Headquarters
Department of the Army
Washington, DC
15 June 2026

*Army Regulation 25–6

Effective 15 July 2026

Information Management

Military Auxiliary Radio System and Amateur Radio Program

By Order of the Secretary of the Army:

CHRISTOPHER C. LANEVE
General, United States Army
Vice Chief of Staff

Official:

MATTHEW L. SANNITO
Administrative Assistant to the Secretary of the Army

History. This publication is an expedited revision. The portions affected by this expedited revision are listed in the summary of change.

Authorities. The authorities for this regulation are DoDI 1100.21, Title 10, United States Code, Section 1588; and DoDI 4650.02.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, procedures in this regulation can be modified to support policy changes as necessary.

Proponent and exception authority. The proponent of this regulation is the Chief Information Officer. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Chief Information Officer (SAIS–PRG), 107 Army Pentagon, Washington, DC 20310–0107 or an email to cio.policy.inbox@mail.mil.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, the U.S. Army Reserve and current/prospective member of MARS.

*This regulation supersedes AR 25-6, dated 9 October 2019.

Summary of Change

AR 25–6
Military Auxiliary Radio System and Amateur Radio Program

This expedited revision, dated 15 June 2026—

- Prescribes DA Form 7933 (Application to Operate a MARS Station), DA Form 4660 (Military Auxiliary Radio System Authorization to Operate) and DA Form 4660–1 (Military Auxiliary Radio System Authorization to Operate a MARS Radio Station) (para 1–1).

- Revises Military Auxiliary Radio System administration (chap 3).

- Clarifies membership requirements (para 3–1).

- Revises information on the policies and management responsibilities for the Army Military Auxiliary Radio System (throughout).

- Revises policies, missions, and responsibilities (throughout).

Contents (Listed by chapter and page number)

Summary of Change

Chapter 1
Introduction, *page 1*

Chapter 2
Military Auxiliary Radio System Mission, *page 5*

Chapter 3
Military Auxiliary Radio System and Amateur Radio Program Administration, *page 5*

Chapter 4
Amateur Radio Operations, *page 7*

Appendixes

A. References, *page 9*

B. Internal Control Evaluation, *page 10*

Figure List

Figure 1–1: Army Military Auxiliary Radio System Organization Chart, *page 3*

Glossary of Terms

Chapter 1
Introduction

1–1. Purpose
The purpose of this regulation is to ensure the Army Military Auxiliary Radio System (MARS) operates within the parameters of established information assurance (IA), operations security (OPSEC) policies, the National Telecommunications Information Administration (NTIA) Manual of Regulations, Military Standard (MIL–STD)–188–141, MIL–STD–188–110, and Allied Communications publications as applicable. It establishes a high frequency (HF) radio network and a pool of specially trained auxiliary operators available to support U.S. military units during individual Soldier training, unit mission training at home stations and during deployments, and to support Department of Defense (DOD)-tasked missions. This regulation further specifies that prospective amateur radio operators wishing to join MARS will use the DA Form 7933 (Application to Operate a MARS Station) to apply for membership. Once membership is approved, the Chief of Army MARS will issue DA Form 4660 (Military Auxiliary Radio System Authorization to Operate) and DA Form 4660–1 (Military Auxiliary Radio System Authorization to Operate a MARS Radio Station).

1–2. References, forms, and explanation of abbreviations
See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at https://armypubs.army.mil/.

1–3. Associated publications
This section contains no entries.

1–4. Responsibilities
The Army MARS and Amateur Radio Program is managed by Headquarters, Department of the Army (HQDA) through U.S. Army Cyber Command (ARCYBER) in accordance with AR 25–1 and is comprised of Department of the Army (DA) Civilian and contract personnel who train and oversee a pool of auxiliary operators in order to provide contingency emergency communications to the DoD and Services.

a. U.S. Army Cyber Command. The ARCYBER will—

(1) Manage and direct the Army MARS Radio Program, and the Global High Frequency Enterprise Radio Network.

(2) Plan, program, and budget for requirements.

(3) Allocate resources supporting Army MARS and the Global High Frequency Enterprise Radio Network, which includes personnel administration, risk management, logistics, training, maintenance, and operations in accordance with the planning, programming, budget and execution system cycle, and applicable regulations.

(4) Appoint a DA Civilian to serve as Chief, Army MARS to execute the HQDA responsibilities in accordance with DoDI 4650.02.

