

AMATEUR MESSAGE FORM

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)

CW MESSAGE EXAMPLE

I NR 1 R HXG W1AW 8 NEWINGTON CONN 1830Z JULY 1
a b c d e f g h
II DONALD SMITH AA
164 EAST SIXTH AVE AA
NORTH RIVER CITY MO 00789 AA
733 4968 BT

II ADDRESS (as complete as possible, include zip code and telephone number)

III HAPPY BIRTHDAY X SEE YOU SOON X LOVE BT
IV DIANA AR

III TEXT (limit to 25 words or less, if possible)

Note that X, when used in the text as punctuation, counts as a word.

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 works 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 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 207 R 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. Notification 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 landing 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**—Delivered station get reply from addressee, 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 QRL).
QNJ Can you copy me?
QNK* Transmit message for to
QNL Your net frequency is Low.
QNM* You are QRMing 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.
QNQ* 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.)
QNT Request list of stations in the net.
QNU* I request permission to leave the net for minutes.
QNV* The net has traffic for you. Stand by.
QNW* Establish contact with on this frequency. If successful, move to and send him traffic for
QNX How do I route messages for?
QNY* You are excused from the net.*
QNZ 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?
ORO Shall I increase transmitter power?
ORP Shall I decrease transmitter power?
ORQ Shall I send faster?
ORS 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?
OSO Can you communicate with direct?
OSP Will you relay to?
OSV Shall I send a series of V's?
OSW Will you transmit on?
OSX Will you listen for on?
OSY Shall I change frequency?
OSZ 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) | CW | PHONE (meaning or purpose) |
| AA | (Separation between parts of address or signature.) | HX | (Handling instructions. Optional part of preamble.) Initial(s). Single letter(s) to follow. |
| AA | All after (use to get fills). | IMI | Repeat; I say again. (Difficult or unusual words or groups.) |
| AB | All before (used to get fills). | K | Go ahead; over; reply expected. (Invitation to transmit.) |
| ADBE | Address (name of person to whom message addressed). | N | Negative, incorrect; no more. (No more messages to follow.) |
| ADR | Address (second part of message). | NR | Number: (Message follows.) |
| AR | End of message (end of record copy). | PBL | Preamble (first part of message). |
| ARL | (Used with "check," indicates use of ARRL numbered message in text). | R | Roger; point. (Received; decimal point.) |
| AS | Stand by; wait. | SIG | Signed; signature (last part of message) |
| B | More (another message to follow). | SK | Out; clear (end of communications; no reply expected.) |
| BK | Break; break me; break-in (interrupt transmission on cw. Quick check on phone). | TU | Thank you. |
| BT | Separation (break) between address and text; between text and signature. | WA | Word after (used to get fills.) |
| C | Correct; yes. | WB | Word before (used to get fills.) |
| CFM | Confirm. (Check me on this). | | |
| CK | Check. | | |
| DE | From: this is, from position, identification | | |