

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 \overline{AA} separates the parts of the address. \overline{BT} separates the address from the text and the text from the signature. \overline{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 \overline{AA} ; (2) omit cw procedure sign \overline{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 \overline{AA} and \overline{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 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-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.

ARRL QN Signals For CW Net Use

QNA* Answer in prearranged order.

QNB* Act as relay Between _____ and _____

QNC All net stations Copy. I have a message for all net stations.

QND* Net is Directed (controlled by net control station).

QNE* Entire net stand by.

QNF Net is Free (not controlled).

QNG Take over as net control station.

QNH Your net frequency is High.

QNI Net stations report In.*.

I am reporting into the net. (Follow with a list or traffic or QRU).

QNJ Can you copy me?

Can you copy _____?

QNK* Transmit message for _____ to _____

QNL Your net frequency is Low.

QNM* You are QRMIing the net. Stand by.

QNN Net control station is _____

What station has net control?

QNO Station is leaving the net.

- QNP** Unable to copy you. Unable to copy _____
- QNO*** Move frequency to _____ and wait for _____ to finish handling traffic. Then send him traffic for _____
- QNR** Answer _____ and Receive traffic.
- QNS*** Following Stations are in the net. *(Follow with list.)
Request list of stations in the net.
- QNT** I request permission to leave the net for _____ minutes.
- QNU*** The net has traffic for you. Stand by.
- QNV*** Establish contact with _____ on this frequency. If successful, move to _____ and send him traffic for _____
- QNW** How do I route messages for _____?
- QNX** You are excused from the net.* Request to be excused from the net.
- QNY*** Shift to another frequency (or to _____ kHz) to clear traffic with _____
- QNZ** Zero beat your signal with mine.

* For use only by the Net Control Station.

Notes on Use of QN Signals

The QN signals listed above are special ARRL signals for use in amateur cw nets only. They are not for use in casual amateur conversation. Other meanings that may be used in other services do not apply. Do not use QN signals on phone nets. Say it with words. QN signals need not be followed by a question mark, even though the meaning may be interrogatory.

International Q Signals

A Q signal followed by a ? asks a question. A Q signal without the ? answers the question affirmatively, unless otherwise indicated.

- QRA** What is the name of your station?
- QRG** What's my exact frequency?
- QRH** Does my frequency vary?
- QRI** How is my tone? (1-3)
- QRK** What is my signal intelligibility? (1-5)
- QRL** Are you busy?
- QRM** Is my transmission being interfered with?
- QRN** Are you troubled by static?
- QRO** Shall I increase transmitter power?
- QRP** Shall I decrease transmitter power?
- QRQ** Shall I send faster?
- QRS** Shall I send slower?
- QRT** Shall I stop sending?
- QRU** Have you anything for me? (Answer in negative)
- QRV** Are you ready?
- QRW** Shall I tell _____ you're calling him?
- QRX** When will you call again?
- QRZ** Who is calling me?
- QSA** What is my signal strength? (1-5)
- QSB** Are my signals fading?
- QSD** Is my keying defective?
- QSG** Shall I send _____ messages at a time?
- QSK** Can you work breakin?
- QSL** Can you acknowledge receipt?
- QSM** Shall I repeat the last message sent?

QSO	Can you communicate with _____ direct?
QSP	Will you relay to _____?
QSV	Shall I send a series of V's?
QSW	Will you transmit on _____?
QSX	Will you listen for _____ on _____?
QSY	Shall I change frequency?
QSZ	Shall I send each word/group more than once? (Answer, send twice or _____)
QTA	Shall I cancel number _____?
QTB	Do you agree with my word count? (Answer negative)
QTC	How many messages have you to send?
QTH	What is your location?
QTR	What is your time?
QTV	Shall I stand guard for you _____?
QTX	Will you keep your station open for further communication with me?
QUA	Have you news of _____?

Abbreviations, Prosigns, Prowords

CW	PHONE (meaning or purpose)
AA	(Separation between parts of address or signature.).
AA	All after (use to get fills).
AB	All before (used to get fills).
ADEE	Addressee (name of person to whom message addressed).
ADR	Address (second part of message).
AR	End of message (end of record copy).
ARL	(Used with "check," indicates use of ARRL numbered message in text).
AS	Stand by; wait.
B	More (another message to follow).
BK	Break; break me; break-in (interrupt transmission on cw. Quick check on phone).
BT	Separation (break) between address and text; between text and signature.
C	Correct; yes.
CFM	Confirm. (Check me on this).
CK	Check.
DE	From; this is (preceding identification).
HH	(Error in sending. Transmission continues with last word correctly sent.)
HX	(Handling instructions. Optional part of preamble.) Initial(s). Single letter(s) to follow.
IMI	Repeat; I say again. (Difficult or unusual words or groups.)
K	Go ahead; over; reply expected. (Invitation to transmit .)
N	Negative, incorrect; no more. (No more messages to follow.)
NR	Number. (Message follows.)
PBL	Preamble (first part of message)
N/A	Read back. (Repeat as received.)
R	Roger; point. (Received; decimal point.)
SIG	Signed; signature (last part of message.)
SK	Out; clear (end of communications, no reply expected.)
TU	Thank you.
WA	Word after (used to get fills.)
WB	Word before (used to get fills.)
N/A	Speak slower.
N/A	Speak faster.

