



# **TCARES FORMAL MESSAGE HANDLING**

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AEC TCARES

June 28, 2011



# CERTIFIED



- Complete basic training course
- Meet minimum participation requirements:
  - Check into 9 TCARES nets per quarter
  - Participate in one emergency operation
- Send in monthly participation reports
- **Compose and send 2 ARRL Radiograms by voice.**
- Program CTCSS Tones into a VHF radio
- Attend a Skywarn class
- Serve on a TCARES committee
- Complete ARRL EC-001 Course
- Complete FEMA ICS-100 & ICS-200 Courses



# ADVANCED



- Satisfy CERTIFIED requirements
- OPERATIONAL
  - NCS for 3 months (digital or voice)
  - NCS for emergency operation (drill, weather or actual) or serve as member of a SET planning team
- TECHNICAL
  - Send/receive ARCHES Winlink Traffic
  - Send/receive HF PACTOR/WINMOR Winlink Traffic
  - Send ARRL Radiogram via HF SSB on a NTS net
  - Check into the TCARES Packet Net
  - Demonstrate or explain Cross-Band repeating
  - Demonstrate the ability to read and convey by radio a GPS position.



# Types of Record Traffic



- **ARRL Radiogram (message system)**
  - Voice
  - Digital – Packet, Winlink Airmail, Sound Card modes (PSK-31, MT-63, etc.)
  - Internet E-mail
- **ICS-213 General Message Form**
  - Attachment to Winlink Airmail
  - Attachment to Internet E-mail
  - Hand delivered



# Message Usage



- **ARRL Radiogram**
  - Health & Welfare – hams and general public
  - Emergency – hams, limited EOC usage
- **ICS-213**
  - All state and national emergency agencies



# 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 only
  - No message tracking or delivery notification



# ARRL Radiogram



**THE AMERICAN RADIO RELAY LEAGUE**  
**RADIOGRAM**  
 VIA AMATEUR RADIO

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

TELEPHONE NUMBER

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.

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# PREAMBLE



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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- **Number**
- **Precedence (R, W, P, Emergency)**
- **Handling Instructions (Optional)**
- **Station of Origin (1<sup>st</sup> 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



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- **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-arrl-numbered-radiograms> or <http://www.arrl.org/files/file/ARESFieldResourcesManual.pdf>**



# SIGNATURE



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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 <b>12</b>	PRECEDENCE <b>W</b>	HX <b>G</b>	STATION OF ORIGIN <b>W5IFQ</b>	CHECK <b>ARL 14</b>	PLACE OF ORIGIN <b>AUSTIN</b>	TIME FILED <b>1750 CST</b>	DATE <b>9/23/08</b>
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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 \_\_\_\_\_

<b>ARL</b>	<b>THREE</b>	<b>SOUTH</b>	<b>AUSTIN</b>	<b>X</b>
<b>ARL</b>	<b>FOUR</b>	<b>X</b>	<b>ARL</b>	<b>SIX</b>
<b>X</b>				

**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

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# Radiogram Delivery



**THE AMERICAN RADIO RELAY LEAGUE**  
**RADIOGRAM**  
 VIA AMATEUR RADIO

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

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 \_\_\_\_\_

Delivery station info

**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
-------	------	------	------	---------	------	------

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# ICS FORM 213



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



# HAM WINLINK Tracking Message With Attachment



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

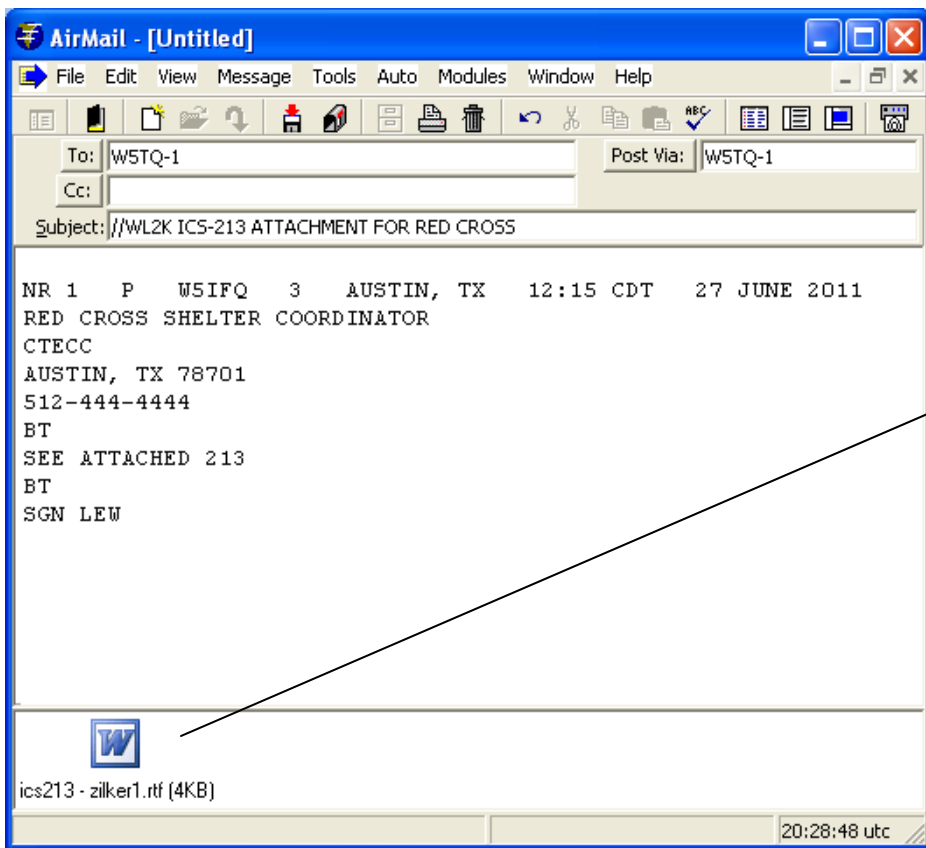
The screenshot shows the AirMail interface with the following details:

