directory of all area, region and state nets and submit changes or revisions for publication.

(5) Advise the area net managers and region and state directors on matters concerning improvements and/or changes for better net operations. Coordinate training requirements with the assistant to the director for training.

(6) Prepare and submit to the director frequency usage and traffic reports.

(7) Inform the director of the need to establish or disestablish area, region and state nets.

(8) Advise the director on all matters concerning operations within the area.

d. Assistant for Training (NNNØAS_FOUR). The assistant to the director for training is the advisor to the director on matters concerning training of the membership. The assistant shall:

(1) Develop and maintain current training programs to meet the needs of the area.

(2) Monitor area, region and state nets for the purpose of providing "on-the-job" training and to obtain first hand knowledge of areas where training is required.

(3) Coordinate with and advise the region and state directors in regards to changes that affect operational procedures and general MARS information.

(4) Issue training memoranda to amplify and/or clarify existing directives.

(5) Coordinate with the assistant for net operations relative to the establishment of training nets to ensure proper procedure.

e. Assistant for Advanced Communications and Technology (NNNØAS_FIVE). The assistant to the director for advanced communications and technology will advise the area, region and state directors on technical matters concerning the Internet, electronic mail (e-mail) and the World Wide Web (www).

f. Assistant for Special Projects and High Technology (NNNØAS_SIX). The assistant for special projects and high technology will assist the director in accomplishing tasks of a one-time nature and

investigate new developments in technology that might be beneficial to the MARS program. The assistant will provide to the director recommendations and status report periodically as the project develops.

g. Assistant for VHF and FM Repeaters (NNNØAS_SEVEN). The assistant to the director for repeaters is the primary advisor to the director on all matters concerning the area repeater system and shall:

(1) Provide advice and guidance to state personnel regarding installation, maintenance, and support of repeater equipment.

(2) Maintain an up-to-date listing of all area repeaters providing frequency, location, station engineer, etc., for use by the director.

(3) Initiate action to resolve interference problems.

h. Assistant for Public Affairs and Newsletters (NNNØAS_EIGHT). The assistant to the director for public affairs will be the primary advisor responsible to the director for publication of an area newsletter, and shall provide recommendations and advice to the director regarding improving public awareness of the MARS program.

i. Assistant for Library (NNNØAS_NINE). The assistant to the director for the library is the primary advisor to the director for listing available technical publications and shall:

(1) Maintain an up-to-date listing of all publications available within the area and at the National Library.

(2) Provide assistance to the state director's staff in obtaining technical publications.

j. Assistant for Digital Systems Operations (NNNØAS_TEN). The assistant to the director for all matters concerning policy and procedures within the area for MDS and shall:

(1) Provide guidance and instructions for the proper formatting of MDS traffic.

(2) Develop and promulgate instructions and procedures for the use of the MDS.

k. Assistant for Logistics (NNNØAS_ELEVEN). The assistant to the director for logistics has the responsibility to maintain a stock of supplies for use throughout the area and shall:

(1) Report to the director any unusual usage of supplies by any region or state.

(2) Keep the director notified concerning the status of supplies held in stock.

l. Assistant for Equipment Administration (NNNØAS_TWELVE). The assistant for equipment administration has the responsibility of maintaining a list (to include official/proper documenting paper trail), by location, of all equipment allocated to the area and shall:

(1) Advise the director regarding the status of all accountable area equipment.

(2) Upon disenrollment of a MARS member, advise the director concerning the amount and nomenclature of equipment held by the member and recommendation for return of such equipment.

m. Assistant for Personnel Administration (NNNØAS_THIRTEEN). The assistant for personnel administration has the responsibility of providing an up-to-date listing of the area membership, and shall ensure the membership listing is provided to the director on a quarterly basis or as requested by the director.

n. Assistant for Computer/Data Processing (NNNØAS_FOURTEEN). The assistant for computer/data processing is the primary advisor to the director on all matters that apply to computer utilization within the area and shall:

(1) Keep the director informed of all new technology that can be used within the area and provide advice as to its utilization.

(2) Provide to the region and state directors information and guidance concerning the use of computers in the MARS program.

(3) Maintain a master listing of available computer programs for MARS use.

o. Assistant for Interoperability (NNNØAS_FIFTEEN). The assistant for interoperability will advise the area, region and state directors on Army and Air Force MARS and SHARES procedures and help resolve interoperability issues when they arise.

p. Military Station Coordinator (NNNØAS_SEVENTEEN). The military station coordinator is an active duty service member who is the primary advisor to the director for all matters concerning the operation and duties of the military stations and shall:

(1) Coordinate, oversee, and assign station responsibilities.

(2) Ensure stations comply with the requirements of this publication.

