



DEPARTMENT OF THE NAVY
NAVY-MARINE CORPS
MILITARY AFFILIATE RADIO SYSTEM (MARS)



30 December 2004



From: State Director, Maryland/Delaware/District of Columbia
To: All MDE Members and Region Director
Subj: Maryland/Delaware/District of Columbia State Operations Guide
ANNEX A (Updated)

1. Purpose. The purpose of this Annex A Revision is to provide all members of MDE with a standardized and updated dialog and procedures for the conduct of Navy-Marine Corps MARS net operations and activities. The MDE Operations Guide is intended to supplement and refine the more general guidelines contained within NTP8(c) and the Northeast Area Guide.
2. Change. Maryland/District of Columbia Operations Guide dated June 2003 with ANNEX A dated August 2004 is revised by this amendment and all members should insert this revision into their present Operations Guide and record this change as MDECN 04-02.
3. Action. All members, Maryland/District of Columbia/Delaware will implement the policies and procedures contained within this document. Correspondence regarding this document should be addressed to the State Director.

Maryland/Delaware/District of Columbia
State Director

Scott Galbraith
NNNOGAW/NNNOOPY

30 June 2003

From: State Director, Maryland/District of Columbia/Delaware
To: All MDE Members and Region Three Staff
Subj: Maryland/District of Columbia/Delaware Area Operations Guide (Updated)

1. Purpose. The purpose of this Operations Guide is to provide all members of MDE with a standardized set of State policies and procedures for the conduct of Navy-Marine Corps MARS operations and activities. Where policies and procedures are established within NTP-8(C) and the North East Area Operations Guide, they shall not be duplicated in this Operations Guide.
2. Cancellation. Maryland/District of Columbia Operations Guide dated Feb 2001
3. Action. All members, Maryland/District of Columbia/Delaware will implement the policies and procedures contained within this document. Correspondence regarding this document should be addressed to the State Director.

Maryland/District of Columbia/
Delaware
State Director

Lonnie Kinley
NNN00OR/NNN0GAW

Distribution:

- Director, NE Area (1)
- Deputy Director NE Area (1)
- Director, Region Three (1)
- Each member MDE (1)

NAVMARCOR MARS
Maryland/District of Columbia/Delaware

30 June 03

FROM: State Director, NAVMARCORMARS MDE

TO: Distribution List

SUBJ: MDE Operations Guide, letter of promulgation.

1. PURPOSE: The purpose of this guide is to ensure uniformity in net procedures and message and traffic handling.
2. CANCELLATION: All previous versions are cancelled upon receipt of this operations guide, dated 30 JUN 2003 .
3. INDIVIDUAL ACTION REQUIRED: All stations will note and make changes as directed herein and implement use of this operations guide upon receipt.

Lonnie Kinley/NNN0GAW
State Director, MDE

Distribution:

Director, North East Area (1)
Deputy Director NE Area (1)
Region Director (1)
Each Member, MDE (1)

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CHAPTER 1GENERAL1. INTRODUCTION

The requirement for a standardized Operations Guide is recognized by all members. It is not the purpose of this Guide to replace either NTP-8(C) or the North East Area Operations Guide. This publication has been created to provide Area members with additional interpretation and information which will enhance the training of new members, as well as maintain and improve the skills of the regular members.

2. PURPOSE

The purpose of this Maryland/District of Columbia/Delaware (MDE) Operations Guide is to promulgate, to the membership-at-large, a set of standards and guidelines for conducting operations within the MDE . These guidelines provide guidance and procedures not otherwise contained in the NTP-8(C) and North East Area Operations Guide, such as state Net Reports and MARSGRAM procedures. MDE unique administrative and operating procedures are also provided to ensure a structured and well organized conduct of operations.

3. CHANGES

Recommended changes may be submitted by the membership to the State Director. All such recommendations should include appropriate references.

Changes to this Operations Guide will be published in message format, by date-time-group, with change number, and shall be entered in the Change and Corrections Page. Where substantive changes and/or new material is incorporated in the guide, page changes will be mailed to all members for insertion.

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CHAPTER 2ORGANIZATION AND RESPONSIBILITIES1. State STAFF

a. STATE DIRECTOR - NNN0GAW

The State director is appointed by the Director, North East Area and is responsible for operations and administration of MDE.

The State director is responsible for the maintenance of all membership records, operational records, equipment records, and custody receipts. This authority and responsibility is delegated to the Staff Assistants within their respective areas and they shall advise the State director in all matters related to their respective staff position.

All official communications related to MARS operations and administration will be directed to the State director for action and forwarding, if necessary. Staff Assistants are authorized to deal directly with their Region and Area staff counterparts, as appropriate.

b. ASSISTANT STATE DIRECTOR - NNN0GAW ONE

The Assistant State director will, in the absence of the State Director, assume the duties of the State Director and shall:

(1) Remain abreast of all actions taken by the State Director such, that in the absence of the State Director, he can assume the duties and responsibilities.

(2) Assist the State Director in the responsibilities for the administration and operations of the MDE MARS program and activities.

(3) Provide recommendations for improvements and/or changes in the administration and/or operations of the MDE MARS program.

(4) Serve as the Chairman of the Area Awards Board.

c. ASSISTANT FOR EMERGENCY COMMUNICATIONS-
NNN0GAW TWO

The Assistant for Emergency Communications is the principal advisor to the State Director on all matters relating to Emergency Communications (ECOM) and shall:

(1) Prepare and maintain an up-to-date Emergency Communications Plan to meet all anticipated emergencies. This plan will be submitted to the State Director for approval.

(2) Schedule and oversee Area Emergency Communications Exercises and provide comments/recommendations to the State Director for the purpose of improving operations.

(3) Prepare and maintain Area Emergency Call-up Roster.

(4) Submit Quarterly Activity Summaries (QAS) via the State Director to the Region Three Assistant for Emergency Communications (NNN0AS3 TWO) and the NE Area(NNN0ASI Two).

d. ASSISTANT FOR NET OPERATIONS -
NNN0GAW THREE

The Assistant for Net Operations is the primary advisor to the State Director on all matters pertaining to the organization and operations of the State Nets. He shall:

(1) Manage all the frequencies assigned to the State.

(2) Assign and oversee Net Control (NECOS) and Traffic Representative (TREP) Stations for the State Nets.

(3) Advise the State Director on matters concerning improvements and/or changes for better net operations. Coordinate with Assistant for Training for the identification and implementation of any and all such required training to support these improvements and/or changes.

(4) Prepare and submit to the Region Assistant for Net Operations(NNN0AS3 Three) a monthly frequency usage and traffic report.

- (5) Prepare and submit to the State Director, monthly and quarterly membership participation reports.
- (6) Advise the State Director on all matters concerning net operation within the Area.
- (7) Serve as a member of the Area Awards Board.

e. ASSISTANT FOR TRAINING - NNN0GAW FOUR

The Assistant for Training is the advisor to the State Director on all matters of training of the membership and shall:

- (1) Develop, publish, and maintain a MDE Area Operations Guide.
- (2) Develop and maintain current training programs to meet the needs of the State as well as new members as they complete their "TANGO" period of training.
- (3) Serve as NECOS for the 3W3C Training Net and conduct formal training as needed for all new members and regular members.
- (4) Monitor and evaluate all net operations and submit recommendations to the State Director for correction of any noted deficiencies.
- (5) Issue training memoranda to amplify and/or clarify existing directives.
- (6) Coordinate with the Assistant for Net Operations relative to the establishment of training to ensure proper procedures.
- (7) Serve as a member of the Area Awards Board.

f. ASSISTANT FOR TECHNICAL INFORMATION - NNN0GAW FIVE

The Assistant for Technical Information will advise the State director on technical problems occurring within the Area and shall:

- (1) Make recommendations in regard to disposition of surplus equipment acquisitions.

(2) Maintain a file and/or list of technical data for the conversion/modification of equipment to enable the equipment to operate on the MARS frequencies.

(3) Advise and assist the State director and staff on technical projects, when requested.

(4) Provide information to the membership concerning the INTERNET and assist with the establishment and maintenance of a WWW home page.

**g. ASSISTANT FOR SPECIAL PROJECTS -
NNN0GAW SIX**

The Assistant for Special Projects will assist the State Director in accomplishing tasks of a one time nature. He shall:

(1) Provide periodic recommendations and status reports to the State Director, as the project develops.

(2) Assist other Staff Assistance in the planning, direction, and execution of such activities as may be directed by the State Director.

**h. ASSISTANT FOR REPEATER OPERATIONS -
NNN0GAW SEVEN**

The Assistant for Repeater Operations is the principal advisor to the State Director on all aspects and matters concerning the State repeater system and shall:

(1) Coordinate the maintenance, repair, and calibration of the MDE Area repeaters.

(2) Appoint, with the concurrence of the State director, a Station Engineer who shall provide local control, supervision, and coordination for the installation, operation, and maintenance of the repeater assigned, in accordance with Appendix F, NTP-8(C).

