



MedCom Net

Accurate, Reliable communications for our Served Agency

Formal (NTS) Traffic

Part I - Written Message Format

The basic role of emergency communicators is to move information (traffic) accurately and rapidly between senders and receivers to resolve a situation. The traffic can be either formal (written in a specific format) or informal (usually verbal) messages. Both types of traffic have their place in emergency communication. Informal messages are best used for non-critical and simple messages, or messages that require immediate action, those are delivered directly from the author to the recipient. Formal messages are more appropriate when two or more people will handle them before reaching the recipient, or where the contents are critical or contain important details.

There are four basic parts to the message format; Preamble, Address, Text, and Signature. These main parts are identified in the sample message shown below.

The “Preamble,” sometimes referred to as “the header,” consists of administrative data such as the message number, originating station, message precedence (importance) and date/time of origination. The combination of the message number and the originating station serves as a unique message identifier, which can be traced if necessary.

The “Address” includes the name, street address or P.O. box, city, state, and ZIP of the recipient. The address should also include the telephone number with area code.

The “Text” of the message should be brief and to the point, limited to 25 words or less when possible. The text should be written in lines of five words (ten if using a keyboard) to make it easier and faster to count them for the “check.”

The “Signature” can be a single name, a name and call sign, a name and a title, “Mom and Dad”, and occasionally a return address and phone number – whatever is needed to ensure that the recipient can identify the sender and that a reply message can be sent.

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE R	HR G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED	DATE DEC 20
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____		
TELEPHONE NUMBER 919 555 1234							
ARRIVE	7PM	DEC	24	X			
LOOKING	FORWARD	TO	SEEING	YOU			
X	LOVE						
BETTY M PUBLIC							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE WILL REMAIN THE PROPERTY OF THE AMERICAN RADIO RELAY LEAGUE. IT IS THE PROPERTY OF THE AMERICAN RADIO RELAY LEAGUE AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE AMERICAN RADIO RELAY LEAGUE. THE AMERICAN RADIO RELAY LEAGUE IS A 501(C)(3) NON-PROFIT ORGANIZATION. THE AMERICAN RADIO RELAY LEAGUE IS NOT RESPONSIBLE FOR THE CONTENTS OF ANY MESSAGE TRANSMITTED THROUGH ITS FACILITIES.</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL AMATEUR SOCIETY OF LICENSED AMATEUR RADIO OPERATORS. THE AMERICAN RADIO RELAY LEAGUE IS A 501(C)(3) NON-PROFIT ORGANIZATION. THE AMERICAN RADIO RELAY LEAGUE IS NOT RESPONSIBLE FOR THE CONTENTS OF ANY MESSAGE TRANSMITTED THROUGH ITS FACILITIES.</small>			

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