

**NAVY-MARINE CORPS MARS**  
**REGION NINE PARTICIPATION REPORTS**  
**GUIDE**



July 2010

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## **I. Reference Materials**

- A. U.S. Navy-Marine Corps Military Auxiliary Radio System (MARS) Communication Instructions NTP-8(D) (DRAFT) dated August 2005, referred to as NTP-8(D).
- B. U.S. NAVY-MARINE CORPS MILITARY AUXILIARY RADIO SYSTEM (MARS) PACIFIC AREA OPERATIONS GUIDE dated 1 December 2009, referred to as the PAOG.

## II. Introduction

### A. Regular membership operating requirements.

All Navy-Marine Corps MARS (NMCM or NAVMARCORMARS) regular members agree to operate, per the rules and regulations governing MARS, for a minimum of eighteen (18) hours per quarter.<sup>1</sup> Twelve (12) of these hours must be on established HF nets, while six (6) of the eighteen (18) hours may be approved off-the-air activity. In addition, no more than twelve (12) hours per month may be credited toward the eighteen (18) hours per quarter.

Moreover, it is the responsibility of the individual member to report HF net participation to the state director. In the Pacific Area, however, net control stations (NCS) for the various State, Region, and Area HF nets report member participation each month.<sup>2, 3</sup>

It is the responsibility of the individual member to report off-the-air activity.

### B. Member participation review.

NTP-8(D) requires that State Directors review quarterly the participation of individual members, and recommend membership termination of members failing to maintain minimum participation requirements along with those who fail to abide by the rules and regulations governing MARS (per Chapter 3).<sup>4</sup>

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<sup>1</sup> NTP-8(D), paragraph 301.e.

<sup>2</sup> NTP-8(D), paragraph 324.

<sup>3</sup> PAOG chapter 5, paragraph 4.D.1).

<sup>4</sup> NTP-8(D), paragraph 283.f.

### III. Meeting NMC MARS Participation Requirements

#### A. Types of participation.

The Pacific Area OPS Guide (PAOG) states that, as a volunteer, a member agrees to operate in accordance with the rules and regulations contained in NTP-8(D) and the Pacific Area Operations Guide. This agreement includes operating for a minimum of eighteen (18) hours per quarter. Refer to NTP-8(D), paragraphs 323, 324, and 325. The two types of credited participation in NAVMARCORMARS are HF Net (usually called on-air) participation and Off-The-Air participation.<sup>5</sup>

#### B. HF Net (on-air) participation.

##### 1. Calculating HF Net participation credit.

The PAOG states that for all State, Region, and Area nets in the Pacific Area, participation time for each member is to be reported by the net control station. The NCS should use the following guidelines when calculating an individual member's net participation time.<sup>6</sup>

- a. Any station participating in an HF net will receive one hour credit for every hour or portion of an hour the net is in operation. For example: if a net runs for 30 to 60 minutes, one full hour of participation is credited. If a net runs for 61 to 120 minutes, two full hours of participation is credited.

**NOTE:** All Area/Region/State nets must remain open for a minimum of thirty (30) minutes. NCS may allow stations to secure while keeping the net open for this minimum time.

- b. NCS receives double credit for every hour of participation.
- c. Alternate NCS (ANCS) receives double credit, but only if he/she serves as NCS during the net.
- d. The net Traffic Rep receives double credit for every hour of participation.
- e. Stations participating in emergency communications (ECOM) exercises or actual emergencies receive double credit for every hour of participation.
- f. Any station checking into an HF net by means of emergency power receives double credit for every hour of participation. Emergency power use includes both fixed and mobile operation. When checking into the net,

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<sup>5</sup> PAOG chapter 6, paragraph 1.A.

<sup>6</sup> PAOG chapter 6, paragraph 1.A.2).

the member should notify NCS that emergency power is being used.

- g. Stations can only receive one double credit per net. A member cannot receive double, double credit for any type of participation. For example: a member is NCS of an ECOM exercise net. It might be assumed that the member would receive double credit for acting as net control and the member would also receive double credit for participating in an ECOM exercise, which would give the member four (4) hours of credit for every hour of participation. However, this type of doubling does not apply. Regardless of what the member does to receive his/her double credit, the member will only receive one double credit—i.e., two (2) hours—for every one (1) hour of participation.
- h. Stations securing from a net without permission from net control will not receive credit for participation.
- i. Members checking in late to a net will receive the same credit as a member who checked in on time; however, the late check in must accrue a minimum of fifteen (15) minutes on the net to be so credited.
- j. Individual members are no longer credited with the number of messages that the member handled during a net. There is, however, a requirement for NCS to report the total number of messages sent/received during a net.
- k. If a member participates from a station other than his/her own, this participation must also be reported in order that proper credit is obtained. When operating from such a station, the member should indicate his call sign as operator on net check in.

