# Table of Contents

1. **DATA MESSAGE REQUIREMENTS**

   a. The message passing objectives are #**1 Accuracy** and #**2 Speed**. Never sacrifice accuracy for speed.

   b. All locations will keep a log recording all incoming and outgoing PACKET and WL2K messages sent and received. This is for message tracing purposes if needed.

   c. Unless otherwise desired by the supported agency, use the PACKET and WL2K message format that is provided as a separate text file on the CCARES-RACES Yahoo! Groups files are entitled "CCARES-RACES DATA MESSAGE TEMPLATE".

   d. Time should be recorded in local time using the 24 hour format (e.g. 6pm is 1800, etc.)

   e. Remember to pass PACKET messages on the PACKET frequencies and WL2K messages on the WL2K RMS frequencies. They are separate systems!

   f. **NOTE FOR EXERCISES:** Every exercise message will have "*THIS IS AN EXERCISE MESSAGE*" in the very first and last line of the message body,

2. **WINLINK 2000 (WL2K) OPERATING PROCEDURES**

   a. Our standard software for processing WL2K messages is *RMS Express* available at ftp://autoupdate.winlink.org/User%20Programs/.

   b. WL2K messages can be input and downloaded at the convenience and scheduling of each team supporting an agency. Messages do need to be appropriately logged.

   c. WL2K message traffic will be passed on the WL2K network. Stations do not need to ask NCS for permission to pass a message on the WL2K network.

d. WL2K messages should be processed on the Clark County WL2K frequencies to one of the 144, 220 or 440 MHz Radio Message Server (RMS) stations identified in Tab 7 on page 7-A-2.

e. If the station is located in a place where direct contact to a WL2K RMS is not possible, the several WL2K Digipeaters stations identified in Tab 7 starting on page 7-A-2 can be used. Be aware that message transmission times are at least doubled when using digipeaters.

f. There are other WL2K VHF/UHF RMS stations located adjacent to Clark County that may be used when necessary. Go to http://www.winlink.org/RMSChannels to locate them and their operating frequency

3. **PACKET BBS NETWORK OPERATING PROCEDURES**

   a. Our standard software for processing PACKET BBS messages is *OutpostPM* available at http://www.outpostpm.org.

   b. Unless otherwise identified in the Plan/IAP, all stations (participating or not in the event) on the CCARES PACKET network should **TURN OFF PACKET BEACONING**.

   c. PACKET message traffic will be passed on the CCARES K7CLL VHF or UHF PACKET network. Stations do not need to ask NCS for permission to pass a PACKET message on the PACKET network.

   d. PACKET messages will be addressed from and to Tactical call signs only. Personal calls will not be used for exercises or events.

   e. Following our standard message flow scheme, use the **primary BBS K7CLL-8**. No individual station mailboxes (TNC MBX) will be used for the event unless otherwise arranged for by each team and/or directed by NCS. If the primary K7CLL-8 should fail, stations should reset to **the backup BBS K7CLL-15** which is our backup BBS on Goose Hill.

   f. PACKET BBS frequencies to use are identified in Tab 7 on page 7-A-2.

   g. PACKET stations not able to connect directly with a BBS using 1200 Bd from their operating location should connect 'via' another accessible PACKET node first and then to the appropriate BBS. This is a simple setup in the 'BBS setup' configuration in Outpost and once set for the specific location does not need to be re-entered. Packet nodes are identified in Tab 7 on page 7-A-2. Be aware that message transmission times are at least doubled when using digipeaters.

   h. For Exercises: Unless there is an urgent need, no new messages should be entered into the BBS system after 15 minutes BEFORE ENDEX. This will give time for PACKET messages in process to clear the system.

4. **DATA MESSAGE FORMAT**

    a. If a standardized CCARES/RACES message form is not called for in the IAP or exercise plan, and if not otherwise directed by your supported agency the following text format will be used for sending messages on the CCARES Digital systems.  Message format follows...

**MSG #:**              (sequential number starting with 001 for station for duration of event)
**PRECEDENCE:**      (E=Emergency; P=Priority; R=Routine; W=Welfare)
**TIME FILED:**        (local 24hr time)
**DATE:**               (Local date)
**TO:**                (tactical call sign of receiving station)
**LOCATION:**         (physical address detail as needed)
**FROM:**            (tactical call sign of sending station)
**LOCATION:**         (address detail as needed)
**MESSAGE:**

    (If the message is an exercise message, then indicate as such)

    (Be sure to use spaces instead of tabs for columns as tabs may get lost in transmission)

    (If the message is an exercise message, then indicate as such)

**RADIO LOCATION:** (tactical call sign)
**SENT TIME:**        (local 24hr time)
**OPERATOR:**       (name/call sign)
**RECEIVED TIME:**  (entered on agency and file copy of received message)

ATTACHMENT:
    A – Digital Call Sign Assignments