

Understanding 'Memorandum' and 'Statement' of Understanding

The premier justification for continued access to our piece of the spectrum is, and always will be, public service, a major part of which is conducted in the context of formal agreements with the emergency management community. These include the American Red Cross, the National Weather Service, the Federal Emergency Management Agency, the Association of Public-Safety Communications Officials-International, the National Communications System, the Salvation Army, and REACT.

An MOU (or SOU – Statement of Understanding) provides a framework for cooperation and coordination with agencies to which we as radio amateurs provide communication services. At the national level, this means Headquarters-to-Headquarters contact periodically, for exchanging news, views, information, and points of contact in the field. At the local level, an MOU/SOU serves initially as a door opener and then provisions of the MOU/SOU document spell out the capabilities and organization of the radio amateurs, the organization and needs of the served agency, and the methods of operation. These are broad guidelines that lead to the establishment of a local memorandum of understanding or similar document that sets forth the detailed operational plans and policies to be subscribed to by both parties during drills, and actual events.

The most important step here is to ensure that both parties to the local agreement have a realistic assessment of the resources brought to the table by the servers, and the needs of the served. Fanciful expectations are the largest pitfalls leading to breaches of trust and a breakdown of relations, with each party going away unhappy and demoralized. Rifts develop and once in place, become recalcitrant. What's worse, is that the public, the "clientele" of both Amateur Radio and the agency, is not served. The public has the true need.

This document currently addresses MOU/SOUs with the following agencies:

- Department of Homeland Security -- Citizen Corps (FEMA)
< <http://www.arrl.org/FandES/field/mou/FEMA-ARRL-SOA1.pdf> >
- Radio Amateur Civil Emergency Service (RACES) – Monroe County EMA
< <http://www.co.monroe.in.us/> >
- American Red Cross
< <http://www.arrl.org/FandES/field/mou/redcro.html> >
- National Weather Service
< <http://www.arrl.org/FandES/field/mou/weather.html> >
- Salvation Army
< <http://www.arrl.org/FandES/field/mou/salarmy.html> >
- CIBA – Hilly 100 Bicycle Tour
- Indiana State Science Olympiad

In addition, this document contains both the complete and an adapted version of the ARRL Message form and a blank ARES-RACES Asset List.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE FEDERAL EMERGENCY MANAGEMENT AGENCY
AND
THE AMERICAN RADIO RELAY LEAGUE, INC.**

I. PURPOSE

The purpose of this document is to state the terms of a mutual agreement (Memorandum of Understanding) between the Federal Emergency Management Agency (FEMA) and the American Radio Relay League (ARRL), that will serve as a framework within which volunteer personnel of the ARRL may coordinate their services, facilities, and equipment with FEMA in support of nationwide State and local emergency communications functions. It is intended, through joint coordination and exercise of the resources of ARRL, FEMA, and Federal, State and local governments, to enhance the nationwide posture of emergency communications readiness for any conceivable emergency.

II. RECOGNITION

The Federal Emergency Management Agency recognizes that the ARRL is the principal organization representing the interests of more than 400,000 U.S. radio amateurs and because of its organized emergency communications capability can be of valuable assistance in providing critical and essential communications during emergencies and disasters when normal lines of communication are disrupted. The American Radio Relay League recognizes FEMA as the Agency chartered as the central point of contact within the Federal Government for a wide range of emergency management activities in both peace and war time. FEMA is dedicated to working closely with all the members of the emergency management community to achieve a realistic state of preparedness and an increased capacity to respond to emergencies of all types.

III. ORGANIZATION OF THE AMERICAN RADIO RELAY LEAGUE

The American Radio Relay League is a noncommercial membership association of radio amateurs, organized for the promotion of interest in Amateur Radio communication and experimentation, for the establishment of networks to provide communications in the event of disasters or other emergencies, for the advancement of the radio art and of the public welfare, for the representation of the radio amateur in legislative matters, and for the maintenance of fraternalism and a high standard of conduct. A primary responsibility of the Amateur Radio Service, as established by the Federal Communications Commission's Rules and Regulations (47 C.F.R. Part 97), is the rendering of public service communications for the general public, particularly in times of emergency when normal communications are not available. Using Amateur Radio operators in the amateur frequency bands, the ARRL has been serving the general public, both directly and through government and relief agencies, for more than 50 years. To that end, the League organized the Amateur Radio Emergency Service (ARES), and created the National Traffic System (NTS).

The League's Field Organization covers the United States, including U.S. possessions and Puerto Rico, and Canada. The Field Organization is administered under an elected Section Manager in each of the 73 ARRL "sections" (a section is a League-created political boundary roughly equivalent to States and provinces, or portions thereof). The Section Manager appoints a Section

Emergency Coordinator, who (along with appointed local and District Emergency Coordinators) directs ARES emergency communications preparedness activities in each section. The Section Manager also appoints a Section Traffic Manager to supervise NTS/ formal-message traffic operations in each section. Many ARRL members are also licensed RACES operators. The League advocates dual membership and cooperative efforts between ARES and RACES groups whenever and wherever possible.

IV. ORGANIZATION OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY

FEMA's national headquarters is located in Washington, D.C. There are ten Regional Offices throughout the United States. These offices provide technical and financial assistance to State and local governments to upgrade their emergency communications and warning systems. This is one method in which FEMA supports State and local governments in the fulfillment of their emergency planning preparedness, mitigation, response, and recovery responsibilities. The Director of FEMA reports directly to the President and works closely in emergency management matters with the National Security Council, the Cabinet and the White House staff.

V. RADIO AMATEUR CIVIL EMERGENCY SERVICE

The Radio Amateur Civil Emergency Service (RACES) is a part of the Amateur Radio Service that provides radio communications to local or State civil preparedness agencies during periods of local, regional, or national civil emergencies. All of the authorized frequencies and emissions allocated to the Amateur Radio Service are also available to RACES on a shared basis. In the event that the President invokes his War Emergency Powers, RACES operators using specially authorized frequencies would be the only Amateur Radio operators permitted on the air.

VI. METHOD OF COOPERATION

In order that communications resources of the ARRL Field Organization may be coordinated and utilized to the fullest advantage during disasters and emergencies, and to the extent permitted or required by law and regulation, the Federal Emergency Management Agency and the American Radio Relay League have I agreed to the following:

- A. For national-level liaison between ARRL and FEMA, the points of contact are:
 - ARRL Headquarters
Newington, CT 06111
 - FEMA
Communications and Control Branch
State and Local Programs and Support
Washington, DC 20472

- B. FEMA, through its Regional Offices, will encourage State and local emergency management officials to interact with ARRL Section Managers and other appropriate ARRL Field Organization officials, in an effort to establish cooperative relationships with ARRL Field Organization volunteers.

- C. FEMA and ARRL will encourage the development of operating plans within the FEMA Regions and at the State and local government levels such that the communications services, equipment and facilities of the Amateur Radio Service may be suitably utilized.
- D. FEMA and ARRL will distribute copies of this agreement through channels to FEMA Regional Offices and ARRL Field Organization officials respectively.

VII. IMPLEMENTATION

This Memorandum of Understanding shall take effect upon signature by authorized officials of the ARRL and FEMA. This memorandum may be amended by mutual agreement of both parties, and will remain in effect until terminated. ARRL and FEMA will periodically review this agreement and coordinate such revisions as may be necessary. Upon 90 days written notice, this memorandum may be terminated by either party.

/s/

Louis D. Giuffada

Director

Federal Emergency Management Agency

3 Aug 84

/s/

Larry E. Price

President

The American Radio Relay League, Inc.

3 Aug 84