



**Wisconsin ARES/RACES**  
**Standard Operating Guideline**  
**SOG 101**  
**Leadership Appointments and Functions**

**Effective July 1, 2024**

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

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

101.1.1. Section Manager: (SM) oversees the section level, ARRL operations and it is the responsibility of the Section Manager, a member in good standing with the ARRL, to make section level appointments as well as ensuring the efficient operation of ARRL programs in the section, including ARES. The SM is elected biannually by the Wisconsin ARRL membership.

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

101.1.2.1. Assistant Section Emergency Coordinators (ASECs) are appointed by the SM and advise the SEC. ASECs are members in good standing in the ARRL.

101.1.3. District Emergency Coordinators: A District Emergency Coordinator (DEC) is appointed for each of the six Wisconsin ARES/RACES districts. DECs hold a current FCC amateur radio Technician Class, or higher, license and are members in good standing in the ARRL and are responsible to the SEC and ASEC as designated for all. ARES/RACES activities and reports in his/her district.

101.1.3.1. Assistant District Emergency Coordinators: DECs may appoint one or more Assistant DECs (ADECs) to assist them in their duties. ADECs serve at the direction of the DEC.

101.1.4. Emergency Coordinators: An Emergency Coordinator (EC) is appointed for each of the 72 Wisconsin counties as recommended by the DEC and approved by the SEC and Appointed by the Section Manager. Additional ECs may be appointed for tribes, municipalities, other geographic or functional areas as the SEC /SM deems necessary and coordinated with the DEC. ECs hold a current FCC amateur radio Technician Class (General Class if the EC is also the County RACES RO), or higher, license and are members in good standing in the ARRL and are responsible to the DEC and SEC for the ARES/RACES activities in their area of responsibility.

101.1.4.1. Assistant Emergency Coordinators: Each EC may appoint one or more Assistant ECs (AECs) to assist him/her in their duties. AECs serve at the direction of the EC.

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

101.2.1. WEM is headquartered at the Joint Forces Headquarters building, 2400 Wright Street, Madison, Wisconsin 53707-7865. WEM is managed by an Administrator, who serves at the

direction of the Governor, and is ultimately responsible for the development of emergency services, civil defense, and disaster response activities throughout Wisconsin.

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

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

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

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

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