

Drill Traffic Preface (Message Tips)

Tonight's drill message will be in (*specify format*) format. Please prepare to copy. Blank message forms are available on the CCAR website.

While you are getting ready to copy, I'll pass along some tips for sending formal message traffic by voice.

- Be sure to send the message slowly enough to allow the receiving operator to copy accurately by hand.
- To help slow down, try copying along while sending the message or spell the words in your head after speaking them.
- Send the message text in short phrases. Pause between phrases long enough for someone to spell the words in each group. Resist the urge to send the text one word at a time.
- If the sending speed feels awkward and uncomfortably slow, you are probably sending at the right speed.

Always remember, when sending messages, accuracy is more important than speed.

All stations, please standby.

(Transmit the message...)

Stations requiring fills, please call now.

(Service any fill requests received.)

All stations – please acknowledge receipt of the message during the checkout procedure.

(Return control to the NCS station.)

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): THIS IS A DRILL		
2. To (Name and Position): All Net Stations		
3. From (Name and Position): Craig WB3GCK, CCAR Net Manager		
4. Subject: Audio Adjustment	5. Date: October 12	6. Time: 1924
7. Message: Radios should be adjusted so that a normal voice within 2 inches of the mic element will produce full modulation. If your microphone gain is set so high that you can achieve full modulation with the mic in your lap, it will also pick up extraneous background noise that can mask or garble your voice.		
8. Approved by:	Name: Craig WB3GCK	Signature: _____ Position/Title: CCAR Net Manager
9. Reply:		
10. Replied by:	Name: _____	Position/Title: _____ Signature: _____
ICS 213	Date/Time: <input type="text"/>	

Here's an example of how this message would be transmitted over the air:

ICS213 MESSAGE FOLLOWS...

THIS IS A DRILL

To ... All Net Stations

From ... Craig [AMATEUR_CALL] WHISKEY BRAVO THREE GOLF CHARLIE KILO

Position ... [LETTER_GROUP] CHARLIE CHARLIE ALPHA ROMEO Net Manager

Subject ... Audio Adjustment

Date ... October ONE TWO

Time ... ONE NINE TWO FOUR

[MESSAGE TEXT FOLLOWS]

Radios should be adjusted so that a normal voice within [FIGURES] TWO inches of the mic [I SPELL] MIKE INDIA CHARLIE element will produce full modulation [PERIOD] If your microphone gain is set so high that you can achieve full modulation with the mic [I SPELL] MIKE INDIA CHARLIE in your lap [COMMA] it will also pick up extraneous background noise that can mask or garble your voice [PERIOD]

[END OF MESSAGE TEXT]

Signature ... Craig [AMATEUR_CALL] WHISKEY BRAVO THREE GOLF CHARLIE KILO

Position ... [LETTER_GROUP] CHARLIE CHARLIE ALPHA ROMEO Net Manager

END OF MESSAGE

NO MORE

THIS IS A DRILL