

REGION 5 USAF MARS Training Manual - Lesson 1

UNITED STATES AIR FORCE

MILITARY AFFILIATE RADIO SYSTEM

TRAINING MANUAL

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Contents

Section I Voice Operations Training Guide

Section II Net Control Training

Section III Emergency Communications Plan

Section IV Frequency Monitor Guide

Section V Phone Patch Network Operation

Section VI Digital Operations and Training Guide

Section VII TRANSCON Operations Guide

Section I

Voice Operations Training

Guide

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Preface

To all MARS members:

You will find overprinted forms, blank forms, charts, and frequency lists as attachments to this document. These are included for your benefit and use throughout your MARS career.

I suggest that you make copies of all of the forms for your use and pass copies to other members who do not have them.

NOTE: Keep the original copies in a folder for later use in making more copies. Try to use originals as "master" for copies, since copies tend to get worse as they are copied.

LISTEN, LISTEN, LEARN IS GOOD ADVICE!

On many nets you will pick up useful information, but be careful that this information is correct. When in doubt, ask someone like your State MARS Director (SMD) or a region official. Remember, we are all here to assist you in any way we can.

"There is no such thing as a dumb question!" The only dumb question is one that is not asked.

FROM YOUR DIRECTOR AND TRAINING MANAGER

AIR FORCE MARS

To: **All new members, AFT#xx calls**

You have been accepted into an elite organization that is tasked with providing emergency communications support for the United States Air Force and all Government Agencies, which include the Federal Emergency Management Agency (FEMA), the Shared Resources (SHARES) HF radio program, and all other agencies of the Department of Defense and U.S. Government. The opportunities offered by MARS for you to serve in public service support are limited only by your willingness to participate in the many programs that make this a unique organization. Examples of some of the services offered by MARS follow:

1. Dispatch of health, morale and welfare traffic to and from military service personnel world-wide.
2. Disaster communications support for federal, state and civilian governmental agencies and other disaster relief organizations when requested.
3. Engineering and technical support in all systems to continue state-of-the-art readiness status.
4. Management training in local military base support positions.

Air Force MARS utilizes both voice and digital modes.

You will first be trained to use the correct radiotelephone procedures required for communications support of military and allied national forces. Additional training is available for those members that desire to use digital capabilities.

You will then be re-assigned to the traffic net system in one of several MARS programs.

This will be your primary assignment but you may participate in as many nets of the Air Force

MARS program as you desire (excepting special assignment nets).

The expansion of your own horizons through your association with Air Force MARS and the members of this organization are limited only by your desire and capability.

Note: The minimum age to enter Air Force MARS is seventeen.

TABLE OF CONTENTS

Title	Page
Chapter 1 - Introduction	
1-1.1. General	1-1
1-1.2. MARS Training Program	1-1
1-1.3. MARS Personnel Action Notification	1-4
1-1.4. Voice Procedures	1-4
1.4.1.1.1. Phonetic Alphabet	1-5
1.4.1.1.2. Number Phonetics	1-6
1.4.1.1.3. Authorized Prowords	1-7
1-1.5. MARS Traffic Nets	1-10
Chapter 2 – Operations	
1-2.1. Radio Operator Circuit Discipline	1-14
1-2.2. Type Of Nets	1-14
1-2.3. Drafting Messages	1-14
1-2.4. American Radio Relay League (ARRL) Number Text	1-14
1-2.5. Phonetic Alphabet	1-15
1-2.6. Operating Signals	1-15
1-2.7. Punctuation Abbreviations	1-15
1-2.8. Station Identification	1-15
1-2.9. Station Configuration Modification	1-16
1-2.10. Mail Address Element	1-16
1-2.11. Telephone Procedures	1-16
1-2.12. TRANSCON Net Check-In	1-16
1-2.13. Use Of Frequency Designators	1-17
1-2.14. Station Logs	1-17
1-2.15. Off-Frequency Operation.....	1-17
1-2.16. Group Counts	1-17
1-2.17. USAF MARS Broadcast	1-18
1-2.18. Digital Nets	1-18
1-2.19. Transmission of Numbers and Spelling.....	1-18
Chapter 3 – The Messages	
1-3.1. Plain Dress Messages.....	1-20
1-3.2. Service Messages	1-22
Attachments:	
A1-1 Overprinted Message Form AF Form 427	1-24
A1-2 Blank AF Form 427	1-25

A1-3 SHARES Application	1-26
A1-4 SHARES Message Form	1-27
A1-5 ARRL Message Form And Sample	1-28
A1-6 MARS/Amateur Re-file Message.....	1-29
A1-7 ARRL Numbered Messages	1-30

CHAPTER 1

INTRODUCTION

1-1.1. General. The USAF Military Affiliate Radio System (MARS) was established in 1948 under the title "Military Amateur Radio System" and membership was restricted to active and reserve military personnel. In 1950 the doors were opened to civilian radio operators and the program title was changed to reflect civilian participation. Today, most of the over 5,000 Air Force member stations are civilian volunteers who, in many cases, have had little or no experience in military operating practices. One purpose of this guide is to provide the link between the amateur and the military radio operator.

1-1.1.1. This MARS Training Guide outlines the operational procedures that will be followed on all USAF MARS voice circuits.

