

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, Net Manager		
4. Subject: Repeater Use	5. Date: February 17	6. Time: 1905
7. Message: When using a repeater, leave a little extra time between pressing the push to talk switch and speaking. This will ensure that your entire message is transmitted, avoiding repeats for lost first words.		
8. Approved by:	Name: Craig WB3GCK	Signature: _____ Position/Title: CCAR Net Manger
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 [I SPELL] CHARLIE ROMEO ALPHA INDIA GOLF ... [AMATEUR_CALL] WHISKEY
BRAVO THREE GOLF CHARLIE KILO

Position ... [LETTER GROUP] CHARLIE CHARLIE ALPHA ROMEO Net Manager

Subject ... Repeater Use

Date ... February ONE SEVEN

Time ... ONE NINE ZERO FIVE

MESSAGE TEXT FOLLOWS ...

When using a repeater [COMMA] leave a little extra time between pressing the push to talk switch
and speaking [PERIOD]

This will ensure that your entire message is transmitted [COMMA] avoiding repeats for lost first words
[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 Net Manager

END OF MESSAGE

NO MORE

THIS IS A DRILL