

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	PRECEDENCE	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		

1 PREAMBLE

2 ADDRESS

3 TEXT

4 SIGNATURE

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.

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

(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.

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

(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.

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

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.

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 1M
OK	X	PHONE	6 0 2 3 4 5
9 8 7 6	SEND	FLAK	JACKET LOVE

***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/AM-TOR/PACKET USE THE SYMBOL BT AS THE BREAK INDICATION.

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.

ARRL Recommended Precedences and Handling Instructions (HX)

All messages handled by Amateur Radio should contain precedences—that is, an evaluation of each message's importance, made by the originating station. A precedence is an "order of handling." There are four precedences in the ARRL message form: Emergency, Priority (P), Welfare (W) and Routine (R), in that order of handling. When and as they appear on a net or any other kind of circuit, messages will be handled in this order.

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 to stricken populace in emergency areas. During normal times, it will be very rare. On CW, RTTY, AMTOR and packet this designation will always be spelled out. When in doubt, do not use this designation.

PRIORITY—Use abbreviation P on CW, RTTY, AMTOR and packet. This classification is for important messages having a specific time limit, official messages not covered in the emergency category, press dispatches and emergency-related traffic not of the utmost urgency.

WELFARE—This classification, abbreviated as W on CW, RTTY, AMTOR and packet, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

ROUTINE—Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW, RTTY, AMTOR and packet) should be handled last, or not at all when circuits are busy with higher-precedence traffic.

The precedence will follow, but is not a part of the message number. For example, a message may begin with NR 207 R on CW, "Number Two Zero Seven, Routine" on phone.

Handling Instructions (HX)

Handling instructions (HX) are less used but quite useful in handling messages. They serve to convey any special instructions to handling and delivering operators. This "prosign," when used, is inserted in the message preamble between the precedence and the station of origin. Its use is optional with the originating stations, but once inserted is mandatory with all relaying stations. The following definitions apply:

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.

Example: NR 207 R HXA50 W4MLE 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 W4MLE...(etc.). On phone, use phonetics for the letter or letters following the HX, to ensure accuracy.

FSD-3

Relief Emergency · Routine Messages Recommended Precedences

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 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 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.

* Can be used for all holidays.

ARRL Recommended Precedences

Please observe the following ARRL provisions for PRECEDENCES in connection with written message traffic. These provisions are designed to increase the efficiency of our service both in normal times and in 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, this designation will *always* be spelled out. When in doubt, do not use it.

PRIORITY--Use abbreviation P on CW/RTTY. This classification is for a) important messages having a specific time limit b) official messages not covered in the emergency category c) press dispatches and emergency-related traffic not of the *utmost* urgency d) notice of death or injury in a disaster area, personal or official.

WELFARE--This classification, abbreviated as W on CW/RTTY, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

ROUTINE--Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW/RTTY) should be handled last, or not at all when circuits are busy with higher precedence traffic.

Note--the precedence always follows the message number. For example, a message number may be 207R on CW and "Two Zero Seven Routine" on phone.



**The American Radio Relay League
RADIOGRAM
Via Amateur Radio**

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
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To:

<p>This Radio Message was received at:</p> <p>Amateur Station _____ Date _____</p> <p>Name _____</p> <p>Street Address _____</p> <p>City, State, Zip _____</p>
--

Telephone Number:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

REC'D	From	Date	Time	SENT	To	Date	Time
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A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. 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.



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To:

<p>This Radio Message was received at:</p> <p>Amateur Station _____ Date _____</p> <p>Name _____</p> <p>Street Address _____</p> <p>City, State, Zip _____</p>
--

Telephone Number:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM

VIA AMATEUR RADIO



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

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

FROM REC'D	DATE	TIME	TO SENT	DATE	TIME
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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

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THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM

VIA AMATEUR RADIO



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

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

FROM REC'D	DATE	TIME	TO SENT	DATE	TIME
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