

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.

The standard subject line format is:

[SenderMsgNbr]_[Severity]/[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. <ul style="list-style-type: none">• Tactical ID: Individuals should use their initials, call sign suffix or other identifier. Agency EOCs/DOCs should use their assigned three-letter Tactical ID. Others 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).
[Severity]:	One-letter indicator: E = Emergency; U = Urgent; O = Other
[HandlingOrder]:	One-letter indicator: I = Immediate; P = Priority; R = Routine
[Subject]:	Short description of the contents of the message

Example:

Consider the following example subject line:

LOS-127P_O/R_Los Altos EOC check-in

We can easily see the following information:

Sender Msg Nbr:	LOS-127P
Severity:	O = Other
Handling Order:	R = Routine
Subject:	Los Altos EOC check-in

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.