

Title:	AWIN Radio Discipline Standard
Areas affected:	AWIN Policy Development Workgroup, AWIN Program Director, AWIN Steering Committee
Last Revised:	
Owner:	AWIN
Document No.:	

AWIN Radio Discipline Standard

1. Purpose and Scope:

To define the standard for the acceptable use of the Arkansas Wireless Information Network (AWIN).

2. Standard:

This standard is to act as a discipline for Local agencies/entities to follow when using AWIN Radios.

Adherence to proper radio discipline is an issue that rest primarily with the Local agency/entity with the following exceptions:

1. Any miss-use of the AWIN system will be reported to the AWIN support staff for AWIN Program Management to handle directly with the agency/entity department head or his/her designee.
2. All agencies/entities are expected to utilize statewide resources sparingly.
3. All agencies/entities utilizing the AWIN system must abide by all Federal Communications Commission (FCC) regulations as stated in title 47 Part 90 Land Mobile Communications.
4. MAC talkgroups are designated as Interoperable channels. The following are recommended while using the MAC talkgroups.
 - 4.1 Plain talk is recommended for all radio communications.
 - 4.2 Usage of 10 codes or acronyms is discouraged.
 - 4.3 AWIN suggests the phonic spelling listed as appendix A of this standard.
5. All MAC talkgroups other than MAC-Call and MAC-5 are coordinated talkgroups. They require Arkansas Department of Emergency Management (ADEM) permission to utilize.
 - 5.1 ADEM will coordinate the use of all MAC talkgroups other than MAC-Call and MAC-5. This means only MAC-Call and MAC-5 may be used without the permission of ADEM.

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5.2 MAC-Call and MAC-5 are designated as the State’s non-emergency interoperability channels. This function is allowed to facilitate agency to agency communication. Traffic is permitted on these channels without ADEM coordination. It should be noted this is a statewide talkgroup. As such this talkgroup may have multiple conversations and there should be no expectation this talkgroup is private. ADEM will not permit the use of other MAC talkgroups for non-emergency communications. In the event of an emergency ADEM may designate MAC-CALL for emergency communication traffic only.

3. Controls and Measures:

1. AWIN Program Management will address any miss-use of the AWIN system by handling it directly with the agency/entity department head or his/her designee.
2. AWIN Program Management will address any miss-use of statewide resources.
3. ADEM will coordinate the use of all MAC talkgroups other than MAC-Call and MAC-5.

4. Responsibility/Assignment:

1. The department head of the local agency/entity is responsible for radio discipline, with the exceptions stated in this standard.

5. Definitions:

Steering Committee - Provides general oversight of the entire program including executive support, fiscal oversight, legislative and administration communications, strategy, and overall accountability. The Steering Committee is the final authority regarding the acceptable use of the AWIN system.

Local Leadership Council - Provides the local perspective on the AWIN program. Additionally, this group provides advice and guidance on strategic planning, funding, program policies and procedures.

AWIN Support Staff - Manages the day-to-day operational needs of the system.

Program Management – Overall responsibility for coordinating the various projects related to the AWIN implementation as well as the development of policies and guidelines that are in support of the long term operations of AWIN.

AWIN Policy Workgroup – A workgroup working under the direction of the AWIN Steering Committee consisting of State and County personnel experienced in the operations of a trunked radio system. This workgroup is responsible for developing business strategies and procedures which promote efficient and secure operation of the Arkansas Wireless Information Network.

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Appendix A

Suggested Phonic Alphabet

A- ADAM
 B- Bay
 C- Charles
 D- David
 E- Edward
 F- Frank
 G- George
 H- Henry
 I- Ida
 J- John
 K- King
 L- Lincoln
 M- Mary
 N- Nora
 O- Ocean
 P- Paul
 Q- Queen
 R- Robert
 S- Sam
 T- Tom
 U- Union
 V- Victor
 W- William
 X- X-Ray
 Y- Young
 Z- Zebra