

NAVY-MARINE CORPS MARS

PACIFIC AREA

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This guide is effective upon receipt. It supercedes the previous New Member Teacher's Guide dated November 10, 2005 which may be destroyed upon receipt.

This guide is to be used in conjunction with Naval Telecommunications Procedure NTP 8(series) and is not intended to supercede or amend instructions issued by higher authority.

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10/22/04
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**U.S. NAVY-MARINE CORPS
MILITARY AFFILIATE RADIO SYSTEM
(MARS)
PACIFIC AREA
NEW MEMBER TEACHER'S GUIDE**



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NAVMARCORMARS

Pacific Area

New Member Teacher's Guide

December 7, 2005

INTRODUCTION

This New Member Teacher's Guide is presented in narrative format so that all new stations may read along with the instructor. It is also intended to facilitate accelerated study to encourage all stations to complete their training as rapidly as they choose. Instructors are encouraged to change call signs to reflect their own call signs, to change net designators to reflect the net designators used in their area, and to insert their own experiences to personalize the training program to their needs.

This guide is not new. This station's instructor used it when I went through the TANGO training. It has been altered in an attempt to reflect current conditions as they exist in the MARS community of today. This guide does not pretend to have the answers to all the questions -- but rather, it is meant to present a common starting point for all stations and to encourage all new stations to study the required text material.

All instructors must be aware that this is the most critical point in the career of a MARS member. If we lay a solid foundation on which they, the training stations, can build, we have done our jobs. If we give less than our all to these stations, we must ask ourselves if we should really be doing what we are doing.

To simplify the method of instruction used, consider utilizing the following formula: Tell them what you are going to tell them, tell them what you told them you were going to tell them, and finally, tell them what you told them. To the instructors, good luck. To the new stations, the students, listen carefully, read everything twice, ask questions and welcome to the world of NAVMARCORMARS.

Be sure to emphasize the fact that NTP 8(SERIES) and the PACIFIC AREA OPERATIONS GUIDE (PAOG) are the two most important documents for the members to become thoroughly familiar with during their training.

It is not necessary to speak each word of this syllabus per se, the text is purely a guide to demonstrate the facts and procedures that must be learned by the trainees. Teachers should not ask for check-ins until the document tells you to "Make a Net Call" on page 7.

SESSION ONE

[Open the first net. Speak slowly and distinctly.]

All stations this net, this is NNN0ASE FOUR, Net Control for the PA1C Net. This is a directed net. This is the first session of a ten session training course. This net is for the guidance of new member stations and is primarily established to promote technical and procedural training in matters pertaining to military communications and NAVMARCORMARS policy and procedure for new members. Each of you should have your copy of the New Member Training Guide in front of you so that you may follow along as we progress.

NET CONTROL STATION

Every net in the MARS program has a net control station (**NECOS**). You are only allowed to use HF MARS frequencies and MARS call signs when you participate on authorized MARS nets. When the NECOS states that the net is secured, all transmissions will cease on that frequency. Listen to the NECOS, he or she is not just another station. A NECOS is appointed by the State Director for State Nets, by the Region Director for Region Nets and by the Area Director for Area Nets. The NECOS is responsible for net discipline, traffic disposition and must file reports for each net they conduct. The NECOS also maintains a net log and is responsible for reporting participation credits for every station that checks in.

Be familiar with NTP 8(SERIES), the PAOG, the Region Annex that applies to the region you are in and their system of broadcasts.

LETTER	PHONETIC	SPOKEN AS	LETTER	PHONETIC	SPOKEN AS
A	ALPHA	ALPHA	N	NOVEMBER	NO <u>VEM</u> BER
B	BRAVO	<u>BRAH</u> VOH	O	OSCAR	<u>OSS</u> CAR
C	CHARLIE	<u>CHAR</u> LEE	P	PAPA	PAH <u>PAH</u>
D	DELTA	<u>DELL</u> TAH	Q	QUEBEC	KEH <u>BECK</u>
E	ECHO	<u>ECK</u> OH	R	ROMEO	<u>ROW</u> ME OH
F	FOXTROT	<u>FOKS</u> TROT	S	SIERRA	<u>SEE</u> AIR RAH
G	GOLF	GOLF	T	TANGO	<u>TANG</u> GO
H	HOTEL	HOH <u>TELL</u>	U	UNIFORM	<u>U</u> NEE FORM
I	INDIA	<u>IN</u> DEE AH	V	VICTOR	<u>VIK</u> TAR
J	JULIET	<u>JEW</u> LEE ETT	W	WHISKEY	<u>WISS</u> KEY
K	KILO	<u>KEY</u> LOW	X	XRAY	<u>ECKS</u> RAY
L	LIMA	<u>LEE</u> MAH	Y	YANKEE	<u>YANK</u> KEY
M	MIKE	MIKE	Z	ZULU	<u>ZOO</u> LOO

NOTE: Syllables underlined carry the accent.)

NOTE: All letters in MARS call signs must be spoken as phonetics at all times with one exception, the three N's in the station call sign. The table on the previous page shows the alphabet and an indication of how to speak each letter

During this session we are going to learn and practice the proper procedures for checking into this net. In a moment I will ask for check-ins to the net in the following manner: "ALL STATIONS, THIS NET, THIS IS NNN ZERO ALPHA SIERRA ECHO FOUR. THIS IS A DIRECTED NET, OVER". When you hear the word **OVER**, each station space out your response and reply as follows: **"EN EN EN ZERO ALPHA SIERRA ECHO FOUR"** then unkey your mic for one or two seconds. (This is done in order to determine if you are possibly doubling with another station. If you hear another station, wait until he is finished and then start your check in again.) When you are sure that you will not be doubling, continue your check in: **"THIS IS EN EN EN ZERO ALPHA ALPHA ALPHA TANGO, OVER"**. I will then call you and any other stations that have called in the order in which they were heard, and continue my transmission with the proword **ROGER** and end my transmission with the proword **OUT**. If I cannot understand the call sign of a very weak station I will ask if there is another station that can relay for the weak station. Pay close attention to how this is done, you may need to relay for another station in the future. If I called your station during this transmission you are now "rogered" into the net, if not, try again when I again ask for checkins by saying **"ALL STATIONS, THIS IS NNN ZERO ALPHA SIERRA ECHO FOUR, THIS IS A DIRECTED NET"**.

NOTE: Stations must use phonetics to voice the letters of their call sign after the zero, never the alphabetical pronunciation.

NOTE: All stations are required to use their full call sign at all times unless the net control station (NECOS) authorizes abbreviated calls signs. Then only the letters after the zero in the call sign are spoken in phonetic format. NECOS must use his or her full call sign at all times, and members must use the full call sign of the NECOS at all times.

NOTE: Stations are cautioned **NOT** to attempt to check into a net until such time as the NECOS has put out a general call and stated that this is a directed net, and speaks the proword **OVER**. One or two possible exceptions will be explained later.

Make a Net Call:

After all stations are rogered into the net introduce yourself to the members, give a brief description of your station to dispel any nervousness the members may feel and then call each station in turn and invite them to introduce themselves and offer a brief description of their station.

Continue the net with a description of the sessions as outlined below.

SESSION ONE

1. Open the net
2. Net control station
3. Explain how to check in *NTP 8(SERIES), para 731; PAOG, Chapter 7*
4. Call for check-ins
5. Have each station give a biography
6. Outline the training sessions
7. Outline requirements for a member *NTP 8(SERIES), Para 300-313*
8. Participation credits *NTP 8(SERIES), Annex C, para 323 – 326, PAOG Chapter 6*
 - A. On air time
 - B. Off air time *NTP 8(SERIES), Annex M, PAOG Chapter 6, para 1.A.1*
9. NAVMARCORMARS organization
 - A. History *NTP(8)C, para 101-105*
 - B. Organization *NTP 8(SERIES), Chapter 2*
 - C. Chain of command
10. Questions

SESSION TWO A

1. Checking into a net (review) *NTP 8(SERIES), para 324 731; PAOG Chapter 7*
2. Nets and Designators *NTP 8(SERIES), para A500-521 PAOG Chapter 2*
 - A. Directed net *NTP 8(SERIES), para 503a; PAOG Chapter 7, para 2.A*
 - C. Free net *NTP 8(SERIES), para 503b; PAOG Chapter 7, para 2.K*

SESSION TWO B

3. Introduction to prowords *NTP 8(SERIES), Para 711, Annex C para C200; PAOG Chapter 7, para 3 E*
4. Introduction to the MDS system *NTP 8(SERIES), Annex E; PAOG Annex F*
5. Instructions for frequency usage *NTP 8(SERIES), Para B400-522; PAOG Chapter 8*
6. Questions

SESSION THREE A

1. Introduction to types of messages *NTP 8(SERIES), Para 610-624, Para 630-631, Para 802*
2. Listing of traffic *PAOG, Chapter 7*
3. Passing traffic *PAOG, Chapter 7*
4. Passing messages (simple station to station message)
- 5...Questions

SESSION THREE B

6. Third party traffic
7. Messages to ships
8. Administration message
9. Relay instructions
10. Routing
11. Questions

SESSION FOUR A

1. ECOM
2. Implementation report *NTP 8(SERIES), Annex D, para D400-440, D710, Annex H*

SESSION FOUR B

3. EEI message *NTP 8(SERIES), para 106b, Annex D, para D902*
4. Questions

SESSION FIVE

1. Q and Z signals *NTP 8(SERIES), Annex C*
1. Service message
2. Prowords and Fills *NTP 8(SERIES), Annex C*
3. Questions

SESSION SIX

1. Message Precedence
2. NMAT
3. NTP 8(SERIES); PAOG
4. Broadcasts
5. Message errors
6. Questions

SESSION SEVEN

1. Review and questions

MEMBERSHIP REQUIREMENTS

No matter how it occurs, there are certain things that you need to know to be a productive member of your State, the Region, the Area and MARS. Here is a partial list of items that I look for and will cover on this net in approximately the next ten weeks.

1. Have an HF station with the capability to operate outside the amateur bands. If there are hardware problems, we will note it and lend assistance as we can.
2. Learn our protocols sufficiently to locate nets using listed time and frequency designators and check in and conduct net business. You will learn a lot more about that as we progress, but the best teacher here is just getting on the nets and participating.
3. Learn to use the common PROWORDS including **OVER** and **OUT**, **ROGER** and **WILCO**, **CORRECT** and **WRONG**, **AFFIRMATIVE** and **NEGATIVE**, those used in giving RADIO CHECKS, and those used to obtain FILLS in messages.
4. Compose, list and send the following seven types of messages by voice, and digital if so equipped using proper techniques:
 5. A station to station message from your station to another MARS member
 6. A third party message from anyone to anyone else in the US.
 - C. A third party message from someone in the US to a person on a ship.
 - D. A service message.
 - E. A multiple address administrative message. Unless you have had previous military experience, these are probably new to you.
 - F. A NAVMARCORMARS Emergency Communications Net Implementation Message.
 - G. A Department of Defense Essential Elements of Information (EEI) message.
5. Complete and pass the MARS OPERATOR COURSE.
6. Operate as NECOS for a state traffic net.

After successful completion of this training program, a short open book examination and your demonstrated abilities to apply what you have learned, this station will advise your State Director that you have completed all the Area training requirements. Your State Director will further evaluate your skills and give you any additional training that he might think is required. He will then authorize the removal of the TANGO from your call

sign and recommend to the Region Director that you be advanced to regular membership. This recommendation will continue up through the chain of command until finally you are recognized as a full member by Chief NAVMARCORMARS in Virginia. In short, what you do is learn the material, participate in the training, take the final test and finally, the most important part, participate on your State Nets so that the State Director knows about your progress.

It is usually true that both you and I will come to the conclusion that you are qualified for advancement at almost the same time. It just seems to work that way. If you have a special background such as having previously been a MARS member or having served as a military communicator, let me know about it. There is no minimum amount of time that you must remain a TANGO.

PARTICIPATION CREDITS

When you applied to join NAVMARCORMARS, you should have been informed that there is a minimum participation requirement that goes along with your acceptance into the program. All stations, with only a few exceptions, are required to maintain a minimum of eighteen (18) hours of participation per quarter. Of these eighteen (18) hours, twelve (12) hours must be ON-AIR PARTICIPATION and the other six hours can be credited for OFF-AIR participation.

ON-AIR Participation

The time you spend on an HF net is reported by the NECOS of the net. You do not need to worry about these hours; they are taken care of for you.

NOTE: this is at variance with the first sentence of NTP 8(SERIES) paragraph 324 and is an authorized variance.

OFF-AIR Participation

All other time, called "off-the-air participation," that you spend should be reported monthly. This time should include any time studying MARS materials, working on your rig for MARS purposes, putting up special antennas, Navy Correspondence Course time, and participation in nets of the Specialty Networks or SHARES and even reading this guide. If it relates to the MARS program and you are doing it, report it. It may be reported by mail, MARS message, or telephone (but not by email, refer to PAOG Chapter 6, para 1.A.1) to your State THIRTEEN. Activity such as this should be reported at the end of each month.

Also note that NTP 8(Series) paragraph 570e requires all members to keep logs. The form of the log and what goes into it is up to you. Many put down everything they do to serve as a reminder. Other's logs may be very minimal.

Be aware of the fact that NAVMARCORMARS is an official organization. Chief, NAVMARCORMARS, submits reports to many Navy departments and to many

governmental agencies, consequently he needs the accurate participation figures to support the NAVMARCORMARS program. Both your ON-AIR and OFF-AIR participation, although it may seem insignificant to you as an individual, when accumulated for all of the NAVMARCORMARS stations represents a big number to Chief, NAVMARCORMARS. Look at it as ammunition he can use when he requests actions or considerations for this program.

NAVMARCORMARS ORGANIZATION

History

In the beginning, communications were all made by radiotelephone (voice). As the program developed, we began using radio-teletype (**RTTY**). There were many that said that RTTY would never replace good voice operators. We continued to expand our horizons and to experiment with other modes and the RTTY was supplemented and eventually replaced by more modern forms of digital communications: **AMTOR** and **PACTOR**. AMTOR and PACTOR were quieter and cleaner to operate than RTTY. But there were those who said that these new modes would not replace RTTY. Now, the terminal node controllers, **TNCs**, are no longer needed to receive AMTOR and PACTOR -- many stations are using soundcard programs to receive messages. Again, there are some stations that say the soundcard program will never replace the TNCs.