1-1.1.2. Allied Communications Publications (ACPs) contain operating procedures that are used by all military radio operators. ACP-125 Voice Procedures are used throughout this training guide. The appropriate information for MARS use contained in that publication has been extracted and is incorporated in this guide.

1-1.1.3. Conflicts in the procedures contained in this guide and those in an ACP or other Air Force publications may be identified in writing to the Region MARS Director for possible resolution.

1-1.1.4. Proposed changes to this guide should be submitted, in writing, to the Region MARS Director for consideration. There will be no deviations from established procedure without approval from the RMD.

1-1.2. MARS Training Program. Every new member will be assigned to a state or sometimes region) level training net. The region or state trainer will supply all new trainees with a training guide. All training will be conducted by state trainers following the procedures contained in this guide. Upon satisfactory completion of the training (as adjudicated by the Region Training Manager), each member will be given a primary assignment to a net or activity according to the needs of the MARS program. Six hours participation in the primary assignment will be required for each member and another six (for the required 12 hours per quarter) can be earned in any authorized open net. Completion of Training Certificates will be issued by the Region Training Manager to all trainees that satisfactorily complete their training.

1-1.2.1. Present members may request to be assigned to a training net for refresher purposes. These members will not be required to maintain their primary assignment responsibilities, but will receive primary time credit for their training on quarterly participation reports.

1-1.2.2. All trainees assigned to formal state or region training net must make every effort to participate in scheduled training sessions. Training must be completed within 60 days after

initial assignment (excepting extenuating circumstances). It is the trainee's responsibility to notify the Region Training Manager of any circumstances that will prevent participation. Failure to complete training within 60 days after initial assignment is cause for termination from the MARS program.

1-1.2.3. The material covered in this guide is subject to testing to determine operating proficiency. A satisfactory grade demonstration of on-air proficiency is a prerequisite to the award of the USAF MARS Training Course Completion Certificate. The trainer will evaluate proper operating techniques and message handling during net or classroom sessions.

1-1.2.3.1. Local classroom training may be conducted in lieu of the on-the-air training if suitable frequencies are not available or usable. The proficiency demonstration will be under simulated on-air conditions. This type of training will always be under the control of a trainer who is appointed by the appropriate MARS official. The instructor will arrange for classroom space when, where and if possible.

1-1.2.4. Responsibilities:

1-1.2.4.1. Region Training Manager (RTM):

1-1.2.4.1.1. Coordinate with the State MARS Director and appropriate state trainers in establishing required training nets.

1-1.2.4.1.2. Assist state trainers and conduct state trainer nets if necessary.

Coordinate with appropriate State MARS Director.

1-1.2.4.1.3. Provide standardized training materials and training net rosters to instructors.

1-1.2.4.1.4. Maintain attendance records of trainees. Forward names of students who fail to meet proficiency requirements to the appropriate SMD.

1-1.2.4.1.5. Monitor training net activities and provide assistance as required.

1-1.2.4.1.6. Conduct end-of-course examinations of trainee within three days after certification of proficiency has been received from the training instructor. Grade each trainee and forward results to the trainer and SMD.

1-1.2.4.2. State MARS Director (SMD):

1-1.2.4.2.1. Coordinate with the Region Training Manager to identify training requirements.

1-1.2.4.2.2. Assign MARS Trainees (on AF Form 3661) to a training net or class within seven days after receipt of approved Military Affiliate Radio System membership application.

1-1.2.4.2.3. Maintain a list of state MARS Trainees enrolled in training.

1-1.2.4.2.4. Assign member graduates to the operational (voice or digital) networks after completion of course.

1-1.2.4.2.5. Initiate cancellation for any trainee who fails to comply with the provisions outlined in this manual. HQ AFCA/ECFP or designated authority, will sign and authenticate all such cancellations.

1-1.2.4.3. State Trainer or Manager:

1-1.2.4.3.1. Send each trainee a copy of the training guide before the first net or classroom meeting.

1-1.2.4.3.2. Prepare and conduct training nets or classes in accordance with the operating procedures contained in this guide.

1-1.2.4.3.3. Assist the Trainee in becoming a fully qualified MARS member and arrange for on-the-air proficiency training.

1-1.2.4.3.4. Coordinate with the Region Training Manager on training net practices. Procedural disparities will be identified, in writing, to the Region MARS Director for evaluation.

1-1.2.4.3.5. Forward certification of Trainee proficiency within 7 days after completion to the Region Training Manager.

1-1.2.4.3.6. State Trainer or classroom training instructors will send attendance data to the Region Training Manager. State trainers will certify Trainee net attendance by message or letter to the Region Training Manager. This information should be sent within 24 hours after the end of the session.

1-1.2.4.4. **MARS Trainee:**

1-1.2.4.4.1. Review and be familiar with each training lesson before the scheduled training session. Advise the trainer if training manual is not received before the first net meeting.

1-1.2.4.4.2. Comply with any special preparation instructions outlined in each session. Questions will be addressed to the SMD or state trainer, during the training session.

1-1.2.4.4.3. Coordinate with the state trainer when scheduling conflicts occur.

Arrangements will be made on an individual basis between the Trainee and state trainer.

1-1.2.4.4.4. Complete the final on-the-air test messages by the Region Training Manager or his/her designated assistants.

END OF LESSON 1