

# OPERATIONS MANUAL



**Amateur Radio Station NI6BB**

**BATTLESHIP IOWA AMATEUR RADIO ASSOCIATION**

# **Battleship Iowa Amateur Radio Association**

## **Station NI6BB**

### **Operations Manual**

#### **INTRODUCTION:**

Welcome to the Battleship Iowa Amateur Radio Association's station, NI6BB. As the association and the station are guests of the Battleship Iowa and the Pacific Battleship Center, it is prudent to document some basic rules to assure that members, visitors and our host all derive maximum benefit. You should remember that access to and operation of the station is a privilege extended to qualifying members, and is not a right of membership.

Compliance with these rules will allow operators to retain that privilege.

Refer to Appendix A for the certification process for BIARA members.

**(Be aware that with the permission of properly credentialed PBC management, BIARA administered, or personal, equipment may be operated by other PBC Volunteers, through the ship's antenna(s), under their own call signs, separately from, and not associated with, NI6BB.)**

***Only persons authorized by, or affiliated with, BIARA may operate using the call sign NI6BB.)***

#### **PURPOSE:**

The primary purpose of BIARA is the support of radio activities on, or associated with, the Battleship Iowa. Operators are encouraged to become knowledgeable about the rôle that communication technologies played on the Battleship Iowa. Operation of NI6BB provides an ongoing link with the Amateur Radio community and the public at large, and all activities should reflect favorably upon the Battleship Iowa.

## **IOWA STAFF/ BIARA VOLUNTEER INTERACTION:**

Operational or administrative concerns between the Iowa staff and BIARA should be addressed only between a designated BIARA member and the Iowa Administration. All concerns are to be channeled through this path only. The selection of the designated BIARA member shall be by mutual agreement. BIARA issues, disputes, suggestions, complaints, ideas, or commitments should not be made to the Iowa staff. All related issues should be routed to the appropriate BIARA officer, Station Manager or Station Trustee.

The PBC and Battleship Iowa are responsible for the security and legal operations of the Battleship Iowa. In support of this, all operators are required to:

- Wear their Iowa Volunteer badge
- Operate within the privileges of their license class when functioning as a Control Operator.
- Not interfere with designated security personnel
- Follow the instructions of Iowa staff
- Login and logout, on board ship, via *volgistics*
- Schedule hours and maintain records online through *volgistics*.
- Become familiar with the BIARA Constitution & Bylaws and the MOU between PBC and BIARA

### **IN CASE OF EMERGENCY:**

**All injuries, no matter how small, *MUST* be reported to Security immediately!**  
**Security personnel are located near the forward and aft brows, or look for any “Red Shirt” personnel.**

**Small cuts or scrapes should be cleaned and bandaged as soon as possible to prevent infection from “Marine Environment” bacteria.**

**“Slip and Fall” accidents should be investigated promptly, and treatment rendered if deemed appropriate.**

**In the event of any emergency requiring outside assistance crew members are directed to:**

1. **Call 911 (Do not call local fire or police stations directly)**
2. **Notify security (call 811, send a runner, or use radio).**

**If you are unsure if something is an emergency, be safe and treat it as an emergency.**

## **DRESS CODE:**

To maintain an acceptable image for BIARA and the Battleship Iowa, operators are to maintain a well-groomed appearance, with good personal hygiene, and ensure their attire is in accordance with the decorum of the battleship. Operators are to wear their Iowa Volunteer ID badge as a means for both the Iowa staff and the public to identify them as authorized personnel.

## **HOUSEKEEPING:**

Station appearance is to be maintained as uncluttered and professional. The Red Book Trustee's Log or the equipment log is to be used to communicate information. Please ensure that the station is left in the manner that you would deem appropriate if you were coming in to assume a shift.

To maintain the preferred image, ensure waste is properly disposed of, and that no tripping hazards are left on the floor.

The closing operator should minimize all volume controls and secure all radio equipment (power supply, mic(s), telegraph key(s), etc) and logs in the lockable drawer.

## **OPERATORS:**

As NI6BB operators are volunteers within the Pacific Battleship Center, they are required to complete PBC Volunteer processing.

