Gene Harrison   January 5, 1989
ASRC Communications Committee Chairman
P.O. Box 1584
Leesburg, VA   22075

                                       R. Elron
                                       P.O. Box 2255
                                       Falls Church, VA 22042

Gene:

     Enclosed is a proposal/motion for ASRC Communications for
review at the next Communications Committee meeting. It is a
"package" that has resulted from the dovetailing of the
Communications Training Standards draft, the Communications
Procedures draft, and several other things that others have
suggested. The interrelation of the parts is such, that to deal
with them one by one would create much more confusion than it is
worth. So, I wrote what I needed and added what was left to create
a package that would cover Communications at the Conference level
(except parts for the Training Manual).

     This is a first draft that has seen little review, and revision
and argument are expected. If there is disagreement with a section,
a counter proposal for that section is encouraged. At this time,
what I am looking for is reviewing of the package for; what is
missing, what doesn't fit, what is unnecessary, and most
importantly; is this something we can live with?

     Suggestions, ideas, comments, and counter proposals are
invited, even before the next meeting. I plan to be at the January
21 Training Standards meeting at Cady's and expect to have time to
discuss things there. Otherwise, my address is above, and my phone
numbers are: (W) 301-650-3303, (H) 703-521-8153.

                                       Sincerely,

                                       R. Elron

cc. ASRC Group Communications Personnel
    ASRC Incident Commanders

(Proposed) Communications   pg:1
ASRC Rules, Policies, & Procedures
Draft Copy: December 1988   R. ELron

I. Definitions

 A. FCC is the Federal Communications Commission

 B. Group is an ASRC member Group of any type, unless stated
  otherwise.

 C. Net is one or more radios transmitting

II. ASRC Communications Secretary

 A. Duties
  1. Applies for, maintains, and renews ASRC FCC licenses, as
   directed by the ASRC Board.
  2. Advises the ASRC Board concerning needs for changing, and
   obtaining FCC licenses.
  3. Maintains records of, and advises the Board on agreements
   with outside organizations that pertain to FCC licenses.
  4. Advises the Board and internal organizations on matters
   pertaining to FCC licenses.
  5. Maintains records of ASRC and Group equipment (Units) as
   required by the FCC.
  6. Maintains records of, and advises the Board of disbursement
   of, ASRC owned communications equipment.

 B. Requirements
  1. Be an ASRC Active member in good standing.

  2. (*** FCC requirements, if any ***)

III. FCC Licenses

    A. ASRC licenses shall be signed by the ASRC Board Chairman, as the Chairman.

    B. Control Point on ASRC licenses.

        1. Name, address, and phone.
          a. Name shall be the "ASRC Communications Secretary".
          b. Address shall be ASRC Corporate headquarters.
          c. Phone number shall be ASRC Dispatch.

        ?. (*** FCC requirements, if any ***)

        2. Timely response to FCC inquires
          a. Mail from the FCC will be immediatly opened by a member instructed in identifying FCC correspondence requiring an immediate reply. If such a reply is needed, that person will immediately, by phone, contact one of the following, in the order listed, who will take action to insure a timely reply. Communications Secretary, ASRC Vice Chairman, Chairman, a Communications Specialist.
            If no immediate reply is needed the correspondence will be forwarded to the Communications Secretary as per his instructions.

          b. Phone inquires from the FCC will get immediate response.
            1) Dispatch will get the FCC's representative's name, phone number, address, a brief description of the inquiry, and the urgency.
            2) Dispatch will contact the following, in the order listed, until one officer takes responsibility to immediately interface with the FCC representative:
              a) If a mission is in progress, the mission Communications Officer, or Incident Commander.
              b) Communications Secretary
              c) Vice Chairman
              d) Chairman
              e) A Communications Specialist
            3) Dispatch, and the responding officer, will both advise the Communications Secretary of the FCC inquiry as soon as possible.

    C. Use of FCC licenses
        1. ASRC licenses shall be used only for search and rescue operations, training, and, minimally, for testing.
        2. Licenses, belonging to other organizations, used by the ASRC shall be used only for search and rescue operations, unless use for training stated in the agreement with the license holder.
          a. Agreements must be either permanent, written and signed, approved by the board; or temporary, approved by the Net Control or IC, recorded in the Mission Log.

