

1 Military Auxiliary Radio System Navy-Marine Corps MARS

MARS Operator Course
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Unit Two Membership and Administration

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Paragraph numbers are a reference to the applicable paragraph in NTP-(D) DRAFT. As such, they may not follow in numeric order in these lessons.

LESSON 1 MEMBERSHIP CRITERIA AND APPLICATION

301. Individual Stations

Acceptance of membership is subject to the needs of MARS and the satisfactory completion of a 90 day trial period. The term of membership is concurrent with the member's valid Amateur Radio license unless sooner modified or revoked. In order to meet the criteria for membership, the applicant must:

- a. Possess a valid amateur radio license, Technician Class or above, issued by the Federal Communications Commission or other competent U.S. Authority. The license must be current, up-to-date, and valid for at least one year subsequent to the date of application.

- b. Successfully complete the Correspondence Course entitled "The MARS Operator Course."

- c. Not be a member of Army or Air Force MARS.
- d. Possess an operating station capable of operating on a minimum of two MARS frequencies within the 2-30 MHz range used within the applicant's Area (unless waived by the state director).
- e. Agree to operate, per the rules and regulations governing MARS. Maintain participation as follows:
 - i.) a minimum of 18 hours per quarter,
 - ii.) 12 of which must be on established area, region, or state HF nets,
 - iii.) No more than 12 hours in a single month may be credited toward the 18 hours per quarter,Maintenance of the minimum 18 hours requirement does not in itself ensure continued eligibility for membership.
- f. The applicant must be
 - i.) 18 years of age or older and,
 - ii.) must be a citizen of the United States or,
 - iii.) be lawfully admitted to the United States for permanent residence under the provisions of Chapter 12 of Title 8, United State Code.

303. Prospective individual members should first contact the state director responsible for MARS operations in the state where the applicant lives (see note at end of this section). The state director will ascertain if MARS activities are such that would permit active participation and to determine if the state director has a need for their station capabilities. Applications for MARS membership must be submitted in duplicate on MARS Form 2093/1, "Application for Membership in Military Auxiliary Radio System," accompanied by 2 copies of the applicant's current and valid Amateur Radio license.

All the information on the license must match the information on the application form. The license expiration date must be at least one year beyond the date the application is filed. If all these elements are not met the member must first renew their Amateur Radio license. If a renewal is in progress the applicant must wait until they receive the updated license before applying.

Note: *MARS states do not always follow the geographic boundaries of a U.S. state. Most do, but some, such as Texas and California, are subdivided into two or more MARS states. In other cases two US states may be combined into one MARS state.*

302. Stations under Military Auspices:

An amateur radio license is not required for MARS affiliation. However, all activities are encouraged to maintain a valid amateur radio license. All military units must have written approval of the unit's commanding officer before applying for MARS membership. This does not apply to military persons wishing individual membership.

305. Stations under Military Auspices - Ashore:

Forward completed NMC Form 2093/1 by letter of transmittal originated by the command exercising military jurisdiction to:

Chief, Navy-Marine Corps MARS
Cheatham Annex Bldg 117
108 Sanda Ave
WILLIAMSBURG VA 23185-5830

Information copies of the transmittal letter shall be addressed to the chain of command for the military unit.

306. Stations under Military Auspices - Afloat:

U.S. Navy ships and Coast Guard cutters desiring to operate MARS stations will apply by routine message per existing Fleet Commander policy to Chief, Navy-Marine Corps MARS who is responsible for replying to NAVMSGs concerning ship and overseas station requests for assignment to the MARS program. On approval, coordination is with the Afloat and Overseas Operations Network Coordinator for call sign assignment.

311. Modifications Applications:

Whenever a member's name, address, station location, telephone number, or other pertinent information changes, including Amateur Radio license renewal or upgrade, a new 2093/1 (check the "Modify" box) must be submitted in duplicate as follows:

Individual Stations - MARS membership is concurrent with a member's valid Amateur Radio license. Therefore, MARS membership must be renewed upon receipt of renewed amateur radio license, to the state director if the station does not change states, or to the member's former state director if the station changes State. A MARS member may continue MARS participation for 60 days after the expiration of MARS license.

