

This is a formal message. Formal means that the message follows a pre-established form or convention. A formal message contains all the necessary "Recordkeeping" elements that are required to keep a history of the message as it is sent through the NTS. All formal messages consist of four parts: **The Preamble, The Address, The Text and The Signature.**

RADIOGRAM								
NUMBER 109	PRECEDENCE R	HX E	STN OF ORIGIN W3ARL	CHECK 25	PLACE OF ORIGIN Cape Code, MA	TIME FILED	DATE OCT 22	← PREAMBLE
TO: Johnny Paycheck 2234 Waterfront Drive Fayetteville, NC 87654								← ADDRESS
TELEPHONE NO: 654-908-7623								
<u>Dear</u>	<u>Johnny</u>	<u>Ive</u>	<u>arrived</u>	<u>safely</u>				
<u>after</u>	<u>a</u>	<u>long</u>	<u>drive</u>	<u>from</u>				
<u>Saskatchewan</u>	<u>X</u>	<u>Weather</u>	<u>is</u>	<u>sunny</u>				← TEXT
<u>and</u>	<u>warm</u>	<u>X</u>	<u>Call</u>	<u>me</u>				
<u>soon</u>	<u>676</u>	<u>245</u>	<u>4363</u>	<u>love</u>				
Lois 23458594								← Signature

Each of the elements of the formal message has certain format requirements which must be met in order to avoid confusion on the air as the message is sent, and also to assure that a sender-to-receiver trace can always be done on the message.

The PREAMBLE: This part of the message is the record-keeping part. It is read on the air first from left to right and always in this order. Only the handling instructions and time of the file blocks are optional and may, if not needed, be eliminated by the originating station only. This is how the originating station writes out the **PREAMBLE** for a formal message:

NUMBER 109	PRECEDENCE R	HX E	STN OF ORIGIN W3ARL	CHECK 25	PLACE OF ORIGIN Cape Code, MA	TIME FILED	DATE OCT 22
----------------------	------------------------	----------------	-------------------------------	--------------------	---	------------	-----------------------

← PREAMBLE

NUMBER: The message number is the stn of origin's serial number; start each year with 1 and count up.

PRECEDENCE: This is a code letter that tells how critical a message is and how fast it must be handled:
EMERGENCY: life and death, handle at top speed. Code EMERGENCY (always spelled out in full) VERY RARE

PRIORITY: urgent, handle only EMERGENCY msgs faster. Code P.

WELFARE: health of a person inquiry by addressee; handle after E and P msgs. Code W

ROUTINE: day-to-day urgency, handle ASAP. Code R. Most msgs are ROUTINE at most.

STATION OF ORIGIN: This is the station that first wrote the message.

HANDLING INSTRUCTIONS (HX): These are optional instructions to the operators regarding special needs in handling the message

CHECK: This is a count of the actual number of words, number, or character groups and separators (X's) in the text message.

PLACE OF ORIGIN: This is the actual place where the message started from, not necessarily the location of the station of origin. For example, if you send a message for a person in a town that is not your own, you use the person's own town. Otherwise, use your own location in this box.

DATE: This is the date the message was written; must be consistent with UTC if UTC used as the time format

TIME FILED: This is the time (UTC) that the message was written; not necessary in ROUTINE traffic, but may be found in EMERGENCY/P tfc.

Handling Instructions:

- HXA** – (Followed by a 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 addressee, originating 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.

The ADDRESS: This part of the message is information about the party to whom the message is being sent (The Address or Adee, abbreviated). The address consists of the standard three-line postal address, with Zip Code, and a fourth line listing the Adee's complete phone number. The Zip Code is important if the message will go via Packet at any point, and a complete phone number will save the delivering station time and effort.

NUMBER 109	PRECEDENCE R	HX E	STN OF ORIGIN W3ARL	CHECK 25	PLACE OF ORIGIN Cape Code, MA	TIME FILED	DATE OCT 22
----------------------	------------------------	----------------	-------------------------------	--------------------	---	------------	-----------------------

TO: **Johnny Paycheck**
2234 Waterfront Drive
Fayetteville, NC 87654

TELEPHONE NO: 654-908-7623

← ADDRESS

Make absolutely sure that the message is of a noncommercial nature and that its content is acceptable matter for transmission before you accept it for sending.

The address is the simplest part of the message except for the signature, and yet many hams do not do this part of the message correctly.

Get complete info from the person for whom you are sending the message if possible. This will help get the message to the right person.

For messages to hams in the military, remember that the MARS system, into which your message may be refilled, needs the serviceperson's Social Security Number and complete military address. Many MARS programs also require the sender's complete address, so it is recommended that you put this information any MARS message.

