

# **REGION TEN ECOM ON AIR TRAINING TIPS**

## **PART 1 OF 2**

### **LESSON**

### **SUBJECT**

|               |   |
|---------------|---|
| <b>ONE</b>    | <b>INTRODUCTION / ECOM TOOLS</b>            |
| <b>TWO</b>    | <b>PERSONAL GO/JUMP KIT</b>                 |
| <b>THREE</b>  | <b>RADIO STATION JUMP KIT</b>               |
| <b>FOUR</b>   | <b>“WHAT TO DO WHEN IT HAPPENS”</b>         |
| <b>FIVE</b>   | <b>ART, SAT, AND SUPPORT</b>                |
| <b>SIX</b>    | <b>BASIC USE OF DIGITAL MODE OPERATIONS</b> |
| <b>SEVEN</b>  | <b>BASIC USE OF DIGITAL MODE OPERATIONS</b> |
| <b>EIGHT</b>  | <b>EET HEADERS</b>                          |
| <b>NINE</b>   | <b>EET TEXT</b>                             |
| <b>TEN</b>    | <b>EET MESSAGE EVENT ID AND NOTES</b>       |
| <b>ELEVEN</b> | <b>ECOM NET ACTIVATION</b>                  |

**LESSON ONE ECOM TRAINING SERIES  
BY NNN0EHG/NNN0ASO TWO**

**YOU SHOULD HAVE THE FOLLOWING DOCUMENTS IN FRONT OF YOU:**

**NTP8(D) ANNEX D**  
available off the national web site

**PACIFIC AREA OPERATIONS GUIDE ANNEX C & F**  
available off the Pacific Area web site

**REGION ECOM PLAN**

**STATE ECOM PLAN**

**PACIFIC AREA ECOM "TOOL KIT"**  
available off the Pacific Area web site

**#1 Remember your primary emergency communications guide is your states emergency operations plan**

**NTP8(D), your Pacific Area Ops Guide and the Pacific Area ECOM Tool Kit provide excellent background information but your states ECOM plan is designed for your particular setting and is thus your primary guide.**

**#2 The only document you would need to take into the field would be your states ECOM plan. However an updated copy of your Pacific Area Tool Kit will serve as a quick reference that can be carried in your pocket.**

**This completes the material for lesson one of the Pacific Area ECOM training series. The next lesson will be on your personal tool and jump / go kit.**

## **LESSON TWO ECOM TRAINING SERIES BY NNN0EHG/NNN0ASO TWO**

**In this lesson, we will be discussing your personal jump kit. You should have a copy of the Pacific Area ECOM Tool Kit, turned to page 4.**

**The ECOM Tool Kit is just what it says, a tool kit of materials to be used as a quick reference in the shack or field, but like all tools it needs to be kept up to date and ready to use. You may want to add some of your own personal family, community or local area information to it.**

**The Tool Kit is divided into sections covering an ECOM operation from start to finish. Including your 72 hour “GO” kit, personal and ART radio equipment ideas, who and how to notify when something happens, and how to establish an ECOM net.**

**Sending an EEI, SITREP or refilling a message from SHARES, Amateur Radio and other MARS groups, how we fit into the Incident Command System (ICS) structure, and basic station operations, logging, etc.**

**Let’s first look at our personal “GO” or “JUMP” KIT that you always carry. You will find a suggested list of items on page 4 of the Tool Kit, included is your MARS DOD ID Card.**

**The MARS DOD ID cards are available by contacting your State Director and requesting one. Remember you need to have completed the FEMA (Federal Emergency Management Agency) ICS (Incident Command System) courses for a card now.**

**Have a MARS cap or jacket / jumpsuit so you are easily identified.**

**In a small pack or belly bag, include 3 days worth of any medications you may need, some snacks, a cup or water bottle, small poncho, a space blanket, a small first aid kit, some cash in small bills and a FRS (Family Radio Service) radio for inter-operation and short range communications.**

**This will get you to the recovery state of any event, especially if there is any kind of shelter and commissary available.**

### **KEY POINTS TO REMEMBER**

**#1 The ICS courses are important for all stations operating from the home station or in the field to complete so we understand the process used by any agency to manage any emergency situation from a simple traffic stop to a huge multi agency incident. All agencies are now using this method and we need to seamlessly fit into it when needed..**

**If any one needs assistance in finishing the FEMA / ICS courses contact NNN0ASO 4**

**#2 Remember, it is as important for the home station to have on a GO kit on hand as it is for the field operations member to have available.**

**# 3 Also: Your personal “GO KIT” travels with you at all times in the field?**

**#4 We carry a FRS radio to use because many of our “partner” agencies rely on FRS radios, they work well for non secure short range communications and are inexpensive**

**to acquire, making them a valuable tool to have on hand. Not only for our own communications but for inter-operations with other agencies.**

