

Army Regulation 25-6

Information Management

Military Affiliate Radio System (MARS) and Amateur Radio Program

**Headquarters
Department of the Army
Washington, DC
1 May 2007**

UNCLASSIFIED

SUMMARY of CHANGE

AR 25-6

Military Affiliate Radio System (MARS) and Amateur Radio Program

This major revision dated 1 May 2007--

- o Revises information on the policies and management responsibilities for the Army Military Affiliate Radio System (throughout).
- o Revises policies, missions, and responsibilities (chap 2).
- o Revises Military Affiliate Radio System administration, to include the requirement for a DA Form 4660 (Military Affiliate Radio System, Station License) (chap 2).
- o Revises Military Affiliate Radio System administration (chap 3).
- o Revises Military Affiliate Radio System logistics (chap 4).
- o Replaces and incorporates information from Army regulation 105-70 (chap 5).
- o Includes management controls (app B).


Information Management

Military Affiliate Radio System (MARS) and Amateur Radio Program

By Order of the Secretary of the Army:

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General, United States Army
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Official:


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Administrative Assistant to the
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History. This publication is a major revision.

Summary. This regulation implements Department of Defense Directive 4650.2, establishes policy and management responsibilities for the Army Military Affiliate Radio System, and incorporates policy on amateur radio operations. It describes a program sponsored by the DOD and supported by the Department of the Army in which military installations, military units, clubs, and volunteer-licensed amateur radio operators and stations provide emergency communications for emergency management agencies on a local, national, and international basis as an adjunct to

existing Department of the Army communications.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve unless otherwise stated. It also applies to all personnel who participate in the Army Military Affiliate Radio System and Army Amateur Radio Program.

Proponent and exception authority. The proponent of this regulation is the Chief Information Officer, G–6. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army management control process.

This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Chief Information Officer, G–6 (SAIS–GKP), 107 Army Pentagon, Washington, DC 20310–0107.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, NETCOM/9th SC(A), ATTN: NETC–OPC, 2133 Cushing Street, Fort Huachuca, AZ 85613–7070.

Distribution. This publication is available in electronic media only and intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1 Introduction

1–1. Purpose

This regulation prescribes Headquarters, Department of the Army (HQDA) authority, policy, and responsibilities for the operation of the Army Military Affiliate Radio System (MARS) and for the Amateur Radio Program with stations on Army installations or other locations under Army control. It further implements DODD 4650.2.

1–2. References

Required and related publications are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

See responsibilities paragraph 2–2.

1–5. Relationships

a. The MARS is a program sponsored by DOD and supported by HQDA in which military installations, military units, clubs, volunteers, and licensed U.S. amateur radio stations and operators participate and contribute to the mission of HQDA as discussed in paragraph 2–1.

b. The Assistant Secretary of Defense (Networks and Information Integration) provides overall policy guidance and advice to the Services in matters relating to the administration and operation of their MARS programs.

c. The MARS operates on a tri–Service basis for determination of overall policy, practices, and procedures. Management, direction, and operational control is exercised by the Commanding General (CG), U.S. Army Network Enterprise Technology Command/9th Signal Command (Army) (NETCOM/9th SC(A)) for HQDA; the Commander, Naval Telecommunications Command for Department of the Navy; and the Commander, Air Force Communications Agency for the Department of the Air Force, through their respective MARS chiefs.

d. The Chief, Army MARS, meets with the Chiefs of Air Force and Navy/Marine Corps MARS biannually to assist in developing and implementing DOD MARS program policies and procedures.

e. A military unit amateur radio station license does not provide automatic membership in Army MARS or the authority to operate on MARS frequencies. Conversely, licensed military unit amateur radio stations are not obligated to become associated with MARS. The MARS relationship with amateur radio operations is further discussed in chapter 5.

1–6. Policy

The HQDA policy is to—

a. Support, encourage, and cooperate in developing and promoting MARS and amateur radio activities (while remaining cognizant of the contemporary threat environment) to enhance their military and civil value.

b. Maintain liaison with Department of the Navy and Department of the Air Force, recognized U.S. amateur radio organizations, the Federal Communications Commission (FCC), and other government agencies on matters concerning MARS and the Amateur Radio Program.

c. Establish Army MARS programs in foreign countries or territories where permitted by applicable treaties and agreements and where deemed feasible from a risk management perspective.

d. Ensure that Army MARS operates within the parameters of established information assurance and operation security policies.

e. Recognize demonstrated technical and operating qualifications of personnel, as evidenced by possession of a valid amateur radio license issued by the FCC.