**i. ASSISTANT FOR TELECOMMUNICATIONS -
NNN0GAW TEN**

The Assistant for Telecommunications is the primary advisor to the State director for all matters concerning policy and procedures within MDE Area for the RDS/MDS and shall:

- (1) Provide guidance and instructions as to the proper use of routing indicators and formatting of digital traffic.
- (2) Maintain liaison with the NE Area Assistant for Telecommunications for the development and promulgation of the latest instructions and procedures for the use of new technology equipment and interface with the RDS/MDS.
- (3) Provide guidance to the State Director and membership in regards to improvements of the RDS/MDS.
- (4) Coordinate with the Assistant for Training concerning improvement in the operation of digital radio communications.
- (5) Work with the assistant for packet operations to coordinate packet and MDS traffic flow.

j. ASSISTANT FOR EQUIPMENT AND LOGISTICS -
NNN0GAW TWELVE

The Assistant for Equipment has the primary responsibility to the State director for the procurement and distribution of MARS surplus equipment within the MDE area and shall:

- (1) Maintain a list of all MARS surplus equipment allocated to the State and the members holding such equipment.
- (2) Maintain Equipment Custody Records for all MARS surplus equipment issued to MDE Area members.
- (3) Coordinate with the State Director, and the Assistant for Membership regarding the equipment custody status of any member who shall be terminated, transferred, or resigning.
- (4) Coordinate the timely but tactful return of MARS surplus equipment for 'silent key' members.

k. ASSISTANT FOR MEMBERSHIP -
NNN0GAW THIRTEEN

The Assistant for Membership is the primary advisor to the State Director on administration and personnel policies and procedures and shall:

- (1) Provide an up-to-date listing of the membership which shall include the member's base entry date, call sign, name, address, telephone number, section, etc.
- (2) Ensure that the membership listing is provided to the State Director on a quarterly basis, or as directed by the State director.
- (3) Maintain the membership's MARS Individual Records in accordance with the provisions of NAVMARCORINST 5000.1A, Navy-Marine Corps MARS Individual Records Administrative Procedures dated 1 Dec 1985.
- (4) Maintain a current MDE Staff Roster and publish concurrently with the quarterly membership listing.
- (5) Provide potential new members with all of the forms and supporting material needed to apply for membership. Assist the new member through the entire application process until he has been assigned a call and the Assistant for Training has been notified of the new member.
- (6) Provide copies of information on all joining and transfer members to the State Director.
- (7) Serve as a member of the Area Awards Board.

l. RECORDING SECRETARY - NNN0GAW SEVENTEEN

The Recording Secretary is the principal staff member to the State director for the preparation and distribution of the minutes of all Area staff and General Membership meeting and shall:

- (1) Maintain a file of all staff and general membership meeting minutes as well as Area special reports.
- (2) Provide information, newsletter material, and minutes of meetings to GAW Five for inclusion on the web page.

m. ASSISTANT FOR PACKET OPERATIONS -
NNN0GAW EIGHTEEN

The Assistant for Packet Operations is the primary advisor to the State Director for all matters concerning policy and procedures within MDE for Packet Operations and shall:

- (1) Provide guidance and instructions as to the proper use of Area packet mailbox assets.
- (2) Maintain liaison with the North East Area Assistant for Packet Operations for the development and promulgation of the latest instructions and procedures for the use of new technology equipment and interface with Area packet systems.
- (3) Provide guidance to the State Director and membership in regards to utilization and improvements of Area packet operations and MDS operation.
- (4) Coordinate with the Assistant for Training concerning the development, promulgation, and implementation of training materials and activities for the successful conduct of packet operations.
- (5) Be the Chief Operating Officer (CHOP) for the MDE BBS and MDS interface, NNN0MRG.

CHAPTER 3TRAFFIC HANDLING1. INTRODUCTION

General net organization, basic communications procedures and methods are contained in the NTP-8(C) and NE Area Operations Guide. The purpose of this chapter is to provide a ready reference for traffic handling in the MDE Area for both new and regular members.

2. ASSISTANT FOR NET OPERATIONS/REPORTS - NNN0GAW THREE

The Assistant for Net Operations is the primary advisor to the State Director for net operations and assigns and oversees the Area nets.

3. NET CONTROL STATIONS - NECOS

The NECOS are responsible for directing and controlling the flow of all traffic and communications on the assigned nets. They shall be guided by the provisions of NTP-8(C) and NE Area Operations Guide. In addition, they shall:

- a. Open the net at **scheduled** time.
- b. Recruit and appoint a replacement NECOS if unable to assume their assigned schedule on the net.
- c. Appoint an Alternate NECOS and Alternate Traffic Representative immediately following the initial net check-in roll call.

4. ALTERNATE NET CONTROL STATION - ALTNECOS

Duties and responsibilities are the same as those of the NECOS. ALTNECOS shall, at all times during the conduct of the net, maintain a log of all check-ins and message traffic received and passed. Be prepared to assume NECOS if for some reason the NECOS is unable to continue the net.

5. TRAFFIC REPRESENTATIVE - TREP

The TREPs are designated by the Assistant for Net Operations. The primary function of the TREP is to provide relay of the MDE Area traffic from the RDS/MDS and bring it to the net for distribution throughout the Area. He shall:

- a. List all traffic by precedence, channel/serial number, destination city, MDE section(or to "ALL" or a specific person, such as NNNN0GAW), and telephone prefix number(if any).

6. ALTERNATE TRAFFIC REPRESENTATIVE - ALTREP

The duties and responsibilities are the same as those of the TREP. ALTREP shall, at all times during the conduct of the net, maintain a record of all message traffic received and passed. Be prepared to assume TREP if for some reason the TREP is unable to continue passing traffic.

7. NET STATIONS

Individual members have a responsibility to participate in daily net operations as much as is practical. It is essential that each member attempt to participate to the maximum extent possible. Only through these efforts will the MDE maintain its capabilities to expeditiously and professionally move the daily message traffic. Members shall be guided, at all times, by the provisions of NTP-8(C), the MDE and NE Area Operations Guides.

All stations will retain CHNAVMARCORMARS Bcsts, NORTH EAST AREA, REGION Three, and "State" messages unless deleted by an annual recapitulation message. All other messages may be destroyed after 60 days unless otherwise indicated.

8. RADIO DATA SYSTEM/ MARS DATA SYSTEM

The primary method that 'incoming' traffic is brought to the Area is via the RDS/MDS by the Area TREP. In the MDE, we currently have one inlet for traffic; NNN0MRG on 150.100 MHz packet or frequency NEC for pactor/amtorg modes.

The MDS system is in also in Virginia and may be accessed on HF in either AMTOR or PACTOR modes on frequency NEC, in case the MDE station, NNN0MRG is out of service. The use of HF by stations to intercept the traffic for the State should be on a not-to-interfere bases with

those assigned TREPS for both our State and other States/stations in the Region.

The Region Three Director has directed that outgoing message traffic be brought to the Region Three voice traffic net at 0900 local each AM and listed as SCD traffic if possible. If it is not practical to pass traffic in this manner, then the message(s) may be placed on the RDS/MDS for delivery.

Administrative messages within MDE can be placed on the MDE RDS/MDS(NNN0MRG) system for auto forwarding to the destination. Also, messages of general interest may be posted on this system as a bulletin for the benefit of other members. The files section of the Area RDS/MDS system should also be used for messages of this nature as a permanent storage/retrieval of such messages.

9. MULTIPLE ADDRESSEE MESSAGES

Multiple addressee messages present a special demand on MARS operators and require absolute familiarity with the associated procedures. Annex C contains a detailed discussion on this subject and all members should be absolutely familiar with these procedures.

CHAPTER 4

NET PROCEDURES

1. GENERAL

Annex A provides overall guidelines and net procedures for the 3W2B and 3W3C nets. Members will be guided in their MD/DC Area net operations by these procedures. Members operating on the Region Two traffic nets will find that these nets follow the same procedures as the MD/DC voice nets.

2. VOICE

The Region Two Operations Guide provides specific guidance for the overall general conduct of voice nets. Procedures provided herein are to ensure the reliable and expeditious passing of message traffic and to amplify and clarify operating procedures for TANGO members.

a. NET CHECK-IN

NECOS will call the net following the procedures contained in Annex A. The net is called by the Section Roll call method and stations will be rogered into the net at the completion of the roll call. Stations should check-in when their Section is called. This is done to eliminate doubles and also to order the stations on the net, by sections, which is generally the method by which traffic is passed. It also facilitates the NECOS correlating stations and message traffic by section.

When check-ing into the net, wait until no one is transmitting..., give the NECOS's full call sign (phonetically pronouncing the last three letters), unkey your microphone for a moment to make sure you have not doubled with another station attempting to check-in and, if no station is heard, ...finish by using the words **"THIS IS"** and your full call sign (again the last letters phonetically pronounced), announce the section your checking in from, traffic that you hold if any, or state **"NO TRAFFIC"**, and if digital copy has been obtained. Then end with the proword **"OVER"**.

EXAMPLE:

“NNN ZERO XRAY ROMEO TANGO, (pause) THIS IS NNN ZERO KILO NOVEMBER LIMA, SECTION FOXTROT, NO TRAFFIC, DIGITAL COPY, OVER.” (If you do not hold digital copy, omit this part of the transmission.)

Were you to have traffic to be listed on the net, it would be done by listing the NUMBER OF MESSAGES, PRECEDENCE and DESTINATION of each message, again followed by the word **“OVER”**. All stations must give a traffic report. If holding no traffic, your traffic report would be **“NO TRAFFIC”**.

When listing traffic, those of higher precedence must be listed first, i.e., **“ONE PRIORITY NORTH CAROLINA, TWO ROUTINES SECTION DELTA, AND COMMUNICATIONS WITH NNN0STO, OVER”**. If no destination is listed following the listing of the message or communication request, it is assumed that the traffic is for the NECOS.

When positive two way communication has been established between stations and abbreviated call signs have been authorized, respond with **“THIS IS”** and your abbreviated call sign, i.e. **“KILO NOVEMBER LIMA”**. Remember, once checked into the net, and the use of abbreviated call signs has been authorized, do not use full call signs again. When called, it is usually the prerogative of the calling station to terminate the communication with the proword **“OUT”**.

If checking into the net, after the initial rollcall has been completed wait for the NECOS to call for additional stations and then make your check-in. Should the NECOS not call for additional check-ins, wait for a break in the traffic after you hear an **“OUT”** and then make a call to NECOS, giving the standard report used during the roll call check-in. The NECOS will normally call for additional check-ins after every one or two messages have been passed.

b. TRAFFIC HANDLING

NTP-8() and the Region Two Operations Guide provide a complete discussion on traffic handling, as well as operational procedures. Members are required to be fully conversant with all

applicable prowords, especially those associated with requesting and giving fills.

There are several points, however, which should be made in the interest of providing a single source of procedures. These are discussed in some detail for the benefit of both TANGO and regular members.

