

ACS AREA 2

MESSAGE HANDLING
COURSE

2019

Zak Cohen, N6PK

Messages

- ARRL Radiogram
 - Health and welfare for hams and the general public
 - Limited usage for emergency traffic
- ICS 213
 - State and National emergency agencies
- Specialized Forms
 - Hospital/Red Cross
 - MARS
- Local Generated Forms

Message Transmission and Tracking

- ARRL Radiogram
 - Point to point or on the NTS (National Traffic System)
 - Full tracking as message is handled
 - Formal procedure for delivery notification
- ICS – 213
 - Point-to-point
 - No message tracking or delivery notification



NTS System

The National Traffic System (NTS)

- Allows for rapid movement of traffic from origin to destination and training amateur operators to handle written traffic and participate in directed nets
- Traffic consists of written messages sent by an operator to another operator or even a third party (someone who is not a licensed radio amateur), with some restrictions.

ARRL Radiogram

ARRL Radiogram

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM <small>VIA AMATEUR RADIO</small> </div>  </div>								
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE	
TO TELEPHONE NUMBER					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____			
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> <div style="width: 25%;">_____</div> </div>								
REC'D FROM			DATE	TIME	SENT TO		DATE	TIME
THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111					THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.			

PREAMBLE

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
--------	------------	----	-------------------	-------	-----------------	------------	------

- Number
- Precedence (R, W, P, Emergency)
- Handling Instructions (Optional)
- Station of Origin (1st station)
- Check
- Place of Origin
- Time Filed (optional)
- Date

Handling Instructions

- HXA -- (Followed by number) Collect landline delivery authorized by addressee within....miles. (If no number, authorization is unlimited.)**
- HXB -- (Followed by number) Cancel message if not delivered within....hours of filing time; service originating station.**
- HXC -- Report date and time of delivery (TOD) to originating station.**
- HXD -- Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.**
- HXE -- Delivering station get reply from addresses, originate message back.**
- HXF -- (Followed by number) Hold delivery until....(date).**
- HXG -- Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.**

Check

- **Number of words in the text only as counted by originating station.**
- **Check correction – original count/corrected count**
- **Numbers, ciphers, mixed groups and punctuation = 1 word**
- **Period is coded as “X”**
- **Avoid using fractions, punctuation, seldom used symbols – spell out**
- **Telephone numbers (in the text) are counted as three groups.**
- **Position – Latitude 27 degrees 35R21 minutes West Longitude 094 degrees 27R12 minutes North**
- **Use of a blank ARRL Radiogram form allows rapid word count by the receiving station.**
- **ARL CHECK – Messages containing ARRL numbered radiogram text are counted as three words, i.e., ARL Fifty Six**

ADDRESS

TO

TELEPHONE NUMBER

As complete as possible including ZIP and Telephone Number.

TEXT

- **Limit to 25 words or less, if possible.**
- **Text can contain ARRL Numbered Radiograms:**
 - **Group 1 – Relief/Emergency Use**
 - **Group 2 – Routine**
- **When delivering ARRL Numbered Radiogram, translate before delivery, since original message will have no meaning to a non-ham.**
- **See: <http://www.arrl.org/fsd-3-arrrl-numbered-radiograms> or <http://www.arrl.org/files/file/ARESFieldResourcesManual.pdf>**

SIGNATURE

Signature : _____

Name of the person originating the message (not the name of the originating station operator, unless they are the same).

Transmission Procedure

1. **Send Preamble**
2. **Address**
3. **“Break for Text” – un-key and wait for receiving station to either ask for fills or tell you to continue with text.**
4. **Send Text**
5. **“Break for Signature” – un-key and wait for receiving station to either ask for text fills or signature.**
6. **Send Signature then either “No More” or “More to Follow”**
7. **“OVER”**
8. **Receiving station will then “ROGER” your message NrXX or ask for fills and then sign or tell you go ahead with next message.**



ARRL Radiogram



	THE AMERICAN RADIO RELAY LEAGUE	
RADIOGRAM		
VIA AMATEUR RADIO		

NUMBER 12	PRECEDENCE W	HX G	STATION OF ORIGIN W5IFQ	CHECK ARL 14	PLACE OF ORIGIN AUSTIN	TIME FILED 1750 CST	DATE 9/23/81
---------------------	------------------------	----------------	-----------------------------------	------------------------	----------------------------------	-------------------------------	------------------------

TO **Robert de la Garza**
6211 Willow Drive
Del Rio, Tx 72134

TELEPHONE NUMBER **512-789-2145**

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

ARL	THREE	SOUTH	AUSTIN	X
ARL	FOUR	X	ARL	SIX
X				

Signature: **Lucy**

REC'D	FROM	DATE	TIME	SENT TO	DATE	TIME
-------	------	------	------	---------	------	------

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.

