NET SHIFT CHANGE PROCEDURE

1.1 NCS SHIFT CHANGE PROCEDURE

The ACS Leadership Team will create an NCS/Alternate NCS schedule for each ACS Net. It is the responsibility of each NCS and Alternate NCS to immediately notify the ACS Leadership Team 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. The incoming NCS assumes the role of NCS by using the appropriate announcement script (E.g., Level 1 or Level 2) to alert the membership of the change in NCS.

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

Record of Changes

REVISION	DESCRIPTION	DATE
DRAFT REV (-)	Initial Release	09/24/2021
REV A	- Major revision. Incorporates lessons learned during Hurricane Idalia Activation. - Corrected formatting and spelling errors. - Deleted references to ARES®. - Deleted references to Level 3 activation. - Replaced references to Net Manager with ACS Leadership team throughout procedure. - Added Record of Changes Page.	10/26/2023