ARES District 4 Net Script

_____**MARCH 2, 2017**_____ (net date)
Script Rev 02-02-2017

Good Evening everyone and welcome to the South Texas District 4 ARES net. This is

_____**TOM**_____ *(name)* _____**K5BV**_____ *(call)*

_____**ARES EC FOR ARANSAS AND SAN PATRICIO COUNTIES**_____
        (position e.g. member, AEC, etc. & County)

I will be the Net Control Station for tonight's net. First, if there are any stations with priority or emergency traffic please call

_____**K5BV**_____*(call)* at this time. UN-KEY

Either s*ay "**nothing heard**" or handle the traffic immediately.*

All hams in all Counties are welcome to check in to this net. You do not need to be an ARES member to participate in this net.

The purpose of ARES, the Amateur Radio Emergency Service, is to furnish emergency communications via amateur radio when regular means of communications fail or become inadequate during an emergency situation. ARES is sponsored by the ARRL, and supported by area radio clubs and individual hams. The only qualifications for ARES are that you possess an amateur radio license and you have a desire to help others. For more information or off-net questions please contact one of the following by email

>   Mark Dist. 4 EC - ad5ca@arrl.net
>   Tom EC for Aransas & San Patricio County - - - - - k5bv@arrl.net
>   Bob Asst EC for Aransas County- - - - - - - - - - - - - kf5cfu@arrl.net
>   Jim EC for Live Oak County- - - - - - - - - - - - - - - - w5im@arrl.net
>   Harley EC for Kleberg County - - - - - - - - - - - - - - kg5ayd@arrl.net

The net is currently scheduled monthly for the First Thursday at 8 PM. This is subject to change. We are currently using the 147.060 repeater in Corpus Christi with a (+) PLUS offset and a 107.2 tone.

This net is being conducted for the purpose of providing training and information related to emergency communications; to serve as a forum for discussion; and to foster fellowship among Amateur Radio operators.

__**K5BV**___*(give your call & UNKEY briefly)*

_____

Tonight after Check-In **WE WILL CONTINUE OUR DISCUSSION ON PREPARING AND RELAYING RADIOGRAMS**.

Before Check-In are there any operators who would like to make an announcement or provide information related to EmComm please state your call now. This is not general check-in.

Now Checking-In - If the frequency has been clear a second or two key the MIC and s-l-o-w-l-y give your FCC call sign using ITU phonetics spoken clearly and slowly and UNKEY. Stating your name will be appreciated. Writing calls down takes a moment so allow a few seconds. Keep checking in. Calls will be reviewed for clarifications, errors and missed calls. Please check-in with **_K5BV___** (Call) now.

(note these actions)
- *read each call back,*
- *ask for corrections*
- *ask for additional check-ins*

We will have comments after the tonight's material on **RADIOGRAMS**.

(*GO TO PAGE 4*)

Before we go down the list for comments if there any late check-ins please provide you call now.

(again note these actions)
- *read each call back,*
- *ask for corrections*

NOW COMMENTS QUESTIONS AND A CHANCE TO PRACTICE.

- *go down list of check-ins*
- *now have presenter give their comments)*

Final call for check-ins. Additional stations for the net please check-in now with ___**_K5BV_**____ *(your call)*.

(again note these actions)
- *read each call back,*
- *ask for corrections*
- *ask for comments*

THIS IS NET. We had XX check-ins tonight. Thank you all for joining the ARES net tonight, and thanks to the repeater owners and mountaineers for the use of these fine repeaters. I am now closing the net and returning these repeaters back to normal amateur radio use. Stations may remain on frequency to make additional QSOs.

Net Control _____ *(your call)* Out at **_TIME_** LOCAL.

_____

FCC CALL	NAME
01 _____	_____ *(ENTER NET CONTROL)*
02 _____	_____
03 _____	_____
04 _____	_____
05 _____	_____
06 _____	_____
07 _____	_____
08 _____	_____
09 _____	_____
10 _____	_____
11 _____	_____
12 _____	_____
13 _____	_____
14 _____	_____
15 _____	_____
16 _____	_____
17 _____	_____
18 _____	_____
19 _____	_____
20 _____	_____
21 _____	_____
22 _____	_____
23 _____	_____
24 _____	_____
25 _____	_____

Hopefully every participant has some RADIOGRAM forms and maybe Instructions in hand.

Again this month there will is a request for participation during the comments. Keep in mind that each of you are encouraged to send the TO or ADDRESS Section of a RadioGram during comments. More details as we cover the material.

Also I'll allow some chances to ask questions as we go through the material.

A short summary from last month when we discussed the PREAMBLE.
Typically a RADIOGRAMS is a message sent for a non-amateur to convey information to another non-amateur. Often a RADIOGRAM is 3rd party traffic. The term 3rd Party is often plural and neither the sender nor the recipient are necessarily licenced amateurs.

Keep in mind that:
● If a foreign country is involved the amateur must be sure 3rd party traffic is permitted.
● The information is in no way private so do not send anything that is of a personal nature. Do not send medical information or prescriptions, individual financial information, and this list goes on and on.
● Keep good records and retain a copy. Whether if in the future a history is needed for legal reasons or simply to establish credibility - KEEP RECORDS.

A RADIOGRAM has 4 parts:
1) Preamble we discussed last month.
2) The TO address or Recipient Contact Information will be tonight's material.
3) The TEXT section that is the message. Hopefully no more than 25 words
4) Signature that identifies the SENDER and this line is not marked on the RADIOGRAM Form.