As you can see, different modes have progressively replaced earlier versions as the technologies have improved. There have always been and will always be those who say the new systems will never work, but, and this is very important for each and every member of MARS to understand, there has been no system developed that can replace voice communications. We must understand the objectives and goals of MARS to realize that all of these different communications modes are aimed at one objective -- getting the message from point A to point B.

We greatly encourage all MARS stations to become familiar with the use of the various digital modes available. When your training official feels that you are competent in voice procedures, he or she can authorize you to send any of the necessary seven messages in digital format. In that the majority of message traffic is now passed in digital format, your teacher may require that you submit your drill messages formatted for digital transmission.

Organization

NAVMARCORMARS has, as with any organization associated with volunteers and the government, undergone many changes. Since September 11, yes, 9-11 had a big impact on MARS; the entire NAVMARCORMARS program has been physically realigned. As the individual MARS station operator, these changes have little affect on your day-to-day procedures.

The organization is divided into four Areas, ten Regions, and fifty States. Each Area, Region, and State has a Director. Only the four Area Directors are enlisted personnel, usually a navy chief. All others are volunteers, just like you.

Your immediate point of contact for all matters is your State Director (formerly this person was called the Area Coordinator). There are currently five levels within the organization of NAVMARCORMARS. The job descriptions for the following positions can be found in NTP 8(SERIES), Chapter 2 Some of these have recently been changed and some are being changed or considered for change. By reviewing NTP 8(SERIES) and CHNAVMARCORMARSS BROADCASTS, you will have a better understanding of what is happening. The following information is furnished as a brief overview and is based on the most recent information available.

1. The individual MARS station -- you. As with all positions in MARS, your position is both administrative and operational. This means that you are more than a radio and microphone. You will be required to maintain certain station files and records. This will be covered in a later session.

2. The second level in this organization is the State Director. The State Director is an individual with the same requirements for files and records. The State Director is also responsible to maintain a records system for all of the stations within his or her state. The State Director is authorized to appoint other individuals to fill various administrative and operational tasks associated with his or her duties. (The instructor should supply the personal and administrative call sign of the State Director as of this date).

3. The third level in the organization is the Region Director. The Region Director, like you and the State Director is a volunteer. He or she is charged with the responsibility of coordinating the efforts of the individual states so that they operate as a cohesive portion of the NAVMARCORMARS team. The Region Director is also authorized to appoint members to fill "staff" positions to assist with administrative and operational responsibilities. (The instructor should supply the personal and administrative call sign of the Region Director as of this date).

4. The fourth level is the Area Director -- for this Instruction Guide, the Pacific Area Director. This individual is not a volunteer -- he or she is an enlisted Chief Petty Officer. More specifically, he or she is an Information Technician Chief. The Area Director is responsible for the completion of NAVMARCORMARS' mission and the welfare and morale of each person in the previous three paragraphs. (The instructor should supply the personal and administrative call sign of the Area Director as of this date).

5. The fifth and final level of Navy Marine Corps MARS is Chief, NAVMARCORMARS. A salaried civilian fills the position and is responsible to Commander, Naval Network and Space Operations Command, abbreviated COMNAVNETSPAOPSCOM.

Chain of Command

NAVMARCORMARS follows the Navy and Marine Corps concept of “Chain of Command”. In your dealings with the leaders of MARS you do not skip levels. If you have a matter that requires the attention of the Area Director, you must go through your State Director and your Region Director to get to him. If the attention of Chief, NAVMARCORMARS is required, you must go through your State, Region and Area Directors to get to him. Don’t worry. We will discuss how to do this later and it poses no special problems. Just remember, you should not go over anybody’s head in NAVMARCORMARS. Go through the “Chain of Command” and all will be fine.

As you progress in NAVMARCORMARS, you are going to discover that advancement is encouraged. You can start off by becoming a member of your State Directors staff and learn the different positions. Each position has its challenges and rewards. You will find that the Directors at all levels are always looking for the individual who is willing to put out the extra effort to fill one of their vacancies or to replace a person that wants to step up or down from the position they currently hold.

You are not alone! There are about 1700 trained Navy-Marine Corps members linked by a fairly sophisticated automatic radio digital forwarding message system completely independent of telephone circuits and power lines. A like number of members are also in each of Army and Air Force MARS, with similar training and capabilities. It may be of interest to you to tune in and listen to or actually check into these nets. At present you are authorized to check into any of the Pacific Area traffic nets for which the frequency has been authorized for use in your location, and **any** Army or Air Force traffic net. Note that this does not extend to Administrative Nets, which may have restricted staff membership.

If in doubt, call your State Director.

Questions

1 – 1 When are stations allowed to check into a net?

1 – 2 Are stations allowed to check into a net using abbreviated call signs?

1 – 3 Are the check-in procedures the same for traffic nets as they are for training nets?

1 – 4 What is the minimum required ‘on air’ participation time?

1 – 5 Is there credit given for ‘off air’ time spent on MARS work?

1 – 6 How many steps are there between yourself and Chief NAVMARCORMARS in the chain of command?

1 – 7 Who is your State Director? What is his administrative call sign?

[Questions]

[Reading Assignment] PAOG Chapter 7

[Close the net]

SESSION TWO A

[Open the net]

During this session we are going to discuss the various type of nets and their designators, and explain the difference between a directed net and a free net. We will also review how to check into a net and expand the procedure to traffic nets. Then we will discuss listing and passing of traffic, talk about prowords, and talk a bit about the NAVMARCORMARS organization. Are there any questions pertaining to the previous session?

NET CHECK-IN PROCEDURES

We discussed this to some degree during the last net, but we will expand on it a bit now. As you should now be aware, the **NECOS** has a routine or script that he or she follows when opening traffic nets. Eventually this routine will become second nature to you, but while you are becoming accustomed to the way NAVMARCORMARS does things, always listen closely to the **NECOS**. He or she will always begin the net in the following manner for a traffic net:

“ALL STATIONS THIS NET, THIS IS NNN0AAA, NET CONTROL FOR THE 9V1B NET. THIS IS A DIRECTED NET, OVER”.

To review a little of what was learned during the last session, the **NECOS** has just opened a traffic net and given its **net designator** that tells us much about the net. In the net designator **9V1B**, the number “**9**” designates this as a Region Nine net. The letter “**V**” designates this as a Nevada net. The numeral “**1**” designates this as the first net of its “type” in Nevada. Finally, the letter “**B**” designates this as a traffic net. Also, by using the proword **OVER**, **NECOS** has made an invitation for stations to check into the net. Designators will be explained again in detail a bit later.

For new stations the **check-in procedure** can be a little tricky. Let me explain how the procedure is broken down. The check-in procedure consists of three parts. The first part is where the **NECOS** opens the traffic net with his preamble and makes an invitation for stations to check in by using the reword **OVER**. The first invitation is only for the alternate net control station (**ALTNECOS**), the **TRAFFIC REP** and stations with formal traffic to check in.

NOTE: Stations may also check in at a later time to list traffic if they missed the initial call up.

The second part is where the NECOS may use a modified or shortened preamble after the first call up as follows:

“ALL STATIONS THIS NET, THIS IS NNN0AAA, THIS IS A DIRECTED NET, OVER”. (*Notice that he did not repeat the phrase “net control for the 9V1B net”*).

During this second part of the CHECK-IN PROCEDURE, the NECOS lists all traffic and then takes all check-ins noting special comments made by stations and takes traffic that was not listed during the first part of the procedure. Traffic can be listed at any time during the net. NECOS DOES NOT assign traffic during this portion of the CHECK-IN PROCEDURE, but stations may **offer** to take previously listed traffic.

The NECOS is making another invitation for stations to check in. This section is open to all stations. Stations are again reminded that they will check in using the NECOS full call sign followed by opening the mic key for one or two seconds to check for “doubles” then continue with: **“THIS IS NNN0ABCT, NO TRAFFIC, OVER”**. This example applies if the station checking in had no traffic. If the station had traffic, that subject will be discussed later.

The third part of the CHECK-IN PROCEDURE is where the NECOS either assigns traffic to specific stations or lists traffic looking for stations willing to accept it.

If NECOS assigns the traffic, it will sound like this:

“NNN0ABCT, THIS IS NNN0AAA, CALL NNN0OJC AND NNN0QAK AND PASS YOUR ONE ROUTINE MULTI, OUT”.

If NECOS cannot assign traffic, he will list it as follows:

“ALL STATIONS THIS NET, THIS IS NNN0AAA, THE FOLLOWING TRAFFIC IS LISTED. ONE ROUTINE FOR MCCLELLAN AIR FORCE BASE, FIGURES 916-555, OVER”.

Stations willing to take this traffic respond to the NECOS as follows:

“NNN0AAA, (open the mic key), THIS IS NNN0ABCT, OVER”.

NECOS would respond: **“NNN0ABCT, THIS IS NNN0AAA, OVER”**.

NN0ABCT would then respond: **“THIS IS NNN0ABCT, TRAFFIC FOR MCCLELLAN AIR FORCE BASE, OVER”**.

Again NECOS would respond: **“THIS IS NNN0AAA, ROGER, OUT”**.

Lines three and four are not mistakes. Once communications have been established, unlike the Navy, MARS operators are allowed to identify by using only their own call

signs. This speeds things up on the net, but remember, only after contact has been made are stations allowed to use, "THIS IS NNN0ABCT".

And, by the way, you may only transmit on HF on designated nets. Informal schedules or QSO's are not authorized. You may do testing and tune ups on legal frequencies when they are not in use. Give your call sign when doing so. You may tune up in the few minutes BEFORE a net that you are going to meet without identifying yourself; you will hear other stations doing the same. Caution: Be sure your clock is right and do not be tuning after the net is started. Also, you are not permitted to tune up during an active net without obtaining the permission of the NECOS.

All NAVMARCORMARS stations identify their stations up front only, not at the end of a transmission as is required in the amateur world. Also, ALL transmissions are followed by either the PROWORD "OVER" or "OUT". This will be emphasized throughout your training and eventually it will become second nature. To make this really simple, NAVMARCORMARS has furnished you with three words for every, I say again, every transmission. These words are either:

"[] **This is**, [], **Over**," or "[] **This is**, [], **Out**". .

So far we have discussed how a traffic net is operated in NAVMARCORMARS. We have also briefly discussed listing traffic and checking into a net. For many of you, this is an entirely new world, not the Amateur Radio Operators world but rather, the world of military type communications. It is these procedures that set us aside from the amateur world and make NAVMARCORMARS the best of the best.

NETS & DESIGNATORS

Types

In the NAVMARCORMARS organization there are four major types of nets in use every day, with five others that are more or less used for specialty nets. Each type has a particular letter associated that becomes part of the net designator.

The four major types are: Administration, Traffic, Training, and ECOM.

1. The Administration type net has the letter "A" associated and usually meets at a specified time once a week or as needed and is used to discuss and disseminate information pertaining to procedures or other items pertinent to operations.
2. The traffic type has the letter "B" associated and is the one that you will probably become most used to. In most states the traffic net meets daily and is used, as it's name implies, to pass official traffic back and forth.
3. The training net has the letter "C" associated and is the one you are presently using. The training net usually meets for ten weeks whenever there are a number

of new trainees available, and can be run by the State, Region or Area Training Director. In most cases the State Training Director will perform this duty.

4. The ECOM net has the letter “E” associated and is a very important type in the present day climate. It can be made operative at any time of the day or night, whenever there is an emergency in progress or when one might become active.

The other five types of nets are: Radio-telephone “V”, Radio-teletype “W”, Slow-Scan television “X”, Single Channel Data (SCD) “Y”, and Other “Z”. Of these five, the one in constant use is the SCD. It is the network of digital data switches and digital mailboxes (MBO’s), controlled by computer, and utilized for the transmission of digital data in the MARS Data System (MDS).

Designators

Each net has a four character alphanumeric designator. The first character will show that the net is either a National net, an Area net, or a Region net.

1. A National net begins with a “U”.
2. An Area net begins with one of four possible letters
 - A “C” for the Central Area
 - B. “N” for the Northeast Area
 - C. “P” for the Pacific Area
 - D. “S” for the South Area
3. A Region net begins with the Region number
 - A. “8” for Region Eight
 - B. “9” for Region nine
 - C. “0” for Region ten

The second character (a letter) of the net designator will indicate the state in which the net operates, with two exceptions. Area nets will have the letter “A”, and Region nets will have the letter “X”. This character will be assigned by the cognizant Region Director.

The third character (a numeral) is used to show whether this net is the first, second, etc. of this type within the state or region.

The last character (a letter) will denote the type of net, as outlined above.

Directed Net

As you may have surmised from the operation of this training net, up till now the net has been operated as a directed net only. As you should realize from your participation the

only time a station is permitted to check into a directed net is when the NECOS states: this is a directed net, over. Remember from session one, as usual, there are a couple of exceptions to the rule, but they will be discussed later. One major thing you must remember: **normally, never key your mic unless the NECOS has called your station, or he has asked for checkins!**

Free Net

After all stations have checked in and all traffic has been passed, NECOS may declare a **FREE NET**. During a free net stations are allowed to communicate with other stations without contacting NECOS. All stations are required to use full call signs at all times during free nets. Communications should be kept to material related to MARS and restricted in time so that NECOS can continue with net business as necessary.

A station may check into the net at any time during a free net by stating ‘**EN EN EN ZERO ALPHA ALPHA ALPHA**’, open the mic key, ‘**THIS IS EN EN EN ZERO ALPHA BRAVO CHARLIE TANGO, NO TRAFFIC, OVER**’, or ‘**NET CONTROL**’, open the mic key, ‘**THIS IS EN EN EN ZERO ALPHA BRAVO CHARLIE TANGO, NO TRAFFIC, OVER**’. NECOS will then call you and “roger” you into the net.

If NECOS wants to return the net to a **DIRECTED NET**, NECOS will state, “**ALL STATIONS THIS NET, THIS IS NNN0AAA, THIS IS A DIRECTED NET, OVER**”. The latter part of the call is not required in order to make the net a DIRECTED NET. As soon as NECOS says “ALL STATIONS THIS NET”, it is then a DIRECTED NET.

NOTE: NECOS does not need to use the term NET CONTROL, nor does NECOS need to use the net identifier during a call of this nature.

Also, and this is a very important point, ALL NAVMARCORMARS nets start as directed nets.

