Basic Message Handling

K0DEW

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

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 ?