# Overview

- **Purpose**: 2
- **Objectives**: 2

## Introduction

- **Message Form**: 2

## 213 ICS Form

- **213 ICS**: 2
- **Message Form Example**: 3

## Message Form Components

- **Recipient Identification**: 3
- **Sender Identification**: 4
- **Subject, Date and Time**: 4
- **Message**: 4
- **Signature and Position**: 4

## Multi-Copy Usage

- **Form Copies**: 4

## Form Disposition

- **Single-Copy Form**: 5
- **Multi-Copy Form**: 5

## Message Examples

- **About the examples**: 6
- **Example #1, No Reply Expected**: 6
- **Example #2, Reply Expected**: 6
- **Example #3, Reply**: 7
- **Example #4, Signatures**: 7

## Passing Messages

- **How to Pass Messages**: 8
- **Establishing Contact**: 8
- **Passing the Message**: 8
- **Confirming Receipt**: 9
- **Return Control of Net to NCS**: 9
- **Message Content**: 9
- **Handling Special Text**: 10
- **Message Passing Example**: 11
- **Breaking into Traffic**: 12

## Precedence

- **Precedence**: 12
Overview

Purpose
This covers the policies and procedures for passing messages on behalf of the Yavapai County Office of Emergency Management.

Objectives
At the end of this course you will be able to:

• Demonstrate the ability to use the message form
• Demonstrate the ability to correctly pass messages

Introduction

Message Form
Messages passed on behalf of the OEM will be written out on the 213 ICS message form. ARES/RACES members need to be familiar with this form and how it is used in passing traffic.

213 ICS Form

213 ICS
The 213 ICS message form is used by the OEM. This is a government standard Incident Command System (ICS) form.

• Used by state and local agencies
• Has section for message reply
  • Form is in triplicate form with copies for
  • Recipient
  • Sender
  • Return to sender
• OEM doesn’t plan on using multi-page form, but *may use it* on occasion
• Will normally use single page form
• Reason is the normally low volume of message traffic OEM deals with
Message Form Example

The recipient identification section is similar to the former form.

**TO** – Name of recipient

**POSITION** – Position of recipient

Example:

TO: Faris Oak
TO: EOC

POSITION: Roads Dept.
POSITION: [Blank]
## Sender Identification

The sender identification section is similar to the former form.

**FROM** - Name of originator  **POSITION** – Position of originator

Example:

```
FROM: John Hoveland    POSITION: YCSO (LT)
FROM: Chief Tim Elm     POSITION: Fire Chief Redwood Canyon City
```

## Subject, Date and Time

The **SUBJECT**, **DATE** and **TIME** fields are all on one line. The **TIME** field, unlike the other fields on the form, is not marked.

- Although we don’t control the fields, the time should be given in 24-hour format, which it commonly is.
- Should we ever initiate a message, we should use 24-hour time.

## Message

The **MESSAGE** field is self-explanatory. This is where the body of the message will appear.

## Signature and Position

The **SIGNATURE/POSITION** line is not used in the manner one might expect.

- The originator of the message will not sign the form
- The amateur operator passing the message will sign this line with his/her name (first only is fine) and call sign
  - e.g., John, WB9VGJ
- Signature of person ordering equipment or supplies is **NOT** necessary
  - If multi-copy form is being used, when writing, press hard enough to go through all three copies. This will be the exception to the rule as a single copy of the form will likely be used nearly 100% of the time.

## Multi-Copy Usage

In case there is an occasion to use the original multi-copy form, the copies of the form are:

- Yellow – Recipient’s copy
- White – Sender’s copy
- Pink – Return to Sender copy (used for replies to messages)
Form Disposition

**Single-Copy Form**

Using the single-copy version of the form will probably always be the norm. These guidelines are to be used for disposition of the messages.

- Yellow or white copy will be given to operator (OEM may use either color)
- When message is sent
  - Operator puts name and call sign in signature block
  - We will hold/file the copy in chronological order
- If there is no reply to the message
  - Message form given to the DEC, or delegate, at end of day/event/etc.
- If there is a reply to the message
  - Reply to be written on original copy of message in REPLY section if readily available
  - Otherwise, it will be written in the REPLY section of a new message form and stapled to the original message for filing
  - Operator will sign SIGNATURE block with name and call the same as with a new message
  - Form will be delivered to person who originated initial message

**Multi-Copy Form**

If the occasion should arise where the OEM uses the original multi-copy version of the form, these guidelines will be used for disposition of the copies.

- Originator keeps white copy
- Yellow and pink copies given to operator
- When operator sends message
  - Operator puts name and call in SIGNATURE block
- If no reply is expected
  - Yellow and pink copies given to DEC, or delegate, at end of day, event, etc.
- If reply is expected
  - Reply is written in REPLY section of yellow copy
  - Operator signs SIGNATURE block (name and call sign)
  - Pink copy returned to originator of initial message
  - Yellow copy given to DEC or delegate at end of day/event/etc.
Message Examples

About the examples

The following messages, except for example #4,
• Come directly from the Yavapai County Office of Emergency Management
• Were provided by a person who actually handles messages
• Have had only names and locations changed
• Are actual messages, not made up for this course

Example #1, No Reply Expected

Example #2, Reply Expected
Example #3, Reply

Example showing how an operator would sign a message after passing it.

Example #4, Signatures

- Example showing how an operator would sign a message reply after receiving it and before passing it on to the recipient.
Passing Messages

How to Pass Messages
When a message is passed, there are two critical events that must occur:

1. Contact must be established between the station passing the message and the station receiving it.
   - A request to pass a message must go through NCS.
   - In case the receiving station cannot copy the sending station, NCS will copy and relay the message.
2. The receiving station must acknowledge receipt of the message.

