

**RRI HANDBOOK
for the
BRITISH COLUMBIA/YUKON TRAFFIC NET**

MIKE VE7GN

**BCYTN
Meets daily on 3.716 kHz SSB
at 0230 UTC
Liaises with BCEN and RN7**



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The content of the Handbook will be added to as necessary. Revised October 26.2018

Definition of Formal RRI (Radio Relay International)Traffic

Formal traffic is detailed information passed between two stations. The traffic is passed in a predetermined written form and contains detailed information on the originator and the destination as well as the message itself. In addition the urgency or precedence of the message is included. All formal traffic is based on the RRI written system. This is a system that has been adopted in North America and Canada to ensure accuracy and uniformity between all groups handling formal traffic.

Radiogram Examples

There are many examples of radiograms and, providing they conform to RRI format, they are acceptable.

AMATEUR RADIO – RADIOGRAM							
NUMBER	PRECEDENCE R, W, P, E	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO:			NOTES				
.....							
.....							
PHONE # (.....)							
.....							
.....							
.....							
.....							
.....							
SIGNATURE							
RECEIVED FROM SENT TO							

Other radiogram examples can be found on the following website
www.ve7gn.ca

Preamble

NUMBER	PRECEDENCE R, W, P, E	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
--------	--------------------------	----	-------------------	-------	-----------------	------------	------

Number - This will be your message number if you are the originator of the traffic. It will also be the message number of the traffic you are receiving. Only numbers should appear in this box. Do not place a zero in front of a number as this has no value whatsoever.

Precedence - Circle the letter that indicates order of importance of the message. R is routine, W welfare, P priority and E emergency. Emergency traffic has priority over all other traffic and must be handled first. It is written as EMERGENCY not just the letter E.

HX - The letters HX will be followed by letters C to G. These letters indicate the handling instructions that are applied to the message. The list of handling instructions can be found on page 4. Not all radiograms will have HX instructions as they are optional.

Station of Origin - This will be the call sign of the originator of the traffic.

Check - This box contains a number that corresponds to the number of words in the text. If the letters ARL are placed in this box with a number then an ARL message will be included in the text.

Place of Origin - This is the actual place where the message started from, not necessarily the location of the station of origin. For example, if you send a message for a person in a town that is not your own, you use the person's own town. It is really the location of the "Signatory", and not necessarily the originating ham. Add the Province/State after the place of origin.

Time Filed - Indicating a time in this box is optional but should a time be given the time zone must be added. The preferred time for RRI traffic is Coordinated Universal Time (UTC). If local time is indicated the letter L should be inserted after the numbers.

Date - Month and day are all that should be entered, the year is not included.

Address

TO:

.....

.....

PHONE # (.....)

The address should contain full name, complete address with postal code and telephone number with area code. If the message is from ham to ham all that may be required is a call sign and telephone number.

Text

.....
.....
.....
.....
.....

Most radiograms have five lines with each line having five places for the text. This makes it easy to confirm the **Check** before going on to the next section of the radiogram.

Signature

SIGNATURE

The form of the signature is the choice of the originator of the traffic. The signature may be a call sign, name or combination of both if the originator is a ham. Members of the public may add one or more names if the message is from a family.

Received From and Sent To

RECEIVED FROM SENT TO

This part of the radiogram to be filled out by the person handling the traffic.

Originator’s Notes

The originator of the message may have issued special instructions that they wish to be included in the radiogram. It may be instructions to deliver the message by a certain time or date or they may wish the reply to be sent via email. Special instructions known as op notes should be placed in the **Notes** box.

Notes are a formal part of the message and are sent AFTER the signature, prefaced with “OPNOTE”, and are sent before stating the “end of message”. Notes are NOT counted in the “check” count of the message.

The information given so far has been a very basic approach to completing a radiogram. The various sections will be dealt with in more depth.

