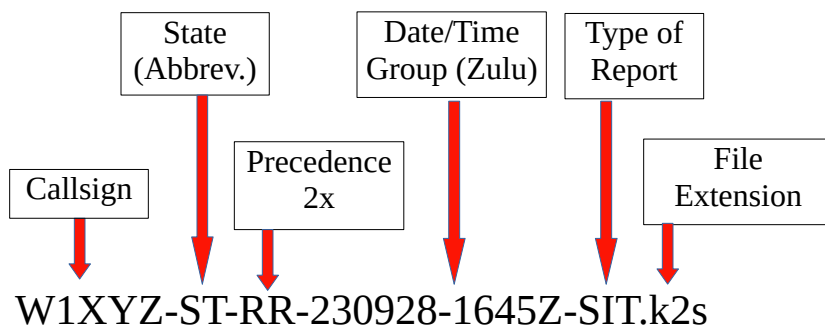


PURPOSE: Improve the file naming convention to contain data which is useful to the operators handling, receiving, storing, searching, and retrieving files and reports.

The current file naming convention (in Version 4.0 of the SOI) will be phased out and become obsolete by January 1st, 2024, and this new file naming convention will be included in the AmRRON Signals Operating Instructions, Version 5.0 (due to be released by the target date of January 1st, 2024).

AmRRON operators should begin using this new file naming convention as of the date of this white paper.

New File naming convention will be formatted as follows:



CALL-ST-RR-YYMMDD-HHMMZ-REPORT.k2s

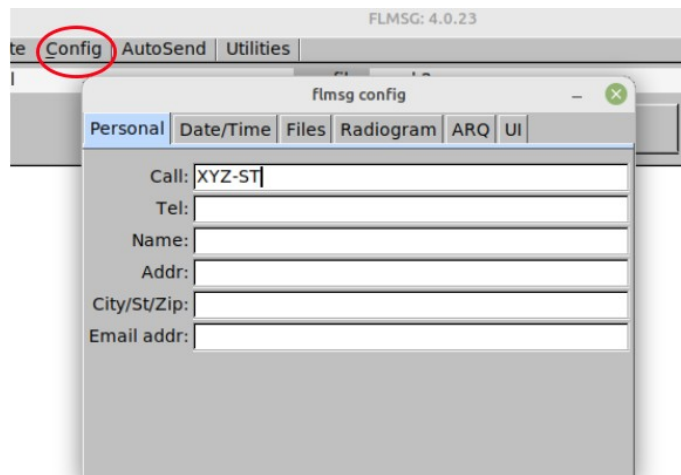
Using the above image as a guide, the file naming format may be entered manually.


OR... (highly recommended) you can configure FLMSG to auto-generate the first portion of the file format upon saving, after some minor edits.

FLMSG SETUP:

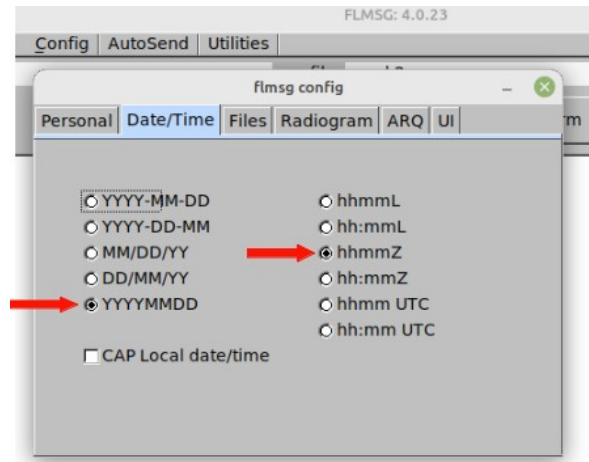
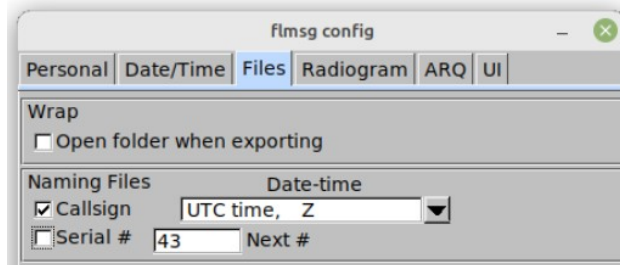
Select **Personal** from the Config dropdown menu

1. Open FLMSG, and select the 'Config' tab
2. In the Call field enter your call sign (optionally, you may put the last three – suffix – of your call sign.
W1XYZ or **XYZ**
3. Next, add a separating 'dash' (-) and then the two-letter abbreviation for your STATE.



