

Digital Training III

Sending a Message using Digital Transmission Modes

References:

- A. NTP 8(D), chapter 6, para 601 through 604, Messages
- B. NTP 8(D), chapter 8, para 811 subpara a. thru c., Scheduled Transmissions
- C. NMCM National Web Site <http://navymars.org/national/training/digital.htm>

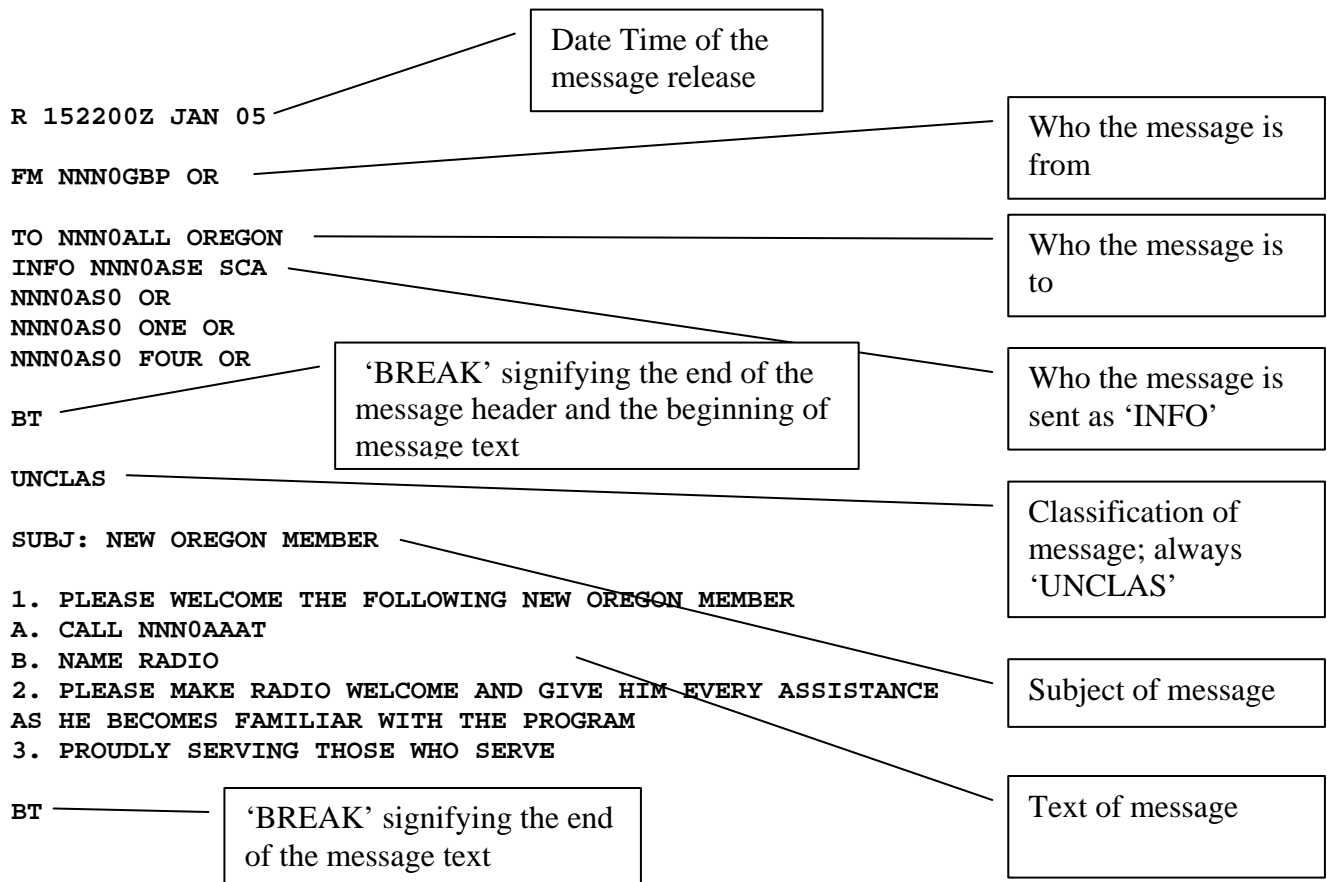
The information in this training aid is arranged in three sections:

1. **Section I:** The first section covers a summary of basic message structure as identified in source Ref A.
2. **Section II:** The second section covers the few additions that you need to make when sending the standard 16 line message point-to-point via digital means.
3. **Section III:** The third section covers the additional considerations for the message if you are going to send it using the MARS WL2K system.

SECTION I

Formatting a standard 16 line message

1. NTP 8(D) teaches us that the format of a properly prepared standard 16 line message contains several standard entries. An example follows [*Note - vertical space is for illustrative purposes only, the actual message would have no vertical spaces*]:



2. There are two software programs available for downloading from the national website that will ensure your 16 line message is properly constructed. One is 'ADMIN.BAT' that will walk you through creating a message and the other is 'MULTI.BAT' which will alert you to any format errors.

3. It is very important that you create your message in software that does not add any other characters as part of the text. Some word processing software adds special hidden characters to indicate various fonts and style attributes. Software such as MS NotePad, WordPad, or WordsPad from the national web site will prepare a pure text message free of any additional characters which may serve to confuse the message processing software. Even when using an ASCII text editor program, do not use the tab key. Use the space bar to create needed spaces for columns in messages. Although some text editor programs convert the tab to a predefined number of spaces, some actually insert the ^t hidden control character.

4. This was a very brief review of message construction and I encourage you to reference A for full message construction details.