Handling Instructions

- **HXA**--(Followed by number) Collect landline delivery authorized by addressee within...miles. (If no number, authorization is unlimited.)
- **HXB**--(Followed by number) Cancel message if not delivered within...hours of filing time; service originating station.
- **HXC**--Report date and time of delivery (TOD) to originating station.
- **HXD**--Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.
- **HXE**--Delivering station get reply from addressee, originate message back.
- **HXF**--(Followed by number.) Hold delivery until...(date).
- **HXG**--Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

If the radiogram has **HX ...** in the preamble some action is requested. The instructions **HXB to HXE** require a service message to the station of origin.

Precedence

E - EMERGENCY

Any message having life and death urgency to any person or group of persons which is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials of instructions vital to relief of stricken populace in emergency areas. When in doubt, do not use it.

P - PRIORITY

This classification is for a) important messages having specific time limit. b) official messages not covered in the emergency category c) press dispatches and emergency related traffic not of the utmost urgency d) notice of death or injury in disaster area, personal or official.

W - WELFARE

This classification refers to either an injury as to the health and welfare of an individual in the disaster area that indicates that all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared.

R - ROUTINE

Most traffic in normal times will bear this designation. In disaster situations, traffic labelled routine should be handled last or not at all.

RRI ARL Messages

These are the abbreviations used within RRI. If sending messages overseas, or into the CFARS or MARS systems, please use plain English, unabbreviated. Spell the numbers out at all times, (e.g. **ARL Sixty One**, not ARL 61). The letters ARL are inserted in the check and in the text before the spelled-out numbers.

Group One for Possible “Relief Emergency” Use

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	Moving to new location. Send no further mail or communication. Will inform you of new location 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 exists 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 communications 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.

Emergency/Priority messages originating from official sources must carry the signature of the originating official.

Group Two Routine Messages

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 here 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 QSL's 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.

Use ARL numbered messages whenever possible.

Phonetic Alphabet

Phonetic Word List adopted by the International Telecommunication Union

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

The use of standard phonetics makes the spelling of words easy to understand.

Punctuation and Pro-Words

Punctuation

The following are the most common characters used in message handling.

X	in place of a period (Never placed at the end of message)
R	in place of a decimal
/	spoken as “slash”
\	spoken as “backslash”
?	spoken as “query”
.	used only in website and email addresses, spoken as “dot”
_	used in website and email addresses, spoken as “underscore”
#	used in website and email addresses, spoken as “pound sign”. The pound sign is also known as the <i>octothorpe</i> is in common use in the US
@	spoken as “at” in an email address
	space used in address or website address
-	dash used in address
:	spoken as “colon” used in a website address

Pro-words

These are words spoken to indicate information. They are not written in the message and are not counted in the check.

NUMBER	Before the message number
END	End of message
BOOK OF (#)	The number of addressees added to BOOK OF. This replaces the pro-word NUMBER.
END BOOK OF (#)	Used at end of book traffic.
BREAK	Marks start and end of message.
I SPELL	Used to spell one group at a time.
I SAY AGAIN	To repeat for clarity or to correct an error
INITIALS	Used to indicate a series of initials
FIGURES	Used to indicate a series of figures
MIXED GROUP	Used to indicate a group figures and initials
NO MORE	No more traffic.
ONE AND ONE MORE	End of first piece of traffic one more to come.
OVER	Transmission handed over to other station.
ROGER	Received and understood.
AFFIRMATIVE	Yes
CONFIRM	Request to confirm correct copy.
NEGATIVE	No
OVER	End of transmission, invitation to transmit.
GO AHEAD	Continue.

