

Standard Format for Packet Message Subject Line

Packet messages in the Santa Clara County ARES®/RACES network should use the following standard format for the subject line. This format allows Outpost to determine the sender's message number from the subject line of the message and display it properly in the log. It also allows the receiving operator to prioritize messages based on severity and handling order without having to open the message.

For standard format is:

[Originator Msg #]_[Severity]/[Handling Order]_[Subject]

Where:

[Originator Msg #]: 3-letter abbreviation for the originator's tactical call, followed by 3-digit message number

[Severity]: 1-letter indicator as follows:
E = Emergency
U = Urgent
O = Other

[Handling Order]: 1-letter indicator as follows:
I = Immediate
P = Priority
R = Routine

[Subject]: Short description of the contents of the message

Example:

Consider the following example subject line:

LOS127_O/R_Los Altos is up on packet net

We can easily see the following information:

Originator Msg #: LOS127 (Los Altos message number 127)
Severity: O = Other
Handling Order: R = Routine
Subject: Los Altos is up on packet net

PacFORMS:

When sending PacFORMS messages, PacFORMS will automatically format the subject line according to the above rules and pass it to Outpost. PacFORMS will include the type of form used as part of the subject.