Traffic Handling and Amateur Radio

R.F. Hill Amateur Radio Club

Jim Cottrell KB3DEN

Source: ARRL Handbook, 2000

Standard Message Form
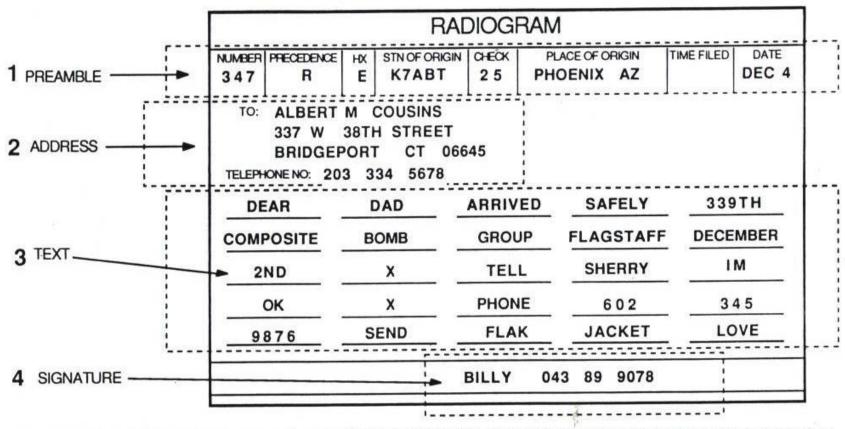
THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
VIA AMATEUR RADIO

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

TO

TELEPHONE NUMBER

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

FROM REC'D	DATE	TIME	TO SENT	DATE	TIME

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A 'HAM' OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE 'HAM' DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

THE AMERICAN RADIO RELAY LEAGUE, INC, IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.

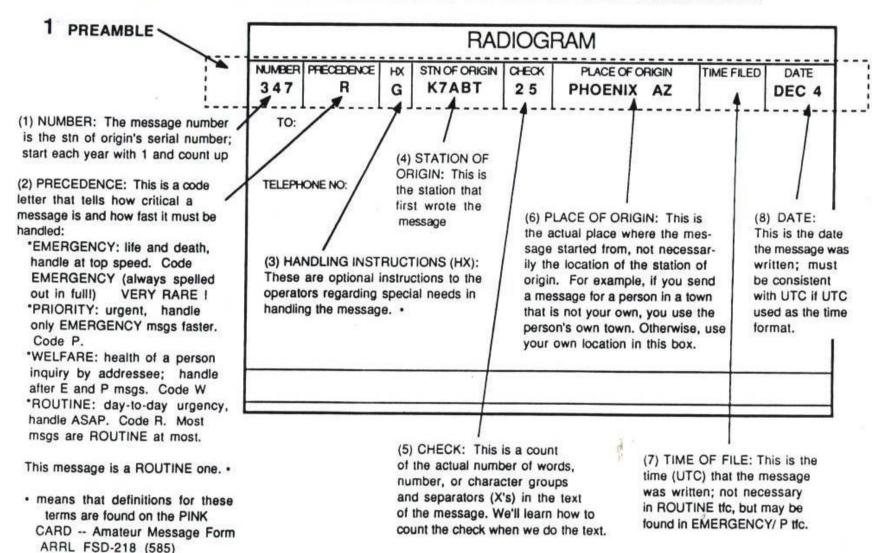PRINTED IN USA

Source: ARRL Handbook, 2000

THIS IS A FORMAL MESSAGE. FORMAL MEANS THAT THE MESSAGE FOLLOWS A PRE-ESTABLISHED FORM OR CONVENTION. A FORMAL MESSAGE CONTAINS ALL THE NECESSARY "RECORDKEEPING" ELEMENTS THAT ARE REQUIRED TO KEEP A HISTORY OF THE MESSAGE AS IT IS SENT THROUGH THE NTS. ALL FORMAL MESSAGES CONSIST OF FOUR PARTS: THE PREAMBLE, THE ADDRESS, THE TEXT AND THE SIGNATURE.