Basic Radiogram

Number 67 Precedence R HX Station VE7000 Check 6

Place of Origin SOMEWHERE **Time** 0430Z **Date** MAR21

To: JOE BLOGG
Address 567 WEST ST
Address2
City State Zip EDGEVIEW BC V033X1
Telephone 2503450023

[Text] THANKS FOR SENDING PARCEL X 73

Signature ED HARRY VE7000
Address
Telephone, etc

Received From

Sent To

Delivery of this message is the only action required

HX and Notes

Radio Relay International Radiogram	

Number 67	Precedence R HX C Station VE7000 Check 6
Place of Origin SOMEWHERE	Time 0430Z Date MAR 21

To:	JOE BLOGG VE7QQQ
Address	567 WEST ST.
Address2	
City State Zip	EDGEVIEW BC VOR3X1
Telephone	2503340023 CALL AFTER 6:00PM LOCAL

[Text]	THANKS FOR SENDING PARCEL X 73

Signature	ED HARRY VE7000
Address	OPNOTE Call after 6pm local. Discard message if not delivered by March 25
Telephone, etc	

Received From	
Sent To	

Notes Call after 6:00 pm local. Discard message if not delivered by March 25

This radiogram has three instructions that must be adhered to.

1. The handling instructions **HXC** require a service message back to the station of origin.
2. If the message cannot be delivered by March 25 it can be discarded. A service message back to the station of origin with an explanation might be in order here.
3. The delivery of this message must be made after 6:00 p.m. local time.

Service Message

This service message is in response to the previous radiogram number 67.

Radio Relay International Radiogram

Number 3 Precedence R HX Station VE7RRR Check ARL 10

Place of Origin LINKVIEW Time Date MAR 21

To: ED HARRY VE7000

Address

Address2

City State Zip

Telephone

[Text] ARL FORTY SEVEN 67 VE7QQQ MARCH 22 0400Z X 73

Signature LEN VE7RRR

Address

Telephone, etc

Received From

Sent To

Notes

Book Traffic

If the same message is being sent to more than one person the radiogram can take the form of book traffic.

The following radiogram illustrates basic book traffic.

Radio Relay International Radiogram							

Number	BOOK 2	Precedence	R HX	Station	VE7000	Check	ARL 4
Place of Origin	YORKTOWN	Time		Date	MAR 15		
BT							
ARL FIFTY X 73							
BT							
SIGNATURE.....							
123 RON BLOGG 13 WEST ROAD NEWTOWN BC 604 342 1234							
124 IMA NOBODY 450 W LANE EVERTON BC 250 657 5454							
END OF BOOK							

Note the different format when sending or receiving book traffic

The numbers 123 and 124 are the message numbers that go with the addresses.

Suggested Book Traffic Radiograms

AMATEUR RADIO – RADIOGRAM BOOK TRAFFIC

BOOK OF	PRECEDENCE R, W, P, E	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
------------------	--------------------------	----	-------------------	-------	-----------------	------------	------

BT

.....

BT

SIGNATURE

NUMBER

NAME CALL SIGN

ADDRESS

CITY PROVINCE/STATE POSTAL/ZIP CODE

PHONE

NUMBER

NAME CALL SIGN

ADDRESS

CITY PROVINCE/STATE POSTAL/ZIP CODE

PHONE

NUMBER

NAME CALL SIGN

ADDRESS

CITY PROVINCE/STATE POSTAL/ZIP CODE

PHONE

Exercise Radiograms

To avoid any confusion or misunderstanding certain additions to messages passed during exercises must be adhered to.

Radio Relay International Radiogram	
Number 45	Precedence EXERCISE E HX Station VE7XYZ Check ARL 7
Place of Origin ANYWHERE	Time Date MARCH 31
To:	EOC WESTVIEW
Address	
Address2	
City State Zip	
Telephone	
Email	
[Text] EXERCISE ARL THIRTEEN ARL TWENTY FOUR EXERCISE	
Signature	ED VE7XYZ
Address	
Telephone, etc	
Received From	
Sent To	

The precedence must have the word EXERCISE placed in front of the letter to let any listening station understand that the entire radiogram contains exercise information only.

The text must start and end with the word EXERCISE. Once again this avoids any confusion on the part of a listener who may tune in to the exercise frequency in the middle of the text.