Chapter 2 Military Affiliate Radio System Mission and Responsibilities

2–1. Mission

The mission of Army MARS and other DOD–sponsored amateur radio programs is to—

a. Provide DOD–sponsored emergency communications on a local, national, and international basis as an adjunct to existing HQDA communications.

b. Provide auxiliary communications for DOD, federal, state, and local agencies as directed.

c. Assist in effecting normal communications under emergency conditions as directed.

d. Process morale, welfare, and official record and voice communications traffic for Armed Forces personnel and authorized U.S. Government civilian personnel stationed throughout the world.

e. Establish programs to create civilian interest, recruit qualified volunteers, and furnish training in military communications, techniques, and procedures.

f. Initiate efforts to improve high frequency (HF), very high frequency (VHF), and ultrahigh frequency (UHF) radio operating techniques and technology through training, experimentation, and testing.

g. Conduct an appropriate amateur radio exercise as an integral part of the annual Armed Forces Day activities.

h. Develop volunteer personnel trained in military radio communications, techniques, and procedures.

i. Be prepared to participate as an active player in NETCOM/9th SC(A) sponsored network communications exercises.

2-2. Responsibilities

Army MARS is directed and managed by the HQDA through the NETCOM/9th SC(A) and is a worldwide organization. It is comprised of both military and civilian personnel.

a. The Secretary of the Army (SA) will oversee the proper management, administration, and operation of the Army MARS program.

b. The Chief Information Officer, G-6 (CIO/G-6) will have principal responsibility for information management and resourcing the MARS program in accordance with (IAW) AR 25-1 as it pertains to the Army MARS program.

c. The Deputy Chief of Staff, G-4 (DCS, G-4) will provide overall Army policy and directions for management of logistics functions in support of the Army MARS program.

d. The CG, NETCOM/9th SC(A), who directly reports to the CIO/G-6, will—

(1) Appoint a Chief, Army MARS to carry out the HQDA responsibility IAW DODD 4650.2.

(2) Be responsible for the management and direction of the Army MARS and Army Amateur Radio Program.

(3) Plan, program, and budget for requirements.

(4) Allocate resources in support of the Army MARS, which includes personnel administration, risk management, logistics, training, maintenance, and operations IAW the planning, programming, budget system cycle, and applicable regulations.

(5) Act as the approving authority for memorandums of understanding between Army MARS and all outside agencies. The memorandums of understanding will be prepared IAW AR 25-50.

e. The NETCOM/9th SC(A) subordinate commanders will—

(1) Implement and conduct any MARS programs and activities IAW this regulation and plans developed and coordinated with the Chief, Army MARS.

(2) Consider, for outside continental United States (OCONUS) commands, any host nation restrictions that may affect the operation of a MARS station in a foreign country.

(3) Have OCONUS commanders appoint a command MARS director.

(4) Plan, program, and budget for requirements.

(5) Allocate resources in support of the Army MARS program within their command area of responsibility.

(6) Implement Army Service Component Command and NETCOM/9th SC(A) guidance to use MARS in support of natural disasters, civil defense planning and operations, and specific emergency and contingency communications responsibilities as assigned.

(7) Operate and maintain Army MARS stations as required for subordinate command support.

(8) Ensure property accountability of all modification table of organization and equipment (MTOE) and/or table of distribution and allowances (TDA) of MARS equipment IAW AR 710-2.

f. Garrison and/or Installation Commanders, State Adjutants General, and/or other designated officers in charge (OIC) and other direct reporting elements will—

(1) Support and encourage MARS program and Army amateur radio operations.

(2) Avoid, within the limitations imposed by military exigencies, any action that would tend to jeopardize the independent prerogatives of the individual amateur operators.

(3) Coordinate with Chief, Army MARS for the establishment of unit MARS stations.

(4) Obtain MARS call signs and frequencies to be used for MARS operations.

(5) Ensure support is provided for installation-approved club and unit-sponsored MARS stations not under NETCOM/9th SC(A) control or management.

(6) Ensure property accountability of all MTOE and/or TDA MARS equipment IAW AR 710-2.

g. The Chief, Army MARS will—

(1) Develop, coordinate, and disseminate guidance and standing operating procedures (SOP) concerning administrative, operational, training, and logistics matters for the Army MARS and Amateur Radio Program.

(2) Manage and direct the Army MARS program.