Traffic handling on the MD/DC Area nets is frequently complicated by poor propagation. Members should be prepared to move to other Area HF frequencies as well as moving to the Area VHF repeater. The NECOS will normally advise the net stations, after check-in, of his intentions to move the net to another frequency. When movement to the alternate frequency is required, the NECOS will have an ALNECOS remain on the present frequency to check-in and direct late check-ins to the new frequency while he takes the remainder of the net stations to the new frequency.

The NECOS, after completing the opening preamble to the net, as prescribed in Annex A, will direct the TREP to check-in and list the numbers of messages for the net. The NECOS will then check-in the net stations by section rollcall and, upon completion, request the TREP to list the traffic. The TREP will then list the traffic for the net using the serial or channel number assigned to the traffic by the MDS/RDS system switch, the destination city and the appropriate MD/DC Area section designator and telephone prefix.

EXAMPLE:

“THIS IS YANKEE ZULU QUEBEC, I LIST THREE ROUTINES, NUMBER ONE ZERO ONE, CHIEF NAVMARCORMARS BROADCAST ZERO TWO SLANT NINER SIX, TO NNN0ALL; NUMBER ZERO ZERO ONE, ELLICOTT CITY, SECTION CHARLIE FIGURES FOUR EIGHT NINER; NUMBER ZERO ZERO TWO, BALTIMORE, SECTION DELTA FIGURES TWO THREE FOUR; OVER”

The NECOS will acknowledge the traffic listing and call for additional stations for check-in. Once this is accomplished, the NECOS will instruct the passing of the traffic.

The NECOS would normally hold the CHNAVMARCORMARS broadcast message until all other traffic had been passed to allow for late check-ins and to insure that the maximum number of stations are aboard to receipt for the message.

The NECOS would instruct the TREP for the passing of the traffic in the above traffic listing as provided in the following example.

EXAMPLE:

“YANKEE ZULU QUEBEC, THIS IS NNN ZERO XRAY ROMEO TANGO, PASS TO FOXTROT JULIET YANKEE NUMBER ZERO ZERO ONE, OUT.” The TREP would then call **“FOXTROT JULIET YANKEE THIS IS YANKEE ZULU QUEBEC, ONE ROUTINE NUMBER ZERO ZERO ONE FOR YOUR STATION, OVER.”** If FJY has digital copy of the message, his response should be **“YANKEE ZULU QUEBEC THIS IS FOXTROT JULIET YANKEE, ROGER NUMBER ZERO ZERO ONE, OUT”**. In the event that he did not have digital copy, then his response would be **“YANKEE ZULU QUEBEC THIS IS FOXTROT JULIET YANKEE, OVER.”** YZQ would pass the message to FJY and , upon the final **“OVER”** FJY would acknowledge **“THIS IS FOXTROT JULIET YANKEE, ROGER NUMBER ZERO ZERO ONE, OUT.”**

When passing traffic, the TREP will pause immediately following the first ‘BREAK’ prior to the ‘UNCLAS’, at which time, the receiving station may request the fills required in the heading of the message. If there is such a request, the TREP would provide the fills and then continue with the remainder of the message. Following the final ‘BREAK’, any request for additional fills in the message text would be made at that time. Otherwise, the message would be rogered for as in the above example.

c. OUTGOING TRAFFIC

Area members may bring traffic to the net for transmission between area stations, ‘out of area’, or ‘out of region’. This traffic will normally be passed to a MD/DC Area station going to the Region’s HF Traffic Net.

It is the responsibility of the station bring the traffic to the net to ensure that it is drafted in compliance with NTP-8() and the Region Two Operations Guide, or amplifying instructions.

When accepting and drafting traffic from a third party, keep the message words to 35 word or less in the text and be prepared to help the individual to draft their message to MARS format. Use of

NMAT numbered text and ARRL numbered radiograms is encouraged. For record purposes, it is recommended that all third party traffic accepted by members be placed on a MARSGRAM form. This ensures the documentation of all required information, in addition to the text.

d. MESSAGE DELIVERY

The prompt delivery of the message traffic we have received is imperative, especially when considering the morale and welfare impact of most of our traffic. The NECOS directs the passing of traffic predicated upon the receiving station's ability to pass the traffic, whenever possible, by a local telephone call. When this cannot be done, then we shall normally use the MARSGRAM and mail to the destination. MARSGRAMS will be prepared in accordance with the procedures contained in Annex B. In the event that the MARS operator can take the message to an Amateur net to effect faster delivery than by MARSGRAM, he may refile the MARS message to the Amateur system in accordance with NTP-8(□).

The final responsibility for delivery and means by which traffic is delivered is with the receiving station. The determining factor in which means of transmission to use is that which will get the message to the destination with the least possible delay.

e. NET BUSINESS

Net business is communications between Net Stations, during a directed net, which are pertinent to the conduct of the operations currently in progress on the net. Simply put, it is that communications that helps the flow of or answers questions relative to the passing of traffic.

Those communications between Net Stations which are informal, MARS related or not, should be held until all traffic is passed and the NECOS solicits "**COMMENTS OR BUSINESS FOR THE NET**". This is the appropriate time to indicate your desire for communications with a specific station or stations during the Free Net. If it is just plain 'rag chewing' that is only of interest to stations concerned, then it is better left until the Free Net time. Members should ensure that extraneous communications are avoided during traffic handling periods of the net.

f. MULTIPLE ADDRESSEE MESSAGES

Multiple addressee messages present a special demand upon MARS operators and require absolute familiarity with the associated procedures. Annex C contains a detailed discussion on this subject and all members should be absolutely familiar with these procedures.

CHAPTER 5

ADMINISTRATIVE INFORMATION

1. MARS COLLECTIVE CALL SIGNS

CHNAVMARCORMARSINST 2341.1A dated 1 Sep 1988 promulgates polices, instructions, and guidance concerning address designators and collective call signs in the MARS system. This instruction is included in this Operations Guide as Annex D. Members should be thoroughly familiar with the provisions of this instruction, particularly those sections dealing with collective call signs. These are used routinely in administrative message traffic for CHNAVMARCORMARS, Director, North East Area, Director, Region Three, and State Director MDE.

2. MARSGRAMS

The primary means of mailing third party traffic is by the use of the MARSGRAM. These shall be filled out completely, in accordance with the instructions contained in Annex B. MARSGRAM forms should not be used for administrative correspondence between members and staff. The MARSGRAM can be either the copied form or computer generated. Copies may be obtained from the Assistant for Equipment and Logistics.

3. OFFICIAL MAIL

All mail using the government issued 'FRANKED' or 'STAMPED' envelopes should be used only for official business.

A complete 'OFFICIAL' return address will be placed on all envelopes. The return address will always be that of the Director, North East Area with the MDE member's full call sign and State shown as indicated in the following example.

EXAMPLE:

DIRECTOR
NAVY-MARINE CORPS MARS N-E AREA
P.O. BOX 161
U.S. NAVAL SUBMARINE BASE
GROTON, CT 06349-5161

NNN0XXX (your station) MDE

4. PENALTY MAIL STAMPS

U. S. Government Postal Service Penalty Mail Stamps, if available, are to be used on all MARSGRAMS and official mail. In MDE there are only a very limited amount of these stamps available with probably no future supplies. Therefore, only special situations on a case by case basis will warrant the issue of these stamps to the general membership. The use of personal out of pocket expense for the purchase of postage has become quite common place in today's MARS activities. Members are entitled to a TAX DEDUCTION for all out of pocket expenditures for MARS work. (See *CHARITABLE CONTRIBUTIONS* in the tax work books for details. CHMARS also publishes data in this area annually.)

5. EQUIPMENT

Surplus Navy equipment is at times available through the Excess Equipment Program for regular members. All requests for surplus equipment issue will be submitted to the Assistant for Equipment. He will review the request and forward to the State Director for approval. Members are required to sign a Custody Receipt upon acceptance of the equipment. Under no circumstances should a member depart the Area or the MARS program without turning in all issued equipment. Failure to do so may result in an official Navy Investigative Services investigation and possible legal action.

6. NET REPORTS

These reports are prepared by the NECOS for submission to the Assistant for Net Operations. This report is of particular importance, since it is the basis upon which each member's monthly and quarterly participation on HF nets is determined.

The NECOS may send this report just prior to the securing of the directed portion of the traffic net if the Assistant for Net Operation is onboard the net. If the assistant is not onboard the report may be sent as a message. Under no conditions should the report arrive later than the last day of the month for which the report covers.

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CHAPTER 6

NEW MEMBERS

1. GENERAL

New members are encouraged to participate in all activities of the MDE MARS program. They are further encouraged to attend the periodic meetings conducted by the State, so as to meet the staff and membership, and exchange information on operating procedures and policies. The training period for new members is to be used for the assimilation of as much information as possible about the MARS program. When new members have questions, they should contact the Assistant for Training. They should not hesitate, however, to ask questions of any regular member at the time such question may arise.

The regular members are encouraged to welcome the new members to the Area, especially on the nets. It is our responsibility as regular members to ensure that the 'TANGO' members feel at home and welcome in our Area. Their first impression of our Area and membership will be the lasting one and their enthusiasm and professionalism will be a mirror image of the interest and performance of the regular membership.

2. TANGO CALLSIGNS

New members are assigned a MARS call sign, followed by the letter 'T', i.e. NNN0XYZ-T. The Assistant for Membership issues all new members call signs, upon receipt and approval of the completed MARS application forms. Members should refer all request and applications for membership to the Assistant for Membership.

3. TRAINING REQUIREMENTS

A quality training program is essential, if we are to ensure that the 'TANGO' members are fully trained and qualified, upon becoming regular members. The TANGO PERIOD will be for 90 days from the application date and certain requirements must be met by each new member to be considered for regular membership. Accordingly, the following requirements must be met, in addition to those established in NTP-8(C) and the NE Area Operations Guide:

- a. Check-in and **participate** in the weekly training net designated the 3W3C Net. During this net each new member must participate in lesson topics concerning information crucial to MARS procedures and operations.