Suggestions for Efficient Traffic Handling

1. Use only recognized pro-words
2. Use standard phonetics for spelling and during poor band conditions.
3. Pause between each word when dictating the text.
4. Ask for fills do not guess what you have missed.
5. Listen for interruptions during the message, un-key the microphone after every two words.
6. Use “break” at the end of the address and text.
7. Honour all handling instructions.
8. Make sure you have copied radiogram accurately before acknowledging receipt.
9. Send slowly, imagine you are writing the message you are sending.
10. Keep a copy of radiograms you handle.
11. If the check cannot be agreed upon don't waste time if the text received is correct. Add an “OPNOTE” if necessary.

Addendum

Email and Website addresses

When including email and website addresses in the text the following format should be adhered to.

anyone@yahoo.com will be spoken as anyone at sign yahoo dot com This gives an additional count of 5 in the check.

www.members.shaw.ca/brasskey will be spoken as (initials) www dot members dot shaw dot ca slash brasskey This gives an additional count of 9 in the check.

Delivery Criteria

A message is not considered “delivered” if left on an answering machine, voice mail or email as there is no confirmation that the addressee has received it.

If the handling instructions ask for confirmation of delivery one cannot say for sure the message was delivered if left on an answering machine. The delivery instructions HXG request a service message back to the station of origin if the original message cannot be delivered to the addressee.

Traffic Handling - Dealing with Errors

The person handling the traffic does **NOT** make any changes to the content of the preamble or text. The traffic must be passed as received. There are however certain circumstances when the traffic handler knows for sure there are errors in the text or preamble.

For example, if a piece of emergency traffic being handled indicated in the text the location of the emergency as being in error (wrong Province/State) and if passed as received would lead to possibly loss of life, the operator now has to make a decision on what action to take.

Remember the text must not be changed so the first option is to add an “OPNOTE” to the radiogram explaining the possible error to the addressee. The other option would be to make an attempt to contact the station of origin for clarification of the text. This action takes time and would delay any help that may be required.

The station of origin and the originator of the traffic have the responsibility of ensuring the accuracy and legal content of the message.

If you receive something that is obviously illegal (which should not have been transmitted in the first place) then service the message back with an “OPNOTE” attached.

Training Sessions

The following training sessions were given on the BCYTN.

Session 1. Message Format

RRI traffic is standardized in North America, including Canada, to provide a uniform means of originating, handling and tracking messages. A message is considered a formal radiogram when completed correctly. Stations are not obliged to handle incomplete or improperly formatted messages.

The standard NTS message is in 4 parts:

1. PREAMBLE – Information required to track the message.
2. ADDRESS - Name and address if intended recipient.
3. TEXT – Message information.
4. SIGNATURE – Person who originated the message.

These 4 parts are recorded on the radiogram with information on how the message was originated, received, sent or delivered.

Session 2. Preamble

All messages must have a preamble to enable tracking. Parts of the preamble are not changed by any station except for the “check” that will be referred to later. The preamble must remain with the message to the delivery point. Preamble information is used to service undeliverable messages and for replies to handling instructions.

Parts of the preamble

NUMBER PRECEDENCE HX STATION OF ORIGIN CHECK PLACE OF ORIGIN
TIME FILED DATE

The handling instructions and time filed are optional.

Message Number

The station of origin selects the message number which stays with the message. Use numbers only, no letters, leading zeros or dashes

Session 3. Parts of Preamble (Continued)

Precedence

The following letters are used for message precedence:

- E – EMERGENCY *Always spelled out in preamble.*
- P – PRIORITY
- W – WELFARE
- R – ROUTINE

EMERGENCY

Used for the following situations:

1. Life and death urgency.
2. Official messages of welfare agencies during emergencies requesting supplies or instructions.

PRIORITY P

Used for the following situations:

1. Important messages with a time limit.
2. Official messages not covered in emergency category.
3. Press dispatches and emergency traffic not of utmost urgency.
4. Notice of death or injury in the disaster area.

