

Navy-Marine Corps Region 10 Training  
Use Date Range 01/03/12 to 01/06/12

Subject: Tips for MARS EEI messages

Ref: NTP8(D) Annex D  
Pacific Area Ops Guide Annex C

IMPORTANT INFORMATION FOR USING THE EEI MESSAGE FORMAT

Only create messages for digital transmission using a text editor such as Notepad, NoteTab, or the like. Word processor programs such as MS Word, Open Office Writer, or Word Perfect often generate hidden coding that can cause problems when sending the message digitally. EEI messages are for notification of incidents or potential incidents. They are NOT to be used in place of proper Implementation, SITREP, and Termination messages.

Per NTP8(D) Annex D and the Pacific Area Operations Guide Annex C, create the EEI per instructions given. For actual incidents, send the EEI to [AAN3EEI@winlink.org](mailto:AAN3EEI@winlink.org)

DO NOT forward exercise messages to AAN3EEI.

Every lettered line A - H MUST have an entry. N/A, UNKNOWN, or OPERATIONAL are acceptable, where applicable.

Highlight, then copy from the line beginning with "DE" to end of page and paste as a separate text file to have ready for a working copy.

You might want to pre-fill some of the information you know will not change then save that copy for your particular needs.

Navy-Marine Corps MARS – Region Ten – Training  
Use Date Range: 01/09/12 - 01/13/12

Subject: Activation of an ECOM Net

Reference: Pacific Area Operations Guide  
Annex C, Paragraph 11

- A. Primary frequency for local ECOM OPS will be the local region/state traffic net frequency.

If there is a traffic net in progress on the frequency, then it should be secured and an ECOM net started in its place.

If there is already an ECOM net on the frequency (from another state or region), then a nearby alternate frequency should be used, advising the other state NCS to direct check-ins to that frequency.

If there is a non-emergency net in progress in another state or region, the NCS of that net should be advised of the emergency and asked to shift the non-emergency net to an alternate frequency.

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.

It is the responsibility of the region ECOM assistant, or competent authority on the net, to facilitate rotation of NECOS as necessary.

**Navy-Marine Corps MARS - Region Ten - Training**  
**Use Date Range: 01/16/12 - 01/20/12**

Subject: ECOM Net Discipline

**Reference: Pacific Area Operations Guide  
Annex C, Paragraph 12**

- A. All emergency nets may be "DIRECTED" or "FREE" at the discretion of the NCS. Abbreviated call signs may be authorized by the NCS.
  
- B. The station that assumes NCS shall appoint an ANCS. This station shall be ready to assume the duties of NCS at any time, and to assist in the operations of the net by acting as relay, routing traffic, maintaining liaison between frequencies, etc.
  
- C. Stations not directly involved in net operations shall maintain radio silence after check-in. All monitoring stations should pay attention to net activities, copy along all traffic being passed, and be prepared to assist if required.
  
- D. All net business will be kept brief. This will allow stations with high priority traffic to check-in without undue delay. NCS may use a "Roll Call" as a way to determine propagation qualities of the frequency.
  
- E. Large volumes of traffic shall be transmitted on alternate frequencies if at all possible.

**Navy-Marine Corps MARS - Region Ten Training  
Use Date Range: 01/23/12 - 01/27/12**

**Subject: Network Operational Controls**

**Reference: NTP8(D), Chapter 5, Paragraph 502**

- a. Net Control Station (NCS) - The net control station (NCS) is a station designated by appropriate authority to direct and control the operation and flow of all traffic on the net. Where practicable, NCS assignments should be rotated among members to take advantage of the significant training value of this key position.
- b. Authority of the NCS extends only to the net operations. Within their scope of authority, decisions of the NCS are final. The NCS does not have jurisdiction over the administration of the individual stations within the net, except for reporting network participation. NCS is charged with the following responsibilities:
  - (1) Expedite traffic on the net
  - (2) Maintain circuit discipline
  - (3) Monitor net operations to determine and initiate corrective action on procedural discrepancies
  - (4) Submit a report of net participation to the designated authority on completion of the net.
- c. Alternate Net Control Station (ANCS): An Alternate Net Control Station (ANCS) shall be designated to assume the duties of NCS when directed or when NCS has failed to answer after three successive calls. When assuming NCS duties, the ANCS will announce NCS assumption (ZKA) by a transmission to NNNØALS. In the event NCS or ANCS are not present, another member of the net should assume the duties of NCS until such time as the NCS or ANCS report into the net.