- b. Satisfactorily perform duties as both the NECOS and TREP at least two times during the training period.
- c. Complete a '*MARS Operator*' training course and receive a passing grade on a final examination.
- d. Originate at least one Essential Elements of Information (EEI) *MARS EXERCISE* message and participate in one Region or MDE ECOM Drill.
- e. Be recommended by the State Director for regular membership once these requirements have been successfully met.

4. PROCEDURES FOR MEMBERSHIP

The procedural forms for membership application are executed by the Assistant for Membership. These forms along with official response forms, are used to process all new applicants into the state and Region.

Each member agrees to abide by DOD INST 5000.1A which directs that a record be established and maintained for each member by the State Director and certain information be updated and maintain in this record at all times. Failure to update these records may result in the termination from the MARS program, even if you have been granted 'ASSOCIATE' membership status. It is the responsibility of each member to submit updated forms as needed from time to time. This should be, but not limited to, a change of address, telephone number, or Amateur license renewal has occurred.

ANNEX AMDE AREA TRAFFIC NET PROCEDURES**GENERAL NOTES:**

- a. The **NECOS will use the full callsign for their station at all times** during the net and **ALL OTHER stations should use abbreviated callsigns** during the directed portion of the net **after that has been authorized** by NECOS/ALTNECOS. Stations calling the NECOS shall use NECOS' full call sign.

Because Abbreviated Call Signs are Authorized does not make them mandatory – if you forget and begin to use a full call sign it is NOT necessary to stop and restart using an abbreviated call sign.

- b. **Stations will not transmit unless invited or directed to do so by the NECOS or ALTNECOS.**
- c. Record message traffic should only be passed during the directed portion of the net. The NECOS should re-direct the net if additional traffic is listed during the free net.
- d. Stations are not to tune-up on the net frequency unless directed to do so by the NECOS.
- e. **The NECOS has sole authority concerning all net matters during the net. Only the State Director or Assistant for Net Operations can supersede the NECOS and then only during situations that warrant doing so.**
- f. **Stations will not secure during the directed net without permission from the NECOS.**
- g. **NECOS/ALTNECOS; Do not forget to include any Relay Instructions that may be needed to get the message to the addressee.**

TREP or the station passing traffic; Do not forget to repeat any Relay Instructions received.

TREP or station passing traffic; If you wish to transmit the message to the receiving station by a digital mode suggest the mode during your initial call to the receiving station.

1. OPENING PREAMBLE

(Note: Operators should substitute and use their OWN CALLSIGN or other appropriate callsign instead of the ones given below at all appropriate locations in the following example texts. Pauses should be long enough to allow multiple stations to respond.)

(NECOS)

“ALL STATIONS THIS NET, THIS IS NNN ZERO OSCAR PAPA YANKEE, NET CONTROL STATION FOR THE THREE WHISKEY ONE BRAVO TRAFFIC NET, THIS IS A DIRECTED NET, STATIONS WILL BE CALLED BY SECTION ROLL CALL, OUT.”*

**(Use the appropriate net designator and name for the net you are calling: 3W1A Admin; 3W1B, Traffic ; 3W1C, Training; 3W1E, Ecom. This example uses the Traffic Net scenario)*

-- pause --

“ALL STATIONS THIS NET, THIS IS NNN ZERO OSCAR PAPA YANKEE, NET CONTROL STATION FOR THE THREE WHISKEY ONE BRAVO TRAFFIC(3W1E/ 3W1B/ 3W1C/ 3W1A) (ECOM/ TRAFFIC/ TRAINING/ ADMIN) NET, THIS IS A DIRECTED NET, STATIONS WILL BE CALLED BY SECTION ROLL CALL; FIFTEEN SECONDS OF DEAD AIR TIME FOLLOWS FOR STATIONS TO TUNE ON FREQUENCY WITHOUT REGARD TO NET CONTROL, OUT.”

-- pause --

“ALL STATIONS THIS NET, THIS IS NNN ZERO OSCAR PAPA YANKEE, TRAFFIC REP CHECK IN AND LIST THE NUMBER OF MESSAGES FOR THE NET, OVER.”

2. TREP's RESPONSE

(TREP)

“NNN ZERO OSCAR PAPA YANKEE THIS IS NNN ZERO ALPHA BRAVO CHARLIE, I LIST TWO ROUTINES FOR THE NET, OVER.”

(NECOS)

“NNN ZERO ALPHA BRAVO CHARLIE THIS IS NNN ZERO OSCAR PAPA YANKEE, ROGER, OUT.”

3. NET ROLL CALL

(Note: NECOS, if you do NOT copy a station calling in, DO NOT try to fill during the check-in process. When you fail to acknowledge them, they should attempt again when you do a general call-up and you also may be able to get the needed info from your ALTNECOS after you have appointed one!)

(NECOS)

“ALL STATIONS SECTIONS ALPHA, BRAVO, AND CHARLIE, THIS IS NNN ZERO OSCAR PAPA YANKEE, OVER.”

(Listen for and record all stations calling. Calling stations should use the format provided in paragraph 4 below.)

“ALL STATIONS SECTIONS DELTA, ECHO AND FOXTROT, THIS IS NNN ZERO OSCAR PAPA YANKEE, OVER.”

(Listen for and record all stations calling. Calling stations should use the format provided in paragraph 4 below.)

“ALL STATIONS SECTIONS GOLF, HOTEL, INDIA AND JULIET, THIS IS NNN ZERO OSCAR PAPA YANKEE, OVER.”

(Listen for and record all stations calling. Calling stations should use the format provided in paragraph 4 below.)

4. GENERAL CHECK IN

(ANY STATION)

“NNN ZERO OSCAR PAPA YANKEE, THIS IS NNN ZERO OSCAR KILO LIMA, SECTION DELTA, (list number of messages and priorities in precedence order or) NO TRAFFIC, (if you hold copy of designated traffic for the evening – then you should so state) HOLD DIGITAL COPY, OVER.”

5. NECOS ACKNOWLEDGES ALL CHECK-INS

(List all stations heard, in the order heard, using full callsigns.)

(NECOS)

“NNN ZERO OSCAR KILO LIMA, NNN ZERO SIERRA INDIA MIKE, ... (etc.), THIS IS NNN ZERO OSCAR PAPA YANKEE, ROGER, OUT”

6. GENERAL CALL-UP

(NECOS)

“ALL STATIONS THIS NET, THIS IS NNN ZERO OSCAR PAPA YANKEE. ADDITIONAL STATIONS FOR THE (NET DESIGNATOR) NET, OVER.”

(Listen for and record all stations calling. Calling stations should use the format provided in paragraph 4 above.)

7. NECOS ACKNOWLEDGES ALL ADDITIONAL CHECK-INS, AUTHORIZES ABBREVIATED CALL SIGNS

(List all stations heard, in the order heard, using full callsigns.)

(NECOS)

“NNN ZERO OSCAR KILO LIMA, NNN ZERO SIERRA INDIA MIKE, ... (etc.), THIS IS NNN ZERO OSCAR PAPA YANKEE, ROGER, OUT”

(NECOS)

“ALL STATIONS THIS NET, THIS IS NNN ZERO OSCAR PAPA YANKEE, ABBREVIATED CALL SIGNS ARE AUTHORIZED. OUT”

8. TRAFFIC LISTING

(NECOS)

“ALPHA BRAVO CHARLIE, THIS IS NNN ZERO OSCAR PAPA YANKEE, LIST THE TRAFFIC, OVER.”

(TREP)

“THIS IS ALPHA BRAVO CHARLIE, I LIST THE FOLLOWING THREE ROUTINES FOR THE NET; NUMBER ONE ZERO ONE, BALTIMORE, SECTION DELTA, PHONE FIGURES 295; NUMBER ONE ZERO TWO, ALPHA LIMA LIMA, CHIEF NAVMARCORMARS BROADCAST ZERO NINER SLANT NINER SIX, NUMBER ONE ZERO NINER, NNN ZERO GOLF ALFA WHISKEY TWO SLANT NNN ZERO XRAY ROMEO TANGO, SECTION FOXTROT, OVER.”

(NOTE: TREP is listing traffic for the NECOS so that NECOS can direct the disposition of traffic. Communications is directed to the NECOS, not to the entire net.)

(NECOS)

“THIS IS NNN ZERO OSCAR PAPA YANKEE, ROGER, OUT.”

(NOTE: NECOS rogers the listing of the traffic or, if necessary, obtains clarification or fill)

9. ASSIGN ALTNECOS AND ALTREP

(NECOS)

“OSCAR PAPA LIMA, THIS IS NNN ZERO OSCAR PAPA YANKEE, REQUEST YOU ASSUME ADDITIONAL DUTIES AS ALTERNATE NET CONTROL, OVER.”

(NNNOOPL)

“THIS IS NNN ZERO OSCAR PAPA LIMA, WILCO, OUT.”

(NECOS)

“FOXTROT QUEBEC KILO, THIS IS NNN ZERO OSCAR PAPA YANKEE, REQUEST YOU ASSUME ADDITIONAL DUTIES AS ALTERNATE TRAFFIC REP, OVER.”

(NNNOFQK)

“THIS IS FOXTROT QUEBEC KILO, WILCO, OUT.”

10. ADDITIONAL CALL-UPS

(NOTE: This call should be repeated every few minutes throughout the duration of the net and you should have your altnecos periodically make call-ups as well. If conditions are poor or if there are stations aboard who are not able to copy you as necos, then you should **request that your altnecos repeat all general net calls and instructions so that all stations aboard are aware of the net progress and status.**)

(NECOS)

“ALL STATIONS THIS NET, THIS IS NNN ZERO OSCAR PAPA YANKEE, ADDITIONAL STATIONS ANY SECTION OR STATE OR ADDITIONAL TRAFFIC, COMMENTS OR BUSINESS FOR THE NET, OVER.”

(Listen for and record all stations calling. Calling stations should use the format provided in paragraph 4 above.)