Military Auspices Stations - Military Auspices Stations affiliation is for an indefinite period of time without expiration. Renewal applications therefore are not required. Send application for modifications, to Chief, NAVMARCORMARS.

312. Membership Approval:

All new applications (Form 2093/1) shall be reviewed to ensure that the application is properly completed, dated, and signed, and that the applicant meets the membership criteria.

The expiration date of a temporary member's trial period will always be on the last day of the month, which allows a minimum of four consecutive months. This period permits the applicant a minimum of 30 days to make ready his or her station, administrative processing, and 90 days to meet minimum requirements. The trial member will be notified of his/her acceptance as a member subject to the satisfactory completion of all trial period requirements. In this regard, the first 18 hours must include successful

completion of a basic training program and the course entitled the "MARS Operator Course" After notification of successful completion, the area director will issue the member a MARS license.

Lesson 2

MEMBER PARTICIPATION, TERMINATION, SPECIAL CATEGORIES

323. Participation Requirements and Credit:

Each member shall attain a minimum participation of 18 hours each quarter. Credit can be obtained through many forms of participation. The recommendations of net control stations and State Directors will be the determining factor in evaluating a member's contribution to MARS. At least 12 hours of participation credit each quarter must be on scheduled HF nets. No more than 6 hours per quarter for "off-the-air" participation will be credited toward meeting the minimum 18 hours per quarter.

324. Network Participation:

It is the responsibility of the individual member to report net participation to the State Director. In most states, the net control stations for state nets report member participation each month. Other participation should be reported by message. Members are encouraged to send participation reports by voice or digital message on the air. Check with your state director regarding the policy in your state for participation reporting.

325. Specialty Network and Other Participation

Normally, participation in a specialty net does not substitute for the requirement to participate in local HF nets. For example, if you participate in a national phone patch net you must still meet the 12 hours per quarter requirement on local HF nets.

It is the responsibility of the individual member to report other forms of MARS participation. The activity should be reported by message per the following guidelines:

- a. Copying Broadcast - List type (Chief NAVMARCORMARS, Region, State, etc.) appropriate broadcast number(s), Date/Time (UTC) of receipt of each, and number hours credit claimed.
- b. Monitoring Activity - List net designator, Net Control Station (NCS), Date/Time (UTC), and number of hours credit claimed.
- c. Studying this publication and other MARS related Instructions – List Chapter(s)/Annex(es), etc., and number of hours credit claimed.
- d. Correspondence Courses - List course title, lesson number(s), grade(s) attained, and number of hours credit (prorated per lesson of the total credit allowed for complete course). Many correspondence courses have reserve retirement points assigned to them. This figure is used to determine credit for participation. For example, if a course has 4 retirement points you may take 4 hours participation credit, regardless of how much time you spend on the course. **You MUST satisfactorily complete the assignment(s) with a passing grade before submitting participation credit.** If a course of study does not have reserve retirement points associated with it, check with your training staff or state

director about participation credit.

e. "Off-the-air" activity required of members appointed, designated, or assigned to a position, function or responsibility.

f. Time involved originating and delivering messages.

g. Other "off-the-air" activities - List what, when, who, how, etc., as appropriate and the number of hours credit claimed.

326. Emergency Participation Credit

Time spent in actual disaster communications should be reported in the summary report filed with the state director. Such participation will be credited to the member at twice the rate of normal participation.

330. Inactive Status, Terminations, Resignations

From time to time, individual MARS members may request transfer to inactive status:

- Due to transfer to an overseas area where MARS is not operational,
- personal or professional reasons,
- illness,
- equipment failures,
- or other good cause which temporarily prevent them from meeting the minimum participation requirements.