**The next lesson will be more on your radio station jump/go kit.**

**LESSON THREE ECOM TRAINING SERIES  
BY NNN0EHG/NNN0ASOTWO**

**YOU SHOULD HAVE THE FOLLOWING IN FRONT OF YOU  
YOUR STATE ECOM PLAN  
PACIFIC AREA ECOM "TOOL KIT" PAGE 4-5**

**In this lesson, we will continue discussing your radio station jump/go kit.**

**In a separate pack or rolling suitcase, pack your radio equipment you intend to take to the site:**

**VHF Radio (w/simple use notes) and antenna  
(rubber duck, mag mount and/or J pole)  
Power cord for AUX power (w/connectors, most are using the  
Anderson power pole type)  
50 FT coax, so you can operate from inside, out of the weather.  
HF RADIO (w/simple use notes, mic and tuner)  
Power supply and cable w/connectors  
Antenna (mobile or simple multi band dipole)  
Telescoping antenna mast  
Cord for mounting mast or hanging the dipole  
LAP TOP COMPUTER (w/software for MT63, RTTY, AMTOR & WL2K modes)  
TNC (for Pactor, AMTOR digital communications or interface and a sound  
card interface for sound card modes)  
Connectors for AUX Power  
Head Phones and adaptors  
Power extension cord  
Tarp for outdoor station cover  
Folding chairs  
Small folding table  
MARS sign  
Clip boards  
Message blanks printed out  
Station log sheets printed out  
Notebook, pen and pencils, scratch paper, paper clips, stapler, 3 hole  
punch, tape, string, battery desk lamp, etc.**

**KEY POINTS TO REMEMBER**

**#1 ALL WE NEED IS A SHORT RANGE HF ANTENNA. MANY TIMES WE WILL BE IN A VALLEY OR SITE WHERE IT IS TOUGH TO GET A SIGNAL OUT SO AN NVIS WOULD WORK FINE. BESIDES A NVIS ANTENNA DOES NOT REQUIRE ANY HEIGHT EXCEPT FOR SAFETY WHICH MAKES IT EASIER TO ERECT AND FEED IN THE FIELD.**

**#2: THE ART TEAM NEEDS TO JOINTLY HAVE THE EQUIPMENT NECESSARY FOR FIELD OPERATIONS SO EACH STATION WOULD NEED TO PROVIDE ONLY A PORTION OF THE OVERALL ITEMS NECESSARY. SO EVERY MEMBER DOES NOT NEED A COMPLETE STATION KIT.**

**NOTES:**

**A. A PAINT ROLLER EXTENTION POLE WORKS FOR A MAST**

**B. A MULTIBAND DIPOLE NVIS ANTENNA IS EASY TO BUILD WITH 2 OR 3 WIRES SEPARATED BY 3-4 INCHES & CUT TO YOUR PRIMARY ECOM FREQUENCIES**

**C. MOST LOCATIONS HAVE AN AC POWER SUPPLY BUT PLAN AHEAD FOR YOUR OWN AUX POWER SUPPLY (GENERATOR/BATTERY/SOLAR/?).**

**D. MOST OLD 386/WIN 95 TYPE LAPTOPS WILL WORK OUR PKT/PACTOR SOFTWARE AND ARE AVAIL FOR UNDER \$50.**

**5. A ROLLING LUGGAGE BAG WORKS FINE TO KEEP AND HAUL IT ALL IN.**

**THIS COMPLETES THE MATERIAL FOR LESSON THREE OF THE PAC AREA ECOM TRAINING SERIES. OUR NEXT LESSON SUBJECT WILL BE ON WHAT TO DO WHEN "IT" HAPPENS**

**LESSON FOUR ECOM TRAINING SERIES  
BY NNN0EHG/NNN0ASO TWO**

**FOR THIS LESSON WE WILL BE DISCUSSING, "WHAT TO DO WHEN IT HAPPENS".**

**YOU SHOULD HAVE THE FOLLOWING IN FRONT OF YOU  
YOUR COPY OF THE PACIFIC AREA ECOM "TOOL KIT" PAGE 3  
YOUR STATE ECOM PLAN**

**When an incident happens there are several things each member needs to do, some should be done prior to any event.**

**FIRST: Assemble your personal 72 hr kit and have plans made for family safety. Practice grabbing kit and an established routine for the family of who gets what, where you meet in a safe place and who is your OUT OF TOWN family coordination contact. Also you should keep your ART Captain, State ECOM Assistant and/or State Director aware of your capabilities. Many of us have multiple involvement with NMCM, ARES, local Fire Departments, Red Cross, etc. Be certain each knows where your priority of service will be. THEY ARE COUNTING ON YOU!**

**SECOND: If the event has already happened and your station is unaffected, you should check into either the PA1E net or your local state ECOM net. There you will be able to let your ECOM staff know what your availability is and the equipment you can make use of.**

**This includes extra portable radios, power systems, antennas, shelter, tables and chairs, transportation, etc. When you check in you will be directed to the net for your local area. Check in there and then maintain a silent watch, but offer your assistance if you can relay a weak station. Do not fill up the air waves with idle chatter.**

**THIRD: If the event seems to be of any significance prepare and send an EEI message by email and MARS WL2K. If you are in question if one is needed – SEND IT! Also if it is an impending event notify your State Director or ECOM assistant by any means available or start your state "Call Out System".**

**FOURTH: If you have been asked for NMCM support (REMEMBER IT MUST BE REQUESTED, WE CAN'T GO ASKING 'IF' THEY NEED ASSISTANCE), again check into the local ECOM net and inform the NCS of the request and assist in sending an "Implementation Message" via the fastest means available, email and MARS WL2K. For ALL Hazmat events stay up hill, up wind and far enough away so you can hide the event with your thumb at arms length.**