(5) Operate and maintain high frequency gateway stations at Fort Huachuca, Fort Detrick, Schofield Barracks, and Okinawa in support of DoD and Service communication requirements. Follow property accountability according to AR 750–1.

b. Chief, Army Military Auxiliary Radio System. The Chief, Army MARS and Amateur Radio Program will—

(1) Develop, coordinate, and disseminate guidance and standing operating procedures concerning administrative, operational, and training for the Army MARS Program.

(2) Manage and direct the Army MARS Program.

(3) Liaise with U.S. Government regulatory agencies, other applicable Federal agencies, and nationally recognized U.S. amateur radio organizations on matters concerning Army MARS.

(4) Represent the Army's interest in high frequency radio at DoD and Service contingency communications workgroups and meetings.

(5) Assess the operational status and capability of the Army MARS Program.

(6) Appoint, assign responsibilities to, and train Army MARS staff personnel (paid and volunteer staff).

(7) Assign call signs and manage the Global High Frequency Enterprise Radio Network frequency resources in conjunction with the Army Frequency Management Office in order to maximize support to military exercises and unit training.

(8) Appoint auxiliary leaders to lead and manage auxiliary Army MARS members at the region, state, and local levels (see fig 1–1).

(9) Establish working groups consisting of Army MARS leadership to exchange information, ideas, and advice to improve the functioning of the Army MARS.

(10) Develop and execute an Army MARS membership recruiting program to ensure the long-term viability of the Army MARS.

(11) Process and issue invitational travel orders in accordance with the Joint Travel Regulations as necessary to conduct all levels of Army MARS support.

(12) Promulgate the use of MIL–STD–6040, Allied Communications Publications, MIL–STD–188–110, MIL–STD–188–141, as adapted for MARS and Global High Frequency Enterprise Radio Network use.

(13) Establish and enforce OPSEC standards, develop and train members on the use of applicable encryption capabilities, authentication tables as required, and conform to IA standards applicable to radio communication systems owned and operated by civilian auxiliarists, in accordance with DoDI 8582.01.

(14) Establish tasks, conditions, and minimum performance standards for all MARS members that include but are not limited to the basic radio network tasks described in paragraph 1–4*f*(4). Establish procedures to evaluate individual MARS members annually, in order to assist members to meet the standard.

(15) Establish a cap on the number of available Army MARS memberships and develop selection criteria to identify individuals best qualified for membership.

(16) Coordinate training and support activities with the combatant commands, Army service component commands, National Guard Bureau, and Chief Information Officer.

(17) Ensure membership records are handled according to Privacy Act requirements.

(18) Establish and implement a MARS auxiliary awards program to recognized select MARS members for outstanding achievement.

c. Network Enterprise Technology Command. The Network Enterprise Technology Command (NETCOM) subordinate commanders will—

(1) Operate and maintain high frequency gateway stations at Fort Detrick, Schofield Barracks, and Okinawa in support of DoD and Service communications requirements. Follow property accountability according to AR 750–1.

(2) Operate and maintain tactical communications capabilities in Global High Frequency Enterprise Radio Network as required for DoD and Service communications requirements.

(3) Plan, program, and budget for requirements.

(4) Implement Army service component command and NETCOM guidance to use gateway and tactical communications capabilities in support of humanitarian assistance-disaster relief, Defense Support of Civil Authorities (DSCA) planning and operations, and specific contingency communications responsibilities as assigned.