ANNEX BMARSGRAM PROCEDURES1. INTRODUCTION

The primary means for delivery of third party message traffic, when unable to deliver by telephone, is the MARSGRAM. Written procedures for filling out and mailing MARSGRAMS follow:

2. INSTRUCTIONS

The following MARS message will be used as the example for filling out and mailing a MARSGRAM:

```
RR NOGAW
DE NNN0SHF 023
R 200300Z MAY 03
FM SGT KELLY SILARD BALTIMORE MD/NNN0SHF MDE
TO MRS DONNA SILARD
8427 GRANDHAVEN AVE
UPPER MARLBORO, MD 20772
(301) 627-5638
BT
UNCLAS
DEAR MOM, SORRY I CAN'T MAKE IT HOME FOR XMAS,
BUT OUT OF LEAVE TIME.  ARL FIFTY SEVEN.  ARL
SIXTY ONE.  LOVE KELLY
BT
NNNN
```

- a. On the mailing side of the form, insert your call sign, i.e. NNN0SHF MDE, underneath the printed return address of the Director, NORTH EAST Area. If your form, does not have the return address for the Director, then you must write that in the space allocated for the return address, with your call sign underneath, as noted above.
- b. Place the addressee's name and address, as received, in the usual location for addressing mail.
- c. In the message form side, fill in the blanks COMPLETELY, as shown in the example. Remember that the signature line is taken

from the 'FROM' line of the message and not the actual signature of the sender. There is no signature contained in the text as with ARRL radiograms.

d. Fold in thirds (there are normally small short lines on the stamp side of the form indicating where to fold the form). Seal with scotch tape, do not staple, and place a stamp on the form for mailing.

e. If you are using the *MARSGRAM* computer program to generate the form, then be sure all information, including decoding of the ARRL and NMAT coded text, is included before mailing it to its destination.

EXAMPLE MESSAGE:

RR NOASI	(Routing Line)
DE NNN0CSJ 120	
(Message Serial)	
R 141345Z MAY 03	(Date
Time Group)	
FM OS3 HARRY L. JONES OC DIV AA/NNN0CSJ AA	
(Originator Line)	
TO MRS MARY SMITH	(Addee
Line)	
123 Any Street	(Street
Address)	
Somewhere, US 12345	(City and
State)	
(321) 123-4567	(Phone
Number)	
BT	(First Break)
UNCLAS	(Message Class)
HELLO MARY, THIS IS TO WISH YOU A VERY	
(Text)	
HAPPY BIRTHDAY ON THIS SPECIAL DAY.	
BT	(Second Break)
NNNN	(End of
Message)	

NOTES:

1. This is the basic and most common formatted type message and should be used as a guide for generating general third party MARSGRAM message traffic.
2. This sme format can be used for messages on the MDS.

ANNEX C

MULTIPLE ADDRESSEE MESSAGE TRAFFIC PROCEDURES1. INTRODUCTION

Multiple Addressee (Multi-Addree) Messages is that message traffic sent to several addressees for action, information, or both. Typically, Multiple Addressee message traffic is originated as MARS administrative or ECOM related business and such traffic is normally destined for the State Director and/or State Staff personnel.

Multiple Addressee message traffic requires a much more comprehensive and directed exchange of communications between the NECOS, TREP, and the station(s) who will be 'ROGERING' for the traffic, particularly to ensure reliability and message accountability. Two communications terms need to be fully understood, these are:

a. RADIO GUARD

A 'RADIO GUARD' is a station assigned the responsibility to pick up traffic destined for another station/addressee or, they may be stations with dual call sign assignments such as the MDE State Director and other Staff Assistants. An example of this would be NNN00OR/NNN0GAW THREE where the station has checked into the net using their personal call sign but can roger for traffic to their assigned administrative call sign.

Generally, in the case of separate stations acting as Radio Guards for other stations, such assignments are coordinated prior to arriving on the net and such information would be provided to the NECOS, for reference purposes, upon initial check-in on the net. A station assigned as a Radio Guard for another that cannot be onboard will check into the net and indicate his guard responsibility, i.e., *"THIS IS NNN ZERO ROMEO HOTEL OSCAR, SECTION DELTA, DIGITAL COPY, NO TRAFFIC, THIS STATION GUARDS FOR NNN ZERO GOLF ALPHA WHISKEY THIRTEEN, OVER."*

b. RELAY

'Relay' is an instruction(The "T") included in Format Line 1 of the Message Heading (see Chapter 6, NTP-8(C)). Relay instructions are provided to indicate who is to pass what to whom. The NECOS will direct the TREP to pass a particular message to the station who will be 'rogering' for the message; this station will be given directions by the TREP to 'relay' the message to the destination/final addressee, i.e., *"NNN0YOX, THIS IS TCZ, MESSAGE NUMBER 001, MESSAGE FOLLOWS, RELAY (OR RELAY TO NNN0GAW EIGHT, ROUTINE TIME...."*

2. INSTRUCTIONS

The following message will be used as the multiple addressee example for this discussion:

NR 001
 T
 R 140105Z MAY 03
 FM NNN0ASI SNE
 TO NNN0ALC NE AREA
 NNN0AS3 MDE
 INFO NNN0GAW EIGHT MDE
 NNN0GAW THIRTEEN MDE
 NNN0GAW TEN MDE
 NNN0KNJ MDE
 BT
 UNCLAS
 SUBJ: MULTIPLE ADDRESSEE MESSAGES
 1. THIS IS A SAMPLE MULTIPLE ADDRESSEE MESSAGE.
 2. ASSIGN RELAY AND GUARD STATION DUTIES.
 BT
 NNNN

The following stations are on the evening's net:

NECOS - NNN0BNN TREP - NNN0TCZ

CHECK-INS - NNN0KNJ, NNN0YOX, NNN0RHO,
NNN0OPY, NNN0ZJT, NNN0XXI, NNN0SIM...

**ZJT checks in guarding for NNN0GAW THIRTEEN;
OPY checks in guarding for NNN0GAW TWO(himself)
and NNN0GAW TEN(NNN0RRF); and RHO checks in
guarding for NNN0GAW.**

3. LISTING THE TRAFFIC

The TREP listed the traffic by breaking the Collective and Staff call signs to the personal call signs and section of the action and informational addressees. Notice that he will list the traffic without announcing it as a 'MULTI-ADDEE', since that is not a valid proword. The TREP simply lists the message number and each of the addressees. Once this was accomplished, the remainder of the traffic is listed. It is the responsibility of the TREP to break **the message header out to the actual stations who are to receive the traffic** before he comes to the net, in order to expeditiously and concisely move the traffic.(e.g. NNN0GAW TEN is actually NNN0RRF and NNN0AS3 is NNN0SIM)

The TREP would list the traffic in the following manner:

“THIS IS NNN0TCZ, I LIST SEVEN ROUTINES:
MESSAGE NUMBER 001:
TO NNN0GAW/NNN0OOR, SECTION DELTA;
NNN0AS3/NNN0SIM, SECTION DELTA
NNN0GAW TEN/NNN0RRF , SECTION CHARLIE;
NNN0GAW EIGHT/NNN0EKE, SECTION ECHO;
NNN0GAW THIRTEEN /NNN0QFU, SECTION DELTA
NNN0KNJ, SECTION ECHO;

MESSAGE NUMBER 002, ELKTON, SECTION HOTEL, ETC.

..

4. NECOS DIRECTING THE PASSING OF THE TRAFFIC

The following is an example of how the NECOS would direct the TREP to pass the Multiple Addressee Message:

*“TANGO CHARLIE ZULU, THIS IS NNN0BNN,
PASS MESSAGE NUMBER 001,
TO RHO GUARDING FOR NNN0GAW;
TO SIM FOR RELAY TO NNN0AS3
TO OPY GUARDING FOR NNN0GAW TEN;
TO YOX FOR RELAY TO NNN0GAW EIGHT,
TO ZJT GUARDING FOR NNN0GAW THIRTEEN ;
TO NNN0KNJ... ETC..., OVER.”*

Note that this is one instance where the NECOS should not end the communications with the TREP with ‘OUT’, but should give the TREP a chance to respond to the directions -- confirm the instructions and/or obtain clarification, if required. If the TREP understands the directions, he can merely acknowledge by responding:

“NNN0BNN, THIS IS TCZ, WILCO, OUT.”

5. TREP PROCEDURES FOR PASSING TRAFFIC

The following is an example of how the TREP would pass the traffic, subsequent to his receiving instructions from the NECOS:

*“RHO, ZJT, OPY, KNJ, THIS IS TANGO CHARLIE ZULU;
RHO, GUARD FOR NNN0GAW,
ZJT GUARD FOR NNN0NNN0GAW
OPY, GUARD FOR NNN0GAW TEN,
SIM, RELAY TO NNN0AS3
YOX, RELAY TO NNN0GAW EIGHT,
OVER.”*

Stations respond with either ‘ROGER, OUT’(if they have the traffic) or ‘OVER’.

*“THIS IS TANGO CHARLIE ZULU MESSAGE FOLLOWS,
RELAY ROUTINE TIME, ETC...”*

Once the TREP passes the message, the assigned receiving stations should 'ROGER' for the message (or request fills) in the order called by the TREP when he passed the traffic. This would be done as follows:

"TANGO CHARLIE ZULU, THIS IS RHO, ROGER OUT."

"TANGO CHARLIE ZULU, THIS IS OPY, SAY AGAIN WORD AFTER ASSIGN, OVER."

"TANGO CHARLIE ZULU, THIS IS YOX, ROGER OUT."

"TANGO CHARLIE ZULU, THIS IS ZJT, ROGER OUT."

