

WICEN – Message Handling

Release date – 25 May 2011



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Communications Procedures

Formal Message Procedure

- Introduction
- Types of Message
- Rules for use of Precedence
- Security Classification
- Clear Procedure
- Basic Message Format
- Offering a Formal Message
- Transmitting a Formal Message
- Completing operator details on Message Form

Types of Message

- Service

- ^ related to net integrity and operation

- Informal

- ^ delivery and accuracy not guaranteed

- Pre-arranged Voice Conversations

- Formal

- ^ Delivery and accuracy guaranteed
- ^ Short message
- ^ Long message

Rules for Use of Precedence

- PRECEDENCE:
 - Should be entered by Originator.
 - PAN
 - » Life threatening.
 - URGENT
 - » Value of message relies on quick delivery.
 - SERVICE
 - » Only used by WICEN stations for NET structure and operations.
 - ROUTINE
 - » Most common message to be delivered with minimum delay.

Security Classification

- The transmission of classified information by WICEN is unlikely.
- Originators must be advised that confidentiality is not guaranteed
- The WICEN Distribution box is used to indicate classification.
- In the event that secure information must be passed the net must be prewarned.
 - Headphones must be used
 - Bystanders must not be able to overhear or sight the messages
 - delivery must be by hand to recipient or delegated deputy.

Basic Message Format

- Formal Messages consist of

- Routing Instructions
- Precedence Indicator
- WICEN Serial Number
- Message Date/Time
- FROM
- TO
- Message Text
 - » including
 - Originators Serial Number (optional)
 - Originators Signature
- Operator entered Information

DISPLAN MESSAGE FORM

WICEN



PRECEDENCE • PAN • URGENT	2	WICEN SERIAL S001	3
ROUTINE		DATE/TIME 201353	4

WICEN DISTRIBUTION RELAY TO WIB ,	1
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FROM J Bloggs	NAME/DESIGNATION	NVIS Team	ORGANISATION	5
TO Red Cross Meenyin Shelter	NAME/DESIGNATION	Team Leader Catering, Nurmurkah	ORGANISATION	6

relay WIC via AWI
FROM

7	
SEND TWO CHAINSAWS TO VOILET	
TOWN POLICE STATION	
ORIGINATORS SERIAL No.	8
SIGNATURE	9

DATE/TIME ACCEPTED P 201351
DATE/TIME DESPATCHED 201358
SYSTEM HF
OPERATOR 3AAA
DATE/TIME RECEIVED R 201358
SYSTEM HF
OPERATOR 3ZAA
ACTIONED 201402

WICEN DISTRIBUTION RELAY TO	1
relay Delta	
via Charlie	
FROM	Bravo

Routing Instructions - WICEN Distribution

- Indicate the route the message should follow.
- May indicate that the message needs relaying to a third WICEN station.
 - » relaying station takes responsibility for delivery.
- May indicate that the receiving station use another system to on-forward.
- Should be completed before message is offered.
- May contain security classification (unlikely).

PRECEDENCE	2
• PAN	
• URGENT	
• ROUTINE	

Precedence

- Box 2 on the message form
- Is entered onto the form by the transmitting operator taking into account the originator's assessment of priority for the message
- SERVICE is only used by WICEN and must be written in as required

WICEN	3
SERIAL	
S001	

WICEN Serial Number

- Generally the last letter of the originating station callsign plus a three digit number.
- On each day the number starts at 001 and increases by one for each formal message sent. Number reverts to 001 at 2400 hours
- Is the means by which messages are identified
- Alpha prefix may be directed by Net Control to be other than the last character of the call.