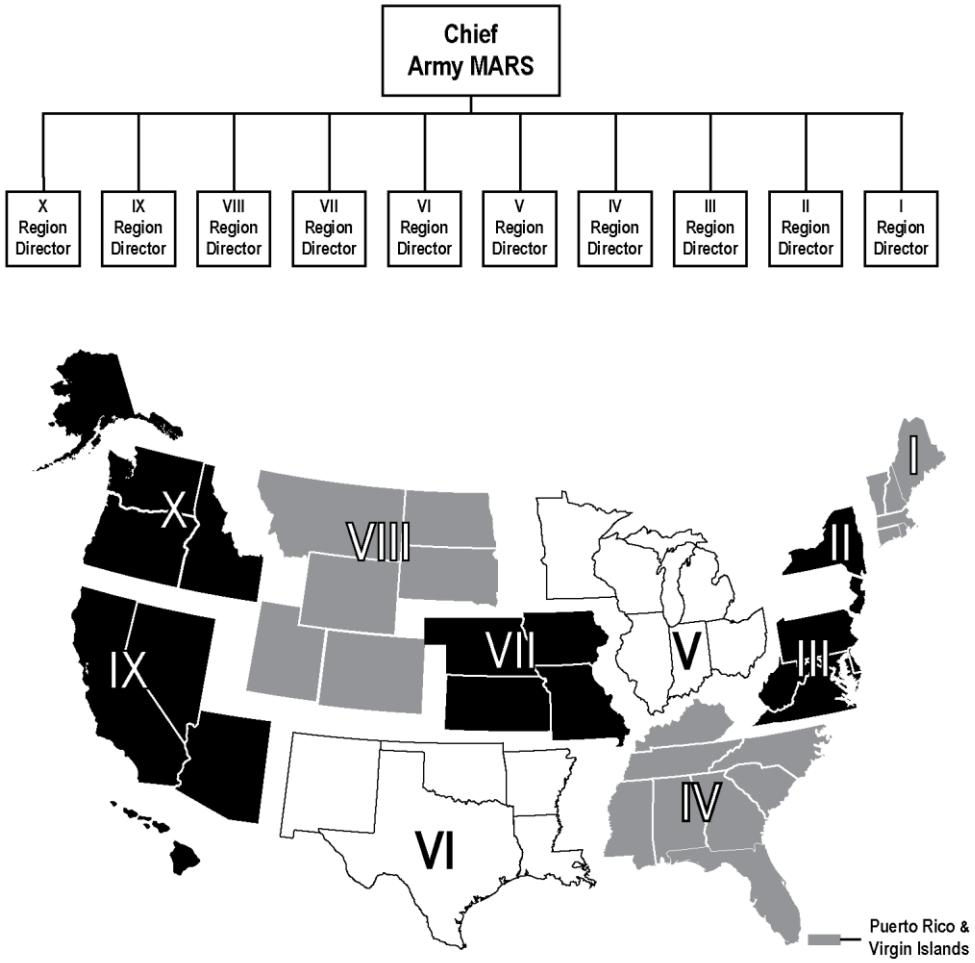


Figure 1–1. Army Military Auxiliary Radio System Organization Chart

d. Commanders. The garrison and/or senior commanders, State Adjutants General, and/or other designated officers in charge and other direct reporting elements will—

(1) Operate and maintain tactical communications capabilities in Global High Frequency Enterprise Radio Network as required for DoD and Service communications interoperability requirements.

(2) Obtain frequencies, and call signs, if necessary, to be used for Global High Frequency Enterprise Radio Network operations through the Office of the Chief, Army MARS, and Amateur Radio Program.

(3) Support amateur radio operations on installations in accordance with chapter 4 of this regulation.

e. Region Army Military Auxiliary Radio System Directors. The Region Army MARS Directors will—

(1) Manage, direct, and operate the Army MARS within their assigned geographic area of responsibility (see fig 1–1).

(2) Manage the Army MARS frequency resources assigned by Chief, Army MARS for their geographic areas of responsibility, and establish Army MARS networks at the region level in support of the MARS global network.

(3) Appoint subordinate staff as required.

(4) Lead and manage auxiliary members in their area of responsibility.

(5) Develop and execute an Army MARS member recruiting program to support Chief, Army MARS membership initiatives.

(6) Establish relationships with supporting Radio Amateur Civil Emergency Service (RACES), amateur radio emergency service (ARES) and amateur radio organizations and clubs in their regions to develop mission support relationships.

(7) Recommend to the Office of the Chief, Army MARS all administrative actions for members in their areas of responsibility.

(8) Interview prospective new members and applicants and determine their suitability for membership.

(9) Evaluate performance of the MARS members on an annual basis.

(10) Process membership renewal actions in conjunction with annual membership database reconciliation.

f. Army Military Auxiliary Radio System members. Army MARS and Amateur Radio Program members will—

(1) Comply with Army MARS rules, regulations, procedures, and directives.

(2) Use DoD radio frequencies for official Army MARS business only.

(3) Maintain on file for 1 year a radio station log documenting all on-air participation. Submit a monthly participation report documenting all Army MARS participation and maintain for 1 year. Provide copies of the station log and participation reports as requested by Army MARS leadership.

