

# Standard Format for Packet Message Subject Line

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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. This information is also available in the "SCCo Packet Check-In/Out" packet notice in the XSCPERM notice area on all SCCo BBSs.

## The standard format for the subject line field is:

<SenderMsgNbr>\_<HandlingOrder>\_<Subject>

### Where:

<SenderMsgNbr>: Typically, a three-character Tactical ID consisting of letters and/or digits, followed by a hyphen ("-"), followed by three or more digits, followed by an optional letter suffix.

- Tactical ID: Individuals should use their initials, call sign suffix or other identifier. Agency EOCs/DOCs should use their assigned three-letter Tactical ID. Other tactical call sign users should use the three-character value assigned by their agency, typically the last three characters of the tactical call sign.
- Optional letter suffix: Used to make the number different from any that may already exist on pre-printed forms. Outpost uses the suffix "P" when it generates the message number. It is recommended to avoid using letters which could be mistaken for digits (I, O, Q, Z).

<HandlingOrder>: One-letter indicator: I = Immediate; P = Priority; R = Routine

<Subject>: Short description of the contents of the message. The details will vary, depending on the message type and contents.

Note that underscores ("\_") are used between the above three fields to provide better visual separation, making it easier for the receiving operator to scan his/her Inbox.

**Example:**

Consider the following example subject line:

LOS-127P\_R\_Status of sandbag supplies

We can easily see the following information:

Sender Msg Nbr:	LOS-127P
Handling Order:	R = Routine
Subject:	Status of sandbag supplies

**PackItForms:**

When sending PackItForms messages, the subject line will automatically be formatted according to the above rules and passed to Outpost. PackItForms will include the type of form used as part of the <Subject>.

For example, if the user entered "Status of sandbag supplies" in the Subject field of an ICS-213 PackItForm, and assuming the same message number and handling order as above, the subject line that PackItForms would submit to Outpost would be:

LOS-127P\_R\_ICS213\_Status of sandbag supplies

**Check-In/Out:**

Check-In/Out messages have a specific <Subject> format and body format. See the "Standard Format for Packet Check-In/Out Messages" document on the SCCo ARES/RACES web site or the "SCCo Packet Check-In/Out" packet notice in the XSCPERM mailbox on any SCCo BBS for details.