- (3) Maintain liaison with U.S. Government regulatory agencies and nationally recognized U.S. amateur radio organizations on matters concerning the Army MARS and Amateur Radio Program.
- (4) Represent the Army at Joint MARS meetings.
- (5) Supervise and control the Army MARS Surplus Property Program.
- (6) Appoint a MARS property manager (MPM) to oversee and manage the continental United States (CONUS) MARS Surplus Property Program.
- (7) Ensure property accountability (including sub-hand receipt) of all non-expendable Army-owned and/or -loaned MARS equipment IAW AR 710-2.
- (8) Assess the operational status and capability of the Army MARS program worldwide.
- (9) Appoint, assign responsibilities to, and train Army MARS staff personnel (paid and volunteer staff).
- h.* The OCONUS command MARS directors will—
 - (1) Manage, direct, and operate the Army MARS within their assigned geographic area of responsibility.
 - (2) Manage the MARS frequency resources.
 - (3) Establish or manage MARS networks integral to the MARS global network.
 - (4) Appoint and direct MARS staff as required.
 - (5) Assist in property accountability for all non-expendable Army-owned and/or -loaned MARS equipment IAW AR 710-2 in their geographic area of responsibility.
- i.* Military commanders or other designated OICs will—
 - (1) Control amateur radio operations and operators, as necessary, consistent with this policy.
 - (2) Ensure amateur stations on military installations are operated IAW international, FCC, and local regulations and rules and physically operated by licensed amateur radio operators.
 - (3) Appoint a commissioned officer, noncommissioned officer, or U.S. civilian as station custodian.
- j.* The station custodian of each military unit amateur radio station will—
 - (1) Become familiar with 47 CFR 97 and other international, host country, and local regulations.
 - (2) Ensure full compliance with all applicable requirements in operation of the station under their control.
- k.* Army MARS members will—
 - (1) Comply with Army MARS rules, regulations, procedures, and directives.
 - (2) Use Army MARS frequencies for official MARS business only.
 - (3) Maintain a radio station log for all on-air participation.
 - (4) Distribute MARS related information, such as MARSGRAMS and other message traffic only to those authorized to receive it as outlined within this regulation and Army MARS documents.
 - (5) Submit a monthly participation report to document time spent in support of Army MARS.
 - (6) Complete an initial correspondence course in basic military radio protocols and the use of military radio publications when working in the MARS and Amateur Radio Program. Applicants will have a total of 6 months to complete the self-paced course. This course of instruction is known as the MARS Basic Training Course.
 - (7) Comply with participation requirements identified in paragraph 3-2, below.
 - (8) Follow the MARS chain of command as defined in this regulation and associated MARS SOPs in the conduct of official MARS business.
 - (9) Comply with local installation policies and procedures for radio operations when operating on military installations.
 - (10) Ensure property accountability of any non-expendable Army-owned MARS equipment IAW AR 710-2 under their operational control.
 - (11) Conduct, annually, a 100 percent inventory of all non-expendable Army-owned MARS equipment under their operational control and submit the inventory to the MARS property manager.

2-3. Funding and manpower

The HQDA appropriated funds, including those of the Reserve and National Guard, are authorized to be expended to support the MARS mission. Manning of military MARS stations is the responsibility of the sponsoring military activity. Operation and maintenance of stations may be accomplished by military, HQDA civilian, or contract personnel.

2-4. Mailing policy

All MARS correspondence and record traffic are official communications and are authorized mailing privileges IAW AR 25-51.

2-5. Identification cards

The Army MARS Office completes a DA Form 4660 (Military Affiliate Radio System, Station Licence) and issues it to all Army MARS stations upon acceptance into the program and completion of training requirements (see para 3-1, below). A DD Form 2350 (DOD Military Affiliate Radio System (MARS) Disaster Support Identification Card) is

authorized for issue to selected affiliate MARS members to identify them as MARS members and as disaster support personnel trained in emergency communications procedures.

2–6. Military Affiliate Radio System insignia

The distinctive MARS logo—in decal, pin, patch, button, badge, or other format—is authorized for use by Army MARS members. The MARS insignia is not authorized for wear on military uniforms.

Chapter 3 Military Affiliate Radio System Administration

3–1. Membership

a. Individual membership.

(1) Individual membership is open to those who meet the requirements in (a) through (d), below.

(a) Seventeen years of age or older (age may not be waived). Signature of parent or guardian is required on the membership application for applicants 17 to 18 years of age.

(b) Citizens of the United States or individuals who have been lawfully admitted to the United States for permanent residence under Title 8, United States Code, Chapter 12 (8 USC, Chapter 12).

(c) Willing to operate per the regulations prescribed for participating in the Army MARS program and having no prior record of being terminated for cause by any Service MARS program.

(d) In possession of, or access to, a radio station capable of operating on MARS VHF and/or HF frequencies and is an FCC amateur–licensed, host country amateur–licensed, or amateur radio operator certified IAW policies established by the overseas commander.

(2) Individual membership is granted for the period covered by the member’s current FCC or host nation amateur license.

b. Military unit stations.

(1) Military unit stations are operated and maintained under the auspices of a military command and are authorized on the MTOE and/or TDA. Military station categories include Active Army, Reserve, National Guard, and Corps of Engineers.

(2) A valid FCC amateur radio license and/or host country license is not required for radio station operators to operate on MARS frequencies.

(3) The unit commander will be the requesting authority for installation or unit membership.

(4) Military commanders must ensure that radio operators are properly trained and the station is equipped to actively participate in the MARS program.

(5) Military licenses are issued for 5 years.

c. Club station Military Affiliate Radio System membership.

