

## Drill Traffic Preface

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 information about the proper procedure for requesting fills.

When requesting and providing message fills, the following prowords should be used:

SAY\_AGAIN – meaning “please repeat”

I\_SAY\_AGAIN - meaning that a repeat of a word or phrase is about to be given

The following prowords are used to indicate specific words or phrases in a message:

WORD\_AFTER – to indicate the word that immediately follows a specified word

WORD\_BEFORE – to indicate the word that immediately precedes a specified word

ALL\_AFTER – to indicate everything that follows a specified word

ALL\_BEFORE – to indicate everything that came before a specified word

BETWEEN – to indicated everything between two specified words

A typical exchange might handled like this:

W3EOC this is W3XYZ Say again word before dog OVER

The response would be in the form of:

W3XYZ this is W3EOC I say again word before dog...big, I spell Bravo India Golf.  
OVER

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)

|   |                                 |  |
|---|---------------------------------|--|
| <b>1. Incident Name (Optional):</b> THIS IS A DRILL   |                                 |  |
| <b>2. To (Name and Position):</b> All Net Stations  |                                 |  |
| <b>3. From (Name and Position):</b> Craig WB3GCK CCAR Voice Net Manager   |                                 |  |
| <b>4. Subject:</b> Message Clarification  | <b>5. Date:</b><br>April 17     | <b>6. Time:</b><br>1842                |
| <b>7. Message:</b><br><br>When you receive a message from a served agency, read it. If there is any part you cannot read, ask for clarification before accepting the message. You can't accurately transcribe what you cannot read. |                                 |  |
| <b>8. Approved by:</b> Name: Craig WB3GCK Signature: _____  |                                 | Position/Title: CCAR Voice Net Manager |
| <b>9. Reply:</b>  |                                 |  |
| <b>10. Replied by:</b> 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...

Incident Name: 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 ... Message Clarification

Date ... April ONE SEVEN

Time ... ONE EIGHT FOUR TWO

[MESSAGE TEXT FOLLOWS]

When you receive a message from a served agency [COMMA] read it [PERIOD] If there is any part you cannot read [COMMA] ask for clarification before accepting the message [PERIOD] You can't accurately transcribe what you cannot read [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