6. SUMMARY

The important elements of handling Multiple Addressee Messages are essential to ensuring the smooth and expeditious movement of traffic. These essential elements to success are:

- a. The TREP must break down the Collective and Staff call signs to the actual station the traffic is for prior to the net.
- b. The TREP must list the message, indicating all addressees. If possible, he should list both the message addressees and the personal call sign of those message addressees, i.e., NNN0GAW TEN/NNN0RRF. This enables the NECOS to rapidly identify guard stations and/or relays for the message, as necessary.
- c. The NECOS must provide clear passing instructions to the TREP to enable him to identify the actual receiving stations. This process is the most difficult of all the message exchange, since confusion during this communication exchange can lead to ultimate confusion when the message is passed to the receiving station. The NECOS should be clear and concise, taking whatever time is necessary to give the TREP adequate time to copy the instructions, for the TREP will have to refer to the instructions when passing the message. It is paramount that net stations be attentive to the directions from the NECOS, as well, and be prepared to copy the message. In fact, all stations should copy the NECOS' instructions as a matter of practice and familiarity.
- d. The TREP must call the assigned receiving stations and indicate the guard/relay instructions, then pass the message.

e. The receiving stations must 'ROGER' the message, in the order called, and request necessary fills in the proper manner.

Multiple Addressee Message handling can be a very confusing issue for the NECOS, TREP, and receiving station unless the above procedures are practiced and adhered to.

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ANNEX D

1. Collective Call Signs. The use of collective call signs is limited to those who are administratively senior to the group(s) addressed, i.e, Chief, MARS (or Chief, MARS staff) to address 'ALL MARS Directors'; or State Director, MDE (or staff) or higher authority, to address 'ALL Navy-Marine Corps MARS Radio Stations, MDE'.

- a. The following is a **partial** list of collective 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

- b. REGION DIRECTOR CALL SIGNS AND ASSIGNED STATES

NNN0AS1: REGION ONE (CT, MA, ME, NH, RI, VT)
 NNN0AS2: REGION TWO (NJ, NY)
 NNN0AS3: REGION THREE (MARYLAND/D.C./DELAWARE, 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)

- c. REGIONS ARE ASSIGNED TO AREAS AS FOLLOWS:

- A. NORTHEAST AREA: REGIONS 1, 2, AND 3
- B. CENTRAL AREA: REGIONS 4 AND 5

- C. SOUTH AREA: REGIONS 6 AND 7
- D. PACIFIC AREA: REGIONS 8, 9 AND 10

d. STATE DIRECTORS ARE ASSIGNED CALL SIGNS FROM THE BLOCK NNN0GAA THROUGH NNN0GEZ AS FOLLOWS:

- NNN0GAA - ALABAMA (AL)
- NNN0GAB - ALASKA (AK)
- NNN0GAC - ARIZONA (AZ)
- NNN0GAD - ARKANSAS (AR)
- NNN0GAE - CALIFORNIA (NORTHERN) (NCA)
- NNN0GAF - CALIFORNIA (SOUTHERN) (SCA)
- NNN0GAG - COLORADO/WYOMING (CWY)
- NNN0GAH - NOT ISSUED
- NNN0GAI - NOT ISSUED
- NNN0GAJ - NOT ISSUED
- NNN0GAK - NOT ISSUED
- NNN0GAL - FLORIDA (FL)
- NNN0GAM - GEORGIA (GA) (STX)
- NNN0GAN - HAWAII (HI)
- NNN0GAO - IDAHO (ID)
- NNN0GAP - ILLINOIS (IL)
- NNN0GAQ - INDIANA (IN)
- NNN0GAR - IOWA (IA)
- NNN0GAS - NOT ISSUED
- NNN0GAT - KENTUCKY (KY)
- NNN0GAU - LOUISIANA (LA)
- NNN0GAV - MAINE/NEW HAMPSHIRE/VERMONT (NNE)
- NNN0GAW - MARYLAND/DC/DELAWARE (MDE)
- NNN0GAX - MASSACHUSETTS/RHODE ISLAND/CONNECTICUT (SNE)
- NNN0GAY - MICHIGAN (MI)
- NNN0GAZ - MINNESOTA (MN) (DG)
- NNN0GBA - MISSISSIPPI (MS)
- NNN0GBN - OHIO (OH)
- NNN0GBO - OKLAHOMA (OK)
- NNN0GBP - OREGON (OR)
- NNN0GBQ - NOT ISSUED
- NNN0GBR - NOT ISSUED
- NNN0GBS - SOUTH CAROLINA (SC)
- NNN0GBT - SOUTH DAKOTA/ NORTH DAKOTA (SND)
- NNN0GBU - TENNESSEE (TN)
- NNN0GBV - NOT ISSUED
- NNN0GBW - TEXAS (EAST) (ETX)
- NNN0GBX - TEXAS (WEST) (WTX)
- NNN0GBY - TEXAS (SOUTH)
- NNN0GBZ - UTAH (UT)
- NNN0GCA - NOT ISSUED
- NNN0GCB - VIRGINIA (VA)
- NNN0GCC - WASHINGTON (WA)
- NNN0GCD - WEST VIRGINIA (WV)
- NNN0GCE - WISCONSIN (WI)
- NNN0GCF - NOT ISSUED
- NNN0GCG - CUBA (CU)
- NNN0GCH - NOT ISSUED
- NNN0GCI - PHILIPPINES (RP)
- NNN0GCJ - JAPAN (JA)
- NNN0GCK - NOT ISSUED
- NNN0GCL - NOT ISSUED
- NNN0GCM - GUAM (GU)
- NNN0GCN - DIEGO GARCIA
- NNN0GCO - OKINAWA (OA)

NNN0GBB - MISSOURI (MO) (PA)	NNN0GCP - PENNSYLVANIA
NNN0GBC - MONTANA (MT)	NNN0GCQ - NOT ISSUED
NNN0GBD - NEBRASKA/KANSAS (NEK) RICO (PR)	NNN0GCR - PUERTO
NNN0GBE - NEVADA (NV)	NNN0GCS - NOT ISSUED
NNN0GBF - NOT ISSUED	NNN0GCT - NOT ISSUED
NNN0GBG - NEW JERSEY (NJ)	NNN0GCU - NOT ISSUED
NNN0GBH - NOT ISSUED	NNN0GCV - NOT ISSUED
NNN0GBI - NEW MEXICO/WEST TEXAS (NMW) ISSUED	NNN0GCW - NOT
NNN0GBJ - NEW YORK (NORTHERN) (NNY) ISSUED	NNN0GCX - NOT
NNN0GBK - NEW YORK (SOUTHERN) (SNY)	NNN0GCY - ICELAND
NNN0GBL - NORTH CAROLINA (NC) (PANAMA)	NNN0GCZ - CANAL ZONE
NNN0GBM - NOT ISSUED	(CZ)

e. Addresses for various headquarters Stations

NAVMARCORMARS HEADQUARTERS STATION

NAV: HEADQUARTERS, NAVY-MARINE CORPS MARS RADIO
STATION

CHEATHAM ANNEX BLDG 117
108 SANDA AVE
WILLIAMSBURG VA 23185-5830

NAV ONE: NAVMARCORMARS NORTHEAST GROTON CT
HEADQUARTERS RADIO STATION (NAV ONE)
P. O. BOX 161 NAVAL SUBMARINE BASE
GROTON, CT 06349-5161

NAV THREE: NAVMARCORMARS SOUTH CORPUS CHRISTI TX
HEADQUARTERS RADIO STATION (NAV THREE)
9035 OCEAN DRIVE SUITE 3A
CORPUS CHRISTI TX 78419-5234

NAV FOUR: NAVMARCORMARS CENTRAL GREAT LAKES IL
HEADQUARTERS RADIO STATION (NAV FOUR)
615 PREBLE AVE
GREAT LAKES IL 60088-5705

NAV FIVE: NAVMARCORMARS PACIFIC SAN DIEGO CA
HEADQUARTERS RADIO STATION (NAV FIVE)
937 NORTH HARBOR DRIVE
SAN DIEGO CA 92132-5100

f. COLLECTIVE CALL SIGN LIMITATIONS AND MODIFIERS

A. THE SIZE OF A PREDETERMINED GROUP IDENTIFIED BY A COLLECTIVE CALL SIGN MAY BE LIMITED BY THE USE OF A REGION, STATE OR SPECIALTY NETWORK DESIGNATOR.

B. EXAMPLES:

NNN0ALL NORTHEAST - ALL NAVY-MARINE CORPS MARS RADIO STATIONS NORTHEAST AREA

NNN0ALL CENTRAL - ALL NAVY-MARINE CORPS MARS RADIO STATIONS CENTRAL AREA

NNN0ALL SOUTH - ALL NAVY-MARINE CORPS MARS RADIO STATIONS SOUTH AREA

NNN0ALL PACIFIC - ALL NAVY-MARINE CORPS MARS RADIO STATIONS PACIFIC AREA

NNN0ALL REGION THREE - ALL NAVY-MARINE CORPS MARS RADIO STATIONS REGION Three

NNN0ALC REGION THREE - ALL NAVY-MARINE CORPS MARS STATE **DIRECTORS** REGION THREE

NNN0ALL MDE - ALL NAVY-MARINE CORPS MARS RADIO STATIONS IN MDE

ALNAVMARCORMARSTADIR ALL NAVMARCORMARS STATE DIRECTORS

ALNAVMARCORMARSREGDIR ALL NAVMARCORMARS REGION DIRECTORS

ALNAVMARCORMARSARDIR ALL NAVMARCORMARS AREA DIRECTORS

ALNAVMARCORMARS ALL NAVMARCORMARS RADIO
STATIONS

THE SIZE OF A PREDETERMINED GROUP IDENTIFIED BY A COLLECTIVE PLAD MAY BE LIMITED BY THE ADDITION OF A GEOGRAPHICAL REGION OR AREA.