Periods of inactivity are valid for a maximum of five years. After that, either the member must re-activate or be terminated. This is not the same as a Leave of Absence. If the member anticipates the needed time off will be fairly short he or she should request a Leave of Absence rather than transfer to inactive status.

Leave of Absence (LOA):

State directors may grant LOA status up to ninety days on a case by case basis. This status means the member is exempt from all participation requirements but in every other respect is a full member. Members on LOA can still participate, they simply will not be held to the minimum participation requirement during the period of the LOA.

State directors may grant an extension for an additional 90 days at the member's request. Extension of an LOA past 180 days requires written approval of the area director.

Termination

can result from non-participation, or can be ordered for cause. MARS membership termination is the responsibility of the Area Director. Recommendation for termination for reason of non-participation or cause will normally be initiated by the state director. Without prior notification, membership may be terminated when a member has failed to maintain a minimum of 18 hours of creditable participation per any normal period of three consecutive months unless an LOA has been approved for that period.

Letter of resignation

From a MARS member wishing to be disenrolled from the program shall be addressed to the area director and routed via the cognizant State Director. All resignations are effective for a minimum period of at least one year. If a member resigns and wishes to return to Navy-Marine Corps MARS, full retraining is required if the period of absence has been more than two years. If less than two years, Chief MARS shall specify retraining required on a case-by-case basis. This decision process may be delegated to the area or state director.

340. Special Categories

In recognition of substantial contributions made to the Navy-Marine Corps MARS program, Chief, MARS is authorized to make the following appointments:

- Associate member -- A MARS member who has contributed substantially to MARS in the past and who, because of circumstances, cannot meet participation requirements for continued membership. Associate member is a life time appointment.
- Honorary member -- A person who does not possess the required amateur radio license or otherwise does not meet membership criteria, but who is contributing substantially to MARS directly or indirectly.

Lesson 3 REPORTS AND RECORDS

350. Upon acceptance of a trial member as a regular member, the state and area directors shall establish a membership record. The record will be used to record a member's association and activities in MARS and to file related documents and information such as the completed MARS Application, Member Data Record, equipment issue custody receipts, participation records, history of staff and other assignments, and station capabilities. It is the member's responsibility to ensure that information concerning station capability and other activity is provided to the state director and kept up to date.

351. The state director will complete the applicable blocks contained on the member data record. This form will be used to record the member's participation and other pertinent information. The state director will transcribe from the individual participation and net control station reports the member's participation in hours in the appropriate blocks to ensure proper credit and to record the member's MARS experience.

360. Each net control station, as appropriate, shall report station participation and frequency usage to the state director or specialty network coordinator as soon as possible after the last net of the month. The standard MARS reporting period is from the first to the last day of the preceding month. When a member participates in a specialty network (such as MBO operator or phone patch network) he or she must also report their participation time to their state director in order to receive proper participation credit. Some specialty networks have a minimum participation requirement within that program that must be recorded by the network coordinator. This does not mean the state director will be made aware of that participation. Specialty network participation is above and beyond the minimum participation requirements for membership.

361. Each state director shall report all state frequency usage to the region director no later than the fifth day of the month following the month being reported on. Region directors will compile all state frequency usage reports and combine region net usage into a report to the area director.

362. Each state director shall submit a state Quarterly Activity Summary report to the area director at the end of the third month of each quarter.

363. Overseas state directors shall report message and radiotelephone traffic handled by all MARS stations within their state on region or area frequencies to the respective region or area director. The report shall be made by MARS message no later than the first day of each month using the following format:

STATION	RADTEL	MSG
(CALL SIGNS)	(TOTAL)	(TOTAL)

365. Area directors shall submit frequency usage reports quarterly to Chief, NAVMARCORMARS to arrive no later than the 10th working day of the succeeding month.

366. Area directors shall submit a quarterly activity summary report on activity within their area of responsibility to Chief, NAVMARCORMARS at the end of each quarter after the receipt of the State Directors' summary reports, but not later than the 10th of the month following the end of the reporting period.