- To:** WSTQ-1
- Post Via:** WSTQ-1
- Subject:** //WL2K ICS-213 ATTACHMENT FOR RED CROSS
- Message Content:**  
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
- Attachments:** ics213 - zilker1.rtf (4KB), ics213 - zilker2.doc (27KB)

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:		
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"> <li>1. NEED 100 ADDITIONAL COTS AND BEDDING</li> <li>2. NEED 300 ADDITIONAL HEATER MEALS</li> <li>3. NEED 100 CASES OF BOTTLED WATER</li> </ol>			
SIGNATURE: FRED FREELoader		POSITION: ASSISTANT SHELTER MANAGER ZILKER ELEMETARY 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, AAM6ETX, AAA6TX

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

DE 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/AAM6ETX TX

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

BT

NNNN

ICS Form 213 mars excise.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:	
<ol style="list-style-type: none"> <li>1. Need 100 additional cots</li> <li>2. Need 300 additional Heater Meals</li> <li>3. Need 100 cases of bottled water</li> </ol>	
SIGNATURE: Fred Freeloader <i>Fred Freeloader</i>	POSITION: Assistant Shelter Manager, Galveston, TX
REPLY:	
DATE:	TIME:

ICS 213 NFES 1336



# ICS-213 Attachment Size Reduction



- Download ICS-213.doc using MS WordPad
- Save blank ICS-213 as .rtf (rich text file)
- Open ICS-213.rtf with MS WordPad and fill out
- Save completed ICS-213.rtf with a unique file name as a .rtf file (example - 213-Zilker1.rtf)
- From Airmail or RMS Express, attach this .rtf document
- Document size when from 27K (.doc) to 4K (.rtf)



# 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](http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm)

- ARRL Field Resources Manual:

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



# 3<sup>rd</sup> Party Message Agreement



The control operator of one station (the first party) sends communication to the control operator of another station (the second party) for someone else (the third party). A third party is a person who is sent a message by amateur communications who is not the control operator who is sending the message.

Third-party communications of a personal nature is okay. But passing messages for business or work is not. You may not receive any type of pay for transmitting or receiving third-party communication.

You can pass third-party messages to other stations in the United States. Outside the US, FCC Rules greatly limit third party communication. It is allowed when the US has a *third party agreement* with another country, or the third party is qualified to be a control operator. International third-party communication is not allowed except when:

- communicating with a person in a country with which the US shares a third-party agreement, or
- in cases of emergency where there is an immediate threat to lives or property, or
- the third party is eligible to be a control operator of the station.



# 3<sup>rd</sup> Party Agreements



**Table 8.4**

## International Third-Party Traffic — Proceed With Caution

Occasionally, DX stations may ask you to pass a third-party message to a friend or relative in the States. This is all right as long as the US has signed an official third-party traffic agreement with that particular country, or the third party is a licensed amateur. The traffic must be noncommercial and of a personal, unimportant nature. During an emergency, the US State Department will often work out a special temporary agreement with the country involved. But in normal times, never handle traffic without first making sure it is legally permitted.

*US Amateurs May Handle Third-Party Traffic With:*

C5	The Gambia	J7	Dominica	XE	Mexico
CE	Chile	J8	St Vincent and the Grenadines	YN	Nicaragua
CO	Cuba	JY	Jordan	YS	El Salvador
CP	Bolivia	LU	Argentina	YV	Venezuela
CX	Uruguay	OA	Peru	ZP	Paraguay
D6	Federal Islamic Republic of the Comoros	PY	Brazil	ZS	South Africa
DU	Philippines	TA	Turkey	3DAØ	Swaziland
EL	Liberia	TG	Guatemala	4U1ITU	ITU Geneva
GB*	United Kingdom	TI	Costa Rica	4U1VIC	VIC, Vienna
HC	Ecuador	T9	Bosnia-Herzegovina	4X	Israel
HH	Haiti	V2	Antigua and Barbuda	6Y	Jamaica
HI	Dominican Republic	V3	Belize	8R	Guyana
HK	Colombia	V4	St Christopher and Nevis	9G	Ghana
HP	Panama	V6	Federated States of Micronesia	9L	Sierra Leone
HR	Honduras	V7	Marshall Islands	9Y	Trinidad & Tobago
J3	Grenada	VE	Canada		
J6	St Lucia	VK	Australia		
		VR6**	Pitcairn Island		





# CONTACT INFO



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TCARES AEC**

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