Navy-Marine Corps MARS - Region Ten - Training  
Use Date Range: 01/30/12 - 02/03/12

Subject: Net Operating Notes - Part Three

Reference: Pacific Area Operations Guide  
Chapter 7, Paragraph 3.H-N

- I. No station, other than the Area/Region/State Director, Deputy Area Director or the Assistant to the Area/Region/State Director for Net Operations/Reports, may question the judgment of a NCS while the net is in progress.
- J. ECOM nets shall, in so far as possible, be conducted exactly as traffic nets as described in this chapter.
- K. Anytime the NCS turns the net over to his/her ANCS, the ANCS becomes the NCS and his/her first action is to appoint an ANCS. The new ANCS can be the regularly assigned NCS.
- L. During the initial call up and response, both call signs will be used by both stations. After this, each member only needs to respond with his/her own call sign when continuing with that exchange. For example, an initial call exchange would be (abbreviated call signs have not been authorized in this example)
- NNNØEEE, THIS IS NNNØFFF, OVER*
- NNNØEEE responds with
- NNNØFFF THIS IS NNNØEEE, OVER*
- After this initial exchange, each member then only needs to use his/her call sign when continuing with the exchange. NNNØFFF would continue with, *THIS IS NNNØFFF*
- M. Operators will use personal call signs on all nets unless acting in their official capacity, in which case they will use their administrative call signs. Administrative call signs are commonly used on administrative nets and for some appropriate positions, on ECOM nets.

Navy-Marine Corps MARS – Region Ten – Training  
Use Date Range: 2/06/12 – 2/10/12

Subject: COMCON

Reference: NTP8(D)  
Annex D, Paragraph D410-D440

D410. COMMUNICATIONS CONDITION THREE (COMCON III)

- a. Description: An emergency or disaster situation is expected to develop within forty-eight hours.
- b. Action required:
  - (1) Alert NAVMARCORMARS stations to monitor primary frequencies to the extent feasible.
  - (2) Take preliminary precautions: test emergency power, locate essential items such as flashlights, ECOM Plan, etc.
  - (3) Continue "normal routines" commensurate with two items above.

D420. COMMUNICATIONS CONDITION TWO (COMCON II)

- a. Description: An emergency or disaster situation is expected to develop within twenty-four hours.
- b. Action required:
  - (1) Effect all measures necessary to activate on short notice.
  - (2) Curtail routine as necessary for readiness.

D430. COMMUNICATIONS CONDITION ONE (COMCON I)

- a. Description: An emergency or disaster situation is imminent.
- b. Action required:
  - (1) Suspend all normal operations as warranted.
  - (2) Activate emergency networks and the Emergency Communications Plan (ECP) as necessary.

(3) Take appropriate precautions.

D440. COMMUNICATIONS CONDITION ZERO (COMCON Ø)

- a. Description: An emergency or disaster situation exists.
- b. Action required: identical to COMCON ONE.

Navy-Marine Corps MARS – Region Ten – Training  
Use Date Range: 2/13/12 – 2/17/12

Subject: Transmission of Mixed Groups

Reference: NTP8(D)  
Chapter 7, Paragraph 742

- A. The correct procedure when transmitting a group of random letters, abbreviations, numbers, or words that cannot be pronounced is to precede such groups beginning with a letter with the proword "I SPELL." When sending a group of figures, i.e., telephone numbers, zip codes, social security numbers, dates, etc., or a mixed group of numbers and letters beginning with a number, precede them by saying FIGURES.

