



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

NGME-Z (350-1e)

15 April 2025
TAG 25-08

MEMORANDUM FOR All MEARNG Unit Commanders/OICs/NCOICs/S6

SUBJECT: Frequency, COMSEC and Training Requests

1. This policy is effective immediately and will remain in effect until rescinded or superseded.
2. REFERENCES:
 - a. MEARNG Regulation 350-1
 - b. MEARNG Annual Training Circular 350-2
3. PURPOSE: Provide the procedures and standardization for the organization, operation, installation and support of the communications system for the Maine Army National Guard (MEARNG) and assigned/attached units during Annual Training and drill periods.
4. GENERAL: When MEARNG units are conducting AT and drill periods, special attention must be paid to frequency assignment and suspense dates. Each frequency request must be forwarded to the State Frequency Manager 120 days prior to the training event and then forwarded to the Army Frequency Manager Office CONUS (AFMOCONUS) to ensure there are frequencies available and to de-conflict any requests from other units. Each COMSEC key must be made and tested thoroughly before being hand receipted out to the requesting unit. Each trainer needs to be notified and given enough time to obtain equipment and prep for the training event. Commanders at every level must place a high priority on establishing and maintaining effective communications throughout their AT and drill period.
5. Frequency, COMSEC, and Training requests are to be requested by using enclosure 1 of this policy. All requests are routed through the respective chain of command and submitted to the Maine Army National Guard Helpdesk NLT 120 days before the frequencies are needed. For more information, refer to Appendix C (Communications) to MEARNG Regulation 350-1 and Appendix C (Suspense Items) to MEARNG Annual Training Circular 350-2.

NGME-Z (350-1e)

SUBJECT: Frequency, COMSEC and Training Requests

6. For "In State" frequency and COMSEC requests, fill out number two of enclosure 1 of this policy. For "Out of State/Country" frequency and COMSEC requests fill out number three of enclosure 1 of this policy. For training requests, fill out number four of enclosure 1 of this policy.

7. Point of contact for this policy is CW3 Ronald P. Ruhlin, Helpdesk Supervisor, (207) 430-5000, ronald.p.ruhlin.mil@army.mil.

Encl
1. Request Form



DIANE L. DUNN
BG, MENG
The Adjutant General