

**Kitsap County ARES/RACES/ACS**  
**Tactical Message Training**

## Tactical Messages

Tactical messages are created by operators who are in a situation where they cannot write out the message before relaying it over the radio.

The parts of a tactical message.

1. Description
  - A description of what is being reported
2. Location
  - Address with numbers and street name
  - Or a pair of crossing streets
  - Or, as a last resort, a distinctive, well-known and recognizable physical location
3. Additional pertinent details
  - Any additional information that will help the authorities know how to respond
4. Who is originating the message (not necessarily the radio operator)
  - Name
  - Identification
  - Contact information
  - Used to validate reliability of report and for follow-up

The originating operator is responsible for sending the message in a manner that maximizes the receiving operator's ability to accurately transcribe the message.

A successful tactical messages is

- Simple
- Concise
- Repeatable
- Predictable
- Given at writing speed because the receiving operator is writing it down

The repeatable aspect of the message is important for efficient message handling. When asked to repeat any part of the message, the information needs to be spoken the same way as it was the first time. Using different words or phrases means the receiving operator has to make assumptions about how to fill in the missing parts or he or she has to start over and recopy the message in its new form.

Predictable means the information is in a form and order that allows the receiving operator to know what comes next. That is why it is important to consistently provide information as description, location, additional information, and who originated the message.

The receiving station should write the message in the NTS message process format.

- The body of the message contains the description, location, and additional information
- Signature line contains the information about who originated the message
- The radio operator sending the message is noted in the received from, date, and time

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To relay the message to its destination, the NTS preamble is filled-in with

- Number
- Precedence
- Station of origin (the station writing down the message)
- Check
- Place of origin (the location from where the message came, not station of origin location)
- Time
- Date
- Addressee is to where the message needs to be forwarded

The message is then forwarded as a formal message.