

Basic Message Handling

KODEW

Informal vs. Formal Messages

- Informal should not be used in emergency communications.
- All Formal messages are written.

Written Message Format

- The receiving station will know what to expect.
- ARRL format is used on the National Traffic System.
- Serves as a baseline for all agencies.

Four Parts of the Message

- 1. Preamble
- 2. Address
- 3. Text
- 4. Signature



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Preamble

Address

Text

Signature

 THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO									
NUMBER	PRECEDENCE	HX	SECTION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE		
TO						THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____			
TELEPHONE NUMBER									
_____						_____			
_____						_____			
_____						_____			
_____						_____			
_____						_____			
REC'D			FROM	DATE	TIME	SENT TO		DATE	
<small>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. AMATEUR MESSAGES MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM NARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111.</small>			<small>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.</small>						PRINTED IN USA
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Details of the Preamble

- 1. Message Number
- 2. Precedence
- 3. Handling Instruction
- 4. Station of Origin
- 5. The Check
- 6. Place of Origin
- 7. Time Filed
- 8. Date

Precedence

- Routine-Used for most day to day messages.
- Welfare-Used for the inquiry as to the health and welfare of an individual.
- Priority-Used for important messages with a time limit, any official or emergency related messages not covered by the EMERGENCY precedence.

- EMERGENCY-Used on any message having life or death urgency. This includes official messages from agencies requesting critical supplies or assistance. The use of this precedence should generally be limited to traffic originated and signed by authorized officials.
- NOTE-EMERGENCY messages should only be sent via Amateur Radio when regular communications are unavailable.

Handling Instructions

- HXA-A collect telephone call is authorized by the sending station.
- HXB-Cancel message if not delivered within (X) hours of the filing time.
- HXC-Report date and time of delivery to originating station.

- HXD-Report to originating station the identity of the station who delivered the message, plus date, time and method of delivery. Also, each station that relayed the message.
- HXE-Delivering station to get and send reply from addressee.
- HXF-Hold delivery until (specify date and time).

- HXG-Delivery by mail or telephone – toll call not required. If toll or other expense involved, cancel message, and send service message to originating station.
- NOTE-A service message is any message sent back to the origination station with information related to that message.

Address

- Full street address
- Telephone Number
- Amateur Call if to another station

Text

- Brief and to the point
- Limited to 25 words
- Five words to the line
- Punctuation is not used
- X-RAY for a period

Signature

- Can be a single name
- Call Sign if from another amateur
- Full Name and Title
- IS NOT part of the text

Sending the Message

- Speak clearly
- Spell words out that may be confusing
- Speak slowly
- Do not speculate

Copying the Message

- Write 5 words on each line.
- When completed, the receiving operator compares the word count with the check.
- If check is correct, say ROGER number (X).
- If not, ask the sending station to read the message at reading speed to find the missing or extra words.

■ *Questions ?*