

NAVY-MARINE CORPS MARS
REGION NINE FREQUENCY USAGE
REPORTS



May 2010

REGION NINE FREQUENCY USAGE REPORTS

- A. Report Submission. All NCSs must submit Frequency Usage Reports. Frequency Usage Reports for state/region/area nets are submitted to the Assistant to the State/Region/Area Director for Net Operations/Reports or the Net Manager, if one is assigned. If the Assistant to the State/Region/Area Director for Net Operations/Reports position is vacant, the report is submitted to the next level State/Region/Area Director's Assistant. Net managers are, in turn, responsible to submit the frequency usage and participation reports to the Three and Thirteen authorizing their nets.
- B. Report Format and Reporting Interval. At the present time, there is no Area-wide standard format or reporting interval for NCS reports to the Assistant to the State/Region Director for Net Operations/Reports. Moreover, the Pacific Area OPS Guide, dated 1 December 2009 (Chapter 5 paragraph 6.C.), gives the Region Director the authority to specify the report format and reporting interval. In Region Nine, the formats shown below will be used.

Additionally, NCSs and State Threes shall make their net reports monthly. The Region Director may change the report interval at his discretion. The Region Nine Assistant to the Region Director for Net Operations/Reports shall use the report format shown below and submit the report to the Assistant to the Area Director for Net Operations/Reports on a quarterly basis.

- C. SCD and SSB Reporting. Note that the report formats show the message count separately for SCD (single channel data) and SSB (single sideband). Some software programs support this distinction and it is considered mandatory for all Region Nine HF Net Frequency Usage Reports.

In addition, the DAYS/HOURS shown for a given HF net frequency must be the same for SCD and SSB. The MSGS totals for each mode should reflect the actual number of digital messages passed on SCD, while voice messages should be listed under SSB.

- D. NCS Frequency Usage Reports. The report format shown below should be used by net control stations when submitting monthly Frequency Usage Reports. Again, HF nets should reflect both SCD and SSB for each frequency. The DAYS/HOURS for a given net should be the same for SCD and SSB. The MSGS count should reflect the actual SCD (digital) and SSB (voice) message

counts. Be sure to list frequencies in alphabetical order. Also, reports need to be completed in a timely fashion as the State THREE must submit a consolidated report by the 4th day of each month.

DE NNN0XXX 027
R 021633Z APR 2010
FM NNNØPHE AZ
TO NNNØGAC THREE AZ
BT
UNCLAS
NCS FREQUENCY USAGE REPORT FOR MONTH OF MAR 2010
1. 01 MARCH THRU 31 MARCH 2010 9A1B (SAT)
2. READ IN FOUR COLUMNS

FREQ	MODE	DAYS/HOURS	MSGs
NFD	SCD	4/4	01
NFD	SSB	4/4	0
NFI	SCD	1/1	05
NFI	SSB	1/1	0

BT
NNNN

E. State Frequency Usage Reports. The Assistant to the State Director for Net Operations/Reports (or Net Manager, if one is assigned) will collect the NCS Frequency Usage Reports and will consolidate these reports into one report. This report will be sent to the Assistant to the Region Director for Net Operations/Reports, NNN0AS9 THREE AZ, by the 4th day of each month in the format shown below.

DE NNNØXXX 015
R 041525Z APR 2010
FM NNNØGAC THREE AZ
TO NNNØAS9 THREE AZ
BT
UNCLAS
SUBJ: MONTHLY FREQUENCY USAGE REPORT FOR AZ FOR APR 2010
1. READ IN FOUR COLUMNS

FREQ	MODE	DAYS/HOURS	MSGs
NCC	SCD	02/02	0
NCC	SSB	02/02	0
NCD	SCD	01/01	01
NCD	SSB	01/01	0
NCK	SCD	30/30	28
NCK	SSB	30/30	0
142.6625	FM	04/04	0

BT
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F. Region Frequency Usage Reports. The Assistant to the Region Director for Net

Operations/Reports, NNN0AS9 THREE AZ, will collect the Frequency Usage Reports from the Assistants to the State Directors for Net Operations/Reports, the Region NCSs, and Region Net Managers, if assigned, and will consolidate these reports into one Region report. This report will be sent to the Assistant to the Pacific Area Director for Net Operations/Reports with a copy to the Region Director by the 6th day of the month following the end of each Quarter. For example, the JAN, FEB and MAR first quarter report would be due on 6 APR in the format shown below.

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DE NNNØYYY 085
R 061718Z APR 2010
FM NNNØAS9 THREE AZ
TO NNNØASE THREE OR
INFO NNNØAS9 AZ
BT
UNCLAS
SUBJ: QUARTERLY FREQUENCY USAGE REPORT, REG NINE 1ST QUARTER 10
1. READ IN FOUR COLUMNS:
FREQ      MODE      DAYS/HRS      MSGS
NCC       SCD        52/52         127
NCC       SSB        53/53         0
NCE       SCD        90/185        303
NCE       SSB        90/224        0
NED       SCD        90/2160       4262
NED       SSB        90/2160       0
NFJ       SCD        34/34         35
NFJ       SSB        34/34         0
148.375/  FM/VHF    90/2160       0
148.975
BT
NNNN
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G. Operating Notes Related to Frequency Usage Reports.

1. Frequencies (abbreviated as “FREQ” in the reports) are to be listed alphabetically by their frequency designators (such as NBD, NCC, etc.).
2. Do not list frequencies if they are not utilized during the frequency reporting period even though they are allocated to an Area/Region/State net. If they have not been used during a reporting period, they should not be reported.
3. All frequencies have “DAY/HRS” (number of days and number of hours) listed. Do not report more hours for a frequency than there are total hours in the reporting period. Examples are:

- a. In the month of March there are 31 days, so the most days reported for a frequency that month would be 31 and the most hours would be 744 ($31 \times 24 = 744$).
- b. When consolidating usage for a given frequency, the total DAYS/HOURS is additive, up to the maximum number of DAYS?HOURS in the reporting period.

For example, if two stations submit 15/360 as the DAYS/HOURS for the month of March for the same frequency, the total would be 30/720.

However, if the same two stations submit 20/480 as the DAYS/HOURS for March for that frequency, the total is 31/744 ($31 \times 24 = 744$, the maximum DAYS/HOURS in March), not 40/960.

- c. For a Quarterly Frequency Usage Report consisting of 90 days, the maximum number of days reported for a frequency would be 90 and the maximum number of hours would be 2160 ($90 \times 24 = 2160$).
4. Messages (abbreviated "MSGs" in the reports) are those sent on the listed frequencies. The message count for most send/receive transactions is obvious. However, there are some unusual situations. On a traffic net, for example, the following are some scenarios:
 - a. If a message is listed and sent on the net, it counts as one message, regardless of how many times it must be sent on that net or how many relays are involved.
 - b. If several messages are combined in one transmission, each individual message counts as one message, as if they were sent separately.
 5. If, at any level, the Frequency Usage Report is not received by the due date indicated above, the State/Region Assistant to the Region Director will prepare his report and submit it on time. The missing data, when received, will be retained and added to the next monthly/quarterly report appropriately labeled.