SESSION TWO B

PROWORDS

The prowords used in NAVMARCORMARS are common throughout all the radio services. Once you have become familiar with these prowords you will find that you can use them on all radio circuits, MARS and Amateur. These prowords are discussed in NTP 8(SERIES) Annex C paragraph C200. You will want to study this section so that you become proficient in the use of all of the prowords. We will discuss the prowords that are used every day and misused every day. We have covered **OVER** and **OUT** above, but you might want to read the official definitions.

NOTE: When a communications has reached its logical end, both stations will know it. This is the point when the proword **OUT** should be used. As your experience in NAVMARCORMARS increases, you will observe interesting situations that seem to come to life every few years. One of these situations is when a station does not know when to say **OUT**. When you are finished do not use phrases like, “Nothing further, **OVER**”. When it is over, just say **OUT**.

Perhaps the most used proword is the most misused -- that is the proword **ROGER**. “**ROGER**” means one thing and that is, “I have received your last transmission satisfactorily”. If the last transmission were a formal message, it means in effect that I have copied it perfectly and can relay it to anyone without a single flaw -- my copy is **EXACTLY** like your copy. “**ROGER**” does not mean:

1. Yes, OK, or Affirmative or
2. That I fully understand your message (what if it was a message about radar parts or medical problems or procedures?) or
3. That I will follow any instructions given in the message.

The common expression, “**ROGER, OUT,**” means only that I have received your last transmission satisfactorily and nothing else. In terms of a formal written message, it means that I have a copy exactly like yours that can be relayed without error.

The proword closest to **ROGER** is **WILCO**. The two prowords are never used together. **WILCO** is used when you are asked to do something, you understand the request, and will do it.

The words **AFFIRMATIVE** and **NEGATIVE**, it turns out, are not official prowords; they mean yes and no. On HF circuits these words are highly recommended since a single syllable word like **YES** or **NO** can often be wiped out by a lightning burst or other impulse, whereas the multiple syllables of **AFFIRMATIVE** or **NEGATIVE** will come through.

There are a couple of prowords that are used instead of **YES** or **NO** in the special case that the question is: “Is this correct?” Although a natural answer would be yes or no, or even affirmative or negative, the correct answer is either **CORRECT** or **WRONG**.

Example A: “**NNN0ABCT THIS IS NNN0AAA, IS THIS CORRECT, WORD AFTER DIVISION IS FOUR, OVER**”

“**NNN0AAA THIS IS NNN0ABCT, WRONG. I SAY AGAIN, WORD AFTER DIVISION IS FIVE, OVER**”

“**THIS IS NNN0AAA, ROGER, OUT**”.

Example B: **“NNN0ABCT THIS IS NNN0AAA, IS THIS CORRECT, WORD AFTER DIVISION IS FOUR, OVER”.**

“NNN0AAA, THIS IS NNN0ABCT, CORRECT, OVER”

“THIS IS NNN0AAA, ROGER, OUT”.

In the two examples above, you can see that there was a question in one station’s mind and that question was asked in the form of “is this correct”. The second station responded with wrong in the first example and correct in the second example. This type of communication is very exacting and leaves no questions in either stations mind. The situation is cleared up and the communications continue.

Another pair of prowords you will use quite often are: **I SPELL** and **FIGURES**. Whenever numerals appear in a message, or even in a conversation, it is customary to preface them with the proword **FIGURES**. As an example, if the “TO” line contains an address such as “1124 West Ternerero Street”, the correct way to speak this address would be to say **“FIGURES ONE ONE TWO FOUR WEST TERNERO STREET”**

The proword **I SPELL** is commonly used when a strange or long word appears in a message that might be misunderstood, or to emphasize a particular word. For instance, in a sentence such as: The basement was very cold, could be spoken: **THE BASEMENT WAS VERY, I SPELL, VICTOR, ECHO, ROMEO, YANKEE, VERY COLD.”** Don’t forget to speak the word; use the reword; spell the word; and then pronounce the word once more. If you encounter a word that you cannot pronounce, then it is permissible to use the reword **I SPELL** without first saying the word and saying the word after the spelling.

When an alpha numeric group of characters is found in a message, the first character of the group determines which of the two prowords is used. If the first character is a numeral the group is preceded by the proword **FIGURES**. If the first character is a letter, the group is preceded by the proword **I SPELL**.

Of course, for every rule there is an exception. In this case, the proword **FIGURES** is NOT used when speaking the Date Time Group of a message; unless the Date time Group appears in the text of a message.

One other item to remember, when addressing or speaking a call sign of an office, such as NNN0GAC FOURTEEN, the “fourteen” is spoken as a word, not as a figure.

MDS SYSTEM

It was previously mentioned that the important factor is getting the message from point A to point B. As amateur operators, it is easy to understand how one station can pass a message to another station using voice, but what if that station is aboard a ship or across

the country from you, or even in another country? How does the message get from point A to point B?

In NAVMARCORMARS we have a system that we call the Mars Data System, abbreviated **MDS**. It is actually made up of several mailboxes that are linked to form a chain from any point A to any point B. A station that is not digitally equipped, and there are many MARS stations that are not, brings a message to a traffic net and passes it by voice to the station responsible for bringing messages to the net from the mailbox and taking messages back to the mailbox, the **TRAFFIC REP**. You may hear the mailbox called **MBO**, or **MDS**.

Where the individual MARS operator has many modes available for passing traffic between stations, the MBO station has only two: **FACTOR** and **AMTOR ARQ** or linked. You will also hear this mode referred to as mode A. If you are equipped, you will be encouraged to take traffic to and from the MBO, or volunteer as a **TRAFFIC REP**.

FREQUENCY ASSIGNMENT

```
----- LSB DIAL ----- 4010.0  
----- ASSIGNED FREQUENCY ----- 4008.5  
----- USB DIAL ----- 4007.0
```

LSB is never used by NAVMARCORMARS

The Navy frequency manager is interested in what part of the frequency band is being used, not necessarily how you **TUNE** your radio to use it. As a result, the Navy **ASSIGNED** frequency is the center of the bandwidth in use. If you were sending CW, a mode that is no longer authorized within the NAVMARCORMARS program, the tone would be centered on the assigned frequency. If you are using voice on USB, however, you will be required to set the suppressed carrier, which on all amateur radios is the **DIAL** or **WINDOW** frequency, 1500 Hz (1.5 KHz) below that assigned frequency. In that way, the nominal 3 KHz bandwidth of the USB would be centered on the **ASSIGNED** frequency. Marine NAVMARCORMARS uses only **USB**, never **LSB**. Let me say that again, NAVMARCORMARS always uses **USB**. Later when you might interface with Army and Air Force MARS, you will find that they do not use **ASSIGNED** frequency as we do and that they use both **USB** and **LSB**, but that is another story.

In the old days (sometimes they were not as good as we would like to remember them) a NAVMARCORMARS station would tell you to go to 4007.0, as in the example above, and you would tune your receiver to 4005.5 and smile -- I've got his number. Well, like the good old days, that is history. NAVMARCORMARS now uses a frequency designator that consists of three letters taken from a **FREQUENCY MATRIX** that is available to all stations, including Tangos. This action was taken following 9-11 in an attempt to add some degree of security to the frequencies we are using. **NOTE**: Never say the frequency and the frequency designator together. Also, never refer to the frequency designator when referring to the frequency that you are on at the time.

Now, that same station would say something like, “Go to frequency **JKA**”. You would look up **JKA** and then do the math and go to the dial reading for that frequency. Just remember, the frequency you will be given, as a matrix designator, is the assigned frequency and you must subtract 1.5 KHz from that number to get the window frequency for **UPPER SIDE BAND**.

This becomes a bit more complicated when we begin to study digital modes. In a two frequency audio shift-keying mode, the average of the two-tone RF frequencies should be on the assigned frequency. Common practice in Audio Frequency Shift Keying (**AFSK**) uses one or the other of two-tone pairs. The first and very common pair is 2110 and 2310 Hz (200 Hz shift) so in this case the **DIAL** is 2210 Hz below the assigned frequency. (Persons using this pair must change dial frequency between **USB** and **AFSK** transmissions.) The second common pair is 1400 and 1600 Hz. Those using this pair set the window 1500 Hz below the assigned frequency so that in this case no retuning is required when going between **USB** and **AFSK**. For any other pair, the rule is that the sum of the average of the audio tones plus the dial frequency should equal the assigned frequency. For those using Frequency Shift Keying (**FSK**) rather than **AFSK**, refer to the transmitter handbook to center the RF tones on the assigned frequency.

To further complicate what seems to some a very complicated situation; consider that some of the digital soundcard programs are narrow band spread -- 170 to 200 Hz, some are medium band spread -- 500 Hz and some are broad band spread 1000 to 2000 Hz. This seems to be getting worse as we move along. Also, some of the soundcard programs have built in shifting that must be considered. Not to worry. There are digital training and experimental nets organized to help you through these situations. They welcome new member stations and are willing to work with both the soundcard programs and those who are attempting to get their TNCs on line.

NOTE: Remember that in an effort to improve the security of this country after the 9/11 attack, the Navy mandated that the frequency code information be issued to all members, including trainees.

Now that you are familiar with the procedures of checking into a net you are invited to check into and take part in any of your local nets.

NOTE: Make the trainees aware of the time and dial frequency of any nets that they can take part in.

Questions

- 2 – 1 Do all voice nets follow the same check-in protocol?
- 2 – 2 Which stations are authorized to check into a traffic net on the first call up?
- 2 – 3 Are all stations required to use their full call sign when checking into a net?

- 2 – 4 When can stations check into a net?
- 2 – 5 When can a station check in to list traffic?
- 2 – 6 Are all nets primarily ‘directed’ nets?
- 2 – 7 Can abbreviated call signs be used on a ‘free’ net?
- 2 – 8 When can a NECOS use his own abbreviated call sign?
- 2 – 9 What is the proper response to a station that transmits a weather report that you have received without error?
- 2 – 10 What is the recommended response on a net to a question such as “Do you have a linear amplifier?” assuming that you do not possess one?
- 2 – 11 How many kHz is the dial frequency below the assigned frequency for a voice net?

[Questions]

[Assigned Reading for Session Three.]

NTP 8(SERIES), Para 610-624

PAOG, Chapter 7

[Secure the net]

SESSION THREE A

[Open the net]

Are there any questions pertaining to what we have learned previously? If not, then we will proceed to study the various types of messages you may come into contact with during your career with NAVMARCORMARS. Then we will learn to format, send and receive each type. We will discuss the proper formatting for both a vocally transmitted message and one that is to be submitted to the MDS for digital transmission.

MESSAGE TYPES

Now we begin the interesting subject of MARS messages. There are several types that were mentioned in Session One. During this session we will become familiar with the most fundamental type of message, namely “station to station”.

Station-to-Station

Today we begin with a standard station-to-station message. What I am going to do is to broadcast a message to you and then call each of you for acknowledgement. If you have received the message good enough to say that your copy is exactly like mine, then your response will simply be "ROGER OUT". If you have missed some parts of it, then ask for those parts. I realize that we have not studied how to ask for fills yet, so don't worry about how you do it for now. We will fix any mistakes on that later. For now, I want you to have a copy just like mine so keep asking until you are sure that you have it.

Since we have not discussed relay instructions we are also going to skip that for now. We will cover that shortly. Get ready to copy. By the way, we assume that every MARS member at all times has a pencil and paper ready. The message in digital format is shown here:

ST MULTI
1R NOGAF
DE NNN0AAA 020
R 050219Z SEP 2002
FM NNN0GBE NV
TO NNN0ASE SCA
BT
UNCLAS
|
TEXT
|
BT
NNNN
////

Take the time to copy this message into any of your word processing programs. It is undoubtedly the simplest message you will run into. Once you have it, increase the font size until it fills up an entire page of paper. Then print it out and hang it on your wall where you will see it every day. It contains the information necessary in every MARS message. Now copy as I verbally transmit the message to you.

"MESSAGE FOLLOWS, RELAY (not written) ROUTINE (written as 'R')TIME ZERO FIVE ZERO TWO ONE NINE ZULU, SEPTEMBER TWO ZERO ZERO TWO, FROM (written as 'FM') NNN0GBE NEVADA TO NNN0ASE SOUTHERN CALIFORNIA (written as 'SCA') BREAK UNCLAS [TEXT] BREAK OVER"

This message as shown above contains three lines at the beginning that were not on the message you copied during the verbal transmission. The first is referred to as the **ST** line and is only used on messages that are going to be transmitted digitally. The second line is also only used for digitally submitted messages. The **DE** line again is only used on messages that are going to be transmitted digitally in the MDS.

When you submit your drill messages, include the first three lines, but do not voice them. Even though your messages will be passed by voice or telephone, the vast majority of messages in NAVMARCORMARS are now passed by means of digital systems. You are going to learn to compose your messages so that they can be passed either digitally or by voice and how to adapt a message from one form to the other. Two more lines required but not spoken are the four N's and four Z's following the final **BT**. During normal operations these five lines are added to the message by the first station taking it for digital transmission. The four N's will show on a printout of the message, but not the four Z's. The four Z's are used by the MDS software to indicate the end of the message, or group of messages.

Every message must have relay instructions unless it is being passed directly to the addressee, which can only happen in the case that a MARS member is the addressee as in this message.

In the case of NNN0AAA's message R 050219Z SEP 2002, the single PROWORD **RELAY** means, "Relay (to) all Addressees". In this case there is only one addressee so, when you ROGER for this message, it is your responsibility to relay the message to that person. It is the word ROGER that transfers the responsibility from the sending station to the receiving station. That is why it is extremely important that you have copied the message perfectly before you say ROGER. No one will criticize you for being careful that you have the message correct before saying ROGER. When you say ROGER, the ball has been passed to you and the person sending it has crossed it off his list. If you do not deliver it or pass it on, no one ever will. Asking for fills will be explained later.

Notice that this PROWORD is just RELAY. If you will check in the NTP 8(SERIES) you will find that it means RELAY (TO), with the TO implied and not spoken in the date-time-group line.

The next line contains the precedence and the date-time group. The date-time group is commonly abbreviated as DTG. There are three common precedences, ROUTINE, which is abbreviated as R, PRIORITY which is abbreviated as P, and IMMEDIATE, which is abbreviated as O. Why O? This precedence used to be called Operational Immediate and the O came from that. (Navy tradition is very strong. Things are not changed unless they need to be...)