RADIOGRAM

1 PREAMBLE

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
347	R	E	K7ABT	25	PHOENIX AZ		DEC 4

2 ADDRESS

TO: ALBERT M COUSINS
337 W 38TH STREET
BRIDGEPORT   CT 06645
TELEPHONE NO: 203 334 5678

3 TEXT

DEAR	DAD	ARRIVED	SAFELY	339TH
COMPOSITE	BOMB	GROUP	FLAGSTAFF	DECEMBER
2ND	X	TELL	SHERRY	IM
OK	X	PHONE	602	345
9876	SEND	FLAK	JACKET	LOVE

4 SIGNATURE

BILLY   043 89 9078

EACH OF THE ELEMENTS OF THE FORMAL MESSAGE HAS CERTAIN FORMAT REQUIREMENTS WHICH MUST BE MET IN ORDER TO AVOID CONFUSION ON THE AIR AS THE MESSAGE IS SENT, AND ALSO TO ASSURE THAT A SENDER-TO-RECEIVER TRACE CAN ALWAYS BE DONE ON THE MESSAGE.

LET'S TAKE APART THE MESSAGE PIECE BY PIECE TO LEARN HOW TO WRITE AND SEND A FORMAL MESSAGE.

Source: ARRL Handbook, 2000

THE PREAMBLE: THIS PART OF THE MESSAGE IS THE RECORD-KEEPING PART. IT IS READ ON THE AIR FIRST, FROM LEFT TO RIGHT AND ALWAYS IN THIS ORDER. ONLY THE HANDLING INSTRUCTIONS AND TIME OF FILE BLOCKS ARE OPTIONAL AND MAY, IF NOT NEEDED, BE ELIMINATED BY THE ORIGINATING STATION ONLY. THIS IS HOW THE ORIGINATING STATION WRITES OUT THE PREAMBLE FOR A FORMAL MESSAGE:

1 PREAMBLE

RADIOGRAM

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
347	R	G	K7ABT	2 5	PHOENIX AZ		DEC 4

TO:

TELEPHONE NO:

(1) NUMBER: The message number is the stn of origin's serial number; start each year with 1 and count up

(2) PRECEDENCE: This is a code letter that tells how critical a message is and how fast it must be handled:
 *EMERGENCY: life and death, handle at top speed. Code EMERGENCY (always spelled out in full!) VERY RARE !
 *PRIORITY: urgent, handle only EMERGENCY msgs faster. Code P.
 *WELFARE: health of a person inquiry by addressee; handle after E and P msgs. Code W
 *ROUTINE: day-to-day urgency, handle ASAP. Code R. Most msgs are ROUTINE at most.

This message is a ROUTINE one. •

• means that definitions for these terms are found on the PINK CARD -- Amateur Message Form ARRL FSD-218 (585)

(3) HANDLING INSTRUCTIONS (HX): These are optional instructions to the operators regarding special needs in handling the message. •

(4) STATION OF ORIGIN: This is the station that first wrote the message

(5) CHECK: This is a count of the actual number of words, number, or character groups and separators (X's) in the text of the message. We'll learn how to count the check when we do the text.

(6) PLACE OF ORIGIN: This is the actual place where the message started from, not necessarily the location of the station of origin. For example, if you send a message for a person in a town that is not your own, you use the person's own town. Otherwise, use your own location in this box.

(7) TIME OF FILE: This is the time (UTC) that the message was written; not necessary in ROUTINE tfc, but may be found in EMERGENCY/ P tfc.

(8) DATE: This is the date the message was written; must be consistent with UTC if UTC used as the time format.

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Handling Instructions

HXA__   (Followed by number.) Collect landline delivery authorized by addressee within [....] miles, (If no number, authorization is unlimited.).

HXB__   (Followed by number.) Cancel message if not delivered within [....] hours of filing time; service originating station.

HXC   Report date and time of delivery of the message back to the originating station.

HXD   Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered, report date and time and method of delivery (by service message).

HXE   Delivering station get reply from addressee, originate message back.

HXF__   (Followed by a number.) Hold delivery until [date].

HXG   Delivery by mail or landline toll call not required. If toll call or other expense involved, cancel message and send service message back to originating station.

Source: ARRL Handbook, 2000

Checking Your Message

Traffic handlers don't have to dine out to fight over the check! Even good ops find much confusion when counting up the text of a message. You can eliminate some of this confusion by remembering these basic rules:

1) Punctuation ("X-rays," "Querys") count separately as a word.
2) Mixed letter-number groups (1700Z, for instance) count as one word.
3) Initial or number groups count as one word if sent together, two if sent separately.
4) The signature does not count as part of the text, but any closing lines, such as "Love" or "Best wishes" do.