**FIFTH: During an event we must file occasional EEI UPDATES and SITREP messages as needed. Also we may be asked to assist in the refile of SHARES, Amateur Radio and other MARS group messages. Some will come via VHF for HF REFILE, some may be received via SSB or SCD and need to be refilled into our MARS WL2K directly or thru a TRAFFIC REP STATION.**

**LASTLY: Don't forget that if you are sent to a field station to check in with the CHOP (Chief Operator) there when you arrive, and check out when you leave. Also file any necessary final EEI UPDATES and SITREP messages.**

## **KEY POINTS TO REMEMBER**

**#1 ANY MEMBER CAN SEND AN EEI. THE CONCEPT IS THAT IF THE SITUATION WOULD SEEM TO HAVE AN IMPACT OF THE OVERALL AREA OR NATIONALLY WE SHOULD SEND ONE. WE ARE NOT PRIVY TO MANY ISSUES SURROUNDING WHAT IMPORTANCE THIS SITUATION COULD HAVE FOR OTHERS SO IT IS BETTER TO SEND THE EEI THAT IS THROWN AWAY THAN TO NOT SEND IT AND WISH WE HAD.**

**#2 THE FREQUENCIES SET ASIDE FOR YOUR STATE TRAFFIC NET ARE THE FREQUENCIES USED FOR YOUR STATE ECOM NET. THESE ARE SPREAD OUT ENOUGH ACROSS THE PACIFIC AREA THAT THERE IS LITTLE CHANCE FOR INTERFERANCE. ALSO WE ARE USED TO TUNING OUR RADIOS TO THESE FREQUENCIES FOR EASE OF OPERATION.**

**#3 THE RULE OF THUMB FOR ANY HAZMAT EVENT IS ANSWERED IN PARA 4 OF THE STUDY TEXT FOR THIS LESSON. HOPEFULLY MANY OF US HAVE HEARD IT IN OTHER SETTINGS ALSO. WHEN WE ENCOUNTER ANY HAZMAT SITUATION THE SAFEST PLACE FOR US IS TO BE UP-HILL, UP-WIND AND FAR ENOUGH AWAY THAT AN EXPLOSION WOULD NOT HARM US. IN SIMPLE TERMS THE RULE OF THUMB IS: BE FAR ENOUGH AWAY THAT YOU CAN HIDE IT WITH YOUR THUMB HELD AT ARMS DISTANCE.**

**#4 IF THE EVENT IS IN YOUR BACK YARD DON'T JUST RUN LIKE MAD! REMEMBER THE CONCEPT WE ARE WORKING AT HERE IS THE ORDER OF PRIORITIES WE HAVE WHEN "IT" HAPPENS. WE ALWAYS ARE CONCERNED ABOUT SELF AND FAMILY FIRST, THEN PERFORM OUR MARS DUTIES BY CHECKING INTO YOUR STATE ECOM NET.**

**THIS COMPLETES THE MATERIAL FOR LESSON FOUR OF THE PAC AREA ECOM TRAINING SERIES. OUR NEXT LESSON SUBJECT WILL BE ON ART/SAT/SUPPORT TEAMS**

**LESSON FIVE ECOM TRAINING SERIES  
BY NNN0EHG/NNN0ASO TWO**

**FOR THIS LESSON WE WILL BE STUDYING ART, SAT, AND SUPPORT OPERATIONS**

**YOU SHOULD HAVE THE FOLLOWING IN FRONT OF YOU  
THE PACIFIC AREA ECOM "TOOL KIT" PAGE 3  
YOUR STATE ECOM PLAN**

There are two equal groups, well really three, where NMCM members assist during any event.

**1. Auxiliary Radio Team (ART):** This is a specialized group made up of 3 or more members who have an established, practiced a team approach to getting a field station "ON THE ROAD" in a short period time, set up and operating for the duration of an event. They should be able to stay in contact via VHF while traveling for event updates, directions, equipment needs and if possible have mobile HF capability so they can be in touch with their state ECOM net and staff.

Upon arrival they will check in with the Incident Command Center, establish their station and begin operations.

**2. Station Augmentation Team (SAT):** This is a group of members who will put together additional materials needed for a field station or support a pre-existing station to give relief to the current operators. They are not under the "JUMP AND RUN" pressure of the ART group. A SAT may be put together for pre-existing stations where they need to practice in that setting so they are familiar to the regular operators and with the equipment plus any credentials necessary for access to the station.

Under pressure IS NOT THE TIME to be meeting people for the first time or learning how an unfamiliar piece of equipment works.

**3. SUPPORT:** Here is the third important group. These are those members who are not ready to attempt field operations. Their job is to keep their home stations operating, offer NCS and TRAFFIC REP relief, assume control of alternate nets, assist in handling traffic overload, finding those little things needed to support the field groups that no one else has the time to do.

Remember the old RULE that it takes two as support staff to keep one person in the field.

The ART and SAT Captains need to keep an up-to-date roster of all phone numbers and email address list to contact their members, an inventory of the equipment available to each member and lead them in practice drills or exercises.

