



# MedCom Net

*Accurate, Reliable communications for our Served Agency*

Formal (NTS) Traffic

## Part II - The Preamble

Number	Precedence	HX	Orig Stn	Check	Place	Time

The preamble or “header” is the section of the message form where all the administrative details of the message are recorded. There are eight sections or “blocks” in the preamble. Two of them, “time filed” and “handling instructions,” are optional for most messages.

**Block #1 - Message Number:** This is any number assigned by the station that first puts the message into written format. Essentially a message serial number.

**Block #2 - Precedence:** The precedence tells everyone the relative urgency of a message. There are four levels of precedence: Routine, Welfare, Priority, and EMERGENCY.

*Routine* -- abbreviated with the letter “R.” Most Amateur traffic is handled using this precedence □ it is for all traffic that does not meet the requirements for a higher precedence. In a disaster situation, routine messages are seldom sent.

*Welfare* -- abbreviated as “W.” Used for an inquiry as to the health and welfare of an individual in a disaster area, or a message from a disaster victim to friends or family.

*Priority* -- abbreviated as “P.” For important messages with a time limit; official messages not covered by the EMERGENCY precedence or a notification of death or injury in a disaster area. This precedence is usually associated with official traffic to, from, or related to a disaster area.

*EMERGENCY* -- there is no abbreviation for the word EMERGENCY is always spelled out. Use this for any message having life or death urgency. This includes official messages of welfare agencies requesting critical supplies or assistance during emergencies, or other official instructions to provide aid or relief in a disaster area. The use of this precedence should generally be limited to traffic originated and signed by authorized agency officials. *Due to the lack of privacy on radio, EMERGENCY messages should only be sent via Amateur Radio when regular communication facilities are unavailable.*

**Block #3 - Handling Instructions:** This is an optional field used at the discretion of the originating station. The seven standard HX pro-signs are listed below.

**Block #4 - Station of Origin:** This is the FCC call sign of the first ham that put the message into written format.

**Block #5 - The Check:** The check is the number of words in the text section only. Include any “periods” (written as “X,” spoken as “X-Ray”).

**Block #6 - Place of Origin:** This is the community or building where the originator of the message is located, whether ham or not. This is not the location of the ham that first handled the message, which is listed in Block 4, “Station of Origin.”

**Block #7 - Time Filed:** This is an optional field unless “Handling Instruction Bravo” (HXB) is used. HXB means “cancel if not delivered within X hours of filing time.” Completing the time field is generally recommended. During emergencies, use “local time” with indicators such as CST or CDT to eliminate confusion by emergency management personnel.

**Block #8 - Date:** This is the date the message was first placed into the traffic system. Be sure to use the same date as the time zone indicated in Block 7.

### Handling Instructions

**HXA** -- (Followed by number.) “Collect” telephone delivery authorized by addressee within (X) miles. If no number is sent, authorization is unlimited.

**HXB** -- (Followed by number.) Cancel message if not delivered within (X) hours of filing time; service (notify) originating station.

**HXC** -- Report date and “time of delivery” (TOD) to originating station.

**HXD** – Report to originating station the identity of the station who delivered the message, plus date, time and method of delivery. Also, each station to report identity of station to which relayed, plus date and time.

**HXE** -- Delivering station to get and send reply from addressee.

**HXF** -- (Followed by date in numbers.) Hold delivery until (specify date).

**HXG** -- Delivery by mail or telephone - toll call not required. If toll or other expense involved, cancel message, and send service message to originating station.

If more than one HX pro-sign is used, they can be combined like this: HXAC. However, if numbers are used the HX must be repeated each time. On voice, use phonetics for the letter or letters following the HX to ensure accuracy, as in “HX Alpha.”