References:

- A. Region Four ECOM Plan 97-01
 - (05 January 2004, Change 14) (AFF4E)
- B. Region Four Training Essential Elements of Information (EEI) Reporting
- (Updated 15 March 2003) (AFF4T)
- C. AFA4FN E-Mail Notes on Traffic/Message Handling in the USAF MARS Pactor BBS Network
- D. AirMail 2000 Dropdown Help Files
- E. Pactor Primer (© 1997, 98 Jim Corenman—KE6RK) (Revised 16 Jan 98)
- F. Airmail 2000 Training Notes (Dennis Duffin—AAR6LS) (from Texas Army MARS Website)

Part One: Setup

 General Notes: When you first install the AirMail 2000 program it brings up the Setup. This page and the ones that follow show the various screen pages of the Setup Process.

2. MARS System Callsign: Enter your MARS Callsign in the box.



2. Location:

- a. Enter you Latitude in the Lat Box along with the N
- b. Enter you Longitude in the Lon Box along with the W
- c. Leave Send Lat/Lon to station Box unchecked.



2. Modem Tab:

- a. If you have one of the PTC-II Modems, check the appropriate Radio Button.
- b. If you do not have one of the PTC-II Modems, check the Other modem types Radio Button and select yours from those listed. For KAM Users, if you have an older KAM that has been upgraded to Amtor Mode B (FEC) and Pactor 1, select KAM+ from the dropdown list of modem types. Several different ones are listed here.
- c. COM Port: Select the appropriate COM Port that your TNC is connected to.
- d. Baud rate: Select the best Baud rate for your TNC. It varies from TNC to TNC. In my case, my TNC defaults back to 1200, so I set my Baud rate at 1200. AirMail fusses about it, but accepts it. Most TNC boxes will most likely not have this problem; however, //it// if you experience COM Port Problems, this is the FIRST THING you should check. Hyperterm (provided with Windows) will work just fine. If you have a Terminal Program that came with your TNC, use it to check your parameters.



3. Radio connection (VERY IMPORTANT!!!):

This is for those radios that have remote control capability and requires a separate COM Port for the radio control functions. If your radio is like mine and does not have this capability, make certain that you check the No Radio Button.



4. Finished Screen Page:

When you see this screen, your AirMail 2000 program should be ready to run. If you want to check anything before you click the Finish button, click on Back and go back one screen page at a time. When you are satisfied with what you have, click on Finish. You have completed the Setup. Good Luck!!!



Section Two: OPTIONS

To get to the Options Menu with the various tabs (Connection, Settings, Folders, AutoAnswer, Routing, Fonts, Modules, Spelling), click on the Tools Menu Item from the top of the Main Screen. When it first comes up, select the Connection Tab.

1. Connection Tab:

Here you can manually select the various items that you were prompted for with the Setup, when you first installed the Airmail 2000 Program. Right after the Logo Splash Screen, the program brings up the Setup. Although the user can run Setup at any time, the user will still have to put in the proper settings each and every time. It is better not to run setup, since the user can make the necessary changes in the Connection Tab of AirMail Options.



2. Settings Tab:

On the Settings Tab the user can enter his/her Callsign in the Callsign Field. What is shown below is the MARS System Settings. (Note: If the user is using AirMail for both Ham Radio and MARS, there will undoubtedly be a Systems Settings section for Ham Radio). In this Users Guide, we will only address MARS Operations. There is a MARS.SYSTEM.INI file on the rgn4_pactor yahoo group site that can be downloaded and used with AirMail.

- a. Callsign: Put your USAF/MARS Callsign.
- b. Check to see that your Station Location information is correct (Lat/Long/Grid).
- c. Enter the number 72 in Auto-wrap, select Whole lines
- d. Messages: Enter 72 in Max characters per line Check Show Header Panel If you want Local Time, check Show Local Time Zone; otherwise, leave it blank. Check Close Replied-to messages
 a. PRS Forwarding Protocol;
- e. BBS Forwarding Protocol: Check Offer FBB Binary Level 1 (This should be the ONLY selection!) FBB Receive First (User Option—check if you want to receive incoming messages first).

😽 AirMail	- [Message Ir	ndex]						
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3. Folders Tab:

This shows the default folders under AirMail. The user may change this, if desired. In my case, I just left it alone.