Initial application to become a PBC volunteer is made online through the Pacific Battleship Center website, located at:

**[www.pacificbattleship.com](http://www.pacificbattleship.com)**

Initial application to become a BIARA Associate is made through the BIARA website located at:

**[www.biara.org](http://www.biara.org)**

All NI6BB Control Operators must be BIARA Associates, licensed in the Amateur Radio Service by the FCC, be familiar with applicable part 97 regulations, and have been qualified on station equipment by the Station Manager or their delegate.

Control Operators, as defined in the FCC regulations, are reminded that they may **only** operate within the privileges granted them under their current FCC license class.

Visitors licensed by the FCC in the Amateur Radio Service may operate the station under the supervision of a properly licensed BIARA Control Operator.

Licensed foreign visitors may operate the station under the supervision of a properly licensed BIARA Control Operator ***provided*** that a Reciprocal Operating Agreement has been signed between their country-of-license and the United States.

Third-Party Traffic is ***ONLY*** allowed between those countries that have current Third-Party Agreements with the United States.

All Control Operators are required to log in and out of the station in the Operating Logbook AND the Trustee's Log (the Red Book). This allows adequate tracking should legal or security issues arise. BIARA members should sign in to the Red book even if they don't intend to operate the radios.

In the unlikely event that any person suspects operation of the station was in violation with applicable FCC or international regulations, it is that person's obligation to provide a *written report* to the Station Trustee, Association President , and Station Manager as soon as possible.

## **USE OF STATION COMPUTER:**

At this time (January 2017) the station PC is NOT available for general use. Per PBC policy, individual users must have a unique login for security and accountability reasons.

Each person authorized to use the NI6BB station equipment will be issued a PBC email address, and a unique login ID and password.

Individual users will be assigned a regular Windows user account, which will allow access to installed software and Internet. Individual users will not be able to install/uninstall software, or make significant changes to the computer's configuration.

If additional software packages are desired, see the Station Manager to discuss your requirements.

***Do not leave the station computer unlocked while away from the area!***

Lock the computer using the control-alt-delete keys, and unlock it when you return.

## **TECHNICAL ISSUES:**

In the event of technical difficulties with any station equipment, please provide detailed information using an "Equipment Trouble Report Form" as located in the station's Equipment Logbook. A brief note at the bottom of the day's page of the Red Book will alert the Station Manager of the problem. If the problem represents a safety or operability issue, contact the Station Manager as soon as possible. If the Station Manager is not available, contact the

Station Trustee or the Association President.

### **STATION MANAGER:**

All members desiring to operate NI6BB are to contact the Station Manager to schedule and receive an Initial Familiarization.

The Station Manager will ensure that an Operating Logbook AND the Red Book Trustee's Log are available, and that all operators are briefed on their usage.

The Station Manager or their assignee will coordinate with the Station Trustee or Association President to arrange all special event or portable operations utilizing the NI6BB callsign.

The Station Manager will solicit a QSL Manager from the club membership to ensure requests for NI6BB QSLs are answered. QSLs related to a special event or portable operation will be coordinated with the event chairperson and the station Trustee or the Association President.

Blank QSL cards are NOT to be given out as souvenirs. A special card is available for this purpose, with a supply of the cards located in the same drawer as the logbook.

### **STATION TRUSTEE:**

The officers shall nominate and approve a BIARA member to be the Station Trustee of NI6BB. The official mailing address of NI6BB shall be determined by the BIARA Board. The member assigned as the Station Trustee must accept the responsibilities as published in Part 97 of the FCC's regulations. The trustee must ensure that all mail or correspondence of a legal or regulatory nature is expeditiously addressed. All requests for the utilization of NI6BB at locations and events outside of the Battleship Iowa must be routed to, documented by, and approved by the Station Trustee, the Station Manager, or the Association President.

## ***APPENDIX “A” - Station Operation Introduction***

Setup and initial operation:

Three SEPARATE sign-ins are required: 1. Web-based volgistics scheduling from home before you arrive on board. 2. Volunteer office login (the sign-in computer on board) 3. The BIARA Trustee's Log (the Red Book). The latter two also require a sign-out.

