Traffic handling reference guide

ARRL North Texas Section
Amateur Radio in North Texas

Phonetic alphabet

Letter	Word	Letter	Word	Letter	Word
A	Alpha	J	Juliet	S	Sierra
B	Bravo	K	Kilo	T	Tango
C	Charlie	L	Lima	U	Uniform
D	Delta	M	Mike	V	Victor
E	Echo	N	November	W	Whiskey
F	Foxtrot	O	Oscar	X	Xray
G	Golf	P	Papa	Y	Yankee
H	Hotel	Q	Quebec	Z	Zulu
I	India	R	Romeo		

Handling Instructions (HX)

HX	Meaning
A##	Collect landline delivery authorized by addressee within X miles. (If no number, authorization is unlimited)
B##	Cancel the message if it's not delivered within X hours of the filing time. • Used in cases where the message becomes pointless after a certain amount of time. These types of messages should be sent at least as a Priority message.
C	Report the date and time of delivery back to the originating station.
D	Report to the originating station the identity of the station you received the message from, as well as the date and time you received it. Also, report the identity of the station to which you relayed the message along with the date and time, or if you delivered it to its destination, report the date, time, and method of delivery.
E	The delivering station should ask for a reply from the addressee, and then originate a message back with the reply.
F##	Hold delivery until (specific date).
G	Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

Precedence

Precedence	Abbreviation	Meaning
Emergency	None: always spell this out	Life/death urgency in a declared emergency
Priority	P	Traffic during declared emergencies where time is of the essence
Welfare	W	Health and welfare information during declared emergencies
Routine	R	Everything else, and the most frequently used precedence

Prowords

Prowords	Meaning
Affirmative	Yes/Correct
Amateur call	Used before saying an amateur call sign. "Amateur call KILO EIGHT ALPHA MIKE HOTEL."
Book of	If there are a set of messages that contain the same text and only have different message numbers and addressees, these messages can be moved together in a group called a book. "I have a Book of 3 going to City1, City2, and City3."
Break	Used twice while moving traffic, the first use indicates the end of the header and the beginning of the message text. "Phone figures four six nine, five five five, one two three four. Break."

The second use indicates the end of the message text. After reading the last word in the text, say, "Break."

If you have emergency or priority traffic, say break twice followed by your callsign. "Break break K8AMH." |
Confirm	A request to verify something. "Please confirm ZIP FIGURES SEVEN FIVE TWO FOUR ZERO."
Correction	Indicates an error and that the word will be restated to correct
Direction	Cardinal direction in an address. "Address figures ONE TWO THREE direction SOUTHEAST FAKE STREET."
End	Spoken at the end of the message. End is short for End Of Message. "End number ###, no more, how copy?"
Figures	Used to indicate you are about to give a series of numbers. "Figures ONE TWO THREE FOUR"
Go/Go ahead	You can continue
I spell	Indicates you are about to spell the word you just said. If you pause too long, the receiving station may start trying to spell it on their own. "INITIALS ALPHA ROMEO LIMA… FIFTY I spell FOXTROT INDIA FOXTROT TANGO YANKEE… SIX I spell SIERRA INDIA X-RAY…"
Initials	Indicates you are about to give a set of initials phonetically. "Initials ALPHA ROMEO LIMA…"
Mixed group	Indicates what you are about to provide is a mixture of letters and numbers. "Address figures ONE TWO THREE… Mixed group EIGHT FIVE TANGO HOTEL… STREET"
No more / one more / two more…	After indicating the End of a message or book, this indicates if you have any other traffic you are about to move. "SIGNED AARON AMATEUR CALL KILO EIGHT ALPHA MIKE HOTEL… End number ###, no more, how copy?"
Negative	No/Not correct
Number	This prosign begins message copy wherein you give the message number as part of reading the header. "Please copy message number ###, routine…"
Roger/Good copy	You have successfully received the radiogram
Say again	Please repeat something.

