

Official ARRL Field Organization Appointment Description

Official Emergency Station (OES):

Amateur operators may be appointed as an Official Emergency Station (OES) by their Section Manager (SM) at the recommendation of the Section Emergency Coordinator (SEC), Emergency Coordinator (EC), or District Emergency Coordinator (DEC) (if no EC) holding jurisdiction. The OES appointee must be an ARRL member and set high standards of emergency preparedness and operating. The OES appointee makes a deeper commitment to the ARES® program in terms of functionality than does the rank-and-file ARES® registrant.

Requirements

1. An ARRL full member
2. Experience as an ARES® registrant
3. Regular participation in the local ARES® organization including drills and tests
4. Participation in emergency nets and actual emergencies; and regular reporting of activities.
5. Official Emergency Stations are encouraged to earn certification in Level 1 of the current ARRL Emergency Communications Training Program.

Responsibilities

1. The OES appointee is appointed to carry out specific functions and assignments designated by the appropriate EC or DEC. The OES appointee and the presiding EC or DEC, at the time of the OES appointment, will mutually develop a detailed, operational function/assignment and commitment for the new appointee. Together, they will develop a responsibility plan for the individual OES appointee that makes the best use of the individual's skills and abilities. During drills and actual emergencies, the OES appointee will be expected to implement their function with professionalism and minimal supervision
2. Functions assigned may include, but are not limited to, the following four major areas of responsibility:

Operations--Responsible for specific, pre-determined operational assignments during drills or actual emergencies. Examples include Net Control Station or Net Liaison for a specific ARES® net; Managing operation of a specified ARES® VHF or HF digital BBS or MBO, or point-to-point link; Operating station at a specified emergency management office, Red Cross shelter, or other served agency operations point.

Administration--Responsible for specific, pre-determined administrative tasks as assigned in the initial appointment commitment by the presiding ARES® official. Examples include the recruitment of ARES® members; liaison with the Public Information Officer to coordinate public information for the media; ARES® registration database

management; victim/refugee database management; equipment inventory; training; reporting; and post-event analysis.

Liaison--Responsible for specific, pre-determined liaison responsibilities as assigned by the presiding EC or DEC. Examples include Maintaining contact with assigned served agencies; Maintaining liaison with specified NTS nets; Maintaining liaison with ARES® officials in adjacent jurisdictions; and liaison with mutual assistance or "jump" teams.

Logistics--Responsible for specific, pre-determined logistical functions as assigned. Examples include transportation; Supplies management and procurement (food, fuel, water, etc.); equipment maintenance and procurement--radios, computers, generators, batteries, and antennas.

Management Assistant--Responsible for serving as an assistant manager to the EC, DEC, or SEC based on specific functional assignments or geographic areas of jurisdiction.

Consulting--Responsible for consulting with ARES® officials in specific area of expertise.

3. OES appointees may be assigned to pre-disaster, post-disaster, and recovery functions. These functions must be specified in the OES's appointment commitment plan.
4. The OES appointee is expected to participate in planning meetings and post-event evaluations. Following each drill or actual event, the EC/DEC and the OES appointee should review and update the OES assignment as required. The OES appointee must keep a detailed log of events during drills and actual events in his/her sphere of responsibility to facilitate this review.

Continuation of the appointment is at the discretion of the SM, based upon the OES appointee's fulfillment of the tasks they have agreed to perform.

Recruitment of new hams and ARRL members is an integral part of the job of every ARRL appointee. Appointees should take advantage of every opportunity to recruit a new ham or member to foster growth of Field Organization programs, and our abilities to serve the public.