(1) Civilian and military club station participation is limited to clubs that meet the following requirements:

(a) The club must have at least 3 members who are individual Army MARS members.

(b) One of the MARS members will be designated as custodian.

(c) For military club stations, the requesting authority will be the sponsoring unit commander.

(d) Club licenses are issued for 5 years.

(2) Auxiliary membership.

(a) Auxiliary membership is available to individuals who desire to participate in the MARS program in support roles. They must meet all the individual membership requirements, except possessing an amateur radio license. The age requirement is reduced to 10 years of age with parental consent. Auxiliary members will not be permitted to operate on MARS radio frequencies except under the direct personal control of a licensed MARS radio operator.

(b) Auxiliary membership is granted for 5 years.

d. Service membership. All MARS radio stations, whether military, club, or individual, may be members of only one Service MARS program. Military commands or activities will affiliate with their sponsoring Service MARS unless operating in areas where there is only one Service MARS authorized.

3–2. Participation requirements

a. All Individual MARS members and civilian stations are required to participate and file a monthly report.

b. A minimum of 12 hours of participation in each calendar quarter (3 consecutive months), consisting of at least 6 hours on HF and/or VHF and/or UHF networks is required to retain membership. Auxiliary members are not required to meet the 6 hour on–air requirements. A definition of both on–air and off–air activities is provided in the Army MARS SOP.

c. Military unit stations are not required to meet the minimum participation requirements.

d. All MARS members and stations are required to submit a monthly participation report. A report is required even though a member or station has no activity for that month. Participation credit will be reported in hour increments.

(1) Periods of on-the-air time of less than 1 hour may be accrued in quarter-hour increments and accumulated to total full hour credit.

(2) Operation on amateur radio bands will not be reported as participation for MARS activity.

e. Temporary or permanent exemptions to participation requirements may be issued on a case-by-case basis. Reasons for exemptions include medical problems, relocation, and extended absences. Members must request exemption through their State directors IAW procedures published in the MARS SOP.

f. Members of the Army National Guard and U.S. Army Reserve who participate in official MARS activities may qualify for retirement point credit as outlined in AR 135-180, AR 140-1, AR 140-185, and NGR 680-2. Retirement point credit may be accrued on the basis of operations in a MARS supervised net, using a MARS frequency and call sign, at the rate of 1 point for each 2 hours of operation. Not more than 1 credit point will be accrued for any 1 calendar day; however, periods of less than 2 hours of operation, performed on different days, may be combined to qualify for 1 retirement point. This will be recorded on DA Form 1380 (Record of Individual Performance of Reserve Duty Training) and will be authenticated by the unit commander or by the area coordinator.

3-3. Member suspensions

a. Suspensions can be used as—

(1) A period to allow investigation of serious alleged infractions of policies and procedures and to allow an appeal process for the member to respond to the allegations.

(2) As an alternative to termination, allowing the member a period to evaluate their commitment to the MARS program and willingness to follow established procedures.

b. Suspensions of 30 to 60 days may be issued to members by the State MARS director or OCONUS command director.

c. Actions that justify suspensions are—

(1) Willful misconduct on the air or actions causing embarrassment to, or which are not in the best interest of, the U.S. Government, the U.S. Army, or the MARS program. Examples of willful misconduct include, but are not limited to—

(a) Operating while under the influence of intoxicating beverages or similar substances.

(b) Using profane, obscene, or indecent language.

(c) Refusing to accept traffic without a valid reason or refusal to operate according to published MARS policies and procedures.

(d) Knowingly operating on unauthorized frequencies.

(2) Deliberate misrepresentation of Army MARS directives, policies, or an individual's responsibilities within the MARS program.

(3) False statements made verbally or in correspondence directed to members, management, or outside agencies.

(4) Violations of MARS policies.

(5) Failure to participate in dispute resolution or problem solving as required.

(6) Disruptive behavior or actions that affect the MARS mission or membership performance.

(7) Sexual harassment or discrimination based on race, color, religion, sex, national origin, physical or mental handicap, or age.

(8) Deliberate injection of false, forged, deceptive messages, signals, or identification in the MARS.

3-4. Member terminations

a. Army MARS members may resign at any time by submitting a written request through their State director.

b. Army MARS membership may be terminated for the following administrative reasons:

(1) Notification of the death of a member.

(2) Failure to maintain minimum participation.

(3) Failure to submit a monthly participation report for 3 consecutive months.

(4) Failure to renew MARS license.

c. The Chief, Army MARS may terminate MARS membership for cause based on the recommendations of a MARS Membership Review Board. Actions justifying termination for cause are those cited as grounds for suspension in paragraph 3-3c, above, in addition to the following:

(1) Willful misuse, sale, barter, or unauthorized disposal of U.S. Government property issued for MARS use.

(2) Failure to comply with the policies and directives of Army MARS.

(3) Conviction of a felony.

