



## General Instructions

This script provides a template for conducting the weekly Seattle Auxiliary Communications Service practice net. Where possible this script should be followed by Net Control. You may deviate if need be to handle unique situations. Logging checked-in stations can be facilitated by using the on-line Net Check-In List found in the Member Section at [www.seattleacs.com](http://www.seattleacs.com).

## For Further Information

For further information or to make comments or suggestions, contact the ACS Net Manager.

## Script

Good evening. This is *name, call*. Welcome to the Seattle Auxiliary Communications Service Radio net.

Is there any emergency or priority traffic for the net this evening?

*<Pause for any reply...>*

This net meets every Monday at 1900 hours local time to keep ACS members in practice with net operations.

When you check in, please give your call, your first name, your assignment, and let me know if you have an announcement for the net. Announcements will be handled after check-ins.

*<If any special information will be requested during or after check-ins, describe that here...>*

This is the Seattle Auxiliary Communications Service Radio net. I am *call* and my name is *name*. My assignment is *assignment*.

*<If additional information will be requested of check-ins, state NCS info here...>*

*<Short break...>*

I will now take ACS member station check-ins, in groups by call sign suffix.

*<Note: remember to ID with call and net every ten minutes>*

- ACS member stations with call sign suffixes **Alpha** through **Echo** please come now

*<Acknowledge check-ins, and then ask for...>*

- ACS member stations **Foxtrot** through **Juliet** please come now

*<Acknowledge check-ins, and then ask for...>*

- ACS member stations **Kilo** through **Oscar** please come now

*<Acknowledge check-ins, and then ask for...>*

- ACS member stations **Papa** through **Tango** please come now

*<Acknowledge check-ins, and then ask for...>*

- ACS member stations **Uniform** through **Zulu** please come now

*<Acknowledge check-ins, and then ask for...>*

- Are there any **missed** or **late** ACS stations? Please state your call, name, assignment, and let me know if you have an announcement. Missed stations, come now.

*<Acknowledge check-ins, and then continue...>*



This is the Seattle Auxiliary Communications Service net. I am *name, call*.

I'll now take announcements:

*<Take announcements in order requested>*

*Name, call sign* please come now with your announcement.

*<After announcement, ask...>*

Are there any questions or comments for (Name)?

*<Repeat for all requested announcements...>*

*<Note: remember to ID with call and net every ten minutes>*

*<After requested announcements, ask...>*

Are there any other ACS member stations wishing to make an announcement, comment or any late ACS check-ins?

*<Listen and respond>*

Visitor stations are welcome. First, if you are a member of an ARES or RACES unit, please come now with your call, name, and organization.

*<Listen and acknowledge>*

Are there any other visitor stations wishing to check in?

*<Listen and acknowledge>*

Are there any stations wishing after net contacts? Please respond now with your call.

*<Acknowledge and confirm contact. Assign sequence.>*

If you wish to receive information about Seattle Auxiliary Communications Service, you can visit us at [www.seattleacs.com](http://www.seattleacs.com).

Thank you all for checking in to the ACS net. This net will meet again next Monday at 1900 hours local time. The frequency will be: *(State the planned Frequency, e.g. The Medical Services Team Repeater 146.90 MHZ tone of 103.5 Hz)*. Any change to this planned frequency will be communicated by our Website and E-mail. We thank the repeater owner and operator for allowing us to use their system for conducting this net.

This is *name, call* closing the net at \_\_\_\_ hours. After-net contact stations will be next.

73 and good evening.



## Guidelines for NCS Operators

### ACS Net Guidelines

1. Follow ACS Procedures. Use the current ACS Net Control Script, or as directed by the Net Manager. Use only plain English and standard "pro-words." Always use standard ITU phonetics.
2. Use the net check-in list. The [www.seattleacs.com](http://www.seattleacs.com) web site has a net check-in list of ACS members, alphabetical by call sign suffix. Use a copy of this list to log check-ins. It is suggested that you put a slash in the "Check-in" box when a station first calls, and cross the slash when you acknowledge the station.

### General Guidelines

1. Be friendly, yet in control. Speak slowly and clearly with a calm, even, tone -- not a monotone. Speak with confidence, even if you are inwardly nervous.
2. Ask specific questions -- give specific instructions. This reduces the need for "repeats" and prevents confusion.
3. Keep transmissions as short as possible without losing message clarity.
4. Take check-ins in groups. After asking for check-ins, write down as many calls as you can before acknowledging anyone. Acknowledge all stations by call and then ask if you have missed anyone.
5. Identify at frequent intervals. Give your call sign, name, and the name of the net at the beginning, the end, and every ten minutes at a minimum.
6. When there is a double, take time to sort it out. Try to identify either station by name or call. Then ask all other stations to stand by while you solicit clarification or repeats from the doubled stations.
7. Don't be afraid to ask for assistance if you need it. Call on the Net Manager or one of the experienced operators for additional help.
8. Recognize that you will make mistakes. Acknowledge them and move on.