**KEY POINTS TO REMEMBER**

**#1 ALL THREE GROUPS ARE IMPORTANT FOR ECOM. IT'S HARD TO SPECIFY JUST ONE BECAUSE WITHOUT THE OTHERS OUR ECOM EFFORT WOULD NOT WORK. THE ART GROUP IS THE CREW THAT HAS PRACTICED AND IS READY ON SHORT NOTICE TO BE ON THE ROAD TO SUPPORT A DISASTER. ONCE THEY GET THERE THEY WILL BE ABLE TO SET UP AND OPERATE FOR THE FIRST SHIFT OF WHAT MAY BECOME A SEVERAL DAY EVENT REQUIRING MORE STAFF AND POSSIBLY MATERIALS. THIS IS ONE PLACE THAT THE SAT OR A STATION AUGMENTATION TEAM COMES INTO PLAY. BESIDES BEING PRACTICED TO SUPPORT AN EXISTING STATION FOR ONE OF OUR "PARTNER" ORGANIZATIONS THEY ALSO HAVE THE LEASURE OF BEING AT**

HOME WHERE THEY CAN GATHER NEEDED MATERIALS, MAKE ARRANGMENTS TO BE ABSENT FROM HOME OR WORK AND COORDINATE TRANSPORTATION TO THE ART SITE. THE THIRD ARM OF THE EMERGENCY CORPS IS THAT GROUP OF STATIONS WHO FOR MANY REASONS ARE NOT GOING TO DEPLOY INTO THE FIELD YET THEY HAVE A VITAL ROLE TO FULFILL. THEY ARE THE STATIONS THAT SUPPORT ALL THE THINGS HAPPENING OUT IN THE FIELD BY FINDING THOSE HARD TO FIND ITEMS NEEDED AT THE FIELD SITE, OPERATING THEIR STATIONS TO RELAY TRAFFIC INTO AND OUT OF THE FIELD STATION AND SUPPORT THOSE LEFT AT HOME BY THE ART AND SAT TEAM MEMBERS. IN THE LAST LESSON WE TALKED ABOUT RULES OF THUMB, WELL ANOTHER ONE IS THAT IT TAKES 2 SUPPORT STAFF TO KEEP ONE PERSON WORKING EFFECTIVELY IN THE FIELD. SO ALL THREE GROUPS ARE EQUAL WITH NONE BEING MORE IMPORTANT THAN THE OTHER.

#2 WHEN WE HAVE A TEAM OUT ON THE ROAD THEY ARE ENTERING DISASTOR SETTINGS OF ONE KIND OR ANOTHER. THEIR ENVIRONMENT WILL BE FILLED WITH HAZZARDS, MOSTLY UNKNOWN. SO WE MUST FIND A WAY TO KEEP IN CONTACT WITH THEM TO RELAY ANY LAST MINUTE DIRECTIONS, INSTRUCTIONS, OR MESSAGES NECESSARY FOR THEIR TIMELY ARRIVAL. ALSO WHO KNOWS WHEN A VEHICLE WILL FAIL OR A HEALTH ISSUE ARISE SO WE MUST STAY IN CONTACT FOR THE GENERAL OVERALL WELLFARE OF OUR TEAM MEMBERS. USE OF MOBILE HF OR POSSIBLY VHF CAN BE USED FOR THESE PURPOSES.

#3 THE STATE DIRECTOR VIA OUR CHAIN OF COMMAND HAS THE OVER ALL ULTIMATE LEADERSHIP RESPONSIBILITY FOR ALL OUR ECOM OPERATIONS. THEY MAY DELEGATE SOME OF THOSE FUNCTIONS TO THE STATE SUPPORT STAFF BUT ULTIMATELY IT STAYS WITH THEM.

THIS COMPLETES THE MATERIAL FOR LESSON FIVE OF THE PAC AREA ECOM TRAINING SERIES. OUR NEXT LESSON SUBJECT WILL BE ON THE BASIC USE OF DIGITAL MODES OF COMMUNICATION

**LESSON SIX ECOM TRAINING SERIES  
BY NNN0EHG/NNN0ASO TWO**

**FOR THIS LESSON WE WILL BE STUDYING BASIC USE OF DIGITAL MODE OPERATIONS**

**YOU SHOULD HAVE THE FOLLOWING IN FRONT OF YOU  
A COPY OF DIGITAL TRAINING FROM THE NATIONAL HOME PAGE  
( <http://navymars.org/national/training/digital.htm> )  
THE PACIFIC AREA ECOM "TOOL KIT" PAGES 18, 19, 20 & 23  
NTP8(D) ANNEX C & H**

**All stations should, as much as possible, become "Digital Active" for MT63 which is used on many Region nets, also we should have a practiced capability for RTTY and AMTOR, which is also used by Regions in the Pacific Area and many of our partner radio organizations, plus WL2K Telnet and HF ops.**

**For those who do not have MT63 operating you can find FREE SOFTWARE on the internet written by IZ8BLY. This software is virus free, easy to install and operate. There are directions in the help package with it on how to build a "Home Brew" interface between your radio and computer sound card. There are several versions of commercial sound card interface equipment available for use between your radio and sound card or you can just have your computers mic close to the radio speaker and your radio mic near the computer speaker and have perfect copy.**