(3) Advise the director on all matters concerning the operation of the military stations and provide recommendations for improvements.

q. Postage Stamp Coordinator (NNNØAS_EIGHTEEN). The postage stamp coordinator maintains inventory, records, and fills orders for stamps throughout the area as directed by the area director.

230. DEPUTY AREA DIRECTOR

The Deputy Area director is a qualified volunteer member nominated by the area director and appointed by Chief, NAVMARCORMARS.

231. DEPUTY DIRECTOR QUALIFICATIONS

The Deputy Director appointment is voluntary and therefore military orders, per se, cannot be enforced. However, it is reasonable to assume that the individual accepting the appointment will have no compunction against fulfilling the duties and carrying out the responsibilities of the position. This is a highly responsible position; therefore, the following qualifications are desirable:

a. Have been a member of the MARS program for at least four years.

b. Have a General class or higher amateur radio license issued by the Federal Communications Commission (FCC).

c. Have a broad background of experience in radio communications, and be thoroughly familiar with the mission, functions, and operations of the MARS program.

d. Be particularly skillful in dealing with others.

e. Possess a high degree of administration ability.

232. DEPUTY DIRECTOR RESPONSIBILITIES

The MARS deputy director is responsible for providing advice and assistance to the director and provides continuity between the director and his successor when required. In the absence of the director, when no provision has been made for active duty assumption of director responsibilities, the deputy director will assume the appropriate administrative and operational duties of the director in consonance with paragraph 212 and per this publication, NAVCOMTELCOMINST 2093.1B and other directives and instructions issued by Chief, NAVMARCORMARS. The MARS deputy director shall also provide liaison and coordination between the commands, Chief, NAVMARCORMARS, volunteer appointees, region and state directors and individual members to ensure continued network operations.

233. DEPUTY DIRECTOR DUTIES

In order to fulfill the above responsibilities, the MARS deputy director is expected to:

a. Maintain and operate a MARS radio station, capable of operating on all MARS frequencies assigned to the area in order to facilitate program administration and be available as an adjunct to the director's radio station.

b. Maintain, insofar as possible, a duplicate file and record system (less individual membership files and equipment records) to that of the director in order to effectively assume, temporarily, the duties of the director.

c. In the absence of the area director, initiate acquisition documents for equipment and materials that appear on GSA listings and other source listings, per Annex India, to meet the immediate needs of the program.

d. Perform such other duties as requested by appropriate authority or as necessary to further the MARS program.

240. MARS REGION DIRECTOR

The MARS region director is a qualified volunteer member nominated by the area director and appointed by Chief, NAVMARCORMARS. MARS region directors are responsible, under the area director, for MARS operations within their assigned regions.

241. REGION DIRECTOR CRITERIA

The Region Director appointment is voluntary and therefore military orders, per se, cannot be enforced. However, it is reasonable to assume that the individual accepting the appointment will have no compunction against fulfilling the duties and carrying out the responsibilities of the position. This is a highly responsible position; therefore, the following qualifications are desirable:

a. Have been a member of the MARS program for at least three years.

b. Have a General class or higher amateur radio license issued by the FCC.

c. Have a broad background of experience in radio communications, and be thoroughly familiar with the mission, functions, and operations of the MARS program.

d. Be particularly skillful in dealing with others.

242. REGION DIRECTOR RESPONSIBILITIES AND DUTIES

Each MARS region director is directly responsible to their respective area director for the proper operation of the MARS program within the assigned MARS region with duties as follows:

- a. Maintain and operate a MARS radio station, capable of operating on all MARS frequencies assigned to the region in order to direct region operations.
- b. Monitor and supervise MARS region networks to ensure compliance with established procedures and frequency tolerances.
- c. Coordinate with the area staff to implement MARS frequency assignments.
- d. Establish and disestablish MARS radio networks necessary to conduct training and emergency communications within the assigned region.
- e. Coordinate MARS activity with offices of the American Red Cross, Civil Defense, Amateur Radio Emergency Corps, Radio Amateur Civil Emergency Service and other service MARS programs.
- f. Represent Chief, NAVMARCORMARS when attending MARS, Amateur Radio, and other public activities in the interest of public affairs and furtherance of the MARS program.
- g. Assist state directors to prepare and promulgate emergency communication plans based upon those of higher authority.
- h. Perform special coordination duties assigned by the area director.
- i. Perform such other duties as directed and/or necessary to further the MARS program.