WELFARE W

Refers to either health or welfare of person or an advisory from the disaster area that is handled after emergency and priority traffic has been dealt with.

ROUTINE R

Most traffic in normal times will have this designation.
In disaster situations this traffic is handled last.

Session 4. Handling Instructions

These instructions are optional and are used only if a particular need is present.

HXA – (followed by a number) Collect landline delivery authorized by addressee within km or miles. (if no number issued, authorization is unlimited.)

HXB – (followed by a number) Cancel message if not delivered within hours of filing time, service originating station.

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

HXD – Report to originating station the identity of the station from which received, plus date, time and method of delivery.

HXE – Delivering station get reply from addressee, originate message back.

HXF – (followed by a number) hold delivery until (date).

HXG – Delivery by mail or landline toll call not required. If toll or other expenses involved, cancel message and service message back.

More than one HX code may be used in the preamble.

Session 5. Station of Origin

The call sign of the station originating (creating) the message for first introduction into the amateur system is the station of origin and must be on all messages. This call sign must stay with the message to the point of delivery. Service messages go to this station.

Check

This is the number of word groups in the text of the message. (corrections to the check will be dealt with later)

Place of Origin

Location of origin of the message - which is not necessarily the same as the station of origin. Place of origin relates to the signature.

Time Filed (optional)

This if used is the time when the message was created by the station of origin. The 24 hour format to be used followed by the letter "Z" to denote UTC time, or local time, as in 0215Z or 2215PDT. It is also acceptable to specify local time as "L", as in 2215L

Date

This must agree with the time if given. The month/day is assumed to be UTC unless marked otherwise by a time.

Abbreviations are used for months: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.

E.G. JAN 2 AUG 28 Do not put in a leading zero and do NOT add the year.

Session 6. Address

Complete details of the address must be obtained.

The addressee, street address, city, state/province, zip/postal code and telephone number are all required.

Addressee

Full name as listed in telephone book. Amateur call sign or titles are included at the end of addressee

Address

Must contain apartment or house number with street name.

City/State/Province/Zip/Postal Code

City (written in full), state/province (using two letter abbreviations) and zip/postal code written as they would be for posting in the mail.

Telephone Number

Consists of area code, exchange and number. There will be a total of 10 numbers required for a complete telephone number.

Session 7. Text & Signature

Text

The text contains the actual message. The text is divided into word groups five to a line and usually limited to 25 words or less.

The number of word groups in the text must match the figures written in the check box in the preamble (errors encountered in counting and correlating the text with the check will be dealt with later).

Signature

The signature of the message is the name of the person for whom the message was created.

The place of origin given in the preamble is the location of this individual.

Amateur call signs and titles follow the signature on the same line.

Regards, love and other words are put in the text in amateur messages.

Session 8. Tools for Transmitting Messages

Phonetic Alphabet

The phonetic alphabet should be used for certain parts of the message such as names of persons and place names or for the entire message during difficult conditions.

Pro-Words or Operational Words

These are NOT written into the radiogram, but are used to give actions or instructions.

Number

This pro-word begins the message and tells the operator to copy everything after hearing the word “number”.

End (end of message)

This is used to end the formal part of the message. In other words the written copy is begun with the pro-word “number” and terminated with the pro-word “end”

Break

This pro-word is used at the start and end of the text.

Many traffic handlers use “break” at the end of the preamble but this is not a requirement according to RRI guidelines.

The “break” is a pause that gives the receiving station a chance to ask for information missed.

Session 9. Pro-Words

I Spell

This pro-word is for one group at a time and is said immediately after voicing the group.

I Say Again

This is used to repeat for clarity. Say the group or groups then “I say again”

I Say Again

This is also used to correct an error.

e.g. “to bring supplies” should have been voiced but “bring” was omitted. Say “to supplies **I say again** to bring supplies”.

No More, One More, More

These pro-words indicate that you have additional traffic or not. These terms follow the “end” pro-word. Eg: End and no more. End and one more, End and more.

