THE THREE PERCENTERS
- ORIGINAL -

National By-Laws

A guide to being a Three Percenter
### Revision History

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ABOUT US

‘The Three Percenters - Original’ is a national organization made up of patriotic citizens who love their country, their freedoms, and their liberty. We are committed to standing against and exposing corruption and injustice.

We are NOT a militia. However, we do have meetings on local levels. These meetings are to help members network together and to learn from each other. Being a Three Percenter is more of a way of life rather than a club to join. As such, there are no membership fees or dues and we will not charge people to participate in a movement that defends civil liberties. However, some events may be held at facilities that require admission. This can be paid individually, as a group, or through a legal means of fundraising. Operational costs (Website hosting, forum participation, training resources, etc) are paid through donations or proceeds from the online store. Mostly, we are an “open source community” meaning, we help each other and try not to rely on 3rd parties or institutions that cost money for our operations. We consist exclusively of volunteers and no member at any level is on any payroll provided by our organization.

We are NOT anti-government. In fact, we are very pro-government, so long as the government abides by the Constitution, doesn't overstep its bounds, and remains “for the people and by the people”. Our goal is to utilize the failsafes put in place by our founders to reign in an overreaching government and push back against tyranny. We are working to preserve the intent of our government as designed. We do not intend to implement our own government. There is often a misconception that we are wanting to overthrow the government. This is simply not true and a false rumor to try and paint our movement as anti-government.

We do not seek to incite a revolution. However, we will defend ourselves when necessary. We are not here to create violence. Violence should always be a last resort and even then should only be defensive in nature.

Our website can be found at www.thethreepercenters.org.
Our National Facebook page is at www.facebook.com/threepercenters/
HISTORY

In the mid-1700’s, the British colonies of North America had many reasons to be disgruntled with the British Empire and the ruling class in England. Recognizing things would become worse before they became better, many amongst the people banded together to push an ideology they all shared. This ideology identified and acknowledged that every person has certain rights from birth. These are not granted by any authority other than their Creator. The limitation or denial of these rights is defined as tyranny and oppression. These bands of people worked together to peacefully resolve the abuses of their government. But, they also recognized that peace was not a guaranteed solution.

Eventually, an idea was coined of having “Minutemen” available at a moment’s notice should the “King’s tyranny” show up in their town, on their streets, or at their door. These Minutemen would meet, train, prepare to defend themselves, their family, and their townships from an ever encroaching empire.

It is a rough estimate that only 3% of the colonists were actively fighting in the field against British forces at any given time. It is from these Minutemen where the 3% name has originated and been passed down into this century. In this new Century we recognize the 3% in being that we will be the last defense to protect the citizens and Constitution of the United States if there ever comes a day when our government takes up arms against “WE the People”.

4 PRINCIPLES OF THE THREE PERCENTERS

All Three Percenters must abide by the following principles. Anyone who cannot accept these principles as a self-imposed discipline are not welcome in this organization, nor should ever consider themselves a part of the Three Percent movement.

1. Moral Strength - Knowing what is right and wrong and acting accordingly. Being trustworthy, truthful, and holding high values and principles. Strength to stand up when something is morally wrong.
2. Physical Readiness - Physical readiness is defined as the ability to meet the physical demands of any task in order to accomplish the objective at hand. There are some III%ers that have disabilities that prevent them from meeting physical demands and for these there is an exception.
3. No First Use of Force - "Don't fire unless fired upon". We are not the aggressor nor antagonist. We are purely defensive and only as a last resort.
OUR GOAL

The goal and main focus of ‘The Three Percenters - Original’ is to get patriots to network, prepare, and petition together on a local level. We intend to provide a framework and guidance that ‘The People’ can use to make positive change in restoring the founding principles of our Constitutional Republic. We plan to leverage incorporated failsafes and laws to ensure the success in preserving the Constitution as the supreme law of the land. Leadership roles in this organization were created to achieve this goal and to serve, not command, those they are appointed over.

OATH

We ask all Three Percenters to take and keep the following oath under any and all circumstances:

"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same. I swear (or affirm) to uphold the four principles of a Three Percenter: have moral strength, be physically ready, no first use of force, and no targeting of innocents."

Any member who is prior or current military/law enforcement should always remember, reflect, and abide by the sworn oath they took. We also propose that these individuals who are current military and/or law enforcement take and keep the following oath from the Oath Keepers organization under any and all circumstances:

1. I will NOT obey orders to disarm the American people.
2. I will NOT obey orders to conduct illegal searches of the American people
3. I will NOT obey orders to detain American citizens as “unlawful enemy combatants” or to subject them to military tribunal.
4. I will NOT obey orders to impose unjustified martial law or a “state of emergency” on a state.
5. I will NOT obey orders to invade and subjugate any state that asserts its sovereignty.
6. I will NOT obey any order to blockade American cities and thus turning them into giant concentration camps/civilian war zones.
7. I will NOT obey any order to force American citizens into any form of detention camps under ANY pretext.
8. I will NOT obey orders to assist or support the use of any foreign troops on U.S. soil against the American people to “keep the peace” or to "maintain control."
9. I will NOT obey any orders to confiscate the property of the American people, including food and other essential supplies.
10. I will NOT obey any orders which infringe on the right of the people to free speech, to peaceably assemble, and to petition their government for a redress of grievances.
ORGANIZATIONAL CONSTRUCT

NATIONAL COUNCIL

The National Council is comprised of all National Officers and Regional Leaders. New members of the National Council will serve a minimum six (6) months probationary period before they are granted voting privileges. During this time they have full privileges and authority to carry out their newly assigned duties and may still participate in discussions and debate issues that are brought before the Council.

The National Council primarily exists for four purposes. The first is to amend, add to, or delete from our organization’s by-laws. The second is to ensure proper conduct of Leadership, and when appropriate, pass sentence and disciplinary action. The third is to review performance issues with State Leaders and all leaders on the National and Regional levels. The fourth is to determine the eligibility and fitness of individual states to pursue 501c status for their states.

The following will describe the procedures to be followed for each function:

By-laws additions, revisions, or repeals:
- The National Council will meet bi-annually to consider modifications to the by-laws. The National Leader can at any time call a special session for emergency reasons, or the adoption of things such as Standard Operating Procedures, as they become necessary when new programs come into being.
- Each suggested modification must have a sponsor and three co-sponsors to be added to the docket for consideration.
- All modifications must receive a unanimous vote in order to be adopted.
- All new policy additions or modifications to existing policy must receive a unanimous vote to be adopted.
- Administrative modifications to the by-laws do not require a vote.

Disciplinary Action:
- Any Member of the National Council may initiate the process when they feel a legitimate issue has arisen with a leader that is either inconsistent with the values of our organization, in direct violation of our by-laws, or is harmful to our cause or public image as a whole. The Council Member should make their concerns known to the National Leader or National Assistant Leader in writing along with all applicable details pertaining to the situation.
- The National Leader and/or National Assistant Leader will initiate an investigation into the matter. This will either be done personally or by members appointed by them. Upon reviewing the evidence collected a decision will be made on whether or not to proceed with convening the council to preside over the matter.
- If needed, the National Council will be convened and the evidence will be presented. Disciplinary action will be taken if 2/3 of the Council finds wrongdoing. Disciplinary action will be in accordance with the policy laid out in ‘Disciplinary Action’ section of the by-laws.
Performance Review:
- Any Member of the National Council may initiate the process of a performance review when they feel such a review is in order for a leader (State Leader and above) whose performance has been lacking. The Council Member should make their concerns known to the National Leader or National Assistant Leader in writing along with all applicable details pertaining to the situation.
- The National Leader and/or National Assistant Leader will initiate and review the performance and decide whether or not to proceed with convening the council to preside over the review.
- If needed, the National Council will convene and a review will take place. Action will be taken if 2/3 of the Council finds performance has been lacking. Action can consist of initiating a probationary period (length will be determined by the National Council) with additional counsel given, or immediate removal of leadership position. If performance has been lacking by a member of the National Council, that council member’s vote will be forfeited during their performance review.

State eligibility and fitness to pursue 501c Status:
- The procedure is detailed in Appendix G: STATE CHAPTER 501C FORMATION SOP.

It is our recommendation that regional and state leaders adopt a regional and state council patterned after the National Council. For regional, this pattern consists of all regional officers and all state leaders of that region. For states, this pattern would be all state officers and zone leaders of that state. Council meetings should be convened to discuss problems in the region/state, ways to implement training/PR/DRT/Comms/etc. throughout the region/state better. This would be the ideal setting for disciplinary boards for problematic leaders or hearing an appeal from a recently booted member.

ORDER OF SUCCESSION

We will ensure that our organization becomes a legacy we pass down to future generations. To that end the following will clearly outline the procedure to be followed in the event of the National Leaders death or incapacitation.

In the event the National Leader becomes incapacitated, the National Assistant Leader will assume all authority, duties and responsibility, but not assume the title until such time as there is no reasonable expectation of the National Leader being able to resume responsibility. In the event of the National Leaders death the National Assistant Leader will immediately assume the National Leader role. Should the National Assistant Leader position be vacant at the time of National Leader death/incapacitation the National Secretary will convene and preside over the National Council, who will choose a new National Leader.

TIERS

This organization has 6 tiers. Though not all 6 tiers are activated at this time for every state, they will be as numbers increase. Each tier is expressly designed to be a support for the tier leaders and members in the tier directly beneath them. They are as follows:
National Tier - Contains 6 Regions.

Regional Tier - Each Region is made up of multiples States. This Tier is purely administrative and was created to help establish and provide continuing assistance to State leadership. See Region map below:

State Tier - Contains multiple Zones. Each State will have a map that depicts the Zones, Districts, and Counties. The following map is the current Mississippi Chapter map. All States should pattern their maps after this map. (Bold lines to outline Zones, fill color to represent Districts, names on all zones/districts as well as counties).
Zone Tier - Contains multiple Districts.

District Tier - Contains multiple Counties. This tier can be omitted in smaller states if necessary.

County Tier - Contains 1 County.

**TITLES AND DUTIES**

Since we are not a militia we do not have titles such as General, Major, Captain, Executive Officer, Lieutenant, etc. However, as with any organization, there are primary points of contacts (POCs) that have insight into specific areas of responsibility. These are what we refer to as our Leaders and Officers. Officers in this construct are not the same as a Military, Civil Service, or Law Enforcement type organizations. They are the people with the knowledge to guide their members in their role, but do not command them.

For conflict of interest reasons, leaders and representatives in our Organization are not permitted to be leaders or representatives in other, similar organizations, however there is no issue with participating as members in those organizations. This rule does not apply to locally developed personal groups, state sponsored or local militias, or unrelated organizations such as church, recreational activities, etc.
The following are the titles and duties for each tier:

**Leader (All Tiers)** - All tier leaders are expressly responsible for all operations of their tier. They’re responsible for organizing petitions, protests, marches, and training for their tier. They are directly over the tiers underneath them and are to aid and assist any lower tiered leaders they are over within positioning. National Leaders oversee the national Facebook page, organization’s website, forum, webstore, other social media outlets, organizational structure, and inner workings. Regional Leaders oversee operations of each state they are over and finds State Leaders in event of an absence. State Leaders should be prior military with an honorable discharge or prior law enforcement; Although this is not required. The State Leader cannot be a felon. State Leaders are directly responsible for their state chapter’s group page on Facebook as well as their state chapter space on the forums. Strong organizational skills are a must.

**Assistant Leader (All Tiers)** - Aids and assists the tier leader in all their responsibilities.

**Communications Officer (All Tiers)** - HAM radio operator that is responsible for all communications on their tier, as well as training members on their tier, and helping any comms officers underneath them. State Comms Officer is responsible for developing a Comms SOP for the state and should be either have General or Extra Amature License.

**Training Officer (National, Regional, State & Zone Tiers Only)** - Helps the tier leader develop a training plan (materials can be found on our forums) for their tier and tiers below. Focus should be preparing in all definitions of the word, with focus on communications. Analyzes, organizes, and oversees civil unrest events. Must have a military/law enforcement background.

**Vetting Officer (Regional & State Tier Only)** - Works with the State Leader to help vet members. Sends questionnaire and vets all potential members on the forum when they have asked to join their state chapter space and then add them to their respective zone space.

**Secretary (National, State, & Zone Tiers Only)** - Prepares all documents, write ups, and minute entries of and for the tier. This position requires great writing skills. Can have further duties as assigned by the tier leader.

**Public Relations Officer (National, Regional, State, & Zones Tiers Only)** - Point of contact for media outlets. Must be willing to do interviews. Must be confident, a good speaker, and have exceptional writing skills. Aids the tier leader when organizing public events by contacting the media.

**Strategic Planning Officer (National & Regional Tier Only)** - National role writes minimum protocol and guidelines to ensure interoperability with government organizations, and is responsible for coordinating large scale response to disasters. National role works with, helps, aids, and supports regional roles when a disaster affects more than one region. Regional role works with, helps, aids, and supports the State Disaster Response Team Coordinator when a disaster affects more than one state within the Region.
**Disaster Response Team Coordinator** (State Tier Only) - Responsible for organizing and training a Disaster Response Team (DRT) for the state and placing this team on standby. In the event of a disaster involving more than one state, this coordinator will work as a liaison between the DRT and their Regional Strategic Planning Officer.

**Chaplain** (State Tier Only) - Tends to the physical, spiritual, and emotional welfare of organization and community members in the state. The State Chaplain is a DRT second responder and is expected to deploy to areas affected of disasters to give physical, spiritual, and emotional aid. Must be an active or prior ordained minister.

**Member** - A law-abiding citizen who is dedicated to meeting with fellow Three Percenters in their County, District, and Zone in order to:

1. Be prepared to support and defend their family in their homes
2. Support and defend their neighborhood/city/county.
3. Support and defend their state.
4. Defend their Country and its Constitution. Time should be given to Family, God, and Country, in that order. Participation is a requirement.

Interim titles and duties can be made and assigned by the State and Regional Leader as needed, but such titles will not be recognized on the National level, nor on the forum.

