

## MARS MEMBERSHIP ELIGIBILITY REQUIREMENTS AND RESPONSIBILITIES

### General Instructions:

Any MARS member may only be a current member of one service MARS program (Army, Air Force, or Navy-Marine Corps) at a time. Military commands or activities will affiliate with their sponsoring service MARS unless operating in areas where there is only one service MARS authorized.

There are five types of memberships within Army MARS. Individual, club station, military unit memberships, and agency are designated for radio operations. Auxiliary membership is designated for non-operators who perform support functions.

### Individual or Agency MARS membership:

**Requirements.** MARS membership is limited to individuals who meet all of the following criteria:

- Seventeen years of age or older. Signature of parent or guardian is required on the Application for Membership when an applicant is under 18 years of age.
- Citizen of the United States or aliens who have been lawfully admitted to the United States for permanent residence under the provisions of United States Code, Chapter 12, Title 8.
- Willingness to comply with the regulations prescribed for participation in the Army MARS program.
- Access to a radio station capable of operating on HF and/or VHF MARS frequencies.
- A valid FCC license and, if outside of the continental US (OCONUS), a host country amateur radio operator license.

### Responsibilities.

- Complete the Basic Training Course within 6 months of receiving the training materials.
- Individual and club station members must meet a minimum of 15 participation hours in MARS activities every 90 days to retain licensed membership (9 of those hours must be on-the-air participation).
- Submit to the state director a monthly Participation Report documenting time spent in support of MARS.
- Comply with MARS rules, regulations, and procedures as specified in the MARS SOP (also known as DA PAM 25-XX).
- Conduct only official business on all MARS frequencies and nets.

**Membership period.** Individual membership is granted for the period covered by the member's current FCC or host nation amateur radio license. Renewals or modifications *must* be submitted whenever there is a change in license or status. It is recommended that renewals be processed approximately 60 days prior to expiration to ensure continuity of operating privileges.

**Membership application.** Applications will be submitted in duplicate through the state MARS director to the MARS Membership Administrator. Two copies of the applicant's current FCC and/or host nation amateur license must be included with the application. New members will be admitted on a probationary basis, pending completion of the Army MARS Basic Training Course and a satisfactory background check. The expectation is that probationary members will successfully complete the Basic Training Course in six months or less. Former MARS members eligible to rejoin the Army MARS program will also be required to take the Army MARS Basic Training Course.

Upon approval, the Membership Administrator will issue the new member an Army MARS call sign and other instructional and informational material required to complete the MARS Basic Training Course. New members will be initially issued a letter license and a temporary call sign (Callsign/T), with a full license issued only after verification of successful completion of the Basic Training Course.

### MARS Club Station membership:

**Requirements.** Civilian and military club station participation is limited to clubs that meet the following:

- The club must have at least three members who are individual Army MARS members.
- One of the MARS members will be designated as custodian.
- The club station custodian must ensure that radio operators are properly trained and the station is equipped to actively participate in the MARS program.
- For military club stations, the requesting authority will be the sponsoring Unit Commander.

**Club Membership period.** Club licenses are issued for five year periods.

**Membership application.** Club applications will be submitted through the state director to the MARS membership coordinator.

#### **MARS Unit or Installation Station membership:**

**Requirements.** Military Unit or Installation Station participation is limited to the following:

- The unit or installation application must approved by the unit or station commander.
- A unit or station custodian must be appointed on a letter order and will be responsible for ensuring operators are trained in MARS operations.
- The club station custodian must ensure that radio operators are properly trained and the station is equipped to actively participate in the MARS program.
- For military club stations, the requesting authority will be the sponsoring Unit Commander.
- Military operators are not required to hold an FCC amateur license for operation on military/MARS frequencies.
- Military unit or installation stations are not authorized to operate on amateur radio frequencies unless an FCC licensed operator of the appropriate license class is present as a control operator.

**Unit Membership period.** Unit or installation licenses are issued for five-year periods.

**Membership application.** Unit or installation applications will be submitted to the MARS Membership Coordinator.

#### **Auxiliary MARS membership:**

**Requirements.** MARS membership is limited to individuals who meet all of the following criteria:

- Ten years of age or older. Signature of parent or guardian is required on the Application for Membership when an applicant is under 18 years of age.
- Citizen of the United States or aliens who have been lawfully admitted to the United States for permanent residence under the provisions of United States Code, Chapter 12, Title 8.
- Willingness to comply with the regulations prescribed for participation in the Army MARS program.