There is an additional precedence called FLASH, with the abbreviation Z. It is used only for reporting initial sightings of the enemy; so is not to be used by NAVMARCORMARS.

The DTG consists of the numerical day of the month, Zulu time, and the Zulu time expressed as a six number group, a space followed by the three letter abbreviation for the month, a space and then the last two digits of the year. If you have been given two messages from the same station the DTG will distinguish between the two. The DTG is used so much that it has a special way of being read in voice transmissions, as follows:

“ROUTINE time zero eight two zero zero two Zulu JUN two zero zero three”. This transmission format applies only to message headings. If you should encounter the DTG in the text of a message you would read it, “I spell ROMEO FIGURES zero eight two zero zero two Zulu I spell Juliet Uniform November FIGURES two zero zero three”. Again, in the DTG position it is read as, **‘Routine time zero eight two zero zero two zulu June two zero zero three’**”.

The next line is the From line. In a “station-to-station” message this line will contain the call sign of the station originating the message followed by a space, then the two or three letter abbreviation for the state in which the station is located. The state abbreviation must be present, particularly if the message is to be passed by digital means.

Following the From line is the To line. This line contains the call sign of the station to which the message is being sent. This line must also contain the state in which the addressee station is located, again with proper spacing.

If required, another line called Info can be present in the message. This line would be used to list another station to which the message is being sent, more or less like a carbon copy of a letter. Again it is most important to include the state. There is no limit to the number of info addressees that may be included in a message.

NOTE: If the list of addressees becomes too cumbersome, there is another type of message called a “Book Message”. If time permits we can discuss this type message toward the end of the program.

The voice word BREAK is written as the letters BT. This ends the heading portion of your message. We will soon discover that fills in the heading require different procedures than fills that follow the word BREAK.

UNCLAS. This is always the first word in the text area of all messages. It counts as one of the fifty (50) words allowed in third party messages. I rarely use the word always or never, but in the case of UNCLAS; it means that we will never pass classified information by means of the NAVMARCORMARS systems. It is not allowed -- these are unsecured forms of communications.

The text of the message follows on the next line or lines. Be sure that no line of text exceeds 69 characters in length, and that all words are capitalized. When preparing the message, refer to NTP 8(Series), Para 802. b. To preserve message accuracy, only the capital letters **A through Z**, the numerals **0 through 9**, **question mark, colon, dash, slant, paren, unparen, comma, apostrophe and period** may be used in messages entered into the MDS. If other punctuation marks are needed, they may be sent in abbreviated form enclosed in parenthesis.

The second BT ends the text and the message. The second BT is **never** referred to in asking for fills. If you need a fill for the last part of a message, use the PROWORD “ALL

AFTER” rather than “ALL BEFORE” the ending BT. This will be discussed in detail later in the course.

There are many more classifications of messages. We will discuss these later.

LISTING TRAFFIC

Assuming you have your traffic printed on paper and a copy available in front of you, and also assuming that you have become familiar with the operation of your local traffic nets by monitoring a few of them, then you are ready to check into a traffic net and pass your traffic.

First, as indicated in the paragraph above, you have been listening to the NECOS and generally understand the ebb and flow of a net. The NECOS opens the net, “**ALL STATIONS THIS NET, THIS IS NNN0AAA, NET CONTROL FOR THE 0W1B NET. THIS IS A DIRECTED NET, OVER**”. With the word OVER, the NECOS is inviting stations to respond. In accordance with the PAOG this first invitation to respond will only apply to the ALTNECOS, TRAFFIC REP and stations with traffic. Since you have traffic, you space your response among the others and answer in the following manner:

1. Single addressee and third party messages. When checking into the net with a single addressee or third party message, you will respond to the NECOS invitation as follows:

A. "NNN0AAA, (don't forget to open the mic key), **THIS IS NNN0ABCT, I LIST ONE ROUTINE FOR NNN0GCC, OVER**". The NECOS will respond, "NNN0ABCT, THIS IS NNN0AAA, ROGER, OUT". This message has now been listed with the NECOS. When making this listing, remember that the NECOS has to write it down, so speak slowly and clearly. If the NECOS does not get your listing on the first try, he will need to call you back and get it again.

B. "NNN0AAA, (don't forget to open the mic key), **THIS IS NNN0ABCT, I LIST ONE ROUTINE FOR PORTLAND FIGURES 555-555, (the addee's area code and phone number prefix), OVER**". The NECOS will respond, "NNN0ABCT, THIS IS NNN0AAA, ROGER, OUT". This message has been listed with the NECOS. Notice that no extra words are used -- short and simple.

C. If you have two or more of the above type messages, single addressee only, then you would respond with, "NNN0AAA, (don't forget to open the mic key), **THIS IS NNN0ABCT, I LIST TWO ROUTINE MESSAGES. ONE FOR NNN0GCC AND ONE OUTBOUND, OVER**". Again, short and to-the-point. No extra words are used.

2. Multiple addressee messages. Multiple addressee messages are messages addressed to more than one recipient. This is very common with Administrative Messages and is rarely, if ever, found in the Amateur Communications World. When you hold, and want

to list, a multiple addressee message and you are responding to the NECOS invitation, you respond as follows:

"**NNN0AAA**, (don't forget to open the mic key), **THIS IS NNN0ABCT, I LIST ONE ROUTINE MULTI, OVER**". NECOS responds, "**NNN0ABCT, THIS IS NNN0AAA, ROGER, OUT**". Take special note of this listing. You are advising the NECOS that you hold one multiple addressee message that you want to list. You do not list the individual addressees on the message until the NECOS calls you back and instructs you to list your traffic.

NOTE: When listing multiple (MULTI) addressee messages, no significance is placed on list you whether the station is an action addee or information addee.

Sometime later in the net the NECOS will call your station and ask for the addees of the multi you previously listed. The conversation should follow this routine. NECOS will say "**NNNOABCT THIS IS NNN0AAA, LIST YOUR MULTI ADDEES, OVER**". You will reply "**NNN0AAA THIS IS NNN0ABCT,**" (do not open the mic), "**I LIST ONE ROUTINE MULTI FOR NNN0GCC AND OUTBOUND**". NECOS will reply, "**THIS IS NNN0AAA, ROGER, OUT**".

3. Listing traffic by area. This is a significant change for stations in Region Nine and possibly for stations in other regions as well. In the past you listed traffic within your state by call sign: "**NNN0AAA**, (don't forget to open the mic key), **THIS IS NNN0ABCT, I LIST ONE ROUTINE FOR NNN0GAE FOUR**". Because this station is within your state there was no need to include the designation NCA after his call sign.

If you reside in Northern California and you are listing traffic for Southern California, you would, in the past, have used the following example, "**NNN0AAA**, (don't forget to open the mic key), **THIS IS NNN0ABCT, I LIST ONE ROUTINE FOR SOUTHERN CALIFORNIA**." This policy no longer applies. Under the new procedures, if traffic is going to a station not served by the net you are on, it is listed as **OUTBOUND**. Put simply, if the traffic is going to be placed on the MDS, MARS Data System, it is designated as **OUTBOUND** and is handled by the **TRAFFIC REP**.

NOTE: We have no interest in the call sign of stations in **OUTBOUND** traffic.

4. Listing mixed messages. The case may also arise where you might have a single addee message and also a multiple addee message. Assuming you are on an Arizona state net, to list this traffic your response to NECOS would be: "**NNN0AAA**, (don't forget to lift the mic key), **THIS IS NNN0ABCT, I LIST ONE ROUTINE FOR NNN0GKP AND ONE ROUTINE MULTI, OVER**". NECOS WOULD REPLY: "**NNN0ABCT THIS IS NNN0AAA ROGER OUT**". He would later ask you for the addees of the multi message. If the NECOS had doubts as to the traffic list, he might have responded as follows: "**THIS IS NNN0AAA, I COPY YOUR TRAFFIC LIST AS ONE ROUTINE**

FOR NNN0GKP AND ONE ROUTINE MULTI, IS THAT CORRECT, OVER”. If correct, NNN0ABCT responds by: **”THIS IS NNN0ABCT, CORRECT, OUT”**.

5. Listing of Drill Messages. As TANGOs you will be passing "drill messages". In listing the DRILL message indicate that it is a DRILL message. For example: **”NNN0AAA, (don’t forget to open the mic key), THIS IS NNN0ABCT, I LIST ONE ROUTINE DRILL MESSAGE OUTBOUND, OVER”**. See the PAOG, Annex C para 15 for detailed instructions on making a message a DRILL message. In short, you take the message and do three things to it:

a. If (and only if) you are sending it by digital mode: Add a **ZEU** after the DTG.

b. Place the word DRILL after the UNCLAS

C. On the next line after the last BT, add the following: **OPNOTE: THIS MESSAGE IS FOR TRAINING PURPOSES ONLY. DO NOT FORWARD.**

6. Listing a multi message. If you have more than one addree in the message, just list each addree one after the other as directed by NECOS, but at a speed that the NECOS can write them down. If NECOS cannot write them down he will just have to call you to ask you to do it again. Later, the NECOS will either assign your traffic or list it for stations to accept. When NECOS assigns traffic, listen carefully. He is going to direct you to call a specific station or stations and tell you to pass your traffic. If NECOS lists your traffic, you need to note the station(s) accepting your traffic. If there is a problem, you should contact NECOS and request clarification.

PASSING TRAFIC

Assume for the moment that each of your messages have only one addressee, which is all that we have studied so far. When NECOS calls you and tells you to contact your station, you call that station and send the message. The exchange will go something like this, assuming that abbreviated call signs has been authorized:

You: **”CBA, THIS IS ABCT, OVER”**.

Him: **”ABCT, THIS IS, CBA, OVER”**.

You: **”THIS IS ABCT, MESSAGE FOLLOWS, RELAY ROUTINE TIME, FROM __, TO __, BREAK, ----- (TEXT) ----- BREAK, OVER”**.

Him: **”THIS IS CBA, ROGER, OUT”**.

It does not get any easier than this and once you have learned the process and had a bit of practice, it actually is just that simple. If CBA had needed fills, there would have been further exchanges. We will study asking for and making fills soon. After you have passed your message and CBA is sure that his copy is exactly the same as yours, and not before, he will end with ROGER, OUT.

NECOS, hearing the “ROGER, OUT” will pick up the net.

Meanwhile, for the record, you write on your message form the station that took them, the time, the Net Designator and the frequency. File Routine messages away for at least 60 days. See NTP 8(SERIES) for retention for higher precedence messages or messages of historical importance. For those of you who have given up paper recording and have chosen to store your messages on removable media, go back to the message (normally saved in NOTEPAD) and append an OPNOTE to the bottom reflecting the same information as above.

Questions

3 – 1 What is the first line of a message that is spoken when sending a message verbally?

3 – 2 Is there a type of message that does not require relay instructions?

3 – 3 When sending a message by voice are the state abbreviations on the From and To lines spoken as abbreviations?

3 – 4 When can a MARS station use the FLASH precedence for a message?

3 – 5 When can a message be classified ‘SECRET’?

3 – 6 During a traffic net, when can you list the traffic?

3 – 7 To whom is ‘outbound’ traffic normally assigned?

3 – 8 When can abbreviated call signs be used?

[Questions]

[Secure the net]

SESSION THREE B

[Open the net]

This session we will discuss two types of third party traffic, person to person and person to shipboard. The format of both types is similar to the ‘station to station’ message we discussed in the last session.

THIRD PARTY TRAFFIC

To a State

ST MULTI

1R MULTI

(No routing line)

DE NNN0CCC 001

R 050219Z SEP 1997

FM MS JO DOE SAN DIEGO CA/NNN0CCC SCA

TO EM3 JOHN DOE USN

123 NORTH ST

DALLAS TX 75200

214-456-1234 JOHN DOE (AT) AOL.COM

BT

UNCLAS

(MESSAGE TEXT - UP TO 49 WORDS)

BT

NNNN

////

(email address is optional)

Because this is a message from a third party, you must have a title such as MRS., MR., PVT, LT, etc. followed by the name (and service if a service person.) This is followed without any punctuation by the city and state (abbreviated) in which this person resides. That is followed by a “slant” and the call sign and state of the MARS station entering the message into the system. You see that the From line and the DTG make up a unique identification for the message if it later needs to be referred to. This message would be called NNN0CCC’s **050219Z**. NNN0CCC will not give any other message that DTG (and the only time he would have to is if he made up over one message a minute, an unlikely event even for him.) If Ms. Jo Doe needs to be located, NNN0CCC has carefully filed that information when he accepted the message from her and she can be reached through him. Therefore, her address is not needed on the message, but be sure that you do not lose it!

As food for thought, NNN0CCC writes these addresses on the hard copy of the out-going messages that he must keep. Also, because he uses digital means for transmitting these messages, he keeps them stored on floppy disks. Once the message is passed, NNN0CCC goes back to his floppy disk file for this message and enters an OPNOTE to the bottom of the message which contains when the message was passed, what net it was passed on, the time it was passed, the station that accepted the message and Ms. Jo Doe’s address and phone number. This information is required in the rare case that a “tracer” message is received stating that the original message was not received by the addee.

It is very important to include the state and zip code in the To line. Without it, the message will not be accepted into the MDS.

Third party messages are almost always 'routine' precedence. But, if the information is time sensitive, say, someone is arriving at an airport in a couple of days; then the precedence of 'priority' may be used. However, explain to the party that they must understand that we will try our best but we cannot guarantee delivery on any time schedule.

One tip to help shorten messages is to note that the names are in the header and need not be repeated in the text. There are a lot of tricks to shorten a message but be sure that the person originating the message agrees with the final text. Also, anyone can send one 50 word message a day to a service person and if need be, they can send the rest of the message the next day. A person can send five (5) messages a day to five (5) different individuals. As to content, see the message criteria in NTP 8(SERIES) previously mentioned. The text of a message of this type is restricted to fifty words, including the 'unclas'.

[To a ship]

ST NN0MDI AT NMDI
1R NNN0MDI
RR NOMDI (*Relay line required on messages that are not sent as "MULTI"*)
DE NNN0ZLS 002
R 042301Z SEP 1997
FM MS JO DOE SAN DIEGO CA/NNN0QOX SCA
TO EM3 JOHN DOE USN/USS AVENGER AA
E-2 DIV
BT
UNCLAS
MESSAGE TEXT – (up to 50 words including the 'unclas')
BT
NNNN
////

This message is also from one third party to another, as was our message in the last session. The only change is in the TO line. This message is to a person aboard a ship.