On the National Tier the titles are as follows:

- National Leader
- National Assistant Leader
- National Secretary
- National Communications Officer
- National Training Officer
- National Public Relations Officer
- National Strategic Planning Officer

The Regional Tier has the following titles:

- Region # Leader (with # being replaced with the Region number they are over)
- Region # Assistant Leader
- Region # Communications Officer
- Region # Training Officer
- Region # Vetting Officer
- Region # Public Relations Officer
- Region # Strategic Planning Officer

The following are the leadership titles for the State Tier:

- State Leader
- State Assistant Leader
- State Secretary
State Communications Officer
State Training Officer
State Vetting Officer
State Disaster Relief Team Coordinator
State Chaplain

The following are the leadership titles for the Zone Tier (In this example, this is a Zone with 3 Districts)
Zone 1 Leader
Zone 1 Assistant Leader
Zone 1 Secretary
Zone 1 Training Officer
Zone 1 Public Relations Officer
Zone 1 Comms Officer
Zone 1 District 1 Leader
Zone 1 District 2 Leader
Zone 1 District 3 Leader

The following are the leadership titles for the District Tier. (In this example, this is a District with 3 Counties.)
District 1 Leader
District 1 Assistant Leader
District 1 Comms Officer
District 1 Franklin County Leader
District 1 Davis County Leader
District 1 Moore County Leader

The following are the leadership titles for the County Tier.
Franklin County Leader
Franklin County Assistant Leader
Franklin County Comms Officer

Put together, the leadership structure for the whole State looks like the following:
State Leader
State Assistant Leader
State Secretary
State Communications Officer
State Training Officer
State Vetting Officer
State Disaster Response Team Coordinator

A Guide to Being a Three Percenter
State Public Relations Officer

Zone 1 Leader
Zone 1 Assistant Leader
Zone 1 Secretary
Zone 1 Training Officer
Zone 1 Public Relations Officer
Zone 1 Comms Officer

District 1 Leader
District 1 Assistant Leader
District 1 Comms Officer
  Franklin County Leader
  Franklin County Assistant Leader
  Franklin County Comms Officer

  Davis County Leader
  Davis County Assistant Leader
  Davis County Comms Officer

  Moore County Leader
  Moore County Assistant Leader
  Moore County Comms Officer

District 2 Leader
  ...(same format above for every District)
  _______ County Leader
  ...(same format above for every County)

Zone 2 Leader
  ...(Same format above for every Zone)
  District 1 Leader
  ...(same format above for every District)
    _______ County Leader
    ...(same format above for every County)
COMMUNICATIONS

PRIMARY AND SECONDARY COMMUNICATION METHODS

The primary method of communications between all levels will be with the use of the forum located at www.thethreepercenters.org/. Once members have been vetted and approved, they will be given access to their state chapter and zone on the forum. Additionally, two applications have been authorized for use: “Signal” and “Zello”. Channel and password information will be provided as needed to individual members.

The secondary method of communications will be via radio frequency links in the High Frequency, Very High Frequency, and Ultra High Frequency bands. Use of these frequencies may require the user to have a valid Amateur Radio license issued by the FCC.

The use of Facebook pages should only be used for non-sensitive postings or to alert members to a posting on the forum. Usage of other social media platforms should also follow this procedure.

For further instruction on our National Communications methods and procedures, please refer to Appendix D: National Signal Operating Instructions (SOI).

NATIONAL COMMUNICATION TREE

Communications on the National tier will flow as illustrated in the following diagram:
MONTHLY REPORTING

Our organization will have monthly state and regional reporting. These reports are due at the beginning of the fourth week of each month. This will allow us to address any problems that are arising and track growth and progress through each state and region. See Appendix E and Appendix F for the standardized reporting forms. States Leaders are encouraged to adapt and implement this reporting program within their state.

VIDEO CONFERENCE CALLS

To aid with communications and to establish rapport within our organization, the National Leader hosts a video conference call on the first Tuesday of each month. The topics will be predetermined and if time allows a question and answer period is conducted towards the end of the call. This call is for all State Leaders, State Assistant Leaders, Regional roles, and National roles ONLY. All video conference calls will be recorded and released at a later date along with the talking points.

We highly encourage all regions, states, zones, and district leaders to hold video conference calls with their leadership and/or members if applicable. Our organization has seen tremendous growth and success coming from utilizing this tool.

TRADEMARK

This organization has a trademark on file with the United States Patent and Trademark Office (USPTO). The logo that we have trademarked, along with all variations, can be seen here:
Characteristics of this trademark that are protected include the roman numerals, 13 stars in circular formation, and 1776 (everything that is white in the logo above). Variations of this trademark can include color, texture, outline shape, and surrounding text. This trademark (known as this organization’s logo) is free to be used by everyone free of charge when promoting our organization, for use on documents and letterheads, and sharing across social media. ONLY state chapters within this organization that have achieved 501c status through the National Council are allowed to use this trademark for financial gain, including but not limited to: patches, stickers, shirts, hoodies, memorabilia.

MEMBERSHIP AND PARTICIPATION

POTENTIAL MEMBERS

Potential Members must first fill out a questionnaire and go through a vetting process. Again, there are no membership fees or dues. Membership in this organization is reserved for those who read, understand, and abide by the rules, principles, and views as described in this documented framework. Vetting will be performed by State Leaders. Participation is not only warranted, but actively encouraged. All willing able-bodied men and women who are of sound mind are invited to participate. Everyone has different skills and backgrounds that can be brought to the table to benefit the group. Children are allowed to participate at family friendly events.

AGE REQUIREMENT

‘The Three Percenters - Original’ is not just supportive of family, we are a family. We encourage family friendly meetings where spouses and children can attend. However, for the safety of all involved the following guidelines will be followed in regards to minors (under the age of 18) attending this organization’s functions.

No one under the age of 18 is eligible for membership.

Minors of all ages are welcome at non-training events such as, meet and greets, barbecue’s, and community outreach functions. Minors of appropriate age are allowed at training events. The appropriate age is subject to change depending on the type of training being conducted. This will be at the discretion of the tier lead, and tier training officer, that will be conducting the training. It is suggested that if the member wishes their child to participate in the trainings, that they first attend some of the family friendly events, so leaders may get to know the child, and get a better idea of what training events they could safely attend. The minor must be accompanied and supervised by parent, grandparent, or legal guardian at all times during training events.

FELONS

Those with non-violent felonies are allowed to participate with us, however, must declare they are such to their State Leader, Zone Leader, District Leader, and County Leader. They are not allowed to participate in any meeting where firearms are present. We HIGHLY encourage each felon to seek to get their felony expunged. Felons are not allowed to hold
any leadership position in this organization. They especially are not allowed to talk to any news outlet or to represent this organization in any fashion.

MENTAL ILLNESS

The Three Percenters, as an organization, hold physical and mental fitness as being one of the most important things that a member must maintain at all times. That being said, we are well aware that some of members may have various challenges with mental fitness that they face every day. For example, we are aware that a number of our members who are prior service or who work in law enforcement have PTSD. This is not a disqualifier for becoming a member or participating in Three Percenter events. Just like any other medical condition, we hold that it is important to work towards establishing and maintain the highest degree of fitness that is achievable.

While a mental health condition is not something that would prevent someone from being a member, a leader, or participating in various events, the display of certain behaviors can be. For example, displaying agitation and potential for violence towards others is not a behavior we could allow at one of our marksmanship competitions. As another example, displaying poor judgment and decision making because of paranoia is not a behavior we can allow from our leaders. In being sensitive to this, while working to maintain safety and effectiveness of our members and organization, we utilize three tiers of participation.

If a State Leader or Zone Leader, based on an individual’s display of behaviors, has sufficient cause for concern that an individual may pose a risk of harming others or the organization, the State Leader or Zone Leader may temporarily bar that individual from participating in activities (e.g., anything involving weapons) and/or serving in leadership roles. This shall be done in collaboration with and with the agreement of the leader’s next in command. The concerned leader shall inform the individual of their concern and what would be expected of that individual in order for them to resume participation in barred activities. The leader shall also convey to the individual that being barred from specific activities is not a punishment, but rather to ensure the safety of others, the organization, and the individual. The leader shall support the individual in their efforts to resolve any issues contributing to their display of concerning behaviors.

RECRUITING

Recruiting is best done face to face, though not required. Only invite those who you think you can trust and who you feel would make a great member. The first recruiting focus of each member should be to recruit family members, friends, and neighbors, as they are the easiest to recruit. The second focus should be to recruit those people you see in person or on social media that seem to have the same ideals that we have. If you notice someone who has a patriotic sticker on their vehicle, walk up and talk to them. You could even make business cards to pass out to potential members. Look for quality members that will help our image and not loose cannons that are wanting to start a “Hard Power” Revolution.
The best ways to attract new members is to tell them about the organization. We will be providing templates that can be used for distributing information about our group and bringing people to our online resources. From there, the vetting and networking process for members and leaders can begin. Some of these templates include: business cards with contact information listed, pamphlets that provide some insight on our group and objectives, and flyers that can draw people to meets and events.

**VETTING**

State Leaders and State Vetting Officers have full discretion to accept or reject any potential member for this organization. State Vetting Officers should only accept potential members who they feel are upstanding, law-abiding citizens who will benefit their state and the movement as a whole.

This organization has a multi-level vetting process:

**Level 1: State Chapters on Facebook**

State Chapters on Facebook are closed, but people can ask to join them. When they submit a request to join the State Leader or State Vetting Officer will overlook their pictures, location, and legitimacy of the profile, and will choose to accept or reject the request. Members are encouraged to only participate in States in which they reside, have secondary residencies in, frequently travel for work, or have an immediate family interest with. People in close proximity to neighboring states are welcome to participate in that state’s neighboring zones/district for situational awareness. It is strongly discouraged to request membership in states more than would be expected in your purview and could lead to being inadvertently removed from all group memberships.

**Level 2: Forum**

State Leaders will post links on their State Chapter Facebook pages urging people to join the forum. It’s best to use actual links of posts and training materials/videos, so when the link is clicked it requires registration.

**Level 3: State Chapter Space in the Forum**

When a potential member asks to join their State Chapter Space on the forum they must fill out the following questionnaire given by their State Vetting Officer or State Leader and provide answers to any further questions asked by them. The questions are as follows:

1. Do you support the Constitution of the United State of America?
2. Are you a law abiding citizen?
3. Are you a felon?
4. Are you an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance?
5. What skills and/or background do you have that can be an asset to the group?
6. Define “Moral Strength”.
7. Define “Physical Readiness”.
8. Define “No First Use of Force”.
9. Define “No Targeting of Innocents”.

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By-Laws v2.1

A Guide to Being a Three Percenter
10. Will you take the following oath?

"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same. I swear (or affirm) to uphold the four principles of a Three Percenter: have moral strength, be physically ready, no first use of force, and no targeting of innocents."

11. Why do you want to join 'The Three Percenters'?

The potential member becomes an official member after successfully being accepted into their the State Chapter Space on the Forum. We strongly suggest doing face-to-face vetting and background checks with the potential member’s approval before accepting potential members into our organization and into the state chapters. Face-to-face meetings should be held before members attend firearm related training events and being allowed on secure communication channels. The members who have made it to the state chapter spaces have proven that they want to be a part of this organization and we are able to count on them.

INVALIDATED PERSONS

Anyone who claims to be a Three Percenter but does not abide by or follow the ‘4 Principles of a Three Percenter’ should cease to be called such. Any member who lies during the vetting process, any felon and fails to follows the rules laid out in this document for felons, and/or any person who has underlying motives that do not align with our views will be removed immediately. If at any time any member feels an individual’s views are not in alignment with the views expressed in this document, that member should seek out a leader immediately and report said person. If an individual is trying to act in our name and their actions are not aligned with our views and principles we will take actions to make all aware that this individual does not represent our organization, nor the Three Percent movement as a whole. If any member feels another member is a credible threat to themselves or others, that member should contact local authorities or 911 immediately.

DISCIPLINARY ACTION

Our organization requires members and leaders alike to be trustworthy and honorable individuals. Anyone who does not follow our by-laws and the rules within is subjected to disciplinary action by their first-line leader. There are two degrees of offenses:

1st Degree = non-malicious offense. Disciplinary action: Warning given and corrective action taken if need be.

2nd Degree = malicious offense. Disciplinary action: Immediate dismissal from our organization and corrective action taken if need be.

Corrective Action examples: Member’s post being deleted. A statement from leader regarding offense of member and denouncing his or her actions.

Rules subjected to 1st Degree Offense:
Posting spam
Openly arguing with a leader, admin, or moderator
Sharing your account non-maliciously
Posting porn, unnecessarily graphic images or comments, or anything else not safe for work
Posting copyrighted material
Solicitation or advertising

Rules subjected to 2nd Degree Offense:
Name calling, insulting, and attacking other members or leaders in public or private
Trolling forum or state chapter pages
OPSEC violations
Sharing your account maliciously
Threatening violence or harassment
Talking of overthrowing the government
Racism or discrimination
Lying during vetting process
Stolen valor
Physically being an aggressor or antagonist
Targeting innocents
Undermining or defaming the organization, movement, or leaders in public or private
Any action that has malicious intent

Intent: If the first-line leader determines the intent was malicious (i.e. the member/leader knew the rule but intended to break it to do harm to a leader, our organization, or this movement) then any 1st Degree rule can be upgraded to a 2nd Degree offense. 2nd Degree rules are not subjected to the intent of the member/leader, as they have already been deemed a malicious offense. Members can commit multiple 1st Degree offenses without being upgraded to a 2nd Degree offense, however this is left up to the discretion of the first line leader.

APPEALS PROCESS

Should any member feel that they were subjected to an unfair disciplinary action they may appeal this decision by contacting the leader over their first-line leader, at which point the disciplinary action will undergo a review.

ADMINISTRATIVE LEAVE

Administrative leave is an action to be applied to a situation where accusations against a leader’s conduct surfaces, and an investigation to the validity of the accusation is in order. It is designed to eliminate two things: First, possible damage to the organization by temporarily suspending a leader’s authority/administrative privileges. Second, to protect the member from unjust removal without the benefit of due process. It should be noted that this applies only to questions of conduct doesn’t apply to public comments in a public forum where a leader has openly and/or deliberately violated the by-laws. Also, Leaders of all tiers can remove leaders in tiers directly below them for lack of performance.
Administrative Leave will be applied in situations where the degree of offense is such that the leader remaining in their current position is deemed detrimental to the organization. Each Tier will have jurisdiction over the one below it in applying administrative leave, but the tier above them will ensure due process. For example, a Zone Leader can place a District leader on administrative leave, but the State Leader will investigate the incident and make the decision on any disciplinary action taken. A state leader can place any of that state’s officers on administrative leave, but is required to notify that state’s regional leader. After notification, the regional leader can choose further investigation to said complaint or allow the State Leader to continue the investigation.

