

# SHARES

## BULLETIN

March 15, 2004

### HF RADIO PROGRAM



The SHARED RESOURCES (SHARES) High Frequency (HF) Radio Program provides a single, interagency voice and data emergency message handling system by bringing together existing HF radio resources of Federal, state and industry entities when normal communications are destroyed or unavailable for the transmission of information supporting national security and emergency preparedness (NS/EP). SHARES is one of a number of initiatives sponsored by the National Communications System (NCS) in its role of planning and preparing for NS/EP. SHARES is available on a 24-hour basis to support intra- or interagency mission requirements. Use of the flagword "SHARES" is all that is needed to get the information through.

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## NCS Transitions to DHS

The National Communications System (NCS) has completed the initial transition to the Department of Homeland Security (DHS). As of March 1, 2003, NCS functions and programs became part of the new DHS under the Information Analysis and Infrastructure Protection (IAIP) Directorate. According to Ron Thomas, Chairman, SHARES HF Interoperability Working Group, the move to DHS will not affect the administration or operation of the SHARES program, or even alter the functions or composition of the NCS in the near future. He views the move as an important opportunity for SHARES to become part of a critical national security initiative. Although no operational changes to SHARES are expected under the transition, some important administrative changes have taken place. The DHS is now a key participant in SHARES, becoming the 91st entity to contribute HF resources to the program. Additionally, the SHARES Coordination Network is now automatically placed at Operational Level 2 in response to an increase in the DHS threat advisory level to HIGH (Orange), and at Operational Level 1 when the DHS threat advisory level is increased to SEVERE (Red).



The SHARES Coordination Network has been placed at Operational Level 2 to support five separate threat advisory level HIGH (Orange) conditions since the Department of Homeland Security instituted the Homeland Security Advisory System in March 2002. SHARES response to these Special Operations was greater than during any SHARES operation conducted over the past decade. One thousand four hundred four SHARES stations, representing 59 Federal, state and industry organizations, located in all 50 states, Puerto Rico, Virgin Islands, and DC, submitted 5,967 Station Availability Reports during these five Special Operations.

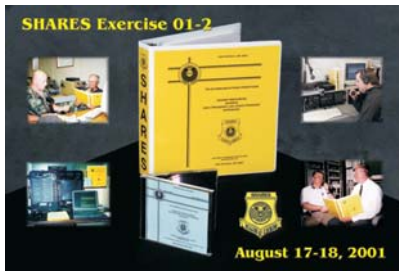
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## IWG Continues to Issue Confirmation Cards

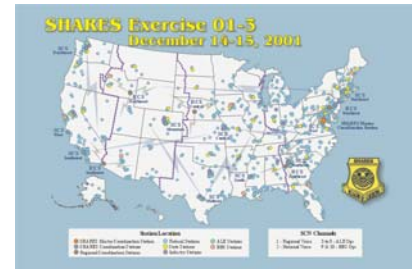
The SHARES HF Interoperability Working Group (IWG) continues to issue SHARES Confirmation Cards following on-air operational and readiness activities. Each unique card, issued only to those SHARES stations that participate in the operation, provides a summary of the operation, and lists each participating station by agency and station call sign. Thirty-one SHARES Confirmation Cards have been issued since use of the 3x5 inch card was established as part of the SHARES Outreach Program in 1998. Ten cards have been issued in the past year supporting the following operations: SHARES Exercise 02-1; SHARES Exercise 02-2; Special Ops - 9/11 Anniversary; Special Ops - Hurricane Lili; SHARES Exercise 02-3; Special Ops - Super Bowl XXXVII; Emergency Ops - Columbia Disaster; Special Ops, February 7-27 Threat Advisory Level HIGH; and Special Ops, March 17 - April 16 and May 20 - 30, Threat Advisory Level HIGH, Northeast Power Failure.