Here are some examples:
- Charles J McClain—3 words
- W B Stewart—3 words
- St Louis—2 words
- 3 PM—2 words

- SASE—1 word
- ARL FORTY SIX—3 words
- 2N1601—1 word
- Seventy-three—2 words
- 73—1 word

Telephone numbers count as 3 words (area code, prefix, number), and ZIP codes count as one, ZIP + 4 codes count as two words. Canadian postal codes count as two words (first three characters, last three characters.)

Although, it is improper to change the text of a message, you may change the check. Always do this by following the original check with a slash bar, then the corrected check. On phone, use the words "corrected to."

Source: ARRL Handbook, 2000

RADIOGRAM

1 PREAMBLE →

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
3 4 7	R	G	K7ABT	2 5	PHOENIX AZ		DEC 4

TO:

TELEPHONE NO:

SEND THE PREAMBLE THIS WAY, ON PHONE: "THIS IS K1ABC (YOUR CALL)....FOLLOWS MESSAGE NUMBER THREE FORTY SEVEN ROUTINE, HOTEL XRAY GOLF, KILO SEVEN ALPHA BRAVO TANGO, TWENTY FIVE, PHOENIX, ARIZONA, DECEMBER 4." IT IS BAD FORM TO SAY THE HEADINGS (CHECK 25, STATION OF ORIGIN K7ABT, ETC.) BECAUSE ALL FORMAL MESSAGES ARE SENT IN A STANDARD WAY. ALSO, USE THE WORD FOR THE MONTH, NOT A NUMERICAL DATE: DECEMBER 4 AND NOT 12/4.

REMEMBER TO LET UP ON YOUR MIKE BUTTON EVERY FEW SYLLABLES OR SO TO ALLOW THE RECEIVING STATION TO "BREAK" YOU IF NEEDED.

REMEMBER.......
IF THE MESSAGE DOESN'T HAVE A NUMBER, PRECEDENCE, STN OF ORIGIN, CHECK, PLACE OF ORIGIN OR DATE IT'S NOT A FORMAL MESSAGE!!!

Source: ARRL Handbook, 2000

THE ADDRESS: THIS PART OF THE MESSAGE IS INFORMATION ABOUT THE PARTY TO WHOM THE MESSAGE
IS BEING SENT (THE ADDRESSEE OR ADEE, ABBREVIATED). THE ADDRESS CONSISTS OF THE STANDARD THRI
LINE POSTAL ADDRESS, WITH ZIP CODE, AND A FOURTH LINE LISTING THE ADEE'S COMPLETE PHONE NUMBE
THE ZIP CODE IS IMPORTANT IF THE MESSAGE WILL GO VIA PACKET AT ANY POINT, AND A COMPLETE PHON
NUMBER WILL SAVE THE DELIVERING STATION TIME AND EFFORT.

2 ADDRESS

The address is the simplest part of the message except for the signature, and yet many hams do not do this part of the message correctly.

Get complete info from the person for whom you are sending the message if possible. This will help get the message to the right person.

For messages to hams in the military, remember that the MARS system, into which your message may be refiled, needs the service-person's Social Security Number and complete military address. Many MARS programs also require the sender's complete address, so it is recommended that you put this information on any MARS message.

REMEMBER: The accurate delivery of a message depends on an accurate address--be as complete as possible!!

RADIOGRAM

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

TO: ALBERT M COUSINS
337 W 38TH STREET
BRIDGEPORT CT 06645
TELEPHONE NO: 203 334 5678

FOR MESSAGES GOING TO FOREIGN COUNTRIES:
MAKE ABSOLUTELY SURE THAT THE US HAS
A THIRD-PARTY AGREEMENT WITH THE COUN-
TRY TO WHICH THE MESSAGE IS GOING OR CAN
BE ROUTED FROM THE US TO A COUNTRY THAT
DOES HAVE A THIRD-PARTY AGREEMENT WITH
THE COUNTRY OF DESTINATION.

MAKE ABSOLUTELY SURE THAT THE
MESSAGE IS OF A NONCOMMERCIAL
NATURE AND THAT ITS CONTENT IS
ACCEPTABLE MATTER FOR TRANS-
MISSION BEFORE YOU ACCEPT IT FOR
SENDING.