3–5. Member reinstatement

a. Individuals who are terminated for administrative reasons or voluntarily resign will not be eligible for reinstatement for 1 year.

b. Members resigning from one Service MARS program to transfer to another Service program are allowed a one-time exemption to the one-year rule.

c. Any individual who has been terminated as a result of disciplinary action by any Service branch MARS chief is not eligible for membership in Army MARS for a minimum period of 5 years after the date of termination. In these cases, membership application documents must include recommendation of the respective State MARS director.

Chapter 4 Military Affiliate Radio System Logistics

4–1. General

a. The MARS is an appropriated fund activity that operates under military command jurisdiction and is authorized to receive DOD surplus equipment before non-DOD Government activities. The issuance of surplus communication-electronics equipment and associated materiel to MARS members and stations is considered an incentive for active participation of members in the Army MARS. The granting of MARS membership to an individual or activity does not convey the right, or the entitlement, of the member to receive or demand MARS property. The issue of surplus property provided to individual MARS members depends on availability of property and the relative needs of the geographical area (state, territory, or region) and eligible volunteer members. Surplus property issued by the MARS accountable officer to MARS members and stations is and will remain the property of the U.S. Government.

b. MARS surplus property eligibility.

(1) MARS members become eligible to receive MARS surplus property only after a minimum of 6 months in the program and successful completion of the basic training course.

(2) Continued eligibility to receive or maintain possession of surplus property previously received is contingent upon continued meeting of the responsibilities and criteria identified in this regulation.

c. Membership in MARS incurs an obligation to comply with this regulation and MARS SOP in the use, care, and responsibility for MARS property.

d. Only those items of property in Federal Supply Classes listed in the MARS SOP and demilitarized codes of “A” and “B” will be screened for use in the Army MARS program. Such property will be limited to the following:

(1) Communication-electronics equipment.

(2) Small fixed or portable gasoline or diesel powered alternating current generating equipment.

(3) Component parts.

(4) Appropriate tools, test equipment, and materials directly related to MARS operational and experimental requirements.

e. Surplus property may not be used or disposed of in any manner for personal financial gain or advantage.

f. Surplus property is screened by volunteer MARS members who have been designated, in writing; recommended by the MPM; and approved by the MARS accountable officer as authorized screeners. Identification of screeners will be accomplished IAW DOD 4160.21-M. Equipment will not be screened unless there is an approved requirement for the equipment on file with the MPM.

g. Usable surplus property no longer required by an individual member will be turned in to the respective State director or command director for reissue to another member as a lateral transfer. If no other member in the state or command has a valid requisition for this property, it will be returned to the nearest servicing Defense Reutilization and Marketing Office (DRMO).

h. Upon approval of Chief, Army MARS, surplus property that is no longer serviceable or economically repairable may be cannibalized for parts IAW AR 750-1 and AR 710-2 or returned to the nearest servicing DRMO.

4–2. Equipment employed in the Army Military Affiliate Radio System

Equipment used in support of the Army MARS program is categorized into the 3 broad areas discussed below.

a. Unit organizational equipment. The TDA or MTOE accountable property is property that is installed in military stations. Accountability will be IAW AR 710-2. Commanders may authorize the use of organizational equipment in support of Army MARS when such use would not interfere with the assigned mission.

b. Non-appropriated fund property. This equipment may be acquired by Active Army, Reserve, and National Guard MARS stations IAW AR 215-1.

c. Surplus property.

(1) Property acquired through the DRMO and issued by the MPM to individual affiliate members will be accounted for on the MARS property book. Requisitioning, accountability, and control will be IAW this regulation and MARS

SOP. Surplus property requisitioned from DRMOs may be picked up by personnel identified, in writing, IAW DOD 4160.21-M.

(2) Military MARS stations will not obtain property through the MARS surplus equipment program.

(3) Requirements for surplus property by military MARS stations will be processed through normal military supply channels, and subject property will be accounted for on unit property books. Accountability will be established per AR 710-2.

4-3. Gifts and donations

All gifts will be processed IAW the provisions of AR 1-100.

4-4. Control of Army Military Affiliate Radio System property obtained through the Defense Reutilization and Marketing Service

a. All transactions between Army MARS activities or representatives and DRMO facilities will be conducted on a formal basis, in writing, through the accountable officer. The DRMO will be kept informed by letter from Chief, Army MARS, of the individual authorized to requisition surplus property. Receipt of property picked up from the DRMO will be IAW DOD 4160.21-M, Attachment 1 to Chapter 5, paragraph 9.

b. Equipment obtained through the DRMO for issue in the MARS Surplus Property Program will be retained and used strictly within the Army MARS program. Equipment will not be issued to MTOE or TDA organizations, state or local government organizations, or nonaffiliated individuals or institutions.