018 - SHARES Exercise 01-2



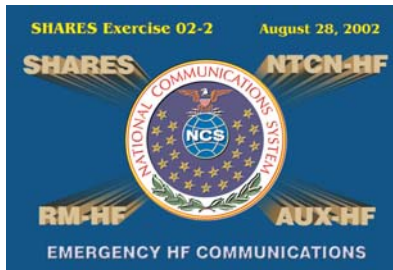
019 - September 11, 2001



020 - SHARES Exercise 01-3



022 - SHARES Exercise 02-1



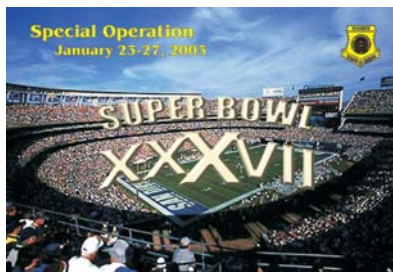
023 - SHARES Exercise 02-2



025 - Special Ops Hurricane Lili



026 - SHARES Exercise 02-3



027 - Special Ops Super Bowl XXXVII



029 - Special Ops Threat Advisory Level HIGH

**SCN Expands Channels.** Four regional voice channels and a second national voice channel have been added to the SHARES Coordination Network (SCN), bringing the total number of SCN channels to fifteen. The new national voice channel will be designated as an alternate SCN national voice channel. Channel frequencies for the SCN will be listed in the 12th edition of NCSH 3-3-1.

This SHARES HF Radio Program Bulletin 04-14 is intended to keep participating SHARES station personnel and users of SHARES informed of program activities, operations, and items of interest in the area of HF radio and Federal HF radio interoperability. SHARES bulletins are prepared by the SHARES HF Interoperability Working Group, and distributed by the Critical Infrastructure Protection Division, National Communications System. Comments, or information for future bulletins, may be submitted to your SHARES HF Interoperability Working Group representative or to the SHARES Project Office, Office of the Manager, National Communications System, Critical Infrastructure Protection Division (CIP), 701 South Court House Road, Arlington, VA 22204-2198 or to 'shares@dhs.gov'.



## News & Notes...

☛ **Members Asked to Sign New SHARES Form 1.** As part of the emphasis on program security, current members are being asked to resubmit a signed copy of the new SHARES Form 1, *SHARES Station Data Form, Security Procedures and Privacy Act*. To accomplish this, a completed Form 1 is being sent to each of the 1,341 Station Points of Contact and SHARES Emergency Response Personnel with instructions to review the information contained in the new Part II on security and Privacy Act procedures, sign the Form 1, and send it to their Entity Point of Contact (POC). The Entity POC will in turn sign the Form 1, and forward it to the SHARES Project Office. SHARES members are also asked to review the mailing and station information contained on the Form 1 provided, and update the information using the line-in/line-out method. As in the past, changes to call signs or frequencies must first be approved by the Entity POC. The 12th edition of the SHARES Directory will be distributed after all current members have signed and returned the new Form 1.

☛ **SHARES Outreach Program.** SHARES contribution to national security and emergency preparedness (NS/EP) can be further maximized if more potential users become aware of how it works



Bob Hollister (Army MARS), John Scoggins (Army MARS), Bob Sutton (Army MARS)

and how to use it. The SHARES Outreach Program, in which the members have a key role, attempts to do just this. Members can work with their emergency planning personnel to include SHARES in emergency documents. Members can also sponsor the SHARES exhibit or SHARES

briefing at organizational conferences and seminars. Some members even give the SHARES briefing within their organization. For more information on the SHARES Outreach Program, or to schedule the SHARES exhibit or briefing, contact the SHARES Project Office at [shares@dhs.gov](mailto:shares@dhs.gov).



Ken Carpenter (SPO), C. Reynard Storey (N-MC MARS), Dennis Harden (FEMA), Alan Murdock (DLA), Dale Stauffer (NCC-HF)

☛ **Monitoring Entity Frequencies.** In accordance with the SHARES Concept of Operations, requests for SHARES assistance in processing SHARES messages are made using frequencies listed in the SHARES Directory. For this reason, once a station submits a Station Availability Report to a SHARES Coordination Station on the SCN, or moves to the SHARES Coordination Net to list a SHARES message, the station should return to its own working frequency.



Pat Lane (Army MARS)



FCC's Steve Houser (I) & Mike Rothe



Dale Martin (NASA)



CMSgt Harry Marsters (AFMARS)

# Operations & Readiness

Participation in SHARES on-air operations and scheduled readiness exercises has significantly increased since September 11, 2001. Ninety-seven on-air activities supporting Emergency and Special Operations, nationwide and agency exercises, and the Weekly SHARES Nets have been conducted since that time.