ARL numbered radiograms

Group 1 (generally for emergency use)

Emergency and priority traffic originating from official sources must carry the signature of the originating official.

ARL	Meaning
ONE	Everyone safe here. Please don't worry.
TWO	Coming home as soon as possible.
THREE	Am in _____ hospital. Receiving excellent care and recovering fine.
FOUR	Only slight property damage here. Do not be concerned about disaster reports.
FIVE	Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.
SIX	Will contact you as soon as possible.
SEVEN	Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.
EIGHT	Need additional _____ mobile or portable equipment for immediate emergency use.
NINE	Additional _____ radio operators needed to assist with emergency at this location.
TEN	Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.
ELEVEN	Establish Amateur Radio emergency communications with _____ on _____ MHz.
TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.
THIRTEEN	Medical emergency situation exits here.
FOURTEEN	Situation here becoming critical. Losses and damage from _____ increasing.
FIFTEEN	Please advise your condition and what help is needed.
SIXTEEN	Property damage very severe in this area.
SEVENTEEN	REACT communications services also available. Establish REACT communication with _____ on channel _____.
EIGHTEEN	Please contact me as soon as possible at _____.
NINETEEN	Request health and welfare report on _____. (State name, address and telephone number.)
TWENTY	Temporarily stranded. Will need some assistance. Please contact me at _____.
TWENTY ONE	Search and Rescue assistance is needed by local authorities here. Advise availability.
TWENTY TWO	Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
TWENTY THREE	Report at once the accessibility and best way to reach your location.
TWENTY FOUR	Evacuation of residents from this area urgently needed. Advise plans for help.
TWENTY FIVE	Furnish as soon as possible the weather conditions at your location.
TWENTY SIX	Help and care for evacuation of sick and injured from this location needed at once.

Group 2 (routine messages)

*Sixty and Sixty Two can be used for any holiday.

ARL	Meaning
FORTY SIX	Greetings on your birthday and best wishes for many more to come.
FORTY SEVEN	Reference your message number _____ to _____ delivered on _____ at _____ UTC.
FIFTY	Greetings by Amateur Radio.
FIFTY ONE	Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at _____. Am having a wonderful time.
FIFTY TWO	Really enjoyed being with you. Looking forward to getting together again.
FIFTY THREE	Received your _____. It's appreciated; many thanks.
FIFTY FOUR	Many thanks for your good wishes.
FIFTY FIVE	Good news is always welcome. Very delighted to hear about yours.
FIFTY SIX	Congratulations on your _____, a most worthy and deserved achievement.
FIFTY SEVEN	Wish we could be together.
FIFTY EIGHT	Have a wonderful time. Let us know when you return.
FIFTY NINE	Congratulations on the new arrival. Hope mother and child are well.
SIXTY*	Wishing you the best of everything on _____.
SIXTY ONE	Wishing you a very Merry Christmas and a Happy New Year.
SIXTY TWO*	Greetings and best wishes to you for a pleasant _____ holiday season.
SIXTY THREE	Victory or defeat, our best wishes are with you. Hope you win.
SIXTY FOUR	Arrived safely at _____.
SIXTY FIVE	Arriving _____ on _____. Please arrange to meet me there.
SIXTY SIX	DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.
SIXTY SEVEN	Your message number _____ undeliverable because of _____. Please advise.
SIXTY EIGHT	Sorry to hear you are ill. Best wishes for a speedy recovery.
SIXTY NINE	Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.

Notes

- Always spell out ARL numbers
- Do not use Morse code (CW) abbreviations or Q-signals
- All messages must have a signature
- If a word is difficult to discern over the air or unusual, spell it phonetically
  - It is a good practice to always spell last names
- UTC is preferred for times and dates, but if you use local time, indicate the time zone
- International traffic is allowed as long as there is a third-party traffic agreement with the other country

More information available online at www.k8amh.com