Traffic Handling and Amateur Radio



R.F. Hill Amateur Radio Club

Jim Cottrell KB3DEN

Source: ARRL Handbook, 2000

Standard Message Form



Source: ARRL Handbook, 2000

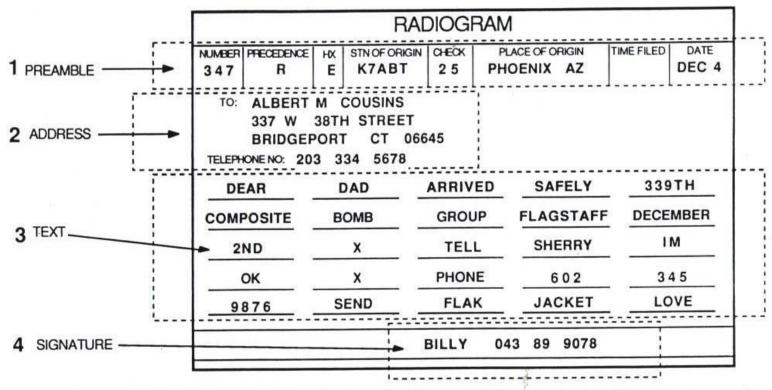
RADIOGRAM



VIA AMATEUR RADIO

V								V
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	F	LACE OF ORIGIN	TIME FILED	DATE
TELEPHONE N	JUMBER					THIS RADIO MESSAGE Y AMATEUR STATION NAME STREET ADDRESS CITY, STATE, ZIP	PHON	
REC'D	FROM		DATE	TIME	SENT TO		DATE	TIME
WHOSE ADD HANDLED SO ACCEPTED E DELIVERING	RESS IS SHOWN IN THE B DLELY FOR THE PLEASUR! BY A "HAM" OPERATOR, A R THIS MESSAGE TO YOU. F	OXAT RIGHT E OF OPERAT RETURN MES FURTHER INI	BY A LICENSED AMATEUR R ABOVE, AS SUCH MESSAC FING, NO COMPENSATION: SAGE MAY BE FILED WITH FORMATION ON AMATEUR I STREET, NEWINGTON, CT	SES ARE CAN BE THE SHAM" RADIO MAY BE	LICENSED RADIO FUNCTIONS IS PR OPERATORS. TO 1	ADIO RELAY LEAGUE, INC, IS TH AMATEURS AND THE PUBLISHE OMOTION OF PUBLIC SERVICE THAT END, THE LEAGUE HAS OR LY NATIONWIDE MESSAGE HAND	R OF QST MAGAZINE. ONE (COMMUNICATION AMONG A GANIZED THE NATIONAL TR	DFITS MATEUR

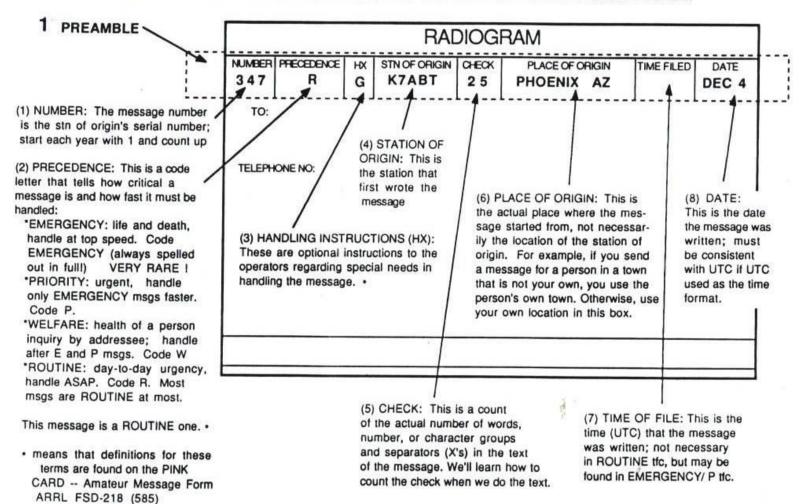
THIS IS A FORMAL MESSAGE. FORMAL MEANS THAT THE MESSAGE FOLLOWS A PRE-ESTABLISHED FORM OR CONVENTION. A FORMAL MESSAGE CONTAINS ALL THE NECESSARY "RECORDKEEPING" ELEMENTS THAT ARE REQUIRED TO KEEP A HISTORY OF THE MESSAGE AS IT IS SENT THROUGH THE NTS. ALL FORMAL MESSAGES CONSIST OF FOUR PARTS: THE PREAMBLE,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



