

Effective Jan. 1, 2006

BNJARS RULES OF STATION OPERATION

The most current version of this procedure must be kept in plain sight in FACCON 2 (the ham shack). Any changes to this procedure **MUST** be brought to the attention of BNJARS operators. At a minimum, this requires a visible posting of such changes at the three (3) FACCON 2 operating positions.

Purpose:

To provide for a respectful and pleasant atmosphere of consistency and fairness for the operation of Amateur Radio on board the BB62.

To provide for legal documentation of all operating activities. (operation, maintenance, etc...)

FCC COMPLIANCE:

All FCC part 97 rules apply, as applicable.

RULES OF USE:

The following rules should be followed at all times. Non-compliance with these rules could result in the suspension of operator privileges.

Only the FCC issued callsign of the BNJARS will be used for ID/QSO purposes. This is not intended to prevent the mentioning of one's own callsign during a QSO. However, any contacts purported to be from the Battleship New Jersey, must use the callsign of the Battleship New Jersey Amateur Radio Station.

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DEFINITIONS

- Active Member** *A BNJARS member who has a valid ship ID-badge indicating they are an active volunteer in the ship's restoration and/or of the BNJARS station operation.*
- Authorized operator** *Active BNJARS member authorized to be an operator of BNJARS station/equipment*
- BNJARS** *Battleship New Jersey Amateur Radio Station - group of amateur radio operators, and non- licensed persons, responsible for activating amateur radio on the Battleship New Jersey.*
- Chief Engineer** *Elected Official of BNJARS whose responsibilities are defined by constitution/by-laws*
- Control Op** *Person responsible for the proper operation of an amateur radio station (Part 97.)*
- FACCON 2** *Port compartment of Radio Central that contains the bulk of the amateur radio equipment*
- FACCON 1** *Center room of the three compartments making up Radio Central on the battleship*
- Guest Operator** *A non-active member of BNJARS or a Non-member of BNJARS who holds a valid amateur radio license*
- Ham 1** *Operating position located in the middle of the Message Handling Center*
- Ham 2** *Operating position located on the right hand side of the FACCON 2 operating table.*
- Ham 3** *Operating position located on the left hand side of the FACCON 2 operating table.*
- Ham 4** *VHF table*
- Ham 5** *Transmitter Room*
- Message handling Center** *The forward and largest compartment of the radio complex that makes up Radio Central*
- Non-Public Space** *Rooms or spaces that BNJARS has been given for use and are locked when BNJARS members are not present. ie... FACCON 2, Rtty Repair, lockers....*
- Operator** *Person operating an amateur radio station*

QSO Log	<i>a document, be it hard copy or software, that is used to store information relative to the on-air contacts with other stations in the Amateur Radio Service.</i>
Radio Room	<i>Most common name given to the three (3) room complex that makes up Radio Central.</i>
Radio Room 1	<i>aka - Radio Room</i>
Radio Room 2	<i>aka - Transmitter Room</i>
Software	<i>Computer programs</i>
Station Control Op	<i>a BNJARS authorized operator who acts not only as a Part 97 control op, but also protects the interest of BNJARS while guest operators are present.</i>
Station Journal	<i>a journal size, hardbound book with preprinted page numbers. This book is used as a legal record of station activity (excluding QSO information) and interactions with others.</i>
Transmitter Room	<i>Compartment on 3rd deck, frame 119, that contained the ship's transmitters.</i>
VHF Position	<i>Operating position located on the Starboard side of FACCON 2 - used for UHF/VHF operations.</i>
Watch	<i>military term used for signifying the period of time a person is responsible for a particular action.</i>
Watch Supervisor	<i>An authorized operator who has been qualified to perform duties outside the norm. Such duties may include scheduled maintenance on any Radio Room Equipment, antenna inspections, re-alignment of equipment/cables/ antennas and the restoration of same. Upon signing into the Station Journal, a Watch Supervisor becomes the senior control operator. Whenever possible, a Watch Supervisor will be on duty during weekend guest operations. In case of any disputes or decisions concerning the Radio Station, the Watch Supervisor has sole authority unless the Chief Engineer is onboard at the time.</i>
U/L	<i>Unlicensed</i>
Computer Tech	<i>That person, approved/appointed by BNJARS, who maintains/repairs BNJARS computers and computer network. This includes the realignment, configuring and any hardware repairs/replacements to the system.</i>