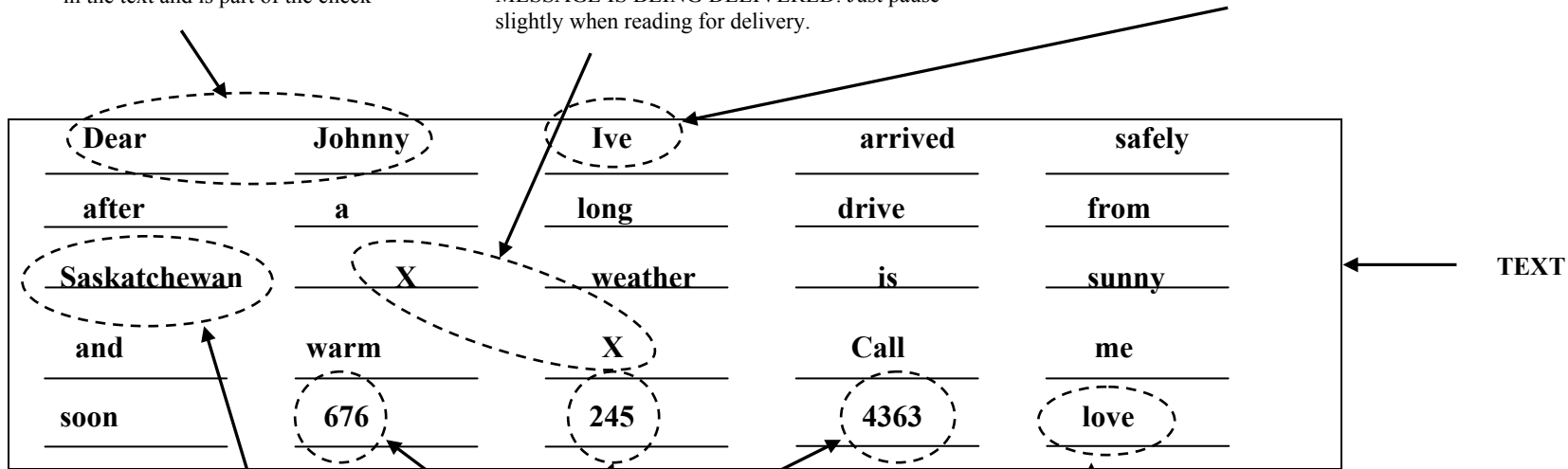
**For messages going to foreign countries:
 Make absolutely sure that the USA has a third-party agreement with the country to which the message is going or can be routed from the USA to a country that does have a third-party agreement with the county of destination.**

The TEXT: The text is what the sender of the message wants to tell the addressee. Good amateur radio texts sound like telegraph messages, are clear and succinct and written in such a way that their meaning cannot be misconstrued or interpreted in more than one way. Good amateur message writing takes practice!

Putting a letter-like greeting or closing (Dear Dad, You Son, etc.) into the text is bad form, but if you must, it belongs in the text and is part of the check

Separators are X's, read as "initial X-RAY" when sending msg for relay. THEY ARE NEVER READ AS X-RAY TO THE PERSON TO WHOM THE MESSAGE IS BEING DELIVERED. Just pause slightly when reading for delivery.

Use no punctuation in messages, even apostrophes; just spell it out when relaying



Spell words that could be misspelled by the receiving station. Don't assume that others know how to spell a particular word. Also spell words that can have more than one spelling.

Phone numbers in the text are broken up like so, and have a check count of three.

Closings, like Love, Regards, etc. are ALWAYS a part of the text.

Amateur Radiograms should be limited to 25 words or less. They must be noncommercial in nature and thus acceptable from ham radio transmission. The text never contains any elements of the preamble, address or signature, no punctuation, and no "50 Cent" words. Letter-like greetings or closings, always bad form, belong in the text if the need arises. The text is always set off from the rest of the message by use of the word "BREAK" (BT when sending messages by CW/RTTY/AMTOR/PACKET) before sending the text and immediately after sending the text, before the signature is sent.

The SIGNATURE: The signature identifies the person that is sending the message. It could be a third-party signature or that of the station of origin itself. The signature should be complete enough for the addressee to understand who is sending the message. For more official traffic or for MARS messages, additional identifying data may be placed in the signature.

RADIOGRAM

NUMBER 109	PRECEDENCE R	HX E	STN OF ORIGIN W3ARL	CHECK 25	PLACE OF ORIGIN Cape Code, MA	TIME FILED	DATE OCT 22
----------------------	------------------------	----------------	-------------------------------	--------------------	---	------------	-----------------------

TO: **Johnny Paycheck**
2234 Waterfront Drive
Fayetteville, NC 87654

TELEPHONE NO: **654-908-7623**

The SIGNATURE, like the address, should be as comprehensive as needed to completely identify the sender to the ADEE. Family members may use single name signatures. For other messages, it is best to use first name and surname both. Remember, for MARS messages, a complete address is a recommended part of the signature.

Avoid cutesy-pie signatures.

Dear	Johnny	Ive	arrived	safely
after	a	Additional signature data such as service numbers, membership numbers, etc. are OK but care must be taken to preserve the data in relaying, particularly for EMERGENCY/P/W messages.		from
Saskatchewan	X			sunny
and	warm			me
soon	676	245	4363	love

Lois 23458594

← Signature

To send the signature, after the BREAK/PAUSE following the text, simply send: "Lois" (pause) figure group two, three, four, five, eight, five, nine, four. Use no punctuation when sending signature.
 To end the relay say: "End of Message, No More" if that is all you have to send to the receiving operator. Say "End of Message (#) more" if you have more messages to send to the receiving operator, where (#) is the number you still need to send. Then use fill procedure after sending the message to assure an accurate relay.