(4) Perform basic radio network tasks such as: check into MARS radio nets; call MARS radio nets when requested or directed by MARS leadership; load and change encryption keys; maintain and update software; code and decode messages; transmit, receive, and relay messages efficiently and effectively using voice and MIL–STD data modes; gather information locally and from amateur radio stations; originate, relay, and/or distribute messages to authorized recipients such as Army MARS members, Army MARS leadership, DoD, and authorized civil authority personnel in accordance with Army MARS documents, DoD, and supported agency agreements.

(5) Demonstrate proficiency within the first six months of basic (level 1) performance tasks.

(6) Comply with participation requirements identified in paragraph 3–2.

(7) Follow the Army MARS chain of command as defined in this regulation and associated Army MARS standard operating procedures in the conduct of official Army MARS business.

(8) Comply with local installation policies and procedures for radio operations when operating on military installations.

(9) Update personal contact information to include email address, phone number, physical location description if using a post office box, and U.S. Postal Service mailing address when information changes and verify annually with Region leadership.

(10) Protect sensitive but unclassified information and comply with all OPSEC standards as directed by Chief, Army MARS.

(11) Meet all performance standards established by Chief, Army MARS.

(12) Maintain unrestricted access to radio station capabilities identified in paragraph 3–1*a*(1)(*f*).

1–5. Records management (recordkeeping) requirements

The records management requirements for all record numbers, forms, and reports required by this publication are prescribed in AR 25–400–2. Approved Army records control schedules are available on the National Archives and Records Administration website at https://www.archives.gov/records-mgmt/rcs. Retention schedules for Army users are located on the Records Management Division SharePoint Site at https://armyeitass.sharepoint-mil.us/sites/HQDA-CIO-ISES-RMR/SitePages/Records-Management-Division.aspx. Refer to AR 25–400–2 for detailed records management requirements.

1–6. Relationships

a. The MARS is a worldwide program sponsored by DoD and supported by HQDA in which U.S. auxiliary Federal Communications Commission (FCC) licensed amateur radio operators support military unit training and HQDA missions as discussed in paragraph 2–1.

b. The DoD Chief Information Officer provides overall policy guidance and advice to the Services in matters relating to the administration and operation of their MARS programs.

c. The Chief, Army MARS and Amateur Radio Program meets with the Chief of Air Force MARS, DoD, the Services, the Department of Homeland Security, other Federal agencies, and recognized U.S. amateur radio organizations as needed to assist in developing and implementing DoD MARS and Amateur Radio Program policies and procedures.

Chapter 2
Military Auxiliary Radio System Mission

2–1. Mission
The Army MARS mission is the following:

a. Provide contingency high frequency communications as tasked in support of DoD and Service communication requirements.

b. Provide communications support to civil authorities in accordance with DSCA policy specified in DoDD 3025.18.

c. Assist in effecting normal communications under emergency conditions as directed or requested.

d. Establish programs to create civilian interest, recruit the best qualified amateur radio auxiliaries, and provide training in military communications, techniques, and procedures.

e. Improve high frequency and very high frequency radio operating techniques and technology through training, experimentation, and testing.

f. Plan and conduct relevant exercises and competitions for Regular Army, U.S. Army Reserve, and Army National Guard, as well as the amateur radio community including the RACES and ARES.

g. Develop highly skilled auxiliary personnel trained in radio communication techniques and procedures to support military training, real-world missions, and DSCA as directed.

2–2. Funding and manpower
Regular Army, U.S. Army Reserve, and Army National Guard units are authorized to expend HQDA appropriated funds to support contingency high frequency radio operations and maintenance. These stations may be manned by military, DA Civilians, or contract personnel. These military high frequency stations are considered government owned/government operated or Government-owned/contractor-operated stations and not MARS stations.

2–3. Mailing policy
All Army MARS Headquarters correspondence are official communications and are authorized mailing privileges in accordance with AR 25–51.

2–4. Authority to operate certificates
Upon acceptance into the Army MARS and following completion of initial training requirements, members will receive their MARS authorization to operate certificate by electronic media. This certificate will only be used as necessary to validate the MARS operator is trained and certified to operate on designated DoD radio frequencies.

2–5. Military Auxiliary Radio System and Amateur Radio Program insignia
The distinctive MARS logo—in decal, pin, patch, button, badge, or other format—is authorized for use only by Army MARS members. The MARS insignia is not authorized for wear on military uniforms.

Chapter 3
Military Auxiliary Radio System and Amateur Radio Program Administration

3–1. Membership
a. Individual membership.

