

Guidelines – Completing the U.S. Air Force MARS Application Form
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1. This document presents an explanation of each field on the US Air Force MARS Application Form and of the data which should be entered, if any, into those fields.
2. Note that the form is in fillable PDF format and the form and its entered data can be saved by you to your hard drive using the free Adobe Reader program which can be downloaded from <http://get.adobe.com/reader/> . Versions are available for Windows, Linux and Mac OS.
3. If, when you load the form into Adobe Reader, you receive a window that states data entered into the form cannot be saved, check you Adobe Reader settings, and be sure you have the correct form loaded. There may also be dialog pop-ups which state “This operation cannot be performed.” Click 'OK' through these pop-ups; they do not obstruct the proper completion of the form.
4. This form can be digitally signed. This means that there should be no need to print, sign and re-scan it in order to submit it. However, the first time you attempt to sign it and save it, Adobe Reader will prompt you through a process to create a digital signing file. That file is protected by a password that you will furnish and only you know. Do not forget the password; there is no way to recall it. When you attempt to sign/save subsequent documents, you will be prompted for that password which, when you supply it, will imprint your digital signature into the document and save it. Once signed, it cannot be “unsigned” or changed so be certain is correct before you sign it. If there is any part of the form incorrect, it must be completed again in its entirety.
5. Understanding and completing the fields of the form:
 - a) Name:** Enter your complete name, first, middle (if any) and last along with any suffixes such as 'Jr', 'Sr', 'I', 'IV', etc. Do NOT apply any titles such as 'Mr', 'Dr', 'Ms', 'PhD', etc.
 - b) Address:** Give your complete physical address (street, apartment number, unit number, etc.) . If you receive postal mail at a different address, give that address also, e.g. PO Box, Mail: street, city, state, etc. The address you give should match that shown on your FCC Amateur License.
 - c) City:** The city in which you reside or, if your residence differs from your mailing address, the city in which you receive mail.
 - d) State:** The two-letter abbreviation for your state.
 - e) Zip Code:** The Zip+4 code for your mailing address. The Air Force requires that the Zip+4 be attached to all correspondence. You can find your Zip+4 online at <http://zip4.usps.com/zip4/welcome.jsp> by typing in your address.
 - f) County:** The county in which you reside.

g) Date of Birth: Give your full birth date in the form Month Day Year or in numeric format mm/dd/yyyy using a 4-digit year.

h) U.S. Citizen? Yes/No : Check the YES or NO box as appropriate. Do not check both boxes.

l) Resident Alien? Yes/No : Check the appropriate box ONLY if you checked 'NO' in answer to the above question.

j) Telephone Numbers: the following several fields are used to furnish your Home, Work, and Cell telephone numbers. These numbers can and will be used by your State and Region Officials to contact you in emergencies. At least one of these numbers MUST be a public number which can be shared with other MARS members.

If you do NOT want a particular number to be published, e.g. a Work telephone number, enter the number followed by a 'U'.

If you use your cell telephone number as you home telephone number, enter that number in both the 'Home' and 'Cell' fields.

k) Email address: Enter your current email address in this field. Nearly all correspondence in Air Force MARS is done through email. Give an email address which does NOT strip attachments from the message as many supporting documents are distributed as attachments. Of particular concern are email redirection services such as arrl.org and others. The email address you give should be one you access frequently as it is YOUR responsibility to respond to correspondence you receive regarding Air Force MARS issues regardless of the method used to deliver that correspondence.

l) Privacy field: It is the policy of Air Force MARS to not publish personal information on any website except for first name, call sign and city/state. You may check this box to emphasize this if you so choose.

m) FCC Amateur License Information: The following fields provide information regarding your FCC Amateur License. Enter your Amateur call sign, License class (Technician, General, Extra), and the expiration date of your Amateur License. Your AF MARS License will be valid for the same period as you FCC License.

