

## K6RWY

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**From:** xsceoc@w1xsc.ampr.org  
**To:** XSCPERM  
**Sent:** 10/2/2021 17:54  
**Received:** 10/4/2021 20:46  
**Subject:** SCCo Packet Check-in/Out v210930  
**Local Msg ID:** RWY-2020P

Standard Packet Check-In/Out Format for Santa Clara County

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Last revised: 30-Sep-2021 at 22:10 by Tim Howard, KE6TIM

IMPORTANT: Post a copy of this file in your radio room and retain a copy on your packet computer. The suggested location is the Outpost Archive folder.

Check-In/Out messages follow the standard subject line format. See the "SCCo Packet Subject Line" notice for general subject line format info.

Check-In/Out messages are always sent as plain text messages (not forms), always have Handling Order = R (Routine), and have a specific subject and body format:

Tactical Check-In/Check-Out:

Subject: <SendersMsgNbr>\_R\_Check-In <TacticalCallSign>, <TacticalName>

Body: Check-In <TacticalCallSign>, <TacticalName>  
Present are:  
[FCC call sign and full name of Packet Operator]

Example: Subject: SH1-123P\_R\_Check-In XNDSH1, Xanadu Shelter 1

Body: Check-In XNDSH1, Xanadu Shelter 1  
Present are:  
W6XRL4, Herman Munster

Tactical Check-Out is the same, except replace "Check-In" with "Check-Out"

Unless required by the local jurisdiction, it is unlikely you will need to do an individual check-in/out.  
But... if you do...

Individual Check-In/Check-Out:

Subject: <SenderMsgNbr>\_R\_Check-In <FCCCallSign>, <FullName>

Body: Check-In <FCCCallSign>, <FullName>

Example: Subject: XRL-123P\_R\_Check-In W6XRL4, Herman Munster

Body: Check-In W6XRL4, Herman Munster

Individual Check-Out is the same, except replace "Check-In" with "Check-Out"

Note: Weekly SPECS/SVECS Packet Practice Messages are not simple check-in

messages. So, their subject line and contents are somewhat different.  
See the "SCCo Packet Weekly Practice" notice for details.

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