Note that in our official literature there are differences from this format. This now obsolescent literature refers to Ship Active List that gave the MARS call sign of ships active in the MARS programs. This has been replaced by an E-Mail forwarding system and these call signs are no longer used for message traffic. (The Afloat Specialty Network uses them for phone-patch traffic.)

The list of ships to which we may accept MARSGRAMS is kept up to date on the national website, www.navymars.org.

The form of the TO line when the message is going to a person on a ship is as follows:

1. An abbreviation for the rank or rating of the individual receiving the message. For those of you that are not familiar with the military rank structure and abbreviations, this information can be found in PAOG, Annex D.
2. The name of the addressee.
3. The service of the addressee -- USN, USNR, USMC, USA and USAF are typical abbreviations meaning United States Navy, United States Navy Reserve, United States Marine Corps, United States Army and United States Air Force.
4. The two letter abbreviation used by the Fleet Post Office as follows:
 - A. "AA" means Afloat Americas and **is spoken as "AFLOAT AMERICAS"** even though it is abbreviated "AA".
 - B. "AP" means Afloat Pacific and **is spoken as "AFLOAT PACIFIC"** even though it is abbreviated as "AP".
 - C. "AE" means Middle East and **is spoken as "ALPHA ECHO"**.
5. The slant sign is always spoken as slant.
6. The name of the ship.
7. This is a repetition of the two letter abbreviation "AA," "AP," or "AE". Again, the rule above for how these abbreviations are spoken applies.
8. On a separate line under the TO line you can optionally add a department or division indicating the person's address on the ship if it is a large ship like an aircraft carrier.

ADMIN TRAFFIC

ST MULTI

1R MULTI

(No routing line required)

DE NNN0FUL 001

R 042302Z SEP 1997

FM NNN0GAC AZ

TO NNN0ASZ GA

NNN0TQH AZ

INFO NNN0ASE SCA

NNN0ASE ONE (ST)

NNN0ASA VA

BT
UNCLAS
SUBJ: *(if required)*
A. *(reference, if required)*
1. *(first line or paragraph of message text)*
|
100. *(last possible line of text)*
BT
NNNN
ZZZZ

We will now discuss this message line by line. Let us start down in the message at the FM (From) line. ADMIN messages are almost always between MARS members, so the call sign and State are used.. A list of states abbreviations can be found in the PAOG.

Next is the TO line. Addees under the TO line are called ACTION addees. They are the ones that the message is sent TO for a primary reason. Usually the ACTION addees have to do something after reading the message. Next is the INFO line with THREE addees. INFO addees will only have to take note of what is happening. In this case, the sender wanted to make sure that his Area Director and the Assistant to the Area Director plus CHNAVMARCORMARS knew that he was corresponding directly with two other members. This is a common use of INFO addressees. The separation into TO and INFO addees is important to the person drafting or composing the message and the addees. As traffic handlers, we do not care if as addee is an ACTION or INFO addee. They are handled the same.

Admin messages may be fairly formal and have subject and reference lines, but, for short ones that may not be necessary. The maximum lines that an Admin message may have is 100. If the message is longer, the total message can be written as part 1 of (as many parts as required to complete the total message).

At the other extreme, an admin message might be written as follows:

ST MULTI
1R MULTI
DE NNN0FYK 001
R 261400Z AUG 2004
FM NNN0FYK AZ
TO NNN0HCR AZ
BT
UNCLAS
WILL SEE YOU AT THE CONFERENCE ON 19 SEPTEMBER AT HAMILTON
FIELD.
BT
NNNN
ZZZZ

RELAY INSTRUCTIONS

Relay instructions (if required) always appear before the "DE" line, and are considered as part of the message. Because the relay line is part of the actual message it is always spoken after the phrase "Message Follows", never before.

A RELAY instruction is required for each addree unless it is a single addree message being sent to that exact addree. In that special case of course, no relay instruction is required. The administrative call sign of a staff member is separate from the member's personal call sign. For example, while this station has the personal call sign of NNN0GKP, I also have the position of Assistant to the Area Director for Training and take traffic for NNN0ASE FOUR. Carry this one step further; this station also occupies the position of Assistant to the State Director for Computer Programming, NNN0GAC FOURTEEN. Now you can understand that when NNN0GKP receives a piece of traffic, he needs to know which inbox to put it in. Therefore, if NNN0GKP is receiving traffic for NNN0ASE FOUR the relay instruction should be, "NNN0GKP, RELAY NNN0ASE FOUR". Simply put, tell me where to stick it. This procedure must be followed for each admin call sign that appears as an addree or info addree. The same procedure should be followed if a station is accepting a message to be delivered by some other means to another station.

Relay instructions are one of the hardest concepts for new stations to understand clearly. Once you have used them a few times, RELAY instructions will become second nature -- you will fit them into your procedures and the passing of traffic will flow smoothly.

ROUTING

The following tables are extracted from NTP 8(SERIES) for your convenience. These tables reflect information current as of June 2003. During later sessions you will be composing messages that are directed to stations outside the purview of your net, in other words, OUTBOUND. To determine the correct ROUTING information, you are going to need to determine which Area a state falls in. The major routing indicator is derived from the call sign of that Area Director. Therefore, all messages with destinations within the Pacific Area will have a routing designator of NOASE. {The second character is the letter Oh and not the numeral zero.) This is very important and must be remembered -- it will cause a message to get kicked out of the MARS Data System and cause delay until the system operator (SYSOP) can correct the error. This will be discussed in greater detail later.

CHIEF, NAVMARCORMARS, STAFF AND AREA DIRECTOR'S CALL SIGNS.

NNN0ASA: CHIEF, NAVY-MARINE CORPS MARS
NNN0ASB: DEPUTY CHIEF, NAVY-MARINE CORPS MARS
NNN0ASC: (NOT ISSUED)

NNN0ASD: (NOT ISSUED)
NNN0ASE: DIRECTOR, NAVY-MARINE CORPS MARS PACIFIC AREA
NNN0ASF: DIRECTOR, NAVY-MARINE CORPS MARS SOUTH AREA
NNN0ASG: DIRECTOR, NAVY-MARINE CORPS MARS CENTRAL AREA
NNN0ASH: (NOT ISSUED)
NNN0ASI: DIRECTOR, NAVY-MARINE CORPS MARS NORTHEAST AREA
NNN0ASJ: (NOT ISSUED)
NNN0ASK: (NOT ISSUED)
NNN0ASL: (NOT ISSUED)
NNN0ASM: HEADQUARTERS MARINE CORPS LIAISON OFFICER
NNN0ASN: ASSISTANT TO THE CHIEF, NAVY-MARINE CORPS MARS FOR TRAINING

REGION DIRECTOR CALL SIGNS AND ASSIGNED STATES

NNN0AS1: REGION ONE (CT, MA, ME, NH, RI, VT)
NNN0AS2: REGION TWO (NJ, NY)
NNN0AS3: REGION THREE (DC, DE, MD, PA, VA, WV)
NNN0AS4: REGION FOUR (AL, FL, GA, KY, MS, NC, PR, SC, TN, VI)
NNN0AS5: REGION FIVE (IL, IN, MI, MN, OH, WI)
NNN0AS6: REGION SIX (AR, LA, NM, OK, TX)
NNN0AS7: REGION SEVEN (IA, KS, MO, NE)
NNN0AS8: REGION EIGHT (CO, MT, ND, SD, UT, WY)
NNN0AS9: REGION NINE (CA, AZ, NV, HI, GU)
NNN0AS0: REGION TEN (WA, OR, ID, AK)

[Homework]

Make up a message from yourself as a third party, that is, not as a MARS member, to me as a third party, again, not as a MARS member. (My name and address are: R. L. Martin 1124 West Ternero Street Tuscon, AZ 85704 520-887-5106 lrmitram@earthlink.net) or (nnn0gkp@navymars.org). Compose the message and send it to me by e-mail, or on a regular traffic net. Explain to the NECOS that this is a training assignment from NNN0__ FOUR and that any assistance and corrections would be appreciated. Station on the net will be glad to help you. If you don't have e-mail, then have your State Training Assistant or State Director help you if you think you need it. Feel free to call me for help or contact me when you hear me on any of the traffic or training nets.

Remember, you can send this message on any traffic net within the Pacific Area. Your local traffic net is suggested so that your State Director and his staff can monitor your participation. Good luck.

Questions

3 – 9 On a third party message, is the senders complete address required on the From line?

3 – 10 Why is the addree’s state and zip code required on the To line?

3 – 11 On a message to a ship, is the name of the ship required on the To line?

3 – 12 What is the maximum number of action addrees on an admin message?

3 – 13 When are the four Z’s required on a message?

3 – 14 When are relay instructions required?

3 – 15 What is the Region Director’s call sign for Region seven?

[Questions]

[Secure the net]

SESSION FOUR A

[Open the net]

During this session we are going to discuss two types of messages that are perhaps the most important of all because of the climate we are forced to live in since the infamous 9-11 disaster. These are the Implementation report and message and the Essential Elements of Information (EEI) message.

ECOM.

NTP 8(SERIES), paragraph 106b, lists the functions of MARS. The very first function is:

“(1) Provide auxiliary communications to military, federal or civil disaster officials during periods of emergency”.

The second one is:

“(2) Assist in effecting normal naval communications under emergency conditions”.

The list continues, and there have been some changes and other changes are contemplated since September 11, 2001, but for now we will stop at these two.

Clearly, the Navy considers us to be a resource to be used in emergencies. It is therefore important that we remain in a state of readiness to carry out our operations during emergencies.

A note of interest is contained in paragraph D104, the order of priority, which applies if MARS assistance were to be needed in an emergency for more than one activity.

(1) Navy and Marine Corps Communications needs regardless of relationship to incident(s). This is interesting in that MARS is directly under the Commander, Naval Network Space Operations Command (COMNAVNETSPAOPSCOM), in Washington, DC. What this is saying is that regardless of who might need this resource in whatever state of emergency, we still work for him. The first priority is what he says it is at any time.

(2) Navy and Marine Corps activities within or supporting the affected area. If COMNAVNETSPAOPSCOM has no other call on the MARS resources, then they are available to assist Naval and Marine activities involved with the emergency.

The above two priorities cannot be modified. Those below here might be moved around with letters of agreement, etc.

(3) Agencies of the Federal Government through the Shared Resources (**SHARES**) program. The SHARES program is one in which some seventy governmental agencies form an HF network on common frequencies to serve cooperatively during emergencies. MARS represents the Navy in SHARES. You may want to participate after completion of your training.

(4) Other Department of Defense and US Coast Guard activities within or supporting the affected area. Notice that the Army and the Air Force come **AFTER SHARES** in the list. Actually, Army and Air Force MARS stations are in SHARES just as are NAVY MARS stations.

(5) Agencies of the civil government. This would include federal, state, county or city fire or law enforcement agencies not covered above.

(6) Disaster relief agencies. For example, not being called on by any government agency, Utah created an ECOM net at the request of the American Red Cross during the Y2K turnover on December 31, 1999.

(7) Other agencies, organizations or groups as approved by the MARS Area Director. This might include church groups, the VFW, and other civic minded groups.

Before we go any further, remember that when you undertake this type of action, you are representing not only the NAVMARCORMARS program, but you are representing the US Navy -- act accordingly.

You can get an idea of the thinking of the Navy in sponsoring MARS from studying this list. More importantly, understand that you, as an individual member, can be the link between some activities on that list and MARS. If you are active in a RACES or ARES group, for example, inform them of your MARS membership and tell them that you can

be the link to MARS which brings the entire organization to their assistance. Also advise them that the Navy has first call if needed, but assure them that this is seldom a problem. Then, you can set up your shack with links both ways

You may also find that you have become one of the most qualified radio operators in the organization. It is hard to be humble when you are great but remember that you are there to serve. You may be asked to share your training in message handling or digital communications. If you have doubts as to your abilities, get assistance from other MARS members. Remember that we in MARS are members of the Amateur Community, but we are no longer amateurs in the true meaning of the word -- we like to think of ourselves as unpaid professionals.

When your civil organization has drills, go ahead and represent MARS during the exercise. When your State has a MARS drill, make arrangements for the civil organization to input and accept messages. For all of these, inform your State Director and coordinate with your STATE TWO, the assistant to the State Director for Emergency Communications. If your special interest is Emergency Communications, you might consider volunteering for the State Two when that position becomes open.

In these arrangements, the thing that NAVMARCORMARS brings is a long-haul message capability on its own clear frequencies that cannot be matched by ANY radio amateur activity.

In the previous text, the one I was trained from, this paragraph continues without interruption. I see the need to interject another comment. We are NOT in competition with the local Amateur Radio organizations, but rather, we offer them an asset that does not really exist by any other means. We are NOT a short distance VHF/UHF communications organization. We have these abilities but they work in concert with our real mission, long distance HF communications.

Right now our resources can be matched by the other MARS services. Our automated digital HF data system is unique in the world of communications and it is getting better every day. Among the other MARS services, which have their own strengths and weaknesses, NAVMARCORMARS has the reputation for radio formality, attention to protocol and circuit discipline. There is one and only one reason. Our concentration on radio discipline and procedures has been shown to pay off in emergency conditions when the chips go down. We have found that being formal on our directed nets, using call signs rather than "handles," not breaking in, and all the rest, does not in any way hamper the formation of real friendships. It is quite the contrary.

The pride of shared excellence and skills encourages friendships. When the tensions rise in emergencies, we do not need to change our operating habits at all. The operating Navy has a slogan, "We train as we fight and we fight as we train". Good habits are built day after day. The onset of an emergency is no time to start doing something differently. The message here is to be proud of the communications skills and radio discipline that you are learning in MARS. They absolutely DO WORK.

With the advent of the Department of Homeland Security and the reorganization of the NAVMARCORMARS program to meet these requirements, changes were dictated. It was time to evaluate where we were and how we were going to be able to get to where we needed to be. There were conferences held -- everything was discussed and changes were proposed. Keep in mind that some of our stations have been with NAVMARCORMARS since the very first day -- and we needed to make changes. Changes that move us from a bunch of states and regions, doing their own thing, to a cohesive organization where every member was reading off the same page.

