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)

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

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

IV SIGNATURE

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

III HAPPY BIRTHDAY X SEE YOU SOON X LOVE BT

IV DIANA AR

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

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.

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 207R 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, 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 or 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 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, 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.

FSD-218 (585)

ARRL HQ., 225 Main St., Newington, CT 06111

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 QRU).
QNJ	Can you copy me? Can you copy .....?
QNK*	Transmit message for ..... to .....
QNL	Your net frequency is Low.
QNM*	Your 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. Unable to copy.....
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.) Request list of stations in the net.
QNT	I request permission to leave the net for ..... minutes.
QNU*	The net has traffic for you. Stand by.
QNV*	Establish contact with ..... on this frequency. If successful, move to ..... and send him traffic for.....
QNW	How do I route messages for .....?
QNX	You are excused from the net.* 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?
QRO	Shall I increase transmitter power?
QRP	Shal I decrease transmitter power?
QRQ	Shall I send faster?
QRS	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?
QSO	Can you communicate with ..... direct?
QSP	Will you relay to .....?
QSV	Shall I send a series of V's?
QSW	Will you transmit on .....?
QSX	Will you listen for ....., on .....?
QSY	Shall I change frequency?
QSZ	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)
AA	(Separation between parts of address or signature.)
AA	All after (use to get fills).
AB	All before (used to get fills).
ADEE	Addressee (name of person to whom message addressed).
ADR	Address (second part of message).
AR	End of message (end of record copy).
ARL	(Used with "check," indicates use of ARRL numbered message in text.)
AS	Stand by; wait.
B	More (another message to follow).
BK	Break; break me; break-in (interrupt transmission on cw. Quick check on phone).
BT	Separation (break) between address and text; between text and signature.
C	Correct; yes.
CFM	Confirm. (Check me on this.)
CK	Check.
DE	From; this is (preceding identification).
HH	(Error in sending. Transmission continues with last word correctly sent.)
HX	(Handling instructions. Optional part of preamble.)
	Initial(s). Single letter(s) to follow.
IMI	Repeat; I say again. (Difficult or unusual words or groups.)
K	Go ahead; over; reply expected. (Invitation to transmit.)
N	Negative, incorrect; no more. (No more messages to follow.)
NR	Number. (Message follow.)
PBL	Preamble (first part of message).
.....	Read back. (Repeat as received.)
R	Roger; point. (Received; decimal point.)
SIG	Signed; signature (last part of message).
SK	Out; clear (end of communication, no reply expected).
TU	Thank you.
WA	Word after (used to get fills).
WB	Word before (Used to get fills).
.....	Speak slower.
.....	Speak faster.

-over-

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