

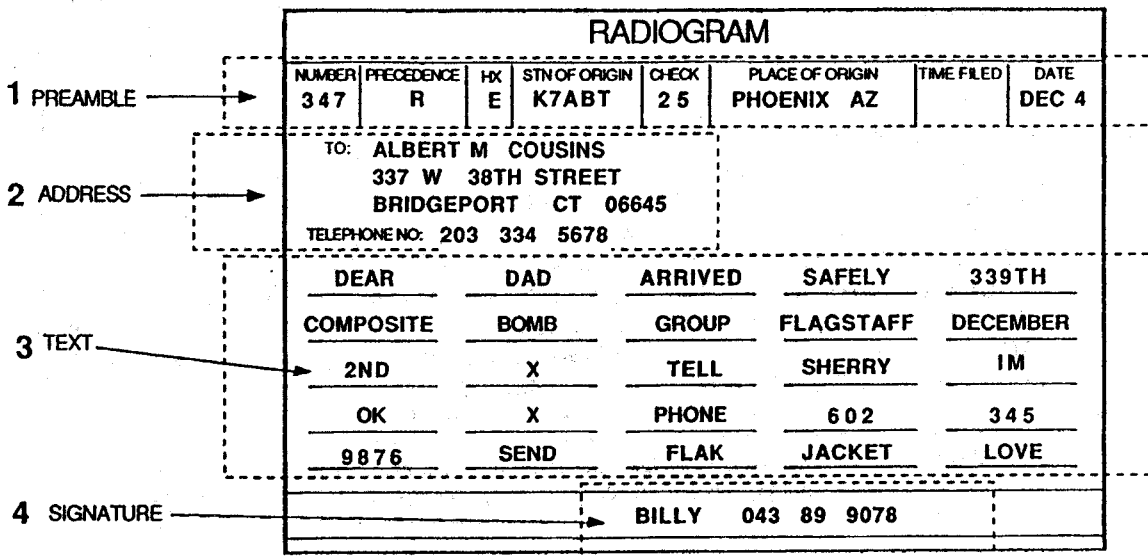
How to Write/Send Formal ARRL NTS Messages

A TEACHING TEXT

RADIOGRAM							
NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
347	R	E	K7ABT	25	PHOENIX AZ		DEC 4
TO: ALBERT M COUSINS 337 W 38TH STREET BRIDGEPORT CT 06645 TELEPHONE NO: 203 334 5678							
<u>DEAR</u>	<u>DAD</u>	<u>ARRIVED</u>	<u>SAFELY</u>	<u>339TH</u>			
<u>COMPOSITE</u>	<u>BOMB</u>	<u>GROUP</u>	<u>FLAGSTAFF</u>	<u>DECEMBER</u>			
<u>2ND</u>	<u>X</u>	<u>TELL</u>	<u>SHERRY</u>	<u>IM</u>			
<u>OK</u>	<u>X</u>	<u>PHONE</u>	<u>602</u>	<u>345</u>			
<u>9876</u>	<u>SEND</u>	<u>FLAK</u>	<u>JACKET</u>	<u>LOVE</u>			
BILLY 043 89 9078							

