

The coordination process for all NESMC systems is a two step process. The first step is the building phase - the 'six month' test period. The second step is the 'final' three-year coordination. Please note that no coordination is permanent - all systems must renew coordination at least every three years.

To request coordination, you need to obtain an application form and fill out all of the information requested. The information should reflect the equipment to actually be installed at the site. If you have extra information regarding your request, you can include this on the back of the application or include a separate list. When the application is complete, send the form along with a self-addressed stamped envelope via First Class mail to the coordinator.

After receiving the coordinated frequency recommendation, you should test the channel thoroughly. This step is extremely important since computer models and databases can only go so far. The coordinator also might make an occasional mistake. You have to be satisfied that the frequency is suited to its indicated purpose *before* purchasing crystals, tuning duplexers, etc. If after six months you do not have the system operational, or you need more time for testing, you need to make another request to get one additional extension or your pair may be reassigned.

After the system has been operational for a sufficient period of time to show that no interference problems exist, you can request final coordination by writing a letter to the coordinator. If any information has changed from that on the initial application, you should include this in your letter or, preferably, on a new request form. Only repeaters that are 'final' coordinated will have information released for publication.

Keep in mind that a change in any parameter of system operation will void your coordination, i.e. frequency, trustee, location, power, HAAT. Also, a system will void its coordination status if it is not operational for a period of six months. Simply writing to coordinator with any relevant information regarding your system or completing an application form before making a change can serve to protect your place in the band. And remember, systems must renew coordination at least every three years. After expiration, your coordinated status is lost and the frequencies can be reassigned.

Please do not to telephone the coordinator with coordination requests - put all requests in writing and send them to the coordinator via U.S. First-Class mail. Coordinators may not accept certified, registered, or any other types of mail other than standard First-Class. Also, *please* be sure to include a self-addressed stamped envelope. If you feel it has been too long since you made your request, contact your local NESMC director for help.

We hope this answers any questions you may have had about coordination and look forward to serving your coordination needs.