

AMATEUR MESSAGE FORM

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

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 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 AA 164 EAST SIXTH AVE AA NORTH RIVER CITY MO 00789 AA 733 4968 BT III HAPPY BIRTHDAY X SEE YOU SOON X LOVE BT IV DIANA AR
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Note that X, when used in the text as punctuation, counts as a word.

CW: The prosign AA separates the parts of the address. BT separates the address from the text and the text from the signature. AR 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 AA; (2) omit cw procedure sign BT 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 AA and AR 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.

A Simple NTS Formal Message

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							
NUMBER	PRIORITY	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
347	R	E	K7ABT	25	PHOENIX AZ		DEC 4
TO: ALBERT M COUSINS 337 W 38TH STREET BRIDGEPORT CT 06645 TELEPHONE NO: 203 334 5678							
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			
		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.

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 messages 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.

An HX prosign (when used) will be inserted in the message preamble before the station of origin, thus: NR 207 R HXA50 W1AW 12...(etc). If more than one HX prosign is used they can be combined if no numbers are to be inserted; otherwise the HX should be repeated, thus: NR 207 R HXAC W1AW... (etc), but: NR 207 R HXA50 HXC W1AW...(etc). On phone, use phonetics for the letter or letters following the HX, to ensure accuracy.

ARL 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 733 3968 BT ARL FIFTY ARL SIXTY ONE BT DIANA AR.

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 exists 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 communications with _____ on channel _____.
EIGHTEEN	Please contact me as soon as

NINETEEN	possible at _____. 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 here 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.

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ARL Numbered Radiograms

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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.

* Can be used for all holidays.

Note: ARL numbers should be spelled out at all times.

How to be the Kind of Net Operator the Net Control Station (NCS) Loves

As a net operator, you have a duty to be self-disciplined. A net is only as good as its worst operator. You can be an exemplary net operator by following a few easy guidelines.

1) *Zero beat the NCS.* The NCS doesn't have time to chase all over the band for you. Make sure you're on frequency, and you will never be known at the annual net picnic as "old so-and-so who's always off frequency."

2) *Don't be late.* There's no such thing as "fashionably late" on a net. Liaison stations are on a tight timetable. Don't hold them up by checking in 10 minutes late with three pieces of traffic.

3) *Speak only when spoken to by the NCS.* Unless it is a bona fide emergency situation, you don't need to "help" the NCS unless asked. If you need to contact the NCS, make it brief. Resist the urge to help clear the frequency for the NCS or to "advise" the NCS. The NCS, not you, is boss.

4) Unless otherwise instructed by the NCS, *transmit only to the NCS.* Side comments to another station in the net are out of order.

5) *Stay until you are excused.* If the NCS calls you and you don't respond because you're getting a "cold one" from the fridge, the NCS may assume you've left the net, and net business may be stymied. If you need to leave the net prematurely, contact the NCS and simply ask to be excused (QNX PSE ON CW).

6) *Be brief when transmitting to the NCS.* A simple "yes" (C) or "no" (N) will usually suffice. Shaggy dog tales only waste valuable net time.

7) *Know how the net runs.* The NCS doesn't have time to explain procedure to you. After you have been on the net for a while, you should already know these things.

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."