There were arguments, some very heated, but after the dust settled, the professionalism of the individual stations won out. The transformation is not complete and it may never really be complete but it is moving in the right direction. Why were there arguments you may ask? Remember, these stations have invested a lot in becoming the very best they could be. The change represented a threat to that which they had learned over all the years. Again, they had, "trained as they fought and fought as they trained". But to be a MARS member requires a great degree of flexibility and when you combine flexibility with professionalism, there could be no losses.

All the procedures you have learned for your local traffic nets go unchanged into the ECOM nets. The only thing that changes is the pace of the operations, the number of messages being passed and particularly the **PRECEDENCE** of messages. **IMMEDIATE** and **PRIORITY** messages are commonplace in ECOM nets. The number of messages may require that stations go to a net specifically designated on another frequency to exchange them. Stations will need to leave the ECOM net to take and receive messages from the mailbox. It gets busy. Because of this, all states are encouraged to have an ECOM drill once each quarter. All stations are highly encouraged to participate in ECOM drills, when held. There are also regular Region wide drills and drills on the national level, sometimes with all three MARS services participating.

Then you must think out how you will carry on while providing this service. First, of course, is that you ensure that you and yours are safe and secure. Only after that are you available for MARS service. Think out in advance how you will carry on without commercial power. Members use generators, solar powered batteries, cables to the car battery, tractor power, etc. Whatever you use, test it regularly. Treat any gas in storage with gas treatment and, from time to time, pour it into your car and get a fresh supply. Operate it on regular traffic nets occasionally.

REPORTS.

There are those who, when they think of ECOM, think of reports. ECOM is for augmenting communications and sending the traffic of the client(s) in the emergency. ECOM does not consist of just sending reports; they are the necessary overhead in the undertaking. Reports are just a part of ECOM. They are designed to accomplish different things such as to alert membership, to keep the higher levels of command advised of the situation, to concentrate or mobilize resources, to coordinate different units, and finally,

for historical purposes. So we must know how to handle them and get them out of the way of the real reason for ECOM. There has never been an ECOM situation that did not yield lessons to be learned.

Some reports are stylized and formal. The purpose is to minimize the verbiage required. These reports are just like filling out a form in which the blanks are labeled. Some are just plain text. Some are optional; some required and some require or set into motion a series of reports.

REQUIRED REPORTS.

The following reports are required by NTP 8(SERIES).

1. An implementation report, covered in NTP 8(SERIES), paragraph D710.
2. Situation reports (**SITREPS**) are covered in, NTP 8(SERIES), para **D720**. This is one report that requires additional reports. Once a SITREP is initiated, you are required to file interim reports until the situation no longer exists or NAVMARCORMARS assistance is no longer needed. At the termination of the incident, you are required to file a final report.
3. State Director's report at the termination of the emergency, NTP 8(SERIES), para D730.
4. Region Director's Report at the termination of the emergency, NTP 8(SERIES), paraD730.
5. For planned exercises only: State Director's Notification Report, NTP 8(SERIES), para D820.

Examples of these reports are contained in NTP 8(SERIES) and the PAOG. When you have completed the training program and have been awarded regular membership, you will be given the "username" and "password" for the protected area of the National Website. With this access, you will be able to go to the website, find the EEI form, fill it in completely and send it to the necessary addressees. But this is training and you must be aware that in an actual emergency situation, the Internet might be inoperative, your server might be inoperative or your carrier may not be working properly. Do it the hard way! Look at the examples given, think your information through completely, compose your message and then pass your message.

You, as a rank and file MARS member might be involved with the first two of these reports. **This is an extremely important feature of NAVMARCORMARS. ANY member, on his or her own initiative, can commit the entire MARS organization to the support of an emergency.** That is the purpose of the implementation message. We are going to cover that message later in this session, but note that in one paragraph you must put in a name and position of someone in authority that has requested our services.

We cannot commit our services without a request. This person in “authority” must be a member of some level of government, not a member of a RACES or ARES organization.

Suffice it to say that, since this message is addressed to your entire chain of command, they will be coming in to take over and make future decisions as to what is to be done. That does not change the fact that ANY member can start our support in an emergency when requested by competent authority or an organization that MARS can support.

If you are involved at the scene of the emergency or are linked to it in some special way, such as ARES, then you may also be sending SITREPS. The other required reports are from staff members and they will not be covered in this new members training program. When the time comes that you need that, the instructions will be clear enough. Also, NAVMARCORMARS conducts ECOM training nets from time to time.

Remember, you are not out there alone and by yourself. Your State Director and his staff, your Region Director and his staff and the staff of the Pacific Area are prepared to give you any assistance you might need.

Homework: Study NTP 8(SERIES), Annex D.

IMPLEMENTATION REPORT.

For this discussion, follow along with paragraph D710, NTP 8(SERIES).

You will send an implementation message when you get a request for MARS support from an individual representing one of the agencies that we are allowed to support, which has been discussed previously. We are going to discuss it as if it is being sent by telephone or voice on HF, since we have not yet discussed how to send a message by digital means. As before, I will now send you a sample to copy and then we will discuss each line. On a multiple address message like this, the relay instructions are very important, but for training purposes to concentrate on the message itself, I will skip them on this demonstration. Furthermore, I am putting in all the groups to make this a drill message, in italics, like you would send for practice and then we will discuss what to take out for real emergencies. We have to be a little careful in sending these messages about mock disasters. There are a lot of short wave listeners out there and we want to make it clear that it is a drill if it is one.

Message Follows: (Instructor adapt address list and text to fit Region/State)

SY MULTI

IO MULTI

DE NNN0FYK 001

O 071929Z JUL 2003 ZEU (*Only appears on a DRILL message, never on a EXERCISE message*)

FM NNN0ABCT SCA

TO NNN0ASA VA

**INFO NNN0ASZ GA
NNN0ASE SCA
NNN0ASE ONE UT
NNN0ASE TWO OR
NNN0AS9 AZ
NNN0AS9 TWO
NNN0AS9 TEN SCA
NNN0GAF SCA
NNN0GAF TWO SCA
NNN0GAE NCA
NNN0GBE NV
BT**

UNCLAS DRILL or EXERCISE (designator)

SUBJ: ECOM IMPLEMENTATION

1. SET COMCON ZERO IN SCA. MANY PUBLIC SERVICE ANTENNAS DESTROYED BY PARTIES UNKNOWN.

2. YES, LEE COBB, CHIEF OF POLICE, PLEASANT VALLEY POLICE DEPARTMENT, 555-555-5555.

3. YES.

A. ACTIVATE 5S1E NET ON FREQUENCY NCC. DEPLOY ART TO PLEASANT VALLEY PD.

B. ALERT NCA AND NV FOR POSSIBLE SUPPORT.

C. NONE.

D. NONE

EXERCISE (designator)

BT

NNNN

ZZZZ

In the DTG line the precedence is IMMEDIATE. The abbreviation for IMMEDIATE is "O" (OSCAR.) The reason lies in history. This precedence was previously called "Operational Immediate". The word "operational" was dropped but the O remains. Navy tradition is a very powerful thing. The ZEU (used only on a DRILL message) at the end of the DTG line may prevent somebody from getting a heart attack since it plainly tells them up front that this is either an exercise or drill message.

If this was an EXERCISE message, instead of a DRILL message, take out the word DRILL after UNCLAS and substitute the words EXERCISE (followed by the designator for the type of exercise from NTP 8(SERIES)). As an example: EXERCISE DARK SHADOW. You will also remove the OPNOTE. Place EXERCISE DARK SHADOW directly before the last BT. A big difference between DRILL messages and EXERCISE messages is that EXERCISE messages will be forwarded and the DRILL messages are just for practice and stay on the net where they originated.

In a real situation, take out the ZEU; take out DRILL or EXERCISE, or any references to

an EXERCISE after the UNCLAS and at the end of the message. NOTE: ZEU is used only if the message is to be sent digitally.

The message is from you. It is going to a list of addressees as follows (This example is for members in SCA):

NNN0ASA VA (*Chief, NAVMARCORMARS*)
NNN0ASZ GA (*The present Assistant to the Chief, who resides in GA as of this writing.*)
NNN0ASE SCA (*Your Pacific Area Director whose headquarters is located in San Diego, SCA.*)
NNN0ASE ONE (*Deputy Pacific Area Director, currently located in AZ.*)
NNN0ASE TWO (*Assistant to Director, Pacific Area, currently located in WA.*)
NNN0AS9 SCA (*Region Director*)
NNN0AS9 TWO AZ (*Assistant to Region Director for ECOM, currently located in AZ.*)
NNN0AS9 TEN SCA (*Assistant for Data Systems, currently in SCA*)
NNN0GAF SCA (*Your State Director*)
NNN0GAF TWO SCA (*Your State Assistant for ECOM.*)
NNN0GAE NCA (*State Director, Northern California*)
NNN0GBE NV (*State Director, Nevada*)

The last two, NNN0GAE and NNN0GBE, are added to alert NCA and NV for possible support. As food-for-thought, when you compose your IMPLEMENTATION REPORT, consider all the issues that are going to affect the situation at hand. What are the propagation conditions and what are they expected to be during the incident -- this may mean calling on stations outside the area to relay message traffic. What is the anticipated traffic load going to be -- can one net efficiently handle all the traffic or might a second or third net be necessary? Each net must have a NECOS and schedules will need to be made. Is there a necessity for an additional mailbox -- if propagation does not allow local stations to contact the MBO during the incident, a more distant MBO can be made available to handle traffic. MBO's, like your local traffic nets, work on assigned frequencies -- but these frequencies are not written in stone and with proper notification, a SYSOP can change the frequency on which he or she operates to support the needs of the situation.

As you can now see, there is a lot to know. Who holds all these staff positions, or at least what State they are in. We have covered a lot of material during these training sessions, but we have just scratched the surface. Every day new technologies are added to NAVMARCORMARS arsenal; new ideas are thought of and carried out. As time goes on it will be easier for you to relate to these positions and the many assets available, but for now you must concentrate on the basics and probably keep a list handy.

The subject line is straightforward. EMERGENCY COMMUNICATIONS has been shortened to **ECOM** and COMMUNICATIONS CONDITION to **COMCON**. NTP 8(SERIES), Annex H contains the list of abbreviations you are allowed to use. Review it and become familiar with the more important terms.

Under paragraph 1 the COMCON is set. If action is needed immediately, use **COMCON ZERO**. If it is anticipated that action or assistance will be needed within 24 hours, use **COMCON ONE**. If it is anticipated that action or assistance will be needed between 24 and 36 hours, use **COMCON TWO**. If the condition is such that action or assistance will be needed between 36 and 48 hours, use **COMCON THREE**. Of course, in those delayed types of emergencies you would have been in contact with the State Director and the staff who will probably take over the situation and send the implementation message themselves.

Paragraph 2 answers the question as to whether NAVMARCORMARS services are **REQUESTED**. If the answer is YES, which of course it must be for any of this to proceed, then the name, title and phone number of the requester must be entered.

Paragraph 3 starts with a YES or NO, usually a YES. Then under A, what actions you think the State Director should take. Under B, what actions you think the Region Director should take and. Under C, what actions you think the Director, Pacific Area should take. Finally, under D, what actions you think that Chief MARS should take.

What do you do with the message when you have completed composing it? If you are lucky enough that a net is in progress you wait for any break in transmissions and boldly say, **'IMMEDIATE, IMMEDIATE, IMMEDIATE NNN0 (NECOS) (do NOT unkey the_mic) THIS IS NNN0ABCT, OVER'**. Rest assured that NECOS will call you right back. When you are called by NECOS you say, **"NNN0 (NECOS), THIS IS NNN0ABCT, I LIST ONE IMMEDIATE [DRILL] MULTIPLE OVER** (use the listing rules which we have studied.) From that point on it is like passing any other message. Your traffic will either be assigned by NECOS or listed for "takers". NECOS will then call your station and direct you to pass your traffic to specified stations. You then call your stations and pass your traffic as you have previously done.

If this was an actual **IMMEDIATE** message, all business of the net ceases until the higher precedence traffic has been passed. With **DRILL** messages, the NECOS can follow the above procedure or hold your message until later in the net.

What if there will be no net for some time? **PRIORITY** and **IMMEDIATE** messages can be sent by any means or way possible, including the telephone if it works. If you are a Traffic Rep, take it to the appropriate mailbox. Do not take it to the MRU mailbox, as it is not equipped for full time relay of high precedence messages. If you are a Traffic Rep and you are unable to connect with an MBO, you may call the SYSOPS and request that the message be placed in the system -- providing you are able to make telephone contact.

In addition, there are three frequencies available for 24 hour emergency use. They are: 4042.5 kHz, 7382.5 kHz and 14385 kHz. The Area emergency net (PA1E) is assigned these frequencies and they are monitored 24 hours a day. Try to contact the NECOS at any time and if successful, transmit the message.

Call your State Director! Call somebody. Use the MARS repeater if there is one. Use your imagination. Avoid using the Amateur Bands if at all possible but, again, if it is necessary and you hold the appropriate license, use it. When you were studying to become an Amateur Radio Operator, there was one rule that should have stuck in your mind -- during a real emergency there are darned few rules. There are only two things you should not do during a real emergency. Number one is that you should never do "nothing". Rule two is that you should not set your house on fire to send smoke signals.

This is the IMPLEMENTATION message. You may never need to send one, but if it ever occurs that you are the one at the right place at the right time and need to do so, it is too late to start learning how. It is not a complicated message. My advice is to put a draft into your computer or on a notepad right now and keep it up to date. Then all you have to do is fill in the blanks when and if the time comes. The time WILL come in some exercise down the road -- be prepared.