Over

This pro-word is used if questions or comments are made during the passing of traffic. May also be used between messages and to prevent two stations from transmitting at the same time.

Roger

Roger means received and understood and implies that all messages were received.

Session 10 Additional Pro-Words

Affirmative

This means “yes”

Confirm

To confirm a correct copy, to reply say “affirmative”

Negative

This means “no”

Go Ahead

This means continue and is used after requesting fills.

Figure(s)

Used to introduce one or more numbers.

Telephone Figures

This introduces a complete telephone number.

Initial

Used to introduce a single letter using phonetics.

Initials

Used to introduce a group of letters using phonetics.

Mixed Group

Used to introduce a group consisting of letters and numbers, starting with a letter.

Mixed Group Figure

Used to start a mixed group starting with a number.

Amateur Call

Used to introduce a call sign in address, text or signature but not in the preamble.

Session 11.

Preamble Voicing Rules

Introductory words are not required as the receiving operator knows the order of the preamble parts.

Preamble Voiced As

Number 10 (one zero) Routine HXG VE7.... 10 (one zero) Anytown BC 0230Z Sept 16

Note

As mentioned earlier, HX and time are optional. The remaining items are mandatory.

Time, if given, can be local time denoted by L after the time figures.

UTC time is denoted by the letter Z after the time figures or if the letter Z is omitted then UTC is assumed.

RRI preferred time is UTC (Universal Time Coordinated)

Session 12. Rules for Voicing Messages

1. When spelling use standard phonetics.
2. Spell one group at a time saying, "I spell".
3. Group introductions are not required in the preamble.
4. Introduced groups are voiced one character at a time.

EG "Initial X" (used in place of a period and never at the end of text)

"Initials BC" "Initials CA

"Mixed Group Letters A59" (letter voiced first)

"Mixed Group figures 59A" (number voiced first)

"Amateur Call Letters VE7....."

5. Always spell these groups using phonetics.

- Last name of addressee in address.
- Proper names in the text.
- Last name in the signature.
- Fills as requested.

When there is any doubt about correct copy **always spell it out.**

No Extraneous Words

Words such as "to day's date", "back stop that's two words", "check with a check of" "city of origin", "going to" and "break for text".

No Q Signals

Do not use Q signals unless they form part of the text.

Session 13. ARL Messages

If the check number is preceded by the letters ARL, an ARL numbered message will be included in the text.

The check will be voiced as ARL 10 (one zero)

ARL in the Text

If the ARL message number fifty four is included in the text, it will be voiced and written as follows.

ARL Fifty (I spell) Four (I spell)

ARL is the first group, fifty written as a word is the second group and four written as a word is the third group.

If necessary, use “I Spell” and phonetics for clarity.

Session 14. Punctuation

The Letter X

This letter is used to denote a period. It is never placed at the end of the text. The letter X is a group and counted for in the check.

Voiced as “Initial X-ray”

The Letter R

This is used in place of a decimal in a mixed figure group. The frequency of 146.64 would be voiced as, “Mixed Group Figures 146R64”

Question Mark

This is voiced as “query”

Forward Slash and Back Slash

The forward slash (/) is voiced just as “Slash” and the back slash (\) is voiced as “Back Slash” when used within a group.

Session 15. Email and Internet Addresses

Email

Punctuation is not permitted. Appropriately spelled words are used as substitutes where required.

VE7...@shaw.ca would be voiced as “VE7...atsign shaw dot ca” (“at” may be substituted for atsign)

Website

www.members.shaw.ca/brasskey would be voiced as follows

“www dot members dot shaw dot ca slash brasskey”

Other website addresses may start with http:// ... These would be voiced as “http colon slash slash ...”

Other punctuation encountered in email and website addresses.

