

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.)

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 ... Dealing with Media or Public

Date ... November TWO

Time ... ONE NINE TWO THREE

[MESSAGE TEXT FOLLOWS]

During an emergency [COMMA] do not make any statements to the media or public about the emergency [PERIOD] The Public Information Officer for the agency being served will make all statements [PERIOD] Refer all inquiries to the [LETTER_GROUP] PAPA INDIA OSCAR [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