(1) Individual membership is open to those who meet the requirements in paragraph 3–1*a*(1)(*a*) through 3–1*a*(1)(*n*). Such individuals may apply for consideration using the new DA Form 7933, found on the APD website, to be selected for MARS membership. The Chief of Army MARS will make a final determination and approve the application that releases the DA Form 4660 and DA Form 4660–1 to the applicant. Candidates must—

(a) Be 18 years of age or older.

(b) Be citizens of the U.S. or individuals who have been lawfully admitted to the U.S. for permanent residence under Title 8, United States Code (USC), (8 USC Chapter 12).

(c) Hold a valid FCC amateur radio license.

(d) Agree to operate per the regulations prescribed for participating in the Army MARS.

(e) Have not been terminated for cause by another Service MARS (may be waived by the Chief, Army MARS, upon review of mitigating information and consultation with the other Service).

(f) Have unrestricted access to a radio system consisting of a transmitter and receiver (or transceiver), antenna, modem, computer equipment, and associated software. This system must be capable of operating on all radio frequencies between 2 and 30 MHz in accordance with NTIA Manual of Regulations technical standards with an output power of at least 100 watts in order to communicate effectively over long distances. The system will use single side band as described in MIL–STD–188–141 and the serial phase key shifting data mode described in MIL–STD–188–110A. "Unrestricted access" means the individual may use the radio system on demand and as required to support MARS activities without conditions.

(g) Be of good moral character (for example, trustworthy, honest, reliable, respects and upholds laws).

(h) Have no felony convictions or be under indictment in any court for a felony.

(i) Have no associations with known terrorist organizations.

(j) Not use illicit drugs.

(k) Not have been declared mentally incompetent.

(l) Not have been discharged from the Armed Forces under other than honorable conditions.

(m) If information is discovered on a background check that prevents the applicant from becoming a MARS operator, the individual may provide mitigating information to the Office of the Chief, Army MARS, who will make a final determination, approve, and release the DA Form 4660 and DA Form 4660–1 to the applicant.

(n) Be able to maintain radio and computer systems without assistance, including loading and configuring software and operating systems, configuring, and operating local area networks, and recover corrupted computer systems.

(2) Individual membership is granted for the period of one calendar year. Members who meet capability requirements, on-air training, and minimum performance standards defined by the Chief, Army MARS, are eligible to renew their membership for another year.

b. Membership affiliation. Individual MARS members may only affiliate with one Service MARS and Amateur Radio Program.

3–2. Participation requirements

a. All Army MARS members and stations are required to submit a monthly capabilities report. A report is required even if a member or station has no activity for that month. On-air operational credit will be reported in hour increments. Periods of airtime totaling less than 1 hour are accrued in hour increments. Personal amateur radio activity not associated with a MARS requirement will not be reported as participation for Army MARS.

b. A minimum of 72 hours per calendar year of high frequency radio operations on Army MARS radio nets is required to renew membership. This should be divided into 18 hours of high frequency radio operation per quarter in order to demonstrate performance standards.

c. Participate in at least one Army MARS national level exercise each year.

d. Chief, Army MARS, or Region Directors may issue temporary exemptions to participation requirements and a leave of absence on a case-by-case basis.

3–3. Member suspensions

a. Suspensions can be used as the following:

(1) A period to allow investigation of serious alleged infractions of policies and procedures and to allow an appeal process for the member to respond to the allegations.

(2) As an alternative to termination, allowing the member a period to evaluate their commitment to the Army MARS and willingness to follow established procedures.

b. Army MARS leadership may issue written suspensions of 30 to 60 days to members. Chief, Army MARS will periodically review all suspension actions to determine if the violation has been corrected and the suspension can be lifted, or if termination proceedings must be initiated.

c. Actions that justify suspensions are as follows:

(1) Violations of paragraphs 1–4*f*, 3–1, and 3–2 of this regulation and willful misconduct on the air or actions causing embarrassment to, or which are not in the best interest of, the U.S. Government, the U.S. Army, or the Army MARS. Examples of willful misconduct include, but are not limited to the following:

(a) Operating while under the influence of intoxicating substances.

(b) Using profane, obscene, or indecent language during MARS radio operation.

(c) Refusing to accept traffic without a valid reason or refusal to operate according to published Army MARS policies and procedures.

(d) Knowingly operating on unauthorized frequencies.

(e) Using unauthorized wave forms.

