



Vigo County ARES

Formal Message Handling



Why Formal Messages?

- Improved Accuracy
- Improved Efficiency
- Traceability



Standard Message Format

- Use of standard message format promotes accuracy.
- Use of standard message form ensures adherence to standard message format.
- Message form should be uncomplicated & easy to use.
- Message form aids in message routing.
- Message form aids in message tracking.



Standard Message Format

- This is not the ARRL Radiogram format used by the National Traffic System (NTS).
- Format has been simplified to better meet the needs of Vigo County ARES.



Standard Message Form



Vigo County Amateur Radio Emergency Services



MESSAGE FORM

Number	Date	Time	From	To
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Received From	Time	My Call	Sent To	Time
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Standard Message Format

- Message format consists of 3 parts:
 1. Header
 2. Text
 3. Footer



Message Header

Number	Date	Time	From	To
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- Message header contains of 5 pieces of information.
 1. Message Number
 2. Message Date
 3. Message Time
 4. Originator (From)
 5. Recipient (To)
- All 5 items must be included.



Message Header (cont'd)

Number	Date	Time	From	To
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- Message Number
 - Uniquely identifies message.
 - Assigned by originator or 1st operator to handle it.
 - Does not change during life of message.
 - Simplifies reply or service messages.



Message Header (cont'd)

Number	Date	Time	From	To
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- Message Date
 - Date message was written or posted.
- Message Time
 - Time message was written or posted.
 - Use local time in 24-hour format.



Message Header (cont'd)

Number	Date	Time	From	To
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Two yellow arrows point upwards from below the table to the "From" and "To" columns.

- Originator (From)
 - Person, office, or agency writing message.
 - Only originator can change or correct message text.
- Recipient (To)
 - Person, office, or agency to receive message.



Message Footer

Received From	Time	My Call	Sent To	Time
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- Message footer contains of 5 pieces of information.
 1. Received From
 2. Time Received
 3. My Call
 4. Sent To
 5. Time Sent



Message Footer (cont'd)

Received From	Time	My Call	Sent To	Time
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- Received From
 - Station or person message was received from.
 - Leave blank ONLY if you are the originator of the message.
- Time Received
 - Time message was received.
 - Use local time in 24-hour format.
 - Leave blank ONLY if you are the originator of the message.



Message Footer (cont'd)

Received From	Time	My Call	Sent To	Time
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- My Call
 - Call sign of the station handling the message.
 - This item must always be filled in.



Message Footer (cont'd)

Received From	Time	My Call	Sent To	Time
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Two yellow arrows point upwards from below the table to the "Sent To" and "Time" columns.

- **Sent To**
 - Station or person message was sent or delivered to.
 - Leave blank ONLY if you are the recipient of the message.
- **Time Sent**
 - Time message was sent.
 - Use local time in 24-hour format.
 - Leave blank ONLY if you are the recipient of the message.



Message Text

- Text should be clear & concise.
 - (This applies to the originator of the message.)
- Text must be transmitted EXACTLY as received.
- Text can ONLY be changed or corrected by the originator.
- Questions about text can ONLY be answered by the originator.



Sending the Message

- Only message header & text are transmitted.
 - Send message EXACTLY as received.
- Speak clearly & slowly.
 - Someone has to write it down.
- All names should be spelled phonetically.
 - Use standard ICAO phonetic alphabet.
- All numbers should be spoken digit-by-digit.
 - Say "niner" instead of "nine" to avoid confusion with "five".



Sending the Message

Sample message transmission:

MESSAGE FOLLOWS

NUMBER Delta 0 0 1

TIME February 7 2 0 1 1 1 9 3 0

FROM Dispatch

TO Terre Haute Police

BREAK

This is a test message.

BREAK



ICAO Phonetic Alphabet

A – Alpha

B – Bravo

C – Charlie

D – Delta

E – Echo

F – Foxtrot

G – Golf

H – Hotel

I – India

J – Juliett

K – Kilo

L – Lima

M – Mike

N – November

O – Oscar

P – Papa

Q – Quebec

R – Romeo

S – Sierra

T – Tango

U – Uniform

V – Victor

W – Whiskey

X – X-ray

Y – Yankee

Z – Zulu



Pronunciation of Numerals

0 – Zero

1 – One

2 – Two

3 – Three

4 – Four

5 – Five

6 – Six

7 – Seven

8 – Eight

9 - Niner ←