243. REGION DIRECTOR STAFF ASSISTANT APPOINTMENTS

The region director selects and issues appropriate appointments to qualified individuals from the volunteer membership to serve as special assistants and advisors to the director and provides the necessary coordination and supervision of matters pertaining to the appointments. The appointee should have been a member of MARS for at least three years. The director's administrative call sign with a numerical suffix will be assigned to each appointed assistant for use when conducting matters pertaining to the appointment. The following suffix numbers and titles should be filled. Others similar to paragraph 223 and 224 may be assigned:

ONE:	Assistant Director
TWO:	Emergency Communications Planning
THREE:	Net Operations

244. REGION STAFF ASSISTANT DUTIES

Assistants to the region director, when assigned, will perform the duties listed for their position in paragraph 224.

250. VOLUNTEER ORGANIZATION

- a. A block diagram of the volunteer structure is contained in Figure 2-2.
- b. When no active duty director is assigned to an area, the volunteer deputy director will act as the area director.
- c. The selection of the volunteer region and state directors is a function of the area director, subject to the concurrence of Chief, NAVMARCORMARS and the senior Naval command in overseas areas.
- d. Operations shall be subject to the directives of the Naval Force Commanders/CNO when operating in overseas areas under their jurisdiction.

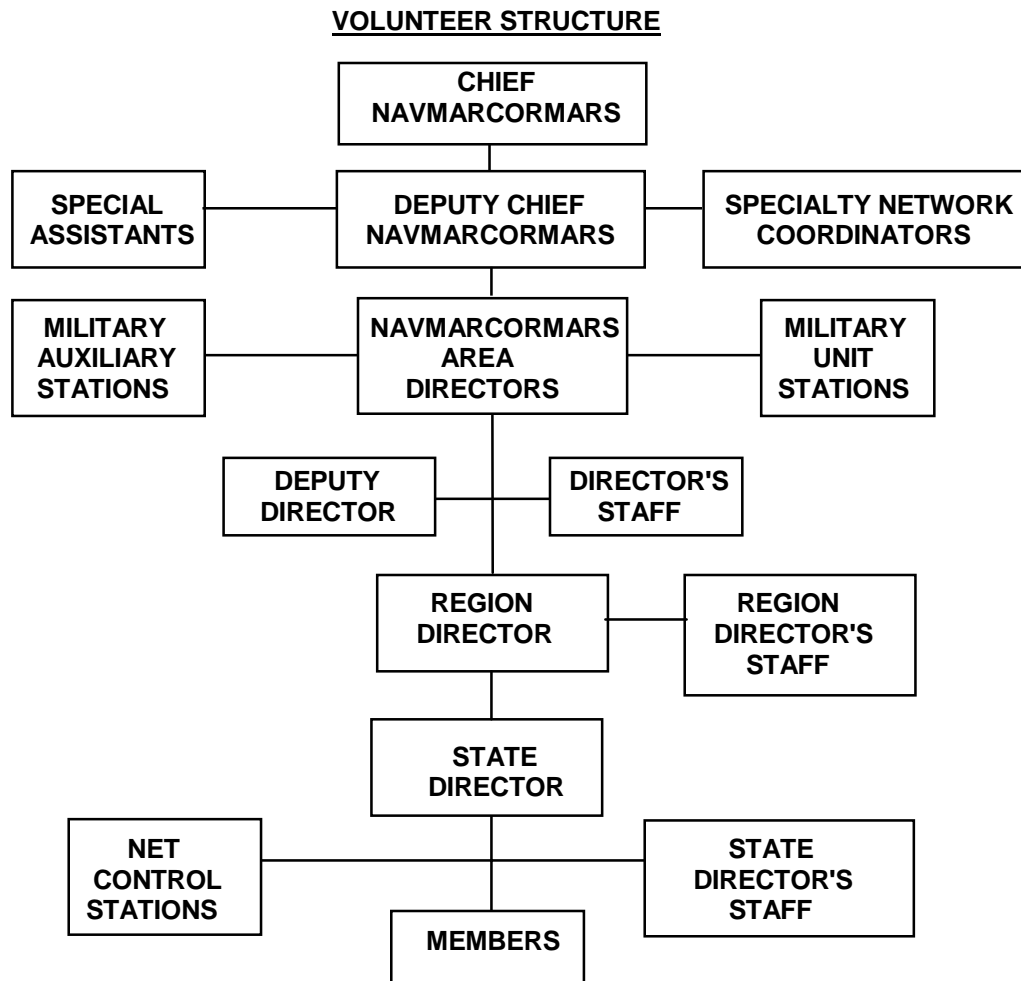


FIGURE 2-2: VOLUNTEER STRUCTURE

260. SPECIAL ASSISTANTS TO CHIEF, NAVMARCORMARS

Chief, NAVMARCORMARS may appoint qualified volunteer MARS members as special assistants when deemed necessary to assist and/or coordinate matters pertaining to the appointment. Special assistants are considered members of Chief, NAVMARCORMARS Advisory Staff.

