

**SHARES HF RADIO PROGRAM
STATION DATA FORM
SECURITY PROCEDURES AND PRIVACY ACT**

ACTION: Add New Station Delete Station Update Station/ERP Data Add ERP

PART I: NCSH 3-3-1 STATION DATA

1. ENTITY: _____	2. STATION LOCATION:																									
3. VOICE CALL SIGN: _____	City _____																									
4. BBS CALL SIGN: _____	State _____																									
5. STAR CALL SIGN: _____	6. STATION TELEPHONE:																									
7. ALE ADDRESS CODE: _____	Commercial _____ DSN _____																									
8. VOICE FREQUENCIES:	9. ALE FREQUENCIES:																									
<table border="0" style="width:100%"> <tr> <td></td> <td align="center">Primary (*)</td> <td align="center">LSB (+)</td> <td></td> <td></td> </tr> <tr> <td>1. _____</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td>1. _____</td> <td>5. _____</td> </tr> <tr> <td>2. _____</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td>2. _____</td> <td>6. _____</td> </tr> <tr> <td>3. _____</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td>3. _____</td> <td>7. _____</td> </tr> <tr> <td>4. _____</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td>4. _____</td> <td>8. _____</td> </tr> </table>		Primary (*)	LSB (+)			1. _____	<input type="checkbox"/>	<input type="checkbox"/>	1. _____	5. _____	2. _____	<input type="checkbox"/>	<input type="checkbox"/>	2. _____	6. _____	3. _____	<input type="checkbox"/>	<input type="checkbox"/>	3. _____	7. _____	4. _____	<input type="checkbox"/>	<input type="checkbox"/>	4. _____	8. _____	
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3. _____	<input type="checkbox"/>	<input type="checkbox"/>	3. _____	7. _____																						
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	4. _____	8. _____																						
10. STATION HOURS OF OPERATION: 1 - 24 Hours <input type="checkbox"/> 2 - Part Time/Duty Hours <input type="checkbox"/> 3 - On Call/Emergency <input type="checkbox"/>																										
11. STATION CAPABILITIES: (Check All That Apply)																										
SSB Voice <input type="checkbox"/>	HF E-mail <input type="checkbox"/>	GTOR <input type="checkbox"/>	HF Packet <input type="checkbox"/>																							
ALE (141b/1045b) <input type="checkbox"/>	Phone Patch <input type="checkbox"/>	AMTOR <input type="checkbox"/>	CLOVER <input type="checkbox"/>																							
PACTOR/PACTOR II <input type="checkbox"/>	MODEM (1052) <input type="checkbox"/>	CLOVER 2000 <input type="checkbox"/>	STI <input type="checkbox"/>																							
STAR <input type="checkbox"/>	MODEM (110b) <input type="checkbox"/>	PSK31 <input type="checkbox"/>	MT63 <input type="checkbox"/>																							

PART II: SECURITY PROCEDURES AND PRIVACY ACT

Information contained in NCSH 3-3-1, SHARES Directory, carries a FOR OFFICIAL USE ONLY (FOUO) designation due to the compilation of station data. To participate in SHARES, a member must comply with the following security procedures for handling FOUO material as specified in NCSH 3-3-1, Chapter 1, para 1.9: (1) The information shall not be released in any manner to the public or other personnel who do not have a valid need-to-know, (2) the information shall not be photocopied or electronically reproduced, (3) when unattended, the information shall be stored in a locked container or in a room with sufficient physical access control measures to afford adequate protection to prevent unauthorized access, (4) when stored on a computer, the information shall be password protected, (5) the information shall be disposed of in such a manner as to ensure destruction beyond recognition and reconstruction, (6) upon leaving the SHARES program, the Project Office shall be notified of the date NCSH 3-3-1 is destroyed, and (7) the loss, compromise, suspected compromise, or unauthorized disclosure of the information shall be reported to the SHARES Project Office. Failure to comply with these security procedures to protect NCSH 3-3-1 information from unauthorized personnel shall result in removal from the SHARES program.

Authority: Executive Order No. 12472, The Assignment of National Security and Emergency Preparedness Telecommunications Functions, authorizes the collection of this information. **Purpose:** The National Communications System (NCS) / Shared Resources (SHARES) Program uses the members' contact information to contact SHARES members. Further, the members' contact information is compiled in a directory that is distributed to all program members. **Routine Uses:** SHARES Program members can use this information to identify and communicate with one another by referencing the directory. Information contained in Part I of this Form 1 is included in NCS Manual (NCSM) 3-3-1, SHARES Directory, and distributed to SHARES members as official use only (FOUO) information that may only be used for program purposes. **Disclosure:** Provision of this information is voluntary. However, failure to provide the information requested on the FORM 1 may result in exclusion from the SHARES program or not appearing in the SHARES directory.