**Emergency & Special Operations.** SHARES conducts two types of operations: Emergency and Special. An Emergency Operation supports situations that occur without warning. Earthquakes and terrorist attacks are examples. A Special Operation supports situations with limited advance warning such as a hurricane projected for landfall in 12 hours, high-risk situations such as the Olympics and Presidential Inauguration, or when the national threat advisory level issued by the Department of Homeland Security is elevated to HIGH (Orange). Since January 2002, SHARES has conducted 9 Special Operations and 2 Emergency Operations. Besides the four Special Operations conducted in support of DHS level HIGH conditions (see story on page 1), SHARES conducted Special Operations in support of Hurricane Lili, State of the Union, Super Bowl XXXVII, Winter Olympics 2002, and Typhoon Pongsona (Guam). Three of the operations - the State of the Union, Super Bowl and Olympics - were conducted over seven consecutive weeks. Three hundred ninety-six SHARES stations submitted 6,875 Station Availability Reports during that time (see Figure 1). The Space Shuttle Columbia disaster and Northwest Power Failure were the two Emergency Operations conducted since January 2002.

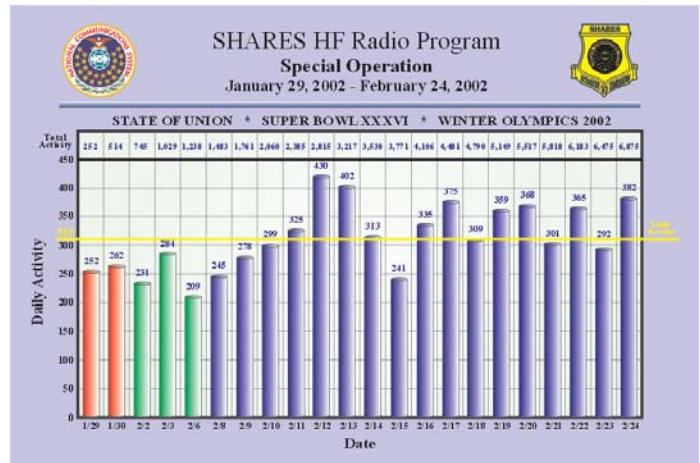
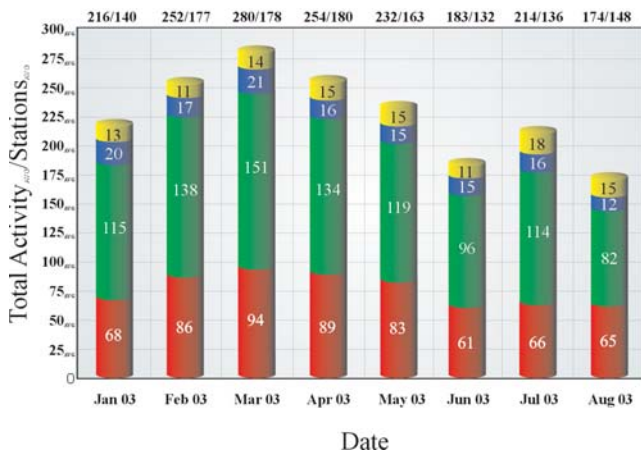


Figure 1. Back-to-Back-to-Back Special Operations Lasted Seven Weeks

**SHARES Readiness Exercises.** SHARES conducts three readiness exercises annually. Scheduled for April, August, and December, the exercises provide SHARES station personnel an excellent opportunity to train on SHARES message formatting and operating procedures, help expand awareness of SHARES within the Federal emergency response community, and promote interoperability of Federal HF radio systems by assessing the capabilities of new HF technologies. During 2002, an average of 268 SHARES stations participated in each of the three exercises. SHARES members are notified of the exercises by e-mail at least two weeks in advance of the event. The notice is also posted on the SHARES home page and SHARES BBS.

## Weekly SHARES Net Jan 2003 - Aug 2003 Results



interoperability of Federal HF radio systems by assessing the capabilities of new HF technologies. During 2002, an average of 268 SHARES stations participated in each of the three exercises. SHARES members are notified of the exercises by e-mail at least two weeks in advance of the event. The notice is also posted on the SHARES home page and SHARES BBS.