1. Volunteer office: Login for volunteer activity. ***This is a PBC REQUIREMENT!*** *While logging in is a way to keep track of volunteer hours, its most critical function is to provide Security with a list of persons aboard the ship. In the event the ship has to be evacuated, this list will be used to ensure all personnel are accounted for.*
2. In the locked drawer, using your issued key, access the correct operating logbook, the Red Book, microphone, headphones, radio, power supply and/or telegraph key as appropriate.
3. TS-850S: Operational basics and other information are in the Operating Manual located in the second right side drawer. In addition, a .pdf document containing all of the operating manuals is available.
4. TS-850S: (Portside station) Select the correct antenna for band of operation using the antenna selector switch mounted on the bulkhead. The upper bands (above 10 MHz) use the Discone (top) of the antenna near the bow, the lower bands (below 10 MHz) use the Cage (bottom) of the same antenna.
5. TS-850S: Turn on power supply and radio and begin operating.
6. TS-940S: (Starboard station) Operational basics and other information are in the Operating Manual located in the desk drawer. This radio can be used for the upper bands, 10 MHz to 30 MHz. FT-900: (Starboard station) The FT-900 and Power Supply are located in the same drawer as the logbook and other station accessories. Use the coax jumper from the switch on the TS-940 desk, switching the coax switch to the correct position. The manual for the FT-900 is located in a drawer of the TS-940 desk. The starboard station radios use the trussed monopole antenna on top of the aviation service shed on the fantail. Using the internal antenna tuner, this radio can be used for 7 MHz to 30 MHz.
7. Observe band limits for license class, using the supplied reference card.
8. Log all contacts.

To close down the station:

1. Return all equipment and logs to the lockable drawer. Sign out in the Red Book.
2. Police area for personal/disposable material.
3. Secure the padlock and take your issued key with you.
4. Volunteer office: Log out of volunteer activity before departing ship.

***DO NOT leave the station in operable condition if leaving the immediate area, even if only for a few minutes!***

*Turn off rig and stow the microphone or telegraph key in the lockable drawer.*

*If you are signed into the current, active log page as Control Operator, it is YOUR responsibility to ensure the station is secured from unauthorized access OR that another BIARA associate assumes the Control Operator duty!*

## NI6BB Trustee's Log (The Red Diary Book)

PLEASE find the right page for the current date.

On the first available line, enter the LOCAL time, print your name and callsign, and sign your name. Leave enough space for the time out.

The middle of the page is for guest operators; use the same format.

The bottom of the page is for equipment discrepancy reports and any comments.

This logbook is to be used IN ADDITION to the PBC sign-in procedure.

## NI6BB Logbooks

BIARA uses Amateur Contact Log by N3FJP to log all contacts. This is accomplished using one of the two Lenovo Laptops (2 more laptops are available during special events.)

Remove the laptop from its case. The zippers are cheaply made; it might be well to leave the cases unzipped all the time - we'll have to see. Either computer can be used at any station.

Plug the "wall-wart" in at the station you plan to operate.

Boot the laptop; it takes as much as two minutes to boot.

Log in as user BIARA, password BIARA (until we go live).

Poke the blue sphere icon at the top left to start ACLog. That takes a while, too. You may want to check that the correct log file (normally NI6BB Master.mdb) is in use: poke File>Show File Locations.

Begin by entering the call sign of your contact. This is not case-sensitive. Tab past the date; this is automatically entered as today.

Enter the band (meters, not frequency). If unsure, use drop-down list. Tab.

Enter the mode (e.g. SSB, CW, or PSK31. Tab.

Enter the power (normally 100). Tab.

Time on will be automatically entered as NOW, but can be edited. If you are entering a contact that was not made today, this MUST be corrected. Tab.

Enter RST sent and RST received. Tab.

Country will automatically be entered from the callsign. If it's WRONG, you may have mis-entered the callsign.

Name and address (in the comments block) will automatically be entered from the free callbook provided by ACLog. This works only for the USA and Canada; other countries cost money. The free callbook may be up to 6 months out of date, in which case something may have changed and you may have to edit these. Tab.

Enter frequency (if desired). Tab.