For incidents involving State Leader-level position and above, the National Council process, as outlined within the organizational construct, will be invoked. In these incidents the National Leader or National Assistant Leader will make the decision whether or not administrative leave is appropriate and before proceeding with any investigations deemed appropriate to the situation. Once a member has been placed on administrative leave the remainder of the process will be conducted as quickly as possible. Should the National Council find the complaints invalid, administrative leave is to be immediately rescinded, and privileges reinstated.

LEADERSHIP DEFECTION

While we strive to give our leaders the freedom to be innovative and build their state chapters in a manner that best suits their members, we are a National organization and will protect the integrity of such. Defection by a State or group of States will not be tolerated. The suspension of all administrative rights on Facebook and in the Forums will be immediately forthcoming upon detection of any defection in progress or being planned. This will include all administrators whether implicated or not. This will neutralize further damage to the organization as a whole while the process of administrative leave, investigation, and National Council review proceeds. Upon completion of the process, should the parties accused be exonerated or found to have no connection to the defection, administrative privileges will be restored. In cases where the State Leader has been removed then all administrative privileges will be restored upon appointment of a new State Leader.

EVENTS AND MEETINGS

Events and meetings is what unifies and builds trust on a local level. It’s all about networking and knowing who you can trust in emergency situations. Events and meetings for members are determined by their tier leaders and should involve state and zone training officers. The agenda for each event should be voted on by the members of that tier and should focus on building skills and preparing members for an emergency. Other events could include organizing protests, reviewing political candidates, creating petitions, disaster relief/cleanup, security details, and supporting local authorities. The meetings do not have to be taught by the tier leaders or training officers. We encourage letting members teach each other and to always have a the trainer be certified in the skill set they are teaching when applicable. For instance, if a training event will be firearms training, the trainer should be a certified firearms instructor. We encourage tier leaders to find out the skills and
knowledge that’s within the group and have the members teach each other when possible. Training materials are also available on our forum. Focus areas (listed later in this document) should be the driving factor of these events and meetings.

Though meetings are not mandatory for membership, we will require members to remain active on social fronts (such as the forum and/or Facebook) if you are unable to attend meet and greets and training events. We understand that not all of our members are physically able and some have disabilities that prevent them from travelling and attending training events. Everyone, no matter who you are and what your background is, can have a role in this organization. We need everyone from cooks, journalists, and HAM radio operators, to firearms instructors, doctors, and lawyers.

Suggested Standard for frequency of meetings:
- State - Annually
- Zone - Quarterly or Biannually
- District - Monthly or Quarterly
- County - Monthly, Biweekly, or Weekly

THREE PERCENTERS - ONLINE

As an organization, we have many avenues of electronic participation. As such, and to uphold the professionalist expectation, we have set some ground rules that apply to our group universally. As you work within our AO and represent our organization, we ask that you abide by the following standards:

- Be nice to your fellow Three Percenters. No name calling, insulting, and attacking other members. Doing such will result in disenfranchisement from the organization.
- Trolls will not be tolerated and removed immediately.
- Keep language civil. Please find ways to express yourself without the use of profanity.
- Spam is not tolerated here under any circumstance.
- OPSEC (Operational Security) is a must. The information on our online resources are for Three Percenters members only and should not be shared with the world. (Reminder: Anything can get hacked these days. Do not put anything on the forum that can come back to bite you one day.)
- Do not BUMP threads.
- Ensure that your interaction is relevant to the forum being used. (example: trade requests belong on the trading post board).
- Do not openly argue with a leader, admin, or moderator. Contact them or another leader, admin, moderator via a private message to address grievances. Public shaming or condemnation is not acceptable.
- Do not share your account. Forum accounts are intended for the use by one person.
- Leaders in our organization are not allowed to hold a joint Facebook accounts due to privileged information and OPSEC. This rule also prevents the problem of not knowing which person is commenting/posting.
- Do not create alternate, backup, or have multiple accounts.
- Every aspect of our image is at risk every time we post, comment, say, do, or allow without recourse, anything that is unprofessional. This does not mean that we do not
respect the rights of our members, but that we recognize the threat of a biased public and media. We must not provide our opposition, those that would see us fail, with ammunition to use against us. We must take precautions to restore and maintain our image as a constitutional and civil rights movement. In defense of our image, we must conduct ourselves at all times as if we are being openly monitored by those who would slay us at the altar of public shame. As such, on any medium that represents our organization, the following topics are strictly off limits, including in external links:
- Porn, unnecessarily graphic images or comments, or anything else not safe for work
- Threats of violence or harassment, even as a joke
- Talk of overthrowing the government
- Posting copyrighted material
- Soliciting, advertising, referrals
- Racism, discrimination
- Drugs, alcohol

Report Post to the Moderators:

Should you observe a fellow forum member breaking these rules please bring it to the attention of your leadership ASAP. On the forums, report the post by clicking the sprocket icon in the upper right corner and then clicking the "Report Post" button, or feel free to contact any of the Forum Staff. On Facebook, report the post to our leadership that can be found via the pinned post at the top of each state chapter group. Do not report things to Facebook directly unless it is an intentional violation of Facebook policies (ie, porn spam, bot posts, etc). We police our own and are not interested in getting our members suspended from the information we share.

FORUM

Our organization utilizes a forum for communication and operations. The forum can be found at https://forum.thethreepercenters.org or via our website at www.thethreepercenters.org. We also have an app called HumHub that you can download. All are welcome to join so long as you wish to be part of our organization. Titles next to display names on the forum are for our organization only. Vetting is required to be done by the State Vetting Officer or State Leader if you wish to join the state chapter space that corresponds to the state in which you live. Training materials and a plethora of knowledge is found throughout the forum. We ask that all members use it and also contribute to it to help the entire organization learn from each other.

The State Vetting Officer or State Leader will not accept any member into their state chapter space until the member has been fully vetted. After being accepted into the state chapter space the SVO or SL will invite the new members into their corresponding Zone space.

For leaders in this organization ONLY:
Once you’ve signed up on the Forum, click on the drop down arrow at the top right, then click ‘My profile’>’Edit Profile’, then the blue ‘Edit Account’ button to the right. In the ‘Last Name’ field type your last name and then your state and leader abbreviation in parentheses. Type this in the following format:
(*%L*) for Leader
(*%AL*) for Assistant Leader
(*%CO*) for Communications Officer
(*%TO*) for Training Officer
(*%VO*) for Vetting Officer
(*%S*) for Secretary
(*%PRO*) for Public Relations Officer
(*%C*) for Chaplain
(*%SPO*) for Strategic Planning Officer
(*SDRTC*) for State Disaster Response Team Coordinator
(*SDSAR*) for State Director of Search and Rescue
(*SDM*) for State Director of Medical

Replace ** with your state's two letter abbreviation.
Replace % with your tier level and a number or name if available (N for National, R for Region, S for State, Z for Zone, D for District, C for County)

So for example, if I was a Zone Training Officer for Washington in Zone 6, in the "Display Name" field I would type in the 'Display Name' field:
John Doe (WA Z6TO)

Another example: If I was an Assistant Leader for Florida, in the "Display Name" field I would type in the 'Display Name' field:
John Doe (FL SAL)

One more: If I was a County Leader for Greene County in Mississippi in Zone 6, District 3, in the "Last Name" field I would type in the 'Display Name' field:
John Doe (MS Z6D3GreeneCL)

Members should not put there zone numbers in the parentheses. Again, this is only for LEADERS in OUR organization.

SOCIAL MEDIA

State Chapters have been set up on Facebook to help with recruiting efforts. All traffic and posts on these sites should be focused on driving potential members to the forum where they will officially become a member by asking to join their state chapter space and going through the vetting process. Social media is a great way to keep members motivated, boost morale, and disseminate information. However, the State is the only Tier authorized to operate a Facebook Page that has been set up by the National Leader. Diluting our activity on Facebook over multiple Zone and District pages does not accomplish the goals stated above. We encourage our leaders to utilize the state spaces that have separate zone and district spaces located within the forum.
ORGANIZATIONAL FOCUS AREAS

TRAINING AND EDUCATION

Three Percenters should seek to acquire the following basic skills, with the expectation of advancing and fine tuning your skills.

- Basic fundamentals of firearm safety (mandatory completion for new members)
- Marksmanship training (both pistol and rifle)
- Advanced tactics/shooting (upon completion of Basic Fundamentals of Firearm Safety and Marksmanship training)
- Entry level/advanced knowledge of Radio operations and Comms (recommend HAM licensing)
- Develop a physical fitness/physical preparedness plan (maintain awareness of personal limitations and personal improvement)
- Basic First Aid/Advanced First Aid (develop advanced medical personnel/field medics). The American Red Cross has lots of info on these topics and even holds classes.
- Develop basic understanding of land navigation/GPS/Topographical maps and ability to use a compass

In addition to these skills, all Three Percenters should know and understand the Constitution in its entirety, especially your rights and your limitations. It is highly recommended to study The Federalist Papers, which describe the context and intent of the Constitution and why each of the articles are important. For legality sake, all members should be familiar with Federal, State, and Local laws for where they work, live, and interact. It is expected that you defend ALL rights of ‘We The People’, regardless of Race/Religion/Creed. The hardest part about protecting freedom, is protecting the freedoms of those with which we do not agree.

Our organization has Training Officers and a National Training SOP that all state chapters should follow. This SOP is designed to give members within our organization top quality training by qualified and knowledgeable instructors and to ensure safety at all training events. For our training guidelines and standard operating procedures please refer to Appendix H: National Training SOP.

POLITICAL ACTIVISM

Three Percenters have a voice, a very loud voice indeed, but that voice needs to be heard. However, if we do not take action, then our voice falls on deaf ears. The Constitution has been metaphorically shredded in many states, and our rights have become a mere shadow of what the Founding Fathers envisioned. We need to restore America to the Republic she once was and will become again with both effort and time.

Three Percenters never shoot first, so how can we work to take our country back peacefully?
Here are a few things you can do, to make a difference lawfully:

- Educate yourself on the Constitution. The entire document and all her amendments.
- Educate yourself on laws; current, past and future. Are there laws about to pass in your town that you are unaware of? Should they be passing without protest?
- Do not take someone’s word for what laws or executive actions/orders may be coming down- research for yourself.
- Ensure that you search credible sites in order to get the true text in that law. Search www.WhiteHouse.Gov and choose the section Presidential Actions to read text on any action/order the president takes.
- Think a law/action/order is unconstitutional? Then start a We The People petition at www.WhiteHouse.Gov/Petitions. Work actively to get signatures and convince people why your cause matters to them.
- Actively participate in all elections that you have a voice in. Learn who your federal, state and local representatives are, and contact them regularly. What do they stand for and when is their term up?
- Know who is running for your next Sheriff, Mayor, Senator, etc. (Keep in mind your Sheriff is the supreme law of the land and has the power to kick the Feds out if they’re actions are unconstitutional.) Try attending meets they host so you can see for yourself what type of leader they will be within your community. Will these people represent your ideals?
- Protest and Counter-Protest; we are many in number and numbers speak loudly. If you see something happening in your community that is wrong, then use your constitutional rights to create and organize a rally for your cause, or a protest of your grievances. Invite, advertise, and share so you can have a show of force. Strength is in our numbers.
- Write your officials, call and email them with your thoughts. Don’t just let them know that you are upset, explain to them why you’re upset, why it is unjust and immoral and how it affects those in your community. Don’t be afraid to meet them and discuss your grievances personally.
- March forward with an open mind but NEVER surrender. Fight to get your voice heard and fight for those who you vow to protect.

COMMUNITY OUTREACH

The Three Percenters; "We Are Everywhere". We have all heard that phrase but do we all realize that it represents more than just the brother/sisterhood we share? Three Percenters are not just you and I. They are our Sheriffs, Police Officers, Firefighters, Medics, Nurses, Teachers, Doctors, IT folks, librarians, grocers, farmers; they are in ALL professions. They are members of OUR community.

Part of being a member of a community, means contributing to it as a whole and knowing who we can count on when disaster strikes. We all have participated in assisting our community in one way or another; flood clean-up, sand-bagging, food donation and collection, tornado clean-up and even search and rescue. These are just a few ways we already contribute to our community. But does our community know that it is a Three Percenter who came to their aide in time of need? If not, they should be notified.
We must change the general public’s perspective on who Three Percenters are. However, we cannot force them to accept our ideals. Our actions speak louder than any words we speak. In order to show the community that they can count on Three Percenters, we must take action. We must show them who we really are.

We are expected to:

- Be a dependable member of our community. Make sure your neighbors know you, a Three Percenter, will watch out for them. Lead a neighborhood watch program.
- Support local law enforcement by letting them know Three Percenters support them in Constitutional service.
- Volunteer when your schedule permits - schools, places of worship, community centers; many ways to help your fellow Americans.
- Assist local authorities when appropriate; anything from sandbagging efforts and disaster relief, to search and rescue operations.
- Be the change you want to see. Practice what you preach.

State Chapters in our organization now have the opportunity to organize Disaster Response Teams with guidance from the National and Regional Strategic Planning Officers. This program was designed to aid communities that have been affected by man-made and natural disasters as first and second responders. This DRT program is a way that we are giving back and supporting our local communities free of charge. Members of this Disaster Response Team will be first and second responders. The first responders will be well trained and FEMA certified and will assist with search and rescue efforts. The second responders will include all Three Percenters who are able and will focus on cleanup and support efforts in the disaster’s aftermath. For more information on this program see Appendix C: National Disaster Response Team SOP.

PUBLIC RELATIONS

As a Three Percenter you have likely been approached and asked: “What is a Three Percenter?” Maybe it was a decal on your vehicle or a flag you fly at home that prompted the curiosity. How did you reply? Did you go into detail or keep it short and sweet? What do they think about you and your cause once they hear what you have to say? What will they say when they tell others about you? Did you leave a lasting and positive impression on their hearts and minds? What about your appearance and demeanour? Were you easily approachable and willing to speak confidently? Or were you perceived as standoffish and closed-minded?