EXAMPLES:

ALNAVMARCORMARS PACIFIC
ALNAVMARCORMARS REGION THREE
ALNAVMARCORMARS NORTH CAROLINA
ALNAVMARCORMARSTADIR REGION FIVE

2. Routing Indicators

- a. Assigned MARS call signs, using only one prefix letter NOVEMBER and the letter OSCAR vice the figure ZERO, shall be used as routing indicators within the MARS Teletypewriter Relay System to facilitate record traffic delivery. Since specific message delivery responsibility cannot be assigned due to the volunteer nature of MARS, routing indicators shall be limited and assigned as follows:

Within the MDE Area- NOGAW

Within a MARS Region - The call sign of the Director
(NOAS3)

Messages going to Chief MARS- NOASA

Overseas MARS Areas remote from the MARS Region - The call sign of the State Director , such as NOGCN.

- b. Routing indicators of specific stations will not be used except as authorized in Chapter 9 of the reference (Radio Teletypewriter procedures).
- c. The routing indicator is preceded by the precedence letter twice as the first line of the message. Most messages will be Routine precedence, except during ECOM drills or actual events. Examples follow:

RR NOGAW **routine** message within MDE Area

PP NOAS3 **priority** message going to Region
THREE

OO NOASA NOASI NOGAW **immediate** message going to
Chief MARS, NORTH EAST AREA, and MDE

ANNEX E

SAMPLE MESSAGE FORMATS

1. NET REPORTS

RR NOGAW
DE NNN0SIM 012
R 182359Z MAY 03
FM NNN0SIM MDE
TO NNN0GAW THREE MDE
BT
UNCLAS
SUBJ: NET REPORT
1. 3W2B NET 18 MAY 03 (net designator and date)
A. FAB TCZ (NECOS ALTNECOS)
B. ZJT FJW (TREP ALTREP)
C. YPA BNN ONY/T RJC QFT KEF QFU KNJ
(stations checked in)
D. NCI (frequency)
E. 12 MSGS. (messages passed)
F. 59 MINS. (time used)
BT
NNNN

2. THIRD PARTY MESSAGES

A. To a ship:

RR NOCRZ
DE NNN0RUE 024
R 231230Z MAY 03
FM MARY S. VAUGN SOLOMONS MD/NNN0RUE MDE
TO EN2 GARY D. VAUGN AA/ NNN0CRZ AA
MM DIV
BT
UNCLAS
HELLO HONEY. WE'RE ALL DOING FINE HERE. HOW
IS MY FAVORITE BOY? LOTS OF LOVE.
BT
NNNN

B. To another state:

RR NOASG

Address for Region Four)

DE NNN0SHF 852

R 141300Z DEC 00

FM FRED JOHNSON MD/DC/ NNN0SHF MDE

TO JOHN FREDERICKSON

807 PARK AVENUE

COLUMBUS GA 28935

208-123-4567

BT

UNCLAS

HELLO JOHN. HOPE ALL IS WELL.

BT

NNNN

3. ESSENTIAL ELEMENTS OF INFORMATION (EEI)

OO NOASA NOASI N0ASC
DE NNN0SIM 013
O 041450Z MAY 96
FM NNN0SIM MDE
TO NNN0DOM VA
INFO NNN0ASA MD/DC
NNN0ASI SNE
NNN0ASI One PA
NNN0ASZ GA
NNN0AS3 MDE
NNN0GAW MD/DC
NNN0GAW TWO MD/DC

BT

UNCLAS ACTUAL INCIDENT (OR 'MARS EXERCISE' IF A DRILL)

SUBJ: EEI REPORT

1. (APPLICABLE EVENT IDENTIFIER AND STATE {MDE}).

A. (DESCRIBE INCIDENT AND LOCATION: INCLUDE CITY AND STATE).

B. (STATUS OF EMERGENCY MEDICAL FACILITIES: UNK IF UNKNOWN).

C. (STATUS OF LOCAL TRANSPORTATION: UNK IF UNKNOWN).

D. (CHARACTERISTICS OF DAMAGE: UNK IF UNKNOWN).

E. (AREA UTILITIES STATUS: WATER, ELECTRICITY, ETC.: UNK IF UNKNOWN).

F. (STATUS OF COMMUNICATIONS: UNK IF UNKNOWN).

G. (INFORMATION SOURCE/TIME: YOUR NAME, CALL, QTH, EXACT TIME)..

H. (REMARKS AND OTHER PERTINENT INFO: IF NONE, STATE NONE).

2. ACTUAL INCIDENT (OR MARS EXERCISE)

BT

NNNN

Further information on ECOM messages and EEI identifiers may be found in the MDE Emergency Communications Guide.

4. MONTHLY INDIVIDUAL PARTICIPATION REPORT

RR NOGAW
DE NNN0SIM 744
R 242300Z FEB 03
FROM NNN0SIM MDE
TO NNN0GAW THREE MD/DC
BT
UNCLAS
SUBJ: PARTICIPATION REPORT FEBRUARY 03
1. HF NETS: 72 HOURS
2. OTHER: 280 HOURS
BT
NNNN

NOTES:

These are only guidelines and examples of only **some** of the messages you will be required to familiarize yourself with. You should review the sections in NTP-8(C) and the region op guide covering message formats, routing instructions, and the handling of high precedence and other unique messages.

ALL messages entered into the RDS/MDS (put on "the switch", NNN0MRG) should start with the following two lines:

1.) RR (PP, or OO) NOASI The precedence letter TWICE followed by the routing indicator – NOGAW (November Oscar Golf Alpha Whiskey, not November Zero) for MDE traffic; NOASI for NE Area; NOASA for Chief MARS. Use RR for ROUTINE traffic, PP for PRIORITY, and OO for IMMEDIATE.

2.) DE NNN0SHF 001 Your callsign and message number.

LOCAL AND REGION NETS

The following is a list of MARS and Amateur band traffic nets for MDE MARS members. MD Slow Net is in the 80M Novice Band, and is a traffic and training net. See the North East Area Ops Guide for a more complete list of Navy MARS nets and alternate frequencies; only the most commonly used frequencies are listed here.

NET NAME/DESIGNATOR LOCAL TIME FREQUENCY MODE NOTES

NAVMARCOR MARS NETS

3W2B/3W3C	1900	NCI, NBH,NFF	USB	MDE NET
3X1B	0900	NDN	USB	RGN 3
3X1A (ADMIN)	0900 (1 ST SAT)	NDN	USB	RGN 3
NMRG	24hrs	150.1	FM	PACKET BBS in Jarrettsville; nodes in Calvert Co. (GAW-15), Severn (GAW-10), Mt. Airy (NNN0RRF-1) and Hollywood(RJC-1)
REPEATER	24hrs	150.075 IN/149.075 OUT	FM	JHU APL, COLUMBIA

ARMY MARS

AAA3MD/Z	2301Z	KCE	LSB	DAILY
AAA3MD/A	0001Z	KCF	USB	DAILY
AAA3MD/P	1401Z	KCD	RTTY	SU, T, TH, SAT
AAA3MD/P	1401Z	KCD	PSK, AMTOR, OR PACTOR	M, W, OR

F

AAA3MD/Q	1601	MGB/MFJ	FM	Repeater at Ft Meade
ATA3MD	24 hrs	MGH	FM	PACKET BBS Ellicott

City; nodes at Ft Meade (MDFTM) and Ft Ritchie (MDFTR)

AIR FORCE MARS

1S1	2300Z-0100Z	RB/RA	USB	
	1400Z-1600Z	RC	USB	
REPEATER		TVRS-4	USB	HF PACKET
		143.950	FM	PACKET
		143.45/142.15	FM	

AMATEUR BANDS

MD Emergency Phone Net	1800	3920	LSB	State traffic net
MD Delaware DC Net	1900 & 2200	3643	CW	REAL men use CW
MD Slow Net	1930	3717	CW	Slow speed CW
Baltimore Traffic Net	1830	146.67(-)	FM	

NOTES

NCI is primary frequency for 3W2B net. Secondary frequency – NBH, NFF. NDN is shared with region and may be used for ECOM

All members are required to have at least 12 hours of **MDE HF** net participation each calendar quarter.

MARS PACKET SWITCH INSTRUCTIONS

STARTING (from a boot)

Run MBBIOS. It will go resident. This step only required for OUTBOARD TNCs not using the G8BPQ Switch.

Run TNCTSR-S. It will go resident. This step only required if you have PC*PA card and are not using the G8BPQ switch code. I don't supply TNCTSR-S. Its on the diskette that comes with the card.

If you have modified PARMS.BB, run BBSETUP.

Run BBSETTNC. This will switch your TNCs to the HOST MODE if they are not there already. You should see one of two things for each TNC.

* JHOST1
TNC was not in host mode but is now

INVALID COMMAND
TNC was in host mode

For AEA TNCs with AEA NETROMS you will see

(smiley face)OGG(blank)(two-headed arrow)

If any of these lines is not the last line for any COM ports, run BBSETTNC again. If still no luck, check the SPEED in the PARMS.BB file, the TNC is on and ready, etc. If after an hour or two you still can't get it to work, take two aspirin and drop me a note.

**** DO NOT PROCEED TO NEXT STEUP UNLESS BBSETUP RAN OK

If BBSETTNC was OK, you can now run BB

STARTING (System has been up already)

If you have modified PARMS.BB, run BBSETUP.

If you are confident that things are still in HOST MODE, you can skip running BBSETTNC but it won't hurt. If your TNCs have been reset or are in an unknown state, then run BBSETTNC.

Now run BB.

WINDOWS

The screen is broken into four sections

```
+-----+
|  upper  |
| window  |
+-----+
+ status line +
+-----+
+ lower    +
+ window  +
+-----+
+ input line +
+-----+
```

The status line shows the number of tasks running, the free storage, the status of the current window, and the current connected users.

The upper window can show either connected or monitor data. The lower window shows either the operator window or the window not being shown in the upper section.

The input line shows what the operator is typing.

The current window and input line disappear if the editor is in use.

LINE EDIT KEYS

These keys can be used to edit the line you are typing.

INSERT -- Toggles insert versus overwrite mode. Insert mode is depicted by the large BLOCK cursor

DELETE -- Deletes the character above the cursor

BACKSPACE -- Deletes the character to the immediate left of the cursor

LEFT ARROW and RIGHT ARROW -- Moves the cursor one step in the direction
of the error.