Contacts will be initiated using tactical call signs and that the operators’ FCC call sign will be used every 10 minutes and at the end of a contact.

Establishing Contact
This is an example of how contact should be established before passing a message. In this example, Fire Center has informed NCS that he/she has a message for Shelter 1.

- **NCS**: Fire Center, please call Shelter 1 with your traffic.
- **Fire Center**: Shelter 1.
- **Shelter 1**: Shelter 1.
- **Fire Center**: I have a message for you. Are you ready to copy the traffic?
- **Shelter 1**: Read to copy.

Fire Center passes the traffic to Shelter 1.

Alternately, NCS may ask Fire Center to go off frequency to pass the message to Shelter 1.

Passing the Message
The procedure for passing the message is:

- Pass the heading information
- After doing so, sending station should say, *How copy?* This gives the receiving station an opportunity to ask for any fills or info that was missed.
- When receiving station has confirmed receipt of heading, he/she will then say, *Go with message.*
- Sending station then passes the message.
- When finished, sending station says, *End of message.* (indicates no more to follow)
**Confirming Receipt**

After the message is sent, the receiving station will acknowledge receipt. If the receiving station missed any of the message, he/she will ask for fills. Some possible examples are:

- *Please repeat words between “xxx and yyy”.*
- *Please repeat all after “xxx”.*

If the receiving station has copied 100% of the message, he/she will simply acknowledge receipt:

- *I roger your message. (Give FCC call sign)*

---

**Return Control of Net to NCS**

After the message has been passed and acknowledged, the station passing the message will return control to NCS.

- *Fire Center: NCS, Fire Center.*
- *NCS: Fire Center.*
- *Fire Center: Message has been passed. (Give FCC call sign)*
- *NCS: Roger. (Give FCC call sign)*

Alternatively

- *Fire Center: Net Control, Fire Center. Message has been passed. (Give FCC call sign)*
- *NCS: Roger. (Give FCC call sign)*

---

**Message Content**

The proper procedure in passing messages will be to say the headings when we pass messages. E.g., we will say:

- TO; POSITION; FROM; POSITION; SUBJECT; DATE; TIME; etc.

When passing messages, it is imperative that we pass them exactly as written. We should not attempt any interpretation of message content.

- It is critical that a message be received by the recipient exactly as intended by the sender.
- We may not understand terms, acronyms, etc.
- We should not abbreviate words in a message
- We should not expand abbreviations or acronyms
- We are to be thought of as a telephone – the person originating the message is using us as a telephone to talk to the individual receiving the message

At the end of the message, the sender should say

- *End of message*
In order for messages to be passed correctly, there are certain procedures that should be followed for names and special text.

- Some names/terms may need to be spelled out. Acronyms should always be spelled and often names and titles will need spelling.
- Use standard ITU phonetics for spelling.
- Punctuation
  - Punctuation should be spoken: *Period*; *Comma*; *Question mark*; etc.
  - The person receiving the message will write the actual punctuation mark, not spell it out.
- Numbers
  - In mixed groups, e.g., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, phonetics should be used:
    - *One Sierra Tango*; *two November Delta*; *three Romeo Delta*
  - For numbers only, there are several options, depending on the specific situation:
    - 74559: *Figures seven four five five niner* or *seven four five five niner*
    - 17:35 (time): *Seventeen thirty-five hours*
    - 21: *Twenty-one or two one*
    - 256: *Two hundred fifty-six or two five six*
Message Passing Example

This is an example of how to pass a message using Example Message #2 on page 8.

- Begin with -
  Sending station: *Are you ready to copy*

  Receiving station: *Ready to copy or Go with message*

  Sending station: *Message follows or Message going*

To: Farris Oaks  Position: Roads Dept
From: John Hoveland  Position: YCSO LT
Subject: Barricades  Date: 6/21/05  Time: 1422
How copy?

  Receiving station: *Please spell last name of person message is from.*

  Sending station - Say the name & spell it phonetically Ex:  *Hoveland*  
  hotel oscar victor echo lima alpha November delta  
  Over.....

  *Requesting barricades to Red Cinder Rd & I-22 to block off road.*

  *End of message.*

  Receiving station:  *Roger your message.* (Give your call sign)

  Sending station: *Net control my traffic has been passed* (Give your call sign)

- After giving the subject it’s a good idea to say how copy or break - This allows the copying station a chance to request any fills, ask you to speak slower or advise you of their ability to copy.

- Continue with *Message follows*

- If you’re sending more than 1 message to the same station you can say *End and 2*, which would indicate that you still have 2 more messages to send them. When the last message is sent say *End of message* (EOM).

When net control gives the frequency to the 2 stations passing & receiving the traffic - they do NOT need to go thru net control each time they’d like to speak to each other. Once the receiving station has rogered the traffic & given his/her call sign that the sending station then gives their call sign & passes it back to net control. Example:

- Receiving station - *I roger your message or I copy your message* -  
  *WB9VGJ*

- Sending station - *Net control my traffic has been passed* (give your call sign)

At that time, net control will continue with the net.
Breaking into Traffic

- The ONLY time it is permissible for a station to break in while traffic is being passed is when there is an EMERGENCY.
- Breaking in to let net control know you must leave your station to go to the restroom does **not** constitute an emergency: Just go!

Precedence

While *Section II, Chapter Six: ARRL Precedences and Handling Instructions* of the ARRL’s *Public Service Communications Manual* defines the four precedences used by the National Traffic System (NTS) as the ones to be used for ARES messages, the OEM has traditionally not assigned precedences to messages. Therefore, messages we handle will not have a precedence assigned to them.

All messages we receive will be passed in order received, unless otherwise instructed by a served agency.