OUTLINED PROCEDURES

SECTION A: OPERATORS

1. Only authorized operators are permitted to act as Station Control Ops. Such authority must be documented in the Station Journal. The start/stop times, date, names and calls for each watch will be entered in the Station Journal during HF operations, NO EXCEPTIONS. All contacts utilizing VHF & UHF bands MUST BE logged. The only exception to this is if the contact is to verify directions or needs of the station by one of our own members who is coming to the ship.
2. To maintain compliance with FCC regulations as stated in Part 97, a station control operator must be within the area of operations. However, if an out-of-class operator, or un-licensed operator, is at the mike/key, the station control op must be at the operating position.
 - a.) Whenever a licensed operator operates outside his class of license, you must note in the Journal that operator's call sign as well as the call sign of the operator who is acting as the control op.
 - b) When acting as a control operator, your call sign should be put in the INFO field of the logging screen for each contact made by the out-of-class operator. The actual operator's call sign goes in the OPERATOR field.
 - c) Whenever a visitor operates the station, his call sign must be entered into the Journal along with the AO's callsign. You should also note which station the visitor is operating on. His call sign should be put in the OPERATOR field of the logging screen. If he works out of his own class of license, then follow rule 2a above.
3. Before starting operation or when changing bands/mode, the station control operator must insure that the band/mode combination is not in use by another operating position
4. Qualification to be an authorized station operator will include training that covers, at a minimum:
 - This procedure
 - Antenna Patching and limits
 - Public Relations
 - Proper rig use
 - Software usage
 - Brief retraining at time of ID badge renewal (ID badge refers to ship badge for active volunteers)
 - To be determined
5. The Authorized operator is responsible for notifying the Chief Engineer of any serious infraction of rules that could jeopardize the station license, the personal license of any member or the good will of the HPA. (*See SECTION E #2 Fitness for Duty*). The Authorized Operator should use common sense in dealing, on the spot, with problems that arise and then notifying the Chief Engineer in a timely manner. Any such actions should be noted in the Station Journal.
6. Per Part 97 of the F.C.C. Rules and Regulations, the station control operator's privileges are limited to his personal license class. Guest operators are governed by the license class of the station control op- no exceptions. *For example: If the station control op is a No-Code Tech then no guest operators may operate the HF stations despite their own class of license.*

SECTION B: LOGGING:

1. Although not required by the FCC rules, the nature of BNJARS suggests the need to log all QSOs. The logging software should be used whenever possible or practical. If computer logging is not used, then the standard ARRL logbook, kept at the operating position, will be utilized. At the completion **of any manual** operations, arrangements must be made, via the Chief Engineer or QSL Manager, to enter the QSOs into the software master log. (*VHF/UHF exceptions as noted in Section A #1 Operators apply to this paragraph*).
2. Whether logging by software or manually, each QSO shall have an indication of who is operating the rig at the time. In most cases, this would be the callsign of the operator. In the case of a guest operator, their call would be used for QSO logging with notice of guest operation being documented in the station Journal adjacent to the authorized control operators entry. Guest operators must present proof of license. Any person wishing to operate "out-of-class" will be treated as a guest operator.
3. Computer logs will be maintained by the QSL Manager or his designee. Computer log maintenance will be performed in such a manner as to protect the integrity of the records and will be done only by the QSL Manager or his designee.
4. **NO ONE** should make changes to the Master Log without the express authorization of the QSL Manager. **NO ONE is to edit a previously entered/saved contact except the QSL manager or his/her designee. If a change is needed, leave a note on a piece of paper in the Journal with the details. NOTE: An entry in the Journal itself isn't needed.**
5. **NO ONE** is to change any settings in the logging program. If there is a problem with the logging program, use the paper log book at the station position. Put a note in the Journal that this has been done so the QSL manager can enter the contacts manually.

SECTION C: COMPUTERS

1. No software or hardware changes can be made to station computers without the knowledge or consent of the Chief Engineer and Computer Tech.
2. All software installed in BNJARS computers must be legal versions belonging to BNJARS.

