

## TRAFFIC HANDLING GUIDE

### PREAMBLE VOICING RULES

#### 1) MESSAGE NUMBER:

The message transmission is begun by saying "number" then say the message NUMBER figures one digit at a time: e.g. "Number two six"

2) PRECEDENCE: Voice as the full word(s); "Emergency", (Emergency, P, W, R are written.). Exercise messages the word "TEST"; voice as "TEST ROUTINE", etc.

3) HX\_\_: Say HX\_\_ codes phonetically, as in "HOTEL X-RAY CHARLIE FIVE ZERO" (optional)  
HX codes are optional, and not used if not needed.

4) STATION-of-ORIGIN: Say call sign with phonetics without the introducer. e.g. WHISKEY THREE ALPHA BRAVO CHARLIE

5) CHECK: Say the check digits one at a time without introduction, e.g. "TWO THREE"

6) PLACE-OF-ORIG: Say the CITY, then say "I spell", and follow with letter or phonetic spelling for the city unless it is well known and understood. Say STATE as full name, even though it is written as two letters. (If you feel you must say the state as a letter group, then introduce it as "initials" and voice the letters with phonetics, e.g. "initials November Hotel").

7) TIME-FILED: Voice as a mixed group, without introduction, as in "ONE EIGHT ZERO ZERO ZULU". The operator knows the month typically follows the state. Hearing a figure will indicate that a filing time is being sent. Use phonetics for letters such as "Z", "EST", etc. (Some operators elect to introduce the filing time as "mixed group figures" as a "heads-up" for the optional filing time, but the first method shown is best practice of the day.)

8) DATE: Say MONTH as full name, even though written as three letters (JUL = "JULY").  
Say DATE digits one at a time; "TWO FOUR" rather than twenty four.

\* EXAMPLE: "number SIX SIX.. TEST ROUTINE.. HOTEL X-RAY ALPHA FIVE ZERO..  
NOVEMBER THREE X-RAY YANKEE ZULU.. TWO TWO.. CATONSVILLE I spell C A T O N S V I  
L L E.. MARYLAND.. ONE EIGHT ZERO ZERO ZULU.. JULY.. TWO FOUR"

### ADDRESS VOICING RULES

1) NAMES: Spell unusual FIRST NAMES. Introduce an INITIAL and voice it phonetically. Say LAST NAME, "I spell", and spell phonetically. Introduce and use phonetics with call signs and other eligible groups.

eg. Mr John Q Public, W5XYZ, is voiced as, "Initials Mike Romeo, John - I spell J..O..H..N, initial Quebec, Public - I spell Papa Uniform Bravo Lima India Charlie, amateur call Whiskey Five X-ray Yankee Zulu.  
(Note: if first name were unusual phonetics would have been used)

2) ADDRESS : • Street or box numbers are voiced as figures.  
• Unusual street names are voiced phonetically.  
• Directions, such as EAST, are spelled out, not abbreviated.  
• Common abbreviations, such as ST for street, are voiced like "initials Sierra Tango."

3) CITY/ST/ZIP: Spell the destination CITY (unless well known) and use phonetics if it is an unusual name. . Say STATE as the full name (even though only the two letter abbreviation is written), or as introduced initials if you must. That is, both "New Hampshire" and "initials N..H" are acceptable.

Introduce ZIP CODE with “figures” or “zip figures” and voice one digit at a time. e.g. “figures TWO ONE TWO ZERO ZERO”.

NINE DIGIT ZIPS, SPECIAL RULE: as in (21200- 1234) are voiced as: “figures TWO ONE TWO ZERO ZERO.. DASH ONE TWO TREE FOUR”. Note the onetime “figures” introduction

Example:

123 South Louis St, St. Louis, MO, 98765-1234, would be voiced without confusion as, “figures 1..2..3 ...South... Louis - I spell L..O..U..I..S (or use phonetics)... initials Sierra Tango ... Saint I spell, initials Sierra Tango ... Louis I spell L..O..U..I..S.. Missouri I spell initials Mike Oscar, (or simply “initials Mike Oscar”), zip figures 9..8..7..6..5.. DASH 1..2..3..4.”

