

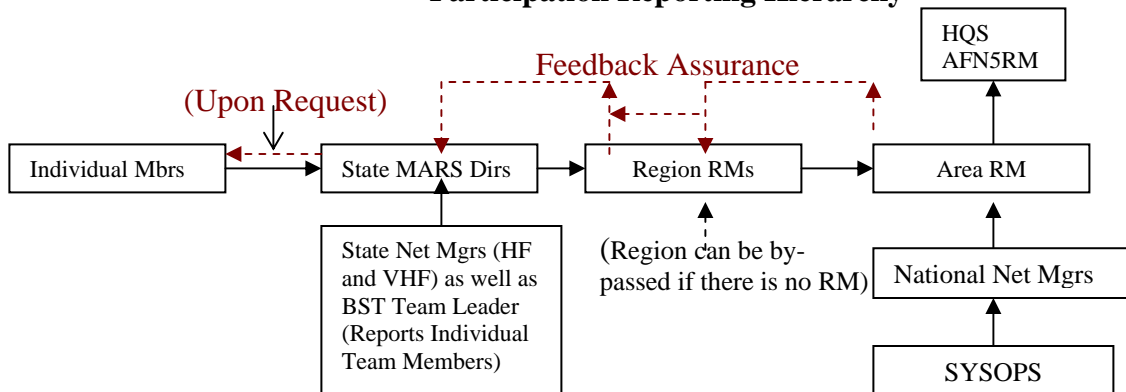
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PARTICIPATION REPORTING

OVERVIEW

Chapter 3 of the MOI outlines Participation Reporting and Logging. This appendix amplifies, clarifies and in some cases modifies those instructions. Area/Regional reporting systems currently in place can be used providing the criteria in this Policy can be met. Specifically the reporting hierarchy shown below must be met and the reporting method to headquarters must be as shown.

- a. Digital participation reporting is as described in paragraph 3.4.2 of the MOI.
- b. Phone Patch net participation reporting is as described in paragraph 3.4.3 of the MOI.
- c. MOI Paragraph 3.4.5.1 is changed to read “Operation on nets of Army or Navy-Marine Corps MARS *will count* toward additional participation time (see Chapter 16).”
- d. MOI paragraphs 3.4.6 through paragraph 3.6 are unchanged.
- e. Paragraph 3.7 is replaced by this change:.

Participation Reporting Hierarchy



REPORT PROCEDURES (See block diagram above)

1. Monthly or Quarterly reporting cycles, will be established by the state, region and areas. Reporting to Headquarters will be on a quarterly basis. The reporting schedule will be transmitted to those responsible for submitting the report. A reminder will be transmitted between five and ten days prior to the “end of cycle” date, e.g., 20th day of the month or ten days prior to the end of the quarter. Reminders should include a template of the proper report format.
2. Individuals, BST Team Leader(s) and state net managers report ALL activity to the SMD, using template shown in attachment 1.
3. State MARS Directors report all member activity to their Region Records Manager and provide feedback to members upon request. If there is no Region RM, submit the report to the Area RM.
4. Region Record Manager’s report all region activity to their Area RM.
5. National net managers report all activity on their net’s to the six area Record Manager’s.
6. Automated Systems Reporting Requirements:
 - a. BBS SYSOPS of the TRANSCON Pactor Network need only report Long-Term System Outages (over eight hours in a given day) to the National TRANSCON Pactor Network Manager, so that total System Operating Time can be adjusted for the Quarterly Reports.
 - b. HF WL2K/HF RMS SYSOPS need only report Long-Term Systems Outages (over eight hours in a given day) to the National WL2K RMS Network Manager, so that total System Operating Time can be adjusted for the Quarterly Reports.