(f) Failure to file a monthly report for three consecutive months.

(2) Deliberate misrepresentation of Army MARS directives, policies, or an individual's responsibilities within the Army MARS Program.

(3) False statements made verbally or in correspondence directed to members, MARS leadership or outside agencies.

(4) Failure to participate in dispute resolution or problem solving as required.

(5) Disruptive behavior or actions that affect the Army MARS and Amateur Radio Program mission or membership performance.

(6) Discrimination, including harassment, based on race, religion, color, sex, national origin, age, disability, or another impermissible basis.

(7) Deliberate injection of false, forged, deceptive messages, signals, or identification in the Army MARS.

3–4. Member terminations

a. Army MARS members may resign at any time by submitting a written request to their Region Director.

b. Region Directors may request to the Office of the Chief, Army MARS that an Army MARS member be terminated for failure to comply with requirements in this regulation.

c. The Chief, Army MARS may terminate Army MARS membership based upon members not fulfilling requirements in this regulation.

d. A member who does not submit a capabilities report for three consecutive months and has no contact with MARS leadership during that time will be considered to have abandoned their membership and will be automatically terminated.

e. An Army MARS member may request their termination action be reconsidered by the Chief, Army Telecommunications, if they believe their membership termination was not justified and they provide substantiating documentation.

3–5. Member reinstatement

a. Individuals whose membership has expired, or have voluntarily resigned, may reapply for membership consideration after 1 year.

b. An individual terminated for cause by another Service MARS chief may be eligible to apply for membership if the member provides the Chief, Army MARS substantive documentation of mitigating circumstances for consideration. Chief, Army MARS reserves the right to consult with the Chief, Air Force MARS for mitigating information that may be relevant to the membership application request.

Chapter 4
Amateur Radio Operations

4–1. General

This chapter describes garrison- and installation-level support for amateur radio operations.

4–2. Authority

a. The FCC exercises authority over amateur radio operations within the 50 States, the District of Columbia, and the territories and possessions of the U.S. as defined in 47 Code of Federal Regulations (CFR) 97.

b. In accordance with AR 5–12, an amateur radio station may be located on a military installation or other real estate under the direct control of an Army activity and may be subject to limitations imposed by the senior commander. Limitations, if any, will be published in an installation regulation. The regulation must not impose limitations so severe that they unnecessarily infringe on the rights of the individual to operate a radio according to FCC rules and regulations. Amateur radio operators must coordinate with the installation spectrum manager.

c. U.S. amateur radio operations in foreign territories are subject to the applicable host nation reciprocal licensing agreements. Information on amateur radio reciprocal agreements and the reciprocal application process can be obtained from the American Radio Relay League at https://www.arrl.org.

d. Amateur radio operating frequencies in the U.S. and its Possessions are controlled by the FCC under 47 CFR 97. Amateur radio operating frequencies in foreign territories are controlled by the host nation.

e. In the U.S. and its Possessions, the FCC issues amateur radio station call signs with operating privileges based upon the operator's class of license. In foreign territories, the host nation issues an amateur radio call sign based upon the operator's FCC license class and in accordance with the reciprocal licensing agreement.

f. Military commanders may suspend or revoke amateur station operations on military installations when FCC, host nation, or installation regulations have been violated, or if amateur radio operations interfere with military radio communications.

g. Military radio equipment is authorized to be used on the 60-meter interoperability channels while supporting DSCA missions in accordance with DoDD 3025.18. Additionally, military commanders may authorize the use of military radio equipment on amateur radio frequencies under the following conditions:

(1) Equipment use will not jeopardize mission accomplishment.

(2) Operations do not violate unit OPSEC procedures in accordance with AR 530–1.

(3) Radio operations on amateur radio frequencies are under the control of an FCC-licensed amateur radio control operator.

Appendix A

References

Section I

Required Publications

Unless otherwise stated, Department of the Army publications are available on the Army Publishing Directorate website at https://armypubs.army.mil/. DoD publications are available at https://www.esd.whs.mil/DD/.

AR 5–12
Army Use of the Electromagnetic Spectrum (Cited in para 4–2*b*.)

AR 25–1
Army Information Technology (Cited in para 1–4.)

AR 25–51
Official Mail and Distribution Management (Cited in para 2–3.)

AR 530–1
Operations Security (Cited in 4–2g(2).)

AR 750–1
Army Materiel Maintenance Policy (Cited in 1–4a(5).)