c. The MPM will maintain accountability for all equipment issued to volunteer members. An audit trail of property received through the Defense Reutilization and Marketing Service will be maintained from point of receipt from DRMOs through final disposition action. When property is no longer required by the Army MARS program, it will be turned in to the nearest DRMO if economically feasible, as determined by Chief, Army MARS. If the Chief, Army MARS and the accountable officer determine that the cost of bringing the equipment back into the property disposal system exceeds the estimated market value of the equipment, the MPM will take action IAW DOD 4160.21-M.

d. The issue of any surplus property to a MARS affiliate member will be based on an approved requirement. No "forced issue" techniques will be used to distribute property. Requisitioning and receipt of lot or lotted property from DRMOs for Army MARS use is prohibited.

e. Lost or stolen equipment reported by an individual affiliate member will be dropped from the accountable records after certification by the individual, review by the State director, area coordinator, or command director, and approval by the Chief, Army MARS.

f. Annual reconciliations between MARS affiliate members and the MPM will be conducted. All property adjustment actions will be approved by Chief, Army MARS.

4-5. Maintenance of Army property used in support of Military Affiliate Radio System

a. MARS military station equipment will be maintained IAW AR 750-1 and managed IAW DA Pam 750-8. The HF, VHF, UHF radios and associated property that is authorized to an Active Army, Army Reserve, or Army National Guard unit and approved for MARS use by the commander, which are not part of MTOE or TDA, will be maintained IAW AR 750-1 and IAW DA Pam 750-8. Responsibility for funding and maintenance support for military MARS equipment belongs to the sponsoring activity.

b. Surplus equipment issued through the MARS Surplus Property Program is not authorized military or other U.S. Government maintenance support. No claim for reimbursement for time, material, or funds expended on the repair of MARS issued surplus property may be made.

4-6. Use of modification table of organization and equipment or table of distribution and allowances equipment for Army Military Affiliate Radio System

a. Organizational MTOE or TDA equipment at Army units is authorized for use by military-owned and/or supervised MARS stations subject to—

(1) Prior written approval by the unit commander detailing the extent of use of required equipment.

(2) An Active Army, Reserve, or National Guard officer, noncommissioned officer, or Army civilian being appointed as the HF station director or custodian. This appointment will be in addition to other duties.

(3) Having trained radio communication operators and the station having an authorized MARS license.

(4) Organizational equipment remaining on the property records of the appropriate components of the Army.

b. Modification of organizational equipment authorized for use by a military unit owned or military supervised HF station is prohibited without specific authorization of the unit commander.

4-7. Shipment of equipment used in the Army Military Affiliate Radio System

a. Active Army, Reserve, or National Guard military MARS members having orders for permanent change of station may ship radio communications equipment as professional books, papers, and equipment when necessary for official duty. Such shipment is authorized under Joint Federal Travel Regulations, Volume 1.

b. A DOD civilian MARS member is entitled to shipment of radio communications equipment as professional books, papers, and equipment during permanent change of station only when it can be established that the equipment is necessary for official duty and the same or similar items would have to be obtained at government expense for the employee's use at the new permanent duty station.

c. Certification of all requests for shipment of MARS equipment as professional books, papers, and equipment will be based on the member's participation in the Army MARS program and certified by the command director or area coordinator.

Chapter 5 Amateur Radio Operations

5-1. General

The HQDA acknowledges the value of radio amateurs as a source of—

- a.* Trained operating personnel during local or national emergencies.
- b.* Technological improvement in the area of communications-electronics.
- c.* Support for the National Defense.

5-2. Authority

a. Pursuant to the Communications Act of 1934, as amended, the FCC exercises authority over amateur radio operations within the 50 states, the District of Columbia, and the territories and possessions of the United States. Regulations and rules governing amateur radio operations are promulgated by the FCC. They are available for sale from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, or downloadable from <http://wireless.fcc.gov/rules.html>.

b. An amateur radio station may be located on a military installation or other real estate under the direct control of the Army activity. This includes Army Reserve Centers, Reserve Officer's Training Corps Instructor Groups, and National Guard Armories when authorized by the appropriate military commander or Adjutant General.

c. The appropriate US military commander exercises authority over amateur radio operations in foreign territories under control of the US military, or wherever DOD personnel are stationed.

(1) When authorized, such operations will be subject to provisions of base lease agreements. Where such leases or other agreements do not provide for amateur radio operation by DOD personnel subject to military control, approval of the host government will be obtained before authorization is granted to establish an amateur radio station.

(2) Operating frequencies will conform to international allocations for the region involved and are subject to any other limitation which may be imposed by the administration, foreign government, or U.S. command concerned.

(3) Each amateur radio station will be assigned a call sign by the FCC from the block allocated to the administration or foreign government by the International Telecommunications Union.

d. Military commanders or OIC will suspend or revoke affected amateur station operations when international, FCC, or local regulations have been violated.

e. The appropriate commander or State Adjutant General may authorize the use of military radio equipment in amateur frequency bands provided that:

- (1) Such equipment is within the authorized allowances of the command.
- (2) Such use will not jeopardize mission accomplishment.
- (3) Such use will not cause excessive maintenance and replacement.
- (4) The equipment remains under control of the accountable officer and is issued IAW established supply procedures.