DATE/TIME	4
201353	

Date/Time Group (DTG)

- **The date and time when the message was written.**
- **Six digit number comprising**
 - **Numeric Day of the month (in this case 20)**
 - **Hour and Minute (always in 24 hour format)**
 - **If operation extends across timezones NCS will generally direct that UTC (ZULU) will be used.**
- **Box number 4 on the form**
- **If not already entered by originator should be entered on acceptance of the form by WICEN operator.**

FROM	NAME/DESIGNATION	ORGANISATION	5
J Bloggs		NVIS	
TO	NAME/DESIGNATION	ORGANISATION	6
Team	Red Cross	Meenyin Shelter	
	Team Leader Catering,	Nurmurkah	

Address Lines

- Form the address of the originator and recipients of the message.
- Boxes 5 and 6 on the form
- Where a location/organisation only is specified it is assumed the senior officer from that organisation in attendance at that location is the intended recipient

Message Text

- **Box 7 on Form**
- **Contains the Text of the message**
- **Will generally be written by the originator of the message**
- **Should be read by the operator before accepting for transmission**
- **If text not clear seek clarification**
- **Check for illegible and/or unusual words**

ORIGINATORS SERIAL NRXN2702	8
SIGNATURE JI Bloggs	9

Originator's Serial & Signature

- If it's not signed don't accept it for transmission
- Originator's serial is optional, it is not a WICEN Identifier
- The originator's serial is transmitted as part of the message
- It is not necessary to transmit the signature, the FROM block identifies the originator
- The signature is to protect you and authorises you to transmit the message
- Even if you write the message it must be signed by the originator (rank optional)

Offering a Formal Message (1)

- Before transmitting ensure all details are present
 - Routing - Ensure you know where the recipients are!
 - Determine if message is to go to multiple stations.
 - Precedence
 - WICEN Serial No.
 - Date/Time Group
 - FROM/TO Information
 - Message Text
 - » Determine logical breaks in the text to insert pauses
 - » Breaks should be at end of each line or at end of natural phrases
 - » DON'T Break in the middle of phonetics or Figures
 - » Each segment should not take more than 20-30 seconds to transmit

Offering a Formal Message (2)

- If the message is longer than 15 words use “LONG MESSAGE” procedure
- Use Prowords
 - MESSAGE or
 - LONG MESSAGE

to indicate to receiving station that a formal message will need to be written down.

eg. “Delta THIS IS Echo, ROUTINE MESSAGE, OVER” This allows Delta to tell Echo to “WAIT, OUT TO YOU”. If they have traffic of a higher precedence.

Transmitting a Formal Message

- **Call NCS if in a Controlled Net and seek permission to call recipient station(s)**
 - **Include message precedence**
- **Call the recipient station and indicate with prowords that a formal message is forthcoming**
- **Send message in order of boxes on the form**
- **Only send that portion within the heavy lines (boxes 2 to 7)**
- **The message should be transmitted at writing speed**
 - **Don't rush**
 - **Speak distinctly and pitch your voice slightly higher than normal**
 - **Beware of dropping your voice at the end of phrases**

Transmitting a Formal Message

Short Message

ECHO AWI THIS IS ECHO – ROUTINE FORMAL MESSAGE - OVER

AWI KILO THIS IS AWI - SEND – OVER

ECHO WICEN SERIAL E004 - DATE/TIME 201357 (PAUSE)

FROM F SLASH C JONES VIC POLICE (PAUSE)

TO BRINDIBELLA SES – MORE TO FOLLOW – OVER

AWI ROGER OVER

ECHO SEND TWO CHAINSAWS TO VOILETTOWN POLICE STATION –
MESSAGE ENDS - OVER

AWI AWI IS IN RECEIPT OF YOUR E004 OUT

Transmitting a Formal Message Long Message

KILO AWI - THIS IS KILO - URGENT LONG FORMAL MESSAGE - OVER

AWI KILO THIS IS AWI - SEND - OVER

KILO WICEN SERIAL K065 - DATE/TIME 151945 (PAUSE)

FROM OIC MEDICAL SEYMOUR (PAUSE) TO RED CROSS YACKANDAR I
SPELL YANKEE ALPHA CHARLIE KILO ALPHA NOVEMBER DELTA ALPHA
ROMEO – MORE TO FOLLOW