EXAMPLE:

3RD - FIGURES THREE ROMEO DELTA

RM2 - I SPELL ROMEO MIKE TWO

12BE6 - FIGURES ONE TWO BRAVO ECHO SIX

- B. When using "I SPELL" for the spelling of an unusual name, the name is spoken first, then "I SPELL" followed by the spelling and then the word spoken again.

EXAMPLE:

PAVLANSKI - PAVLANSKI. I SPELL PAPA ALFA VICTOR LIMA  
ALFA NOVEMBER SIERRA KILO INDIA, PAVLANSKI

Navy-Marine Corps MARS – Region Ten – Training  
Use Date Range: 02/20/12 – 02/24/12

Subject: Use of the 3 Common and Alternate Frequencies

Reference: Pacific Area Operations Guide  
Annex C, Paragraph 17.M

- 1) All frequencies shall be referred to using the Navy Marine-Corps MARS frequency matrix codes with the exception of the three common national ECOM frequencies, NCL, NMA, NFK used as primary frequencies for the PA1E net. The PA1E net has authorized use of NCK, NFN and NLH as alternate frequencies but only for MARS stations. SHARES and other non-MARS stations are not authorized to use these frequencies.
  
- 2) Use of Navy Marine-Corps MARS call signs is legal only on frequencies under the control of federal agencies. These agencies include: all three MARS services, DOD, any SHARES (3 common only), USCG and USCG Auxiliary, National and State Guard.

Excluded stations are: CAP, Canadian MARS and all amateur stations.

When using amateur frequencies to relay messages, use your FCC amateur call sign. Even though Navy-Marine Corps MARS has no "general prudential rule" which holds that, in the event of an actual emergency involving the loss of life and limb or major property, all necessary communications related to that emergency are legal. The FCC's general prudential rule does apply to Navy-Marine Corps MARS in those times.

Navy-Marine Corps MARS – Region Ten – Training  
Use Date Range: 02/27/12 – 03/02/12

Subject: Chain of Command

Reference: Pacific Area Operations Guide  
Chapter 1, Paragraph 3

- A. All communications must follow the "Chain-of-Command" unless otherwise directed by proper authority. Communications, which do not follow the chain-of-command, will contain a statement of authorization to bypass the chain of command.
  
- B. The chain of command is: member - State Director - Region Director - Area Director. The Area or Region Director, on occasion, may ask members for direct communications; this is done by an announcement in a broadcast. Assistants to the Area Director and Region Directors, while in the performance of their volunteer duties, communicate directly with the Area Director / Region Director.
  
- C. Communications with Chief, Navy-Marine Corps MARS is via the member's State Director, Region Director and Area Director. Assistants to Chief, Navy-Marine Corps MARS, while in the performance of their volunteer duties, communicate directly with Chief, Navy-Marine Corps MARS.

Navy-Marine Corps MARS – Region Ten – Training  
Use Date Range: 3/5/12 – 3/09/12

Subject: Digital Operations

Reference: Pacific Area Operations Guide  
Chapter 8, Paragraph 3, Sub A, B, E

- A. When operating on digital modes, it is important (required) that we insure that the intelligence of our transmissions is centered on the assigned frequency: Kantronics KAMs and some other TNCs allow you to adjust the tone frequencies to 1400 HZ and 1600 HZ, and shifting the operating frequency is not required.
- B. Just as we shift our dial frequency down from the assigned frequency, when sending voice, we have a different shift for digital modes. When feeding a "high-tone" generator with standard tones of 2125 HZ for the mark tone and 2295HZ for the space tone (170 HZ shift) into the audio input of a SSB transmitter, it is necessary to set the dial 2210 HZ below the assigned frequency.

The easy way to calculate the dial frequency for a given assigned frequency is to add the two tones and divide by two. Subtracting the result from the assigned frequency gives the dial frequency.

As an example, subtracting 2210 Hz from 4008.5 kHz gives you a dial frequency of 4006.29 kHz. Note that this works regardless of the tonal difference.