FUNCTION KEYS

The following function keys are active at all times (except when in the editor).

F2 -- Erase the input area from the cursor to the end of the line

F3 -- Immediate switch to the MONITOR window. Will disconnect a terminal session started with "T" command

F4 -- Clear bottom window

F5 -- Swap monitor and connect windows between top and bottom.

F7 -- Terminate terminal session.

F9 -- Retrive command (clockwise)

F10 -- Retrive command (counterclockwise)

ALT-X -- Shutdown BBS

Up-Arrow -- Scroll the current bottom window back one line

Down-Arrow -- Scroll the current bottom window forward one line

Home -- Scroll the current bottom window back to the top of the buffer.

End -- Scroll the current bottom window forward to the bottom of the buffer.

Page-Up -- Scroll the current top window back one line

Page-Down -- Scroll the current top window forward one line

Control-Page-Up -- Scroll the current top window back to the top of the buffer.

Control-Page-Down -- Scroll the current top window forward to the bottom of the buffer.

All other function keys should cause a beep and a rewrite of the status line.

OPERATOR COMMANDS

Those available remotely have a "*". If you are on remote, you must issue the appropriate "@" command to switch to remote sysop mode before using anything but the "@" command. Note that all commands are available via WAKEUP

- * @ -- Change to remote SYSOP
- * @N -- Change to new user
- * @U -- Change to unregistered user
- * @O -- Change to user
- * @E -- Change to expert
- * @B -- Change to BBS
- * @R -- Change to remote SYSOP (same as @)
- * @L -- Change to local SYSOP

- * A -- Reload the action file and execute all actions

- * AC -- Execute CLEAN actions only

- * AF -- Reload the action file and execute MAKE_FILE actions

- * AL -- Reload the action file

- * AM -- Execute MAKE_FILE actions only

- B -- Closes the operator window (same as F3)
- * C xxxxx -- Set the system clock. xxxxx is the date/time in format of YYMMDDHHMM. If the command "C" alone is given, the system responds with its date/time
- * CF file1 file2 -- Copies a file. Can also be used to print a file. To print, use LPT1 or LPT2 as file2.
- * CLOSE port -- Prevents any future forwarding or connects on the port. Users receive message # 167. Port should be either the letter of the port or "S" for system.
- * CM msgno address -- Copy message "msgno" to "address." You can also add news bids if necessary. Example:
CM 1234 WORLI @ WORLI
- * DR -- Display routes. Shows all active routes and the messages waiting for them
- * DR call -- Display routes for this call only. Call can be a wildcard string such as WB6*
- * DU -- Display users
- * DU call -- Display a particular user
- * EC port -- Edit control parameters for a port. See MODE.DOC
Port should be either the letter of the port or "S" for system.
- EF filename -- Edit a file. Uses BORLAND's BINARY EDITOR (part of the TURBO PASCAL Editor toolbox). See EDIT.DOC for details
- * EL -- Same as EL but will automatically do a GL after the server runs.
- * EM msgno -- Edit a message's header
- * EP port -- Edit parameters for a port. Same format as EC
- * ES [options] server file parms -- Execute a server. Example:
ES REQDIR D:\PATH\T17.EXE
ES REQFIL DOS BATNAM
ES REQDIR [K] D:\BB\T21.EXE
Use the second example for DOS commands and BAT files. See info

in SERVER.DOC.

ET msgno -- Edit text of a message. Uses same program as EF

* EU call -- Edit a user's information (See USER.DOC)

* EX [options] file parms -- Execute another program. Example:
EX D:\PATH\T17.EXE
EX DOS BATNAM
EX [EK] D:\BB\T21.EXE

Use the second example for DOS commands and BAT files. See info in SERVER.DOC

* EXPORT [options] filename # message_list -- EXPORT to a file the messages indicated.

* EXPORT filename {search} -- Export files who match a search.

If the file exists, the messages are appended to it. EXPORTK instead of EXPORT means kill message after export.

[options] are:

H - add header when exporting
K - Kill message after export.

Examples:

EXPORT A:A # 124 3465 22
EXPORT [H] A:A > GONZO

* EW -- Send any white-pages updates

* Fx msgno directory filename -- Make file from message. Directories are those shown by W. If the command is just F, then include the X400 header. If the command is FH, give the X400 header but show all BBS route headers. If the command is FN, copy message asis. Can also be used to print a message. To print, use LPT1 or LPT2 as directory and omit the filename.

* FORCE task -- Issue an immediate disconnect to the indicated task. To force a user, get his task name from the status line.

Example: FORCE B3

- GB -- Set the SYSOP bell flag. 1 or Y is on. 0 or N is off. If nothing specified then the flag will be flipped.
- * GC window filename -- Capture all new lines written to a window to a file (or printer). The window name must be OPERATOR, CONNECT, or MONITOR. If the file already exists, then the data is added on the end. To terminate, issue GC with no parms.
 - * GE -- Load a new message text file (usually MESSAGE.BB)
 - * GF -- Tell BB that ROUTE.BB had been changed.
 - * GH -- Do a lookup for extended addresses. Command will normally resume where it left off. GH 1234 will force the lookup to start at message 1234.
 - * GI -- Reorganize BID file
 - * GK -- Force a wakeup cycle. Used to tell BB that WAKEUP.BB has been changed.
 - * GL -- Reload the regular message file.

 - * GM -- Reorganize the message file. Will not run if anyone else is connected or if forwarding is in progress. Killed files actually disappear now.
 - * GN xxxx yyyy -- Change a file name. xxxx is the file you want to change. Allowed are: PATH, ROUTE, MESSAGE, WAKEUP, HELP, HLOOKUP, PASSWORD, ACTION. yyyy is the name of the new file.
Example:
GN ROUTE \ROUTE.NEW
 - * GO -- Mark messages as old. You can mark messages by bid or by age.
GO BID pattern -- Marks a message old by matching its BID to a pattern. See WILDCARD.DOC for pattern info. You can have multiple patterns.

GO TYPE msg_type age -- Mark a message old if its type matches and it is more than "age" days old.

Example:

```
GO TYPE B 15 PT 3 * 5
```

Mark B messages after 15 days, P or T messages after 3 days and all others after 5 days.

GO {search} -- Marks a message old that matches the given search. See SEARCH.DOC

GP -- Set the flag that suppresses showing the prefix area. 1 or Y is on. 0 or N is off. If nothing specified then the flag will be flipped.

- * GR -- Same as GM but renumber messages too. Will restart at 1. GR 1234 will start renumbering at 1234.

GS -- Set the sysop available flag. 1 or Y is on. 0 or N is off. If nothing specified then the flag will be flipped.

- * GW window filename -- Capture the current contents of a window to a file (or printer). The window name must be OPERATOR, CONNECT, or MONITOR. If the file already exists, then the data is added on the end.

GZ -- Set the show error during forward script flag. 1 or Y is on. 0 or N is off. If nothing specified then the flag will be flipped.

- * HOLD {search} -- Change messages to hold status. You can use the same syntax as "R". Examples:

```
HOLD 123 TO 126  
HOLD 123 146 156
```

- * IMPORT filename -- IMPORT from a file
IMPORTE instead of IMPORT means erase file when done.

- * K{search} -- Kill messages who match a search (See SEARCH.DOC for

details). Some useful examples:
KH -- Kill all held files
KO -- Kill all old files

- * KILL task -- Issue an immediate disconnect to the indicated task and then destroy the task without waiting for the TNC
To kill a user, get his task name from the status line.
Example: KILL B3
- * L{search} -- List messages who match a search (See SEARCH.DOC for details). Some useful examples:
LH -- List all held files
LO -- List all old files
- * Mc filename address -- Make message from file. Message class is "c".
File name is fully qualified. Address is who to send it to.
You can also add BIDS. Example:

MB a:bbb ALL @ ALLCA

- * OPEN port -- Reverses action of CLOSE command. Port should be either
the letter of the port or "S" for system.

QUIT -- Immediate stop (not safe. Use only in emergencies)
Files will not be closed nor will disconnects be issued.

- * REL {search} -- Release messages from hold and review. You can use the
same syntax as "R". Examples:

REL 123 TO 126
REL 123 146 156
REL H

The last example will release all messages in hold.

- * REVIEW {search} -- Display messages for review. If search is not specified then "V" is assumed. Each message is displayed and SYSOP is asked to tell what should be done. Options are Kill, Leave, Release, Hold, and Quit. The last action leaves the message untouched and terminates the review command. Remote SYSOPs indicate the action by typing the first letter of the word. Local SYSOPs indicate the action by pressing ALT-x where x is the letter of the action to be taken. Local SYSOPs see the messages in the full screen editor with

the title line showing on the top line of the box.
Uses same program as "EF" and "ET." See EDIT.DOC

- * SHUT -- Shuts BBS down but only if not busy. Same as ALT-X
See WAKEUP.DOC for precautions to take when using this
command in a wakeup file.

- * SHUTNOW -- Shuts BBS down. Same as ALT-X See WAKEUP.DOC
for
precautions to take when using this command in a wakeup file.

T portchan -- Talk to indicated portchan. Puts the operator
in terminal mode. All WA8DED commands are available.
To leave, use either F3 or F10. See TERMINAL.DOC

- * UNKILL {search} -- Change messages from kill status. You can use
the
same syntax as "R". Examples:

```
UNKILL 123 TO 126  
UNKILL 123 146 156  
UNKILL K
```

The last example will "unkill" all killed messages.

- * X -- Start forward now

- * X PORT p -- Start forward to a port now. p can be a single port
letter or a sub-port designation

- * X path -- Start forward to a path now

- * X path FORCE -- Start forward to a path and connect even if no
messages.

- * XSTOP -- Force current forward cycle to end. MUST BE IN CAPS!

- * Z directory filename -- Erase file in a directory

REMOTE SYSOP PASSWORDS

Now moved to AUTHENT.DOC.

The password will be prompted when the @R command is issued. Modem users will not need a remote sysop password.