COMPUTING PARTICIPATION TIME

1. All members must accrue a minimum of twelve hours each quarter, six of which must be in their primary assignment.
2. Members must be acknowledged in to a net in order to accrue participation time. Participation time will start when the NCS acknowledges the affiliate and will end when the affiliate leaves the net or when the net closes. Monitoring does NOT count as participation time. Using GMT (Z) time, NCS's must provide check in and check out times which coincide with actual contact with the member affiliate direct or via relay. Check in times are *not* required for the first 15 minutes of a net.
3. Operation in several nets at the same time accrues only the *total time active*, not individual activities. Example: Operating in/on MARS VHF or TRANSCON from 1400Z to 1500Z while operating in another MARS net from 1400Z to 1500Z nets one hour participation time.
4. Members must accrue at least six hours participation time in their primary assignment each quarter. Additional participation can be accrued by participating in any Air Force, Army or Navy/Marine Corps MARS net, voice or digital. Members authorized to operate in SHARES nets may include this time as part of their additional participation time.
5. Actual time will be used. Time will be rounded up to the nearest 15 minute block. Example: member checks in at 18 minutes after the net opens and stays for the rest of the one hour net, net time is 45 minutes. Member checks in at eight minutes before the end of the net, net time is 15 minutes.

ADDED INCIDENTAL PARTICIPATION TIME:

1. Added time rules are as follows:
 - a. The following will be logged and reported by the NCS:
 - (1) The "team," Net Control and Alternate Net Control receive double time, each net.
 - (2) Net members may be appointed as Alternate Net Control by the NCS. Examples of this include when a particular affiliate can provide relays to the NCS on a continuing basis and is able to make net calls; where the net utilizes multi frequencies, a net member operating on the "other" frequency acts as a relay station and is capable of making net calls as directed by the NCS. Affiliates fulfilling this role will be accorded one half hour added time by the NCS.
 - b. Other additional participation can be awarded if the member affiliate announces their status to the NCS when checking in to a net. The affiliate will log and report additional time to their SMD as other time. NCS's will annotate their net log regarding an affiliate's operational status if additional participation time is to be authorized. The following will be logged and reported as "other time" **by the affiliate:**
 - (1) Introducing a formal message on voice to a station who will place that message into the digital system *via an RF means*, one added hour for each message for both stations.
 - (2) Introducing an EEI message, actual or exercise, any mode: one hour added time.
 - (3) Individuals operating on emergency power (described as *not* operating on the commercial power grid), which includes mobile operation: one half hour added time each net.
 - (4) Individuals operating in a transportable or field configuration using temporary antenna(s): one added hour for each net.
 - (5) Operation at the home location but in a field configuration. add one half hour each net..
 - c. Area Directors are empowered to provide additional participation awards for activities which will enhance the program, as "other time".

(6) It is possible to accrue additional time in more than one of the categories above if the affiliate meets the criteria. Example: using a field configuration antenna while on emergency power would net the affiliate two additional hours on each net.

REPORT FORMATS:

1. Individual affiliate members:
 - a. Will report their time to their SMD, utilizing the template on attachment one..
 - b. This report will be submitted so as to reach the SMD within five days of the end of the reporting cycle.
 - d. Reports will be submitted via Email or on the net as a formal message.
2. SMD reporting criteria.
 - a. The SMD will use the reporting format shown in attachment #2.
 - b. The report will be addressed to the Region Records manager. If there is no Region RM, the report will be addressed to the Area RM.
 - c. This report will be submitted as an Email attachment no later than ten days following the end of the reporting cycle..
3. National and Area net managers utilizing the Excel Log Workbook and Quarterly Report Workbook (*) will submit the workbook Quarterly Report to the Area Records Manager. Net managers not using the Excel Log Workbook will use the template shown in attachment #3. This report will be sent to the appropriate records manager via Email as an attachment so as to reach that manager within 15 days of the end of the reporting cycle.
4. Area Record Managers will submit the Area participation report quarterly utilizing the template in attachment #4. This report will be sent as an Email attachment to headquarters on or before the 20th day after the end of the reporting cycle. Send a “carbon copy” (CC) to each Region RM or SMD when there is no Region RM.

Attachment #1: Individual Member Participation Reporting Template

Attachment #2: SMD Participation Reporting Template

Attachment #3: Net Manager’s Participation Reporting Template

Attachment #4: Area Records Manager Participation Reporting Template

(*) The Quarterly Report Workbook, with instructions, is available from AFN5RM or AFN6DM.