

IREDELL COUNTY *ARES*

FORMAL MESSAGE TRAINING

USING THE ARRL RADIOGRAM FORMAT

Every formal ARES radiogram message originated, transmitted, received and handled should contain the following component parts in the order given. Below is an example only.

I. Preamble (To be completed **last** by the ARES radio operator)

NUMBER	PRECEDENCE	HX	STATION OF ORGIN	CHECK	PLACE OF ORGIN	TIME FILED	DATE
a	b	c	d	e	f	g	h
1	TEST PRIORITY	E	W4XYZ	16	RED CROSS SHELTER ONE	1920 L	MAR 29

- a. **Number** (begin with 1 each month or year)
- b. **Precedence:** R, W, P or EMERGENCY (Write out EMERGENCY) Include “TEST” in Exercise. & Training Messages
- c. **Handling Instructions** (See Handling Instructions below)
- d. **Station of Origin** (first amateur radio operator handler)
- e. **Check** (number of words/groups in **Text** only) If the message contains one or more ARL groups “ARL” must be included. Example: ARL 20 (Word punctuation of “X-RAY” and “QUERY” count as 1 word)
- f. **Place of Origin** (not necessarily location of station of origin.)
- g. **Time Filed** (Iredell County ARES must use 24 hour Local Time of 0001 to 2359 hours Local)
- h. **Date** (month/dd) (must agree with date of time filed)

II. Address (Usually filled in **first** when a message is being composed by Originator)

To: Iredell County E O C (Include person’s name if needed.)

(As complete as possible, include zip code)

Telephone Number: (Include area code and extension)

Then say “**Break for Text**” (Release your PTT switch and pause for fills.)

III. Text (Usually filled in **second** when a message is being composed by Originator)

All Exercise and Training Messages TEXT must be preceded by “**TEST MESSAGE X-RAY**”

(Print and Limit to 25 words or less, if possible) (X-RAY and QUERY count as a word)

TEST	MESSAGE	X-RAY	RED	CROSS
SHELTER	ONE	NEEDS	TEN	BEDS
NO	LATER	THAN	2300	HOURS
TODAY				

FM & SSB: Use *prowords*, but it is not necessary to name each part of the message as you send it. For example:
 NUMBER ONE TEST PRIORITY HXE W4XYZ 16 RED CROSS SHELTER ONE 1305 MARCH 28
 GOING TO IREDELL COUNTY E O C

Then say “**Break for Text**”. [Pause for fills]

TEST MESSAGE X-RAY RED CROSS SHELTER ONE NEEDS TEN BEDS NO LATER THAN NUMBER GROUP TWO THREE ZERO ZERO HOURS TODAY Then say “ Break . . signature is ”

IV. Signature (Completed **third** by Originator) (A Signature is **MUST HAVE** on all messages)

Amy Hill AMY HILL SUPERVISOR RED CROSS SHELTER ONE

Sign & Print (Officials **Signature, Title, Agency and Location**) (The Signature **IS NEVER** included in CHECK count)

“End of Message” is followed by “More” if there is another message to follow, “No More” if it is the only or last message. **FM & SSB: Speak clearly. Go very slow.** Spell phonetically all difficult or unusual words--do not spell out common words. **Do not use CW abbreviations or Q-signals in phone formal traffic handling.**

Precedences (In order of Priority) (Revised for I.C. ARES use)

The precedence will follow the message number. For example: On FM & SSB, “Two Zero Seven, Routine, Priority, Welfare, or Emergency).”

EMERGENCY--Any message having life, death and property urgency to any person, group of persons or property, 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**. Always print EMERGENCY in the Preamble Precedence block. On FM & SSB say “Emergency”. When in doubt, **do not** use *Emergency*.

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. On FM & SSB say “Priority”. On CW, RTTY, etc. use the abbreviation P. On the Radiogram the letter P is printed clearly in the Preamble Precedence block.

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. Precedence is abbreviated W on CW, RTTY, etc. On FM & SSB say “Welfare”. On the Radiogram the letter W is printed clearly in the Preamble Precedence block. These messages are handled *after* Emergency and Priority traffic but before Routine traffic.

ROUTINE--Most traffic normal times will bear this designation. In disaster situations, traffic labeled should be handled *last*, or not at all when circuits are busy with Emergency, Priority or Welfare traffic. On CW, RTTY, etc. use abbreviation R. On FM & SSB say “Routine”. On the Radiogram the letter R is printed clearly in the Preamble Precedence block.

Handling Instructions when used (Revised for I.C. ARES use.)

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. (1 - ##)

HXC--Report date and time of delivery (TOD) to originating station. (ARES-Reply in MONTH – DD - 24 hour format.)

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.
(ARES- Use MONTH – DD - 24 hour format.)

HXE--Delivering station get reply from addressee, originate message back. (ARES use MONTH - DD – 24 hour.)

HXF--(Followed by number) Hold delivery until [Date] _____ [Hours] _____
(ARES-Use MONTH – DD - 24 hour format).

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.