**Responsibilities.**

- Complete the Basic Training Course within 6 months of receiving the training materials. Auxiliary members are not required to complete the on-air training exercises.
- Individual members must meet a minimum of 12 participation hours in MARS activities every 90 days to retain licensed membership.
- Submit to the state director a monthly Participation Report documenting time spent in support of MARS.
- Comply with MARS rules, regulations, and procedures as specified in the MARS SOP (also know as DA PAM 25-XX). Requirements relating to on-air activities are not applicable to Auxiliary Members.
- Can only operate on the air when a MARS licensed control operator is present.

**Membership period.** Individual membership is granted for the period of 5 years. It is recommended that renewals be processed approximately 60 days prior to expiration to ensure continuity of operating privileges.

**Membership application.** Applications will be submitted in duplicate through the state MARS director to the MARS Membership Administrator. New members will be admitted on a probationary basis, pending completion of the Army MARS Basic Training Course and a satisfactory background check. The expectation is that probationary members will successfully complete the Basic Training Course in six months or less.

## **INSTRUCTIONS FOR COMPLETING ARMY MARS MEMBERSHIP APPLICATION**

The DA Form XX-3 application form is used for several types of license. Please read the application and these instructions carefully to ensure there is no delay in processing your application. Complete all blocks applicable to your license carefully. If you are unable to type the required information, please use a black ink pen and print legibly. The information you provide on this form determines your eligibility for MARS membership. Incomplete applications will be returned without action. Use only applications dated March 2005 or later. Earlier editions will no longer be accepted.

**Type of License requested.** Check appropriate action.

**Purpose of Application.** Check appropriate action.

**If renewal, modification, or transfer.** We will need your current callsign to identify the correct file for updating.

**If applying for a military unit station license:** Please identify your component. Individual applicants should not check any of these blocks.

**Name of Individual or Organization.** This applies to all Applicants.

**If Military unit, club or agency Application.** Please provide the name of the primary responsible person for the operation of the station.

- PERSONAL INFORMATION: Self explanatory. Date of birth must be included for verification of membership eligibility. For club applications, this information should be the name and address of the club (no birth date required).

- TELEPHONE INFORMATION: Fill out all that apply. If you have an email address, please provide that information if desired. We are only interested in the primary email address where MARS information should be sent.

- PRIOR MEMBERSHIP: Check (X) Yes or No. This also includes other service MARS programs. If you are a current MARS member, your current call sign must be written in the call sign space. If you have previous service and want credit for it, you must attach documentation of the service time(s) to the application. Records for previous members are normally purged after two or more years break in MARS service.

- AMATEUR CALL SIGN: Fill in your amateur call sign and expiration date. **Make sure you attach a copy of your valid, signed FCC license. Applications received without copies of your amateur radio license will not be processed.** Check type of station.

- CLUB STATION LICENSE: If applying for club membership, you must have at least three Army MARS current members, one of which will be identified as the MARS club station custodian. Provide their names and current MARS call signs. Copies of FCC licenses are not required with a club application.

- STATION CAPABILITIES: To determine station qualifications, fill in the specific range of frequencies on which your station can operate. If your station cannot operate in a specific spectrum, leave that line blank. New applicants without sufficient frequency capabilities can be accepted conditionally into the program. You must provide certification that your equipment has been modified to operate on MARS frequencies prior to being granted full membership status. If you are willing to do so, check the appropriate block. Check (X) the modes your equipment can operate. Indicate whether you have emergency power available.

- PRIVACY ACT/DISCLOSURE: Please read the Privacy Act statement. Check (X) yes or no for each disclosure question. This section must be signed by the applicant for the application to be processed.

Auxiliary Applicants are asked to briefly describe skills or talents that are applicable to providing support to the MARS program.

**UPON COMPLETION, THE APPLICATION AND COPIES OF YOUR AMATEUR LICENSE MUST BE SENT IN DUPLICATE TO YOUR STATE MARS DIRECTOR or IF OVERSEAS, TO YOUR COMMAND MARS DIRECTOR.**