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RADIOGRAM

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

2 Address →

TO: ALBERT M COUSINS
337 W 38TH STREET
BRIDGEPORT CT 06645
TELEPHONE NO: 203 334 5678

_____ _____ _____ _____ _____

SEND THE ADDRESS IN THE FOLLOWING WAY: (PICK IT UP FROM THE DATE):
"DECEMBER 4, (PAUSE) ALBERT INITIAL M AS IN MIKE COUSINS, I SPELL
C, O, U, S, I, N, S, (PAUSE) FIGURES THREE, THREE, SEVEN INITIAL W
AS IN WHISKEY MIXED GROUP THREE EIGHT TANGO HOTEL STREET, (PAUSE)
BRIDGEPORT, CONNECTICUT ZIP FIGURES ZERO, SIX, SIX, FOUR, FIVE,
(PAUSE) PHONE FIGURES TWO, ZERO, THREE,--THREE, THREE, FOUR,--
FIVE, SIX, SEVEN, EIGHT BREAK." AT EACH (PAUSE) AND THE BREAK, UNKEY
YOUR RIG AND LISTEN FOR A WHILE IN CASE THE RECEIVING STN NEEDS A FILL.
NOTE THAT SAYING "GOING TO" BEFORE SENDING THE ADDRESS IS BAD FORM.

USE ICAO PHONETICS SPARINGLY--THEY CAN
ACTUALLY BE HARDER TO COPY UNDER SOME
CONDITIONS THAN THE LETTER NAME ALONE.
ALSO, AVOID INANITIES IN THE READING LIKE
MRS--A MARRIED LADY, ETC. IF THE NAME IS
SPELLED COMMONLY, E.G., SMITH VS SMYTHE,
THEN TELL THE OP "COMMON SPELLING" AFTER
YOU SAY THE NAME. USE THE PAUSES FOR FILLS.

Source: ARRL Handbook, 2000

THE TEXT: THE TEXT IS WHAT THE SENDER OF THE MESSAGE WANTS TO TELL THE ADDRESSEE. GOOD AMATEUR RADIO TEXTS SOUND LIKE TELEGRAPH MESSAGES, ARE CLEAR AND SUCCINCT AND WRITTEN IN SUCH A WAY THAT THEIR MEANING CANNOT BE MISCONSTRUED OR INTERPRETED IN MORE THAN ONE WAY. GOOD AMATEUR MESSAGE WRITING TAKES PRACTICE!!

RADIOGRAM

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

Putting a letter-like greeting or closing (Dear Dad, Your Son, etc.) into the text is bad form, but if you must, it belongs in the text and is part of the check.

Phone numbers in the text are broken up like so, and have a check count of three.

Spell words that can have more than one spelling when relaying msg.

Use no punctuation in messages, even apostrophes; just spell it out when relaying

3 TEXT

Separators are X's, read as "initial X-RAY" when sending msg for relay. THEY ARE NEVER READ AS X-RAY TO THE PERSON TO WHOM THE MESSAGE IS BEING DELIVERED!! Just pause slightly when reading for delivery.

DEAR	DAD	ARRIVED	SAFELY	339TH
COMPOSITE	BOMB	GROUP	FLAGSTAFF	DECEMBER
2ND	X	TELL	SHERRY	IMP
OK	X	PHONE	602	345
9876	SEND	FLAK	JACKET	LOVE

Closings, like LOVE, REGARDS, etc. are ALWAYS a part of the text.

AMATEUR RADIOGRAMS SHOULD BE LIMITED TO 25 WORDS OR LESS. THEY MUST BE NONCOMMERCIAL IN NATURE AND THUS ACCEPTABLE FOR HAM RADIO TRANSMISSION. THE TEXT NEVER CONTAINS ANY ELEMENTS OF THE PREAMBLE, ADDRESS OR SIGNATURE, NO PUNCTUATION, AND NO "50 CENT" WORDS !! LETTER-LIKE GREETINGS OR CLOSINGS, ALWAYS IN BAD FORM, BELONG IN THE TEXT IF THE NEED ARISES. THE TEXT IS ALWAYS SET OFF FROM THE REST OF THE MESSAGE BY USE OF THE WORD "BREAK" ($\overline{BT}$ WHEN SENDING MESSAGES BY CW/RTTY/AMTOR/PACKET) BEFORE SENDING THE TEXT AND IMMEDIATELY AFTER SENDING THE TEXT, BEFORE THE SIGNATURE IS SENT.