PART III: ADMINISTRATIVE DATA

STATION POINT OF CONTACT OR ERP: Name: _____ Address: _____ Phone: _____ E-mail: _____	ENTITY POINT OF CONTACT: Name: _____ Entity: _____
STATION POINT OF CONTACT OR ERP: I have read and understand the procedures contained in Part II of this Form 1. Signature _____ Date _____	ENTITY POINT OF CONTACT: I approve the Form 1 request. Signature _____ Date _____

SHARES Form 1
SHARES Station Data Form
Security Procedures and Privacy Act
Instructions

ACTION: This SHARES Form 1 is used to Add or Delete a station from the SHARES program, Update information on a SHARES station, or Add Emergency Response Personnel (ERP) to SHARES. An ERP is a potential user of SHARES who receives a copy of the SHARES Workbook and other program material. Indicate the purpose for submitting the Form 1.

Part I: NCSH 3-3-1 STATION DATA

1. **ENTITY:** Enter the name and abbreviation of your entity (e.g., Federal Bureau of Investigation (FBI), Arizona Emergency Operations Center (AZ EOC), Air Force MARS (AF MARS)).
2. **STATION LOCATION:** Enter the city and state where the station is located. For remote radio operations, enter the name of the radio operator's location, not the location where the remote transmitter and antenna are located. For overseas stations, provide the country name.
3. **VOICE CALL SIGN:** Enter the station's call sign.
4. **BBS CALL SIGN:** Enter the station's digital (BBS) connect call sign (maximum of six characters).
5. **STAR UNIT CALL SIGN:** Enter the call sign when operating at other than the base location.
6. **STATION TELEPHONE:** Enter the telephone number(s) where the station operator may be contacted. For overseas stations, include the country code.
7. **ALE ADDRESS CODE:** Enter the address code used in the adaptive (ALE) mode of operations (maximum 16 characters). Stations entering an ALE Address Code must complete number 9 below.
8. **VOICE FREQUENCIES:** Enter up to four HF radio frequencies in kilohertz to be used for voice operations in SHARES. The frequencies will be published in the SHARES Directory, and must be USP assignments and registered with NTIA as Record Notes S381 and S296. Frequencies selected are shown as Upper Sideband (USB) dial frequencies unless specifically identified as Lower Sideband (LSB). One frequency should be designated as the "primary" frequency by placing an asterisk (*) in the box behind the frequency. The primary frequency should be the frequency most often used by the station.
9. **ALE FREQUENCIES:** Enter up to eight HF ALE frequencies in kilohertz that will be used for ALE operations in SHARES. The frequencies will be published in the SHARES Directory, and must be US&P assignments and registered with NTIA as Record Notes S381 and S296. Frequencies selected are understood to be Upper Sideband (USB) dial frequencies unless specifically identified as Lower Sideband (LSB).
10. **STATION HOURS OF OPERATION:** Indicate the station hours of operation.
 - 1 - 24 Hours: Station normally operates 24/7
 - 2 - Part Time: Station operates on a regular scheduled basis, but less than 24-hour per day
 - 3 - On Call/Emergency: Station is activated only on an as-needed or emergency basis
11. **STATION CAPABILITIES:** Check each mode of operation available for SHARES use. If STAR is marked, a STAR call sign must be entered in line 5. If ALE is checked, an ALE address code must be entered in line 7.

PART II: SECURITY PROCEDURES AND PRIVACY ACT

Information contained in NCSH 3-3-1, SHARES Directory, carries a FOR OFFICIAL USE ONLY (FOUO) designation due to the compilation of station data. To participate in SHARES, a member must comply with the security procedures for handling FOUO material. PART II provides a summary of the security procedures for handling FOUO material in SHARES as specified NCSH 3-3-1, Chapter 1, and describes the use of the information being submitted on the Form 1 in accordance with the Privacy Act of 1974.

PART III: ADMINISTRATIVE DATA

STATION POINT OF CONTACT OR ERP: Enter the name, mailing address, phone, and e-mail of the primary Point of Contact for the station or of the ERP. For stations, the address may be different from the station's location. This information is used to distribute SHARES material and operational notices. A station Point of Contact or ERP must sign and date the Form 1 in order to participate in SHARES.

ENTITY POINT OF CONTACT: Requests to add or delete a station, or to change a station call sign or frequency must be approved by the Entity Point of Contact. Enter the name, the name of entity, and signature of the Entity Point of Contact.