AWI ROGER OVER

KILO SEND FIGURES ONE FULLY EQUIPPED BREATHER

TROLLEY TO CHECKPOINT ALPHA FULLSTOP (PAUSE)

REQUIRE FIGURES THREE TRAINED PARAMEDICS (PAUSE)

AT SEYMOUR ASAP FULLSTOP - MORE TO FOLLOW – OVER

AWI ROGER OVER

Kilo continues sending the message with more MORE TO FOLLOW breaks until completed, then message transmission concludes as for a short message.

Transmitting a Formal Message to multiple stations.

This procedure is a variation on the FORMAL MESSAGE or LONG FORMAL MESSAGE

- Determine which Stations are to receive the message.
- Call in the stations in turn.
- Transmit the message as per the FORMAL or LONG FORMAL MESSAGE procedure.
- Receiving station respond with their Station Identification (not ROGER OVER)
- Receiving Stations respond in the order they are call.
- If the station before you on the list doesn't respond, then you WAIT. The Control station will control the net.
- Other Prowords can also be used. e.g. SEND ALL AFTER

DATE/	201354
D	
SYSTEM	VHF
OPERATOR	3KTS
DATE/TIME DESPATCHED	201358

Completion of Operators Details on the Message Form

1. Transmitting Station

- DATE/TIME ACCEPTED entered on accepting message
- SYSTEM entered when routing determined
- OPERATOR should uniquely identify the transmitting operator
- DATE/TIME DESPATCHED is time of the recipients final ROGER to the message as a DATE/TIME Group

DATE/TIME RECEIVED	R 201358
SYSTEM	HF
OPERATOR	3AB
ACTIONED	201404

Completion of Operators Details on the Message Form

1. Receiving Station

- DATE/TIME RECEIVED is the time of the last ROGER sent by the receiving station
- SYSTEM is the system on which the message was received (HF/VHF/Phone etc.)
- OPERATOR is the unique identifier of the person who took the message (Your Call Sign)
- ACTIONED is the DATE/TIME Group of the time when the message was relayed or handed to the addressee.

Recap (1)

- **Transmitting Station Checklist**
 - Scan the message for readability
 - check addresses are unambiguous
 - check if signed
 - enter date/time accepted
 - determine routing and precedence
 - determine and enter WICEN Serial
 - offer and transmit message boxes 2 through 7
 - complete the operator details
 - log the transmission

Recap (2)

- **Receiving Station Checklist**
 - On being offered a formal message
 - » write down the message box by box
 - » when completely received fill out the date/time received operator details box.
 - » identify the system on which it was received
 - » identify who took the message
 - log the receipt of the message
 - deliver the message, or relay it to its destination
 - complete the operator details box Actioned with a date/time of actioning.
 - log the date/time of actioning (optional)

Summary

- **You should now be familiar with the WICEN (Vic.) message pad**
- **You should now be aware of the procedures to be followed when offering and transmitting formal messages**
- **You should now have some familiarity with the use of prowords for punctuation and offering/confirming message transmission**
- **With the knowledge you now have you should find little trouble in navigating your way around “foreign” message forms.**

DISPLAN MESSAGE FORM

WICEN



PRECEDENCE 2 • PAN • URGENT • ROUTINE		WICEN SERIAL 3	DATE/TIME 4		WICEN DISTRIBUTION RELAY TO 1
FROM	NAME/DESIGNATION	ORGANISATION	5		
TO	NAME/DESIGNATION	ORGANISATION	6		
					FROM
					7 DATE/TIME ACCEPTED D
					DATE/TIME DESPATCHED
					SYSTEM
					OPERATOR
					DATE/TIME RECEIVED R
					SYSTEM
		ORIGINATORS SERIAL No.	8	OPERATOR	
		SIGNATURE	9	ACTIONED	