3. Net Control (Person)
   a. When any FCC license is used, an ASRC member must be present, accept responsibility for, and be in charge of, the use of the license(s).
   b. This member's name shall be stated in the log as the "NET CONTROL" along with date and time that he became Net Control. Net Control may be transferred among qualified members during any event.
   c. The following may be Net Control:
      1) For training events: For a Certified Group an ASRC Incident Staff, or Communications Specialist. For a Probationary Certified Group only, a Field Team Leader may also act as Net Control.
      2) For testing, a Communications Specialist.
      3) For search and rescue missions, an Inicident Staff or Communications Specialist.

D. Disipline

1. A Net Control is in charge of a net and has authority to remove any person from that net for violations of FCC regulations and ASRC rules.
   a. Such action is to be recorded in the log, and reported, in writing, stating the reason for removal, to the ASRC Communications Secretary, and the removed member's Group Chairman. At Large members are to be reported to the Board Chairman.

2. The Communications Secretary, or the Board Chairman can suspend any member's privilege to be Net Control, or be on an ASRC net at any time.
   a. Such action may initially be verbal, but must be in writing, stating the reason for the suspension, and copies sent to the suspended member, and the Board Secretary.
   b. The Board shall review any such action at its next meeting.

ASRC COMMUNICATIONS POLICY

I. Definitions

   A. FCC is the Federal Communications Commission

   D. Group is an ASRC member Group of any type, unless stated
      otherwise.

   E. Net is one or more radios transmitting

II. Rules and Regulations to be emphasized

   A. Licenses are to be used only under the conditions stated in the
      ASRC Communications Rules.

   B. Keep transmissions short and to the point

   C. No cursing or joking (the serious stuff is funny enough as it
      is)

III. Radio use Policy

   A. Messages will be broadcast in the clear, using only the
      following "codes"
      1. ACIU Phonic Alphabet
      2. ASRC Prowords:
         Status 1 - Patient can walk.
         Status 2 - Patient needs medical assistance and carried.
         Status 3 - Subject needs carried only (i.e. dead).
         Go Direct (unit) - Talk directly with (unit), bypassing
                            Base or Relay
         Copy Direct (unit) - Heard (unit)'s message.
         Over - I'm done talking, awaiting reply.
         Out - I'm done talking, no reply expected.
         Clear - I'm done talking, no reply expected.
         Stepped On - Message was not hear because somebody else was
                      talking.
         Breaking Up - Message was not understood because your signal
                       was so weak that static covered parts.
         Say Again - Repeat what you just said.
         I Copy (message) - I understood your message to be (message).
         Priority Traffic - Important message. Inturrupts other
                            messages. All operators should listen and
                            be sure that others can not hear.
         Secure the Net - Operators make sure that others can not
                          hear.
         Base - Command Post (Base) radio operator.
         Command Post (Charlie Papa) - Same as Base.
         Relay - A unit that passes messages, usually between field
                 units and Base.
         Off The Air - I am turning off my radio.

Stand by - Wait until I get back to you
(unit) Go Ahead - (unit) state your message, I'm listening.
4. Frequencies will be abbreviated by using the
   digits to the left of the decimal. Where confusion may
   occur, digits to the left of the decimal may be added.
   Common abbreviations are:

.16	155.160	
.205	155.205	
.28	155.280	
.34	155.340	(med Channel)
.40	155.400	(med channel)
.775	150.775	
4.28	154.280	(DC Mutual Aid)

B. Transmission procedures
   1. Base is in charge of the net, this authority may be
      delegated to a relay(s), but responsibility still remains
      with the Net Operator.
   2. All units will talk to base, or a designated relay.
   3. Units may talk direct to other units only when given
      permission by base, or designated relay; and only when base or
      a designated relay can not be contacted.
   4. Base will transmit the License Call Sign once every hour, at
      hourly intervals, as traffic permits.

C. All mission transmissions on any net are confidential.

D. Use of standard PL (Private Line, CTCSS)
   1. Standard PL is 127.3 Hz..
   2. Standard PL is to be used on frequencies:
      150.775.
   3. Standard PL is not used on medical frequencies:
      155.340, 155.400.
   4. Standard PL is not to be used on frequencies:
      155.160, 155.205, 155.280;
      until all ASRC and Group owned radios can both transmit and
      receive PL on all of the frequencies. (Using PL on transmit
      only is acceptable.)
   6. Obtaining radios with:
      a. programmable PL is highly recommended.
      b. single PL, that can be turned on and off is acceptable.
      c. PL that can not be turned off is discouraged.
      d. no PL capability is discouraged.