These are the things we need to keep in the front of our minds at all times. Being a Three Percenter is a full time job. It means representing the cause wherever you are and whenever you are. It’s not just about how we think we act, it’s part of situational awareness; how were we perceived. You may say to yourself that you don’t care how others look at you. If this is the case, then you are doing the cause a disservice and turning away potential support.

Here are some things to remember when interacting with the public:
• Reference this guide and all PR broadcasts from Nationals to educate yourself on the best approach to these sometimes difficult questions. Talk to your State and Zone Leaders. Request a meeting with them or jump on call to clarify.

• Stand for the rights of all Americans; all races, all religions, all genders and creeds. There will be times we disagree with a value but if we are truly for the constitution then we stand for their rights as well.

• Dress appropriately. Wear clothes that are comfortable but that are clean and of correct size. Dress for the occasion. Don’t wear full battle-rattle when going to Wal-Mart. Maybe you have a permit to carry, but how will you be perceived?

• Carry everyday and everywhere you legally can (follow all laws and permit requirements). Be conscious of your surroundings and respectful of others beliefs. Would conceal carry be a better option? Do you feel that open carrying an AR is the best choice to persuade folks who already dislike guns?

• Carry a properly holstered sidearm that is clean and in good condition. Make sure your holster works with your belt. Inspect your firearm and ammo regularly.

• Be vigilant but be approachable for open dialogue. Avoid petty confrontations. Be the bigger man/woman and choose when to end the conversation if you feel it’s going down the wrong path.

• Volunteer as stated above. We need to make sure the community knows that it was a Three Percenter who pulled them from the flood waters.

• Be active in your Three Percenter group. Take initiative and ask leaders how you can step up and make a difference.

• Recruit new Three Percenters and work to unite other patriots who share our beliefs.

• Every move we make as an individual, every action we take reflects on the Three Percenters as a whole. We are united and as a unit our actions directly affect one another and our overall mission.

TOOLS FOR SUCCESS

As hard as we work to maintain a positive image, to follow all the laws and to do everything by the books, there will always be those that seek to destroy us, to dismantle our cause, and divide our brother/sisterhood. There are entities and individuals who outright hate our freedoms and our American values. These forces may or may not be foreign or domestic and could even be a natural/man-made disaster that threatens us. How do we prepare and how do we respond?

Three Percenters live by moral principles to help guide us in protecting our nation and our family. There are many things in the works to unite us patriots on a national level. Many discussions are taking place to gather data and consensus on initiating a united stance. While National Leaders work to disseminate intel and communication to our State Leaders and on down the organizational chain, there are some things we can do to plan and prepare for any attack/event.

Most importantly, arm yourself with information. There are numerous resources available on our forums to guide members in their quest for knowledge. Additionally, members should strive to meet minimum standards determined through analysis of typical configurations of
patriot and preparedness group consensus. These standards include gear and supplies, as well as preparedness plans and ideas, which are more detailed in Appendix A.

**MEMBER RESPONSIBILITIES**

**AREAS OF OPERATION**

It is important for members to understand where their participation is most needed. As such, members should understand an ever expanding area in which they are responsible. This is called an Area of Operation (AO). However, it might be better understood as an “area of responsibility”.

The very first level of an AO is the individual (You). In order to support others, you must be able to support yourself. The basics of this can include self defense, physical fitness, preparing for worst case situations, etc. You are the only person that is always with you, so that is where you must start your responsibilities. Your individual AO is mobile, which means it goes where you go and is always changing.

Expanding your AO slightly would align with your family and home. You are responsible for ensuring the individual preparedness of your family members and working with them and guiding them in understanding and fulfilling the 4 Three Percenter principles. Your home is your fortress. Any issues that arise in the political climate will begin by targeting you, your family, and your home. You must make sure that it is adequate and can withstand all assaults, whether physical or metaphorical.

Another expansion of your AO is your neighborhood and community. We understand that not everyone is on the same page or even the same book as those who love freedom. But we have a responsibility to our communities to ensure that we are ready before and after a disaster. To promote public support and to improve the image of the organization, we must begin with our communities. Media can portray whatever they want on the news, but what people see every day in their community is what will be remembered. Our neighbors will still be our neighbors when dust settles and we must be ready to embrace them as such if we are to have hope for a better tomorrow.

Another step outwards in your AO is your county, the lowest tier in the national construct. Many resources exist at the county level that can provide security at that tier. It is encouraged that all members get to know and work with their county sheriff. This is the lowest, federally recognized, elected position. It is the start of the building blocks to ensure we are acting as a people to preserve liberty.

As noted in this section, there are many fundamental areas that we as individuals must secure and nurture before we can expect to start being able to impact the scalability of our organization.
INDIVIDUAL FOCUS AREAS

How people achieve success in the AOs below the organizational tiers is up to them. We recognize that people’s situations are all unique and we cannot answer to every person’s needs individually. But we are providing a framework that all can adopt and still achieve success. This framework is based on the Minutemen construct. This is the ability for people to come to the aid of their community, their County, their District, their Zone, or their State at a moment’s notice. This means that everyone should be working to do several things:

- Create a vastly scalable Areas of Operation.
  - Individual
  - Home and or family (each person’s setup is different)
  - Neighborhood or local community
  - County

For the majority of people, this is where the focus should stop. But this is not where the scalability stops. This is where the organizational tiers start to take effect.

Counties can call upon each other for support, and the counties for a District, Zone, and/or State should be active in the political discussions at the voting districts and respective organizational levels. This scalability is critical as a Three Percenter.
because if members are not prepared as an individual, as a family, in their home, in their community, or in their county, then how can someone possibly be prepared or organize for more than that?

Our intent is to bring people together in the AOs they are working for and give them a way to be flexible as needs swell and shrink and their AO becomes bigger and smaller depending on political climate.

- Build a network of people who are like minded that can be called on when in need, with whom people are happy to answer a call for aid, and that can help rebuild with after a disaster. A disaster shouldn’t be limited to a “revolution”. The people in our community today are the same people that will be in our community after a disaster. Disaster can be floods, storms, fires, earthquakes, or even a death in the community. Remember, if it is is someone’s mindset that they will leave to go “fight a Revolution”, it is their community that will bear the responsibility of looking after those who don’t go, including their family. Make sure the community and family of the Three Percenter is as close knit as possible.

- Prepare for the zombie apocalypse. This sounds comical, but it has merit. While the FBI and DHS leverage Prepping and Hoarding as mental illnesses that should warrant further investigation, FEMA actually encourages hoarding survival supplies. A few years ago, FEMA used the zombie craze that swept social media, tv shows, movies, and the fantastical view and paranoia that people embraced, as a way to encourage people to be more prepared for an emergency. They even created a zombie apocalypse as a disaster template that people should prepare for. Not because they believe that zombies will rise and start consuming the brains of everyone on earth, but because if someone is truly prepared for an event of such magnitude, they are prepared for just about anything. Plus, if an individual or family is preparing properly and for some reason they get a visit by the feds/law enforcement and questioned about stockpiling supplies, responding that it is preparations for the zombie outbreak is a quick way to get dismissed as a threat. In the event that a person or community needs to “answer the call for freedom”, they will not be scrambling at the last minute to obtain desperately needed supplies.

- Learn. Never stop learning. If taking a break from learning, teach. It may be learning/teaching the constitution, about politics, about marksmanship, about tactics, survival skills, woodworking, engineering, whatever. The point is, should a “revolution” or other catastrophic event ever happen that would require people to pick up arms and defend their AOs, however big or small, it will be those who know and are taught that will have to rebuild. There is no guarantee that Google, or Facebook, or Pinterest, or YouTube will be available after a catastrophe of that scale. We must always look to the end result and after. Without that, without a way to preserve our work and dedication for future generations, then we really aren’t doing anything positive.

- Maintain the moral high ground. Letting our passion overcome our logical thought processes is detrimental to our goals and the way we are perceived. We must be ever vigilant of how we allow ourselves to be perceived. This doesn’t mean we can’t
express ourselves or our 1st amendment rights. It means that as a Three Percenter we must hold ourselves to a standard. The last thing the movement can afford is for its members to be publicized after a catastrophe (such as the Florida nightclub shooting), promoting hate and violence towards the family, friends, neighbors, etc of the aggressor. It is possible to have our opinions without publicly endorsing violence towards people who were not involved in horrible acts.

We must conduct ourselves with professionalism. Control our frustration, anger, rage, and never allow those who politically oppose us the satisfaction of defeating our control. We can lose an argument, we can lose political battles, we can lose legal battles, but we must never lose control. A loss of control on our part is ammunition for those who want to see us fail. And they will never let us forget it.

**MOVING FORWARD**

As individuals, we are the foundation of ensuring our freedom. This organization and framework is intended to put everyone on the same path with a common goal of ensuring liberty, and a universally acceptable way of reclaiming it. We hope that through this, people can find unity from the disarray and purpose from the chaos. It starts with us and we must be willing to step onto common ground. Every position in this organization was created to support, aid, and assist you. We are here to serve you and to help you prepare and succeed. Together we can accomplish anything. Together we are one. We are Everywhere. We are The Three Percent.

Sic Semper Tyrannis!
APPENDIX A: GEAR AND SUPPLIES STANDARDS

- Personal Defense Kit:
  - Camouflage Utilities (Pants, Shirt, Jacket). We recommend multicam, but specific patterns are best suited to the local environment and personal preference.
  - Boots suited for long distance hiking
  - Carrier with plates (level III minimum)
  - FAST/Ballistic helmet (level III minimum)
- Defensive Weapons (follow local, state, and federal laws):
  - Medium range semi-auto rifle (AR-15, AR-10, AK-47, SKS, or .223 variant as a minimum caliber) with 500 rounds on hand at all times. Recommend 2,000 rounds per caliber + 1,000 per each additional rifle. Recommend 8 magazines minimum per platform.
  - Side arm (we recommend what you are most comfortable with, although maintaining a common caliber will have long reaching benefits). 250 rounds on hand at all times. Recommend 1,000 rounds per caliber + 500 rounds per each additional handgun. 5 magazines minimum per platform
  - Long range rifles (optional) with 500 rounds
  - Close range shotguns (optional) with 500 rounds Slug, 00 Buck, birdshot, etc (in any combination)
  - Fixed Blade knife (6 - 12 inches) and sharpening stone
- Individual First Aid Kit (IFAK) catered towards all variety of potential injuries. (Detailed lists can be found in our forums)
- Personal Protective Equipment (Eye Protection and Hearing Protection)
- Go-Bag with supplies needed for 3 - 7 days of field survival
  - First aid, food (MRE’s recommended), water carrier, water filtration, change of clothes, extra socks and underwear, low weight blanket, extra ammunition, lightweight shelter (optional), etc.
- Communication device: Cell phone, long distance radio (such as CB, HF, VHF, UHF, HAM), etc

Most of this gear and other supplies that we suggest can be found with direct links on our website at www.thethreepercenters.org/store/
**APPENDIX B: PREPAREDNESS PLAN**

To be an effective member of your group, and to contribute to that group, you must first prepare and ensure order for yourself for any emergency or catastrophe. The following is a list of suggestions to plan for:

- **Bug In Plan.** Plan on what to do if you plan to bunker down. Plan out how to fortify and protect your home. Be ensure you have the provisions to do so.
- **Bug Out Plan.** Plan what you will do if you cannot shelter in place and must leave the city; deadly riots, etc. Create an evac plan for yourself, your family, and ultimately your Three Percenter group.
- **Get Home Plan.** Create a plan to get home during a catastrophe. Always keep a bag that will provide you the essential tools, clothes, food/water, etc needed to make it back home.
- **Logistics Plan.** Where will you evac to? What is the land layout? What are the resources? What are hard barriers along the way and how will you overcome those obstacles. How far outside the city is this? Think about what parts of the city you need to traverse in order to get there. How will you move your group? What if you have to leave on foot? How many others not in your group may think of this location?
- **Water.** Filtration systems and accessibility to clean water. Invest in portable water filtration straws/systems/tablets. Learn primitive ways of purifying water. Make this an event at one of your group meets. You should also store water (½ gallon per person, per day).
- **Food.** You should have a 1 year’s supply of food for yourself and all members of your family. Think non-perishable and long term storage items. Also learn what food exists in your area naturally; plants/animals/seed. What can you eat and what is poisonous?
- **Medications.** Always plan to have meds for members who need them. Think about the possibility of low supplies and how to find them if you run out. Are there natural alternatives? Do they grow in the wild. America is full of medicinal plants so learn what can be used for which ailment.
- **Medical Supplies.** Ensure you have portable medkit for each member with basic life saving items. Also assemble a base kit that is more comprehensive. If you need help assembling, reach out to your leads for guidance.
- **Tactical Gear and Items.** While we all have firearms and ammo, we need think about what type of firearm we have. How much ammo? Can you realistically take it with you if you cannot stay in your home? Plate Carriers and Plates are another useful item.
- **First Aid and Wound Care.** Do all your members know first aid and how to care for wounds? This is an invaluable skill, especially if 911 services are limited.
- **Bartering Items.** Cigarettes, precious metals, ammo, extra food/water, etc.
- **Access to dependable transportation.**
- **A rally point and a strong group of support to repel any violent aggression.**
- **Communications Plan.** The community agrees that HAM radios and technologies should be the foundation of this plan.
APPENDIX C: NATIONAL DISASTER RESPONSE TEAM SOP

Standard Operating Procedures

BACKGROUND
The purpose of the Disaster Response Team (DRT) program inside of ‘The Three Percenters - Original’ organization is to aid communities as first and second responders that have been affected by man-made and natural disasters and to offer these services free of charge. The Strategic Planning Officers will conduct oversight of the DRT program and help states with DRT member readiness. They will also be responsible for communication of cleanup efforts, supply requests, and emotional support by victims of disasters. Members of the Disaster Response Team will assist officials or support agencies and organizations with all immediate needs that arise in a legal, professional, and effective manner. All additions, modifications, or changes to the DRT program must be approved by the National Council (NC).

MISSION
The DRT program has a two-fold mission:
1. As first responders: Provide immediate aid and relief from disasters by members who have been trained by professional emergency agencies.
2. As second responders: Participate in cleanup efforts, provide emotional support, and collect and deliver supplies for those affected by disasters.

