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: Message Accuracy	**5. Date:** November 19	**6. Time** 1852

7. Message:

Pass messages exactly as written. In addition to speed, your job as a communicator is to deliver each message as accurately as possible. Do not change the message.

8. Approved by: Name: Craig WB3GCK Signature: _____ Position/Title: CCAR Voice Net Manager

9. Reply:

10. Replied by: Name: Position/Title: Signature: _____

ICS 213 Date/Time:

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** *I SPELL CHARLIE ROMEO ALPHA INDIA GOLF … AMATEUR_CALL WHISKEY BRAVO THREE GOLF CHARLIE KILO*

Position … *LETTER GROUP CHARLIE CHARLIE ALPHA ROMEO* **Voice Net Manager**

Subject … **Message Accuracy**

Date … **November** *ONE NINE*

Time … *ONE EIGHT FIVE TWO*

MESSAGE TEXT FOLLOWS …

Pass messages exactly as written [PERIOD] **In addition to speed** [COMMA] **your job as a communicator is to deliver each message as accurately as possible** [PERIOD] **Do not change the message.** [PERIOD]

END OF MESSAGE TEXT

Signature … **Craig** *I SPELL CHARLIE ROMEO ALPHA INDIA GOLF … MIXED GROUP 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