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.

LETS 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:



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.
нхс	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.

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.

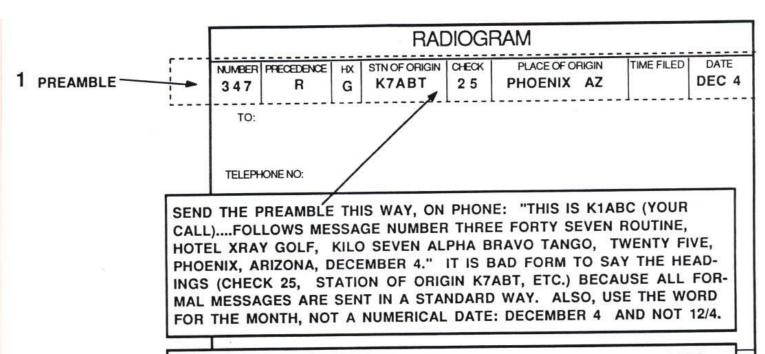
Here are some examples:

- 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."

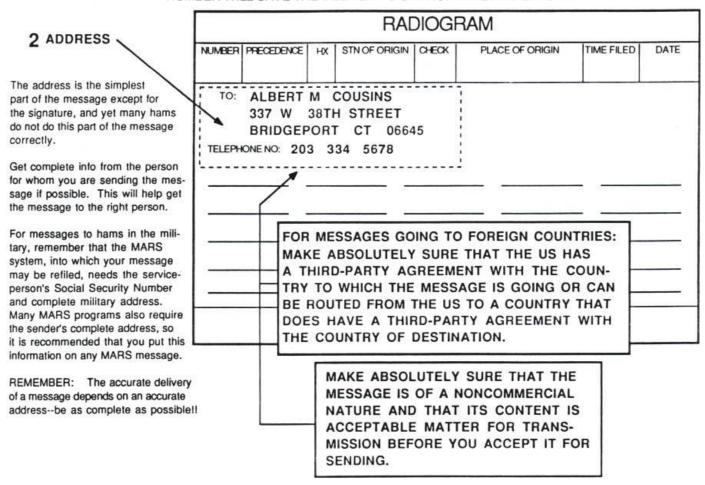


REMEMBER TO LET UP ON YOUR MIKE BUTTON EVERY FEW SYLLABLES OR SO TO ALLOW THE RECEIVING STATION TO "BREAK" YOU IF NEEDED.

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!!!

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 THR 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.



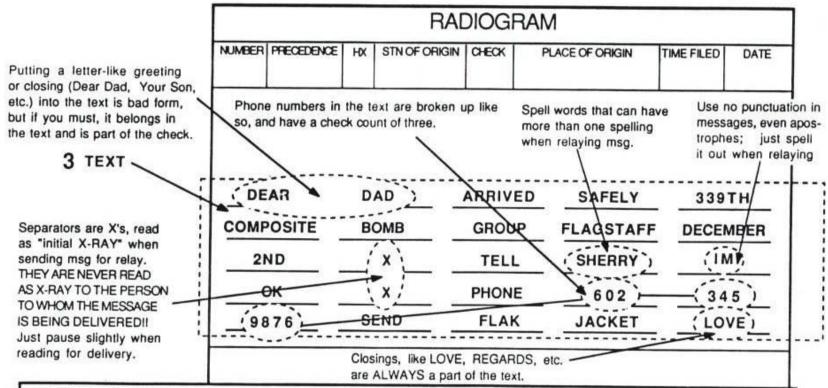
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	RADIOGRAM	
	NUMBER PRECEDENCE HX STN OF ORIGIN CHECK PLACE OF ORIGIN TIME FILED DATE	-
2 Address	TO: ALBERT M COUSINS 337 W 38TH STREET BRIDGEPORT CT 06645 TELEPHONE NO: 203 334 5678	-

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.