- E. All sound card digital modes (MT 63, PSK 31, etc.) will use the Amateur Radio default settings, except for the Amtor mode. The sound card Amtor mode will be centered on the assigned frequency the same as for a TNC (1500 Hz center frequency).

Navy-Marine Corps MARS – Region Ten – Training  
Use Date Range: 3/12/12 – 3/16/12

Subject: Free Nets

Reference: SOP for Calling and Operating a Voice Net  
Sect 4, Para C

- C. After all traffic, training, and net business has been handled NCS may put the net into Free Net status if Free Net is authorized. Free Net means stations may contact each other directly without prior permission of NCS. A station may exchange informal comments with another station with the following limitations:
- (1) All comments must, in some way, relate to MARS business or the mission of MARS;
  - (2) Comments need to be brief, consistent with clarity.
  - (3) Stations must pause between turnovers in transmission to allow for another station to break in.
  - (4) NCS may interrupt an exchange at any time and stop the exchange by calling a directed net. No explanation of NCS action in this regard is expected and none need be given.

Navy-Marine Corps MARS – Region Ten – Training  
Use Date Range: 3/19/12 – 3/23/12

Subject: Inter Area, Region, State Communications

Reference: Pacific Area Operations Guide  
Chapter 3, Paragraph 3

Members are encouraged to check-in to any net in the Pacific Area, except certain administrative nets with limited membership, if the frequency is legal for transmission at the member's location.

Members may also check-in to nets in other areas, at the discretion of the NECOS of the net, if the frequency is legal at the member's location.

When checking-in to any net, which is not one of your own state nets, add your STATE to your initial call so the NECOS will know without asking where you are.

Examples are:

A. NNNØAAA UT checks-in to SCA net:

"THIS IS NNNØAAA UTAH NO TRAFFIC OVER"

B. NNNØBBB WY checks-in to a NEBRASKA net (Nebraska is not in the Pacific Area):

"THIS IS NNNØBBB WYOMING, NO TRAFFIC, REQUEST PERMISSION TO COME ABOARD THE NET, OVER"

C. Inter-area, inter-state and inter-region communications shall not be used to bypass the MARS Data System, except in cases of emergency when it could speed delivery of high precedence traffic.

Navy-Marine Corps MARS – Region Ten Training  
Use Date Range: 3/26/12 – 3/30/12

Subject: Radio Checks

Reference: NTP8(D)  
Chapter 7, Paragraph 711

711. PROWORDS RELATED TO RADIO CHECKS

The prowords listed below are for use when initiating and answering queries concerning signal strength and readability ("radio checks"):

B. Report of Signal Strength:

LOUD	Your signal is very strong.
GOOD	Your signal strength is good.
WEAK	Your signal strength is weak.
VERY WEAK	Your signal strength is very weak.
FADING	Your signal strength fades to such an extent that continuous reception cannot be relied upon.

C. Report of readability:

CLEAR	Excellent quality.
READABLE	Quality is satisfactory.
UNREADABLE	The quality of your transmission is so bad that I cannot read you.
DISTORTED	Having trouble hearing you because your signal is distorted.
WITH INTERFERENCE	Trouble hearing due to interference.

Navy-Marine Corps MARS – Region Ten Training  
Use Date Range: 4/02/12 – 4/06/12

Subject: Records Disposal

Reference: NTP8(D)  
Chapter 5, Paragraph 571

- a. Communication files and logs shall be retained as follows (after which they may be destroyed):
  - (1) Messages incident to distress or disaster: THREE YEARS.
  - (2) Messages incident to or involved in any claim or complaint of which the station has been notified: TWO YEARS, or until complaint or claim has been fully satisfied (whichever happens last).
  - (3) Messages of historical or continuing interest: PERMANENTLY. When no longer needed for local reference, these messages shall be forwarded to Chief, NAVMARCORMARS.
  - (4) General Messages: UNTIL SUPERSEDED OR CANCELED.
  - (5) All other messages: SIXTY DAYS.
- b. Logs, record sheets, registers, or incoming and outgoing messages, and facsimile files shall be retained and/or destroyed per the preceding provisions for messages containing similar information.