**FOLLOW THE STEP-BY-STEP
INSTRUCTION IN THIS TEXT.**

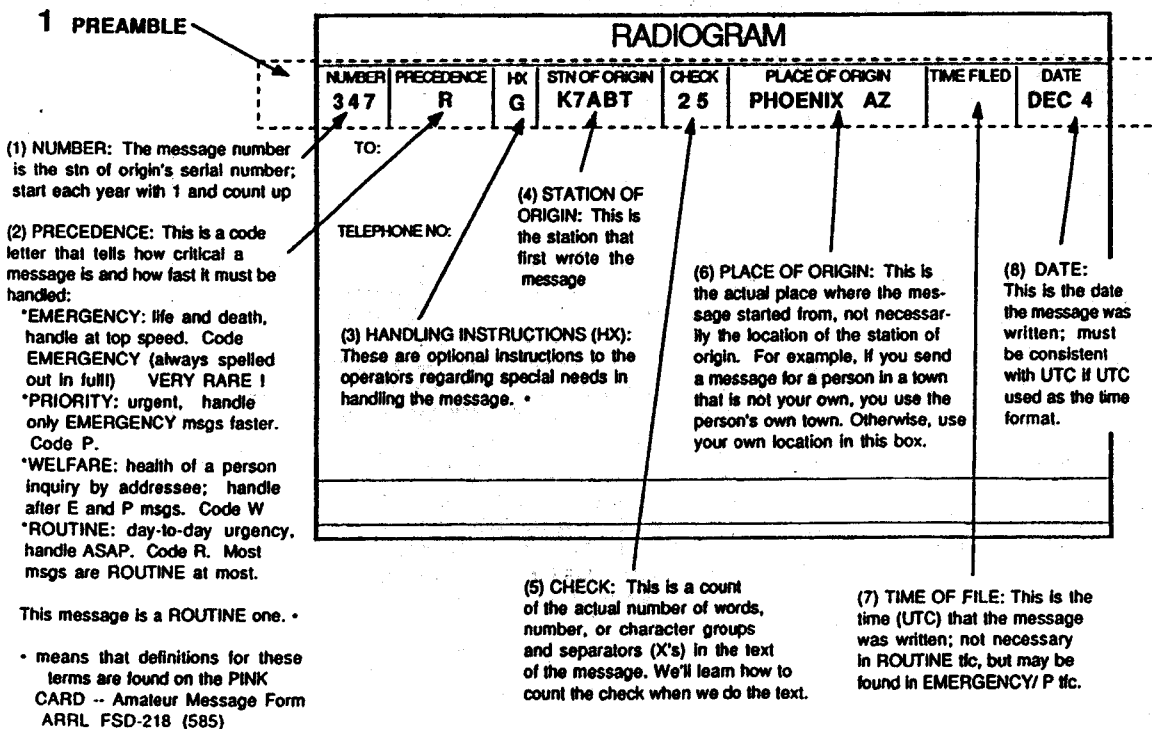
THIS IS A FORMAL MESSAGE. FORMAL MEANS THAT THE MESSAGE FOLLOWS A PRE-ESTABLISHED FORM OR CONVENTION. A FORMAL MESSAGE CONTAINS ALL THE NECESSARY "RECORDKEEPING" ELEMENTS THAT ARE REQUIRED TO KEEP A HISTORY OF THE MESSAGE AS IT IS SENT THROUGH THE NTS. ALL FORMAL MESSAGES CONSIST OF FOUR PARTS: THE PREAMBLE, THE ADDRESS, THE TEXT AND THE SIGNATURE.



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.

LET'S TAKE APART THE MESSAGE PIECE BY PIECE TO LEARN HOW TO WRITE AND SEND A FORMAL 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 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:



RADIOGRAM							
NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
347	R	G	K7ABT	25	PHOENIX AZ		DEC 4
TO:							
TELEPHONE NO:							

1 PREAMBLE →

SEND THE PREAMBLE THIS WAY, ON PHONE: "THIS IS K1ABC (YOUR CALL)...FOLLOWS MESSAGE NUMBER THREE FORTY SEVEN ROUTINE, HOTEL XRAY GOLF, KILO SEVEN ALPHA BRAVO TANGO, TWENTY FIVE, PHOENIX, ARIZONA, DECEMBER 4." IT IS BAD FORM TO SAY THE HEADINGS (CHECK 25, STATION OF ORIGIN K7ABT, ETC.) BECAUSE ALL FORMAL MESSAGES ARE SENT IN A STANDARD WAY. ALSO, USE THE WORD FOR THE MONTH, NOT A NUMERICAL DATE: DECEMBER 4 AND NOT 12/4.

