

# Standard Format for Packet Check-In/Out Messages

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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
- Always use plain text (not forms)
- 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>\_<Subject>
- The details below define the information in the <Subject> portion of the subject line field and the message body of a Check-In/Out message.

## 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”

## Check-In/Out: Tactical

### Check-In Format:

Subject: <SenderMsgNbr>\_R\_Check-In <TacticalCallSign>, <TacticalName>

Body: Check-In <TacticalCallSign>, <TacticalName>

Present are:

<List of FCC call signs and full names, one per line>

### Example:

Subject: SH1-234P\_R\_Check-In XNDSH1, Xanadu Shelter 1

Body: Check-In XNDSH1, Xanadu Shelter 1

Present are:

W6XRL4, Herman Munster

Tactical 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.