DoDD 3025.18
Defense Support of Civil Authorities (DSCA) (Cited in para 2–1*b*.)

DoDI 4650.02
Military Auxiliary Radio System (Cited in para 1–4*a*(4).)

DoDI 1100.21
Voluntary Services in the DoD (Cited in title page.)

DoDI 8582.01
Security of Unclassified DoD Information on Non-DoD Information Systems (Cited in para 1–4*b*(13).)

Section II

Prescribed Forms

Unless otherwise indicated, Department of the Army forms are available on the Army Publishing Directorate website at https://armypubs.army.mil/.

DA Form 4660
Military Auxiliary Radio System Authorization to Operate (Provided by the Chief of Army MARS) (Cited in para 1–1.)

DA Form 4660–1
Military Auxiliary Radio System Authorization to Operate a MARS Radio Station (Provided by the Chief of Army MARS) (Cited in para 1–1.)

DA Form 7933
Application to Operate a MARS Station (Cited in para 1–1.)

Appendix B

Internal Control Evaluation

B–1. Function

The functions covered by this evaluation are Army MARS and amateur radio operations. They include key controls for Army MARS missions, responsibilities, administration, and logistics.

B–2. Purpose

The purpose of this evaluation is to assist HQDA, field operating agencies, Army commands, Army service component commands, direct reporting units, and installations in evaluating the key internal controls outlined below; it is intended as a guide and does not cover all controls.

B–3. Instructions

Answers must be based on the actual testing of key internal controls by utilizing one of four test methods which are Inquiry, Observations, Examination, or Re-performance. Inquiry regarding a control's effectiveness does not, by itself, provide sufficient evidence of whether a control is operating effectively and generally is corroborated through other types of control tests (observation or inspection). Answers that indicate deficiencies must be explained and corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on a DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Key control questions

a. Has the Commanding General, NETCOM appointed, in writing, a Chief, Army MARS to carry out the HQDA responsibility in accordance with AR 25–6 and DoDI 4650.02 for the management and direction of the Army MARS and Amateur Radio Program?

b. Has the Chief, Army MARS analyzed the Army MARS mission and revised mission-related and administrative work processes, as appropriate, relative to current requirements?

c. Has the Chief, Army MARS allocated resources in support of personnel administration, risk management, logistics, training, and maintenance planning of the Army MARS Program?

d. Is there a strategic plan and is it linked to the mission?

e. Has the Chief, Army MARS implemented an auxiliary member award program?

f. Has the Chief, Army MARS established and promulgated minimum auxiliary performance standards?

g. Has the Chief, Army MARS implemented controls to ensure approved radio spectrum is updated at the required intervals as required in Spectrum XXI?

h. Has the Chief, Army MARS issued operating instructions to comply with approved frequency assignments, transmit power levels and authorized modulation modes?

B–5. Supersession

This evaluation replaces the internal control evaluation previously published in AR 25–6, dated 9 Oct 2019.

B–6. Comments

Help to make this a better tool for evaluating internal controls. Submit comments to the Office of the Chief Information Officer (SAIS–PRG), 107 Army Pentagon, Washington, DC 20310–0107 or via email at cio.policy.inbox@mail.mil.

Glossary of Terms

Chief, Army Military Auxiliary Radio System
An individual appointed as the responsible operating official for the worldwide Army MARS and Amateur Radio Program.

Defense Support of Civil Authorities
Support provided by U.S. Federal military forces, DoD Civilians, DoD contract personnel, DoD Component Assets, and National Guard forces (when the Secretary of Defense, in coordination with the Governors of the affected States, elects, and requests to use those forces in 32 USC status) in response to requests for assistance from civil authorities for domestic emergencies, law enforcement support, and other domestic activities, or from qualifying entities for special events. Also known as civil support. (See DoDD 3025.18)

High frequency gateway station
A high frequency station serving a major geographic area, command, region, or State through which incoming and outgoing record traffic is processed.

Individual affiliate member
An individual holder of an FCC amateur license who has been granted membership in the Army MARS Program.

Military Auxiliary Radio System call sign
A distinctive set of letters and figures assigned to an individual MARS member or MARS station that is used as identification when transmitting radio signals.

Military Auxiliary Radio System station
A privately owned high frequency and/or very high frequency radio station (licensed by the FCC and/or host authority) operated by an individual who is affiliated with and licensed by Army MARS.