270. SPECIALTY NETWORK COORDINATORS

A specialty network coordinator is appointed by and responsible to Chief, NAVMARCORMARS for organizing, administering, and supervising the operation of the network to which assigned.

271. SPECIALTY NETWORK COORDINATOR QUALIFICATIONS

MARS specialty network coordinator appointments are voluntary and therefore military orders, per se, cannot be enforced. However, it is reasonable to assume that the individual accepting the appointment will have no compunction against fulfilling the duties and carrying out the responsibilities of the position. The

appointments are responsible positions; therefore, it is desirable that selected individuals have the following qualifications:

- a. Have been a member of the MARS program for at least five years.
- b. Have a General class or higher amateur radio license issued by the FCC.
- c. Have a broad background of experience in the radio communication specialty for which the appointment is made and be familiar with the mission, functions, and operations of the MARS program.
- d. Be skillful in dealing with others.
- e. Possess administrative ability.

272. SPECIALTY NETWORK COORDINATOR RESPONSIBILITIES

MARS specialty network coordinators are responsible for providing advice and assistance to Chief, NAVMARCORMARS for the operation and administration of the specialty network to which assigned. He/she provides the necessary coordination between the Chief, NAVMARCORMARS, appropriate directors, state directors, and stations assigned, per this publication, NAVCOMTELCOMINST 2093.1B, and appropriate directives and instructions issued by Chief, NAVMARCORMARS. The coordinator will manage all day-to-day operations of the network.

273. SPECIALTY NETWORK COORDINATOR DUTIES

- a. Maintain and operate a MARS radio station capable of operating in mode(s) and on frequencies authorized for the specialty network for which the appointment is made.
- b. Assign stations to the network within the state of assigned responsibility.
- c. Coordinate frequency assignments with Chief, NAVMARCORMARS.

280. STATE DIRECTOR

The state director is a qualified volunteer member appointed by the area director. The state director is responsible to assist the MARS area director in program administration and to assist the MARS region director with operations within the assigned state. The appointment is normally for a two year period that may be extended upon mutual agreement between the director and the appointee.

281. STATE DIRECTOR QUALIFICATIONS

The MARS state director appointment is voluntary and, therefore, military orders, per se, cannot be enforced. However, it is assumed that the individual accepting the appointment will have no compunction against fulfilling the duties and carrying out the responsibilities of the position. This is a highly responsible position; therefore, the following qualifications are desirable:

- a. Have been a MARS member for at least two years.
- b. Have a General class or higher amateur radio license issued by the FCC.
- c. Be thoroughly familiar with the mission, functions, and operations of the MARS program.
- d. Be particularly skillful in dealing with others.
- e. Possess a high degree of administrative ability.

282. STATE DIRECTOR RESPONSIBILITIES

a. The MARS state director is responsible to the area director for the administration of the MARS program within the assigned state in consonance with the director's responsibilities and duties listed in paragraph 222 and per this publication, NAVCOMTELCOMINST 2093.1B and other directives and instructions issued by the Chief, NAVMARCORMARS and the director.

b. The state director is responsible for proper net operations to the region director.

283. STATE DIRECTOR DUTIES

To fulfill the above responsibilities, state directors are expected to perform the following duties:

a. Maintain and operate a MARS radio station capable of operating on all assigned MARS frequencies in order to facilitate program administration.

b. Recommend to the region director the establishment and disestablishment of radio networks, assigning net control stations (NECOS) within the state to fulfill requirements to meet the MARS mission, and to carry out all functions of the program.

c. Monitor and supervise state networks to ensure compliance with established procedures and frequency tolerances.

d. Maintain individual membership files per Chapter 3.

e. Effect assignment to networks and other activities of member stations within the state.

f. Review quarterly, individual member participation. Recommend membership termination of members failing to maintain minimum participation requirements, and those who fail to abide by the rules and regulations governing MARS, per Chapter 3.

g. Determine the need for equipment and materials to meet state requirements based on program requirements and individual member's ability to utilize such equipment in the MARS program.

h. Prepare and promulgate a state emergency communication plan based on those of higher authority and Annex Delta, to fulfill the MARS mission. Such plans will be submitted to the area director via the region director for approval before promulgation.

i. Coordinate MARS activity with local amateur radio clubs, office of the American Red Cross, Civil Defense, Amateur Radio Emergency Corps, local military authorities and other service MARS programs.

j. Perform such other duties as requested by appropriate authority to further the MARS program.

284. STATE DIRECTOR APPOINTMENTS

The state director selects and appoints qualified individuals from the volunteer membership within his/her jurisdiction as special assistants similar to director staff assistants listed in paragraphs 223 and 224 to provide necessary coordination for and supervision over matters pertaining to the appointments. The staff call sign assigned is that of the state director, with a numbered suffix corresponding to the list in paragraph 223.