Radiogram ICS-213 Message

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time of Origin	Date of Origin

To (Name):	Position (Title & Agency):

Address:

City, State, Zip:

Telephone and optional e-mail:

From (Name):	Position (Title & Agency):
Subject:	Agency Local Time (conversion from UTC):

Message Text

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

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_____ _____ _____ _____ _____

Please be brief – Use only the period for punctuation – Assume message may be delivered in all capitals

Message Routing (Received from call sign / DTG):	Message Routing (Transmitted to call sign / DTG):

RRI Form 1702-ICS is designed to facilitate the transmission of ICS213 messages in standard radiogram format. The radiogram format is a standard message form used by commercial, government, military and amateur radio services worldwide. It not only includes all essential ICS213 accountability data, but also appends additional network management data designed to ensure that messages remain intact as they pass between various communications networks. *The addition of network management data ensures that reply messages, requests for clarification and similar administrative replies can be routed via the correct network(s) to the operator or station with access to the appropriate public safety official or other point-of-contact.*

Interoperability requires that one leverage all available communications assets to ensure maximum survivability and flexibility. By following these simple guidelines, one can promote interoperability in an elegant and simple manner.

Transmission Methods:

When practical, it is best to transmit the ICS213 in standard radiogram format. In order:

1. Message preamble at the top of the page from message number through date of origin.
2. Addressee's name, title (position), agency and agency address (point of contact).
3. Subject (optional)
4. [Break]
5. Message Text.
6. [Break]
7. Originator's name, title (position) and agency (e.g. "signature").

Receiving Methods:

The RRI Certified Radio Operator will quickly recognize that the order of transmission on the form closely matches the sequence of message components within the radiogram format; the exception being the fact that the signature (**From** section) appears before the message text on the ICS213 compatible form. It is therefore a simple matter to jump from the address section to the message text component and then return to the **From** section to transcribe the signature, title, and agency. This method should allow an ICS213 compatible radiogram to be easily transcribed on a radiotelephone or radiotelegraph circuit without additional delay or confusion.

Message Text:

Digital operators originating complex forms or other data should know that a message may need to be transferred to a voice network or public safety talk-group to achieve the "last mile" of connectivity. When possible, radio operators should work with served agencies to facilitate the use of alternate, simplified message standards, which are compatible with common-denominator, voice communications methods.

The preferred default for originating or transcribing all ICS213 radiogram messages is "all-caps." *The presentation of a message in all-capitals makes it clear to the recipient that the message was possibly transferred via a network that conveyed the data in a case-insensitive manner*. As a rule, scientific terms, specialized abbreviations, or other case-sensitive terminology should be spelled-out, particularly when case reflects a multiplier value. For example; "1008 millibars" is preferable to "1008 mb." This method also improves accuracy.

For further information on disaster communications, message formats, network management and emergency communications planning, please contact Radio Relay International:

info@radio-relay.org - www.radio-relay.org - Follow us on Twitter @RadioRelayIntl.

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