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!!



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" (BT WHEN SENDING MESSAGES BY CW/RTTY/AMTOR/PACKET) BEFORE SENDING THE TEXT AND IMMEDIATELY AFTER SENDING THE TEXT, BEFORE THE SIGNATURE IS SENT.

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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.

HINTII: 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.

TIME FILED DATE PLACE OF ORIGIN NUMBER PRECEDENCE STN OF ORIGIN | CHECK 25 3 TEXT -339TH ARRIVED SAFELY DEAR DAD DECEMBER COMPOSITE **BOMB** GROUP FLAGSTAFF IM SHERRY TELL 2ND X X PHONE 602 345 OK LOVE JACKET SEND FLAK 9876

RADIOGRAM

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 !!

RADIOGRAMS ARRL NUMBERED

s spelled out numbers, which represent texts 1 R W1AW ARL 5 NEWINGTON CONN DEC PHONE 73-3968 BT ARL FIFTY ARL SIXTY IARL Operating Manual, published by ARRL.		way to reach your location. Evacuation of residents from this area		Furnish as soon as possible the weather conditions at your location.	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	Greetings on your birthday and best wishes-for many more to come.	Greetings by Amateur Radio.	This blic ser	having a wonderful time.	forward to getting together again.	Received your	Many thanks for your good wishes.	Good news is always welcome. Very delighted to hear about yours.	Congratulations on your a most worthy and deserved achievement.	Wish we could be together.	Have a wonderful time. Let us know when you return.	Congratulations on the new arrival. Hope mother and child are well	Wishing you the best of everything on	Wishing you a very Merry Christmas and a Happy New Year.	Greetings and best wishes to you for a	Victory or defeat, our best wishes are with you. Hope you win.	Arrived safely at	Arriving on Please arrange to meet me there.	DX QSLs are on hand for you at the OSI Bureau Send		erable because of Please	Sorry to hear you are ill. Best wishes for a speedy recovery.	Welcome to the have you with us and hope you will enjoy the fun and fellowship of the organization.
nd in the text before erals. Example: NR IIVER CITY MO AA dling, consult The A	TWENTY THREE	TWENTY FOUR		TWENTY FIVE	TWENTY SIX	Emergency/prio	Group Two-R	FORTY SIX	FIFTY	FIFTY ONE	FIFTY TWO		FIFTY THREE	FIFTY FOUR	FIFTY FIVE	FIFTY SIX	FIFTY SEVEN	FIFTY EIGHT	FIFTY NINE	*SIXTY	SIXTY ONE	OWT YTXIS.	SIXTY THREE	SIXTY FOUR	SIXTY FIVE	SIXTY SIX		SIX I Y SEVEN	SIXTY EIGHT	SIXTY NINE
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	Everyone safe here. Please don't worry.	Coming home as soon as possible.	Am in hospital. Receiving excellent care and recovering fine	Only slight property damage here.	reports.	All moving to flew location. Send no further mail or communication.	will inform you of new address when relocated.	Will contact you as soon as possible.	Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.	Need additional mobile or portable equipment for immediate	y use.	Additional radio operators needed to assist with emergency at this location.	Please contact Advise to	standby and provide further emergency information, instructions or assistance.	Establish Amateur Radio emergency communications with	MHz.	Anxious to hear from you. No word in some time. Please contact me as soon as	Medical emergency situation exits here.	Situation here becoming critical. Losses and damage from increasing.	Please advise your condition and what help is needed.	Property damage very severe in this area.	REACT communications services also available. Establish REACT communication with	Please contact me as soon as possible at	Request health and welfare report on	(State name, address and telephone number.)	Temporarily stranded. Will need some assistance. Please contact me at	Search and Rescue assistance is needed	by local authorities here. Advise availabil- ity.	Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
The letters A from this list. Not 25 DONALD R. S ONE BT DIANA	Group One-Fo	ONE	TWO	THREE	FOUR	L	3		SIX	SEVEN	EIGHT	L	NINE NINE	TEN		ELEVEN		TWELVE	THIRTEEN	FOURTEEN	FIFTEEN	SIXTEEN	SEVENTEEN	EIGHTEEN	NINETEEN		TWENTY	TWENTY ONE		TWENTY TWO