**SHARES Weekly Net.** The Weekly SHARES Net is conducted on the 15-channel SHARES Coordination Network each Wednesday from 1600Z to 1800Z. The net provides operators an opportunity to practice voice operating skills and ALE and BBS procedures.



## Program Activities

**SHARES Program Security.** September 11, 2001, changed the way we do business, prompting the need to assess the risks and vulnerabilities inherent in our every day activities, and to view overall security as an essential component of any good program. The SHARES HF Interoperability Working Group, with assistance from the Counterintelligence and OPSEC Division, DHS, and the National Security Agency, has completed a thorough review of the operational and administrative security aspects of the SHARES program. As a result of this review, a new paragraph 1.9, Security, has been included in the 12th edition of NCSH 3-3-1, Chapter 1, scheduled for distribution this spring. Included in Section 1.9 are instructions for controlling, handling, transmitting, distributing and disposing of the For Official Use Only (FOUO) material contained in the SHARES Directory. Paragraph 1.9 also includes the application of the Privacy Act of 1974 in SHARES. The security procedures and Privacy Act information included in paragraph 1.9 are also summarized on a revised SHARES Form 1. As part of the new procedures, members are now required to sign the Form 1 acknowledging that they have read and understand the security procedures and Privacy Act information contained in Part II of the SHARES Form 1 (please see article on page 3). Failure to sign the Form 1 will result in not being allowed to participate in SHARES. The SHARES IWG has also approved a measure that requires all current SHARES members to sign a copy of the revised Form 1 that will be sent to them beginning in February in order to remain a participant in the SHARES program.

**NCSH 3-3-1, SHARES Directory.** The 12th edition of NCSH 3-3-1, SHARES Directory, is scheduled for publication this spring. Distribution, however, will be made only to those SHARES members who sign a copy of the new SHARES Form 1 provided by the SHARES Project Office. Included in this year's CD-ROM edition of the Directory will be a SHARES Automated Message Program designed to assist in the preparation of voice and data messages. The application, which uses



SBC/Ameritech's Kathy Duranto and Russell Lundsgaard

Microsoft Access, also provides the means to store and retrieve prepared messages generated using the program. Members currently receiving the paper edition of the Directory who would rather receive the CD-ROM edition should contact the Project Office. Approximately 80% of all SHARES



Ralph Hopkins (Army MARS)

participants currently receive the CD-ROM edition. One thousand one hundred nine stations, representing 93 Federal, state, and industry entities are listed in this edition. Four new entities and 156 stations have been added to the program since the Directory was last published.

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R 131628Z MAR 03 ZYJ
FM JOE BANK FAA TOWN VA 757-887-4494
TO JOHN DOE FBI SHAWNEE KS 800-800-8354
INFO J HO FBI CARD KS 800-800-7800 (Optional)
BT
Message text
BT
NNNN
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SHARES Digital Message Format

**Digital Message Format Established.** The SHARES HF Interoperability Working Group has approved a digital message format for use in SHARES. Up until now, only a voice message format was used in SHARES. The new format will be used in processing SHARES messages over data networks and along with the SHARES voice message format, will be included in Chapter 1 of the 12th edition of NCSH 3-3-1, scheduled for publication in December.

# SHARES Response - Columbia Disaster

*WWJ98 (DOT-ID)*. "At 1502Z, AFA4MK (TX) formally opened a SHARES net on SCN Channel 2 taking check-ins with the help of AAR4LL (TN). Great job, making America stronger through SHARES."  
*AFA4MK (AF MARS-TX)*: "I would like to thank all check-ins for their orderly and patient demeanor."  
*NNNOVUV (N-MC MARS-CA)*: "Members supporting this operation are to be commended. Job well done!"  
*DLA 303 (DLA-WA)*: "I knew that the SHARES Net would respond to this event. Good work!"

**Member Comments Following Columbia Emergency Operation**



As the nation was riveted on the fate of the Space Shuttle Columbia and its crew following initial reports of a disaster during Columbia's reentry into the earth's atmosphere on the morning of February 1, 2003, SHARES Coordination Stations spontaneously responded by establishing national and regional SHARES nets. SHARES stations around the country also immediately responded to this unfolding national disaster. During the first critical hours, 102 SHARES stations submitted Station Availability Reports. Response by SHARES members during this Emergency Operation once again demonstrated the spontaneity and timeliness of SHARES response to emergency situations.