(5) Modifications to allow for amateur frequency bands are kept to a minimum, accomplished only with the approval of the commander, and allow for ready return to original condition by operating personnel.

(6) Group use is emphasized to derive maximum benefit with minimum equipment.

f. Commanders may procure commercial amateur radio equipment using morale and welfare funds for this purpose. Funding authorization for equipment is outlined in AR 215-1. If a military unit amateur radio station is affiliated with the MARS program, the commercial equipment must also be capable of covering MARS frequencies in their area.

5-3. Licensing requirements

a. Military unit amateur radio stations in other than FCC controlled areas will be licensed IAW local administration or government regulations.

b. Military unit amateur radio stations in FCC controlled areas will be licensed as follows:

(1) The appointed station custodian will be the license applicant. Applications will be made on the current version FCC Form 605, Quick Form Application for Authorization in the Ship, Aircraft, Amateur, Restricted and Commercial

Operator, and General Mobile Radio Services. The form will be certified by the applicant. The appropriate military commander or designated OIC will approve by signature on the form.

(2) A military unit amateur radio station license will be renewed or modified by submission of a revised FCC Form 605 when—

- (a) A new station custodian is appointed.
- (b) The station is physically relocated.
- (c) The military unit is redesignated.
- (d) Expiration of the license is imminent. To preclude expiration of the license, renewal or modification action will be initiated prior to expiration.

Appendix A References

Section I Required Publications

AR 25-1

Army Knowledge Management and Information Technology Management (Cited in para 2-2*b*.)

AR 710-2

Supply Policy Below the National Level (Cited in paras 2-2*e*(6), 2-2*f*(5), 2-2*g*(7), 2-2*h*(5), 2-2*k*(10), 4-1*h*, 4-2*c*(3), 4-2*a*.)

DOD 4160.21-M

Defense Materiel Disposition Manual (Cited in paras 4-1*f*, 4-2*c*(1), 4-4*a*, 4-4*c*.)

DODD 4650.2

Military Affiliate Radio System (MARS) (Cited in paras 1-1*b*, 2-2*d*(1).)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 1-100

Gifts and Donations

AR 11-2

Management Control

AR 25-50

Preparing and Managing Correspondence

AR 25-51

Official Mail and Distribution Management

AR 135-180

Qualifying Service for Retired Pay Non-Regular Service

AR 140-1

Mission, Organization, and Training

AR 140-185

Training and Retirement Point Credits and Unit Level Strength Accounting Records

AR 215-1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 530-1

Operations Security (OPSEC)

AR 750-1

Army Materiel Maintenance Policy

DA Pam 750-8

The Army Maintenance Management System (TAMMS) Users Manual

NGR 680-2

Automated Retirement Points Accounting System (Available at <http://www.ngbpdc.ngb.army.mil>.)

JFTR Volume 1

Uniformed Service Members (Available at <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.)

JFTR Volume 2

Department of Defense Civilian Personnel (Available at <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>.)

8 USC, Chapter 12

Immigration and Nationality

47 CFR 97, Chapter I

Amateur Radio Service (available at <http://ecFr.gpoaccess.gov>.)

Section III

Prescribed Forms

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the APD Web site (<http://www.apd.army.mil>); DD Forms are available from the OSD Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

DA Form 4660

Military Affiliate Radio System, Station License (Prescribed in para 2–5.)

DD Form 2350

DOD Military Affiliate Radio System (MARS) Disaster Support Identification Card (Prescribed in para 2–5.)

Section IV

Referenced Forms

DA Form 11–2–R

Management Control Evaluation Certification Statement

DA Form 1380

Record of Individual Performance of Reserve Duty Training

FCC Form 605

Quick Form Application for Authorization in the Ship, Aircraft, Amateur, Restricted and Commercial Operator, and General Mobile Radio Services (<http://www.fcc.gov/formpage.html>)

Appendix B

Management Control Evaluation Checklist

B–1. Function

The functions covered by this checklist are MARS and amateur radio operations. They include key controls for MARS missions, responsibilities, administration, and logistics.

B–2. Purpose

The purpose of this checklist is to assist HQDA, Field Operating Agencies, Army Commands, Army Service Component Commands, Direct Reporting Units and installations in evaluating the key management controls outlined below; it is not intended to cover all controls.

B–3. Instructions

Answers must be based on the actual testing of management controls (such as document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2–R (Management Control Evaluation Certification Statement).

B–4. Test questions

a. Responsibilities (chap 2).

