



## SHARED RESOURCES (SHARES) High Frequency (HF) Radio Program

### SHARES Form 4: Federal Registry of Automatic Link Establishment (ALE) Address Code Instructions

Please read the following steps on how to fill-out the SHARES Form 4. SHARES Form 4 is used to request registration of an entity's ALE addresses codes or code blocks. After the ALE address codes or code blocks have been registered, those ALE codes will be reserved for use by that entity. SHARES HF ALE stations must send their ALE registration request to their SHARES HF Interoperability Working Group representative for approval before their registration request will be processed. Should you have any questions, please call the ALE Administrator, Mr. Daniel Chang, at 703-235-5308.

- 1. AGENCY:** Agency refers to that federal entity or organization that will be responsible for the ALE address being registered. In this block, please enter the full name of that entity or organization and its appropriate abbreviation. (e.g., Federal Bureau of Investigation (FBI), Federal Emergency Management Agency (FEMA), Air Force MARS (AF MARS) etc.).
- 2. SUBMITTING OFFICIAL:** The submitting official is that person who will be the direct user or the administrator for that ALE address. In this block enter the point of contacts name, phone number and the current date.
- 3. UNIQUE IDENTIFIER ADDRESS (UIA):** The UIA is a unique entity/organization/station identifier for a specific ALE radio system. It is recommended that UIA's use three letter characters. The UIA is not required to be used in all addresses, but its use is recommended, where practical, as a means of a standardizing agency/organizational identification. UIA is used to provide a means to differentiate between agencies/organizations. Each Federal agency shall select and have recorded a UIA. No two organizations will have the same UIA. Whenever possible, the UIA will be structured to reflect common abbreviations that identify a particular agency (e.g., FBI, DOE, DOJ etc.).
- 4. ADDRESS CODES:** The Address Code Section is only used if you want to register an individual ALE code for a specific station. A total of six specific stations can be registered in this fashion, each using a total of 3 to 15 characters per address code. If you have more than 6 ALE stations to register, then it is recommended that you register them as a block of ALE codes or use multiple SHARES Form 4's.
- 5. ADDRESS CODE BLOCKS:** The Address Code Blocks is used when an entity/organization to register a sequential range of Address Codes. (e.g., N-MC MARS have reserved the address code blocks of NNN0AAA through NNN0ZZZ which all the characters in between are reserved by N-MC MARS)

6. **COMMENTS:** The comments section is used to advise the SHARES ALE Registration Office of anything the originator would like add any additional comments which they felt is important while registering this particular ALE station.

For additional information, please contact the SHARES Program Office at 703-235-5024 or via email at [nccshares@hq.dhs.gov](mailto:nccshares@hq.dhs.gov).