ROLES
The following roles have been approved for the DRT Program:
- National Strategic Planning Officer (NSPO)
- Regional Strategic Planning Officer (RSPO)
- State Disaster Response Team Coordinator (SDRTC)
- State Director of Search and Rescue (SDSAR)
- State Director of Medical (SDM)
- Incident Response Commander (IRC) - Temporary, assigned per incident

PLANNING
Emergency Operating Procedures (EOP) will be evaluated each year to assess the potential for disasters in various areas across the country. Strict documentation efforts will be implemented in the development of the response. The National Strategic Planning Officer (NSPO) will assess and analyze each disaster with Regional Strategic Planning Officers and State DRT Coordinators. The NSPO will assess each situation and create an effective response plan. Specific Emergency Operating Procedures (EOP) will be developed for each type of disaster. These documents will be accessible to all members of the Disaster Response Team and will be added to this appendix at a later date.
DISASTER ASSESSMENT

All Regions and States shall establish and develop an Assessment Plan (AP) for their tier with a list of potential disasters in their areas. The Assessment will also outline the most effective way to respond to these disasters. This plan will take into consideration both man-made and natural disasters in its scope and will outline the relationships between the various service organizations and ‘The Three Percenters - Original’. The Assessment Plan will also account for the use of the organization’s resources and their integration with established Emergency Operation Centers (EOC), or the Incident Command System (ICS).

EMERGENCY OPERATING PROCEDURES (EOP)

PHASE ONE: INTELLIGENCE AND RECONNAISSANCE

The National Strategic Planning Officer, Regional Strategic Planning Officer, and State DRT Coordinator work together to gather all information of the incident and assess the overall severity and impact of the disaster. This will allow our organization to mobilize logistics with government and disaster response agencies, and to align with the responding DRT efforts from other states. State DRT Coordinators will communicate with Regional and National Strategic Planning Officers to direct the response. This phase will determine if there is a need for DRT services or support.

PHASE TWO: WARNING ORDER

The National Strategic Planning Officer will issue a Warning Order (WO) in the event we need to deploy our DRT members. Notifications will be sent through designated communication methods (Phone, HAM, Zello, email, etc.) using the computer-aided dispatch program (CAD). Each DRT first responder is required to be in our CAD and be qualified through our minimum CAD System Protocol, which includes FEMA certifications, background information on the member, blood type, phobias, and emergency contact information.

Reaction to the situation will be dependent upon the type of incident. Until the Operation Order (OPORD) is issued, no DRT first responder is to be dispatched. Each DRT first responder will receive specific instructions from the State DRT Coordinator on what role in the response their State will have.

PHASE THREE: MOVEMENT ORDER

The National Strategic Planning Officer will issue a Movement Order (MO) to the State Disaster Response Team Coordinator that will be in command of the DRT first responders. The MO covers the details for the movement and contains the instructions necessary for the orderly conduct of the movement. The movement order includes sufficient detail to clearly define, as applicable to the convoy, the following:

- Current situation
- Mission or purpose of the order
- Concept of operation for the movement
- Applicable administrative and logistical procedures and responsibilities
Command, control, and communications assignments and techniques that will be employed to carry out the movement

**PHASE FOUR: SERVICE SUPPORT ORDER AND DAMAGE ASSESSMENT**

Setting up SOPs and EOPs for the incidents, and initial Damage Assessments (DA) will be developed during this phase. The most qualified DRT first responder being deployed will be designated by the SDRTC prior to the deployment to the disaster area as the Incident Response Commander (IRC), which is a temporary role that will be terminated upon demobilization. The IRC is responsible for analyzing the level of response and each responder’s level of training, then issuing a Service Support Order with a Damage Assessment. This initial wave of DRT first responders is critical for us to know if we need to set up supply routes, donations, as well as send other DRT first responders from out of state to respond to an incident. If FEMA is present at the disaster they will have their own IRC which will communicate directly with our IRC and give him or her orders for our DRT.

**PHASE FIVE: OPERATIONS ORDER**

Once the Service Support Order and Damage Assessment has been received by the National Strategic Planning Officer, the NSPO will issue an Operations Order (OPORD). All DRT first responders will be activated and will have to provide communication updates to the IRC and their leadership. Communication with other teams arriving on scene after the initial wave will be extremely important. The ICS will understand and be knowledgeable of risks that could occur, as member safety is our top concern. We are there to be an asset, and should avoid actions that could potentially cause another rescue effort. All DRT first responders must understand and know the limitations of each response. DRT first responders must follow any Demobilization or Stand-Down Order when it is requested.

**PHASE SIX: STAND DOWN ORDER**

When a Demobilization or Stand Down Order is issued to a team, all members of the DRT must follow that order. As a part of the demobilization process all appropriate procedures will be followed to protect our members from any after effects they may, or may not, experience as a result of exposure to hazards during the response.

**PHASE SEVEN: ACTIVATE SECOND RESPONDERS**

The DRT second responders will be activated during this phase by the State DRT Coordinator. These secondary responders will be called in to help those in need by cleaning up, delivering supplies, and providing emotional and spiritual support. DRT second responders are defined as any Three Percenter who is able and willing, along with the State Chaplain and DRT first responders. All cleanup efforts will be coordinated through [www.crisiscleanup.org](http://www.crisiscleanup.org). DRT second responders can split up into teams and are able to create or claim work orders, and then complete those work orders directly from the crisis cleanup website by using their smartphones. Upon completion of all work
orders, the DRT second responders are to contact the State DRT Coordinator to inform them of the completion and that they are demobilizing.

AFTER ACTION REVIEW

An After Action Review (AAR) will be requested upon the demobilization of both DRT first and second responders. This will aid us plan out future disasters better as well as develop better protocols. For the AAR we ask each DRT first and second responder submit three sustainments and three improvement of the overall experience and submit it to the State DRT Coordinator. The State DRT Coordinator will compound these sustainment and improvements and will push them up to the Regional Strategic Planning Officer, and they will push it up to the National Strategic Planning Officer.

PROFESSIONALISM

Professionalism at all times is an absolute must. We encourage all DRT first and second responders to wear the lime green III% DRT shirts when activated. If a member does not have the III% DRT shirt we encourage them to wear some sort of III% shirt that represents our organization. All DRT first and second responders will be held to the highest standard. Poor decisions and bad actions have the potential to bring unwanted, unwarranted, disparaging, and negative attention to our group. If your actions are deemed to be unbecoming, disciplinary action may be taken against and/or barring you from future DRT activations.

GEAR REQUIREMENTS

A deployment packing list will be issued to all DRT first responders upon activation. This packing list will be issued with the Movement Order. State DRT Coordinators shall issue a gear list for their state according to the potential disasters the state may face. DRT first responders are not required to have all the gear on the list to join the DRT program, but must be actively working on obtaining the gear.

TRAINING AND CERTIFICATIONS

All DRT first responders will receive the skills needed to perform their duties from DRT training in their State, however, knowledge of FEMA structure and procedure is necessary. During large disasters FEMA certifications are often required to be allowed on the scene. These can be obtained online and at no cost. The following is a guide to obtaining those certifications:

- Register for a FEMA Student Identification Number (SID)  
  https://cdp.dhs.gov/FEMASID
- Visit https://training.fema.gov/is/crslist.aspx for a list of all the available Independent study courses FEMA offers. (IS 100.A and IS 700.A are highly recommended)
- Upon completion of the course you will be prompted to enter your SID Number before taking the examination.
After successful completion of the examination an email with a printable certificate will be emailed to you.

Cross-training is paramount in being an effective DRT first and second responder. We encourage all who participate in the DRT program, no matter your specialty, to obtain as much knowledge as possible on the topics of firearms safety and training, medical, and search and rescue. The DRT program will not have a standalone security team and as such DRT first and second responders will be their own security and should first be fully trained on firearm safety, manipulations, and accuracy. When deployed DRT first and second responders should always carry their firearms on them as local, state, and federal law permits.

**OPSEC & COMMSEC**

All DRT first and second responders are expected to practice good operations and communications security. All information should be considered sensitive in nature and should only be shared with chain of command by way of the IRC, State DRT Coordinator, and/or state leaders. This includes multimedia, screenshots, messenger, social media, telephone, email, fax, and verbal communications. ANY VIOLATION OF OUR OPSEC AND COMMSEC POLICY IS GROUNDS FOR IMMEDIATE REMOVAL FROM THE DRT PROGRAM AND/OR THIS ORGANIZATION.
APPENDIX D: NATIONAL SIGNAL OPERATING
INSTRUCTIONS (SOI)

1. Purpose – To establish a nationwide standard in support of the communications capability and interoperability between all levels of our organization. The National SOI is to be used as a training document as well as guidance for all levels of the organization pertaining to communications.

2. Scope – This standard will apply to all Regional, State, and Zone organizations affiliated with the National organization.

3. Authority – This SOI has been approved for all levels of our organization.

GENERAL

BACKGROUND
In order for all levels of our organization to be able to communicate with each other effectively, it is necessary for each level of the organization to have a common standard for communications procedures. Additionally, this SOI was designed to be the primary training document for all organization members in basic communications.

DISTRIBUTION
This SOI will be distributed to only those who are on a need to know basis. Do not intentionally share or upload this document outside of this organization’s construct.

AUTHORITY
This SOI was prepared by the National Communications Officer and approved by the National Council and is applicable to all State organizations. This SOI has also been approved to be the primary training document to used by all Training Officers and/or Communications Officers for basic communications training for all members.

STATE SOI
All States will create their own SOI which will be appended to the National SOI and will include any call signs, frequency assignments, and state specific protocols as determined by the State Communications Officer. The State SOI will be distributed as a Supplement to the National SOI and distributed as a single document set. A copy of the State SOI will be forwarded to the National Communications Officer for reference purposes.

CLASSIFICATION
This SOI is UNCLASSIFIED (Copyright) and distribution is limited to all members within this organization.
LICENSING

In order to operate on many of the frequencies and channels listed herein, a FCC issued Amateur Radio license is required. It is National Policy that no member operate on those channels without a valid FCC license of the appropriate class for exercises or normal operations. It is also strongly suggested that all members have at least a Technician Class license in order to fully use our communication abilities. Members are also instructed to operate within the privileges granted to them by their license class and follow all applicable FCC regulations.

DELEGATION OF AUTHORITY

States have the primary responsibility to establish their internal VHF/UHF network and allocate VHF/UHF channels to meet their requirements within the confines of this SOI. National Leadership will have primary responsibility to establish any and all HF networks used by the organization due to the particular nature of HF communications.

TRAFFIC ACCURACY

EXERCISE TRAFFIC

During all training exercises the phrase “THIS IS AN EXERCISE” will be appended at the end of each transmission that contains information pertaining to the exercise. This is not required when confirming receipt of the transmission or when requesting a repeat of the transmission.

VOICE PROCEDURE

Voice procedure is designed to provide the fastest and most accurate method of speech transmission. All messages should be pre-planned, brief and straightforward. Ideally, messages should be written down since even brief notes reduce the risk of error. Messages should be constructed clearly and logically in order not to confuse the recipient.

A. Voice procedure is necessary because:
   1. Speech on a congested voice net in emergencies must be clear, concise and unambiguous.
   2. It must be assumed that all transmissions will be intercepted by a portion of the civilian population. The use of a standard procedure will help reduce the threat of spreading rumors or creating panic among those uninvolved in an emergency response.
   3. Some form of discipline is needed to ensure that transmissions do not overlap, if two people send traffic at the same time, the result is chaos.

B. Method of Speech. The key words to remember are Rhythm, Speed, Volume and Pitch (RSVP).
1. Rhythm. Use short sentences divided into sensible phrases which maintain a natural rhythm; they should not be spoken word by word. Where pauses occur, the Push-to-talk switch (PTT) should be released to minimize transmission time and permit stations to break in when necessary.

2. Speed. Speak slightly slower than for normal conversation. Where a message is to be written down by the recipients, or in difficult conditions, extra time should be allowed to compensate for the receiving station experiencing the worst conditions. Speed of transmission is easily adjusted by increasing or decreasing the length of pauses between phrases, as opposed to altering the gaps between words which creates an unnatural, halted style of speech and is difficult to understand.

3. Volume. The speech volume level should be that which is used for normal conversation. Shouting causes distortion.

4. Pitch. The voice should be pitched slightly higher than for normal conversation to improve clarity.

**AIDS TO ACCURACY**

The following aids will enhance the accuracy of the transmission, and should be included in initial communications training given to all members

A. Pronunciation of Letters. The International Phonetic Alphabet (NATO Standard) is used to help identify spoken letters of the alphabet. Each letter of the alphabet is represented by a uniquely pronounced word to enable consistent and accurate pronunciation. The following alphabet table shows the phonetic word equivalent of each Letter as it is written and then as it is spoken. Substitution of words is not authorized, i.e. Mary, Zebra, etc. such as used by Public Safety agencies.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Phonetic</th>
<th>Spoken As</th>
<th>Letter</th>
<th>Phonetic</th>
<th>Spoken As</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ALFA</td>
<td>AL-FAH</td>
<td>N</td>
<td>NOVEMBER</td>
<td>NO-VEM-BER</td>
</tr>
<tr>
<td>B</td>
<td>BRAVO</td>
<td>BRAH-VO</td>
<td>O</td>
<td>OSCAR</td>
<td>OSS-CAH</td>
</tr>
<tr>
<td>C</td>
<td>CHARLIE</td>
<td>CHAR-LEE</td>
<td>P</td>
<td>PAPA</td>
<td>PAH-PAH</td>
</tr>
<tr>
<td>D</td>
<td>DELTA</td>
<td>DELL-TAH</td>
<td>Q</td>
<td>QUEBEC</td>
<td>KEH-BECK</td>
</tr>
<tr>
<td>E</td>
<td>ECHO</td>
<td>ECK-OH</td>
<td>R</td>
<td>ROMEO</td>
<td>ROW-ME-OH</td>
</tr>
<tr>
<td>F</td>
<td>FOXTROT</td>
<td>FOKS-TROT</td>
<td>S</td>
<td>SIERRA</td>
<td>SEE-AIR-RAH</td>
</tr>
<tr>
<td>G</td>
<td>GOLF</td>
<td>GOLF</td>
<td>T</td>
<td>TANGO</td>
<td>TANG -GO</td>
</tr>
<tr>
<td>H</td>
<td>HOTEL</td>
<td>HOH-TELL</td>
<td>U</td>
<td>UNIFORM</td>
<td>YOU-NEE-FORM</td>
</tr>
<tr>
<td>I</td>
<td>INDIA</td>
<td>IN-DEE-AH</td>
<td>V</td>
<td>VICTOR</td>
<td>VIK-TAH</td>
</tr>
<tr>
<td>J</td>
<td>JULIETT</td>
<td>JEW-LEE-ETT</td>
<td>W</td>
<td>WHISKEY</td>
<td>WISS-KEY</td>
</tr>
<tr>
<td>K</td>
<td>KILO</td>
<td>KEY-LOH</td>
<td>X</td>
<td>XRAY</td>
<td>ECKS-RAY</td>
</tr>
</tbody>
</table>

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A Guide to Being a Three Percenter
RULES FOR FIGURES

A. Figures are sent digit by digit preceded by the proword “FIGURES”. This proword warns that figures follow immediately to help distinguish them from other similarly pronounced words. Exceptions apply when pronouncing whole hundreds, whole thousands, or combinations of both.