😴 AirMail	- [Message Ind	ex]	5.2 J 11 J						
	dit View Messa	ige Loois Modules	Window Help	n 🕫 🗊 (5				
🗆 🌍 AirM	ail	Message ID	From	To	Via	Subject	Size Date	File	
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Start	🧭 🧔 🖉	🛛 🔌 🎼 🌍 AirMail -	Message In	🔁 Airmail-Images	10	LView Pro 1.8/16		13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	4:13 PM
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- 4. AutoAnswer Tab:
 - a. Check Accept Incoming Connects (if you don't, you won't get autoconnects from the State Gateway).
 - b. Home BBS Field: AFA4JS.TX.RGN4.NA is the Texas Gateway. It should be entered for all AirMail Pactor User Mailboxes living in Texas. If you live in one of the other four states, enter the callsign of your State Gateway followed by the State Digraph, and the rest of the HADDR (Hierarchical Address). The HADDR's for the other four states in the Region are as follows:

AFA4LB.AR.RGN4.NA AFD4MC.TX.RGN4.NA AFA4NN.MS.RGN4.NA AFD4MC.TX.RGN4.NA AFA4JS.TX.RGN4.NA for Arkansas for Louisiana for Mississippi for Oklahoma for Texas

Note: Replace the Callsign of the State Gateway for your state. You will have to use the full HADDR here, since it is required by AirMail. When I attempted to shorten the HADDR to AFA4JS.TX or to AFA4JS.TX.RGN4, AirMail would not accept it.

- c. ZIP Code: Enter your own ZIP Code here. You probably won't need the Plus 4 Suffix to the ZIP Code.
- d. Check the R:Stamp INCOMING messages and R:Stamp OUTGOING messages boxes.
- e. If you are a new user of AirMail, you might want to check Show Hints and leave it checked. Those little hints can come in quite handy at times.



5. Routing Tab (VERY IMPORTANT!)

- a. Address Defaults (Leave Blank for Now).
- b. Auto-post Routing (VERY IMPORTANT): Set the Default to your State Gateway Callsign Example: Default=AFA4JS (for Texas AirMail Pactor Mailbox Users)

AirMail Options Connection Settings Folders AutoA	nswer Routing Fonts Modules Spelling
Address Defaults	Auto-post Routing Default=AFA4JS
Format: Callsign=MBO	Format: CallSign=MB01,MB02
Show Hints	ApplyCancelK

6. Fonts Tab:

I left this alone, since the defaults are just fine as far as I am concerned.

AirMail Message D From To Via Subject Size Date File	
CVPogen files Bulletin Saved Outbox Transit Transit Trash AirMail Options Message Index Index Index Connection Settings Folders AutoAnswer Routing Fonts Modules Spelling Message Index Index Folder Tree Change Message Windows Headerss Change Terminal Windows Text Change Option Windows Text Change Change Option Windows Text Change	
Show Hinte Apply Cancel DK	Þ
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7. Modules Tab (Enabled Modules):

- a. You should make sure that Terminal Window and Show in Taskbar are checked.
- b. If you want the Terminal Window to come up automatically when you start AirMail, you can check the Auto-Start box. If not, leave that box unchecked.
- c. There are other Modules as shown here. For Example: VHF Packet Client (See Next Page).

Connection Settings Folders	AutoAnswer	Routing For	ts Modules Spelling	
Enabled Modules				
Terminal Window	Setup 🔽	Auto-Start 🔽	Show in Taskbar	
🥅 Mail (pop/smtp) Client	Setup 🗖	Auto-Start 🗖	Show in Taskbar	
VHF Packet Client	Setup 🔽	Auto-Start 🔽	Show in Taskbar	
🗖 Telnet Client	Setup 🗖	Auto-Start 🔽	Show in Taskbar	
🔲 Mail (pop/smtp) Server	Setup 🗖	Auto-Start 🗖	Show in Taskbar	
Position Reports	Setup 🗖	Auto-Start 🗖	Show in Taskbar	

d.	Packet Client Module Settings:
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To set up the Packet Client, Click on the Setup Tab and make sure that your Packet Settings are correct for your TNC/MMC. Enter your TNC Type, COM Port, and Baud Rate. In the Port 1 Fields, put in the settings. Some defaults will be entered. Unless you have a reason to change them, you can probably leave them as they are. In the Baud Rate Field, you will find settings beginning with 4800 (the lowest speed possible speed). This Baud Rate you select here MUST be the speed that you have your COM Port is set to communicate with your TNC. That speed must also be set for the Pactor Port of the TNC.