REMEMBER TO LET UP ON YOUR MIKE BUTTON EVERY FEW SYLLABLES OR SO TO ALLOW THE RECEIVING STATION TO "BREAK" YOU IF NEEDED.

REMEMBER.....
IF THE MESSAGE DOESN'T HAVE A NUMBER, PRECEDENCE, STN OF ORIGIN, CHECK, PLACE OF ORIGIN OR DATE IT'S NOT A FORMAL MESSAGE!!!

THE ADDRESS: THIS PART OF THE MESSAGE IS INFORMATION ABOUT THE PARTY TO WHOM THE MESSAGE IS BEING SENT (THE ADDRESSEE 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.

2 ADDRESS →

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 refiled, needs the service-person'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 on any MARS message.

REMEMBER: The accurate delivery of a message depends on an accurate address--be as complete as possible!!

RADIOGRAM							
NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO: ALBERT M COUSINS							
337 W 38TH STREET							
BRIDGEPORT CT 06645							
TELEPHONE NO: 203 334 5678							

FOR MESSAGES GOING TO FOREIGN COUNTRIES: MAKE ABSOLUTELY SURE THAT THE US HAS A THIRD-PARTY AGREEMENT WITH THE COUNTRY TO WHICH THE MESSAGE IS GOING OR CAN BE ROUTED FROM THE US TO A COUNTRY THAT DOES HAVE A THIRD-PARTY AGREEMENT WITH THE COUNTRY OF DESTINATION.

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.

RADIOGRAM							
NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO: ALBERT M COUSINS 337 W 38TH STREET BRIDGEPORT CT 06645 TELEPHONE NO: 203 334 5678							

2 ADDRESS

SEND THE ADDRESS IN THE FOLLOWING WAY: (PICK IT UP FROM THE DATE): "DECEMBER 4, (PAUSE) ALBERT INITIAL M AS IN MIKE COUSINS, I SPELL C, O, U, S, I, N, S, (PAUSE) FIGURES THREE, THREE, SEVEN INITIAL W AS IN WHISKEY MIXED GROUP THREE EIGHT TANGO HOTEL STREET, (PAUSE) BRIDGEPORT, CONNECTICUT ZIP FIGURES ZERO, SIX, SIX, FOUR, FIVE, (PAUSE) PHONE FIGURES TWO, ZERO, THREE,--THREE, THREE, FOUR,--FIVE, SIX, SEVEN, EIGHT BREAK." AT EACH (PAUSE) AND THE BREAK, UNKEY YOUR RIG AND LISTEN FOR A WHILE IN CASE THE RECEIVING STN NEEDS A FILL. NOTE THAT SAYING "GOING TO" BEFORE SENDING THE ADDRESS IS BAD FORM.

USE ICAO PHONETICS SPARINGLY--THEY CAN ACTUALLY BE HARDER TO COPY UNDER SOME CONDITIONS THAN THE LETTER NAME ALONE. ALSO, AVOID INANITIES IN THE READING LIKE MRS--A MARRIED LADY, ETC. IF THE NAME IS SPELLED COMMONLY, E.G., SMITH VS SMYTHE, THEN TELL THE OP "COMMON SPELLING" AFTER YOU SAY THE NAME. USE THE PAUSES FOR FILLS.

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!!

