

ARES Training Course

MESSAGE HANDLING

OBJECTIVE: *At the end of this session, you will be familiar with the standard RAC message form; including what information is to be inserted in each field and the proper procedure for passing the message to another station.*

The following pages show the standard ARES radiogram form and explain every section of the form.

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MESSAGE HANDLING

This is the Standard RAC blank message form

RADIOGRAM							
Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
To:					This Radio Message Was Received At		
Phone:					Amateur Station _____ Phone _____		
					Name _____		
					Street Address _____		
					City _____		
_____		_____		_____		_____	
_____		_____		_____		_____	
_____		_____		_____		_____	
_____		_____		_____		_____	
_____		_____		_____		_____	
_____		_____		_____		_____	
From Date Time				From Date Time			
REC'D				SENT			

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This page explains the first 4 boxes in the header of the message form

RADIOGRAM							
Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
<p>The Preamble part of the form contains the following:</p> <ul style="list-style-type: none">• The Message Number.<ul style="list-style-type: none">• A sequential number is assigned to each message to be transmitted. This number will be used for filing all messages sent from the station. If you need to reply to a message or inquire about one of yours, refer to the message number in question.• Precedence.<ul style="list-style-type: none">• The originator will indicate the PRECEDENCE of the message. THIS MAY NOT BE ALTERED BY THE RADIO OPERATOR. There are four precedence's used; EMERGENCY, PRIORITY, WELFARE AND ROUTINE.• Station of Origin.<ul style="list-style-type: none">• Messages will indicate the call sign of the station of origin. Tactical call signs may be used provided the message is not sent through normal Amateur Channels (i.e. National Traffic System) Otherwise, a regular Amateur Radio call sign is used.							

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This page explains the rest of the boxes in the header of the message form

RADIOGRAM							
Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
<p>The Preamble part of the form also contains the following:</p> <ul style="list-style-type: none">• Word Check <i>This indicates how many words, Letter/number groups and punctuation signs there are in the text of the message. Closing remarks such as best wishes, yours truly, 73, 88 are included in the text and word count. This is so the message integrity can be checked at each stage of it's journey.</i>• Place of Origin <i>The LOCATION of the originator is the place of origination. This is not necessarily the same as the location of the originating radio station.</i>• Time Filed <i>Optional for use of the radio operator When used, the filing time should be local time, in 24 hour format. If the message will be travelling outside the originating time zone then UTC/GMT times should be used, and should be indicated.</i>• Date Filed <i>This will be written as the Month, followed by the Day and the Year. I.E. Jan 29, 2005</i>							

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This page explains the TO and PHONE fields in the message form

RADIOGRAM							
Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
To:						This Radio Message Was Received At	
Phone:						Amateur Station _____ Phone _____	
						Name _____	
						Street Address _____	
						City _____	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

The Addressee of the message goes in the area labelled 'To:', and a telephone number (or other routing instruction) is generally necessary if the message has to be forwarded away from the destination radio station.

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This page indicates where the text of the message goes, one word per line segment

RADIOGRAM							
Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
To:					This Radio Message Was Received At Amateur Station _____ Phone _____ Name _____ Street Address _____ City _____		
Phone:							
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
<p>The actual message goes on the lines, one word on each underline section. This makes checking the word count much easier. It is to be completed by the person originating the message. Try to keep the messages to 25 words or less, although longer messages can be handled.</p>							

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This page explains the footer section of the form

RADIOGRAM							
Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
To:					This Radio Message Was Received At Amateur Station _____ Phone _____ Name _____ Street Address _____ City _____		
Phone:							
<p>Each radio station that receives and forwards the message indicates in the bottom section of the form the following information about the relaying of the message:</p> <ol style="list-style-type: none">1. Who the message was Received From or Sent To:2. The Date the message was Received or Sent3. The Time the message was Received or Sent <p>This is used for tracking the progress of the message should anything undesirable happen to it, or for calculating how long messages are taking to get to their destinations</p>							
From Date Time REC'D				To Date Time SENT			

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Recording an incoming message using the RAC Radiogram form.

PRINT ALL INFORMATION LEGIBLY.

- Complete the bottom left field marked RCV'D noting the station it was received from, the date and time of reception. Local date and time may be used.
- Deliver the message to the person designated for the reception of radio messages at your location.

Informal Traffic

Informal traffic should be restricted to the provision of direct personal contact between officials of the agency being served. It should be carried out on an alternative frequency from the formal traffic whenever possible.

- Contact should be established between the amateur operators before handing over the microphone to the officials.
- Be sure the official is familiar with the operation of the equipment before the conversation begins.
- Once the traffic is completed, the amateurs should sign off in the usual manner.
- The radio amateur is in charge of the station and responsible for all transmissions from that station.
- Informal traffic concerning Radio Operations should be carried out by the Radio Shift Supervisor, or designate, according to the procedures outlined on the previous screen.