PRINTED IN USA



Radiogram Delivery

	THE AMERICAN RADIO RELAY LEAGUE	
RADIOGRAM		
VIA AMATEUR RADIO		

NUMBER 12	PRECEDENCE W	HX G	STATION OF ORIGIN W5IFQ	CHECK ARL 14	PLACE OF ORIGIN AUSTIN	TIME FILED 1750 CST	DATE 9/23/08
---------------------	------------------------	----------------	-----------------------------------	------------------------	----------------------------------	-------------------------------	------------------------

TO **Robert de la Garza**
6211 Willow Drive
Del Rio, Tx 72134

TELEPHONE NUMBER **512-789-2145**

Delivery station info

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

Am in South Austin Hospital. Only slight property damage here. Do not be concerned about disaster reports. Will contact you soon.

Signature: Lucy

REC'D	FROM	DATE	TIME	SENT TO	DATE	TIME
-------	------	------	------	---------	------	------

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.

PRINTED IN USA

ICS Form 213

ICS FORM 213

GENERAL MESSAGE		
TO:		POSITION:
FROM:		POSITION:
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:		POSITION:
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

ICS - 213

- Block 1 'Incident Name' is an optional block. It is intended for the name of the incident, if desired by the served agency. It can just as easily be easily used for the name of a pre-planned event
- Block 2 'To (Name and Position)' are self-explanatory. Including the sender's title or position makes it possible to route the message to the person staffing a particular ICS position in case a personnel change has occurred

ICS - 213

- Block 3 'From' - Self-explanatory
- Block 4 'Subject'
- Block 5 'Date' - In Mo/Date/Year format
- Block 6 'Time' - This is the time the message is originally drafted, not the time it is transmitted. The time should be followed by a 'Z' if using Universal (Zulu) time or 'L' if the time is in local time.

ICS - 213

- Block 7 'Message' - This is the text of the message. It should be as brief as possible while making the meaning and intent of the message clear
- Block 8 'Approved by' - Includes the printed name and title or position of the originator. In all cases, the message originator must approve the message text by his or her signature before the message is sent

ICS - 213

- Block 9 'Reply' –This field is for the text of a reply, if any, to the original message. It should be as brief as possible
- Block 10 'Replied by' - This is the printed name and position or title of the individual replying. By signing the message form in block 10, the individual replying approves the reply text

Local Forms

Local Message Form

MESSAGE OUT

	Time:	Date:	Priority: Emergency, High, Routine, Low
	Name	Organization	Location
To			
From			

Message:

Message Handler ID

Time:

Date:

Message Out – Local Form

- The Time and Date entered by the message handler at the bottom of the Message Out form constitutes the time and date that ACS took responsibility for sending the message. **Only the time and date entered by the message handler** is transmitted.
- Every message that we send and receive must be uniquely identifiable and is done by the use of the Message Handler ID (ACS No.), Time, and Date fields

Local Message Form

MESSAGE IN

MH	Time:	Date:	Priority: Emergency, High, Routine, Low	
	Name	Organization	Location	
To				
From				

Message:

Message In

- Receive site - operator writes the message into a Message In form
- The Message Handler ID, Time, and Date fields sent by the transmitting site are filled into the MH, Time, and Date fields of the Message In form
- The additional information received is filled into the corresponding fields of Message In form
- When Message In form is completed – the message is delivered

Digital Messages

Fldigi Message

- Fldigi has a pull down menu with several different message types including ICS-213
- The entry fields are the same as covered under filling out the 213 form on local message forms
- After filling out the fields the auto send button is clicked
- More information on the Fldigi web site

Fldigi Message – ICS 213

FLMSG: 1.1.27

File Form Template Config AutoSend Help

ICS-213 report file: Sandy_Springs_Fire_Station_#3.213

Originator Responder

To: KK4IZN - James Pos: Sandy Springs Shelter - Brandon Hall

Fm: KG5WU - Wayne Pos: Sandy Springs Fire Station #3

Sub: NFARES SET

Date: 2012-10-14 Time: 1523L

Message:

THIS IS ONLY A DRILL

DO YOU HAVE THE CAPACITY TO RECEIVE ANOTHER 50 VICTIMS?