## 2. Calculating other net participation.

The PAOG states that operation on nets in other Areas, SHARES nets, or Army/Air Force MARS nets is considered off-the-air participation and should be logged and reported as such.<sup>7</sup>

A member may check in to nets in other Areas at the discretion of the NCS of the net and if it is legal. The frequency must be authorized for transmission/use in the member's location to make the check in legal. However, there is no provision for automatic credit in this case. This time should be logged as off-the-air time.<sup>8</sup>

## C. Off-the-air participation.

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<sup>7</sup> PAOG chapter 6, paragraph 1.A.1).

<sup>8</sup> PAOG Annex B, paragraph 2.C.

1. Participation considerations.

While a member can log and report a large number of off-the-air hours, no more than six (6) hours per quarter of off-the-air participation will be credited toward meeting the minimum eighteen (18) hours of participation per quarter.

For example, assume a member logs and reports 100 hours of off-the-air participation for the current month. The member will receive credit for all 100 hours. However, only six (6) of those hours will count toward the minimum eighteen (18) hours of participation per quarter.

2. Calculating off-the-air participation credit.

Off-the-air participation credit can be gained by doing any type of activity that is related to MARS. Examples are:<sup>9</sup>

- a. Studying and/or reading NTP-8(D), the PAOG, the State and Region ECOM Plans, the Traffic Rep Training Guide, and various Report Guides. The member should keep a record of document(s)/chapter(s)/annex(es) studied and number of hours credit claimed.<sup>10</sup> However, only the total number of hours claimed is reported.
- b. Off-the-air activity required of members appointed, designated, or assigned to a position, function, or responsibility at the State, Region, or Area level. The member should keep a record of the position, activity, and number of hours credit claimed. However, only the total number of hours claimed is reported.
- c. Working on antennas or communications equipment.
- d. Accessing MARS web sites.
- e. Doing correspondence courses. The member should record the course title, lesson number(s), grade(s) attained (when known), and number of hours credit. However, only the total number of hours claimed is reported.
- f. Operating on nets in other Areas, the afloat net, the SHARES nets, or on Army/Air Force MARS nets. The member should keep a record of the net designator, NCS, Date/Time (Z), and number of hours credit claimed. However, only the total number of hours claimed is reported.
- g. Amateur/MARS refile activity. This activity may be credited for

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<sup>9</sup> PAOG chapter 6, paragraph 1.A.1).

<sup>10</sup> NTP-8(D) paragraph 325.

participation under the "Other Network Activity" provisions of NTP-8(D) paragraph 325. The member should note the frequency, schedule, and name of the net. However, only the total number of hours claimed is reported.

- h. Other off-the-air activities. The member should keep a record of what, when, who, how, etc., as appropriate, and the number of hours credit claimed. However, only the total number of hours claimed is reported.
- i. Credit is claimed for the total hours and minutes of participation, rounded to the highest hour. For example: five (5) hours forty (40) minutes is rounded to the highest hour, which is six (6) hours; five (5) hours twenty-five (25) minutes is rounded to the highest hour, which is six (6) hours.

D. Other member participation.

The following MARS members have no minimum participation requirements.

1. Associate members.
2. Honorary members.
3. Inactive members.
4. Winlink RMS Pactor Operators.

## IV. Report formats

### A. HF Net (on-air) Participation Reports.

#### 1. Reporting responsibility.

All net control stations must submit a participation report for their net(s). Reports for state nets are submitted to the Assistant to the State Director for Personnel Administration (State Thirteen), or Net Manager, if assigned. If the Assistant to the State Director for Personnel Administration position is vacant, the report is submitted to the State Director. Reports for Region nets are submitted by the NCS/Net Manager, if assigned, to the Assistant to the Region Director for Personnel Administration.

#### 2. Reporting period.

The reporting period is from 0001Z on the first calendar day of the month through 2359Z on the last calendar day of the month.

#### 3. NCS reporting deadline.

Reports will be submitted monthly via MARS WINLINK message (NOT E-MAIL). All reports should be submitted following the net control station's last net of the month, and in any case not later than the second day of the following month.