THE DREADED CHECK: the CHECK is why many hams never get to be at ease with traffic handling, and yet it is so easy. The CHECK is simply a count of the number of WORDS or LETTER/FIGURE/MIXED GROUPS IN THE TEXT of the message---not the preamble, address or signature---EVERYTHING, IN OTHER WORDS, BETWEEN THE BREAKS! IF YOU CAN COUNT TO 25, YOU HAVE ABSOLUTELY NOTHING TO FEAR IN COUNTING THE CHECK. IF YOU GET STUCK, ASK AN EXPERIENCED NET TRAFFIC HANDLER FOR HELP IN COUNTING THE CHECK BEFORE NET STARTS.

The check is simply a count of the number of words in the TEXT of the msg. THIS MSG HAS A COUNT OF 25.

EACH word, initial group (OK), mixed group (339TH), figure group, (9876), city, state, name, etc., is ONE count.

Phone numbers are broken up into three parts; area, prefix and four digit suffix and are counted as THREE text counts.

SEPARATORS (X-rays) get a count of ONE, also. If a word belongs apart from another word, it should be split up and counted as if each part of a word were put on a separate text line (for example, the word well-being should be well being for a count of 2.) If the word parts stay together (e. g., the word makeshift), the word count is one for that word.

HINT!!: Use ARRL RADIOGRAM pads for message writing until you get familiar with the structure and count of standard NTS format messages. Order ARRL pads from League HQ or your radio supplier.

RADIOGRAM

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
				2 5			

3 TEXT

DEAR	DAD	ARRIVED	SAFELY	339TH
COMPOSITE	BOMB	GROUP	FLAGSTAFF	DECEMBER
2ND	X	TELL	SHERRY	IM
OK	X	PHONE	602	345
9876	SEND	FLAK	JACKET	LOVE

IF THE MESSAGE CONTAINS ONE OR MORE ARL NUMBERS FROM THE STANDARD ARL NUMBERED RADIOGRAM LIST, THE CHECK ALWAYS READS ARL (#), WHERE (#) IS THE NUMBER OF WORDS IN THE TEXT INCLUDING THE ARL AND ARL NUMBERS IN THE COUNT. FOR EXAMPLE, "ARL SIXTY ONE LOVE TO ALL" WOULD BE COUNTED AS SIX COUNTS FOR THE CHECK, THE CHECK WOULD BE LISTED AND READ AS "ARL 6, FOR EXAMPLE. ARL NUMBERS ARE ALWAYS SPELLED OUT IN THE TEXT: ARL SIXTY ONE AND NOT ARL 61 !!

ARRL NUMBERED RADIOGRAMS

The letters ARL are inserted in the preamble in the check and in the text before spelled out numbers, which represent texts from this list. Note that some ARL texts include insertion of numerals. Example: NR 1 R W1AW ARL 5 NEWINGTON CONN DEC 25 DONALD R. SMITH AA 164 EAST SIXTH AVE AA NORTH RIVER CITY MO AA PHONE 73-3968 BT ARL FIFTY ARL SIXTY ONE BT DIANA AR. For additional information about traffic handling, consult *The ARRL Operating Manual*, published by ARRL.

Group One—For Possible *"Relief Emergency"* Use

ONE	Everyone safe here. Please don't worry.
TWO	Coming home as soon as possible.
THREE	Am in _____ hospital. Receiving excellent care and recovering fine.
FOUR	Only slight property damage here. Do not be concerned about disaster reports.
FIVE	Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.
SIX	Will contact you as soon as possible.
SEVEN	Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.
EIGHT	Need additional _____ mobile or portable equipment for immediate emergency use.
NINE	Additional _____ radio operators needed to assist with emergency at this location.
TEN	Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.
ELEVEN	Establish Amateur Radio emergency communications with _____ on _____ MHz.
TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.
THIRTEEN	Medical emergency situation exits here.
FOURTEEN	Situation here becoming critical. Losses and damage from _____ increasing.
FIFTEEN	Please advise your condition and what help is needed.
SIXTEEN	Property damage very severe in this area.
SEVENTEEN	REACT communications services also available. Establish REACT communication with _____ on channel _____.
EIGHTEEN	Please contact me as soon as possible at _____.
NINETEEN	Request health and welfare report on _____. (State name, address and telephone number.)
TWENTY	Temporarily stranded. Will need some assistance. Please contact me at _____.
TWENTY ONE	Search and Rescue assistance is needed by local authorities here. Advise availability.
TWENTY TWO	Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
TWENTY THREE	Report at once the accessibility and best way to reach your location.
TWENTY FOUR	Evacuation of residents from this area urgently needed. Advise plans for help.
TWENTY FIVE	Furnish as soon as possible the weather conditions at your location.
TWENTY SIX	Help and care for evacuation of sick and injured from this location needed at once.
	Emergency/priority messages originating from official sources must carry the signature of the originating official.

