

# ARRL Message Forms

Click on any section of this Message Form for information on how to use it.

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE R	HK G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED	DATE DEC 20
TO						THIS RADIO MESSAGE WAS RECEIVED AT	
JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000						AMATEUR STATION _____ PHONE _____	
TELEPHONE NUMBER 919 555 1234						NAME _____	
ARRIVE 7PM DEC 24 X						STREET ADDRESS _____	
LOOKING FORWARD TO SEEING YOU						CITY AND STATE _____	
X LOVE							
BETTY M PUBLIC							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE WAS TRANSMITTED BY K4IWW BY THE AMERICAN RADIO RELAY LEAGUE. THE RADIOGRAM NUMBER IS 1-1234 BY THE STATION K4IWW ABOVE. ALL SUCH MESSAGES ARE HANDLED SOLELY FOR THE BENEFIT OF OPERATORS. NO OTHER PRECEDENCE CAN BE ASSIGNED BY A RADIO OPERATOR. A SPECIAL MESSAGE MAY BE FILED WITH THE HEAD OF ANY NET THAT OPERATES TO THE PUBLIC. THE AMERICAN RADIO RELAY LEAGUE MAY BE CONTACTED FOR A LIST OF NETS. THE HEAD OF ANY NET THAT OPERATES TO THE PUBLIC SHOULD CONTACT THE AMERICAN RADIO RELAY LEAGUE FOR A LIST OF NETS.</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC., IS THE NATIONAL ORGANIZATION SOCIETY OF LICENSED AMATEUR RADIO OPERATORS. THE AMERICAN RADIO RELAY LEAGUE IS A 501(C)(3) NON-PROFIT ORGANIZATION. IT IS NOT A BUSINESS AND DOES NOT HAVE A PROFIT MOTIVE. THE AMERICAN RADIO RELAY LEAGUE IS A 501(C)(3) NON-PROFIT ORGANIZATION. IT IS NOT A BUSINESS AND DOES NOT HAVE A PROFIT MOTIVE.</small>			

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## GENERAL

Follows a description of the different parts of the Amateur Radio Message format. Some sections are **OPTIONAL**, and I recommend they not be used, unless needed. The use of this pre-printed message form from ARRL is **NOT** necessary for handling traffic. Use any paper you seem appropriate.

## MESSAGE NUMBER (Mandatory)

This can be any number the originating stations chooses. Most start with 1 the first of each year. Once a message is numbered, that same number remains with the message until delivered. Example: NR 1

## PRECEDENCE (Mandatory)

The Precedence of the Message determines what order the messages will be handled. Most of the time all messages are handled on every net session. The following four precedences are used in ascending order of priority:

### ROUTINE (R on CW)

99.99% of all messages have this precedence. These messages will be handled last.

### WELFARE (W on CW)

This message is either an inquiry to the health and welfare of an individual in a disaster area or a report of the health and welfare of an individual. These messages will be handled before **ROUTINE** traffic.

### PRIORITY (P on CW)

These are messages have specific time limits. They are also for Official messages, not covered in the **EMERGENCY** category. This traffic will be handled before **WELFARE** or **ROUTINE**.

### EMERGENCY (EMERGENCY on CW)

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 communication facilities. When in doubt, do **NOT** use this precedence. This traffic will be handle first and immediately.

Example: NR 1 R (for Routine)

## **HANDLING INSTRUCTIONS (Optional)**

Handling Instructions are sometimes used to tell the various stations along the way, what the desires of the originating station are. If not needed, it is best not to use. On phone: the sending station would say, "HANDLING INSTRUCTIONS n", n explained below. On CW: Send HXn.

### **HXA** (Followed by a number)

Collect landline delivery authorized by the by addressee within ... miles. (If no number, authorization is unlimited).

### **HXB** (Followed by a number)

Cancel message if not delivered within ... hours of filing time; service originating station.

### **HXC**

Report the time and date of delivery to originating station.

### **HXD**

Report to the originating station the identity of the station from which you received, plus time and date. Report the identity of the station to which it was relayed, plus time and date, or if delivered report time and date of delivery.

### **HXE**

Delivering station get a reply from the addressee, and originate a 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.

Example: NR 1 R HXG

## **STATION OF ORIGIN (Mandatory)**

This is the call sign of the Amateur Radio Station generating (originating) this message. This call sign, along with the message number, serve as the "serial number" of this message. Any future reference to this message would be: "Number nn of CALL nn4nnn".

Example: NR 1 R K4IWW

## **CHECK (Mandatory)**

This is a count of the number of words used in the TEXT (only) of the message. Words in the address or signature are NOT counted. Groups of figures, letters, combinations of figures and letters, and "X" are counted as words. This is the method that Amateurs use to make sure that the TEXT was received without error. Both the sender and receiver should end up with the same word count (CHECK).

Example: NR 1 R K4IWW 12

## **PLACE OF ORIGIN (Mandatory)**

This field is the City and State of either the Station of Origin or the person in the Signature. In most cases, this will be the same place.

Example: NR 1 R K4IWW 12 CARY NC

## **TIME FILED (Optional)**

The time the message was originated. You may either use UTC or Local time. Examples: 1615Z or 1115 EST. Most messages do NOT use this field. It is only useful if the message has a short time value.

Example: NR 1 R K4IWW 12 CARY NC 1615Z

## **DATE (Mandatory)**

This is the date the message was originated. In Amateur Radio, we use month and day. The year is NOT used. If the message is over a year old, it should be sent to the circular file.

Example: NR 1 R K4IWW 12 CARY NC 1615Z DEC 20

## **ADDRESSEE (Mandatory)**

The name(s) and address of the person to which this message is going. It looks like the address on an envelope used in snail mail. Include a phone number, if you have it. The more information here, the easier the delivery will be.

Example:

JOHN Q PUBLIC  
1234 MAPLE AVE  
ANYTOWN NC 27000  
  
919 555 1234

## **DELIVERING STATION INFO (Optional)**

This section is rarely used. If the message is to be mailed or hand delivered, it is nice to put your (the delivering station) info here so the addressee can reach you if there is any question, or they want to send a return message. Most messages are delivered by phone.

## **TEXT (Mandatory)**

Finally! This is the message you are sending for the signature person to the addressee. It should be short (usually less than 25 words) and in telegram style. No punctuation is used. The letter "X" is used (similar to STOP in telegrams) to end one idea and start another. Many messages do not even have an "X" in them. Example TEXT:

ARRIVE	7PM	DEC	24	X
LOOKING	FORWARD	TO	SEEING	YOU
X	LOVE			

The above TEXT has a count of 12. So the CHECK is 12. As Amateur Radio is non-commercial, the TEXT should have no commercial value. Each Radio Amateur is the judge of what is commercial and what is not.

## **SIGNATURE (Mandatory)**

This is the name if the person sending the message. It may be the name or call of the originating station. However, it is usually the name of a "third party", for whom the originating station is generating the message.

## **RECEIVED (Optional)**

This is for the handling station to write down whom they received the message from. This field is only for the book keeping of the handling station.

## **SENT (Optional)**

This is for the handling station to write down whom they sent the message to. This field is only for the book keeping of the handling station.

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NC ARRL Section, January 18, 2002

This page is provided by Will Harper, K4IWW.

Programming by KD4IHW

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