

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			То	
				<u> </u>	- E		
				ř <u> </u>	<u> </u>		
			<u>,</u>	:			
				P	e 1		
	-		23	<u>.</u>			
				¥	<u> </u>		
Received F	rom	1	Time	My Call	Sent To		Time



Standard Message Format

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



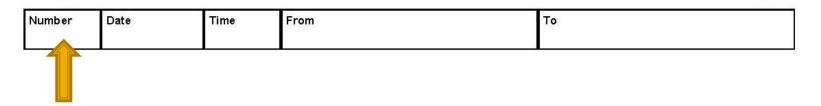
Message Header

Number	Date	Time	From	То

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



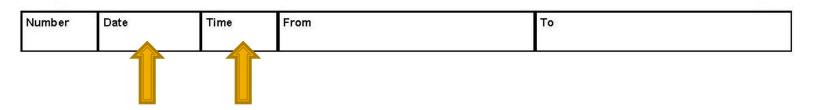
Message Header (cont'd)



- 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.



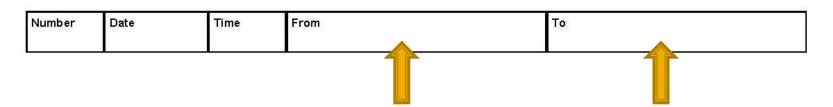
Message Header (cont'd)



- 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)



- 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.

Received From	Time	My Call	Sent To	Time

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



Message Footer (cont'd)



- 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)



- 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	
						J

- 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 2011 1930

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

o – Zero

1 - One

2 – Two

3 – Three

4 – Four

5 – Five

6 - Six

7 – Seven

8 – Eight

9 - Niner **—**