IV. Communications Equipment

   A. ASRC owned
      1. Will be issued to Certified Groups who will be responsible
         for care and maintenance of that equipment.
      2. A Group may be charged for replacement or repair of lost or
         damaged (beyond normal wear) equipment issued to it.

   B. ASRC Unit numbers
      1. Will be given only to ASRC and Group owned radios that are

type accepted for, and transmit on ASRC FCC license
frequencies.
2. Inventory of Unit numbers will be kept by the ASRC
Communications Secretary.
3. It is the responsibility of Group communications personnel to
advise the Communications Secretary of changes in their
inventories.

C. Group and Personally owned
1. Any communications equipment left with the ASRC for security,
care or distribution at any ASRC or Group event (mission,
training,...) is done so at the owner's risk. The ASRC
and the ASRC responsible member(s) are not responsible for any
damage or loss, for any reason, including negligence.
2. Ownership, or possession of any communications equipment is
not permission to use any FCC license, or enter any net.

D. Markings on all communications equipment
1. Owner's name or color code.
2. Unit number, if applicable.
3. List of which frequencies are on which switch setting.

E. Programming frequencies on radios.
1. Frequencies on a radio are the responsibility of the owner.
It is recommended that transmit frequencies, not covered by a
license, not be on any radio that may be used by persons other
than the owner.
2. To assist in identification of personnel able to field program
radios, the ASRC will provide a training level designation of
those members so trained.
3. Frequencies needed by ASRC are, in priority order:

Trans.	Rec.		
155.160	same	No PL	Simplex
155.205	same	No PL	Simplex
155.280	same	No PL	Simplex
150.775	155.160	PL on Tx	Half Duplex
150.775	155.205	PL on Tx	Half Duplex
150.775	155.280	PL on Tx	Half Duplex
155.380	same	No PL	Simplex
155.400	same	No PL	Simplex

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ASRC COMMUNICATIONS COMMITTEE CHARTER

I. Purpose

    A. To provide inter-Group interface, and inform and recommend to the ASRC Board concerning communications rules, policies, procedures, problems and solutions.

II. Structure

    A. Membership
        1. Each Certified Group shall have one voting representative appointed by that Group.
        2. Non-voting members may be any ASRC member in good standing, who is voted in by a majority vote of the Committee, and accepts the membership. A majority vote also can remove a non-voting member.
        3. Privileges of membership are: to speak at Committee "Closed" meetings, and to be able to accept or dodge the assignment of, or being railroaded into, Committee tasks.
        4. All representatives can vote on all matters; ties are treated as motion defeated.

    B. Officers
        1. Chairman
           a. Committee member in good standing, who is voted in at the annual announced meeting, and serves for one year.
           c. Duties
              1) Chairs meetings.
              2) Interfaces with the Board.
              3) Prepares annual report.
        2. Vice Chairman
           a. Committee member in good standing, who is voted in at the annual announced meeting, and serves for one year.
           b. Duties
              1) In absence of the Chairman, executes the Chairman's duties.
        3. Secretary
           a. Anyone who is willing to do the job. This person will be thanked, and reaffirmed at the annual announced meeting.
           b. Duties
              1) Keeps minutes of meetings.

    C. Meetings
        1. An annual meeting shall be held in October or November, and announced at the August Board meeting.
        2. All meetings shall be open to all ASRC members.
        3. Speaking at a meeting, or part of a meeting, may be limited to only Committee members by a vote of the Committee; this is called a Closed Meeting.

TRAINEE - none

FIELD TEAM MEMBER - Ability to act professionally as team radio operator.

1) Radio Equipment
   a. Able to use all of his Group's handheld radios, and harnesses.
   b. Able to identify primary controls (Push to Talk, Volume, Squelch), and change batteries on other Group's handheld radios.
   c. Asks about unknown, or questionable controls; how to change batteries; and use harness on any radio with which he is not familiar.
   d. Can identify conditions that indicate a low battery.
   e. Effect of Transmitting without an antenna, or collapsed telescope antenna; and problem of moving with long (whip or telescope) antennas.
   f. Proper care in handling all communications equipment.

2) Radio Use
   a. State and observes FCC regulations pertaining to the operation ASRC radios.
      1. No cursing or derogitory language.
      2. Keep transmission short and to the point.
      3. That these rules apply to transmitting on other organization's radios.

   b. State and observes ASRC Rules, Policies, & Procedures
      1. He can transmit only on an authorized ASRC Net, and that he can not authorize an ASRC Net.
      2. Does not give SAR frequencies to anybody.
      3. The confidentiality of all radio & phone traffic.
      4. Use the ICAO (ITU) phonetic alphabet.
      5. Use ASRC Prowords.
      6. Transmits only to base unless given permission to "go direct" to another unit.
      7. Transmits only when channel appears clear.

   d. Other
      1. Able to demonstrate techniques for best reception and transmission.
      2. Talk clearly
      3. Listen closely and pass on messages.

