

MISSOURI REPEATER COUNCIL, Inc.

DE-COORDINATION PROCEDURE

The reasons for "Revocation and Termination" of a coordinated repeater have been clearly documented since the early days of repeater coordination activities. The Missouri Repeater Council, Inc. (MRC) has followed the latest revision of the Mid-America Coordination Council, Inc. (MACC) guidelines in determining if a repeater is meeting the criteria to remain coordinated. The MRC has reconfirmed its decision to continue to follow the existing guidelines.

This procedure documents the sequence of steps to be taken prior to the revocation and termination of a previously coordinated repeater or remote link.

SITUATION 1 - No response to the annual database update form.

If the MRC does not receive a response to the annual database update form within 30 days of the request, the 180 day de-coordination process clock starts and the following steps will be taken:

1. An Email will be sent to the trustee listed on the latest document in the MRC database. The Email will clearly state that the annual database form has not been received and that the 180 day de-coordination clock has been started.
 - a. If a response is received, the clock is reset to zero and no further action is required.
 - b. If a response is not received in 30 days, the clock continues and the process moves to Step 2.
2. A letter will be sent to the trustee at the latest address available in the MRC database and the FCC database if different. The letter will clearly state that the annual database form has not been received and that the de-coordination clock has been started.
 - a. If a response is received, the clock is reset to zero and no further action is required.
 - b. If a response is not received in 30 days, the clock continues and the process moves to Step 3. (60 days on clock)
3. A registered letter will be sent to the latest address contained the FCC database.
 - a. If a response is received, the clock is reset to zero and no further action is required.
 - b. If a response is not received in 30 days, the clock continues and the process moves to Step 4. (90 days on clock)
4. Repeat Step 1. (120 days on clock)
5. Repeat Step 2. (150 days on clock)
6. Repeat Step 3 (180 days on clock)
7. Revoke and terminate the coordination of the repeater. If the registered letter sent in Steps 3 and 6 was not returned as undeliverable by the US Post Office, a registered letter will be sent to that address informing the trustee of the de-coordination decision.

SITUATION 2 - Annual database form received, but repeater is believed to be off the air.

If the MRC is advised by a 3rd Party that a repeater is off the air, a 180 day de-coordination clock will start and the following steps will be taken to determine the actual status of the repeater:

1. An Email will be sent to the trustee listed on the latest document in the MRC database. The Email will clearly state that the MRC has been advised by a 3rd Party that the

- repeater is off the air, that the 180 day de-coordination clock has been started and request an explanation as to why the repeater may be off the air.
- a. If a response is received, the clock continues and the trustee must keep the MRC informed as to the progress of returning the repeater to full, coordinated operation. The de-coordination process is terminated if the repeater is returned to full, coordinated operation within the 180 day period and the MRC is notified, in writing, that the repeater has been returned to the air, and that actual repeater operation is verified by MRC.
 - b. If a response is not received in 30 days, the clock continues and the process moves to Step 2.
2. A letter will be sent to the trustee at the latest address available in the MRC database and the FCC database if different. The letter will clearly state that it has been reported that the repeater is off the air, no response has been received from an Email sent 30 days ago requesting the status of the repeater, and that the 180 day de-coordination clock has been started.
 - a. If a response is received, the clock continues and the trustee must keep the MRC informed as to the progress of returning the repeater to its full coordinated operation. The de-coordination process is terminated if the repeater is returned to its full, coordinated operation within the 180 day period and the MRC is notified, in writing, that the repeater has been return to the air, and that actual repeater operation is verified by MRC.
 - b. If a response is not received in 30 days, the clock continues and the process moves to Step 4. (60 days on clock)
 3. Concurrent with Step 2, the MRC will request that ARRL Official Observers (OO) and local Amateurs monitor the repeater output for signs of activity and report back to the MRC.
 4. A registered letter will be sent to the latest address contained the FCC database.
 - a. If a response is received, the clock continues and the trustee must keep the MRC informed as to the progress of returning the repeater to its full, coordinated operation. The de-coordination process is terminated if the repeater is returned to its full, coordinated operation within the 180 day period and the MRC is notified, in writing, that the repeater has been return to the air, and that actual repeater operation is verified by MRC
 - b. If a response is not received in 30 days, the clock continues and the process moves to Step 5. (90 days on clock)
 - c. Monitoring continues.
 5. Repeat Step 1. Monitoring continues. (120 days on clock)
 6. Repeat Step 2. Monitoring continues. (150 days on clock)
 7. Repeat Step 4 Monitoring continues. (180 days on clock)
 8. Revoke and terminate the coordination of the repeater. If the registered letter sent in Steps 4 and 7 was not returned as undeliverable by the US Post Office, a registered letter will be sent to that address informing the trustee of the de-coordination decision.

DOCUMENTATION - All documentation relating to revoking and terminating a repeater coordination shall be retained by the MRC for a period of five (5) years.

Approved August 1, 2009