RADIOGRAM																																
NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px dashed black; padding: 2px;">DEAR</td> <td style="border: 1px dashed black; padding: 2px;">DAD</td> <td style="border: 1px dashed black; padding: 2px;">ARRIVED</td> <td style="border: 1px dashed black; padding: 2px;">SAFELY</td> <td style="border: 1px dashed black; padding: 2px;">339TH</td> </tr> <tr> <td style="border: 1px dashed black; padding: 2px;">COMPOSITE</td> <td style="border: 1px dashed black; padding: 2px;">BOMB</td> <td style="border: 1px dashed black; padding: 2px;">GROUP</td> <td style="border: 1px dashed black; padding: 2px;">FLAGSTAFF</td> <td style="border: 1px dashed black; padding: 2px;">DECEMBER</td> </tr> <tr> <td style="border: 1px dashed black; padding: 2px;">2ND</td> <td style="border: 1px dashed black; padding: 2px; text-align: center;">X</td> <td style="border: 1px dashed black; padding: 2px;">TELL</td> <td style="border: 1px dashed black; padding: 2px;">SHERRY</td> <td style="border: 1px dashed black; padding: 2px;">TIM</td> </tr> <tr> <td style="border: 1px dashed black; padding: 2px;">OK</td> <td style="border: 1px dashed black; padding: 2px; text-align: center;">X</td> <td style="border: 1px dashed black; padding: 2px;">PHONE</td> <td style="border: 1px dashed black; padding: 2px;">602</td> <td style="border: 1px dashed black; padding: 2px;">345</td> </tr> <tr> <td style="border: 1px dashed black; padding: 2px;">9876</td> <td style="border: 1px dashed black; padding: 2px;">SEND</td> <td style="border: 1px dashed black; padding: 2px;">FLAK</td> <td style="border: 1px dashed black; padding: 2px;">JACKET</td> <td style="border: 1px dashed black; padding: 2px;">LOVE</td> </tr> </table>								DEAR	DAD	ARRIVED	SAFELY	339TH	COMPOSITE	BOMB	GROUP	FLAGSTAFF	DECEMBER	2ND	X	TELL	SHERRY	TIM	OK	X	PHONE	602	345	9876	SEND	FLAK	JACKET	LOVE
DEAR	DAD	ARRIVED	SAFELY	339TH																												
COMPOSITE	BOMB	GROUP	FLAGSTAFF	DECEMBER																												
2ND	X	TELL	SHERRY	TIM																												
OK	X	PHONE	602	345																												
9876	SEND	FLAK	JACKET	LOVE																												

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

3 TEXT

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.

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

Spell words that can have more than one spelling when relaying msg.

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

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 FOR 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 IN 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 DREADED CHECK: the CHECK is why many hams never get to be at ease with traffic handling, and yet it is so easy. The CHECK is simply a count of the number of WORDS or LETTER/FIGURE/MIXED GROUPS IN THE TEXT of the message—not the preamble, address or signature—EVERYTHING, IN OTHER WORDS, BETWEEN THE BREAKS! IF YOU CAN COUNT TO 25, YOU HAVE ABSOLUTELY NOTHING TO FEAR IN COUNTING THE CHECK. IF YOU GET STUCK, ASK AN EXPERIENCED NET TRAFFIC HANDLER FOR HELP IN COUNTING THE CHECK BEFORE NET STARTS.

The check is simply a count of the number of words in the TEXT of the msg. THIS MSG HAS A COUNT OF 25.

EACH word, initial group (OK), mixed group (339TH), figure group, (9876), city, state, name, etc., is ONE count.

Phone numbers are broken up into three parts; area, prefix and four digit suffix and are counted as THREE text counts.

SEPARATORS (X-rays) get a count of ONE, also. If a word belongs apart from another word, it should be split up and counted as if each part of a word were put on a separate text line (for example, the word well-being should be well being for a count of 2.) If the word parts stay together (e. g., the word makeshift), the word count is one for that word.

HINT!! Use ARRL RADIOGRAM pads for message writing until you get familiar with the structure and count of standard NTS format messages. Order ARRL pads from League HQ or your radio supplier.