SESSION FOUR B

EI MESSAGE

SY MULTI

IO MULTI

DE NNN0TTT (*your call sign and serial number*)

O (DATE-TIME-GROUP) ZEUA (*Don't forget to use four numerals in the year*)

FM NNN0ABCT (*your call sign and state*)

TO ZEN/NNN0DOM VA (*ZEN DOM VA if message is sent to doms via email**)

INFO NNN0ASA VA

NNN0ASE SCA

NNN0ASE ONE AZ (*use correct state*)

NNN0ASE TWO OR (*use correct state*)

NNN0XXX (*your Region Director and state*)

NNN0ASZ GA

NNN0AS_ TWO (*your Region ECOM assistant and state*)

NNN0G__ (*your State Director and state*)

NNN0G__ TWO (*your state ECOM assistant and state*)

BT

UNCLAS (DRILL, MARS exercise, or ACTUAL INCIDENT

SUBJ: EEI REPORT (*for updates, change line to read 'SUBJ: EEI REPORT UPDATE NR 1', increase the number as appropriate*)

1. REF (*use appropriate identifier*)

A. (*incident and location*) (*what, where and when: specific location of incident and time of occurrence*)

B. (*status of emergency medical facilities*) (*hospitals/clinics operational, destroyed, partially destroyed. what is available in the area, etc.*)

C. (*local transportation status*) (*accessibility of incident area: roads, bridges, airports, railways, etc.*)

- D.** *(what was damaged) (buildings, cars, facilities, number of known injured, etc.)*
- E.** *(area utility status) (areas without water, electricity, etc.)*
- F.** *(local communications status) (status of local telephone, radio, TV, etc. and if unaffected, limited or unavailable)*
- G.** *(source of information and when received) (personal observation, TV, radio, scanner, etc. if personal, include mars call sign. if disaster official, include name and agency. if TV/radio station, give call sign and location)*
- H.** *(remarks and other pertinent information) (if none, so state)*
- ACTUAL INCIDENT** *(use 'mars exercise' for exercises in place of 'actual incident')*

BT

NNNN

////

NOTE: Send EEI messages to doms via email for actual events only.

NOTE: Information contained within parentheses is added by the member when constructing the EEI message. For items 1B, 1C, 1D, 1E and 1F above, use 'operational' if this topic is known not to have been affected by the incident or 'unknown' if not known. Use 'n/a' for items not being reported in the EEI report. For example, if the EEI report was focused on item 1f, communications status, then 'n/a' would be entered for items 1B, 1C, 1D and 1E.

*** email addresses: foxhole@doms.army.mil
jdoms@js.pentagon.mil
nnn0asa@navymars.org**

Questions

- 4 – 1 Which is higher in priority for MARS, Military or Civil communications?
- 4 – 2 Is MARS considered more capable of providing short range or long haul communications?
- 4 – 3 When can MARS handle FLASH traffic?
- 4 – 4 What are considered the two major reports or messages generated by MARS personnel?
- 4 – 5 When can any MARS member initiate an IMPLIMENTATION message?
- 4 – 6 Who is always the first addee on an IMPLIMENTATION message?
- 4 – 7 What is the PRCEDENCE of an IMPLIMENTATION message?
- 4 – 8 When is the “Z” signal ZEU appended to the DTG line of an IMPLIMENTATION message?

4 – 9 How many levels can be displayed in an IMPLIMENTATION message?

4 – 10 Who is always the first addee on an EEI message?

4 – 11 When is the EEI message delivered to DOMS by email?

4 – 12 What does the OP NOTE for an IMPLIMENTATION message say?

[Questions]

[Secure the net]

SESSION FIVE

[Open the net]

We have spoken about and learned several types of messages, but by far not all possibilities. The last one we will discuss is called a **SERVICE** message. But first we will discuss two groups of signals aptly named ‘**Q**’ and ‘**Z**’. The **Z** signals revert back to the days when CW was still a viable mode of message transfer in the Navy. And you are all very much (or should be) aware of the **Q** signals as used in the Ham fraternity.

The tables of these two sets of symbols are much too long to include in this document, so you are urged to peruse them in NTP 8(SERIES), Annex C.

NOTE: Q signals may be used in military or MARS communications where no suitable Z signal exists. Only Q signals may be used in non-military communications.

Q AND Z SIGNALS

A few of the Q and Z signal you will discover useful in MARS are listed here:

1. QRM Pertaining to interference
2. QSL Acknowledge receipt
3. QRZ Who are you? (*Used in digital communications*)
4. ZBO Concerns precedence of a message
5. ZDE Message undelivered followed by a number
6. ZEE Request that a message be sent (*for digital keyboard to keyboard*)
7. ZEN To show that an addee has received the message by other means
8. ZEU Applied to the DTG of a Drill message
9. ZEX Used to identify a “book” message
10. ZFD Applied to the DTG to show that the message is a suspected duplicate
11. ZFG To indicate that this message is an exact duplicate
12. ZGE To request a repeat of a call sign
13. ZKA Used to indicate the NECOS (*used on digital keyboard to keyboard*)
14. ZKB Used to request permission (*used on digital keyboard to keyboard*)
15. ZKE Used when reporting into a digital net

- 16. ZKJ Used to close a digital net (1 – you close; 2 – I close)
- 17. ZOB Take no further action
- 18. ZOE Send your message
- 19. ZOG Transmit this message to...
- 20. ZUI Your attention is directed to....

Signals of this type may be imbedded in a message sent on a net, or used when a digital net is in progress and keyboard- to- keyboard operation is being used.

Some Z signals lend themselves for use in the DTG line when in the digital format. Here are a couple of examples:

R 011234Z JUL 03 ZFD (This message is a suspected duplicate)

R 011234Z JUL 03 ZEU (Drill message)

At least one important Z signal is used with the addressees in the TO line when in the digital format. This is the **ZEN** followed by the slant (/). It is used directly before any addressee who will receive the message by some other means. You cannot take an addressee off a message, because it is important that all addressees know who the other addrees are.

Example: You are the Traffic Rep for SCA and the 9S1B SCA Traffic Net. A multiple addressee message is listed on the net for NNN0GAF and OUTBOUND. You offer to take the OUTBOUND traffic. Another station is accepting for NNN0GAF, who is in SCA. You ROGER for the message and prepare to take it to the mailbox (MBO). In this preparation, you will place a **ZEN/** directly in front of the NNN0GAF SCA in the address list. This tells the mailbox software that this addressee is to (or will) receive this message by some other method. If you do **NOT** do this, the Region Data System (RDS) Mailbox will route the message BACK into SCA for the NNN0GAF addressee. You are telling the mailbox not to do that. Here is what it looks like ready to go to the mailbox.

ST MULTI
1R MULTI
DE NNN0TTT 001
R 021645Z JUL 2003
FM NNN0AAA SCA
TO ZEN/NNN0GAF SCA
INFO NNN0ASE TWO AZ
NNN0ASE FOUR AZ
BT
TEXT
BT
NNNN
ZZZZ

The ZEN/ is what is meant for illustration here, and the message is formatted for digital transmission.

Advertisement: This is to encourage you to move on to progressing and going with AMTOR, PACTOR and the soundcard modes now being used throughout the NAVMARCORMARS system. This is the chance to use MARS to greatly advance your communications skills. Your MARS experience is greatly expanded when you have digital capability. To further emphasize the importance of digital communications, there are now nets dedicated to digital training and experimentation. These nets are open to all members including new stations. Besides getting the experience of checking into the nets, there are always stations aboard that will guide you towards the correct equipment and programs necessary to function as a NAVMARCORMARS digital station.

As you can see, the use of the ZEN/ in the mailbox usage achieves the same function as the relay instructions in point to point communications by voice or phone. The mailbox software searches the message form and relays the message ONLY to the addressees that do not have a ZEN/ in front of them. ZEN/ indicates which addrees to NOT relay to in the digital format; RELAY instructions indicate which addees TO relay to in the voice format. They accomplish the same thing.

Another valuable point in this session is the importance of being flexible with formal message traffic. The above message is composed for digital transmission, but if the TRAFFIC REP cannot copy your station clear enough to allow it to be passed digitally -- you are now going to have to pass it by voice or phone. Are you going to rewrite the message from a guide or are you going to take the simple way out and mentally strip away the lines that are not used in voice or phone communications? When passing this message by voice or phone and you come across the Z signal ZEN/, you simply don't read the ZEN. Your relay instructions will indicate who is to receive the message.

SERVICE MESSAGE

The next type of message we are going to discuss is the SERVICE MESSAGE. This is perhaps the most misunderstood type of any of the messages you will be using in MARS. There are various types of service messages, the three most common of which we will cover in this discussion. The first is a message used to inform the original sender that his message is undeliverable for the reason given. An example is shown below.

ST MULTI
1R MULTI
DE NNN0TTT 001
R 012316Z JUL 2003
FM NNN0TTT SCA (*Station that was unable to deliver the message*)
TO NNN0XXX OR (*Station that originated the message*)
NNN0YYY (ST) (*Complainant's State Director and State*)
BT
UNCLAS SVC

**ZDE3 YOUR 091234Z JUN 2003. PHONE NUMBER WAS NOT IN SERVICE
AND
MAIL RETURNED WITH NO FORWARDING ADDRESS.
BT
NNNN
*ZZZZ***

If you were the station initiating the message being serviced, it is your responsibility to inform the person who originated the message why it could not be delivered. Try to obtain additional information about the addressee so that the message may be resent.

The complainant's State Director should be an info addressee only to keep him advised that you are doing your job.

A second type of service message is used to inquire about a possible mistake in the message as received that was not caught during the net. This is illustrated in the example below:

**ST MULTI
1R MULTI
DE NNN0TTT 001
R 012308Z JUL 2003
FM NNN0TTT WA (*The station that received the message*)
TO NNN0ABC AZ (*The station that originated the message*)
NNN0YYY (ST) (*Complainant's State Director and State*)
BT
UNCLAS SVC
INT ZDK YOUR 091234Z JUN 2003 WA JANUARY. SHOULD THIS BE 2004?
BT
NNNN
*ZZZZ***

Probably the most common and most misunderstood service message in MARS goes something like this:

**ST MULTI
1R MULTI
DE NNN0ZDG 001
R 060125Z SEP 2004
FM NNN0ZDG WA (*Station that NNN0GAO sent the original message to*)
TO NNN0GKP AZ (*Station that NNN0ZDG sent the original message to*)
INFO NNN0ASA VA (*Chief NAVMARCORMARS*)
NNN0GAO OR (*Originating station*)
NNN0ASE SCA (*Area Director*)
NNN0AS_ (ST) (*Sender's Region Director and State*)
NNN0AS_ (ST) (*Intended recipient's Region Director and State*)**

BT

UNCLAS SVC

A. NNN0GAO 220001Z AUG 2004

1. NNN0GAO CLAIMS NONDELIVERY OF REF A.

2. TRACE TO DESTINATION AND ADVISE ALCON

BT

NNNN

TTTT

It is important that the additional info addrees shown on this message appear on all tracer messages. That fact does not mean that you cannot add additional info addees. You might want to add your State Director so that he is made aware of what is going on. Also, if the trace pertains to a message that a station says he did not receive, the actual trace may involve several stations that passed the traffic along the line before it supposedly reached it's destination. Then, as the tracer message progresses from one station to another, each station through which the message passed will become an info addee. This serves the important purpose of keeping all stations involved in the trace cognizant of what is happening as the trace progresses.

Notice that you can talk plainly in a service message as well as use the Q and Z signals. Do not be afraid to say what you want to say to the other operator. While "Z" and "Q" signals may be used in the text of a SERVICE MESSAGE to provide brevity, they are not used in phone or voice transmissions. Instead, the meaning is spoken in plain language.

Let's digress for a moment and discuss record keeping. It should be obvious to each of you that if and when it becomes necessary to initiate a TRACER message, or when you are the recipient of a TRACER message, the more information that you have kept on the receipt and transmission of a message, the easier it will be for you to respond to a tracer message. Let's assume that you are located in Phoenix and that you generated a message to your buddy in Seattle. When you have not heard from him in a reasonable length of time you call him on the phone and find out that he never received your message. In order to find out why the message never arrived it is now time for you to generate a TRACER message.

In order to generate a TRACER message that is meaningful you must know the following information:

1. Your message number
2. The DTG of your message
3. The Net Designator and date for the net that you sent the message on
4. The station that you gave the message to
5. If you put the message into the MDS yourself, include the MBO message file number.

This type of record should be kept, not only for messages that you generate, but also for any messages that you receive for further delivery, either to a third party, another MARS member, or a third party. You want to do this because someday you may be asked to help in tracing a message to its destination. Any information of this type is of extreme importance.

Granted that all of the above information is not really required in the actual TRACER message, but the station that entered the message into the MDS will, in all likelihood come back and ask for the additional data. That will make it much easier for him to trace the message through his MBO. Below are two examples showing how this data may be annotated on your station's copy of the message(s).

If you receive a message such as this one, and you have all your records in order, you can generate a follow on message to the station you sent the message that is being traced to, so that the chain of message transfer is carried through to the place where the message was lost.

Below are two examples of an easy method to record and save data of this type.

Message Number	Net Designator	<p>Message number is the one that appears on your DE line. Net Designator is the net in which you transmitted the message. Date and time should be when you transmitted the message, and should appear as: yymmdd/hhmm. Transmitted To is the station you gave the message to.</p>
Date and Time	Transmitted To	
DTG Incoming	Net Designator	<p>DTG is that of the incoming message. Net Designator is the net on which you received the message. Date and time is when you received the message, and should appear as: yymmdd/hhmm. Received From is the station sending you the message.</p>
Date and Time	Received From	

Another item you should be made aware of is that people who work regularly within the MDS have requested that stations that enter traffic into the system ensure that the MBO's message file number be listed in tracer messages.

PROWORDS and FILLS

The list below shows most of the PROWORDS used in message handling on the traffic nets. Those underlined are the ones you will find are used profusely.

ALL AFTER
ALL BEFORE
BREAK
CORRECT

DISREGARD THIS TRANSMISSION OUT
EXEMPT
FIGURES
FROM
SAY AGAIN
I SAY AGAIN
I SPELL
VERIFY
I VERIFY
INFO
INTEROGATIVE
MESSAGE FOLLOWS

MORE TO FOLLOW
OUT
OVER
READ BACK
I READ BACK
RELAY
ROGER
ROUTINE
THIS IS
TIME
TO
WAIT
WAIT OUT
WILCO
WORD AFTER
WORD BEFORE
WORDS TWICE
WRONG

Let's see how these PROWORDS might apply to voice transmission of the following message.

**DE NNN0GKP 001
R 062345Z SEP 2004
FM NNN0FUL AZ
TO NNN0GAC AZ**

BT

UNCLAS

A. YOUR 031234Z SEP 2004

1. IRT REF A. YOU ARE HEREBY AUTHORIZED TO ACT AS MASTER AT ARMS DURING THE NEXT CONVENTION TO BE HELD ON 25 OCTOBER 2007.