Enter Operator's (your) callsign (this one IS case sensitive). Tab.

If you want to erase everything you've entered, there's a 'Clear' button on the top menu line.

If a pop-up asks to allow internet access, choose 'yes'. This allows access to electronic logs (eQSL, LoTW or Club Log). This is not yet implemented.

If you want to accept the current time as the 'Time off', 'enter' or 'Log Contact' does that and adds your data to the database. If you want to edit the 'time off', there's a blue 'Time OFF' button at the bottom right to edit the 'time off'.

If you don't like what you see, edit it or hit 'clear' on the top menu. If it looks good, hit 'Log contact' next to the clock display. PLEASE CHECK ALL ITEMS, ESPECIALLY WHEN YOU FIRST START OPERATING FOR THE DAY! It's easy to miss something, and then propagate that mistake throughout the day.

If you enter a callsign and then change it, the callbook information for the callsign you originally entered remains in the comments field. You have to manually erase it.

Once you've entered your contact into the database, you can edit or remove it by selecting it in the main database screen. The highlight on that line reverses, and seven buttons appear. The most relevant buttons are 'Edit' and 'Delete'. 'Edit' should be self-explanatory. If you hit 'Delete', a pop-up asks you if you want to resequence your record number. Hit "No".

'Band', 'Mode', 'Power', 'Sent', 'Rec', 'Frequency' and 'Operator' will autofill from the preceding entry if you tab through them. Please make sure you edit these when you first begin to operate or change operators.

If at some point the main database screen doesn't show the last entries you made, you may need to toggle the 'last 50' and 'all' buttons at the top right of the screen to refresh it.

### ***Equipment Logbook***

When a Control Operator recognizes any problem with any station equipment, they should:

- Make a brief note describing the problem on the bottom of the daily page in the Red Book.
- Complete a trouble report form with as much detail as possible
- Provide date and time of report filing
- Contact Station Manager, Station Trustee, or the Association President.
- Provide date and time Station Manager was notified

Station Manager should:

- Make reasonable efforts to investigate and resolve reported problem(s)
- Document actions taken on the trouble report form
- If the problem is serious, take the affected equipment out of service
- If expenditures in excess of \$100 are required to repair related equipment, contact Association President for executive approvals

**Battleship Iowa Amateur Radio Association  
Radio Station NI6BB  
Equipment Trouble Report Form**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reported By: \_\_\_\_\_ Call Sign: \_\_\_\_\_

Defect noted:

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Reported to: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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Investigated by: \_\_\_\_\_ Date: \_\_\_\_\_

Actions taken:

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Defect resolved / trouble report closed out:

Date: \_\_\_\_\_ By: \_\_\_\_\_

## **NI6BB Control Operator Certification**

Call sign: \_\_\_\_\_ License Class: \_\_\_\_\_ Expires: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Familiarized with NI6BB / BIARA ...

1. Comm equipment - \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

2. Antennas - \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

3. Accessories - \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

4. Administrative requirements - \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

5. Watch Bill / Operating Schedule - \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

6. QSL procedures - \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

7. EMERGENCY PROCEDURES - \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

8. Issued Key # \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

The undersigned has read and agrees to abide by the rules contained in the NI6BB Operations Manual, the BIARA Constitution & Bylaws, and the MOU between PBC and BIARA, in exchange for the privilege of operating NI6BB, the station of the Battleship Iowa Amateur Radio Association located on board the Battleship Iowa. When familiarized with the listed requirements, and approved by the Station Manager or their delegate, the member is considered qualified and granted the privilege of operating Amateur Radio Station NI6BB.

