FORMAL TRAFFIC MESSAGE FORM

NR	PRECEDENCE	HX	ORIGINATING STATION	CK	PLACE OF ORIGIN	TIME	DATE FILED

TO: _____

     _____

     _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

Signature:

RECEIVED FROM	DATE	TIME	SENT/DELIVERED TO	DATE	TIME

EMRG-522

FORMAL TRAFFIC MESSAGE FORM

NR	PRECEDENCE	HX	ORIGINATING STATION	CK	PLACE OF ORIGIN	TIME	DATE FILED

TO: _____

     _____

     _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

Signature:

RECEIVED FROM	DATE	TIME	SENT/DELIVERED TO	DATE	TIME

EMRG-522

NR (Number): Assigned at the source of the message

PRECEDENCE:

> EMERGENCY: Never abbreviated. Rarely used. Only for "life at stake" situations.

> PRIORITY: Very important, time limited. Would not meet EMERGENCY criteria. Also for urgent "official messages" from disaster area.

> WELFARE: Inquiries about welfare of persons in a disaster area and replies to the inquiry IF reply indicates injury or damage.
> - NOTE "all is well" replies go as routine traffic.

> ROUTINE: EVERYTHING ELSE

HANDLING INSTRUCTIONS: Speeds handling of longer, routine messages. When spoken, say "HX ALPHA", etc
HXA, HXB, HXC, HXD, etc

ORIGINATING STATION:

CHECK: Most difficult part. Count all text between the address and the signature.
- A word is anything separated by spaces.
- X-RAY = one word 73=one word
- SEVENTY THREE = two words
- J Q PUBLIC = three words
- YOURS TRULY DOCTOR JOE BLOW = 2 words (all after truly is in the signature, so not counted)

PLACE OF ORIGIN:

TIME (UTC):

DATE (UTC):

TO: Include all the information you can. (name of course, but also address, postal code telephone number). The more info here, the better the chances of delivery.
Then try to fit it into four lines !

TEXT: Write the message down, preferably in five word groups. If you miss something, don't guess, remember "say again all after..." etc. Make sure you know where it is going, before you let the sender get away.

SIGNATURE: Signature of the person who originated this message.

RECEIVED FROM: Identify the station you received this message from.

SENT TO: Identify the station that received this message.