**Many members are using MixW software for all three modes. It has a cost to it but it's cheaper than a TNC. Basic MT63 requires no TNC as we are used to having for RTTY, AMTOR, PACTOR and Packet. The advantage of MixW is that it requires no TNC and does many Modes of digital communications, including SSTV, PSK31, CW, THROB, HELSCRIBER and FAX (All in one package) except a TNC is required for PACTOR sending. The computer most of us have anymore is capable of handling these sound card modes.**

**WL2K setup information is found on our National NMCM home web page.**

**WHEN USING DIGITAL MODES WE USE Q AND Z SIGNALS.  
AS A SAMPLE HERE IS A NET CALLUP SENT DIGITALLY:**

**NNN0ALS DE NNN0XXX ZKE QRU K  
DE MEANS THIS IS  
ZKE MEANS I AM CHECKING INTO THE NET  
QRU MEANS I HAVE NO TRAFFIC  
K MEANS OVER**

**KEY POINTS TO REMEMBER**

**#1 YOU FIND THE DIGITAL TRAINING GUIDE AT (COPY THIS DOWN IF YOU NEED IT)  
(ALL LOWER CASE)  
<http://navymars.org/national/training/digital.htm> WHICH WAS DONE BY NNN0RDO WHO  
HAS DONE AN EXCELLENT JOB OF GIVING US SIMPLE EASY TO USE INSTRUCTIONS  
TO BECOME DIGITAL CAPABLE. WELL WORTH READING.**

**#2 REGION DIGITAL PROCEDURES TRAINING GUIDE IS FOUND AT:**

**<http://navymars.org/pacific/training/index.htm>**

**#3 A LIST OF Q & Z SIGNALS AND COMMON ABBREVIATIONS ARE IN NTP8(D) ANNEX C PARA 100 THRU 203 , ANNEX H PARA 400, ALSO THE COMMON ONES ARE FOUND IN THE PAC AREA TOOL KIT PAGE 23**

**THIS COMPLETES THE MATERIAL FOR LESSON SIX OF THE PAC AREA ECOM TRAINING SERIES. OUR NEXT LESSON SUBJECT WILL BE ON DIGITAL OPERATIONS TIPS**

**LESSON SEVEN ECOM TRAINING SERIES  
BY NNN0EHG/NNN0ASO TWO**

**FOR THIS LESSON WE WILL BE STUDYING BASIC USE OF DIGITAL MODE OPERATIONS**

**YOU SHOULD HAVE THE FOLLOWING IN FRONT OF YOU  
A COPY OF DIGITAL TRAINING FROM THE REGION 10 HOME PAGE,  
THE PACIFIC AREA ECOM "TOOL KIT" PAGES 18, 19, 20 & 23,**

**Basic settings for Digital Operations On Nets**

Default for MT63 is 1000 Hz bandwidth, long interleave

Default for RTTY is TX/RX 1500 Hz, 170 shift, 75 baud

Default for AMTOR is TX/RX 1500 Hz, 170 shift

All modes are USB.

Further discussion of Digital modes is covered in lesson TWENTY ONE.

Some of the following commands may be worth putting into your programs, MACRO defined buttons.

1. THE PRELIMINARY CALL FOR A MARS DIRECTED NET IN MT63, RTTY OR AMTOR  
N0XX N0X N0XX (NET CALL)DE NNN0XXX NNN0XXX NNN0XXX PA1Z PA1Z PA1Z  
N0XX N0X N0XX (NET CALL)DE NNN0XXX NNN0XXX NNN0XXX PA1Z PA1Z PA1Z  
N0XX N0X N0XX (NET CALL)DE NNN0XXX NNN0XXX NNN0XXX PA1Z PA1Z PA1Z
2. To call a directed net asking for check-ins  
N0XX DE NNN0XXX ZKA PA1Z ZKB K  
(ZKA = I AM NET CONTROL / ZKB = THIS IS A DIRECTED NET)
3. To check in (with no traffic)  
NNN0XXX NNN0XXX NNN0XXX DE NNN0AAA NNN0AAA NNN0AAA ZKE QRU K  
(ZKE = CHECKING INTO NET / QRU = I HAVE NO TRAFFIC)  
To check in (with traffic)  
NNN0XXX NNN0XXX NNN0XXX DE NNN0AAA NNN0AAA NNN0AAA ZKE ZBO K  
(ZBO = I HAVE NO TRAFFIC)
4. To acknowledge stations checking in  
NNN0AAA NNN0BBB NNN0CCC DE NNN0XXX R AR
5. If no station is heard on a net call  
N0XX DE NNN0XXX ZGN AR  
(ZGN = NOTHING HEARD)
6. To declare a free net  
N0XX N0XX N0XX DE NNN0XXX NNN0XXX NNN0XXX ZKA PA1Z ZUG ZKB AR  
(ZUG ZKB = NEGATIVE FREE NET [THIS IS NOT A FREE NET])
7. To request permission to secure a station  
NNN0XXX NNN0XXX NNN0XXX DE NNN0AAA NNN0AAA NNN0AAA INT ZKJ K  
(INT = QUERY [ASK/REQUEST])  
(ZKJ1 OR ZKJ 2 = CLOSING DOWN/I AM CLOSING DOWN)  
To grant permission to secure  
NNN0AAA DE NNN0XXX ZKJ AR
8. To request permission to contact another station  
NNN0XXX DE NNN0AAA INT QIC NNN0BBB K  
(QIC = ESTABLISH COMMS WITH)  
To grant permission to contact another station  
NNN0AAA DE NNN0XXX QIC NNN0BBB AR