**NOTE:** Some states require net control stations to draft and send HF Net Participation and Frequency Usage Reports at the end of every net.

#### 4. Report content.

As a minimum, HF Net Participation Reports shall include the last three letters of each participant's call sign—except for Army/Air Force MARS participants, in which case the entire call sign should be listed—plus the number of hours of participation.

**NOTE:** No Administrative call signs will appear on any participation report. Administrative call signs will be converted to the respective station's personal call sign. That call sign will be entered on the HF Net Participation Report.<sup>11</sup>

#### 5. Report format.

The PAOG shows the following format for HF Net Participation Reports:<sup>12</sup>

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<sup>11</sup> PAOG chapter 6, paragraph 3.B.

<sup>12</sup> PAOG chapter 6, paragraph 3.A.

DE NNN0BJC 098  
R 010423Z JUN 2003  
FM NNN0BJC NV  
TO NNN0GBE THIRTEEN NV  
INFO NNN0GBE NV<sup>13</sup>

BT

UNCLAS

SUBJ: PARTICIPATION REPORT FOR 9V2B NET (WEDNESDAYS)

1. 01 MAY THRU 31 MAY 2003

2. READ IN TWO COLUMNS:

CALL HOURS

AFF5N, 2

AAX, 17

AGN, 1

BJC, 48

BJD, 12

BKRT, 1

ETD, 9

FUL, 2

FVM, 1

HKMT, 3

OJC, 26

QAK, 4

QOZ, 2

TKR, 3

YHU, 3

ZEMT, 4

BT

NNNN

**NOTE:** Paragraph 2 may also be formatted as AAX 17, AGN 1, or AAX 17/AGN 1/etc.)

6. Alternate report format.

Since some states in Region Nine experience a number of out-of-state MARS visitors, it is acceptable to add a third column listing the participant's state. The following format should be used (be sure to INFO the State Director).

DE NNN0BHA 036  
R 311639Z MAY 2010  
FM NNN0BHA AZ  
TO NNN0GAC THIRTEEN AZ  
INFO NNN0GAC AZ

BT

UNCLAS

SUBJ: PARTICIPATION REPORT FOR 9A1B NET (MONDAYS)

1. 01 MAY THRU 31 MAY 2010

2. READ IN THREE COLUMNS:

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<sup>13</sup> The PAOG does not mandate that the State Director be included as an INFO addree; however, it is good practice to do so.

CALL	HOURS	STATE
ABS	4	AZ
AMH	1	OR
BHA	10	AZ
EOZ	10	AZ
FUL	5	AZ
GHC	1	AZ
JOG	4	AZ
KGB	4	AZ
PHE	1	AZ
QIP	2	AZ
QOV	2	AZ
TFX	1	AZ
UYH	1	AZ
AAR9HH	2	AZ
AAR9UC	1	AZ
BT		
NNNN		

7. State Thirteen Report submission.

- a. The Assistant to the State Director for Personnel Administration will collect the participation reports received from the net control stations and State Net Managers, if assigned, and will consolidate these reports into one report. The format of the report shall be similar to the format shown below.

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DE NNN0QIP 008
R 052336Z JUL 2010
FM NNN0GAC THIRTEEN AZ
TO NNN0ASE THIRTEEN AZ
INFO NNN0GAC AZ
BT
UNCLAS
SUBJ: ARIZONA PARTICIPATION REPORT 01 JUN THRU 30 JUN 2010
1. HF NET PARTICIPATION14
READ IN TWO COLUMNS
CALL      HOURS
AAR9HH    10
AAR9UC     3
ABM6BE     5
ABM6HIA    4
ABM6HIB    4
ABM6HIC    6
ABS       12

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<sup>14</sup> "ON THE AIR PARTICIPATION" is also acceptable in paragraph 1 above.

AFA9SM	1
AFV	5
BHA	36
BMG	1
EOZ	11
FUL	14
GHC	11
HPA	23
IKG	5
IQH	2
JOG	13
JWO	12
KGB	27
KYM	10
PHE	9
QIP	8
QOV	16
RBU	4
RDO	2
TFX	17

2. OFF THE AIR PARTICIPATION

READ IN TWO COLUMNS

CALL	HOURS
BHA	136
FUL	20
GHC	40
HPA	15
JWO	20
QIP	9

BT  
NNNN

**NOTE:** As shown above, the Off-The-Air Participation Report for the month may be added to the end of the HF Net Participation Report.

