

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 Voice Net Manager		
4. Subject: Transmitter Keying	5. Date: October 24	6. Time: 1901
7. Message: When transmitting, be sure to key the microphone for 2 seconds before you begin speaking. Keep the microphone keyed for a second or two after you finish speaking. This will prevent clipping of your transmission.		
8. Approved by: Name: Craig WB3GCK Signature: _____		Position/Title: CCAR Net Voice Manager
9. Reply:		
10. Replied by: Name: _____		Position/Title: _____
ICS 213		Date/Time: _____

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 Voice Net Manager

Subject ... Transmitter Keying

Date ... May TWO FIVE

Time ... ONE NINE ZERO ONE

[MESSAGE TEXT FOLLOWS]

When transmitting COMMA be sure to key the microphone for FIGURES TWO seconds before you begin speaking PERIOD Keep the microphone keyed for a second or two I_SPELL TANGO WHISKEY OSCAR after you finish speaking PERIOD This will prevent clipping of your transmission PERIOD

[END OF MESSAGE TEXT]

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

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

END OF MESSAGE

NO MORE

THIS IS A DRILL