Examples:

<table>
<thead>
<tr>
<th>Figure</th>
<th>Spoken As</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>FIGURES two three</td>
</tr>
<tr>
<td>50</td>
<td>FIGURES five zero</td>
</tr>
<tr>
<td>146</td>
<td>FIGURES one four six</td>
</tr>
<tr>
<td>200</td>
<td>FIGURES two zero zero OR FIGURES two hundred</td>
</tr>
</tbody>
</table>

B. Pronunciation of Figures. Whenever figures are spoken as single digits over radio they are pronounced as shown in the following table.

<table>
<thead>
<tr>
<th>Figure</th>
<th>Spoken As</th>
<th>Figure</th>
<th>Spoken As</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WUN</td>
<td>6</td>
<td>SIX</td>
</tr>
<tr>
<td>2</td>
<td>TOO</td>
<td>7</td>
<td>SEV-EN</td>
</tr>
<tr>
<td>3</td>
<td>THA-REE</td>
<td>8</td>
<td>AIT</td>
</tr>
<tr>
<td>4</td>
<td>FOW-ER</td>
<td>9</td>
<td>NINE-ER</td>
</tr>
<tr>
<td>5</td>
<td>FI-VAH</td>
<td>0</td>
<td>ZEE-ROW</td>
</tr>
</tbody>
</table>
1009 FIGURES one zero zero nine
1630 hours FIGURES one six three zero hours
2800 FIGURES two eight zero zero OR FIGURES two eight hundred
12000 FIGURES one two zero zero zero OR FIGURES one two thousand

B. Exceptions to this rule: Figures are always spoken digit by digit and without the proword “FIGURES” when they are used in:
   1) Callsigns and Net Identification Signs
   2) Grid references (UTMs)
   3) Formal message date time groups (DTGs).
   4) Address groups.

RULES FOR MIXED GROUPS

The rules for sending mixed letter/figure groups incorporate the same principles that apply to sending letters and figures separately. The same information may be sent in two different ways depending on the circumstances.

Example 1. Satisfactory conditions: Mixed group ACP 125 spoken as ACP one two five
Example 2. Difficult conditions: Mixed group ACP 125 spoken as I SPELL ALFA CHARLIE PAPA FIGURES one two five

AIDS TO BREVITY

A. Abbreviations. Although originally designed to save time in writing, abbreviations will often save time in speech. Many abbreviations are so commonly used in normal speech they are more familiar than their original unabbreviated form. The use of such abbreviations in radio transmissions is to be encouraged provided that:
   1) They are quicker and easier to use than the full word.
   2) They are sufficiently well known to avoid any confusion and will not cause subsequent confirmatory transmissions.
   3) Where an abbreviation has more than one meaning, the intended meaning is obvious to the addressee from its context or frequent usage.

B. Whether abbreviations are spoken as such, their phonetic spelling or expansion to their unabbreviated form will depend upon prevailing radio conditions and the circumstances in which they are used. The following common sense rules should be applied to take account of conditions:
   1) Satisfactory Conditions. To ensure the advantage of brevity that abbreviations provide is not lost, they will be spoken as in normal speech.

Examples:
   RV as RV instead of “I spell Romeo Victor”.
   ETA as ETA instead of “I spell Echo Tango Alfa”.

   2) Difficult Conditions. In conditions which require amplification of common abbreviations normally spoken as such, it is usually quicker and easier to use the full word than to waste time and effort in spelling.
Example: Mobile Command Post is better than “I spell Mike Charlie Papa”.

C. Abbreviations should only be spelled phonetically when it is either quicker or easier to do so, or the spelling will be more readily received and understood than the full word or phrase. Examples where spelling is more appropriate than the full words are: “I spell November Bravo Charlie” instead of “Nuclear Biological and Chemical”. “I spell Papa Oscar Lima” instead of Petrol, Oil and Lubricants. “I spell Uniform Tango Mike” instead of Universal Transverse Mercator.

D. Where necessary, the sender of a message may, on behalf of the drafter, expand common abbreviations during difficult conditions or when a transmission can be simplified. Where any doubt exists as to the drafter’s intentions, abbreviations should never be expanded but spelled phonetically leaving the addressee to interpret the meaning. The abbreviation WO can mean “warrant officer” or “warning order”; if the intended meaning is not obvious then WO should be spelled phonetically.

LEGIBILITY OF CHARACTERS

Legible writing is essential if handwritten messages are to be transmitted and received accurately. All handwritten messages drafted for transmission are to be written in capital letters. The following conventions for written characters and symbols are to be observed when drafting and receiving messages:

a. The figure ZERO is written with a slant through it to distinguish it from the letter OSCAR.
b. The figure ONE is written with a line underneath to distinguish it from the letter LIMA.
c. The letter ZULU is written with a hyphen through it to distinguish it from the figure TWO.

PROCEDURAL WORDS (PROWORDS)

To keep voice transmissions as brief and clear as possible standard prowords are used in place of whole sentences. Prowords are easily pronounced and recognized words or phrases used to convey a specific predetermined meaning, for example:

<table>
<thead>
<tr>
<th>Proword</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUT</td>
<td>This is the end of my transmission to you and no answer is required or</td>
</tr>
<tr>
<td></td>
<td>expected</td>
</tr>
</tbody>
</table>

A full list of prowords is listed below. Ten (10) codes or Prowords not listed are not authorized.

APPROVED PROWORDS

<table>
<thead>
<tr>
<th>Proword</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACKNOWLEDGE –</td>
<td>An instruction to the addressee that the message must be</td>
</tr>
<tr>
<td>AFFIRMATIVE –</td>
<td>The group that follows is an address group</td>
</tr>
<tr>
<td>ADDRESS GROUP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By-Laws v2.1

A Guide to Being a Three Percenter
ALL AFTER – I refer to the part of the message, which follows the specified word or number.
ANSWER AFTER – The station called is to answer after call sign when answering transmissions.
ALL BEFORE – I refer to the part of the message, which is before the specified word or number.
ASSUME CONTROL – You will assume control of this net until further notice.
AUTHENTICATE – The station called is to reply to the challenge which follows
AUTHENTICATION IS – The transmission authentication of this message is
BREAK – I hereby indicate the separation of the text from other portions of the message.
CALL SIGN – The group that follows is a call sign
CLOSE DOWN – Close station.
CORRECT – You are correct or what you have transmitted is correct.
CORRECTION – An error has been made in this (or the indicated) transmission. The correct version follows.
DISREGARD THIS TRANSMISSION – This transmission is in error, disregard it.

DO NOT ANSWER – Stations called are not to answer this call, receipt for this message, or otherwise transmit in connection with this transmission. When this proword is employed, the transmission shall be ended with the proword OUT.
EMERGENCY – Precedence EMERGENCY.
EXEMPT – The station(s) immediately following is (are) exempted from the collective call or from collective address
EXERCISE – During exercises the word EXERCISE is used to distinguish real activity from messages concerned with the exercise i.e. a real emergency or real casualty. The first words of any message are to contain the word EXERCISE
FIGURES – Numbers follow.
FLASH – Precedence FLASH.
FROM – The originator of this message is indicated by the address designator immediately following
GRID – The portion following is a grid reference
I AM ASSUMING CONTROL – I am assuming control of this net until further notice
I AUTHENTICATE – The group that follows is the reply to your challenge to authenticate
IMMEDIATE – Precedence IMMEDIATE
INFO – The addressees immediately following are addressed for information
INITIALS – The following letters are individual letters (as in abbreviation, initials, or acronym).
I READ BACK – The following is my response to your instructions to read back.
I SAY AGAIN – I am repeating transmission or portion indicated.
I SPELL – I shall spell the next word phonetically.
I VERIFY – That which follows has been verified at your request and is repeated. (To be used only as a reply to VERIFY.)
MAYDAY, MAYDAY, MAYDAY – The following message requests immediate assistance. My station is in grave or imminent danger of loss of life.
MESSAGE – A message which requires recording is about to follow. (Transmitted immediately after the call. This proword is not used on nets primarily employed for conveying messages. It is intended for use when messages are passed on tactical or reporting nets.)
MORE TO FOLLOW – Transmitting station has additional traffic for the receiving station.
NEGATIVE – No.
NOTHING HEARD – To be used when no reply is received from a called station.
NO TRAFFIC – This station has no traffic, formal or tactical, for a net or circuit.
OUT – This is the end of my transmission to you and no answer is required or expected.
OVER – This is the end of my transmission to you and a response is necessary. Go ahead, transmit.
PAN, PAN, PAN – My station requires assistance. There is a possible or developing hazard to life and/or property.
PRIORITY – Precedence PRIORITY.
READ BACK – Repeat this entire transmission back to me exactly as received.
RELAY (TO) – Transmit this message to the addressee indicated.
ROGER – I have received and understand your last transmission. (This is a method of receipt).
ROUTINE – Precedence ROUTINE.
SAY AGAIN – Repeat your last transmission.

SEURITE, SECURITE, SECURITE – (Pronounced SEK-CURE-AH-TAY) The following message includes safety information.
SEND YOUR – I am ready to receive your message, report, etc. (Used only in reply to the offer of a message, etc., on tactical or reporting nets.)
SILENCE, SILENCE, SILENCE – All stations (or station indicated) stop transmitting until told to resume operation.
SILENCE LIFTED – Silence is lifted.
SPEAK SLOWER – Your transmission is at too fast a speed. Slow down.
THIS IS – This transmission is from the station whose designator immediately follows.
THIS IS A DIRECTED NET – From now until further notice this net is directed.
THIS IS A FREE NET – From now until further notice, this net is a free net. Direct calls are authorized between stations.
TIME – That which immediately follows is the time or date-time group of the message.
TO – The addressees immediately following are addressed for action.
UNKNOWN STATION – The identity of the station with whom I am attempting to establish communication is unknown.
USE ABBREVIATED CALL SIGNS – Call signs are to be abbreviated until further notice.
USE ABBREVIATED PROCEDURE – As conditions are normal, all stations are to use abbreviated procedure until further notice.
USE FULL CALL SIGNS – Call signs are to be sent in full until further notice.
USE FULL PROCEDURE – As conditions are not normal, all stations are to use full procedure until further notice.
VERIFY – Verify entire message (or portion indicated) with the originator and send correct version. (To be used only at the discretion of, or by, the addressee to which the questioned message was directed.)
WAIT – I must pause for a few seconds.
WAIT OUT – I must pause for longer than a few seconds.
WELFARE – Precedence Welfare.
WILCO (I HAVE RECEIVED YOUR SIGNAL, UNDERSTAND IT, AND WILL COMPLY) – To be used only by the addressee. Since the meaning of ROGER is included in that of WILCO, the two prowords are never used together.

WORD AFTER – The word of the message to which I am referring follows (word).

WORD BEFORE – The word of the message to which I am referring is before (word).

WORDS TWICE – Transmit each word or group twice.

WRONG – Your last transmission was incorrect.

### RADIO DISCIPLINE

**GENERAL**

a. Radio discipline is a fundamental ingredient of voice procedure without which a radio net cannot function efficiently. In addition to reducing communications efficiency and accuracy, inadequate radio discipline can result in serious degradation of standards.

b. It is the net control’s responsibility to impose and maintain discipline on a directed radio net. All directed radio nets must have a designated control station. In the absence of instructions to the contrary, the control station is that station serving the senior headquarters or location.

c. During difficult conditions, net efficiency can deteriorate even more rapidly if the control station permits poor operating standards.

d. To use circuit time more efficiently, all messages or their substance should be written down prior to transmission. Those messages which must be delivered by the receiving operator to another person, or which are preceded by the proword MESSAGE, shall be written down.

e. Transmissions by radiotelephone shall be as short and concise as practicable, consistent with clarity. The use of standard phraseology enhances brevity.

f. Radiotelephone transmissions should be clear, with natural emphasis on each word except the prescribed pronunciation of a numeral, and should be spoken in natural phrases, not word by word.

g. If it is technically practical, the operator shall, during the transmission of a message, pause after each natural phase and interrupt his transmission (carrier) momentarily, to allow another station to break in if necessary.

h. To avoid interfering with other traffic, an operator shall listen to make certain that a circuit is clear before making any transmission.

i. When it is necessary for a station to initiate test signals, either for the adjustment of a transmitter before making a call or for the adjustment of a receiver, such signals will not
continue for more than 10 seconds and will be composed of spoken numerals (1, 2, 3 etc.) followed by the call sign of the station transmitting the signals.

**RULES FOR RADIO DISCIPLINE**

The following rules for radio discipline are mandatory on all radio nets. Every station must adhere to the following.

a. Always:
   1) Use correct voice procedure.
   2) Maintain a constant listening radio watch unless specific instructions or permission has been received to the contrary. This requires that at least one person be directed to monitor the radio regardless of the circumstances. All aspects of voice procedure are based on the assumption that stations will respond to the call immediately.
   3) Ensure that the correct frequency is in use.
   4) Answer calls in the correct order and without delay.
   5) Listen carefully before transmitting to ensure that the frequency is clear.
   6) Release the push-to-talk (PTT) switch promptly.
   7) On releasing the PTT switch, ensure that the radio returns to the receive condition.

b. Never:
   1) Violate radio silence.
   2) Compromise sensitive information by unauthorized disclosure.
   3) Make unnecessary or unduly long transmissions.
   4) Engage in unofficial conversation or operator's chat.
   5) Identify an individual or any other personal information.
   6) Speak faster than the station experiencing the worst reception conditions can be expected to receive, thus avoiding needless repetition.
   7) Show loss of temper or use profane language.

