AMATEUR MESSAGE FORM

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

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)

CW MESSAGE EXAMPLE

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

II   DONALD SMITH <u>AA</u>
       164 EAST SIXTH AVE <u>AA</u>
       NORTH RIVER CITY MO 00789 <u>AA</u>
       733 4968 <u>BT</u>
III   HAPPY BIRTHDAY X SEE YOU SOON X LOVE <u>BT</u>
IV   DIANA <u>AR</u>

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

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 <u>AA</u> separates the parts of the address. <u>BT</u> 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 <u>AA;</u> (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 <u>AA</u> and <u>AR</u> 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-te-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 officiall1lessages 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 splled 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 wiH bear this designation. In disaster situations, traffic labeled Routine (R on cw) should be handled *last,* or not at alI 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.

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