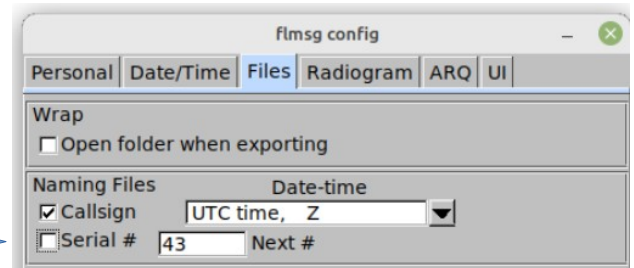
4. Select the **Date/Time** tab, and select the format shown in the image to the right. 

5. In the **Files** tab, select the 'Callsign' box, and ensure the Date-time is set to 'UTC time, Z'



Personal preference – You may also remove the sequential number at the end, which is generated each time you generate a subsequent FLMSG form (in the example below, '-43')

If you wish to remove the sequential numbering from the end of the file name, simply uncheck the **Serial #** box.



6. Then Exit out of the Config window.

NAMING THE FILE BEFORE SAVING A NEW REPORT

EXAMPLE:

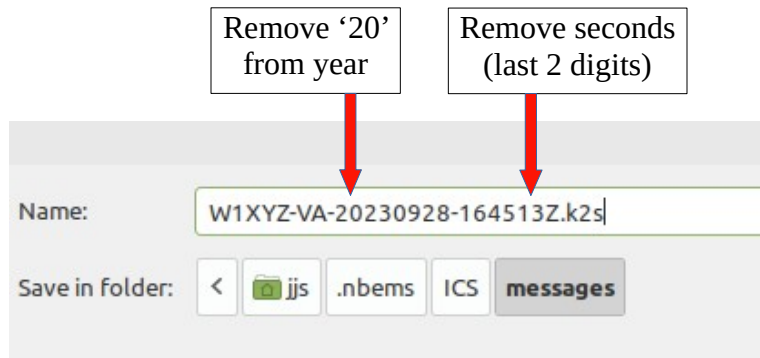
Below is a demonstration of naming a SITREP file using the AmRRON Custom SITREP form.

When you select 'Save as' from the 'File' tab dropdown menu, your file name will appear as:

Sample: **W1XYZ-VA-20230928-164513Z-43.k2s**

Ready for minor edits! Make the following changes prior to saving the file.

- Insert the precedence level after the state (in this example, let's use 'Routine' precedence)
- Remove **seconds** from the Zulu time (the last two numbers)
- Remove the '**20**' from the beginning of the year (we all know we're in the 2000's)



Now your file name should appear in the following format:

W1XYZ-VA-RR-230928-1645Z-SIT.k2s

- or -

XYZ-VA-RR-230928-1645Z-SIT.k2s

Click 'Save'

Examples of file naming might read as:

W1XYZ-VA-RR-230928-1645Z-SIT.k2s	(SITUATION REPORT)
W1XYZ-VA-RR-230928-1645Z-STAT.k2s	(STATUS REPORT)
W1XYZ-VA-RR-230928-1645Z-SPOT.k2s	(SPOT Report)

Blank forms can be used for a wide variety of message traffic, such as Welfare traffic, AmRRON Intelligence Briefs, Initial Event Summaries, etc.

W1XYZ-VA-RR-230928-1645Z-WEL.k2s	(Welfare Traffic)
W1XYZ-VA-RR-230928-1645Z-IES.k2s	(Initial Event Summary)

Traffic may be generated at one of the SIGCENs (Signals Centers), which can have multiple radio operators handling traffic on behalf of the SIGCEN. A SIGCEN radio operator may insert 'NATL' or 'EAST' in place of the FCC call sign to indicate the National SIGCEN or the Eastern SIGCEN in the file name, as is shown in the EXSUM file name. Examples below:

NATL-RR-230928-1645Z-EXSUM.k2s	(Executive Summary from National SIGCEN)
EAST-RR-230928-1645Z-EXSUM.k2s	(Executive Summary from Eastern SIGCEN)
NATL-RR-230928-1645Z-AIB.k2s	(AmRRON Intelligence Brief)