

Message Handling Part II

Chapter one of the W3YVO document deals with filling out the standard ARRL Message Form. Almost everything you need to know is in these 23 pages. Of course if you read and master these 23 pages and then do a little more reading in Chapter two which we will review tonight, you will be well prepared to handle traffic in an emergency.

Last month we talked about the Preamble of the message. The Preamble is the first of four formal parts of the message. Tonight we will talk about the other three parts of the message. It would be good if you printed out a message form for reference during this presentation.

ADDRESS

The second part of the message is the "Address". The address contains what is needed to *deliver* the message. It contains the name, address, and phone number of the recipient. It also can optionally contain an "Op Note" (Operator's Note) that gives additional information needed to get the message properly delivered. Punctuation is not used in the address except for the SLASH to sometimes separate parts of the address. If a DASH or HYPHEN is required it is spelled out.

TEXT

The third part of the message is the message body called the "Text". We will spend the most time on this part since it is where the intelligence of the message resides.

The work BREAK is spoken between the Address and Text parts of the message. This serves to inform the receiving station that the address is complete. Sometimes you will hear the sender say "Break for Text". It also gives the receiving station a chance to break in if he needs fills on the address. There is also a BREAK or BREAK FOR SIGNATURE at the end of the TEXT for the same reasons.

The letter "X" is used as a period between sentences. It is not used at the end of the Text. The letter "R" is used in place of a decimal point. All other punctuation is spelled out such as: QUERY, DASH, EXCLAMATION, COMMA, etc. Q signals are permitted in the Text; ciphers and codes are not. Ending salutations like "Love", "73" and "Regards" are part of the Text, not part of the signature. An email address or Internet address are not permitted to have punctuation. It must be spelled out. Here are two examples:

- 1) STEVEN ATSIGN PITUCH DOT NET
- 2) HTTP COLON SLASH SLASH WWW DOT PITUCH DOT NET

Note that "\ " is a "BACKSLASH", while "/" is a "SLASH". Also "TILDE", "UNDERSCORE", "SPACE", "POUNDSIGN" are often encountered. Use "UPPERCASE" or "LOWERCASE" when required.

ARRL Numbered Radiograms are canned messages that reduce the number of words needed for a message. With these the number is spelled out separately. For example: ARL SIXTY TWO (spaces between the three words) means "Greetings and best wishes

to you for a pleasant [___] holiday season.” So you can see what “ARL SIXTY TWO CHRISTMAS” means.

In the Preamble is the Check which is the number of words (called groups) in a message. Basically a space will separate groups. “ARL SIXTY SEVEN” is counted as three groups.

There are several types of groups. At this point in time I will introduce you to Chapter TWO of W3YVO’s fine documentation concerning “*Sending Messages by Voice*”. I have put it on the Nueces County ARES website here:

<http://www.pituch.net/ARES/training.htm>

This document explains how to say the message when relaying the message to another station.

Review of the five types of groups follows:

1) Figures - are numbers in one group. For example “Figures six two” is a single group representing the number “62”. Saying just “Six Two” are two words in two separate letter groups. Figure “6”, Figure “2” are two separate numbers in two separate figure groups.

2) Initial. This is voiced to inform the receiving station that a single letter in a group follows. For example, Initial “X” or Initial “XRAY” is how you would specify a period between sentences.

3) Initials. This is voiced to inform the receiving station that a letters in a group follows. For example, Initials “SIERRA TANGO ECHO VICTOR ECHO” is how you would specify my name.

4) Mixed Group – This is voiced to inform the receiving station that a group with *Letters* and/or *Figures* and/or a *Slant* follows (2 of the 3) (*with the first character being a letter*). For example MS/4 would be spoken as: “Mixed Group Mike Sierra Slant Four”.

5) Mixed Group Figures - This is voiced to inform the receiving station that a group with *Letters* and/or *Figures* and/or a *Slant* follows (2 of the 3) (*with the first character being a figure*). For example Pi (3.1415) would be spoken as: “Mixed Group Figures THREE ROMEO ONE FOUR ONE FIVE”.

6) AMATEUR CALL - Voice as AMATEUR CALL WHISKEY TWO MIKE YANKEE.

7) “EMAIL ADDRESS”, “PACKET ADDRESS”, and “INTERNET ADDRESS” may be used as introducers but the former rules apply.

8) TELEPHONE FIGURES – This introducer is self explanatory. For example: “TELEPHONE FIGURES 361 949 7632”.

Prowords

I will just introduce two prowords tonight.

1a) "I SAY AGAIN" - Use this right after a voiced group to emphasize the word by repeating it. It is used for one group at a time. For example "SIDEBAND I SAY AGAIN SIDEBAND".

1b) "I SAY AGAIN" - Use this right after a voiced error to make a correction. For example: "TO BOOKS I say again TO BRING BOOKS".

2) "I SPELL" - Use this right after a voiced word (group) that you want to spell out either letter by letter or phonetically. It is used one group at a time. For example: "PITUCH I SPELL PAPA INDIA TANGO UNIFORM CHARLIE HOTEL. Do not repeat the word again but go to the next group.

SIGNATURE

The fourth part of the message is the "Signature". The signature contains the information about the person who originated the message. This part of the message can contain a reply "Op Note" pertaining about how any replies back to the originator should be handled.

There are additional records that must be filled in by the radio operators that are not actually part of the message. These pertain to how the message was originated, received, sent or delivered.

In section 1.0.1 is a copy of a form that shows all these parts of the message. Obviously a beginner needs to have copies of this form in order to be sure that they get all the information entered correctly. A seasoned operator does not need a preprinted form and can enter several messages on a blank piece of paper.