SECTION D: SECURITY

1. An open door policy is desired in the name of good public relations. But non public spaces should be locked when not in use. They **MUST** be locked if current activities do not utilize the space.
2. An energized or otherwise usable transmitter must not be left unattended unless the space doors are locked.
3. Control of non BNJARS spaces is at the discretion of the HPA.

SECTION E: FITNESS FOR DUTY

All operators and guests shall conduct themselves in a manner respectful to the public, each other and the Battleship New Jersey. Actions contrary to the good of the station or the HPA will not be tolerated.

1. Any problem or confrontation with the public must be brought to the immediate attention of the HPA representative on board at the time of occurrence and, should also be documented in the Station Journal.
2. The Chief Engineer retains the right to temporarily suspend operating privileges of an operator for cause. Any such suspension MUST be reported within 5 days to the station license holder, the BNJARS President and/or Vice President, and the operator involved. The BNJARS governing body may then investigate, review and act as necessary. All steps of the suspension process MUST be conducted in a discreet manner until a final decision is made. The Chief Engineer may re-instate the operator's privileges before the governing body convenes but this re-instatement does not stop the review process. (ie...did the Chief Engineer act appropriately). The Chief Engineer should not invoke suspension of privileges without first discussing the situation with the operator involved.
3. Dress codes will be as established by the HPA.
4. All operators are to stay in the radio room area and not roam freely around the ship. They are there to operate, not take an unofficial tour on their own. Exceptions to this are for meals, lavatory privileges, or sleeping. If after doing a stint of operating, **a member with an active ID badge** would like a tour of the ship, he may join one of the guided tour groups. Non-active members must pay for a tour of the ship. If an operator does not comply with these rules, his ship operating privileges will be revoked and he will be asked to leave the ship. **Guest operators are not permitted to take a tour of the ship unless they pay for a tour ticket. They are not allowed in any BNJARS spaces other than what is required for their visit. (See Guest Operator Rules)**

SECTION F: SCHEDULING

1. The Chief Engineer is responsible for scheduling operators. Scheduled ops have first right to operate. Drop-in BNJARS active operators will have to wait for an opportunity. **Off scheduled operations by an AO are allowed as long as a phone call or e-mail is sent to the CE to inform him of such operation as soon as possible. This is to cover us in case the ship's staff questions us as to someone being in the shack.**
 - a) **BNJARS members who have become Authorized Operators, and has an active ID badge, may utilize the shack at their discretion as long as all Station rules are followed. Any AO who would like a permanent rotating schedule should contact the Chief Engineer to be added to the calendar. Being placed on the calendar gives other members a chance to see when the shack will be opened and also gives the scheduled AO priority over any other operators.**
 - b) **If there is no AO scheduled and a BNJARS member who is not an Authorized Operator wishes to operate in the shack, they must schedule their visits through the Chief Engineer who will arrange to have the shack opened by an AO. A BNJARS member who is not an AO will be treated as a Guest Operator during such visits. This includes being limited to the shack areas the same as any other Guest Operator.**
2. Normal operating schedules will comply with the hours set by the HPA for ship operation **unless previous permission has been granted by the HPA staff.**

SECTION G: MAINTENANCE

1. If it becomes necessary to remove BNJARS property from the ship for maintenance or similar reasons, the Station Journal will be used to document the transaction. For the protection of all involved, this requires 2 (TWO) signatures plus that of the Chief Engineer or his designee.
2. Problems or concerns with the equipment or systems shall be reported to the Chief Engineer or his designee ASAP. Documentation in the Station Journal is suggested but not required.

SECTION H: STATION JOURNAL

1. Entries in the Station Journal will be maintained in a clean, readable, accurate and respectful manner.
2. Any changes made to entries in the Station Journal, must be made by single line cross-out and initialed and dated by the person making the changes. If the change affects the entry by another person, that person must be notified of the change and must also initial the changes at the next opportune time.
3. When opening the shack for operation, please put in the Journal the station that you are operating ie.....ham-2, ham-3, vhf).

SECTION I: EQUIPMENT

The configuration of station equipment shall not be altered without consent from the Watch Supervisor or the Chief Engineer. Any changes that are permitted for temporary usage, should be noted in the Station Journal and **MUST BE RETURNED** to the normal station configuration before the end of the shift.