Tilde

This looks like the letter S on its side (found on the button left of the number 1 key)

Underscore

This a dash on the printing line (found on the button right of the zero key, use the shift key to obtain”

Pound Sign

Looks like the O and X game (on the number 3 key)

Session 16. Counting Words for the Check

The check in the preamble is the total number of groups in the text (pro-words are not counted).

Rule

Any group of one or more consecutive characters with no interrupting spaces, with a space before and after it, is counted as one group.

A group may contain all letters, all numbers, mix of letters, slashes or numbers.

Examples:

One Group	Two Groups	Three Groups
X	X 73	Thanks X 73
146R64	ARL Sixty	ARL Sixty Seven
Sixty	Fifty Six	7035 Decimal 7

Session 17. Exercise Messages

All messages sent during an exercise have word test before the precedence letter in the preamble

Test R or Test P or Test W or Test Emergency (spelled out)

Text

The words Test Message or Exercise should be the first group or groups in the text and added at the end of the text. They are counted as groups for the check.

The inclusion of Test or Exercise alerts the listeners that all information is related to practice in message handling and not to be taken as a real situation.

Session 18. Address Op Note

An op note may be inserted after the telephone figures but before the text, relating to handling and or delivery matters. For example:

John Smith
100 south Ave
Eastcity BC V0X3P9
250 749 0014 op note phone workday only

Signature Op Note

An op note may be inserted after the signature.

(signature) Joe op note deliver before October 10

Op notes are instructions given to the handling operators and are not delivered to the addressee.

Session 19. Originating a Message

From a Member of the Public

1. Reminder that there is no guarantee of delivery but every effort will be made to get the message through.
2. Get originating station information, name full address and phone number. This information is required should a message be serviced back.
3. Get name, address and phone number for the addressee.
4. Explain the 25 word limit and assist in constructing a clear text.
5. Ascertain how the party wishes the signature to read.

Points to Observe

As originator you are the best filter for compliance. It is difficult to examine a message and conclude, with certainty, what purpose or meaning is in the content in all cases. If in doubt it is not mandatory to accept the message, refuse it. If you know by some other means, other than content that the message, that the message is business related or otherwise illegal, do not handle it.

Do not originate a message for a third party without their permission, this is fraud and forgery.

Session 20. Service Messages

Messages anywhere in the system that cannot be relayed or delivered are not discarded.

There are three things an operator can do with a message.

- a) Relay it.
- b) Deliver it.
- c) Service it back.

Undeliverable messages are serviced back to the station of origin not the place of origin.

If the station of origin cannot be located, the service message will often be sent back to the place of origin to locate the originating station.

Generating service messages is the responsibility of the station holding the message.

ARL Sixty Seven is used for servicing messages that are undeliverable.

ARL Sixty Seven reads: your message number undeliverable because of
please advise.

Do not service back changes of address, phone numbers or other personal information about the addressee without their permission.

Session 21. Outlets for Messages – Routing

Check into a local or section net and submit the message for handling or put your message on a digital system which has the capability of passing it to the RRI or destination.

Local Nets would handle messages and pass them to a Section Net then on to an Area Net.

In British Columbia RRI traffic would go from a local net (club) to a section net (BCEN, BCYTN or Digital Traffic Network). These nets would pass the traffic to a regional net namely: RN7 (for the Pacific Area).

The RN7 net is a regional net that handles traffic into and out of the following Provinces and States.

- Alberta,
- British Columbia,
- Yukon,
- Idaho,
- Montana,
- Oregon
- Washington

Once again, RRI traffic to and from these provinces and states goes through the RN7 net. Therefore traffic is not passed directly to adjacent provinces or states during the operation of a section RRI net.

Traffic Routing

Local Nets – club, city typically on VHF

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Section Nets – Province - BC/Yukon has two BCEN, BCYTN

↓

Region Nets – RN7 Alberta, BC/Yukon, Idaho, Montana, Oregon, Washington

↓

Area Nets – Eastern, Central and Pacific.

Digital Traffic Network

This will be a later addition to the Handbook