GENERAL MESSAGE (DUVAL 213)

1. Number:	2. Precedence:	3. Station of Origin:	4. Check:	5. Place of Origin:	6. Time Filed:	7. Date:

8. To (Name and Position):

9. From (Name and Position):

10. Subject:	11. Date:	12. Time

13. Message:

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14. Approved by: Name   Signature: Position/Title:

15. Sent: To Station: Date: Time:	16. Sent by Operator:

17. Reply:

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18. Replied by:
   Name: Position/Title: Signature: Date/Time:

19. Received: At Station: Date: Time:	20. Received by Operator:

DUVAL 213
General Message

Purpose: The General Message (DUVAL 213) is used by the ARES radio operators to record incoming messages that cannot be orally transmitted to the intended recipients. The DUVAL 213 is also used by the Incident Command Post and other incident personnel to transmit messages to the Incident Communications Center for transmission via amateur radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation: The DUVAL 213 may be initiated by ARES radio operators and any other personnel on an incident.

Distribution: Upon completion, the DUVAL 213 may be delivered to the addressee and/or delivered to the Incident Communications Center for transmission.

Notes:

• A copy of the DUVAL 213 should be sent to and maintained within the Documentation Unit.

Block Number	Block Title	Instructions
1	**Number**	Message sequence number assigned by the station originating the message. Use numbers only, do not use letters, leading zeros or dashes.
2	**Precedence**	Letter code used to indicate the precedence of the message. EMERGENCY (always spelled out) Priority (P) Welfare (W) Routine (R)
3	**Station of Origin**	The call sign of the amateur station transmitting the message.
4	**Check**	The number of word "groups" in the text of the message.
5	**Place of Origin**	Location (city and state) of the message sender for whom the message is being transmitted, not necessarily the location of the amateur station transmitting the message.
6	**Time Filed**	Time (using the 24-hour clock) the message is transmitted by the station of origin.
7	**Date**	Date (month/day/year) the message is transmitted by the station of origin.
8	**To (Name and Position)**	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
9	**From (Name and Position)**	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
10	**Subject**	Enter the subject of the message.

Block Number	Block Title	Instructions
11	**Date**	Enter the date (month/day/year) of the message.
12	**Time**	Enter the time (using the 24-hour clock) of the message
13	**Message**	Enter the content of the message. Try to be concise as possible.
14	**Approved by** • Name • Signature • Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
15	**Sent:** • To Station • Date • Time	Enter the call sign of the station to whom the message was sent, and date (month/day/year), time (using the 24-hour clock) of transmission.
16	**Sent by Operator**	Enter name (first initial, last name) of the radio operator who transmitted the message.
17	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
18	**Replied by** • Name • Signature • Date/Time • Position/Title	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).
19	**Received** • At Station • Date • Time	Enter the call sign of the station from whom the message was received and date (month/day/year), time (using the 24-hour clock) of receipt.
20	**Received by Operator**	Enter name (first initial, last name) of the radio operator who received the message.