General guidelines

<table>
<thead>
<tr>
<th>ICS 213 field</th>
<th>Equivalent radiogram field</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Incident Name (Optional)</td>
<td>Not transferred</td>
</tr>
<tr>
<td>2. To (Name and Position)</td>
<td>Addressee section</td>
</tr>
<tr>
<td>3. From (Name and Position)</td>
<td>Signature</td>
</tr>
</tbody>
</table>
| 4. Subject                             | Addressee section OP NOTE, along with an indicator the radiogram is carrying an ICS 213. For example:
|                                        | OP NOTE ICS 213 MESSAGE SUBJECT SHELTER SUPPLY REQUEST |
| 5. Date                                | Date                        |
| 6. Time                                | Time filed                  |
| 7. Message                             | Text section                |
| 8. Approved by (Name and Position/Title)| If necessary, place in signature OP NOTE. For example:
|                                        | JANE DOE OPERATIONS SECTION CHIEF OP NOTE APPROVED BY JOHN SMITH INCIDENT COMMANDER |
| 9. Reply                               | Not transferred             |
| 10. Replied by (Name, Position/Title, Signature) | Not transferred |

Fields on a radiogram but not on an ICS 213

- Precedence and Handling Instruction: Use the appropriate precedence and, if warranted, handling instruction, such as HXC if you need delivery confirmation.
- Station of Origin: The amateur radio operator introducing this radiogram into the traffic system should use their call sign.
- Place of Origin: Use the incident location or source (City ST) of the ICS 213, if known, and add, “VIA MARS”. If location/source not, use the location of the amateur radio operator introducing this radiogram into the traffic system, again adding, “VIA MARS”.
- Addressee section OP NOTE: Include an OP NOTE here indicating that the radiogram is carrying an ICS 213 form, even if no subject or incident name is included:

  OP NOTE ICS 213 MESSAGE
Example MARS message with ICS 213, converted into ARRL Radiogram

VZCZCM9999
RR UHWWCC
DE UHCHBPM #0676 2021356
ZNR UUUU
R 201356Z JUL 2020
FM ARMY MARS PROGRAM MANAGER CHIEF ARMY MARS
TO UHWWCC/REGION TEN RJMOG
BT
UNCLAS
ICS-213
1. COMEX
2. MONTE SIMPSON (360-633-7665 OR W7FF@ARRL.ORG)/W WA SM
3. PAUL ENGLISH/CHIEF ARMY MARS
4. HF SKILLS EXERCISE
5. 07/20/2020
6. 0800L
7. This message is part of a Military Auxiliary Radio System HF skills exercise. Mr. Simpson please call 254-630-9472 or email paul.a.english.civ@mail.mil to confirm receipt of this message.
Your assistance is greatly appreciated.
8. ENGLISH/CHIEF ARMY MARS
BT
#0677

[DIGEST:676E83CAFA01FA418C7B425006F38CC7]

NNNN