**9. To close down the net**

**N0XX N0XX N0XX DE NNN0XXX NNN0XXX NNN0XXX ZKA PA1Z ZKJ2 AR**

**COMMON Q AND Z SIGNALS**

|                |                               |                  |                                       |
|----------------|-------------------------------|------------------|---------------------------------------|
| <b>ZKA</b>     | <b>I AM NCS</b>               | <b>ZKJ</b>       | <b>CLOSE/SECURE</b>                   |
| <b>ZKB</b>     | <b>THIS IS A DIRECTED NET</b> | <b>ZKJ1/ZKJ2</b> | <b>CLOSING DOWN/I AM CLOSING DOWN</b> |
| <b>ZUG</b>     | <b>NEGATIVE</b>               | <b>INT</b>       | <b>QUERY (ASK/REQUEST)</b>            |
| <b>ZUG ZKB</b> | <b>THIS IS A FREE NET</b>     | <b>INT QIC</b>   | <b>MAY I ESTABLISH COMMS WITH</b>     |
| <b>ZKE</b>     | <b>CHECKING INTO NET</b>      | <b>INT QRZ</b>   | <b>WHO IS CALLING</b>                 |
| <b>ZBO</b>     | <b>I HAVE TRAFFIC</b>         | <b>INT ZKJ</b>   | <b>REQUEST PERMISSION TO CLOSE</b>    |
| <b>QRU</b>     | <b>I HAVE NO TRAFFIC</b>      | <b>INT ZBD</b>   | <b>SEND AGAIN</b>                     |
| <b>QIC</b>     | <b>ESTABLISH COMMS WITH</b>   | <b>ZGN</b>       | <b>NOTHING HEARD</b>                  |
| <b>ZUG</b>     | <b>NEGATIVE</b>               | <b>ZUE</b>       | <b>AFFIRMATIVE</b>                    |

**COMMON DIGITAL ABBREVIATIONS**

|           |                        |          |              |
|-----------|------------------------|----------|--------------|
| <b>AA</b> | <b>UNKNOWN STATION</b> | <b>K</b> | <b>OVER</b>  |
| <b>AR</b> | <b>OUT</b>             | <b>R</b> | <b>ROGER</b> |
| <b>AS</b> | <b>WAIT</b>            | <b>T</b> | <b>RELAY</b> |

**THIS COMPLETES THE MATERIAL FOR LESSON SEVEN OUR NEXT LESSON SUBJECT WILL BE ON EEI HEADERS**

**LESSON EIGHT ECOM TRAINING SERIES  
BY NNN0EHG/NNN0ASO TWO**

**FOR THIS LESSON WE WILL BE COVERING EEI HEADERS**

**YOU SHOULD HAVE THE FOLLOWING IN FRONT OF YOU  
NTP8(D), PAOG ANNEX C,  
YOUR STATE ECOM PLAN  
PAC AREA TOOL KIT PAGES 8 – 11.**

**1. Where to find easy EEI FORMAT aids:**

**<http://navymars.org/> and select EEI form where you fill in the blanks and an automatic email is sent including a copy to you for entry in the MARS WL2K system.**

**2. SAMPLE OF A EEI WL2K MSG BLANK**

**TO: [AAN3EEI@WINLINK.ORG](mailto:AAN3EEI@WINLINK.ORG)  
[NNN0ASA@WINLINK.ORG](mailto:NNN0ASA@WINLINK.ORG)  
[NNN0ASZ@WINLINK.ORG](mailto:NNN0ASZ@WINLINK.ORG)  
CC: [NNN0AF@WINLINK.ORG](mailto:NNN0AF@WINLINK.ORG)  
[NNN0FUL@WINLINK.ORG](mailto:NNN0FUL@WINLINK.ORG)  
[NNN0EHG@WINLINK.ORG](mailto:NNN0EHG@WINLINK.ORG)  
NNN0(REG DIR)@WINLINK.ORG  
NNN0(REG TWO)@WINLINK.ORG  
NNN0(ST DIR)@WINLINK.ORG  
NNN0(ST TWO)@WINLINK.ORG  
SUBJ: //MARS O/ACTUAL EEI  
(TEXT BLOCK)  
INSERT PRO FORMA EEI DE LINE THRU NNNN)**

**3. There are three (3) important parts to an EEI**

**First is the “Header” where you enter your call and message number, the current Date-Time-Group (DTG), your FM info, and the long list of TO ADDEES: Lets look at an example.**

**4. EEI TEXT Header message Example for MARS WL2K posting:**

**DE NNN0XXX 001  
O 200315Z MAR 2007 (OSCAR NOT ZERO, DDHHMMZ MON YEAR)  
FM NNN0XXX AK  
TO AAN3EEI VA (DOD ADDRESS)  
NNN0ASA VA (CHIEF MARS)  
NNN0ASZ GA (NATIONAL TWO)  
INFO NNN0ASE SCA (PAC AREA DIRECTOR)  
NNN0ASE ONE AZ (PAC AREA ONE)  
NNN0ASX ST (REGION DIRECTOR)  
NNN0ASX TWO ST (REGION TWO)(ST)  
NNN0GXX ST (STATE DIRECTOR)(ST)  
NNN0GXX TWO ST (STATE TWO)(ST)  
BT**

