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## INSTRUCTIONS:

1. **FROM (Sender):**  
Enter your Ham Call Sign, AmRRON Call Sign, or other means of identification (depending on the mode of transmission and FCC regulations).
2. **TO (Recipient):**  
Enter the intended recipient's Ham Call Sign, AmRRON Call Sign, or other means of identification (depending on the mode of transmission and FCC regulations).
3. **PRECEDENCE:**  
Indicate the message precedence: Routine; Priority; Immediate; or Flash.
4. **Current DTG:**  
Enter the date and time in the Date-Time Group (DTG) format: YYYYMMDDHHMMZ. The "Z" stands for "Zulu" Time, Greenwich Mean Time, or Universal Time. If you don't know the Zulu Time, indicate your local time zone; for example, if it is 11/02/14 1:13 PM PST, enter it as follows: 201411021313PST.
5. **Incident Number:**  
If this is a new incident, enter the exact same thing you entered in the "Current DTG" block. This will be the incident number. If you are reporting an update on an incident that has already been reported, enter that incident number.
6. **Expiration:**  
Enter the DTG that you believe that it would no longer be beneficial for other stations to relay your message.
7. **Location:**  
Enter the location of the incident. For the purposes of form, this is of far more importance than your own location. Be concise, but descriptive. You can enter latitude/longitude coordinates, maidenhead grid square coordinates, cross-streets, or whatever description is necessary. If there isn't room in this portion of the form, enter "see Remarks" and enter the location in the Remarks section.
8. **Incident Status:**  
Indicate whether this is a **New** incident, an **Ongoing** incident that you are giving an update on, or a **Resolved** incident.
9. **Size and Scope:**  
Indicate whether this incident is **Local**, **Regional**, or **National** in scope.
10. **Overall Hazard:**  
Select "**Green**," "**Yellow**," or "**Red**" to describe the overall hazard status.
11. **Current Weather:**  
Indicate "**Green**," "**Yellow**," or "**Red**" to describe the current weather status.
12. **48 hr Weather:**  
Indicate "**Green**," "**Yellow**," or "**Red**" to describe the anticipated weather status in the next 48 hours.
13. **Infrastructure:**  
Indicate "**Green**," "**Yellow**," or "**Red**" to describe the infrastructure status. This includes the availability of utilities, transportation, medical, and other services.
14. **Political:**  
Indicate "**Green**," "**Yellow**," or "**Red**" to describe the status of political stability and tenor.
15. **Civil:**  
Indicate "**Green**," "**Yellow**," or "**Red**" to describe the civil status. Consider whether there is civil instability or unrest.
16. **Communications:**  
Indicate "**Green**," "**Yellow**," or "**Red**" to describe the communications status. This includes the ability to sustain communications. Consider 2nd and 3rd order influences such as the availability of power, internet, surveillance, etc.
17. **Remarks:**  
This is where you enter everything else that doesn't fit in the form. Do not forget to indicate the source of your information. Did you see this on the internet? If so, what is the source URL? Did you see or hear this on broadcast news? If so, what station did you hear it on? Did you see the incident yourself? Did you hear it from a second party? Remember to be factual, concise, and specific.