Note the type of station for which this application refers: Personal, Military, Club. If this is for a club station, enter the Trustee's Amateur Call Sign in the field provided. Note also that if the application is for a club station, the contact information above must be where correspondence for the club can be regularly received.

n) Privacy Act Statement/General Release: This section of the application indicates the purpose(s) for which the form is to be completed and indicates that provision of the information included on the form is voluntary. Such information will NOT be shared with any non-MARS member unless consent has been obtained in writing. However, information provided and NOT marked with the letter 'U', CAN and MAY be shared upon request with a member(s) of any MARS service. It is the policy of Air Force

MARS to treat such information For Official Use Only (FOUO), to NOT place it on any website, nor to distribute by any indiscriminate mass mailing. Very sensitive information should NOT be placed on the form. However, failure to provide sufficient information may be cause to deny approval of the application.

o) Station capabilities: The following fields indicate the capabilities of your station. All stations must have the capability of operating or of being modified to operate on at least TWO HF frequencies upon which Air Force MARS nets operate. Equipment used must exhibit stability of +/- 20 Hz. Indicate the general range of HF frequency capability , e.g. 3-4 MHz, 6-7 MHz, etc). Indicate the VHF frequency capability by frequency if known, otherwise indicate 2m.

Indicate whether the station is equipped with an RF Amplifier, a Phone Patch, through a repeater and if it can be powered by an emergency power source.

If the applicant can deploy a station, indicate the frequency range and mode of the equipment which can be deployed.

p) Digital Capabilities: A station capable of operating on a digital mode on at least one HF frequency is a requirement for participation in Air Force MARS. Indicate in the fields provided the type of computer used for such communications and the digital modes which can be used. If a particular digital capability is not listed, enter it in the 'Other Modes' field.

q) MARS Participation: The following fields detail past and current MARS participation. Note whether the applicant is a current member of Army or Navy/Marine Corps MARS. If so, the applicant must resign from that current service and provide written documentation from that service that the member is NOT restricted from joining Air Force MARS.

The applicant is reminded that current members of Army or Navy/Marine Corps MARS may not be required to undergo Air Force MARS basic training. However, taking that basic training or at least completing the basic training test is highly recommended to familiarize the applicant with the Air Force MARS service. ALL applicants, with the exception of current Air Force MARS members, MUST successfully complete Net Control Station training. This requirement may be "fast tracked" upon the discretion of the Region HF Voice Net Manager.

Note in the appropriate fields if you are a past member of any MARS service. If the applicant is a current Air Force MARS member applying for renewal, the 'Yes' box should be checked. If the 'Yes' boxed is checked, note the MARS Service, MARS call sign, and tenure of MARS service in the appropriate fields.

If the application is being used for renewal or modification by a current Air Force MARS member, the purpose for the form will be indicated by the service dates. There is no need to comment on the form the reason for the submission.

Note that if the applicant has voluntarily resigned from Air Force MARS, a waiting period of one year is required before re-applying for membership. If a member has

been previously terminated for cause, a waiting period of at least two years is required. The waiting period may be waived for members of other services wishing to transfer their membership to Air Force MARS.

r) Signing the Application: The application must be signed and dated using the procedure given in Paragraph 4 above. Note that once signed and saved, the form cannot be modified; a new form must be completed in its entirety to change entries on the form.

6. The completed form should be submitted by email to the State MARS Director (SMD) in the state which the applicant resides, if the email address for the SMD is known. If the applicant does NOT know the SMD email address, it may be submitted to HQ Air Force MARS at the address given at the top of the form. It may also be submitted through the Region MARS Director (RMD) if the RMD email address is known.

If the application is being submitted by a new applicant to Air Force MARS or being submitted by a current Air Force MARS member seeking renewal of the current Air Force MARS License, it MUST be accompanied by a copy of the current/renewed FCC Amateur License of the applicant/member. If the application is being submitted by a current Air Force MARS member to show modification of contact information or change in station capabilities, the copy of the FCC Amateur License is not required as no new MARS License is necessary.

Bln/afn4rd/afa4ku – 06 July 2011