

**Memorandum of Understanding  
Between  
The Arkansas Department of Emergency Management  
And  
The Arkansas Section of the American Radio Relay League,  
Incorporated**

**I. Purpose**

The purpose of this document is to state the terms of a mutual agreement (Memorandum of Understanding) between the Arkansas Department of Emergency Management (ADEM) and the Arkansas Section of the American Radio Relay League, Incorporated (ARRL), that will serve as a framework within which volunteer personnel of the ARRL may coordinate their services, facilities, and equipment with ADEM in support of statewide and local emergency communications functions. It is intended, through joint coordination and exercise of the resources of ARRL, ADEM, and Federal, State and local governments, to enhance the statewide posture of emergency communications readiness for any conceivable emergency. This agreement shall serve to promote and recognize the potential and capability of Amateur Radio operators to provide local, national and international communications expertise and assistance.

**II. Recognition**

The Arkansas Section of the American Radio Relay League recognizes ADEM to be the Department chartered as the central point of contact within the State of Arkansas for a wide range of emergency management activities in both peace and war time. ADEM 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.

The Arkansas Department of Emergency Management recognizes that the ARRL is the principal organization representing the interests of many of the more than 600,000 federally licensed Amateur Radio Operators in the United States, and because of its organized emergency communications capability, ARRL's Amateur Radio Emergency Service (ARES) can be of valuable assistance in providing critical and essential communications to state and local governments during emergencies and disasters when normal lines of communication are disrupted.

### **III. Organization of the American Radio Relay League**

The American Radio Relay League is a non-commercial 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 ARRL 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. The Field Organization is administered under an elected Section Manager in each of the 71 ARRL "sections" (a section is a League-created political boundary roughly equivalent to States or portions thereof). The Section Manager appoints a Section Emergency Coordinator (SEC), 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 (STM) to supervise NTS/formal-message traffic operations in each section. The League advocates dual membership and cooperative efforts between ARES and Radio Amateur Civil Emergency Service (RACES) Groups whenever and wherever possible.

### **IV. Organization of the Arkansas Department of Emergency Management**

ADEM's headquarters is located in Conway. The ADEM Directorate and four divisions {Administration and Logistics, Homeland Security, Preparedness, and Information Technology} provide technical assistance to local governments to enhance their homeland security and emergency preparedness planning, prevention, mitigation, response, recovery, and communications capabilities. The Director of ADEM reports directly to the Governor and works closely in homeland security and emergency management matters with other state agencies and departments.

## **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 service to state and local governments during periods of local, regional, or national 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 are authorized to use specially authorized frequencies.

RACES members are appointed by state or local government officials and may be used to support an all-hazards approach to emergency management. Many state and local government officials have authorized ARES members to be an integral part of RACES, so as to maximize the communications service and capability available to the public.

## **VI. ADEM Interface to Amateur Radio Service**

In order to facilitate communications with Amateur Radio Stations in an emergency, ADEM has provided an Amateur Radio Station at the Headquarters in Conway. The ADEM station utilizes different modes and frequency bands, including digital and voice on HF through UHF.

The state RACES coordinator {who is also the SEC} provides coordination of the emergency amateur resources and serves as key liaison with the amateur community.

The state RACES officer is responsible for the state emergency operations center amateur operations, and works under the direction and control of the Information Systems Division Leader of the Arkansas Department of Emergency Management.

## **VII. 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 Arkansas Department of Emergency Management and the Arkansas Section of the American Radio Relay League have agreed to the following:

**A.** For national-level liaison between ARRL and ADEM, the points of contact are:

ARRL Headquarters

225 Main Street  
Newington, CT 06111-1494

ADEM  
Information Technology Division

P. O. Box 758  
Conway, AR 72033-0758

**B.** ADEM, through its Regional Coordinators and other officials, will encourage State and local emergency management officials to interact with the Arkansas ARRL Section Manager and other appropriate ARRL Field Organization officials, in an effort to establish cooperative relationships and closer ties with ARRL Field Organization volunteers. ADEM recognizes that, when these relationships develop at the local level, effective service to the public is significantly enhanced.

**C.** ADEM and ARRL will encourage the use of Amateur Radio resources in the development of state and local emergency operating plans and the use of those plans to support exercises and disaster operations.

**D.** ADEM and ARRL will recognize that the ARRL ARES officials shall serve as RACES officials.

**E.** ADEM and ARRL will distribute copies of this agreement through channels to state and local emergency management agencies and Arkansas Section ARRL Field Organization officials respectively.

### VIII. Implementation

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

\_\_\_\_\_/s/ \_\_\_\_\_  
N. Wayne Ruthven Date  
Director and State Homeland Security Advisor  
Arkansas Department of Emergency Management

\_\_\_\_\_/s/ \_\_\_\_\_  
David Norris Date  
Arkansas Section Manager  
The American Radio Relay League, Incorporated