(1) Has the CG, NETCOM/9th SC(A) appointed, in writing, a Chief, Army MARS, to carry out the HQDA

responsibility IAW AR 25–6 and DODD 4650.2 for the management and direction of the Army MARS and Amateur Radio Program?

(2) Has the Chief, Army MARS, analyzed the MARS mission and revised mission–related and administrative work processes, as appropriate, relative to current requirements?

(3) Has the Chief, Army MARS, allocated resources in support of personnel administration, risk management, logistics, training, and maintenance planning of Army MARS program?

(4) Is there a strategic plan and is it linked to the mission?

b. MARS administration (chap 3).

(1) Have OCONUS commanders appointed a command MARS director to carry out the policy and procedures as outlined in AR 25–6 and other relevant publications?

(2) Have commanders at all levels implemented Army Service Component Command and NETCOM/9th SC(A) guidance to support MARS in support of natural disasters, civil defense planning and specific emergency and contingency communications responsibilities as assigned?

(3) Have Commanders ensured all other elements as identified in chapter 2 in administering the Army MARS program are followed?

c. MARS logistics (chap 4).

(1) Is property accountability maintained IAW applicable Army regulations at all levels in the MARS program?

(2) Is surplus property distributed to the MARS program IAW applicable DOD and Army regulations?

(3) Are property transactions between Army MARS activities and DRMO accomplished IAW applicable DOD regulations?

B–5. Supersession

No previous management control evaluation checklist exists for this program.

B–6. Comments

Help make this a better tool for evaluating management controls. Submit comments to HQDA, NETCOM/9th SC(A), ATTN: NETC–OPC, 2133 Cushing Street, Fort Huachuca, AZ 85613–7070.

Glossary

Section I Abbreviations

AR

Army regulation

CFR

Code of Federal Regulations

CIO/G-6

Chief Information Officer, G-6

CONUS

continental United States

DA

Department of the Army

DCS, G-4

Deputy Chief of Staff, G-4

DOD

Department of Defense

DODD

Department of Defense Directive

DRMO

Defense Reutilization and Marketing Office

FCC

Federal Communications Commission

HF

high frequency

HQDA

Headquarters, Department of the Army

IAW

in accordance with

MARS

Military Affiliate Radio System

MPM

MARS property manager

MTOE

modification table of organization and equipment

NETCOM/9th SC(A)

U.S. Army Network Enterprise Technology Command/9th Signal Command (Army)

NGR

National Guard Regulation

OCONUS

outside continental United States

OIC

officer in charge

SA

Secretary of the Army

SOP

standing operating procedures

TDA

table of distribution and allowances

UHF

ultrahigh frequency

VHF

very high frequency

US

United States

Section II**Terms****Affiliate MARS station**

A privately owned HF and/or VHF radio station (licensed by the FCC and/or host authority) operated by an individual who is affiliated with and licensed by Army MARS.

Area MARS Coordinator

An individual appointed by the Chief, Army MARS, assigned a specific geographic area of responsibility for the management, direction, and operation of the Army MARS program.

Chief, Army MARS

An individual appointed as the responsible operating official for the worldwide Army MARS and Amateur Radio Program.

Command MARS director

An individual appointed by OCONUS commanders, responsible for the management, direction, and operation of the Army MARS and Army Amateur Radio Program within the major subordinate command's geographic area of responsibility.

Custodian

The person charged with oversight and general management of a military unit MARS station.

Forced issue

Items of supply or equipment that is issued without a requirement or request having been submitted.

Individual affiliate member

An individual holder of an FCC amateur license who has been granted membership in the Army MARS program.

Individual auxiliary member

An individual who has been granted membership in the Army MARS program not authorized on-air-privileges.

Lot or lotted property

The assembly at DPDO of several groups of property into a single group that must all be issued together.

MARS call sign

A distinctive set of letters and figures assigned to an individual MARS member or MARS station that is used as identification when transmitting radio signals.

MARS club station

A station established, operated, and maintained by volunteers under the auspices of a properly constituted military or civilian amateur radio club.

MARS gateway station

An HF station serving a major geographic area, command, region, or state through which incoming and outgoing record traffic is processed.

MARS property manager

An individual appointed by the Chief, Army MARS and assigned the responsibility of managing the MARS Surplus Property Program.

Military unit MARS station

An HF radio station located at Army National Guard, U.S. Army Reserve, Reserve Officer's Training Corps facilities, or an Active Army unit. It may or may not be located on a military installation.

Military unit amateur radio station

A military unit amateur radio station licensed by the FCC to a military activity.

Military activity or auspice amateur radio station

A military activity or auspice amateur radio station licensed by the FCC to a military activity or group operating as a radio club, serving installation military personnel and not operated as military unit amateur radio station.

Screen

The examination of surplus property being offered for reuse to determine usability of a specific item.

State MARS director

An individual who is an FCC licensed amateur and an Army MARS member who serves on a volunteer basis, without remuneration, under the direct supervision of the area MARS director.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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