**(YOU MAY FIND ADDITIONAL ADDEES LISTED IN YOUR STATE ECOM PLAN)**

Now isn't that simple? Since we "ALWAYS" send ACTUAL EEI'S via WL2K, the ZEN/ is UNNECESSARY on the MARS WL2K copy IF you sent it to all addee's via WL2K with the first msg sent. For stations who you do not know if they are WL2K active send the msg to their ST WL2K address (ie: [nnn0af@winlink.org](mailto:nnn0af@winlink.org) for NNN0ASE SCA who has no WL2K capability. EEI update messages should be sent as appropriate during the event including a FINAL UPDATE at the end.

### **KEY POINTS TO REMEMBER**

**#1 YOU DO NOT ZEN YOURSELF IF YOU ARE AN ADDEE IN AN ECOM MESSAGE. YOU SEND IT AS SHOWN IN THE PRO FORMA MESSAGE EXAMPLES. ONLY STAFF CALLS ARE LISTED THERE AND YOUR MESSAGE IS SENT WITH YOUR PERSONAL CALL. ALSO LEAVING YOUR STAFF CALL IN THE MESSAGE WILL GIVE YOU AN IDEA OF WHEN THE OTHER ADDEES ARE RECEIVING THEIRS.**

**#2 YOU CAN ADD ANOTHER STATES STAFF TO AN EEI IF THEIR STATE IS AFFECTED BY THE SAME INCIDENT AS ADDEES TO ANY ECOM MESSAGE.**

**THIS COMPLETES THE MATERIAL FOR LESSON EIGHT OUR NEXT LESSON SUBJECT WILL BE ON EEI TEXT**

**LESSON NINE ECOM TRAINING SERIES  
BY NNN0EHG/NNN0ASO TWO**

**FOR THIS LESSON WE WILL BE COVERING EEI MESSAGE TEXT**

**YOU SHOULD HAVE THE FOLLOWING IN FRONT OF YOU**

**NTP8(D),  
PAOG ANNEX C,  
YOUR STATE ECOM PLAN  
PAC AREA TOOL KIT PAGES 8 – 11.**

**The second part of an EEI, also part of the TEXT which begins with:**

**UNCLAS ACTUAL INCIDENT (OR EXERCISE)  
SUBJ: (REPORT UPDATE NO. \_/FINAL)  
1. REF: EVENT NAME / STATE  
A. DESCRIBE INCIDENT AND LOCATION (WHAT/WHEN/WHERE)  
B. STATUS OF EMERGENCY MEDICAL FACILITIES  
C. STATUS OF LOCAL TRANSPORTATION  
(ROADS/BRIDGES/AIRPORTS/RAIL)  
D. WHAT WAS DAMAGED  
(BUILDINGS/CARS/FACILITIES/NUMBER INJURED)  
E. STATUS OF AREA UTILITIES (PHONE/POWER/WATER/GAS)  
F. STATUS OF COMMUNICATIONS (TV/RADIO)  
G. SOURCE OF INFORMATION (TV/RADIO STATION/AGENCY NAME)  
H. REMARKS OR OTHER PERTINENT INFO  
ACTUAL INCIDENT (OR EXERCISE)  
BT  
(OP NOTE IF NEEDED)  
NNNN**

**THIS COMPLETES THE MATERIAL FOR LESSON NINE OUR NEXT LESSON SUBJECT  
WILL BE ON EEI MESSAGES EVENT ID AND NOTES.**

**LESSON TEN ECOM TRAINING LESSON 10  
BY NNN0EHG/NNN0ASO TWO**

**FOR THIS LESSON WE WILL BE COVERING EEI MESSAGE EVENT ID AND NOTES**

**YOU SHOULD HAVE THE FOLLOWING IN FRONT OF YOU  
NTP8(D),  
PAOG ANNEX C,  
YOUR STATE ECOM PLAN  
PAC AREA TOOL KIT PAGES 8 – 11**

**This is the third part of an EEI. For this lesson we will look  
at the EVENT IDENTIFIERS and some notes on sending an EEI.**

