

## DOCUMENT TOPIC

## FREQUENCY CHANGE MANAGEMENT USING V-F-T-O-M

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**OP SECTION(S):**  ZR1/CMD    ZR2/OPS    ZR3/PLN    ZR/5LOG    ZR5/FIN

**TO:** All V-C-N / ZRICS Participants and ZR Participating Organizations

**FROM:** Volunteer Communications Network / ZRICS Development Team (ZRDT)

**BACKGROUND:**

Safety is always "priority #1" on all V-C-N and ZRICS incidents, operations, activities, meetings, training sessions or (development) exercises. Implementing and maintaining a "safe" operating environment requires policies, procedures and protocols for the safety of all yourself (and those around you), other incident participants and the general public.

Unsafe operating environments are one (among many) reasons why every radio operator with responsibilities as an emergency communicator must be able to change frequencies with little or no advance notice (upon demand), and do so quickly and safely.

"V-F-T-O-M" drills help radio operators to maintain individual and organizational proficient and ability to change frequencies when required to meet incident objectives or mission requirements. **Every emergency communications specialist must be able to change the frequencies of the radio they bring to and use during an incident.**

To review, V-F-T-O-M was designed by the V-C-N and stands for:

1. "V" – Select radio "VFO" mode (you cannot program a radio in "memory" mode).
2. "F" – Select desired or requested (F)requency.
3. "T" – Select desired, requested or needed (T)one.
4. "O" – Select requested or needed (O)ffset, either "plus" (P) or "minus" (M), to include "open" tone (tone enabled on transit or "encode" only (or) tone enabled on both encode and receive or "decode" ... also known as "CTCSS").
5. "M" – Save into (M)emory.

**IMPLEMENTATION:**

ZR incident objectives always focus on safety. There are three "standardized" incident priorities that apply to all deployments, operations, activities, meetings, training drills and (development) exercises. They are:

- Priority #1: Safety. Always maintain a "safe" operating environment.
- Priority #2: Monitor. Always monitor your designated or assigned frequency.

- Priority #3: Confirm. Always obtain "confirmed acknowledgement" from your designated or assigned net control station (NCS) before initiating any change in your assignment.

Complying with NCS frequency change management requests (using V-F-T-O-M) requires a standardized procedure or protocol to maintain a safe operating environment. All V-C-N and ZRICS radio specialists will practice and use the following protocols.

#### **APPLICATION + UTILIZATION:**

1. NCS requests radio operator to change frequency.
2. Radio operator acknowledges request and asks for new frequency information.
3. NCS provides new frequency information and requests confirmation.
4. Radio operator conduct "read back" confirmation of new frequency information.
5. NCS confirms accuracy and authorizes radio operator to change frequencies (QSY) to the new frequency, with instructions to return to originating (this) frequency if unable to make contact with NCS on new frequency.
6. Radio operator acknowledges instructions and requests permission to change "NOW" to the new frequency.
7. NCS acknowledges and ends conversation with callsign.
8. Radio operator acknowledges and ends conversation with callsign.

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