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

			RAI	DIOGRA	AM							
NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN TIME FILED DA							
	3 т	EXT										
DE	AR	D	AD _	ARRIVE	SAFELY	339	тн					
COMP	OSITE	В	ОМВ	GROUP	FLAGSTAFF	DECEMBER						
2N	ID .		×	TELL	SHERRY	- 11	IM					
0	к		х	PHONE	602	3 4	5					
9.8	76	S	END	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 **RADIOGRAM** ADDRESS, SHOULD BE AS NUMBER PRECEDENCE STN OF ORIGIN | CHECK PLACE OF ORIGIN TIME FILED DATE COMPREHENSIVE AS NEEDED TO COMPLETELY IDENTIFY Additional signature data such THE SENDER TO THE ADEE. TO: as service numbers, SSN's, mem-FAMILY MEMBERS MAY USE bership numbers, etc. are OK but SINGLE NAME SIGNATURES. care must be taken to preserve the FOR OTHER MESSAGES, IT TELEPHONE NO: data in relaying, particularly for IS BEST TO USE FIRST NAME EMERGENCY/P/W messages. AND SURNAME BOTH. REMEM-BER, FOR MARS MESSAGES. A COMPLETE ADDRESS IS A RECOMMENDED PART OF THE SIGNATURE. AVOID CUTESY-PIE SIGNA-TURES. 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	ЕСНО 🐷	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

Source: ARRL Handbook, 2000 Page 16

AMATEUR MESSAGE FORM

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

- Number (begin with 1 each month or year)
 - Precedence (R, W, P or EMERGENCY)
- Handling Instructions (optional, see text) Station of Origin (first amateur handler) 9.0
- Place of Origin (not necessarily location of station of Check (number of words/groups in text only) origin)
- Time Filed (optional with originating station) Date (must agree with date of time filed)
- 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

NR 1 R HXG WIAW 8 NEWINGTON CONN 1830Z JULY 1 NORTH RIVER CITY MO 00789 AA 733 4968 BT 164 EAST SIXTH AVE AA DONALD SMITH AA п

III HAPPY BIRTHDAY X SEE YOU SOON X LOVE BT

DIANA AR

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

CW: The prosign ĀĀ 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.

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. Same as cw procedure above, except (1) use extra space between parts of address, instead of \overline{AR} ; (2) omit cw procedure

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

follows: "Number one routine HX Golf W1AW eight Newington Donald Smith Figures one six four East Sixth Avenue North River City seven three three four nine six eight Break Happy birthday X-ray see ver. "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. 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 Goff W1AW eight Newington Over. message nous one eight three zero zulu July one one eight three zero zulu July one one eight nine Telephone you soon X-ray love Break Diana End of Message zero zero seven eight nine Connecticut

PRECEDENCES

The precedence will follow the message number. For example, on cw 207 R or 207 EMERGENCY. On phone, 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, On cw, RTTY and other digital modes this designation will always be spelled out. When in doubt, do very rare. 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 withinmiles. (If no number, authorization is unlimited.)

-(Followed by number.) Cancel message if not delivered withinhours 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.

(Followed by number.) Hold delivery until.......(date).
 Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service orginat-

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