Connection Settings Folders Aut	aAnswer Routing Fonts Modul	es Spelling
Terminal Window Set	🕫 🛛 🔽 Auto-Start 🔽 Show in Ta	askbar
Mail (pop/smtp) Client	no 🗌 🗖 Auto-Start 🗖 Show in Ta	askbar
VHF Packet Client Setu	📭 🔲 Auto-Start 🔽 Show in Ta	askbar
Packet Settings		×
Connection	Port Settings	
TNC type: KAM+	Port 1	
Comm Port: COM2 -	Tx Delay: 350 (m	s)
Baud Rate: 4800 🔻	Persistance: 64 (1	-255)
✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	Slot Time: 300 (m	(S)
	Max Frames: 2	
	Frack (frame ack): 6000 (m	s)
	Max Retries 10	
	Response delay: 2000 (m	IS)
	Check time: 30000 (m	is)
1	Packet Length: 255 (b)	ytes) OK
-	Tx Audio Level: 500 mi	lliVolts)
	Radio Baud rate: 1200	
Show packet link messages in the	packet window	

- 8. Spelling Tab:
 - a. Options Boxes:

Check what you want the Dictionary to do for you.

b. Dictionaries Window:

Check the Dictionary you want AirMail to use.

American.adm is provided with AirMail. The user can have Airmail locate other dictionaries (check the box Locate Dictionaries to do it and find them where ever they may be on your computer). Play with them until you get what you want or like.

- e. Custom Dictionary Window and Dictionaries Button:
 - I have not explored these just yet, but it is not pertinent to Setting up AirMail for initial use. Play with them until you get what you want or like.
- d. Show Hints Box: I have this checked. Those little hints do come in handy.

😴 Air Mail	- [Message Inc									_ 8 ×
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🖃 🌍 AirM	ail	Message IE)	From	То	Via	Subject	Size Da	te File	
	C:Program files' Bulletin Saved Inbox Outbox Transit Trash	<u></u>		AirMail Options Connection Sei Options: Concet spell Correct spell Ignore word: Suggest fron Prompt on re Dictionaries: Name American Locate Dictiona Spell Check.ad Type a few letters Show Hints	tings Folders Au ng as you type ing errors as you typ in UPPERASE containing number main dictionaries o peated word Fri Ar ionaries rg: u to search From/To	toAnswer Ri re s nly lename merican.adm	uting Fonts Modules Spelling tionaries	<u>рк</u>		21:18:48.04
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Section Three: Overview of the USAF/MARS Pactor BBS Network and General Notes.

A. Overview:

The USAF/MARS TRANSCON Pactor BBS Network spans the Continental U.S. (CONUS) and Hawaii with Designated Message Centers in each Region (AFD1MC, AFD2MC, AFD3MC, AFD4MC, AFD5MC, AFD6MC, and AFD8MC). The USAF/MARS BBS Network Manager is AFN3AT, who oversees the Pactor BBS Network and registers Digital Stations in USAF/MARS. In Region Four we have additional BBS Stations that serve as State Gateway BBS Stations (For Example: AFA4JS serves as the Gateway BBS Station for Texas).

B. General Notes for AirMail Pactor Mailbox Users/Operators:

1). In the USAF/MARS Pactor BBS Network the <u>ZIPCODE@ZIPCODE</u> Method of Addressing Messages is used for all FORMAL MARSGRAM Traffic (other than INTERNAL MARS Traffic). For AirMail Users/Station Operators this would be what the Operator would put in the "To" Field of the Message Form.

2). In the USAF/MARS Pactor BBS Network, Systems Operators (aka: SYSOPS) use the <u>CALLSIGN@CALLSIGN</u> Method of Addressing Informal Messages between SYSOPS. For our purposes, USAF/MARS AirMail User Station Operators may also be considered BBS Station SYSOPS, insofar as INFORMAL Message Traffic between AirMail Users and/or BBS SYSOPS is concerned provided the recepient callsign is an Airmail Station or a BBS keyboard user and the full service BBS that picks up the traffic knows which BBS services the destination station. Sending a message to <u>AFA2XX@AFA2YY</u> would not work if the SYSOP does not know who AFA2XX or AFA2YY is. The BBS would have no problem routing <u>98321@98321</u> however since each BBS knows the routing for all Zipcodes.

3). Exercise EEI Messages should be sent via MARS digital (PACTOR/Packet) system when possible. Although Exercise EEI Messages and/or After Action Reports would be considered Formal Traffic, they may also be addressed using the <u>CALLSIGN@CALLSIGN</u> Method of Addressing Message Traffic. However, the Exercise EEI Messages should also be sent to <u>AFN1EC@AFA1PU</u> as an INFO Addressee along with any other Addressees that the Region ECOM Plan calls for. See INFO Addressees below. Note: Multiple "Action Addressees" may also be entered in the "To Field" in AirMail.