Group Two—Routine messages

FORTY SIX	Greetings on your birthday and best wishes for many more to come.
FIFTY	Greetings by Amateur Radio.
FIFTY ONE	Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at _____. Am having a wonderful time.
FIFTY TWO	Really enjoyed being with you. Looking forward to getting together again.
FIFTY THREE	Received your _____. It's appreciated; many thanks.
FIFTY FOUR	Many thanks for your good wishes.
FIFTY FIVE	Good news is always welcome. Very delighted to hear about yours.
FIFTY SIX	Congratulations on your _____, a most worthy and deserved achievement.
FIFTY SEVEN	Wish we could be together.
FIFTY EIGHT	Have a wonderful time. Let us know when you return.
FIFTY NINE	Congratulations on the new arrival. Hope mother and child are well.
*SIXTY	Wishing you the best of everything on _____.
SIXTY ONE	Wishing you a very Merry Christmas and a Happy New Year.
*SIXTY TWO	Greetings and best wishes to you for a pleasant _____ holiday season.
SIXTY THREE	Victory or defeat, our best wishes are with you. Hope you win.
SIXTY FOUR	Arrived safely at _____.
SIXTY FIVE	Arriving _____ on _____. Please arrange to meet me there.
SIXTY SIX	DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.
SIXTY SEVEN	Your message number _____ undeliverable because of _____. Please advise.
SIXTY EIGHT	Sorry to hear you are ill. Best wishes for a speedy recovery.
SIXTY NINE	Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

READING THE TEXT: REQUIREMENTS FOR READING TEXT ARE DIFFERENT DEPENDING ON WHETHER YOU ARE SENDING THE TEXT TO ANOTHER HAM FOR RELAY OR READING THE TEXT TO THE ADDRESSEE UPON DELIVERY.

*WHEN RELAYING THE MSG: SEND the text using standard amateur message practice, with phonetics and special notation (figures, initials, etc) SPOKEN to assist clarity and accuracy of receiving.

*WHEN DELIVERING TO ADDRESSEE: READ the message clearly more like a letter, omitting the special notation; just read it straight!

REMEMBER: THE WORD "BREAK" ON FONE SETS OFF TEXT FROM ALL OTHER PARTS OF THE MESSAGE.

ON CW/RTTY/AMTOR/PACKET USE THE SYMBOL BT AS THE BREAK INDICATION.

RADIOGRAM

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

3 TEXT

DEAR	DAD	ARRIVED	SAFELY	339TH
COMPOSITE	BOMB	GROUP	FLAGSTAFF	DECEMBER
2ND	X	TELL	SHERRY	IM
OK	X	PHONE	602	345
9876	SEND	FLAK	JACKET	LOVE

TO SEND THE MESSAGE FOR RELAY (NOT DELIVERY), USE THE WORD "BREAK" TO SEPARATE TEXT FROM THE REST OF THE MESSAGE: "BREAK (PAUSE/LISTEN). DEAR DAD ARRIVED SAFELY MIXED GROUP THREE THREE NINE TANGO HOTEL COMPOSITE BOMB I SPELL BOMB B, O, M, B, GROUP FLAGSTAFF ONE WORD FLAGSTAFF DECEMBER MIXED GROUP TWO NOVEMBER DELTA INITIAL X-RAY TELL SHERRY I SPELL SHERRY S, H, E, R, R, Y, I'M INITIALS I, M OK INITIAL GROUP OSCAR KILO, INITIAL X-RAY PHONE FIGURES SIX, ZERO, TWO, THREE, FOUR, FIVE, NINER, EIGHT, SEVEN, SIX SEND FLAK I SPELL FLAK F,L,A,K JACKET LOVE BREAK" (PAUSE/LISTEN). REMEMBER TO UNKEY YOUR RIG FREQUENTLY DURING SENDING TO LISTEN IN CASE THE RECEIVING OP NEEDS FILLS.

