Standard Format for Packet Check-In/Out Messages

Packet Check-In/Out messages in the Santa Clara County ARES®/RACES network should use the following standard format for the subject line and message body. This allows the recipient to easily find Check-In/Out messages amongst other messages in the mailbox, it keeps the EOC or "net control" informed about which stations are ready, and it provides for DSW supervision of remote operators. This information is also available in the "SCCo Packet Check-In/Out" packet notice in the XSCPERM notice area on all SCCo BBSs.

General Guidelines for Check-In/Out Messages:

- Send a Check-In message as soon as the station is ready
- Send a Check-Out message before shutting down
- Use the PackItForms XSC Check-In/Out Message form as a preference when using Outpost. Otherwise create a plain text message that meets these guidelines.
- Always use Handling Order = R (Routine)
- Always follow the standard subject line format (with specific check-in/out details below).
- The standard format for the subject line field is:
  <SenderMsgNbr>_<HandlingOrder>_<MsgSummary>
- The details below define the information of the Subject: line and the message body of a Check-In/Out message.

Check-In/Out: Tactical

Check-In Format:
Subject: `<SenderMsgNbr>_R_Check-In <TacticalCallSign>, <TacticalName>`

Body: `Check-In <TacticalCallSign>, <TacticalName>`
         `<FCC call sign and full name of the Packet Operator>`

Example:
Subject: `SH1-234P_R_Check-In XNDSH1, Xanadu Shelter 1`

Body: `Check-In XNDSH1, Xanadu Shelter 1`
         `W6XRL4, Herman Munster`

Tactical Check-Out is the same, except replace "Check-In" with "Check-Out"

Unless required by the local jurisdiction, it is unlikely you will need to do an individual check-in/out. But… if you do…

Check-In/Out: Individuals

Check-In Format:

Subject: `<SenderMsgNbr>_R_Check-In <FCCCallSign>, <FullName>`

Body: `Check-In <FCCCallSign>, <FullName>`

Example:

Subject: `XRL-123P_R_Check-In W6XRL4, Herman Munster`

Body: `Check-In W6XRL4, Herman Munster`

Individual Check-Out is the same, except replace "Check-In" with "Check-Out"

Weekly SPECS/SVECS Nets

Weekly SPECS/SVECS Packet Practice messages are not simple check-in messages. So, their subject line and contents are somewhat different. See the "Weekly SVECS/SPECS Packet Practice" web page on the SCCo ARES/RACES web site or the "SCCo Weekly Packet Practice" notice in the XSCPERM mailbox on any SCCo BBS for details.