Amateur Radio Communication Service (ARCS)
Cache Radio, Go Kit
Preventative Maintenance Checks and Services (PMCS)

Item #:	Interval				Procedure	Equipment is Not Ready if:
	B	A	BW	M		
1	•	•	•	•	**Visually inspect equipment cases:** a. Check for damage b. Inventory components	**Damaged or loss of critical component(s)**
2	•	•		•	**Inspect SLA/AGM batteries:** a. Check for damage b. Check the charge status using the power bar volt meter – charge if necessary (B & A) – Charge batteries monthly	**Battery is damaged or uncharged**
3	•	•	•	•	**Visually inspect Laptop Computer:** a. Check for damage b. Check the charge status – charge if necessary (B & A) – Charge laptop monthly	**Laptop is damaged or uncharged**
4	•	•	•	•	**Laptop Computer serviceability:** a. Confirm function b. Confirm presence, functionality, and perform updates of critical software applications: 1. Windows OS and MS Office suite 2. Winlink 3. VARA FM/HF 4. Google Earth Pro (confirm offline cache maps) 5. Grid reference system conversion App. 6. RT Systems programming software (Kenwood only) c. Confirm latest document set is loaded: 1. ICS-217A-D5 2. ICS-205-D5 3. ICS-213-D5 4. ICS-309-D5 5. WA EMD-078 6. FEMA standard forms 7. NTS Radiogram 8. ARFOG 9. User manuals 10. Confirm duplicate document set on the separate USB thumb drive d. Confirm ARFOG Winlink Report Formats are pre-loaded and accessible: 1. Activation Report 2. Situation Report 3. Demobilization Report 4. SPOT Report 5. Earthquake Report	**Laptop fails to function** **Critical software is not present or functional** **Critical software updates are not performed** **Document set is not loaded or current** **Winlink Report Formats are not present or identifiable**

Interval Codes:	B	Before Operation	A	After Operation	BW	Bi-Weekly	M	Monthly

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Item #	Interval B	Interval A	Interval BW	Interval M	Procedure	Equipment is Not Ready if:
5	•			•	**Operating Station serviceability and function:** a. Check for damage to components b. Confirm AC power supply function: 1. Power switch illuminates 2. Volt meter displays DC voltage within acceptable limits c. Confirm transceiver function: 1. Inspect cabling and transceiver body for damage and corrosion 2. Transceiver initializes 3. Confirm DTMF keys and VFO functionality d. Confirm current transceiver programming: 1. Confirm the current ICS-217A-D5 is loaded 2. Confirm no changes to the radio setup settings have been made from the baseline e. Inspect antenna system(s): 1. Inspect antenna(s) for damage and corrosion 2. Inspect cabling for damage 3. Inspect connectors and adapters for damage and corrosion 4. Inspect tripod antenna system if assigned f. Conduct radio check(s): 1. Voice Repeater 2. Winlink Gateway g. Confirm transfer from AC power supply to DC battery when a loss of power occurs h. Visually inspect Signalink and components i. Visually inspect the clock for power status and time.	**Lack of function or damage** **Control head displays the VFO fault** (will not take a manually entered frequency from the DTMF pad – "144.000") **Transceiver is improperly programmed** (reprogram only if authorized by the Primary Hand Receipt Holder – Team EC) **Antenna system is damaged, missing components, or requires maintenance** **Transceiver Fails radio check(s)** **Power supply fails to transfer to the backup battery when the power supply is turned off**
6	•	•		•	**Visually inspect physical copies of paper forms:** a. ICS-213-D5 (25) b. ICS-213 FEMA (25) c. ICS-214 (10) d. ICS-309-D5 (25) e. Pre-prepared sub hand receipts (10) f. NTS Radiogram (25)	**Forms are missing or below minimum level**
7	•	•		•	**Visually inspect packing and organization of components to ensure go kit is ready for immediate deployment**	**Organization prevents rapid deployment**

Interval Codes:	B	Before Operation	A	After Operation	BW	Bi-Weekly	M	Monthly