TO READ FOR DELIVERY, JUST READ IT LIKE A LETTER, BUT DON'T SAY X-RAY AS PUNCTUATION—JUST PAUSE NATURALLY AS IF THE X-RAY WERE A PERIOD IN A SENTENCE. YOU ALSO DON'T SAY BREAK, OR USE ANY OF THE OTHER NOTATIONS OR VERBAL SYMBOLS YOU WOULD USE IF YOU WERE RELAYING THE MESSAGE TO A HAM. IF THE TEXT CONTAINS ARL NUMBERS, "DECODE" THEM BEFORE DELIVERY !!! SEE YOUR NET MANAGER FOR A COPY OF THE LATEST ARL NUMBERED RADIOGRAM LIST.

THE SIGNATURE: THE SIGNATURE IDENTIFIES THE PERSON THAT IS SENDING THE MESSAGE. IT COULD BE A THIRD-PARTY SIGNATURE OR THAT OF THE STATION OF ORIGIN ITSELF. THE SIGNATURE SHOULD BE COMPLETE ENOUGH FOR THE ADDRESSEE TO UNDERSTAND WHO IS SENDING THE MESSAGE. FOR MORE OFFICIAL TRAFFIC OR FOR MARS MESSAGES, ADDITIONAL IDENTIFYING DATA MAY BE PLACED IN THE SIGNATURE.

THE SIGNATURE, LIKE THE ADDRESS, SHOULD BE AS COMPREHENSIVE AS NEEDED TO COMPLETELY IDENTIFY THE SENDER TO THE ADEE. FAMILY MEMBERS MAY USE SINGLE NAME SIGNATURES. FOR OTHER MESSAGES, IT IS BEST TO USE FIRST NAME AND SURNAME BOTH. REMEM-BER, FOR MARS MESSAGES, A COMPLETE ADDRESS IS A RECOMMENDED PART OF THE SIGNATURE.

AVOID CUTESY-PIE SIGNA-TURES.

RADIOGRAM

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

TO:

TELEPHONE NO:

Additional signature data such as service numbers, SSN's, mem-bership numbers, etc, are OK but care must be taken to preserve the data in relaying, particularly for EMERGENCY/P/W messages.

4   SIGNATURE ————————————➤ BILLY   043 89 9078

TO SEND THE SIGNATURE, AFTER THE BREAK/PAUSE FOLLOWING THE TEXT, SIMPLY SEND: "BILLY" (PAUSE) FIGURE GROUP ZERO, FOUR, THREE, EIGHT, NINER, NINER, ZERO, SEVEN, EIGHT ". USE NO PUNCTUATION WHEN SENDING THE SIGNATURE.

TO END THE RELAY SAY: "END OF MESSAGE, NO MORE" IF THAT IS ALL YOU HAVE TO SEND TO THE RECEIVING OP. SAY "END OF MESSAGE- (#) MORE" IF YOU HAVE MORE MESSAGES TO SEND TO THE RECEIVING OP, WHERE (#) IS THE NUMBER YOU STILL NEED TO SEND. THEN USE FILL PROCEDURE AFTER SENDING THE MESSAGE TO ASSURE AN ACCURATE RELAY.

PHONETIC ALPHABET

All operators should memorize the phonetic alphabet and number pronunciation, and be fluent in spelling groups using phonetics. Practice off the air by sending text to yourself with phonetics.

A	ALFA	M	MIKE	Y	YANKEE
B	BRAVO	N	NOVEMBER	Z	ZULU
C	CHARLIE	O	OSCAR	1	ONE
D	DELTA	P	PAPA (PA-PA')	2	TWO
E	ECHO	Q	QUEBEC (KAY-BEK')	3	THREE (TREE)
F	FOXTROT	R	ROMEO	4	FOUR
G	GOLF	S	SIERRA	5	FIVE (FIFE)
H	HOTEL	T	TANGO	6	SIX
I	INDIA	U	UNIFORM	7	SEVEN
J	JULIETT	V	VICTOR	8	EIGHT
K	KILO	W	WHISKEY	9	NINE (NINER)
L	LIMA	X	X-RAY	0	ZERO

AMATEUR MESSAGE FORM

Every formal radiogram message originated and handled should contain the following component parts in the order given.

