

SHARES Form 1
SHARES Station Data Form
Security Procedures and Privacy Act
Instructions

ACTION: This SHARES Form 1 is used to Add or Delete a station from the SHARES program, Update information on a SHARES station, or Add Emergency Response Personnel (ERP) to SHARES. An ERP is a potential user of SHARES who receives a copy of the SHARES Workbook and other program material. Indicate the purpose for submitting the Form 1.

Part I: NCSH 3-3-1 STATION DATA

1. **ENTITY:** Enter the name and abbreviation of your entity (e.g., Federal Bureau of Investigation (FBI), Arizona Emergency Operations Center (AZ EOC), Air Force MARS (AF MARS)).
2. **STATION LOCATION:** Enter the city and state where the station is located. For remote radio operations, enter the name of the radio operator's location, not the location where the remote transmitter and antenna are located. For overseas stations, provide the country name.
3. **VOICE CALL SIGN:** Enter the station's call sign.
4. **BBS CALL SIGN:** Enter the station's digital (BBS) connect call sign (maximum of six characters).
5. **STAR UNIT CALL SIGN:** Enter the call sign when operating at other than the base location.
6. **STATION TELEPHONE:** Enter the telephone number(s) where the station operator may be contacted. For overseas stations, include the country code.
7. **ALE ADDRESS CODE:** Enter the address code used in the adaptive (ALE) mode of operations (maximum 16 characters). Stations entering an ALE Address Code must complete number 9 below.
8. **VOICE FREQUENCIES:** Enter up to four HF radio frequencies in kilohertz to be used for voice operations in SHARES. The frequencies will be published in the SHARES Directory, and must be USP assignments and registered with NTIA as Record Notes S381 and S296. Frequencies selected are shown as Upper Sideband (USB) dial frequencies unless specifically identified as Lower Sideband (LSB). One frequency should be designated as the "primary" frequency by placing an asterisk (*) in the box behind the frequency. The primary frequency should be the frequency most often used by the station.
9. **ALE FREQUENCIES:** Enter up to eight HF ALE frequencies in kilohertz that will be used for ALE operations in SHARES. The frequencies will be published in the SHARES Directory, and must be US&P assignments and registered with NTIA as Record Notes S381 and S296. Frequencies selected are understood to be Upper Sideband (USB) dial frequencies unless specifically identified as Lower Sideband (LSB).
10. **STATION HOURS OF OPERATION:** Indicate the station hours of operation.
 - 1 - 24 Hours: Station normally operates 24/7
 - 2 - Part Time: Station operates on a regular scheduled basis, but less than 24-hour per day
 - 3 - On Call/Emergency: Station is activated only on an as-needed or emergency basis
11. **STATION CAPABILITIES:** Check each mode of operation available for SHARES use.

PART II: SECURITY PROCEDURES AND PRIVACY ACT

Information contained in NCSH 3-3-1, SHARES Directory, carries a FOR OFFICIAL USE ONLY (FOUO) designation due to the compilation of station data. To participate in SHARES, a member must comply with the security procedures for handling FOUO material. PART II provides a summary of the security procedures for handling FOUO material in SHARES as specified NCSH 3-3-1, Chapter 1, and describes the use of the information being submitted on the Form 1 in accordance with the Privacy Act of 1974.

PART III: ADMINISTRATIVE DATA

STATION POINT OF CONTACT OR ERP: Enter the name, mailing address, phone, and e-mail of the primary Point of Contact for the station or of the ERP. For stations, the address may be different from the station's location. This information is used to distribute SHARES material and operational notices. A station Point of Contact or ERP must sign and date the Form 1 in order to participate in SHARES.

ENTITY POINT OF CONTACT: Requests to add or delete a station, or to change a station call sign or frequency must be approved by the Entity Point of Contact. Enter the name, the name of entity, and signature of the Entity Point of Contact.