- b. This report will be forwarded to the State Director and to the Assistant to the Region Director for Personnel Administration, NNN0AS9 Thirteen. If the Region Thirteen position is vacant, the report shall be forwarded to the Assistant to the Area Director for Personnel Administration, NNN0ASE Thirteen. The report shall be submitted not later than the fifth day of the following month.
- c. If, at each level, all required reports are not received by the above deadlines, the consolidated report will be prepared without the missing data and submitted on time. The missing data, when received, will be retained and added, appropriately labeled, to the following monthly report.

8. Region Thirteen Report submission.

- a. The Assistant to the Region Director for Personnel Administration will collect the participation reports received from the various State Thirteens and will consolidate these reports into one report. The format of the report shall be similar to the format shown for the State Thirteen report. The Region Off-The-Air Participation Report may be added to the Region HF Net Report.
- b. This report will be forwarded to the Region Director and to the Assistant to the Area Director for Personnel Administration, NNN0ASE Thirteen. If the Area Thirteen position is vacant, the report shall be forwarded to the Area Director, NNN0ASE. The report shall be submitted not later than the eighth day of the following month.
- c. If, at each level, all required reports are not received by the above deadlines, the consolidated report will be prepared without the missing data and submitted on time. The missing data, when received, will be retained and added, appropriately labeled, to the following monthly report.

B. Off-The-Air Participation Reports.

1. Reporting responsibility.

In order for a member to gain off-the-air participation credit, the member must submit an Off-The-Air Participation Report. The report must be submitted to the State Director.

2. Reporting period.

The reporting period is from 0001Z on the first calendar day of the month through 2359Z on the last calendar day of the month.

3. Reporting deadline.

Reports will be submitted monthly via MARS WINLINK message (NOT E-MAIL). All reports must be submitted not later than the second day of the following month. The information may also be given informally to any NCS toward the end of the month for inclusion as comments on the NCS participation report.

4. Report format.

The following is an example of an Off-The-Air Participation Report:<sup>15</sup>

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<sup>15</sup> PAOG chapter 6, paragraph 1.A.1).

DE NNN00JC 001  
R 011920Z MAR 2003  
FM NNN00JC NCA  
TO NNN0GAE THIRTEEN NCA  
INFO NNN0GAE NCA  
BT  
UNCLAS  
SUBJ: OFF THE AIR PARTICIPATION FOR MAR 2003  
1. OTHER HOURS ##  
BT  
NNNN

5. State Thirteen Report submission.

- a. The Assistant to the State Director for Personnel Administration will collect the Off-The-Air Participation Reports received from the individual members, and will consolidate these reports into one report similar to the one shown below.

DE NNN0QIP 036  
R 151639Z JUN 2010  
FM NNN0GAC THIRTEEN AZ  
TO NNN0AS9 THIRTEEN AZ  
NNN0GAC AZ  
BT  
UNCLAS  
SUBJ: ARIZONA OFF THE AIR PARTICIPATION FOR JUN 2010  
1. READ IN THREE COLUMNS:  
CALL           HOURS  
ABS            15  
BHA            50  
EOZ            35  
FUL           135  
GHC            96  
JOG            11  
KGB            23  
PHE            5  
QIP            78  
QOV            10  
TFX            26  
BT  
NNNN

- b. This report may be added to the State HF Net Report.
- c. This report will be forwarded to the State Director and to the Assistant to the Region Director for Personnel Administration, NNN0AS9 Thirteen, not later than the fifth day of the following month. If the Region Thirteen position is vacant, the report is sent to the Assistant to the Area Director

for Personnel Administration, NNN0ASE Thirteen.

- d. If, at each level, all required reports are not received by the above deadlines, the consolidated report will be prepared without the missing data and submitted on time. The missing data, when received, will be retained and added, appropriately labeled, to the following monthly report.

6. Region Thirteen Report submission.

- a. The Assistant to the Region Director for Personnel Administration will collect the participation reports received from the various State Thirteens and Region nets' NCS reports and consolidate these reports into one report. The format of the report shall be similar to the format shown above. The Region Off-The-Air Participation Report may be added to the Region HF Net Report.
- b. This report will be forwarded to the Assistant to the Area Director for Personnel Administration, NNN0ASE Thirteen, or, if the Area Thirteen position is vacant, to the Area Director, NNN0ASE, not later than the eighth day of the following month.
- c. If, at each level, all required reports are not received by the above deadlines, the consolidated report will be prepared without the missing data and submitted on time. The missing data, when received, will be retained and added, appropriately labeled, to the following monthly report.