SECTION II

Formatting and sending a message for point-to-point digital transmission

1. There are a few additional considerations when the message is going to be transmitted digitally point-to-point. With the exception of the text of the message between the UNCLAS and BT, the format of the message should be absolutely correct. The maximum line length is 69 characters, including spaces to ensure proper handling via all transmission modes. The following additions are made when the message is going to be sent digitally:

DE NNN0YTM 010
R 152200Z JAN 05
FM NNN0GBP OR
TO NNN0ALL OREGON
INFO NNN0ASE SCA
NNN0AS0 OR
NNN0AS0 ONE OR
NNN0AS0 FOUR OR
ZEN/NNN0ASE ONE AZ
BT
UNCLAS
SUBJ: NEW OREGON MEMBER
1. PLEASE WELCOME THE FOLLOWING NEW OREGON MEMBER
A. CALL NNN0AAAT
B. NAME RADIO
2. PLEASE HELP MAKE RADIO FEEL WELCOME AND GIVE HIM EVERY ASSISTANCE
AS HE BECOMES FAMILIAR WITH THE PROGRAM
3. PROUDLY SERVING THOSE WHO SERVE
BT
NNNN

ADDED: Station where message digitally originated from and station serial number of message

ADDED: a 'ZEN' OPSIG in a digitally sent message indicates that the message is not expected to be relayed to this station as it has already been provided a copy of the message via other means such as hand delivery, USPS, etc..

ADDED: The 'NNNN' indicates the end of the message text

2. When sending the message digitally via a radio point-to-point link, there are radio transmission considerations that you must incorporate as part of the sending process.

6. Remember, this section covered formatting a message with pre- and post- standard 16 line message additional text for a point-to-point digital transmission during a traffic net.

SECTION III:

Formatting and entering the message into the MARS WL2K system

1. The MARS Winlink 2000 (WL2K) system is the approved and exclusive means to digitally send official 16 line messages other than point to point (digital or voice) on a HF traffic net. The procedures to send the 16 line message using MARS WL2K are contained below.

Note: Information on setting your station up for using the MARS WL2K system using the Airmail or PacLinkMP WL2K software client in your computer system can be found on the NCMC national website.

2. All members are highly encouraged to establish a MARS WL2K capability to send and receive messages themselves. The expected mode for members to use is the MARS WL2K “HF Terminal” (PACTOR, I, II or III) mode. Although HF is the expected mode to use, other MARS WL2K transmission modes can be used *when absolutely necessary* to expedite traffic in those very rare situations when MARS WL2K HF RMS connectivity is marginal or non-existent. There are over 30 MARS HF RMS stations around the country to connect with so using an alternative to HF should be the rare exception and not the rule for official messages.
3. The first step in entering a message into the MARS WL2K system is to create a standard 16 line message using the format contained in the references listed and as shown in the two previous sections.
4. The second step is to open a blank message in MARS WL2K. The MARS WL2K blank message may be generated by using the “Airmail” client or your normal email client if using “PacLinkMP” to connect to the MARS WL2K system. Then enter the complete text of the 16 line message from the “DE” through the closing “NNNN” into the text area of the MARS WL2K message.
5. The third step is to address the MARS WL2K message.
 - a. The addrees in the “TO” line of the 16 line message go into the “To:” line of the WL2K message form using the addrees personal MARS WL2K address (e.g. NNN0KUL@winlink.org). Do not add or delete addrees from the “TO” line of the embedded 16 line message in the MARS WL2K message. “To” line. They should be the same.
 - b. The addrees in the “INFO” line of the 16 line message go into the “Cc:” line of the WL2K message form using the addrees personal MARS WL2K address (e.g. NNN0KUL@winlink.org). Do not add or delete addrees from the “INFO” line of the embedded 16 line message in the MARS WL2K message “Cc:” line. They should be the same.
 - c. For addrees that you do not know if they have a MARS WL2K account or not, the MARS WL2K message should be sent to their respective MARS WL2K State Traffic Account (The format for the state accounts are NNN then their region number followed by the last two alpha characters of their NCMC state designator (e.g. Washington designator GCC in Region Ten is NNN0CC, southern California designator GAF in Region Nine would be

NNN9AF, etc.). The respective State Traffic Rep will ensure timely delivery of the message to the addree.

- d. It is very important that the “TO” and “INFO” addrees in the 16 line message are the same as the “To:” and “Cc:” addrees in the MARS WL2K message format. This ensures absolutely clarity and consistency on the addrees intended to receive the message.

Note: Members holding National staff positions or National/Area/Region/State Director or Staff positions not suffixed or suffixed with ONE through NINE may establish a staff call sign account in MARS WL2K (e.g. NNN0ASA, NNN0AS0, or NNN0AS01, NNN0AS08, etc.). Call signs for staff positions TEN and above will exceed the 8 character call sign limitation in the MARS WL2K system and they will not be accepted or work (e.g. NNN0AS012, NNN0AS013, etc.). If the director or staff member establishes a MARS WL2K account and would like this account used when contacting them on an official capacity, then the respective director or staff member will announce to their respective audience that this is the case. Unless properly notified, address a MARS WL2K message to the director or staff members personal account or state traffic account if not known. If you attempt to send a MARS WL2K message to a staff or member call sign that is not established in the MARS WL2K system, it will reject.

6. The subject in the 16 line message will be the same as the subject in the 16 part message text and entered into the subject line of the WL2K message form following the MARS WL2K precedence entry (e.g. //MARS R/ then the 16 line message subject). The subject line of the MARS WL2K message should be identical to the 16 part message subject line.
7. The transmission precedence (R, P, or O) of the MARS WL2K message form will be the same as the 16 line message uses.

Note: The special MARS WL2K precedence indicator of the exactly nine character sequence of (“//MARS R/” or other precedence such as P – Priority or O - Immediate) must be there or the MARS WL2K system will reject the message.