CW MESSAGE EXAMPLE

```
I    NR 1 R HXG W1AW 8 NEWINGTON CONN 1830Z JULY 1
     a  b c  d   e  f    g        h

II   DONALD SMITH ĀĀ
     164 EAST SIXTH AVE ĀĀ
     NORTH RIVER CITY MO 00789 ĀĀ
     733 4968 B̄T̄

III  HAPPY BIRTHDAY X SEE YOU SOON X LOVE B̄T̄

IV               DIANA ĀR̄
```

Note that X, when used in the text as punctuation, counts as a word.

I PREAMBLE

a. Number (begin with 1 each month or year)
b. Precedence (R, W, P or EMERGENCY)
c. Handling Instructions (optional, see text)
d. Station of Origin (first amateur handler)
e. Check (number of words/groups in text only)
f. Place of Origin (not necessarily location of station of origin)
g. Time Filed (optional with originating station)
h. Date (must agree with date of time filed)

II ADDRESS (as complete as possible, include zip code and telephone number)

III TEXT (limit to 25 words or less, if possible)

IV SIGNATURE

CW: The prosign ĀĀ separates the parts of the address. B̄T̄ separates the address from the text and the text from the signature. ĀR̄ marks end of message; this is followed by B if there is another message to follow, by N if this is the only or last message. It is customary to copy the preamble, parts of the address, text and signature on separate lines.

RTTY: Same as cw procedure above, except (1) use extra space between parts of address, instead of ĀĀ; (2) omit cw procedure sign B̄T̄ to separate text from address and signature, using line spaces instead; (3) add a CFM line under the signature, consisting of all names, numerals and unusual works in the message in the order transmitted.

PACKET/AMTOR BBS: Same format as shown in the cw message-example above, except that the ĀĀ and ĀR̄ prosigns may be omitted. Most amtor and packet BBS software in use today allows formal message traffic to be sent with the "ST" command. Always avoid the use of spectrum-wasting multiple line feeds and indentations.

PHONE: Use *prowords* instead of prosigns, but it is not necessary to name each part of the message as you send it. For example, the above message would be sent on phone as follows: "Number one *routine* HX Golf W1AW eight Newington Connecticut one eight three zero zulu July one Donald Smith *Figures* one six four East Sixth Avenue North River City Missouri zero zero seven eight nine *Telephone* seven three three four nine six eight *Break* Happy birthday X-ray see you soon X-ray love *Break* Diana *End of Message Over*." "End of Message" is followed by "More" if there is another message to follow, "No More" if it is the only or last message. Speak clearly using VOX (or pause frequently on push-to-talk) so that the receiving station can get fills. Spell phonetically all difficult or unusual words—*do not* spell out common words. Do not use cw abbreviations or Q-signals in phone traffic handling.

PRECEDENCES

The precedence will follow the message number. For example, on cw 207 R or 207 EMERGENCY. On phone, "Two Zero Seven, Routine (or Emergency)."

EMERGENCY—Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be *very rare*. On cw, RTTY and other digital modes this designation will always be spelled out. When in doubt, *do not* use it.

PRIORITY—Important messages having a specific time limit. Official messages not covered in the Emergency category. Press dispatches and other emergency-related traffic not of the utmost urgency. Notification of death or injury in a disaster area, personal or official. Use the abbreviation P on cw.

WELFARE—A message that is either a) an inquiry as to the health and welfare of an individual in the disaster area b) an advisory or reply from the disaster area that indicates all is well should carry this precedence, which is abbreviated W on cw. These messages are handled *after* Emergency and Priority traffic but before Routine.

ROUTINE—Most traffic normal times will bear this designation. In disaster situations, traffic labeled Routine (R on cw) should be handled *last*, or not at all when circuits are busy with Emergency, Priority or Welfare traffic.

Handling Instructions (Optional)

HXA—(Followed by number.) Collect landline delivery authorized by addressee within........miles. (If no number, authorization is unlimited.)

HXB—(Followed by number.) Cancel message if not delivered within........hours of filing time; service originating station.

HXC—Report date and time of delivery (TOD) to originating station.

HXD—Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.

HXE—Delivering station get reply from addressee, originate message back.

HXF—(Followed by number.) Hold delivery until........(date).

HXG—Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

For further information on traffic handling, consult the Public Service Communications Manual or the ARRL Operating Manual, both published by ARRL.