3) Non Radio Communications
   a. Demonstrate communication with:
      1. Whistle, or loud noise maker.
      2. Signal mirror, fire & smoke, and lights.

   b. Explain the significance of "3 of anything".

   c. Use of telephones
      1. As backup to radio.
      2. Minimizing use of base phone.

FIELD TEAM LEADER - In addition to Field Team Member
                    Requirements, be able to act as a Base Radio
                    and Repeater/Relay Operator, and set up &
                    pack all of his group's communications
                    equipment.

1) Equipment
   a. Able to unpack, assemble, operate, disassemble, and
      pack all of his group's communications equipment,
      including aircraft radios, & portable phone systems.

2) Radio Use
   a. Keep a legible Communications log.
   b. Properly give out hourly station identification.
   c. Control traffic when several units have traffic, to
      include recognizing Priority traffic.
   d. Secure a Net before allowing secure traffic on the
      air.
   e. Explain the following about the SERA band.
      1. What type of organizations are on the SERA band.
      2. Signifigance of the frequencies 155.205, 155.160,
         and 155.340 & 15.400.
      4. Why there is greater concern for violations on the
         SERA band than Citizen's Band.
   f. Recognize and bring to the attention of the Net
      Control problems in transmissions or equipment.
   g. Relay messages to other units, or base staff.

COMMUNICATIONS SPECIALIST - In addition to Field Team Leader
        requirements, be able to set up, use, and do basic trouble
        shooting and repair, on communication equipment from all
        groups.

1) A current FCC HAM license.

2) Equipment
   a. Unpack, assemble, operate, disassemble, and
      pack all ASRC Group communications equipment commonly
      brought on searches. This includes:
        Setting up battery chargers, and prioritizing and
          charging batteries.
        Correctly mixing components from various groups.
        Portable phone systems.
   b. Identify and fix basic problems in all ASRC Group
      Communications equipment commonly brought on searches.
      (i.e. check connectors, replace bad cables, replace
      faulty equipment.)
   c. With proper manuals and tools, reporgram all functions
      on commonly used radios (Wilson Citicom, ICOM H-16).

2) ASRC Radio Communications Policy & SOP
   a. Maintain radio equipment sign out sheet.

b. Take corrective action on FCC regulation, and ASRC Radio SOP violations.
c. Explain the following about the SERA band.
   1. What SERA stands for.
   2. What type of organizations are on the SERA band.
   3. Signifigance of the frequencies 155.205 & 155.160.
   4. Why there is greater concern for violations on the SERA band that on HAM or Citizen's Bands.

INCIDENT STAFF - In addition to Field Team Leader requirements, be able to manage radio communications.

1) Equipment
   a. Find personnel to handle equipment, as needed.

2) ASRC Radio Communications Policy & SOP
   a. Maintain radio equipment sign out sheet.
   a. Take corrective action on FCC regulation, and ASRC Radio SOP violations.

3) Management
   a. Maintain a radio equipment sign out log.
   c. Plan, set up, provide manpower, and maintain a radio net(s) using of ASRC Groups' radio equipment (that is usually available during missions), and recommend use of other groups (CAP, HAM) resources.
      1. Given a search area, and tasks on a USGS Topo map, present a plan which includes: which ASRC frequencies to use, list of equipment needed, locations of relays and repeaters, recomnmend use of other organizations' (CAP, HAM) communications resources.
      2. Given a list of available equipment, modify above plan.
      3. Modify above plan as additional equipment is added, or current equipment deleted.
   d. At missions, interface with other organizations providing radio communications (CAP, HAM);
      1. Explain to an organization what is needed and how the resources can be used.
      2. Advise an organization of requirments for personnel to be sent into the field.
      3. Assertain what resources that an organization can supply for how long.
      4. Assist an organization during operation, as needed.
   e. Explain when portable phone systems are practical.
   f. Explain when having a commercial phone line(s) temporarily installed is practical, and the procedure for doing so.

INCIDENT COMMANDER -

1) Management
   a. Handle severe volations of FCC reguations, or ASRC Radio SOP.
   b. Keep the politics away from communications.
   c. Keep the few practicing tracking students from being sucked into communications.