367. An inventory of equipment installed in each of the Area Headquarters MARS stations shall be conducted by category per NAVMARCORMARSNOTE 5214, annually, on 31 December and/or upon the occasion of a change in Area Director. The results of the inventory shall be forwarded to Chief, NAVMARCORMARS not later than 15 days after the completion of the inventory.

Lesson 4
CORRESPONDENCE, POSTAGE, NEWS MEDIA and EQUIPMENT

371. Correspondence concerning MARS shall be handled within the framework of the MARS organization. **MARS members are to correspond with the lowest echelon** of the MARS organization from which an answer or action can be expected. If this level is beyond the state director then it shall go via all individual intermediate activities. This concept can not be over emphasized. Too many times members think they will get better results if they go straight to the area director, one of Chief MARS staff members, or even Chief MARS. This will only serve to delay any response. In most cases the higher echelon will refer the matter back down the chain of command, or even back to the member to reroute it. When initiating correspondence, the member should include the MARS call sign for additional identification and consider limiting the subject matter to a single topic.

372. Stamps, envelopes, and labels will be provided to individual members by the MARS Area Director on an "as needed basis" and when available. MARS members' use of stamps and envelopes for other than official business is a criminal offense and strictly forbidden.

373. To preclude any misunderstanding and to enhance the image of the individual as well as MARS, the content of any communication, including press releases, must be accurate and based on fact.

380. **The term "News Media"** is considered synonymous with information media and public information agencies, and shall mean publicizing, broadcasting, telecasting, or pictorial feature services, newspaper periodicals, radio broadcasting and telecasting organizations, and newsreel companies. **It includes any form of publicizing, including club newsletters and internet web sites.**

The local release of information concerning MARS to the media by an individual MARS member will be accurate and factual to preclude incorrect interpretation by the public and will be reviewed/approved by the area director prior to release. Copies of news releases concerning MARS shall be provided to Chief, NAVMARCORMARS via the appropriate area director. Information concerning MARS of a national interest or proposed release to national news media must be forwarded to Chief, NAVMARCORMARS for appropriate coordination and release.

391. The MARS Equipment Program supplements existing facilities at MARS stations in order to enhance their ability to fulfill the MARS mission. Chief, NAVMARCORMARS is authorized to issue excess personal property to MARS member stations. Issues will be limited by quantities available and by the eligibility requirements.

Lesson 5

TRAINING AND QUALIFICATIONS

MARS is always striving to better dovetail with critical partners such as FEMA, SHARES, and Dept of Homeland Security. One of the key aspects in this is understanding and working within the Incident Command System. Even working with local, county, or state authorities on the smallest of emergencies involves the Incident Command System. To meet that end, MARS training dept encourages all members to complete the following FEMA courses:

IS-100, IS-200, IS-700, and IS-800. All four courses are now required for a member to be issued a DoD disaster ID card, or to be considered deployable to the field in an ART team. (You will receive more information on ART teams during your ECOM training segment)

All Tango members are strongly encouraged to complete at least IS-100 during their trial service period. Additional information on these courses may be found at <http://training.fema.gov/emiweb/IS/crslist.asp>

401. TRAINING PROGRAM SUMMARY

The first, and most important, step in satisfactorily meeting the mission of MARS is the qualification and training of communication personnel at all levels. For MARS to achieve maximum communication effectiveness, members must receive thorough training in military communication procedures and techniques and develop their skills accordingly.

Keep in mind that during the Trial Service Period the operative word is "trial". Trial Service (or TANGO) members are not yet regular members of Navy-Marine Corps MARS. This is a time for the candidate to evaluate whether MARS is for them, and for MARS to evaluate the Tango.

Trial Service includes the initial training procedures for new members. During this training and evaluation period for Tango members each area will develop and use a formalized program which each Tango member must complete prior to being accepted as a regular member. If you have not yet been provided with a clear overview of the expectations during this period in your MARS career contact your state FOUR or state director.