THIS IS ONLY A DRILL

Sig: KG5WU - Wayne Pos: Sandy Springs Fire Station #3

☐ Comp base64 DOMX22 516 bytes / 1 m 5 s

Outpost Message

- Outpost message are transmitted to specific Bulletin Boards but are addressed to specific addressees (To field)
- Messages can be sent as Urgent private to a single entity or Bulletin as an urgent high priority to multiple addresses or NTS as a regular message priority
- Delivery and read receipts can be requested along with automatic printing of messages
- More info on the Outpost Software Web site

Outpost Message

New Packet Message

File Edit Actions Help

Print Send Save Close Urg Pvt Bul NTS

Private Message

Bbs: W6XSC-1

From: CUPEOC

To:

Subject: ARC DSR 5972

DAMAGE ASSESSMENT REPORT: CARES

DATE/TIME: 12/26/04, 11:40 Message Number: CMV211

TOWN: Cupertino

ADDRESS OR LOT NUMBER: =

SUBDIVISION: =

PROPERTY TYPE: =

DAMAGE->(DESTROYED, MAJOR, MINOR, AFFECTED): =

DAMAGE DESCRIPTION: =

OWNER INFORMATION:

NAME: =

PHONE NUMBER: =

HAM WINLINK Tracking Message With Attachment

Note: Handling Instructions (HX) can be added if needed.

AirMail - [Untitled]

File Edit View Message Tools Auto Modules Window Help

To: WSTQ-1 Post Via: WSTQ-1

Cc:

Subject: //WL2K IC5-213 ATTACHMENT FOR RED CROSS

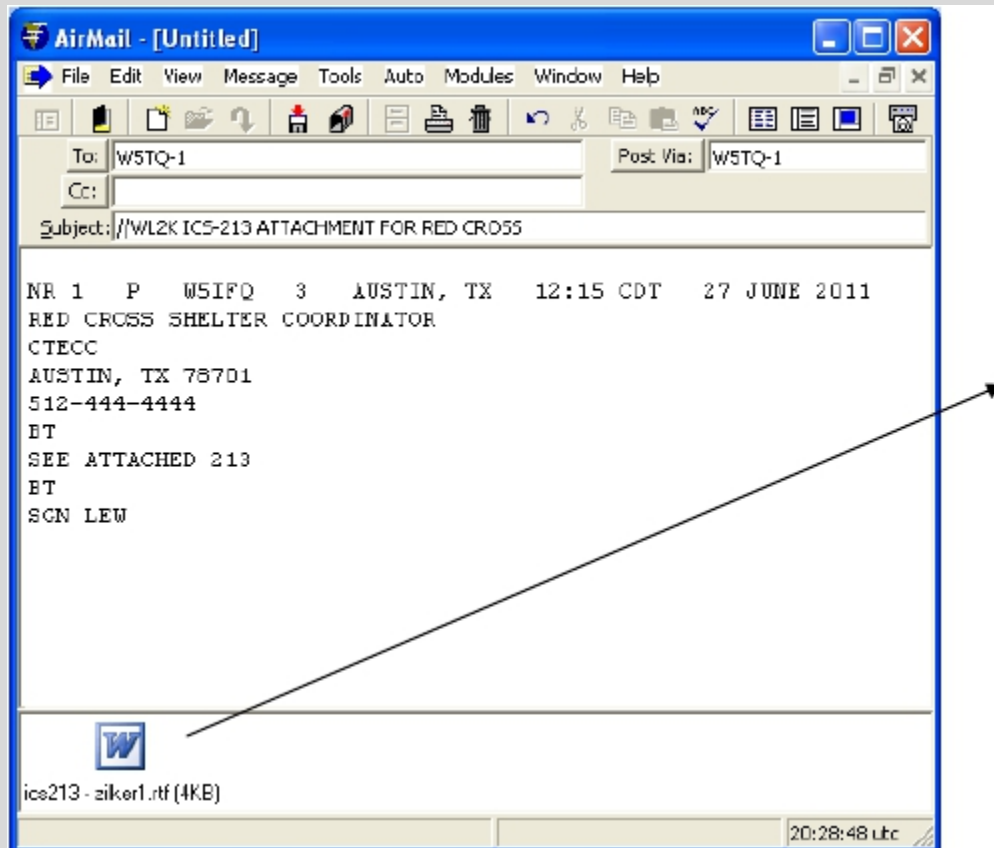
NR 1 P W5IFQ 3 AUSTIN, TX 12:15 CDT 27 JUNE 2011
 RED CROSS SHELTER COORDINATOR
 CTECC
 AUSTIN, TX 78701
 512-444-4444
 BT
 SEE ATTACHED 213
 BT
 SGN LEW

ics213 - zlker1.rf (4KB) ics213 - zlker2.doc (27KB)