4). <u>Actual Event EEI Messages should *ONLY* be sent via the Pactor BBS Network *AS A LAST* <u>RESORT !!!!!</u>. If they are sent via the Pactor BBS Network, they will be treated as FORMAL MARS Message Traffic and addressed in accordance with the Region ECOM Plan.</u>

5). <u>INFO Addressees</u>:

(b).

Messages with INFO Addressees can be accommodated in AirMail using the "CC" Field in the Message Form whether the Message Traffic is FORMAL or Informal. All the user has to do is list all of the INFO Addressees in the "CC" Field separated by commas.

6). FORMAL BBS Traffic (from AirMail Mailbox Users):

(a).	Explanation of how to use t	he Message Fields in	AirMail for FORMAL Traffic:
().			

To Field:	78221@78264 (78221 & 78264 are San Antonio ZIP Codes)
CC Field:	Not Normally Used
Subject:	San Antonio, TX 210-626
-	Note: 210 is the Area Code for San Antonio;

626 are the First Three Digits of AFA4CU's Phone Number

Example of How to Use the AirMail Message for FORMAL Traffic:

Scenario: Someone in Florida wants to send a "MARSGRAM" to a friend or relative stationed at Lackland Air Force Base, San Antonio, Texas.

Example Addressing:

To Field:	<u>78236@78264</u>
CC Field:	Blank
Subject:	Lackland AFB, TX 210-671
<u>Notes</u> : 78236	is the ZIP Code for Lackland AFB. 210 is the Area Code for San

Antonio, Texas. 671 is the Telephone Prefix for Lackland AFB.

Section Four: Terminology (as used in this AirMail Mailbox Users Guide):

<u>Term</u> :	How Used:
BBS	Pactor Bulletin Board System or Message Center (NOT Personal Mailbox)
MBO	MBO typically denotes a Winlink or MSYS BBS system.
PBBS Controllers (TNC	A Personal Mailbox such as AirMail or a built-in mailboxes contained in some Terminal Node

Message Center See GATEWAY.

GATEWAY Typically, a BBS Station serving as a distribution point from one network to another. AFA4JS serves as a Texas Gateway serving Texas Users and also maintains Network contact with the Regional Gateway. BBS Stations may also serve as Gateways between VHF Packet and HF Pactor. AFA4LB, AFA4JS, and AFD4MC all service VHF Packet Users in their local areas. In these cases the VHF Packet Users may have bulletin traffic sent directly to their TNC Mailbox or AirMail Mailbox. AirMail will work on VHF Packet.

SYSOP Systems Operator—the Operator who manages a Message Center or BBS Station (For Example : The SYSOP for AFD4MC is AFA4FN and the SYSOP for AFA4JS is AFA4JS. Additionally, other MARS Operators may also be SYSOPS for these Message Centers or BBS Stations.

USER A MARS member who connects to either a Message Center, BBS, or an AirMail Personal Pactor Mailbox to post or upload a message into the USAF/MARS Pactor BBS Network.

KNOWN USER The Callsign of a Particular AirMail Mailbox User or Keyboard BBS User. The User Callsign must be known to the SYSOP/BBS that serves the USER and other BBS SYSOPS should also be aware of that USER Callsign. If you do not know the Home BBS of a Given USER, do not use the <u>Callsign@Callsign</u> Method of Addressing Traffic. Instead, use the <u>Zipcode@Zipcode</u> Method. All of the BBS Stations routing traffic are aware of all the Zipcodes and will have forwarding files to route Traffic to other BBS Stations on the Pactor BBS Network that may serve a particular Zipcode.

