

**L-0004**  
**MESSAGE HANDLING PROCEDURES**

**CONDITIONS**

You are a mission radio operator at a SAR/DR base.

**OBJECTIVE**

Demonstrate the proper sending, receiving and distribution of formal and informal message traffic.

**TRAINING AND EVALUATION**

**Training Information Outline**

1. A Mission Radio Operator is required to transmit, receive and distribute both formal and informal mission related messages. Messages must be processed and delivered in an accurate and timely manner.
2. You should be able to demonstrate the following skills:
  - a. Demonstrate how to send formal and informal messages
  - b. Explain the significance of the message precedence
  - c. Demonstrate how to fill out incoming message forms
  - d. Demonstrate filling in a mission radio log
  - e. Receive and route a formal message

**Additional Training**

Additional information on this topic can be found in the Radiotelephone Procedures Guide.

**Evaluation Preparation**

**Setup:** Provide the student with a formal mission continuation message and an informal message for a ground team to contact the Ground Branch Director by telephone, message forms, a radio, paper and pencil/pen.

**Brief Student:** Have the student send you the formal and informal messages. Ask for a fill on the formal message. Send a formal message to the student. Send an informal message to the student.

**Evaluation:**

<u>Performance measures</u>	<u>Results</u>	
1. Properly send messages, using appropriate phonetics and prowords	P	F
2. Properly handle a request for a fill on the formal message	P	F
3. Properly fill out and distribute a message form	P	F
4. Properly and completely fill out mission radio log	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.