

NET SHIFT CHANGE PROCEDURE

1.1 NCS SHIFT CHANGE PROCEDURE

The Net Manager will create an NCS/Alternate NCS schedule for each ACS/ARES® Net. It is the responsibility of each NCS and Alternate NCS to immediately notify the Net Manager if they are unable to support one or more scheduled shifts. Fifteen minutes prior to the scheduled NCS shift change, the incoming NCS should call the outgoing NCS and then both stations should implement the procedure listed below.

- a. Using the current net repeater or simplex frequency, the incoming NCS will call the outgoing NCS and notify him/her that the incoming NCS is ready to transition the role of NCS.
- b. The outgoing NCS will provide the incoming NCS with the following information.
 - (1) The current net status.
 - (2) Any information that should be provided to the membership via periodic announcement.
 - (3) Net roster and NCS log (if internet and/or Winlink are available)

NOTE: *Ideally, the outgoing NCS would provide the incoming NCS and alternate NCS with a copy of the net roster and NCS log. However, this is not always possible. If the internet is operational, the NCS should use email to deliver the net roster and log. If the internet is not available, the log and roster should be sent via Winlink.*

- c. Once the incoming NCS acknowledges receipt of the net data, the outgoing NCS should direct the incoming NCS to assume Net Control.
- d. Using the appropriate announcement script (e.g., Level 1, Level 2, Level 3, or Shelter), the incoming NCS will announce the continuation of the Tactical-Resource net/Shelter net. This will alert the membership of the change in NCS.
- e. Following the announcement, the incoming NCS should then re-establish the net by calling for net check-ins.

Pinellas County ACS-ARES®- Net Shift Change Procedure

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NOTE: Activation level 3 is an informal net. A roster of net participants does not need to be created for level 3 activation.

- f. The outgoing NCS should remain on frequency for 10 minutes to assist the new NCS if required.