20:39:30 utc

GENERAL MESSAGE		
TO: RED CROSS	POSITION: SHELTER COORDINATOR	
FROM: GEORGE DOGOOD	POSITION:SHELTER MANAGER - ZILKER ELEMENTARY SCHOOL	
SUBJECT: ADDITIONAL SHELTER SUPPLIES	DATE: 27 JUNE 2011	TIME: 11:30 CDT
MESSAGE:		
1. NEED 100 ADDITIONAL COTS AND BEDDING 2. NEED 300 ADDITIONAL HEATER MEALS 3. NEED 100 CASES OF BOTTLED WATER		
SIGNATURE: FRED FREELoader	POSITION: ASSISTANT SHELTER MANAGER ZILKER ELEMETARY SCHOOL	
REPLY:		
<div style="border: 1px solid black; height: 200px; width: 100%;"></div>		
DATE:	TIME:	SIGNATURE:POSITION:

P2P PACTOR/WINMOR Message With Attachment



GENERAL MESSAGE		
TO: RED CROSS	POSITION: SHELTER COORDINATOR	
FROM: GEORGE DOGOOD	POSITION: SHELTER MANAGER - ZILKER ELEMENTARY SCHOOL	
SUBJECT: ADDITIONAL SHELTER SUPPLIES	DATE: 27 JUNE 2011	TIME: 11:30 CDT
MESSAGE:		
<ol style="list-style-type: none">1. NEED 100 ADDITIONAL COTS AND BEDDING2. NEED 300 ADDITIONAL HEATER MEALS3. NEED 100 CASES OF BOTTLED WATER		
SIGNATURE: FRED FREELOADER	POSITION: ASSISTANT SHELTER MANAGER ZILKER ELEMENTARY SCHOOL	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:



MARS WINLINK Message With Attachment



AirMail - [Untitled]

File Edit View Message Tools Modules Window Help

To: AAN6ETX Post Via: MARS

Cc: SOC@TXDPS.STATE.TX.US, AAN6ETX, AAA6TX

Subject: //MARS P/ICS-213 REQUEST FOR SUPPLIES NR. 33

DX AAR6NAC NR 100
P 271500Z JAN 2010
FM MCWHA/AAR6NAC TX
TO MARS-SOC/AAN6ETX TX
INFO SOC@TXDPS.STATE.TX.US
THOMPSON/AAA6TX TX
MARTIN/AAN6ETX TX

BT
ACTUAL INCIDENT
SUBJ: ICS-213 REQUEST FOR SUPPLIES - 0900 CST 27 JAN 2010
1. SEE ATTACHED ICS-213 FROM SJIAF LOCATED
IN GALVESTON TX AT BALL HIGH SCHOOL
ACTUAL INCIDENT
BT

W

ICS Form 213 mars exercise.doc (34KB)

21:30:50 utc

GENERAL MESSAGE

TO: SOC - Red Cross	POSITION: Shelter Coordinator
FROM: George Dogood	POSITION: Shelter Manager - Galveston, TX
SUBJECT: Additional Shelter Supplies	DATE: 01/27/2010 TIME: 0900 CST

MESSAGE:

1. Need 100 additional cots
2. Need 300 additional Heater Meals
3. Need 100 cases of bottled water

SIGNATURE: Fred Freeloader *Fred Freeloader* POSITION: Assistant Shelter Manager, Galveston, TX

REPLY:

DATE: TIME:

ICS 213 NPES 1336

WEB SITES FOR FORMS

- ARRL Radiogram:

<http://www.arrl.org/files/file/Public%20Service/radiogram2.pdf>

<http://www.arrl.org/fsd-3-arrl-numbered-radiograms>

- ICS 213 General Message Form:

http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm

- ARRL Field Resources Manual:

<http://www.arrl.org/files/file/ARESFieldResourcesManual.pdf>