Section Five: Message Traffic Handling with AirMail Personal Pactor Mailboxes:

- I. MARS Exercise EEI Reporting via the Pactor BBS Network (from an AirMail User Mailbox)
 - A. Prepare the EEI Report using a text editor with all of the Addressees as normal (see the Region ECOM Plan for details). The Windows Notepad.exe text editor works quite well for this.
 - B. Enter the To Addressees in the To Field of the AirMail Message Form as follows: AFF4E@AFF4E
 - C. Enter the INFO Addressees in the CC Field of the AirMail Message Form as follows: <u>AFF1EC@AFA1PU</u> <u>AFF4C@AFF4C</u> <u>AFF4TX@AFF4TX</u> <u>AFA4BP@AFA4BP</u>
 - D. Enter the following in the Subject Field of the AirMail Message Form as follows: MARS EXERCISE / EEI / TX
 - E. Either Mark and Dupe the EEI Message as typed up with the Text Editor into the Text Area of the AirMail Message Form or use the AirMail Attach File function. Either method should work, but remember, the attached file must be an ASCII Text File. Notepade.exe creates that type of file as do other less well known Text Editors. Recommend using Notepad.exe, since it is so easily accessible with Windows Operating Systems.
 - F. NOTES: In this above example, the author is using Texas as the guide. If the originator of the EEI Report is in other State within the Region, the Callsign of the appropriate State MARS Director would replace AFF4TX (i.e.: <u>AFF4AR@AFF4AR</u>, <u>AFF4LA@AFF4LA</u>, <u>AFF4MS@AFF4MS</u>, or <u>AFF4OK@AFF4OK</u>.).

II. Actual Event EEI Reporting via the Pactor BBS Network (from an AirMail User Mailbox) REMEMBER THIS IS DONE ONLY AS A LAST RESORT SINCE BBSes ARE UNMANNED AND TRAFFIC MAY SIT ON A BBS FOR SEVERAL HOURS BEFORE BEING FORWARDED TO THE NEXT STATION IN LINE. SYSOPS WHO SEE SUCH A MESSAGE ON THEIR BBS SHOULD TRANSFER IT TO DESTINATION VIA E-MAIL IMMEADIATELY. ACTUAL EEIs SHOULD PROPERLY BE PASSED VIA VOICE TO THE NEAREST MARS MEMBER WHO CAN ENTER THE MESSAGE INTO THE INTERNET. TRY REGION OR TRANSCON NETS IF NECESSARY.

- A. Prepare the EEI Report using a text editor with all of the Addressees as normal (see the Region ECOM Plan for details). The Windows Notepad.exe text editor works quite well for this.
- B. Enter the To Addressees in the To Field of the AirMail Message Form as follows: AA3USA@AFD1MC
- C. Enter the INFO Addressees in the CC Field of the AirMail Message Form as follows: <u>AFN1EC@AFA1PU</u> <u>AFF4C@AFF4C</u> <u>AFF4E@AFF4E</u> <u>AFF4TX@AFF4TX</u> <u>AFA4BP@AFA4BP</u> Enter the field of the AirMail Message Form as follows:
- D. Enter the following in the Subject Field of the AirMail Message Form as follows: ACTUAL EVENT / EEI
- E. Either Mark and Dupe the EEI Message as typed up with the Text Editor into the Text Area of the AirMail Message Form or use the AirMail Attach File function. Either method should work, but remember, the attached file must be an ASCII Text File. Notepade.exe creates that type of file as do other less well known Text Editors. Recommend using Notepad.exe, since it is so easily accessible with Windows Operating Systems.
- G. NOTES: In this above example, the author is using Texas as the guide. If the originator of the EEI Report is in other State within the Region, the Billet Callsign of the appropriate State MARS Director would replace (i.e.: <u>AFF4AR@AFF4AR</u>, <u>AFF4LA@AFF4LA</u>, <u>AFF4MS@AFF4MS</u>, or <u>AFF4OK@AFF4OK</u>).

Other Internal MADS Massages sent via the USAE/MADS Dector BBS Network (from an AirMail User); III.

Other	internal MARS Messages sent via u	ie USAF/MARS Pactor BBS Network (from an Airwan User):	
1.	After Action Report:		
	To Field (Action Addressees):	AFF4E@AFF4E	
		<u>AFF4C@AFF4C</u>	
	CC Field (INFO Addressees):	<u>AFF4TX@AFF4TX</u>	
	Subject Field:	After Action Report	
	Note: Prepare the Text of the After Action Report with a Text Editor and add it to the Message		
	Form (either by Mark and Dupe Method or File Attachment Method).		
2.	SPOT Report:		
	To Field (Action Addressee):	Requesting Agency (as it appears on the Info Request)	
	CC Field (INFO Addressees):	<u>AFF4C@AFF4C</u>	
		<u>AFF4TX@AFF4TX</u>	
		AFF4E@AFF4E	
	Subject Field:	SPOT Report/Appropriate Event Identifier	
3.	Net SITREP (Actual Event):		
	To Field (Action Addressee):	<u>AGA3C@AFD3MC</u>	
	CC Field (INFO Addressees):	<u>AFF4C@AFF4C</u>	
		<u>AFF4E@AFF4E</u>	
		<u>AFF4N@AFF4N</u>	
		<u>AFF4TX@AFF4TX</u>	
	Subject Field:	Net SITREP	
4.	Net SITREP (MARS Exercise):		
	To Field (Action Addressee):	<u>AFF4TX@AFF4TX</u> (use appropriate State MARS Director)	
	CC Field (INFO Addressees):	<u>AFF4C@AFF4C</u>	
		<u>AFF4E@AFF4E</u>	
		<u>AFF4N@AFF4N</u>	
	Subject Field:	Net SITREP	
5.	State SITREP (Actual Event or MARS Exercise)		
	To Field (Action Addressee):	<u>AFF4TX@AFF4TX</u>	
		<u>AFF4C@AFF4C</u>	
		<u>AFF4E@AFF4E</u>	
		AFF4N@AFF4N	