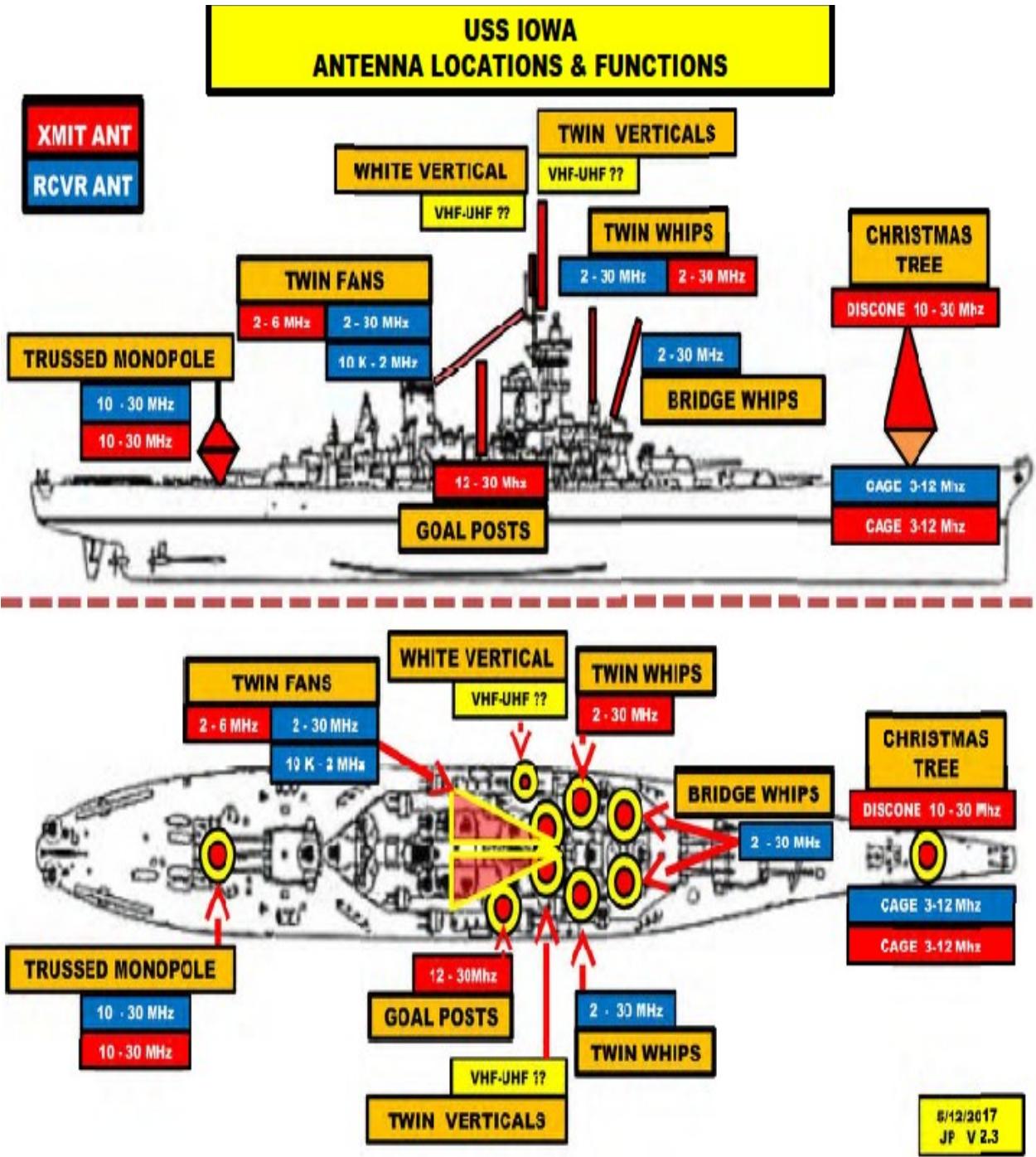
Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

***Current BIARA Officers / Emergency Contacts***

President: Doug Dowds W6HB [w6hb@arrl.net](mailto:w6hb@arrl.net)  
Vice President: Steve Nash WB6ZJGD  
Secretary: Arnie Welch WI6S  
Treasurer: Gary Forister N6HMR  
Director: David Ziskin AG6E  
Director: John Olson K6RFN  
Director: Peter von Hagen WA6HXM  
Director: Bill Carter W6AJ  
Station Trustee: Bill Carter W6AJ 310-503-6989  
Station Manager: Jim Jerzycke KQ6EA (H)562-422-0024 (C)310-938-3644  
Assistant: Ron Frank [ronald.e.frank@gmail.com](mailto:ronald.e.frank@gmail.com)





Get and read the Iowa Fact document!