

## **Newcomers and Elmers Net: Traffic Handling**

**Oct.20 2013 Training by: Jim (K4JRU)**

# **FSD-218 (Radiogram Procedure)**

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

### **I. 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)

### **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 AA 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.

**RTTY:** Same as CW procedure above, except (1) use extra space between parts of address, instead of AA; (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 words in the message in the order transmitted.

**Packet/AMTOR BBS:** Same format as shown in the cw message example above, except that the AA and AR 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 WIAW 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-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.

## Precedences

The precedence will follow the message number. For example, on cw 207R 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 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 and other digital modes this designation will always be spelled 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. Notifications 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 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 addresses, 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.

## **Some Pro-words (shorthand)**

### *Phone (meaning or purpose)*

--Addressee (name of person to whom message addressed).

--Address (second part of message).

--End of message (end of record copy).

--**ARL**--(Used with "check," indicates use of ARRL numbered message in text).

--Stand by; wait.

--More (another message to follow).

--Break; break me; break-in (interrupt transmission on cw. Quick check on phone).

--Separation (break) between address and text; between text and signature.

--Correct; yes.

- Confirm. (Check me on this).
- Check.
- From; this is (preceding identification).
- HX (Handling instructions. Optional part of preamble.) Initial(s). Single letter(s) to follow.
- Repeat; I say again. (Difficult or unusual words or groups.)
- Go ahead; over; reply expected. (Invitation to transmit .)
- Negative, incorrect; no more. (No more messages to follow.)
- Number. (Message follows.)
- Preamble (first part of message)
- Read back. (Repeat as received.)
- Roger; point. (Received; decimal point.)
- Signed; signature (last part of message.)
- Out; clear (end of communications, no reply expected.)

#### Phone Procedures:

Use pro-words instead of pro-signs, but it is not necessary to name each part of the message as you send it. For example a message sent on phone (byvoice) would be as follows:  
 "Number one routine HX Golf W7ARC ARL12 Silverdale Washington one eight three zero Zulu March seventeen Donald Smith Figures one six four zero East Sixth Avenue, Bremerton, Washington niner eight three one one Telephone figures three six zero three one three five eight six seven Break ARL FIFTY ARL FORTY SIX HOPE TO SEE YOU SOON (X-ray) LOVE BREAK Mom and Dad End of Message - Over." If more than one message is to be sent to the same receiving station the words "More to follow" would replace "Over" until the last message is sent.

It is important to speak clearly and distinctly over phone. It is also important to spell phonetically words that sound alike or may have several forms of spelling; i.e. to, too, two, etc. It is also important to spell words whose meaning may not be clear. Use the pro-words, "I SPELL" before each of these instances. For example - "you're". Say the word "you're." Say "I spell," and proceed with "YANKEE OSCAR UNIFORM APOSTROPHE ROMEO ECHO." Then say the word again, "you're". This will avoid confusion with your, you're or yore in the message.

#### ***Punctuation:***

In an effort to keep things as simple as possible the NTS has adopted the following standards for punctuation in a formal radiogram:

STOP = X-Ray

Question Mark = Query

As these are the most common punctuations and could be easily misconstrued as something else ALL periods in a message are expressed as an "X" (spoken "X-ray") and all question marks are spoken as the word "query" at the end of the sentence. Other punctuation is permitted but in an effort to keep the check to a minimum they are discouraged.

#### **Resources**

<http://www.w7arc.com/nts/index.html>

<http://www.w7arc.com/files/pscm.pdf>

**NTS Manual (additional chapters listed on the left of web page)**

<http://www.arrl.org/chapter-one-national-traffic-system>

**Radiogram Form:**

<http://www.arrl.org/files/file/Public%20Service/RADIOGRAM-2011.pdf>