

How to Complete the CAP Radio Message Form

CAP RADIO MESSAGE FORM

* Page or Pages

| | | | |
|------------------------|-----------------------------|---------------------|-----------|
| | MSG NUMBERS: | INCOMING: | OUTGOING: |
| Header | PRECEDENCE: | Day Hour Month Year | |
| | DTG: | Z | |
| | FROM: | | |
| | TO: | | |
| | * INFO: | | |
| | * SUBJ: | | |
| | GROUP COUNT: | | |
| BREAK | | | |
| | | | |
| BREAK | | | |
| MESSAGE RECEIVED FROM: | | * Operator Notes: | |
| Station | Day Hour Month Year Op Init | | |
| | DTG Z | | |
| MESSAGE SENT TO: | | | |
| Station | Day Hour Month Year Op Init | | |
| | DTG Z | | |
| | DTG Z | | |

CAP FORM 105, 6 APRIL 2016 PREVIOUS EDITIONS MAY NOT BE USED

PAGE OF PAGES (Optional)

MESSAGE NUMBERS -- Incoming is assigned by the station you received the message from Outgoing is assigned by your station when you transmit the message.

PRECEDENCE -- Set by the originator of the message, on whose behalf the message is transmitted. Subsequent stations in the relay chain may not change the precedence.

Use one of the following:

| | |
|---------------------|---|
| FLASH (Z) | FLASH messages are to be handled as fast as humanly possible, ahead of all other messages, with in-station handling time not to exceed 10 minutes. |
| PRIORITY (P) | PRIORITY precedence messages are processed, transmitted, and delivered in the order received and ahead of all messages of ROUTINE precedence. They are to be handled as quickly as possible, with in-station handling time not to exceed 6 hours. |
| ROUTINE (R) | This precedence is used for all types of message traffic. ROUTINE is the most used precedence designator in CAP messages. They should be handled as soon as traffic flow allows, but no later than the beginning of the next duty day. |

DATE-TIME-GROUP - The Date-Time-Group (DTG) is assigned by the originator of the message or alternatively by the originating station. The DTG is made up of the day of the month, the time in Universal Coordinated Time (UTC) or Zulu (Z), the calendar month, and the last two digits of the year. See the Time Conversion Chart on the next page.

FROM - The office symbol or call sign of the originator of the message, typically referencing the identity of the person on whose behalf the message is first sent.

TO - The addressees immediately following TO are expected to take action based on the message. Addressees may be call signs, office symbols, mission functional designators, or mission staff positions.

INFO - The addressees immediately following INFO are addressed for information, but no action is expected from them. (Optional)

SUBJ - Subject/reference of the message.

GROUP COUNT - The group count indicates how many word groups are contained in the message, to allow operators to confirm whether the message they have received is of the proper length. Each group is a block of characters (letters, numbers, or punctuation) that is preceded and followed by a space in the written version of the message.

BREAK - The separation of the header and the message text is marked with the proword BREAK.

MESSAGE TEXT - The text contains the information that the originator desires to convey to the addressee(s). Separated from the heading and the ending by the proword BREAK. BREAK is not considered to be included in the message.

OPERATOR'S NOTES - These notes may consist of operator comments or instructions that are appended to the message, and relayed to all subsequent stations in the delivery chain

Washington Wing Pamphlet 7

20 January 2019



| Time Conversion Chart | | | | | | | | |
|-----------------------|------------|----------|----------|----------|----------|----------|----------|----------|
| UTC (ZULU) | Local Time | | | | | | | |
| | EASTERN | | CENTRAL | | MOUNTAIN | | PACIFIC | |
| | Standard | Daylight | Standard | Daylight | Standard | Daylight | Standard | Daylight |
| 0100Z | 2000 | 2100 | 1900 | 2000 | 1700 | 1800 | 1600 | 1700 |
| 0200Z | 2100 | 2200 | 2000 | 2100 | 1800 | 1900 | 1700 | 1800 |
| 0300Z | 2200 | 2300 | 2100 | 2200 | 1900 | 2000 | 1800 | 1900 |
| 0400Z | 2300 | 0000 | 2200 | 2300 | 2000 | 2100 | 1900 | 2000 |
| 0500Z | 0000 | 0100 | 2300 | 0000 | 2100 | 2200 | 2000 | 2100 |
| 0600Z | 0100 | 0200 | 0000 | 0100 | 2300 | 0000 | 2200 | 2300 |
| 0700Z | 0200 | 0300 | 0100 | 0200 | 0000 | 0100 | 2300 | 0000 |
| 0800Z | 0300 | 0400 | 0200 | 0300 | 0100 | 0200 | 0000 | 0100 |
| 0900Z | 0400 | 0500 | 0300 | 0400 | 0200 | 0300 | 0100 | 0200 |
| 1000Z | 0500 | 0600 | 0400 | 0500 | 0300 | 0400 | 0200 | 0300 |
| 1100Z | 0600 | 0700 | 0500 | 0600 | 0400 | 0500 | 0300 | 0400 |
| 1200Z | 0700 | 0800 | 0600 | 0700 | 0500 | 0600 | 0400 | 0500 |
| 1300Z | 0800 | 0900 | 0700 | 0800 | 0600 | 0700 | 0500 | 0600 |
| 1400Z | 0900 | 1000 | 0800 | 0900 | 0700 | 0800 | 0600 | 0700 |
| 1500Z | 1000 | 1100 | 0900 | 1000 | 0800 | 0900 | 0700 | 0800 |
| 1600Z | 1100 | 1200 | 1000 | 1100 | 0900 | 1000 | 0800 | 0900 |
| 1700Z | 1200 | 1300 | 1100 | 1200 | 1000 | 1100 | 0900 | 1000 |
| 1800Z | 1300 | 1400 | 1200 | 1300 | 1100 | 1200 | 1000 | 1100 |
| 1900Z | 1400 | 1500 | 1300 | 1400 | 1200 | 1300 | 1100 | 1200 |
| 2000Z | 1500 | 1600 | 1400 | 1500 | 1300 | 1400 | 1200 | 1300 |
| 2100Z | 1600 | 1700 | 1500 | 1600 | 1400 | 1500 | 1300 | 1400 |
| 2200Z | 1700 | 1800 | 1600 | 1700 | 1500 | 1600 | 1400 | 1500 |
| 2300Z | 1800 | 1900 | 1700 | 1800 | 1600 | 1700 | 1500 | 1600 |

PREPARATION OF FORMAL RADIO MESSAGES