U.S. Navy correspondence courses: There are Navy and Marine Corps official correspondence courses available at no cost to MARS members. Area directors should maintain an inventory of the courses available and encourage members to take advantage of this benefit. Information about available courses may also be found on the NMC MARS National web site, under "Training".

On-going Training Procedures for All Hands:

There is a tendency to ignore or disregard training after the initial phases for trial members are completed. It is critical that each area director and the area assistant for training (NNN0AS_ - FOUR) develop a comprehensive training program for their area

that includes substantive and aggressive training on a continuing basis for all hands.

410. NAVMARCORMARS OPERATOR (NMO)

In recognition of a member's personal achievements, organizational and staff capability development, length of service, and operating expertise, a MARS member may be designated as a NAVMARCORMARS Operator (NMO). It should be clearly understood that an NMO rating is strictly a means of recognition. It does not carry any specific responsibility or authority in the NAVMARCORMARS organization.

411. THIRD CLASS NAVMARCORMARS OPERATOR (NMO3)

Be a full member (training member time does not count) of MARS for a least six months. Attain a minimum participation credit of 80 hours during the past six months. Complete the following NAVEDTRA courses

Module One 14222 Chapter 2 assignment 2,

Module Two 14225 chapter 1 and 2 assignments 1 and 2, and

Module Five 14226 Chapter 1 and 2 and assignments 1 and 2,

with an average grade of at least 3.4. (see national web page "training" for more information or contact your state Four or state director)

412. SECOND CLASS NAVMARCORMARS OPERATOR (NMO2)

Be a member of MARS for a least one year. Have been designated NMO3 for six months. Attain and record in the State member records a minimum participation credit of 160 hours during the past year. Possess an FCC Technician "Plus" Class Amateur Radio License (or higher). Complete the Navy Correspondence Course "Navy Electricity and Electronics Training Series" (NEETS) Modules 1 through 5 with an average grade of at least 3.4.

413. FIRST CLASS NAVMARCORMARS OPERATOR (NMO1)

Be a member of MARS for a least two years. Have been designated NMO2 for one year. Attain and record in the State member records a minimum participation credit of 320 hours during the past year. Possess an FCC General Class Amateur Radio License (or higher). Complete the Navy Correspondence Course "Navy Electricity and Electronics Training Series" (NEETS) Modules 6 through 11 with an average grade of at least 3.4.

414. CHIEF NAVMARCORMARS OPERATOR (NMOC)

Be a member of MARS for at least four years. Have been designated NMO1 for two years. Attain and record in the State member records a minimum participation credit of 320 hours during the past year. Possess an FCC Amateur Radio Advanced Class License (or higher). Complete the Navy Correspondence Course "Navy Electricity and Electronics Training Series" (NEETS) Modules 12 through 18 (Modules 15 and 18 are optional) with an average grade of 3.4. Serve as a staff assistant to the area or region director for a minimum six month period, or serve as state director or the State -ONE, -TWO, -THREE, FOUR, TEN, or THIRTEEN for a minimum six month period.

415. SENIOR CHIEF NAVMARCORMARS OPERATOR (NMOSC)

Be a member of MARS for at least six years. Have been designated NMOC for two years. Attain and record in the State member records a minimum participation credit of 320 hours in the past year. Possess an FCC Extra Class amateur radio license. Serve as a staff assistant to the area or region director for a minimum 18 month period, or serve as an assistant to Chief NAVMARCORMARS (or serve as a staff member on one of the national level Specialty Networks).

416. MASTER CHIEF NAVMARCORMARS OPERATOR (NMOMC)

Be a member of MARS for at least eight years. Have been designated NMOSC for two years. Attain and record in the State member records a minimum participation credit of 320 hours in the past year. Serve as a State Director, or as the region or area -ONE, -TWO, -THREE, -FOUR, -TEN, or -THIRTEEN for a minimum of six months.

Additional information on NMO ratings can be found on the national NMC MARS web site under "training"

End of unit Two, proceed to Unit Three

You may, at any time, start work on the review test.