Dates and times within messages

Sometimes there are multiple correct ways to read the message text. Dates and times fall into this category. You may use "figures", "date figures" or "mixed figures" for a date, and you may use "figures", "time figures" or "mixed figures" for a time. Remember that pro-words, like "time figures" are not written in the message text. They are simply spoken (and heard) to give a clue to the person receiving on how to copy the text. In that context, "date figures" and "time figures" are preferred, since they give a better clue of what's coming.

Times normally use the 24-hour clock like military time, 0800 or 1930. The time format is four figures, HHMM that is hours/minutes. Use a leading zero to get a two digit hour or minute. Note that dates and times are generally <u>local</u> and based on the original sender's location. Use the letter "Z" immediately following a date or time to show it is a UTC, GMT or "Zulu" time.

When we use the ICS-213 form for messages, we will use the same rules and pro-words for items in headers, signatures and replies that we are learning for the message body. The ICS-213 form contains a date and a time in the header boxes for when the message originated. The date format is a string of 8 figures, MMDDYYYY or 6 figures MMDDYY. That is month/day/year. Four digit years are preferred, but two digit years are acceptable, like 2019, instead of 19. Use a leading zero to get a two digit month or day. This string of figures, common in the header, can be confusing in the message body, so we normally just use a spelled month, day and year, depending on what's needed. Like "January 6 2019" and record this in three word boxes instead of just one box.

Rules for dates in ARES messages
1. Do not include punctuation like "/" or "-"
2. Read each number individually. Example 01062019 is read as "ZERO ONE ZERO SIX TWO ZERO ONE NINER"
3. When reading a date, lead it with *"date figures" or "figures"*. Do not use *"figures"* if the date ends with a "Z". Use *"date figures" or "mixed figures"*

Rules for times in ARES messages
1. Record and count each time in one word box
2. Do not include punctuation like ":"
3. Read each number individually: example 1930 is read as "ONE NINER THREE ZERO", not nineteen thirty
4. When reading a time, lead it with *"time figures" or "figures"*. Do not use *"figures"* if the time ends with a "Z". Use *"time figures" or "mixed figures"*

Examples for dates and times
1. Dates and times are written in one word box each. If the message has a date, followed immediately by a time, then use two word boxes. Read "01062019 1930" from two word boxes as *"date figures* ZERO ONE ZERO SIX TWO ZERO ONE NINER *time figures* ONE NINER THREE ZERO*"*

2. If a UTC time is desired, use a "Z" suffix. "0330Z" is read as "*time figures* ZERO THREE THREE ZERO ZULU"

Sample message:

Placer ARES meets Sunday nights at 1930. Beginning January 2019 each team member should read 2 training messages and act as net control 2 times per year.

Here is the message body only from a form 213. We expect to be reading from this form and for the received form to be identical (word count = 28)

PLACER	ARES	MEETS	SUNDAY	NIGHTS
AT	1930	X	BEGINNING	JANUARY
2019	EACH	TEAM	MEMBER	SHOULD
READ	2	TRAINING	MESSAGES	AND
ACT	AS	NET	CONTROL	2
TIMES	PER	YEAR		

One possible reading:

This is a Placer ARES training exercise
Begin message
PLACER I spell PAPA LIMA ALPHA CHARLIE ECHO ROMERO initials ALPHA ROMEO ECHO SIERRA MEETS SUNDAY NIGHTS (break)
AT time figures ONE NINER THREE ZERO initial X-RAY   BEGINNING JANUARY (break)
figures TWO ZERO ONE NINER EACH TEAM MEMBER SHOULD (break)
READ figure TWO TRAINING MESSAGES AND (break)
ACT AS NET CONTROL figure TWO (break)
TIMES PER YEAR
End of message
This was a Placer ARES training exercise

Do you need any fills or corrections? (break)
Word count is 28.

Do not say *"(break)", but unkey and listen for questions, comments, emergency traffic, etc.*