

ICS-213 (ARES VERSION)

NUMBER	PRECEDENCE (CIRCLE ONE)	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
	EMERGENCY Priority H&W Routine				:	/ /

TO:		POSITION:	
FROM:		POSITION:	
SUBJECT:			

MESSAGE BODY:				
				5
				10
				15
				20
				25
				30
				35
				40
				45

RECEIVED FROM: <small><i>Print name</i></small>		INITIALS:		POSITION:	
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RECEIVED BY:	<small>(Call sign)</small>	RECEIVED TIME:	:	RECEIVED DATE:	<small><i>mm/dd/yy</i></small> / /
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REPLY					
REPLY TO MESSAGE NUMBER	FROM STATION	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
<small>(Message number above)</small>				:	<small><i>mm/dd/yy</i></small> / /

				5
				10
				15
				20
				25
				30
				35

RECEIVED FROM: <small><i>Print name</i></small>		INITIALS:		POSITION:	
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ICS-213 Amateur Radio Message Form

WHO COMPLETES THE FORM? The individual wanting to communicate with someone not at that location., or someone who needs to reply to a message from another location. This person is sometimes called the message 'Drafter' or 'Originator'.

ALL RADIO OPERATORS: Will use a pen, (No pencils, etc.) and HAND WRITTEN BLOCK STYLE letters to complete message forms and communication logs. Letter/Numbers Examples: **ABCDEFGHIJKLMN OPQRSTUVWXYZ 1234567890**. Cursive style words and letters are NOT authorized on the ICS-213 Message form.

WHAT IF THERE ARE QUESTIONS ABOUT THE FORM? If the radio operator is uncertain about portions of the completed form, they need to contact the Originator/Drafter if it was made up at their location. If the radio operator received the message via radio, they would contact the sending station for clarification of the message. If all else fails, contact your on-site supervisor.

1. **Number--** When you send the message, assign a number to it from the number sheet, crossing out numbers on the sheet as they are used and making a notation, after the number, of the station to whom the message was sent and the date.
2. **Precedence--**Every message has a precedence. The Originator/Drafter of the message will CIRCLE the type requested.
3. **From Station--**Is the call sign of the radio station from which the message was first sent by Amateur Radio.
4. **Check--**is the number of words and numerals in the text of the message. Stations should agree on the check before the message is considered handled.
5. **Place of Origin--**Is the name of the town/location from which the message started, not necessarily radio station of origin.
6. **Time Filed--**Is the time the message is received at the station that it sent.. Local missions use local time zones normally
7. **Date Filed--**The month and the day (not the year) that the message was filed at the originating station.
8. **TO/FROM: and POSITION:** Names of people that the message is "From" and "To", including an "ICS" position or job title, agency, unit, etc.,
9. **Subject:** General short description of message listed by the originator.
10. **Message Body** – Text of message by Originator, up to 45 words.
11. **Received From: PRINTED NAME** (Not signature) of person who gave you the message to send, their Initials and Position.
12. **Received By:** Call Sign of who received this incoming message for delivery, the **TIME and DATE**.
13. **Reply to Message Number:** Message Number from top of page.
14. **From Station--**Is the call sign of the radio station from which the Reply message was first sent by Amateur Radio.
15. **Check--**Is the number of words and numerals in the text of the Reply message. Stations should agree on the check before the message is considered handled.
16. **Place of Origin--** The town/location from which the Reply message started, not necessarily radio station of origin.
17. **Time Filed--**Is the time the Reply message is received at the station that it sent. Local missions use local time zones.
18. **Date Filed--**the month and the day (not the year) that the message was filed at the originating station.
19. **Reply Message Body:** Text of Reply message up to 35 words.
20. **Received From: PRINTED NAME** (Not signature) of person who gave you the message to send, their Initials and Position.

OPERATORS LOG SHEET:

Log sheet—After you have sent or received the message and you have a *Time-of Receipt* , complete your Log sheet.

Note the message number, if it was either sent or received, received/sent time, and your last name and call sign.

Example: Msg# 4 to State ECC, Sent 0800 04April2003 Smith/KA7ZZ

Msg# 66 from Mason County ECC, Received 1927, 10OCT2004 Jones/AA9SZ

MSG#66 Reply to Mascon County ECC sent 2135 10OCT2004 ART/AB7AXX