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

Preamble Address

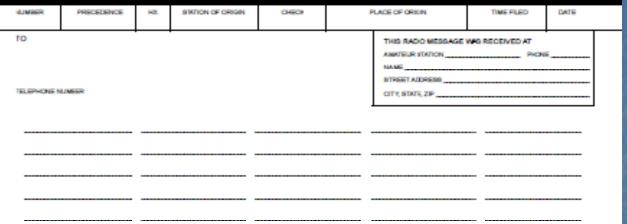
Text

Signature



RADIOGRAM

VIA AMATEUR RADIO



SENT

THIS MERCANDE WAS HANDLED PRINCIP CHARGE BY ALCENDED AMARILA RADIO OPERATOR, WHICHE ACCIDED IS HOUSEN THE KIX AT ROTH TAKINE, AS SLICH MERCADERANG, HANDLES DOLLET FOR THE PLEASURE OF DEPORTURIN, LIC COMPRISATION, OWN BE ACCIDED BY A "WAY OPERATOR, ARETURN MERCANDEMY BE FLEOWITH THE "HAMP DELIVERING THE MERCANDEMY THE MADE AND AND THE MERCANDEMY THE MERCANDEMY THE MERCANDEMY FLEOWARDS. (IN AMARIEM PRINCIPLE OF THE MERCANDEMY FLEOWARDS.) AND MERCANDEMY BE CREATED BY THE MERCANDEMY FROM ARRIVED BY THE MERCANDEMY FROM A PROPERTY OF THE

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FROM

RADIORELAY LEAGUE

100

4

NUMBER PRECIDENCE HX SYNTION OF ORIGIN CHECK PLACE OF ORIGIN TIME FLED DATE

TO THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION PRONE STREET ADDRESS CITY STATE, 2P CITY

SENT

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PRINTED IN USA

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 my 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?