

# Faulkner County Amateur Radio Club Message Format

We are like a fax radio service – accurate, reliable, and prompt. Message content is not discussed with outsiders.

- Rule #1 - Do not originate messages dealing with the emergency - that is for agency officials. Messages about frequencies, radios, etc are ok.
- Rule #2 - No signature from them No message from us -- but help officials compose short, concise message for their initials; be reasonable here
- Rule #3 - Speak slow or slower; speak at writing speed, not talking speed; get it right the first time; 2 second breaks actually speed up the process
- Rule #4 - Text of message is sent in groups of five slow words; pause between groups for interruption
- Rule #5 - Get the message thru quickly; using any means available; use the telephone first directly to recipient, then fax, radio, messenger, etc.
- Rule #6 - Be friendly, be helpful, be patient

## Content of Preamble

**Message Number** - sequential number assigned by originating station

- Precedence** - **Routine** - seldom used in disaster
- **Welfare** - inquiry about person or from victim to family
  - **Priority** - all official traffic and messages with time limit
  - **EMERGENCY** - life or death; critical supplies assistance; created

and signed by agency officials

**HX** - handling instructions; probably will not be used

**Station of Origin** - first station to use Radiogram format

**Check** - number of words in text section between “break” & “break”

**Place of origin** - where the writer was, agency or building; not the ham

**Time Filed** - use local time with a.m. or p.m. and CST / CDT

**Date** - date message first sent

**Note:** get a name, duty title and signature/initials for every message sent

## Content of Preamble-continued

Here is the entire message spoken slowly:


“Message follows -

Message Number two zero seven    Precedence Priority    HX Echo    Station of Origin Whiskey One Foxtrot November  
Check One Zero    Place of Origin Lebanon NH  
Time Filed one two zero zero EST    Date January four.

To Mark Doe  
 Red Cross Disaster Office  
 Figures one two three Main Street  
 Rutland VT    figures zero five seven zero one  
Telephone    Figures eight zero two five five five one two one two

Break  
 Need more cots and sanitation                      kits at all five shelters  
 Break

Joan Smith Shelter Manager  
 End  
 Next message    or    No more Messages”

 <p style="text-align: center;">The American Radio Relay League  <b>RADIOGRAM</b>                  Via Amateur Radio</p>							
Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
207	P	E	W1FN	10	LEBANON NH	1200 EST	JAN 4
To:			This Radio Message was received at:				
MARK DOE RED CROSS DISASTER OFFICE 123 MAIN ST RUTLAND VT 05701 Telephone Number: 802-555-1212			Amateur Station _____ Date _____ Name _____ Street Address _____ City, State, Zip _____				
NEED    MORE    COTS    AND    SANITATION KITS    AT    ALL    FIVE    SHELTERS							
JOAN SMITH SHELTER MANAGER							
REC'D	From	Date	Time	SENT	To	Date	Time

A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the "Ham" delivering this message to you. Further information on Amateur Radio may be obtained from ARRL Headquarters, 225, Main Street, Newington, CT 06111.

The American Radio Relay League, Inc. is the National Membership Society of licensed radio amateurs and the publisher of QST Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling.

## MESSAGE HANDLING PRO-WORDS, PROSIGNS AND ABBREVIATIONS

BREAK	Separates address from text and text from signature. To break into the net use your call sign only
GO AHEAD	Invitation for specific station to transmit
THIS IS	Used preceding identification of your station
FIGURES	Used before a word group consisting of all numerals.
INITIAL	Used to indicate a single letter will follow.
I SPELL	"I am going to spell a word phonetically."
LETTER GROUP	Several letters together in a group will follow. Eg: ARES
MIXED GROUP	Letters and numbers combined in will follow. Eg: 12BA6
X-RAY	Used to indicate end of sentence, as with a "period."
ALL AFTER	"Say again all after..."
ALL BEFORE	"Say again all before..."
WORD AFTER	"Say again word after..."
WORD BEFORE	"Say again word before..."
BETWEEN	"Say again between...and ...."
I SAY AGAIN	Used to indicate a repeat of a word or phrase will follow.
CONFIRM	Confirm (please check me on this)
CORRECT	Correct, yes
CORRECTION	"I am going to correct an error."
END	End of message.
ROGER	Message understood.
MORE	Additional messages to follow.
NO MORE	No additional messages.

## Phonetic Alphabet

A--Alfa	B--Bravo	C--Charlie	D--Delta	E--Echo
F--Foxtrot	G--Golf	H--Hotel	I--India	J--Juliett
K--Kilo	L--Lima	M--Mike	N--November	O--Oscar
P--Papa	Q--Quebec	R--Romeo	S--Sierra	T--Tango
U--Uniform	V--Victor	W--Whiskey	X--X-ray	Y--Yankee
Z--Zulu				

## Common Pro-words used on Nets - do not use "Q" codes or "10" codes

**Break** - Separates address from text and text from signature. If you want to get on a net or get the Net Control Station's attention, use your call sign; to sent an emergency message, say "Emergency" to attract immediate attention.

**Clear** - Done with a call; end of radio contact

**Go ahead** [call sign] - letting a specific station know to respond

**Monitoring** - station is not involved in conversation but is on frequency

**Over** - My transmission is over and I am ready for a reply from others

**Out** - leaving the air; will not be listening

**Roger** - I have received your last transmission

**Securing** - station is leaving the air

**Stand by** or **Wait** - A temporary interruption of the contact

## Logging and Record Keeping – do not rely on memory; print legibly

Log all incoming and outgoing messages. Include name of sender, addressee, station received from, station sent to, message number, & time in and out.

Keep written copy of messages in numerical order. Attach original author's notes.

Log operators on duty by time. Enter significant events and times, including all emergency & priority messages, even informal ones not in writing

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