FSD-3

Relief Emergency · Routine Messages Recommended Precedences

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 and text. Example: NR 1 R W1AW ARL 5 NEWINGTON CONN. DEC 25 DONALD R. SMITH AAA 164 EAST SIXTH AVE AAA NORTH RIVER CITY MO AAA 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, or the *NTS Methods and Practices Guidelines*.

Group One—For Possible “Relief Emergency” Use

ONE	Everyone safe here. Please don't worry.
TWO	Coming home as soon as possible.
THREE	Am in ____ hospital. Receiving excellent care and recovering fine.
FOUR	Only slight property damage here. Do not be concerned about disaster reports.
FIVE	Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.
SIX	Will contact you as soon as possible.
SEVEN	Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.
EIGHT	Need additional ____ mobile or portable equipment for immediate emergency use.
NINE	Additional ____ radio operators needed to assist with emergency at this location.
TEN	Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.
ELEVEN	Establish Amateur Radio emergency communications with ____ on ____ MHz.
TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.
THIRTEEN	Medical emergency situation exists here.
FOURTEEN	Situation here becoming critical. Losses and damage from ____ increasing.
FIFTEEN	Please advise your condition and what help is needed.
SIXTEEN	Property damage very severe in this area.
SEVENTEEN	REACT communications services also available. Establish REACT communication with ____ on channel _____.
EIGHTEEN	Please contact me as soon as possible at _____.

- NINETEEN Request health and welfare report on _____. (State name, address and telephone number.)
- TWENTY Temporarily stranded. Will need some assistance. Please contact me at _____.
- TWENTY ONE Search and Rescue assistance is needed by local authorities here. Advise availability.
- TWENTY TWO Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
- TWENTY THREE Report at once the accessibility and best way to reach your location.
- TWENTY FOUR Evacuation of residents from this area urgently needed. Advise plans for help.
- TWENTY FIVE Furnish as soon as possible the weather conditions at your location.
- TWENTY SIX 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

- FORTY SIX Greetings on your birthday and best wishes for many more to come.
- FORTY SEVEN Reference your message number _____ to _____ delivered on _____ at _____ UTC.
- FIFTY Greetings by Amateur Radio.
- FIFTY ONE Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at _____. Am having a wonderful time.
- FIFTY TWO Really enjoyed being with you. Looking forward to getting together again.
- FIFTY THREE Received your _____. It's appreciated; many thanks.
- FIFTY FOUR Many thanks for your good wishes.
- FIFTY FIVE Good news is always welcome. Very delighted to hear about yours.
- FIFTY SIX Congratulations on your _____, a most worthy and deserved achievement.
- FIFTY SEVEN Wish we could be together.
- FIFTY EIGHT Have a wonderful time. Let us know when you return.
- FIFTY NINE Congratulations on the new arrival. Hope mother and child are well.
- *SIXTY Wishing you the best of everything on _____.
- SIXTY ONE Wishing you a very Merry Christmas and a Happy New Year.
- *SIXTY TWO Greetings and best wishes to you for a pleasant _____ holiday season.
- SIXTY THREE Victory or defeat, our best wishes are with you. Hope you win.

- SIXTY FOUR Arrived safely at _____.
- SIXTY FIVE Arriving _____ on _____. Please arrange to meet me there.
- SIXTY SIX DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.
- SIXTY SEVEN Your message number _____ undeliverable because of _____. Please advise.
- SIXTY EIGHT Sorry to hear you are ill. Best wishes for a speedy recovery.
- SIXTY NINE Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

* Can be used for all holidays.

ARRL Recommended Precedences

Please observe the following ARRL provisions for PRECEDENCES in connection with written message traffic. These provisions are designed to increase the efficiency of our service both in normal times and in 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, this designation will *always* be spelled out. When in doubt, do not use it.

PRIORITY--Use abbreviation P on CW/RTTY. This classification is for a) important messages having a specific time limit b) official messages not covered in the emergency category c) press dispatches and emergency-related traffic not of the *utmost* urgency d) notice of death or injury in a disaster area, personal or official.

WELFARE--This classification, abbreviated as W on CW/RTTY, refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

ROUTINE--Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine (R on CW/RTTY) should be handled last, or not at all when circuits are busy with higher precedence traffic.

Note--the precedence always follows the message number. For example, a message number may be 207R on CW and "Two Zero Seven Routine" on phone.