**NET TYPES**

**DIRECTED NET**

A directed net is one in which the net control (NC) ensures the efficient movement of traffic between stations on the net. Stations will call in and inform the NC of the number of messages, the destination of the message(s), and the precedent of each message. Stations will not contact any station other than the NC unless permission is given by the NC to that station. Directed nets are normally utilized for the transmission of formal message traffic between stations. Normally there is only one station per specific location that would participate in a directed net. Operational directed nets can only be initiated by National or State Leaders in support of real-world operations. Training nets can be initiated by National,
Regional, State, or Zone Leaders / Training Officers / Communications Officers in support of training exercises.

FREE NET

A free net is a net in which stations may contact any other station on the net at will without the permission of a NC. Free nets are sometimes referred to as “Tactical Nets” and are normally utilized by units assigned a specific tasking, such as security or search and rescue. These may or may not be monitored by a NC, and if so monitored the only duty of a NC is to provide support to the individual members of the net participants and to ensure proper net discipline. Free nets will be initiated by the location Communications Officer and assigned a discrete frequency from the frequency matrix from the currently valid SOI or SOI Supplement upon request by appropriate authorities. Location security will always be provided a free net for their activities.

COMMAND NET

A command net is a type of free net that serves a specific location for any activities that does not require a dedicated free net in which to operate. An example would be for a field operating location that needs communications support for multiple activities that do not justify a clear channel for each activity be maintained to conduct their operations. One command net will be established at each location for use by those activities that do not require a dedicated free net. If the command net becomes too congested, create a free net for the activity that has the greatest amount of traffic.

GUARD NET

A single channel that is kept clear of all traffic and is monitored by an activity for the express purpose of providing assistance to the calling unit. This can be used for incoming personnel, requests for emergency assistance, or request for information. This net may be incorporated into the command net based on the amount of traffic generated on the command net. The decision to utilize the command net or create a guard net will be at the discretion of the location Communications Officer.

FREQUENCIES

Communications are authorized on the following frequencies subject to the Rules and Regulations of the Federal Communications Commission (FCC) for the service in which they are authorized. It is directed by National Leadership that only members with a current FCC granted Amateur Radio license transmit on those frequencies residing within any band allocated to the Amateur Radio Service and are within the privileges granted by the FCC for their license class. All members may utilize the other frequencies without any restrictions other than those imposed by the FCC regarding their use. All frequencies will be referred to by their designators at all times and programmed as such into member radios when possible with those designations. A listing of all frequencies, except HF frequencies, will be contained...
in Attachment 1 to this document, and may be subject to change based on operational requirements.

**CHANNEL IDENTIFIERS**

All frequencies used will have unique identifiers that will be used to identify that specific frequency. These identifiers will be used in all SOI documents generated at any level of the organization. Actual frequencies with their identifiers are **RESTRICTED** and should not be disclosed to persons outside the organization.

a) High Frequency (HF)
All HF frequencies reside within the Amateur Radio Service and require a General Class license or higher in which to operate on them. HF frequencies will be identified with the “H” prefix as well as a “V” to indicate a voice circuit or a “D” to indicate a digital circuit, and a two digit number to identify them.

b) Amateur Radio Very High/Ultra High Frequency (VHF/UHF)
These frequencies reside within the Amateur Radio Service and require a Technician Class license or higher to operate on them. Frequencies residing in the 2m Amateur Band will be identified with the “VTAC” prefix and a two digit number. Those residing in the 70cm Amateur Band will be identified with the “UTAC” prefix and a two digit number.

c) Multi Use Radio Service (MURS)
MURS frequencies are license free channels and are in the VHF band. They require no license on which to operate and are used in portable radios only. MURS frequencies will be identified with the “MIKE” prefix and a two digit number.

d) Family Radio Service (FRS)
FRS frequencies are license free channels and are in the UHF band. They require no license on which to operate and are used in portable radios only. FRS frequencies will be identified with the “FOX” prefix and a two digit number.

**NATIONWIDE COMMON**

A single channel in the 2m Amateur band will be designated as the organization's Nationwide Common channel. This channel should not be allocated to any other purpose, other than designating it their State Common channel, by a State when formulating their State SOI.

**CHANNEL ALLOCATION**

State Communications Officers can utilize any or all of the VHF/UHF, MURS, or FRS frequencies listed in SOI Appendix 1 (Not attached to this document - see National Communications Officer for access), with the exception of the designated Nationwide Common channel, in the creation of their SOI. State Communications Officers are authorized to add additional channels to their SOI if needed.
CALL SIGNS

GENERAL
Call signs may be either Static or Tactical. Static call signs identify a certain position within the organization and are not subject to change. Tactical call signs are created for a specific mission tasking in order to identify those engaged in that mission. Tactical call signs are created on an as needed basis by a Communications Officer or team leader.

a) Static Call Signs – Static call signs are created at the State Level by the State Communications Officer and may be comprised in any format that will fulfill mission requirements. It is suggested that static call signs be brief and consist of a readily identifiable word and two numbers. They should be distinct and not easily confused with another call sign in use by that State. State Communication Officers have full latitude in creating these call signs.

b) Tactical call signs – Tactical call signs are created when needed to fulfill a specific mission at the local level and are used to specifically identify those members. Tactical call signs are created by the team leader or the Communications Officer at the support location for their use.

MURS/FRS OPERATION
Since the MURS and FRS channels do not require a license, Static or Tactical call signs may be used freely on those frequencies without restriction.

AMATEUR RADIO CALL SIGNS
During normal or exercise operations, if frequencies in the Amateur bands are being utilized, those using the frequencies must identify with their FCC assigned call sign in accordance with FCC regulations. Static or Tactical call signs may be used in conjunction with, but not in lieu of the individual's FCC issued call sign in accordance with current FCC guidelines.

COMMUNICATIONS OFFICERS

GENERAL
Communications Officers are the primary point of contact for all matters involving communications at all levels of the organization. At a minimum, each State and Zone should have a Communications Officer assigned to it. Depending on that State's need, State Leadership may designate District and County Communications Officers at their discretion.
REQUIREMENTS
All Communications Officers should have at a minimum a Technician class Amateur license and ideally a General class license or higher in order to operate on HF frequencies. Communications Officers should encourage all members to acquire, at the minimum, a Technician class Amateur license.

TRAINING
Communications Officers should assist Training Officers in providing communications training if requested by the Training Officer. For members who are studying for their Amateur Radio license, they should be the point of contact to assist that member. Communications Officers should be aware of when and where license exams are being given so that information can be relayed to those members.

STATE SOI
The State Communication Officer is responsible for creating their state's SOI that will be used by all members in that state. The State SOI will be comprised of call sign listings, frequency assignments, and other items specific to that state. The State SOI will be considered a Supplement to the National SOI in order to have uniformity of operating procedures amongst all members regardless of their location.

COMMUNICATIONS EXERCISES (COMEX)
Communications Officers will be responsible for scheduling and holding a COMEX for their area of responsibility. Each State will be required to hold at least one COMEX per calendar year. Communications Offices serving a Zone, District, or County may schedule additional local COMEX events for there area of responsibility at their discretion, but are not required to do so. A National Level HF COMEX will be scheduled annually during the ARRL Field Day event, and States may participate in this to fulfill their annual COMEX requirement.

COMSEC

GENERAL
It must be assumed that every transmission is being monitored by outside elements. These elements range from those just curious to what is transpiring to those that may intend to interfere with our operations. In order to compensate for this, proper COMSEC procedures must be followed at all times when required.

APPLICATION OF COMSEC PROCEDURES
COMSEC procedures should only be implemented when directed by National or State Leadership due to the nature of the tasked mission. In all other instances, normal communications procedures will be used.
COMSEC PROCEDURES

The following are methods used to implement COMSEC procedures when directed to by National or State Leadership.
(a) Channel Changes – High traffic channels should be changed every 24 hours starting at midnight local time.
(b) Channel Designation – Existing channels should have an alternate designator that references that channel. These should be created as needed and only provided to those who will be utilizing those channels. This channel should only be referenced to by its alternate designation on the air. The actual frequency must never be referenced to over the air or on any mission specific SOI documents taken into the field outside of a fixed station location.
(c) Alternate Channels – Depending on mission tasking, an alternate channel could be provided to a group for their use at the request of the group leader. The decision to change to that alternate channel is at the discretion of the group leader based on mission requirements.
(d) Mission Specific SOI – A mission specific SOI will be created as needed by the Communications Officer in consultation with the group leader on an as needed basis. A mission specific SOI should never be reused for another mission. This SOI will include all channels to be used by the group, their alternate designators, and tactical call signs of the group members.
(e) Additional Methods – Other methods may be used to implement COMSEC at the discretion of National and State Leadership as the situation warrants.

USE OF ENCRYPTION

Encryption either by hardware integrated into transceivers or by the use of codes is prohibited on all Amateur bands as per FCC regulations in order to conceal the meaning of a transmission. On MURS and FRS channels, the current rules prohibit hardware encryption but do not address the use of non-published codes or ciphers during transmissions.

OBfuscation

This specifically applies to the Amateur bands, and is a method of providing a method of implementing COMSEC while staying within the FCC regulations as it pertains to Amateur radio. The use of digital voice modes (DMR, P25, System Fusion, and D-STAR) on the Amateur bands is permitted by FCC regulations, and does provide a basic level of security. A compatible radio operating in that mode or a sophisticated, high end scanner is required to monitor those modes of communications. Without using one of the above hardware items, a transmission is unreadable by an outside element monitoring that channel.
APPENDIX E: MONTHLY STATE REPORTING TEMPLATE

Monthly State Reporting Template

Date of Report: MM/DD/YY

**State Reporting:** Insert state here (example: AZ, FL, IL)

**Reporting To:** Insert Region number here (example: Region 1)

**Leader making report:** Insert leader’s name here (State Leader will be responsible for accuracy of reporting, please review prior to submitting to Regional Leadership).

**List of State Officers**

- **State Leader (SL):** Name w/ Zone Abbreviation. Example: Bob Smith (Z1)
- **State Assistant Leader (SAL):** Name w/ Zone Abbreviation
- **State Secretary (SS):** Name w/ Zone Abbreviation
- **State Chaplain (SC):** Name w/ Zone Abbreviation
- **State Vetting Officer (SVO):** Name w/ Zone Abbreviation
- **State Training Officer (STO):** Name w/ Zone Abbreviation
- **State Communications Officer (SCO):** Name w/ Zone Abbreviation
- **State Public Relations Officer (SPRO):** Name w/ Zone Abbreviation
- **State Disaster Response Team Coordinator (SDRTC):** Name w/ Zone Abbreviation

List all state officer roles that are currently filled (empty slot will be reported as being vacant for that position).

**Total Membership Headcount:** Number of vetted individuals you have in your state (example: 25,061).

**Additional Positions Filled:** List any positions that have been filled during the last month with the name and what position they are filling (example: Bob Smith, SAL).

**Positions Vacated:** List positions that have been vacated in the last month (example: Bob Smith, SAL).

**Events Participated In:** List the name and the events that your organization participated in.

**Public Relations Event(s):** List any public relations events that happened or that was reported from the last month.

**Problems to push up to Regional Leadership:** List any problems or possible suggestions to be given to the Regional Leadership Team.

**Note:** All red areas should be filled in by the reporting organization with the information being requested. If you are the SL, you will be compiling all the reports that you receive for your organization into 1 single report to send to Regional Leadership.

This report is due at the beginning of the 4th week of each month.
APPENDIX F: MONTHLY REGIONAL REPORTING TEMPLATE

Monthly Regional Reporting Template

Region Reporting: Insert Region number here (example: Region 2)
Leader making report: Insert leader’s name here (Regional Leader will be responsible for accuracy of reporting, please review prior to submitting to National).

List of Regional Officers
Regional Leader (RL): Name w/ State Abbreviation. Example: Bob Smith (MI)
Regional Assistant Leader (RAL): Name w/ State Abbreviation
Regional Vetting Officer (RVO): Name w/ State Abbreviation
Regional Communications Officer (RCO): Name w/ State Abbreviation
Regional Training Officer (RTO): Name w/ State Abbreviation
Regional Public Relations Officer (RPRO): Name w/ State Abbreviation
Regional Strategic Planning Officer (RSPO): Name w/ State Abbreviation

List all regional officer roles that are currently filled (an empty slot will be reported as being vacant for that position).

Total Membership Headcount for the Region: Number of vetted individuals you have on your tier and below (example: R1 25,567)

Additional Positions Filled: List any positions that have been filled on the regional tier during the last month with their name and what position they are filling (example: Bob Smith, RAL)

Positions Vacated: List positions that have been vacated (on the regional tier only) in the last month (example: Bob Smith, RAL).

Problem States: List the states that you may be having problems with filling positions or recruiting efforts. (Example: HI, lack of group interest/ recruiting efforts.)

Public Relations Events in your region: List any public relations events that happened or that was reported from the last month.

National Leadership needs to know about: List any problems that National needs to know about or possible suggestions to be given to the National Leadership Team.

Note: All red areas should be filled in by the reporting organization with the information being requested. If you are a RL, you will be compiling all the reports that you receive for your organization into 1 single report to send to the National Leadership Council.

This report is due at the beginning of the 4th week of each month.
APPENDIX G: STATE CHAPTER 501C FORMATION SOP

FITNESS AND ELIGIBILITY REVIEW

‘The Three Percenters - Original’ has set a goal in becoming a 501c non-profit organization. The filing will be done by each State on an individual basis. While the benefits of obtaining this status are great, so are the consequences from errors. For this reason, States must apply for and receive approval from the National Council before any official filing. In order to be authorized to pursue 501c non-profit status for your State the following steps must be completed.

- All State officers and Zone Leaders must agree that pursuing the 501c is the correct path for their State. These individuals must indicate their consent, in writing, to their Regional Leader.

- Using the provided steps below, States must demonstrate both their understanding of the process and their ability to administer a successful 501c organization. All requested documentation must be submitted to the Regional Leader.

- The Regional Leader responsible for the applicant state will review the submitted package, and decide if the State is a good candidate for consideration by the National Council. If the Regional Leader chooses not to endorse the State’s request then reasons must be given to the State in writing along with suggested corrections.