1. EEI EVENT IDENTIFIER (line 1 of the EEI message)  
(partial list/refer to NTP8(D) for a complete list)

|                     |                   |                         |                  |
|---------------------|-------------------|-------------------------|------------------|
| AIR CRASH           | FALLEN STAR       | POWER OUTAGE (MAJOR)    | DARK DAY         |
| BIOLOGICAL EVENT    | BAD BUG           | SEARCH/RESCUE           | SECURE HAVEN     |
| BOMBING INCIDENT    | LOUD BANG         | SHIP WRECK/INCIDENT     | DEEP SEA         |
| BRIDGE DAMAGE/LOSS  | LOST SUPPORT      | SEISMIC SEA WAVE        | TSUNAMI          |
| CHEMICAL SPILL      | POISONED GROUND   | SNOW STORM (MAJOR)      | WHITE BLANKET    |
| CIVIL UNREST/RIOT   | BAD MAGIC         | TORNADO                 | VIOLENT TWISTER  |
| COMMS LINK DOWN     | LOST COMM         | TRAIN WRECK/DERAIL      | BROKEN TRACK     |
| DAMAGING HAIL       | FALLING ICE       | VOLCANO                 | BRAZEN BRIMSTONE |
| EARTHQUAKE          | ROLLING THUNDER   | WATERDAM BROKE/DAMAGED  | FAST WATER       |
| FLOOD               | TALL WATER        | TERRORIST THREAT        | HIDDEN SHADOW    |
| FOREST FIRE         | SCORCHED EARTH    | SPECIFIC AGENCY SUPPORT |                  |
| GAS LEAK/EXPLOSION  | HOT AIR           | FEMA                    | FEDERAL RESPONSE |
| HURRICANE           | HOWLING WIND      | JCS                     | JOINT LIONS      |
| ICE (SEVERE ON HWY) | BLACK ICE         | NCS                     | TOP COVER        |
| INTERSTATE BLOCKED  | BLOCKED LANE      | NDMS                    | MEDICAL LINK     |
| NUCLEAR             | NUCLEAR GREYSTONE | NG & RESERVE            | CIVIL COVER      |
| OIL SPILL (WATER)   | DARK WATER        | SHARES                  | COMMON FORTUNE   |

IF NO IDENTIFIER LISTED USE PLAIN ENGLISH

**2. EEI sending notes**

When sending via SSB/VOICE, inform the receiving stations if the message has been sent by email. Submit only ACTUAL EVENT EEI messages by email to the following addressees.

TO: [aan3eei@winlink.org](mailto:aan3eei@winlink.org) (all lower case)

[nnn0asa@winlink.org](mailto:nnn0asa@winlink.org) (all lower case)

[nnn0asz@winlink.org](mailto:nnn0asz@winlink.org)

You MUST have the msg subject line read:

SUBJ://MARS O/ACTUAL EEI/CITY/STATE

**3. Do NOT submit EXERCISE EEI messages to NNN0AAN3EEI@WINLINK.ORG.**

**4. The EEI subject line should begin with: ACTUAL EEI/CITY (or County) and State where the events took place. Enter the EEI message from the DE...line through the final BT line.**

Email forwarding of the EEI message may be done by any station prior to entry into the MARS WL2K.

**5. Submit the EEI message into the MARS WL2K or pass to a MARS station that has MARS WL2K capability or the PA1E NET by sending the entire**

EEl message from the O\_\_Z\_\_ (DTG) line through the final NNNN line.

6. Do not REPEAT/REPORT RUMORS. Check out any rumors and use reliable known sources for information. Beware, MEDIA reports have been known to be inaccurate.

**THIS COMPLETES THE MATERIAL FOR LESSON TEN OUR NEXT LESSON SUBJECT WILL BE ON ECOM NET ACTIVATION AND CONTROL**

**LESSON ELEVEN ECOM TRAINING SERIES  
BY NNN0EHG/NNN0ASO TWO**

**FOR THIS LESSON WE WILL BE COVERING ECOM NET ACTIVATION**

**YOU SHOULD HAVE THE FOLLOWING IN FRONT OF YOU**

**NTP8(D),  
PAOG ANNEX C,  
YOUR STATE ECOM PLAN  
PAC AREA TOOL KIT PAGES 12 & 15.**

**ACTIVATION OF EMERGENCY NET**

- 1. Primary frequency for a local ECOM Net will be the local Region/State Traffic Net frequency. If there is a traffic net in progress on the frequency then it should be CLOSED and an ECOM net started in it's place. If there is already an ECOM net on frequency (from another State/Region) then a nearby alternate frequency should be used, advising the other NCS to direct checkins to that frequency.**
- 2. Upon the activation of any ECOM net, the NCS of the Pacific Area PA1E net should be notified so they can direct members/traffic to the appropriate net/frequency.**
- 3. It is the responsibility of the Region/State ECOM Assistant to facilitate rotation of NCS as necessary.**
- 4. The initial message request for emergency communications support will be initiated by the MARS member that activated the ECOM plan and/or is establishing the net.**
- 5. Any member who finds that telephone service has been disrupted is responsible for monitoring the primary state MARS frequency for the duration of the outage and/or emergency.**
- 6. During the emergency:**
  - (A) Maintain a listening watch on active circuits.**
  - (B) Check in when NCS opens the net. Do not tune, test or transmit without permission of NCS.**
  - (C) Notify NCS if you must leave the net.**
  - (D) Avoid speculative comments, rumors or statements.**
  - (E) Do not disclose information gained from military circuits except as authorized.**
  - (F) Accuracy is paramount.**
- 7. Our mission is to send and receive messages. The attainment of Reliability, Speed and Security depends, to a large extent, upon the operator. Be professional and maintain circuit discipline**

## **KEY POINTS TO REMEMBER**

**#1 THE STATE ECOM NET IS ALWAYS ON ONE OF YOUR STATE TRAFFIC NET FREQUENCIES.**

**THIS COMPLETES THE MATERIAL FOR LESSON ELEVEN OUR NEXT LESSON SUBJECT WILL CONTINUE COVERING ECOM NET ACTIVATION**