In addition there are 3 logging information items not part of the 4 parts just read.
● RECEIVED AT is box at top right of RadioGram used for Record Keeping. Typically left blank if the message is relayed by a home station with a single operator.
● RECEIVED FROM at bottom of RadioGram is the logging in of the message.
● SENT TO at bottom of RadioGram is the disposition logging of the message.

Originating a message will generally occur by an amateur interfacing one on one with the sender. This may be across the table or by phone or even email. This effort is to complete Part 2 - "the To", Part 3 - "the Text in the Body" and Part 4 - "the Signature." The SIGNATURE must have sufficient detail so that there is no doubt who sent the message when it is delivered.

Name _____Amateur Call_____   Received at: (optional)

Address_____   Station Call:_____ Phone _____

City, State, Zip_____   Name:_____ EMAIL _____

Phone:_____   Street _____

E-Mail _____   City, State, ZIP _____

(use space below address optional)_____

Tonight we pick-up after the Preamble or Header. The sending operator might say to receiving operator "Ready for Address BREAK". Then hear a reply "Go for Address".

Often "Ready for Address BREAK" is skipped and the sending operator will say, "Going to" and then convey the name, amateur call, address, phone, Email Address, Operators Note then say, "Break for Text."

After hearing "Break for Text" the receiver either asks for "fills" (repeats), or says, "Go with text."

For the Address Section - The recipient's contact information must be spoken in a careful and consistent manner if it is to be received exactly as written.

Certain words called "Introducers" are used to "introduce" the data fields, so the receiver knows what to expect.

Introduce one or more initials with the word "initial" or "initials," followed by the letter or letters phonetically. One initial is frequently in the name.

Groups of initials are often called "letter groups," such as the initials for "MR," "MRS," "RT," "APT," and etc.

Introduce a call sign with the words "amateur call," followed by the call sign phonetically.

Introduce number groups with the word "figures." Groups of figures are voiced individually, as in "Figures 1-2-1-5" -- not "twelve fifteen." Omitting the word "figures" indicates that the number parts are spelled out as separate words.

Introduce groups of mixed letters and numbers with the words "mixed group."

There is no punctuation in the address section. Punctuation symbols, if actually in the name or address, are to be spelled out as words. Note that the US Postal Service does not require any punctuation in addresses.

Other words are called "operational words," and include words and phrases that precede the clarification of data, such as "I spell," "I repeat," and "correction."

BEFORE WE GO INTO THE NAME LINE ANY QUESTIONS

In the Name line,
    Names are voiced phonetically, unless very common and unique.
    Call signs are voiced phonetically using ITU phonetics only.
    Middle initials are introduced with the word "initial" and voiced phonetically, such as "initial Whiskey."
    Titles such as MRS are voiced like, "initials Mike Romeo Sierra."

For example, the name Mr John Q Public, W5XYZ, is voiced as, "Initials Mike Romeo, John - Common spelling, initial Quebec, Public - I spell Papa Uniform Bravo Lima India Charlie, amateur call Whiskey Five X-ray Yankee Zulu.
Since John is a common name JOHN was not sent as Juliet Oscar Hotel November

BEFORE WE GO INTO A STREET ADDRESS OR PO BOX ANY QUESTIONS

In the address line,

> Street or box numbers are voiced as figures.
> Unusual street names are voiced phonetically.
> Directions, such as EAST, are spelled out, not abbreviated E or S, etc.
> Common abbreviations, such as ST for street, are voiced like "initials Sierra Tango."

In the City, State, Zip line,

● Unusual city names are voiced phonetically.
● State names are pronounced in full, but the use of the two-letter abbreviation is assumed.
●Postal Codes are introduced as "Zip Figures" followed by numbers spoken individually. Zip plus 4 codes are sent as three groups: five numbers, the word DASH (spelled out), and four numbers.

For example, the address 123 South Louis St, St. Louis, MO, 98765-1234, would be voiced without confusion as, "figures 123, direction South, Louis - I spell L-O-U-I-S (and make it phonetic in marginal conditions), initials Sierra Tango, (then a pause), Saint Louis - I spell, initials Sierra Tango, next word L-O-U-I-S, Missouri initials Mike Oscar, (another pause), zip figures 98765, DASH, figures 1234."

QUESTIONS BEFORE WE GO INTO THE PHONE LINE.

In the phone line,

● Introduce a phone number with the words "phone figures."
● Do not place dashes or any other punctuation in phone figures -- simply pause between groups. For Example, "phone figures 817 555 1212." signaling the receiver to ask for fills or move on to the text section. Fills for both the preamble and the address sections are covered at this point.

E-Mail
This is a recent change to the RadioGram form although e-mail addresses have been included in the address section for a long time. Introduce with E-MAIL Address and speak as if mixed figures including as needed DASH, UNDERSCORE, AT, PERIOD. Example for tomh_tx@gmail.com would be
Tango Osar Mike Underscore Tango Xray AT Golf Mike Alpha India Lima PERIOD Charlie Oscar Mike.

Common domain are sometimes stated simply as GMAIL DOT COM, YAHOO DOT COM.

After the Email Address, if there is one, there may be optional operator's note. An operators not might be "Call after 6:00 PM Mountain Time" among possibilities.

The Sender then says, "Break For Text." As stated previously the Receiving Operator may ask for Fills of say "Go With Text."

There are, of course, many possible variations. The goal is to reproduce the address section exactly. For detailed instructions, refer to the NTS Methods and Practices Guidelines manual. Listening to others pass traffic, and copying along with them, is another good way to become familiar with the procedures for sending and receiving spoken traffic.