- With the Regional Leader’s endorsement the request will be scheduled for review by the National Council. Should the request be denied the reasoning will be given in writing. A State may reapply after a six month period. A unanimous vote is required by the National Council in order for a state to gain a conditional approval.

- The conditions of the approval will be the State signing any and all binding and oversight documents required and requested by the National Council. The state will then be cleared to proceed.

- The State will inform the Regional Leader before beginning each step of the filing process, as well as the outcomes of each. These steps are clearly laid out below, however, the process may vary slightly by State. The Regional Leader will be responsible for oversight of the entire process and retains the right to revoke the authorization given at any point during the official filing process.
STEPS FOR FILING FOR 501(c)(4)  * Individual States May Vary Slightly*

Step 1. CREATE ORGANIZATION

Federal tax law requires a 501(c)(4) organization to be created as a corporation, a trust, or an unincorporated association. The articles below are intended to help identify the required information to complete form Corp.52:

- Article 1 – Name the organization. (The Three Percenters - Original - State)
- Article 2 – Define if we are a public or mutual benefit company (we are a public benefit).
- Article 3 – Define life of corporation (this will be perpetual).
- Article 4 – Appoint registered agent and physical address in State.
- Article 5 – Define (1) incorporator that is at least 18 years of age.
- Article 6 – Draft corporate by-laws and indicate whether the corporation will have members (Board of Directors...President, Vice President, and Treasurer). A standardized set of by-laws will be issued by the National Council to be used by all States to ensure uniformity and security should any board of directors member leave our organization. These by-laws will be amended to this Appendix at a later date.
- Article 7 – We must provide for the distribution of assets upon dissolution.
- Article 8 – State the purpose for organization.
- Article 9 – State the effective date of filing if other than date filed.
- File completed Corp.52 (with identified information from above articles) form along with filing fee.

Step 2. OBTAIN EMPLOYER IDENTIFICATION NUMBER

Even if we have no employees, every organization is required to obtain an Employer Identification Number (EIN). This number will be required to open a bank account and we will need it for future filings with the IRS (including exemption):

- Obtain federal EIN number filing online (preferred): EIN Filing
- Apply VIA telephone: (800) 829-4933
- Apply VIA Fax: See location accepting applications for our state.
- Apply VIA mail: Complete form SS-4 and mail to: Internal Revenue Service, ATTN: EIN Operation Cincinnati, OH 45999

Step 3. FILE FORM 8976

This is required for all 501(c)(4) organizations. It will notify the IRS of your intention to file for 501(c)(4) status:

- This must be filed no later than 60 days of your state filing approval.
Step 4. PREPARE AND FILE APPLICATION FOR EXEMPTION

While this is not a required step for 501(c)(4) status, it is a benefit as it publicly recognizes our tax-exempt status, nonprofit mailing privileges, and exemption from certain state taxes:

- Prepare forms 1024 and 8718 to file for exempt status along with $50 filing fee.
- Typically, a determination letter or request for more information will happen within 90 days of submission, but we do not have to wait for official recognition from IRS to get to work.

Step 5. FILING 990

All tax-exempt organizations are REQUIRED to submit an annual information report by filing a form 990. Even those that do not file for exemption under their 501(c)(4) must submit this report:

- 990-N If an organization has gross receipts of $50,000 or less, it can choose to file form 990-N, Electronic notice (e-Postcard preferred method).
- 990-EZ If an organization has gross receipts less than $200,000 and total assets at the end of tax year less than $500,000.
- 990 If an organization has gross receipts of $200,000 or more, or total assets of $500,000 or more it MUST file the form 990.
- *NOTE: Nearly all organizations are subject to automatic revocation of tax-exempt status if they fail to file required return notice (any of 990 forms) for THREE consecutive years.

STATE STANDARDIZED CORPORATE BY-LAWS

(To be added at a later date.)
APPENDIX H: NATIONAL TRAINING SOP

Training Guidelines and Standard Operating Procedures (SOP)

1. Purpose – To establish a nationwide standard in support of training capabilities and interoperability between all levels of our organization. The National Training SOP is to be used as a training document as well as guidance for all levels of the organization pertaining to training.

2. Scope – This standard will apply to the entire organization, to include all regions and states.

3. Authority – This SOP has been approved for all levels of our organization.

GENERAL

BACKGROUND
In order for all levels of our organization to be able to communicate and train with each other effectively, it is necessary for each level of the organization to have a common standard for training procedures.

DISTRIBUTION
This SOP will be distributed to all vetted and approved members of the organization. This SOP may be posted online in secure areas that are available to all members once they have been vetted and approved by a Vetting Officer.

AUTHORITY
This SOP was prepared by the National Leader and is applicable to all States. This SOP has also been approved to be the primary training document to use as guidance by all Training Officers for basic training of all members.

CLASSIFICATION
This SOP is UNCLASSIFIED and distribution is not limited, but is intended for use in ‘The Three Percenters - Original’ organization.

DELEGATION OF AUTHORITY
States have the primary responsibility to establish their training program, training officers, training curriculum, and training locations. Regional and National roles are to support training efforts in each state.
BASIC TRAINING PROCEDURES

DRUGS AND ALCOHOL POLICY

***NOTE*** Our organization is a family friendly one, and we strive to have good family and public rapport.

What a member chooses to do on their own time is their choice to make. If your choices affect the group or the readiness of the team then you may be counseled on the issues. If your choices are deemed to create a safety or security issue, disciplinary action may be taken up to and including terminating your membership in this organization.

Alcohol and Drugs are never to be used during any formal training events hosted by or attended by under the guise of The Three Percenters - Original organization. This does not include special occasions team building where alcohol consumption would be considered practical and acceptable. Any event declared beforehand to be a dry event will not allow any drugs or alcohol to be used, present, transported, or delivered. If caught in violation of a dry event policy, disciplinary action will be taken up to and including terminating your membership.

If you are on prescribed medication that may affect your judgement and motor function you will need to notify your Zone and District Leaders and Training Officer involved in that particular training event. This is for your safety, as well as others. Prescription medication and OTC drugs are generally an exception to this policy, unless you are unable to perform your assigned tasks safely, this will be determined by the Zone and Training Lead, or any instructor present.

ATTENDANCE

To be effective to your Zone, District, and most importantly your team, your attendance at local basic events and training is imperative. State training functions, especially advanced firearms training, requires attendance of pre-training events to better prepare for advance training. There may also be additional training and events set at individual Zone and District levels that have required attendance. These are not considered mandatory but the Zone Leader and Zone Training Officer can track and address attendance to these individual events and training. If you are a leader and your attendance is creating an issue with training, action may be taken and you will most likely be relieved of your leadership role.

***Disabled Disclaimer***

Members who are disabled and can't fully train in the field are more than welcome to come and assist in any way possible. Remember, there is a place for everyone in our organization and you are more than welcome to show your support.
OPSEC AND COMMSEC

All members are expected to keep information passed down through our organization within our organization only. The information passed should all be considered sensitive in nature and should never be shared outside of this organization. This includes multimedia, screenshots, messenger, social media, telephone, email, fax, verbal communication. Any item to be shared outside of the organization must be approved by the Zone Lead or higher. ANY VIOLATION OF OUR OPSEC AND COMMSEC POLICY IS GROUNDS FOR IMMEDIATE REMOVAL FROM THE ORGANIZATION.

THREATS AND PHYSICAL VIOLENCE

Threats and physical violence towards other members cannot be tolerated. Violation will result in disciplinary action being taken, up to, and including, terminating your membership with our organization.

TRAINING REQUIREMENTS

1: All training events SHALL BE coordinated through and by the particular ZONE LEADS and ZONE TRAINING OFFICERS, or the STATE TRAINING OFFICER. Zone training officers and leads are responsible for filling out AFTER ACTION REVIEW (AAR) after training is complete. Should Zone Training become too populated the District Leaders will assume these same responsibilities. AAR’s should be completed in a timely manner to include completion within a 48 hour period after training is complete. Training officers and Zone leads are also responsible for keeping track of participation efforts. This will aid in the tracking of progress made throughout each district and zone.

AAR’s shall include, but not limited to: Training type and name, names of instructors if applicable, time event started and ended, number of participating members, their zones and their names, names of proficient participants if applicable. (See Record Of Training Attendance Form at the end of this appendix.)

Training officers both state and local are tasked with setting up appropriate training throughout their zones and districts. They are also tasked with providing appropriate materials and literature to aid in said training. Major state training shall be listed well in advance in order for participants to sign up. NOTE: Major state training events will require members to notify training officers/zone leads of their intent to attend. Two weeks in advance is recommended so provisions can be made for locations, materials required, etc.

2: It is highly recommended that training outside of listed guidelines be avoided. Any confusion can be alleviated by letting your zone lead, training officer or state training officer know in advance (7 days in advance preferred) what you plan to do, and how you plan on including your brothers and sisters. Remember, training is an ALL HANDS EFFORT. If you feel you “bring something the table”, then by all means, speak up and help out. Remember: Not everyone will be up to par in all areas and will require even the most basic of training to be proficient in basic tasks. Be courteous and be willing to help.
3: All state and local firearms training: It is highly, highly suggested that a certified firearms instructor attend and govern all firearms training events. A safety brief should be given prior to the range going hot, to include an emergency plan if someone were to get shot. All state and local laws apply (common sense)

**FIREARMS TRAINING**

Only vetted members are allowed to attend firearm training events. All members shall show up with cold breach, no magazine installed. It is suggested that all participating members review and cold ops check their firearms for proper operation prior to range time. All participating members shall adhere to instruction by available trained professional at all times. Standard range rules will apply at all times. Any practice deemed unsafe and dangerous shall IMMEDIATELY call for removal from training and possibly the organization.

***NOTE*** Meet and Greets are not the place or platform to hold firearms training. One cannot be expected to have full confidence or trust in someone new to the organization. Furthermore, meet and greets are designed for just that; meet and greet of new and/or existing members. Again, only vetted members are allowed to attend firearm training events.

**SAFETY BRIEF**

A safety brief should be given at the beginning of each training event. This safety brief should assess the dangers of the training and an emergency plan should be given for each possible emergency scenario. A hold harmless agreement should be signed by all in attendance prior to all training events (see Hold Harmless Agreement Form at the end of this Appendix). A designated medic should be predetermined and an aid and litter station be established when conducting firearms training. For firearms training, we require that the five fundamentals of safety be audibly spoken by the firearms instructor and repeated by each member.

The five fundamentals of safety are:
1. Treat every weapon as if it were loaded
2. Never point your weapon at anything you do not wish to destroy
3. Keep trigger finger straight, off the trigger, and outside of the trigger guard until up on target with intent to fire.
4. Keep weapon on safe until up on target ready to fire.
5. Always be aware of your foreground and background

**GEAR REQUIREMENTS**

A gear list is supplied to all members. You are not required to have all the gear on the list to join and/or participate but you must be actively working to obtain the gear. Progress must
be made in an acceptable amount of time based on the individual circumstances of that member.

**MINIMUM SUPPLY LIST**

NOTE: This supplies list mostly refers to firearms or wilderness training, as proper equipment will be necessary to conduct safe and effective training. In relation to firearms training, safety will not be waived. Personal Protective Equipment (PPE) is required to conduct firearms training.

- **Personal Defense Kit:**
  - Camouflage Utilities (Pants, Shirt, Jacket). We recommend multicam, but specific patterns are best suited to the local environment and personal preference.
  - Boots suited for long distance hiking
  - Carrier with plates (level III minimum)
  - FAST/Ballistic helmet (level III minimum)
- **Defensive Weapons (follow local, state, and federal laws):**
  - Medium range semi-auto rifle (AR-15, AR-10, AK-47, SKS, or .223 variant as a minimum caliber) with 500 rounds on hand at all times. Recommend 2,000 rounds per caliber + 1,000 per each additional rifle. Recommend 8 magazines minimum per platform.
  - Side arm (we recommend what you are most comfortable with, although maintaining a common caliber will have long reaching benefits). 250 rounds on hand at all times. Recommend 1,000 rounds per caliber + 500 rounds per each additional handgun. 5 magazines minimum per platform
  - Long range rifles (optional) with 500 rounds
  - Close range shotguns (optional) with 500 rounds Slug, 00 Buck, birdshot, etc (in any combination)
  - Fixed Blade knife (6 - 12 inches) and sharpening stone
- **Individual First Aid Kit (IFAK)** catered towards all variety of potential injuries. (Detailed lists can be found in our forums)
- **Personal Protective Equipment - Eye Protection and Hearing Protection (Mandatory)**
- **Go-Bag with supplies needed for 3 - 7 days of field survival**
  - First aid, food (MRE’s recommended), water carrier, water filtration, change of clothes, extra socks and underwear, low weight blanket, extra ammunition, lightweight shelter (optional), etc.
  - Communication device: Cell phone, long distance radio (such as CB, HF, VHF, UHF, HAM), etc
RECORD OF TRAINING ATTENDANCE FORM

Location: ___________________________ Date: __________________
Time Started: ________ Time Finished: ________ Trainer: ________________
Training Curriculum
Description: ____________________________________________

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HOLD HARMLESS AGREEMENT

I, ________________________, understand that my participation and/or involvement in training with 'The Three Percenters - Original' carries with it the potential for certain risks, some of which may not be reasonably foreseeable.

I further acknowledge that these risks could cause me, or others around me, harm, including, but not limited to, bodily injury, damage to property, emotional distress, or death.

I am a willing participant in all training events given by 'The Three Percenters - Original'.

By signing this agreement, I agree to release, indemnify, and hold harmless 'The Three Percenters - Original', as well as all its owners, agents, representatives, successors, administrators, leaders, officers, trainers, instructors, teachers, from all losses, claims, theft, demands, liabilities, causes of action, or expenses, known or unknown, arising out of my participation in training events given by 'The Three Percenters - Original'.

Signed:

___________________________   ______________________________   __________________
Printed Name                                   Signature                          Date

___________________________   ______________________________   __________________
Witness Printed Name                     Signature                          Date

Participant’s Personal Information:

_______________________________________________________    _______________________
Address (Include City, State, and Zipcode)                                                                            Phone #

______________________________________   _____________________________   ________
Email Address                                                        Driver’s License/Firearms Permit #      Age

__________________________________________________________________   ___________
Medical Problems/History we need to know about                          Blood Type