



Wisconsin ARES/RACES

Standard Operating Guideline

SOG 101

Leadership Appointments and Functions



Revised: 2/10/2008

1 101. Wisconsin ARES/RACES fulfills its missions by operating at two levels:

2 101.1. Amateur Radio Emergency Service (ARES): ARES is a function of the American
3 Radio Relay League (ARRL), a private corporation with headquarters in Newington,
4 Connecticut. The State of Wisconsin is an ARRL Section and is part of the ARRL's
5 Central Division.

6 101.1.1. Section Manager: At the section level, ARRL operations are the
7 responsibility of the Section Manager, a member in good standing in the ARRL,
8 who is elected biannually by the Wisconsin ARRL membership.

9 101.1.2. Section Emergency Coordinator: The Section Emergency Coordinator
10 (SEC) is appointed by the Section Manager. The SEC, a member in good
11 standing in the ARRL, holds a current FCC amateur radio General Class, or
12 higher, license and is directly responsible for all ARES activities in Wisconsin.
13 The SEC may serve the dual role of Wisconsin RACES Chief Radio Officer.

14 101.1.2.1. Assistant Section Emergency Coordinators (ASECs) are appointed
15 by the SEC and advise the SEC as directed. ASECs are members in good
16 standing in the ARRL.

17 101.1.2.2. Subordinate emergency coordinator positions are appointed by
18 the SEC and serve at the direction of the SEC.

19 101.1.3. District Emergency Coordinators: A District Emergency Coordinator
20 (DEC) is appointed for each of the six Wisconsin ARES/RACES districts. DECs
21 hold a current FCC amateur radio Technician Class, or higher, license and are

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1 members in good standing in the ARRL and are responsible to the SEC for all
2 ARES/RACES activities within his/her district.

3 101.1.3.1. Assistant District Emergency Coordinators: DEC's may appoint
4 one or more Assistant DEC's (ADEC's) to assist them in their duties. ADEC's
5 serve at the direction of the DEC.

6 101.1.4. Emergency Coordinators: An Emergency Coordinator (EC) is appointed
7 for each of the 72 Wisconsin counties. Additional EC's may be appointed for
8 tribes, municipalities, other geographic or functional areas as the SEC deems
9 necessary. EC's hold a current FCC amateur radio Technician Class (General
10 Class if the EC is also the County RACES RO), or higher, license and are
11 members in good standing in the ARRL and are responsible to the DEC and SEC
12 for the ARES/RACES activities in their area of responsibility.

13 101.1.4.1. Assistant Emergency Coordinators: Each EC may appoint one or
14 more Assistant EC's (AEC's) to assist him/her in their duties. AEC's serve at
15 the direction of the EC.

16 101.2. Radio Amateur Civil Emergency Service (RACES): RACES is a function of the
17 Federal Emergency Management Agency (FEMA), a division of the Department of
18 Homeland Security (DHS) with headquarters in Washington, DC. At the state level,
19 Wisconsin Emergency Management (WEM), a division of the Wisconsin Department
20 of Military Affairs (DMA) is responsible for the RACES function.

21 101.2.1. WEM is headquartered at the Joint Forces Headquarters building, 2400
22 Wright Street, Madison, Wisconsin 53707-7865. WEM is managed by an
23 Administrator, who serves at the direction of the Governor, and is ultimately
24 responsible for the development of emergency services, civil defense, and
25 disaster response activities throughout Wisconsin.

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1 101.2.1.1. Warning and Communications Officer: The WEM Administrator
2 appoints a Warning and Communications Officer. The Warning and
3 Communications Officer is delegated the responsibility for RACES
4 operations throughout Wisconsin.

5 101.2.1.2. Wisconsin RACES Chief Radio Officer (WI CRO): The WI CRO
6 shall be a United States citizen holding a current Federal Communications
7 Commission (FCC) amateur radio General Class, or higher, license. The WI
8 CRO is appointed by the WEM Administrator, upon recommendation of the
9 WEM Communications and Warning Officer. The WI CRO may serve the
10 dual role as Wisconsin Section Emergency Coordinator.

11 101.2.1.3. Wisconsin Deputy RACES Chief Radio Officer (Deputy WI CRO):
12 The Deputy WI CRO shall be a United States citizen holding a current FCC
13 amateur radio General Class, or higher, license. The Deputy WI CRO is
14 appointed by the WEM Administrator, upon recommendation of the WEM
15 Communications and Warning Officer and the WI CRO.

16 101.2.1.4. County Radio Officers (RO): County ROs are United States
17 Citizens, holding a current FCC amateur radio General Class, or higher,
18 license. County ROs are appointed by the county Director of Emergency
19 Management, subject to the approval of the WI CRO. County ROs may
20 serve the dual role of ARES Emergency Coordinator

21 101.2.1.5. Alternate County Radio Officers (ARO): AROs may also be
22 appointed in each county by the county Director of Emergency
23 Management, subject to approval by the Wisconsin RACES Chief Radio
24 Officer. AROs, where appointed, are likewise United States citizens
25 holding a current FCC amateur radio General Class, or higher, license.