

Start: 1948 L – Stop: 2009 L

Formal Message Training

1.1 OVERVIEW.

Thank-you Bob. Good evening, to the net. Tonight, we will practice the exchange of formal message traffic. I will send the net two Radiograms. The first will be a standard ARRL® radiogram and the second will be an ARRL® radiogram that contains an ICS 213. After I send the two messages, I will poll each station in the net and request confirmation that each station has either received each message without error or needs part of one or both messages resent.

Do I have any questions before I begin?

ACTION - PAUSING FOR QUESTIONS

So, without further delay, all stations standby to receive traffic.

ACTION - Send messages

I will now poll each station in the net and request confirmation that each station has either received both messages without error or needs part of a message resent.

ACTION – Poll each station and request confirmation. Document results in training log

Now that we have completed the rollcall, in order to complete tonight's training, each member of the net should copy the ICS 213 onto a NIMS ICS 213 form and then email the completed form to the email address contained in the message. Members of the Winlink training net should copy the message into a Winlink ICS 213 template-based message and then send the ICS 213 to PACS-ADMIN. I will review each of the messages I receive and provide feedback to everyone who participates.

1.2 QUESTIONS OR COMMENTS

I'd like to pause here for a minute and ask if anyone has a comment or question about tonight's training session. If you have a comment or question, please provide me with your call sign,

slowly, clearly, and phonetically so I don't make a mistake when I respond. And then ask your question or provide me with your comment.

This is WA1RYQ.

ACTION - PAUSING FOR QUESTIONS

That's all I have for this week's training session. I'll turn it back to Net Control.

1.3 QUESTIONS AND COMMENTS.

The following table contains a summary of the comments and questions provided by the membership during the presentation.

No.	Call Sign	Comments	Response
1	N4CBK	Would you repeat the format for Winlink that you requested?	Incorporate the ICS 213 into a Winlink ICS 213 template-based message and send it to PACS-ADMIN.
2	KC4SXO	Should the message be sent to WA1RYQ and PACS-ADMIN?	For the Winlink messages, just send to PACS-ADMIN.
		No More Questions or comments	

1.4 ATTACHMENTS

- a. Original ICS 213 Message
- b. ARRL Radiograms
- c. Net Control Log

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	



THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
 VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
--------	------------	----	-------------------	-------	-----------------	------------	------

TO

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER

_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.



THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
 VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
--------	------------	----	-------------------	-------	-----------------	------------	------

TO

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER

_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.