IV. Informal Message Traffic between BBS SYSOPS and/or AirMail Personal Pactor Mailbox Operators:

2.	Subject Field:	Whatever is appropriate
		ΑΕΑ4ΗΡ@ΑΕΑ4ΗΡ
		<u>AFF4K@AFF4K</u>
		<u>AFA4JS@AFA4JS</u>
1.	To Field or CC Field	: <u>AFA4FN@AFD4MC</u>

- V. Formal Traffic (NTS Style MARSGRAMS sent via the Pactor BBS Network):
 - Use the format ZIPCode@ZIPCode in the To Field of the AirMail Message Form (i.e.: for 1. Messages to recipients in San Antonio, Texas, use 782xx@78264; for Messages to recipients in Lubbock, TX, use 79416@79416, etc.).
 - 2. Leave the CC Field BLANK
 - 3. In the Subject Field Put the City Name, State Digraph, and the Area Code with the First Three Digits of the Telephone Number (i.e.: San Antonio, TX 210-932; Lubbock, TX 806-687; etc.)
 - The text of the message will be the standard preamble and text for MARSGRAMS to include the 4. Msg #, DTG From:Sender's Name, Address, and Full Ten-Digit Phone Number, as well as, the TO:Addressee's Name, Address, and Full Ten-Digit Phone Number). If the Sender or the Addressee is a MARS Member, the MARS Callsign and State Digraph will be included (i.e.: George Stickler/AFA4CU/TX or Terry Bajuk/AFA4FN/TX, etc.)

- VI. FORMAL Message Traffic (NTS Style MARSGRAMS sent via the Pactor BBS Network):
 - 5. Use the format Zipcode@Zipcode in the To Field of the AirMail Message Form (i.e.: for Messages to recipients in San Antonio, Texas, use <u>782xx@78264</u>; for Messages to recipients in Lubbock, TX, use <u>79416@79416</u>, etc.).
 - 6. Leave the CC Field BLANK
 - 7. In the Subject Field Put the City Name, State Digraph, and the Area Code with the First Three Digits of the Telephone Number (i.e.: San Antonio, TX 210-932; Lubbock, TX 806-687; etc.)
 - 8. The text of the message will be the standard preamble and text for MARSGRAMS to include the Msg #, DTG From: Sender's Name, Address, and Full Ten-Digit Phone Number, as well as, the TO: Addressee's Name, Address, and Full Ten-Digit Phone Number). If the Sender or the Addressee is a MARS Member, the MARS Callsign and State Digraph will be included (i.e.: George Stickler/AFA4CU/TX or Terry Bajuk/AFA4FN/TX, etc.)
 - 9. <u>Message Preparation</u>:
 - a. Prepare a FORMAL Traffic Message using Windows Notepad or some other Text Editor: DE AFA4CU NR 01
 - R 062120Z AUG 04 FROM: GEORGE H. STICKLER / AFA4CU / TX
 - 110 WAYCROSS ROAD SAN ANTONIO, TX 78264 210-626-3099
 - TO: TERRY BAJUK / AFA4FN / TX 109 N. PONTIAC AVE. LUBBOCK, TX 79416 806-687-6327

BT

GPS 019

WE HAVE COMPLETED THE PRODUCT WITHIN THE ALLOTTED TIME PD HOPE ALL IS WELL AT YOUR STATION PD REGARDS BT

- b. Save the File.
- c. Prepare the Header in the AirMail Message Form as follows: To Field: <u>79416@79416</u> CC Field: Blank
 - Subject Field: Lubbock, TX 806-687