RADIOGRAM							
NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
				25			
3 TEXT							
DEAR	DAD	ARRIVED	SAFELY	339TH			
COMPOSITE	BOMB	GROUP	FLAGSTAFF	DECEMBER			
2ND	X	TELL	SHERRY	IM			
OK	X	PHONE	602	345			
9876	SEND	FLAK	JACKET	LOVE			

IF THE MESSAGE CONTAINS ONE OR MORE ARL NUMBERS FROM THE STANDARD ARL NUMBERED RADIOGRAM LIST, THE CHECK ALWAYS READS ARL (#), WHERE (#) IS THE NUMBER OF WORDS IN THE TEXT INCLUDING THE ARL AND ARL NUMBERS IN THE COUNT. FOR EXAMPLE, "ARL SIXTY ONE LOVE TO ALL" WOULD BE COUNTED AS SIX COUNTS FOR THE CHECK. THE CHECK WOULD BE LISTED AND READ AS "ARL 6, FOR EXAMPLE. ARL NUMBERS ARE ALWAYS SPELLED OUT IN THE TEXT: ARL SIXTY ONE AND NOT ARL 61 !!

READING THE TEXT: REQUIREMENTS FOR READING TEXT ARE DIFFERENT DEPENDING ON WHETHER YOU ARE SENDING THE TEXT TO ANOTHER HAM FOR RELAY OR READING THE TEXT TO THE ADDRESSEE UPON DELIVERY.

"WHEN RELAYING THE MSG: SEND the text using standard amateur message practice, with phonetics and special notation (figures, initials, etc) SPOKEN to assist clarity and accuracy of receiving.

"WHEN DELIVERING TO ADDRESSEE: READ the message clearly more like a letter, omitting the special notation; just read it straight!

REMEMBER: THE WORD "BREAK" ON FONE SETS OFF TEXT FROM ALL OTHER PARTS OF THE MESSAGE.

ON CW/RTTY/AM-TOR/PACKET USE THE SYMBOL BT AS THE BREAK INDICATION.

RADIOGRAM							
NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
3 TEXT							
DEAR	DAD	ARRIVED	SAFELY	339TH			
COMPOSITE	BOMB	GROUP	FLAGSTAFF	DECEMBER			
2ND	X	TELL	SHERRY	IM			
OK	X	PHONE	602	345			
9876	SEND	FLAK	JACKET	LOVE			

TO SEND THE MESSAGE FOR RELAY (NOT DELIVERY), USE THE WORD "BREAK" TO SEPARATE TEXT FROM THE REST OF THE MESSAGE: "BREAK (PAUSE/LISTEN). DEAR DAD ARRIVED SAFELY MIXED GROUP THREE THREE NINE TANGO HOTEL COMPOSITE BOMB I SPELL BOMB B, O, M, B, GROUP FLAGSTAFF ONE WORD FLAGSTAFF DECEMBER MIXED GROUP TWO NOVEMBER DELTA INITIAL X-RAY TELL SHERRY I SPELL SHERRY S, H, E, R, R, Y, I'M INITIALS I, M OK INITIAL GROUP OSCAR KILO, INITIAL X-RAY PHONE FIGURES SIX, ZERO, TWO, THREE, FOUR, FIVE, NINER, EIGHT, SEVEN, SIX SEND FLAK I SPELL FLAK F,L,A,K JACKET LOVE BREAK" (PAUSE/LISTEN). REMEMBER TO UNKEY YOUR RIG FREQUENTLY DURING SENDING TO LISTEN IN CASE THE RECEIVING OP NEEDS FILLS.

TO READ FOR DELIVERY, JUST READ IT LIKE A LETTER, BUT DON'T SAY X-RAY AS PUNCTUATION—JUST PAUSE NATURALLY AS IF THE X-RAY WERE A PERIOD IN A SENTENCE. YOU ALSO DON'T SAY BREAK, OR USE ANY OF THE OTHER NOTATIONS OR VERBAL SYMBOLS YOU WOULD USE IF YOU WERE RELAYING THE MESSAGE TO A HAM. IF THE TEXT CONTAINS ARL NUMBERS, "DECODE" THEM BEFORE DELIVERY !!! SEE YOUR NET MANAGER FOR A COPY OF THE LATEST ARL NUMBERED RADIOGRAM LIST.

