Common Message Handling Prowords
- I SPELL - "I spell, Alfa, Bravo ..."
- FIGURE(S) - All Numbers - "Figures Wun, ZEE-row, NINE-er" (= 109)
- INITIAL(S) - Capitalized Letters - "Initials Echo, Oscar, Charlie" (= "EOC")
- MIXED GROUP - A Combination of Letters, Numbers and/or Symbols -"Mixed Group Foxtrot, Wun, FY-ive, ZEE-row" (="F150")

Fill Request Prowords
- SAY AGAIN or SPELL - Repeat, usually used with other prowords or "Say again Box 3."
- WORD AFTER - "Say again word after …" or "Spell word after…"
- WORD BEFORE - "Say again word before ..."
- BETWEEN - "Say again between ... and ..."
- ALL AFTER - "Say again all after ..."
- ALL BEFORE - "Say again all before …"
- IN - limits repeat request "Say again in Box 5 all before…"

Recommended Transmission Process - ICS 213
- Sender
  - Priority, Message Number (wait for acknowledgment or fill request)
  - Box 1 - 3 (wait for acknowledgement or fill request)
  - Box 4 - 6 (wait for acknowledgement or fill request)
  - Box 7 - 5 words/groups at a time (wait for acknowledgement or fill request between each set) (or "reply only" then skip to Box 9)
  - Box 8 (Name, Signature ("On File" or "None"), Position) (wait for acknowledgement or fill request)
  - If reply (else skip) Box 9 - 5 words/groups at a time (wait for acknowledgement or fill request between each set)
  - If reply (else skip) Box 10 (Name, Position, Signature ("On File" or "None"), Date/Time) (wait for acknowledgement or fill request)
  - "End of message" (wait for acknowledgement or fill request)
  - Receiver
  - acknowledgement or fill request
  - "<FCC call sign>"
  - Sender
  - " <FCC call sign>"
  - Note: acknowledgement can be "acknowledged", "go ahead", or similar

Santa Cruz County ARES Message Handling Procedures:
https://xczcomm.com/wp-content/uploads/2021/04/XCZ-Message-Handling-Procedures-1.pdf