

## **MARS Individual and Station License Application Instructions (USAREUR/CENTCOM)**

1. This letter provides general guidance on submitting an application for a Military Affiliate Radio System (MARS) affiliate or station license. This guidance only applies to MARS applications processed through the office of the Command MARS Director, Europe, for operations throughout Europe, Africa or Southwest Asia. (Reference AR 25-6 and Army MARS SOP)

2. **Application.** Complete all sections of the MARS application form. Missing or unreadable information may cause processing delays so please be thorough and legible. The same application is used for either licensed Amateur Radio Operators who are seeking a MARS affiliate license or by military units, Government agencies, or clubs seeking a MARS station license. Please take special notice of the following:

A. **All applicants.** In addition to the military APO/FPO mailing address, we need the physical location of the station. Don't forget to include the longitude and latitude of the operating location. Along with the longitude/latitude coordinates, we use the information about the physical location to insure frequency assignments are valid for the station.

B. **Affiliate applicants only.** Amateur Radio Operators who are seeking a MARS affiliate license must include a photocopy of their valid US Federal Communication Commission (FCC) amateur radio license. Additionally, if a MARS training certification course has been completed then also send a copy of the MARS certificate of training.

3. **Submit the application.** Forward the completed MARS application and attachments to the Assistant Affiliate Coordinator for processing. Send via email to:

[aem1wf@qsl.net](mailto:aem1wf@qsl.net)

4. **Deploying units or individuals.** Individuals or units who are deploying should also include some additional information on their application.

- A. The deployment operational name or exercise name (i.e. OPERATION TOAST). Include this in the remarks section of the form.
- B. The approximate inclusive dates of the deployment (the license will initially be issued for this period but is renewable if the deployment is extended).
- C. The individual's or unit's in-garrison mailing address.
- D. The individual's or unit's deployed mailing address.
- E. The name of the military installation (i.e. CAMP VICTORY) the deployed station is located on.

5. The office of the Command MARS Director, Europe, will approve and issue the MARS license only after it has been determined that there are valid MARS frequency assignments for the MARS station's operating location. If there are no frequency assignments for the MARS station's operating location, the application will be held in suspense until frequency assignments have been approved. In this case, the applicant will be notified of the delay. Every effort will be made to gain quick approval for frequencies. This office must be notified of any change of information shown on the MARS application so that the MARS membership database remains current.

73,

Mr. Daniel V. Wolff, Jr.  
Assistant Affiliate Coordinator, Europe  
US Army Military Affiliate Radio System (MARS)  
MARS Callsigns: AEA1AM, AEM1WF  
Amateur Radio callsigns: KA7AGN, DL4VCW  
<http://www.qsl.net/aem1wf>  
[aem1wf@qsl.net](mailto:aem1wf@qsl.net)

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Army MARS serving "proud, professional and ready."

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<http://www.netcom.army.mil/mars>

Classification: UNCLASSIFIED

Caveats: NONE