2. I AM SURE YOU WILL PERFORM EXEMPALARILY.

3. GOOD LUCK

BT

NNNN

When the NECOS tells NNN0AAA to pass his message to NNN0BBB, the first thing that NNN0AAA must do is establish communication with NNN0BBB, as follows “**NNN0BBB, THIS IS NNN0AAA, OVER**”. NNN0BBB replies “**NNN0AAA, THIS IS NNN0BBB, speak slowly, OVER**”. Notice the use of the prowords **THIS IS** and **OVER**.

NNN0AAA would then say “**THIS IS NNN0AAA, MESSAGE FOLLOWS**”, and would then proceed to speak the message “**RELAY ROUTINE TIME ZERO SIX TWO THREE FOUR FIVE ZULU SEPTEMBER TWO ZERO ZERO FOUR**”.

NOTE: Notice that the proword **FIGURES** was not used in speaking the date-time-group. The proword **TIME** was used.

Continuing on, “**FROM NNN0FUL, ARIZONA, TO NNN0GAC, ARIZONA, BREAK, UNCLAS**”

NOTE: Do not say “unclassified”, merely “unclas”.

Continuing on “**ALPHA PERIOD YOUR FIGURES ZERO THREE ONE TWO THREE FOUR ZULU SEPTEMBER FIGURES TWO ZERO ZERO FOUR. FIGURES ONE PERIOD IN REFERENCE TO I SPELL INDIA ROMEO TANGO IN REFERENCE TO I SPELL TANGO OSCAR TO REFERENCE ALPHA YOU ARE HEREBY AUTHORIZED TO I SPELL TANGO OSCAR TO ACT AS MASTER AT ARMS DURING THE NEXT CONVENTION TO I SPELL TANGO OSCAR TO BE I SPELL BRAVO ECHO BE HELD ON FIGURES TWO FIVE OCTOBER FIGURES TWO ZERO ZERO SEVEN PERIOD, FIGURES TWO PERIOD I AM SURE YOU WILL PERFORM EXEMPILARILY PERIOD, FIGURES THREE PERIOD GOOD LUCK BREAK, OVER**

NOTE: The proword **FIGURES** is used in the text of the message when a number or group of numerals is to be spoken. Of course, there are exceptions to every rule. The exception, in this case is that if a group of alpha numeric characters begin with a letter, then instead of prefacing the group with the proword **FIGURES**, the proper proword to use is **I SPELL**, then continue with the alpha numeric. Remember, the proword **FIGURES** is not used in the Date-Time-Group when it appears in the header of a message.

If the receiving station NNN0BBB is sure that he copied the message with no errors he would respond “**NNN0AAA THIS IS NNN0BBB, ROGER, OUT**” and that would signify the completion of the transfer of the message.

Now, suppose that the receiving station thinks that he may have made some errors in copying the message or if the sending station spoke too fast for the second station to write all the words, in place of ending the last transmission with **ROGER OUT**, the following conversation would take place.

“THIS IS NNN0BBB SAY AGAIN WORD AFTER ‘HEREBY’ OVER”
NNN0AAA WOULD REPLY **“THIS IS NNN0AAA I SAY AGAIN WORD AFTER ‘HEREBY’, AUTHORIZED OVER”**.

NNN0BBB could reply **“THIS IS NNN0BBB SAY AGAIN WORD BEFORE ‘THE’ OVER”**.

The reply would be **“THIS IS NNN0AAA I SAY AGAIN WORD BEFORE ‘THE’, DURING, I SPELL DELTA UNIFORM ROMEO INDIA NOVEMBER GOLF DURING OVER”**.

To continue NNN0BBB could reply **“THIS IS NNN0BBB SPELL WORD AFTER ‘PERFORM’, WORDS TWICE, OVER”**.

NNN0AAA could reply, **“THIS IS NNN0AAA WAIT-----
I SAY AGAIN WORD AFTER ‘PERFORM’ EXEMPILARILY, I SPELL ECHO EXRAY ECHO MIKE PAPA INDIA LIMA ALPHA ROMEO INDIA LIMA YANKEE EXEMPILARILY EXEMPILARILY, OVER”**.

NOTE: If NNN0AAA had used the proword WAIT OUT, that would mean that he probably had to go get a dictionary to verify the proper spelling. If that were the case, the NECOS could carry on with other net business until NNN0AAA checked back in, at which time NECOS could tell him to continue with NNN0BBB until the message transfer was completed. If NNN0AAA really wanted to make sure that NNN0BBB had accurately received the message he could use the proword **READ BACK**, and NNN0BBB would then proceed to speak the entire message back to NNN0AAA.

Questions

- 5 – 1 What are “**Z**” signals?
- 5 – 2 Where can you find “**Q**” signals?
- 5 – 3 When is “**ZEN**” used?
- 5 – 4 What does “**ZEU**” mean?
- 5 – 5 What are the latest modes used for passing traffic?
- 5 – 6 What is one reason for sending a **SERVICE** message?
- 5 – 7 Should you keep a log of incoming and out going traffic?
- 5 – 8 What data should you include in you traffic log?
- 5 – 9 Why do we use a standard set of **PROWORDS**?
- 5 – 10 What are the two most used **PROWORDS**?
- 5 – 11 What **PROWORD** can be used to ask for a one word fill?

[Questions]

[Secure the net]

SESSION SIX

[Open the net]

MESSAGE PRECEDENCE

The precedence of a MARS message was discussed briefly in SESSION THREE. There we learned that there are four levels of precedence, three of which are permitted in the MARS system. The four levels are: ROUTINE, abbreviated “**R**”, PRIORITY, abbreviated “**P**”, IMMEDIATE, abbreviated “**O**”, and FLASH, the one that is barred from use by MARS. In the first line of a message formatted for the MDS system, the three symbols for precedence are: “**T**” for routine, “**X**” for priority, and “**Y**” for immediate. They would appear as: “**ST**”, “**SX**”, or “**SY**” on the first line of the message.

As the type of precedence implies, the precedence of a message is an indication of the speed with which the message should be delivered. The intended speeds are:

1. IMMEDIATE 30 minutes to 3 hours
2. PRIORITY 18 to 24 hours
3. ROUTINE 24 to 48 hours

If you are a TRAFFIC REP and you download a message with an IMMEDIATE precedence for a station or person in your state, and it is really of serious and timely content, there may come a time when you will have to call the station or person on the phone and affect delivery. This is particularly true if the next traffic net that you could forward or download the message will not occur for several hours.

There is a situation where multiple precedence could apply. For instance, if a message requires some type of action by the addressee on a short time frame, but the info addressees are included in the message for information purpose only, then a multiple precedence would be applicable. Such a multiple precedence would appear in the DTG as: P R 123456Z SEP 04. The addressee would know immediately that the PRIORITY precedence applied to him and the info addressees would realize that the message was ROUTINE to them.

One last point to remember. When passing traffic on a net, the order in which they are passed is determined by the precedence. The message(s) with the highest precedence is(are) passed first, and messages with lower precedence are passed next.

NMAT's

Sometimes when a new recruit reports for duty at a training facility he will send a message home to advise people of his safe arrival. As a means to save time on the part of the MARS operator in preparation of the message, standard arrival abbreviations were formulated. These are called NMAT's. When these were first devised there were several more than the present list, but with the advent of email, the need for most disappeared. The list below is in present use:

NMAT ONE: ARRIVED SAFELY MARINE CORPS RECRUIT DEPOT, SAN DIEGO, CA.
NMAT TWO: ARRIVED SAFELY NAVAL TRAINING CENTER, GREAT LAKES, IL.
NMAT THREE: ARRIVED SAFELY AT NAVAL RECRUIT TRAINING COMMAND, GREAT LAKES, IL.
NMAT FOUR: (UNASSIGNED)
NMAT FIVE: (UNASSIGNED)
NMAT SIX: (UNASSIGNED)
NMAT SEVEN: (UNASSIGNED)
NMAT EIGHT: ARRIVED SAFELY OKINAWA.
NMAT NINE: (UNASSIGNED)
NMAT TEN: (UNASSIGNED).
NMAT ELEVEN: ARRIVED SAFELY NAVAL SUBMARINE BASE NEW LONDON, GROTON, CT.
NMAT TWELVE: REPLY VIA NAVY-MARINE CORPS MILITARY AFFILIATE RADIO SYSTEM
NMAT THIRTEEN: ARRIVED SAFELY GUAM

Notice that **NMAT TWELVE** is something other than an arrival message. Quite often you will find this NMAT at the end of a third party message. It is used **as** a plea for the recipient of the message to send a reply right back via the MARS system. This is quite similar to receiving a telegram and giving an immediate reply to the messenger delivering the message.

NTP 8(Series) and PAOG

As was stated in the very beginning in SESSION ONE, the two most important documents in your possession, pertaining to MARS are NTP 8(SERIES) and the PAOG. These two documents contain 99.99 percent of the information you will need to answer any and all questions that may arise concerning MARS. My memory does not serve me well enough to remember what the 0.01 percent is.

NTP 8(SERIES) is currently undergoing revision to bring it up to date and will be promulgated shortly as NTP 8(D). Because of the relative newness of the PAOG, it is revised quarterly to keep it up to the latest revisions of operating procedures. You will be advised of any and all new publications or revisions as they become active.

BROADCASTS

By now you should have become aware of the fact that, in addition to the **NTP 8(SERIES)** and the **PAOG**, NAVMARCORMARS is guided by a series of messages called **BROADCASTS**. To put this into perspective for you, the following **BROADCASTS** are currently being used within NAVMARCORMARS:

CHIEF MARS BROADCASTS (CMB). The Chief MARS BROADCASTS are used to disseminate information regarding policy. These messages can be considered “must know” information that has an affect on the MARS program and on you or your station.

CHIEF MARS INFO BROADCASTS (CMIB). These BROADCASTS are used to disseminate information which can be classified as “nice to know” but do not affect the operations of the MARS program or you or your station.

SHIPS ACTIVE LISTS (SALS). These messages are not used any longer. It is listed here because you may encounter references to them in older documents. The names of ships which can be sent MARSGRAMS are listed on the website www.navymars.org.

REGION BROADCASTS. Region BROADCASTS disseminate necessary operational information, particular to your Region.

REGION INFO BROADCASTS. As with the CMIB messages, the Region Information Broadcasts disseminate “nice to know” information.

AREA ECOM BROADCASTS. These messages are used to disseminate information regarding the Emergency Communications (ECOM) posture of the Area

REGION ECOM BROADCASTS. These messages are used to disseminate information regarding the Emergency Communications (ECOM) posture of the Region

REGION TRAINING BROADCASTS. These broadcasts are used to inform all members of the region of changes and scheduling of training materials.

AREA BROADCASTS. These broadcasts are the Area Director’s tool for disseminating information to all stations within his or her State.

AREA STAFF BROADCASTS. The Pacific Area Staff members may send broadcasts relating to their duties.

All Chief MARS, Pacific Area and Pacific Area Staff broadcasts are available on State Traffic nets for one week after issue. The broadcasts will be listed and transmitted to all stations on the initial date of issue, or initial date of receipt from the MDS system, usually by digital means. They will then be available, upon request, to stations that missed the initial broadcast. Any station may request transmittal of the broadcast by voice, however, they are also available on the Pacific Area Website and the Region Website. If any broadcast is missed, it can be obtained from the Website.

Now that you have some idea of what these messages are about and how to get them, here is what is recommend. Set up a filing system of a dozen or so folders or envelopes labeled with the names of the various broadcasts above. When they come in, file them in order in the appropriate folder. Get about a dozen of these folders, to include those listed above, one more for any traffic to or from your station which does not fit in any of these categories (to be kept for 60 days.) and a couple of spares. One spare can be used for actual emergency messages and the other types that must be retained for longer periods. Others will be useful when YOU become a staff member and have to keep the orderly files related to the position.

Review your folders from time to time and clean them out. The CHIEF and Pacific Area broadcasts will be inventoried at the first of each year. The others can be cleaned out, as you desire, anytime after 60 days retention.

MESSAGE ERRORS

What happens if you are sent a message for relay or delivery and, you find, it does not meet the criteria of NTP 8(SERIES) for a MARS message? Let us say that it has an expression in a foreign language, which is forbidden. The station at fault is the one that put it into the system to start with. What are you supposed to do? **You go ahead and forward or deliver it. You may not refuse to accept, relay or deliver the message.** In one special case there is something that you can do.

If you are accepting this message from the very station which originated it, the originating station, you may point out to that station the chapter and verse of NTP 8(SERIES) that is being violated and request he change it. You cannot do this from any other station ... just the one that originated at the time of first transmission. If after that, the station insists on sending it as is, **accept it and do so.**

Additionally, if there is something in the message that although authorized, does not sound right due to some special knowledge that you have or something that you suspect, and you are taking it from the ORIGINATING STATION, you may request that the station **VERIFY** it. This means that the station should go back and ask the person who is actually sending the message if it what he really wants to say. If so, that station will come back to you and say, **I VERIFY MY 123456Z JUN 2003**, in which case you take the message in the ordinary way and relay it.

An example might be something like this. Assuming that the Christmas season of 2004 is coming up and the text of a message reads, "Will see you on the second of January, 2006". It does not seem to make sense. If you are in contact with the ORIGINATING STATION, this would be a case where **VERIFY** would be appropriate. However, if you are just in the relay chain, about all you can do is to request, **"SAY AGAIN WORD AFTER JANUARY"**. If the 2005 is said to be correct, accept the message and relay it on. You **MAY** add an OPNOTE to the end of such message, as follows:

"WILL SEE YOU ON THE SECOND OF JANUARY 2005 BT"
"OPNOTE: 2005 IS AS RECEIVED".

If you are the delivering station, however, and the addressee agrees with you that this just does not make sense, then you are in position to send a **SERVICE** message. The point here is that the first station in the loop should take care that the message meets MARS criteria and that it is accurate. All the rest of the system is dependent upon that.

Questions

- 6 – 1 What is the highest precedence that MARS operators can use?
- 6 – 2 Why can't MARS use the '**FLASH**' precedence?
- 6 – 3 What is the NMAT in most common use today?
- 6 - 4 What is the third most useful tool used to disseminate instructions?
- 6 – 5 How long do you need to keep Chief MARS broadcasts?
- 6 – 6 How long do you have to keep "info" broadcasts?
- 6 – 7 What do you do with a message that has a suspected error when you cannot talk to the originator?
- 6 – 8 Can you accept a message from the originator if it has foreign words in it?
- 6 – 9 what is the last method of getting a correction to a message?

[Questions]

[Secure the net]