4) TELEPHONE NUMBER: Introduce the figures one time for all the groups. If the address contains no zip code then 410 555 1234 is voiced as “figures FOUR ONE ZERO.. FIVE FIVE FIVE.. ONE TWO THREE FOUR”, using a pause between each group of digits. If the address does contain a zip code the the prowords “telephone figures” are used. e.g. 410 555 1234 is voiced as “telephone figures FOUR ONE ZERO.. FIVE FIVE FIVE.. ONE TWO THREE FOUR”

Note: these rules differ from the rule used to voice telephone numbers in the message text.

\* BREAK AT END OF ADDRESS:

The address, and perhaps an optional operator's note, always ends with , “Break,” signaling the receiver to ask for fills or move on to the text section. Fills for both the preamble and the address sections are covered at this point.

Note: There are only two “break” prowords in the message. The second “break” is between the text and the signature, but request for fills, or “Roger” of the entire message, is after the signature and the closing proword “End.”; not after the second break.

## TEXT VOICING RULES

Words in the text may be plain words, numeric figure, letter groups, and mixed groups. Each group of letters, figures, mixed figures, initial X-ray, and spelled punctuation count at one “word” for the check count.

There are only three punctuation symbols allowed: The slash (within figure and mixed groups), the “X” (initial X-ray) sentence separator, and the “R” (initial Romeo), which is used in numeric and mixed groups in place of the decimal. All other punctuation symbols are spelled out as words, and count as one word for the check. These include the words QUERY, EXCLAMATION, DASH, ATSIGN, POUNDSIGN, AMPERSAND, and so forth, and are always spelled out in full.

FIGURE(s)

Used to introduce a group of one or more numbers:

Say “figure(s)”, then voice the numbers one digit at a time, group pause, and go on to the next group. Examples: 2, voiced as “figure TWO”;

62, voiced as “figures SIX TWO”;

Saying “figure TWO” means the number character “2”. Saying “TWO” implies the spelled-out word. Saying “figures SIX TWO” indicates the single group “62”. Saying “figure SIX... figure TWO” results in copy of the figures “6” and “2” as separate groups. Saying “SIXTY TWO” or “SIX TWO” implies two groups---words spelled out exactly as shown.

Avoid the use of “figures SEVENTEEN” in place of “figures ONE SEVEN”; or “figures FIFTY TWO” for “figures FIVE TWO”, etc. The teens and Y’s can cause errors under difficult receiving conditions, and operators expect single characters at a time in these groups. This applies to the non-introduced figures in the Preamble as well. “SEVENTEEN” is not the pronunciation for any of the single character figures.

#### TELEPHONE FIGURES

In text telephone is voiced as multiple figure groups. (Note: this is different from voicing of telephone numbers in address and signature sections.)

e.g. 410 555 1234 is voiced as “figures FOUR ONE ZERO.. figures FIVE FIVE FIVE.. figures ONE TWO TREE FOUR” (these 3 figure groups count as 3 words).

#### INITIAL

Used to introduce a single letter initial, phonetic pronunciation mandatory, as in the initial in a proper name, John R Smith: "JOHN.. initial ROMEO.. SMITH";

A single letter, as a group in the text or name initial, eg. “initial BRAVO”

Pronoun I, voiced as “initial INDIA”

X Letter "X" used as a period, voiced as “initial X-RAY”.

Note: Each initial counts as one word.

#### INITIALS (LETTER GROUP)

Used to introduce a group of 2 or more letters, as in an abbreviation, unpronounceable group, etc.

Phonetics are mandatory; as in:

AM voiced as “initials ALPHA MIKE”

NTS voiced as “initials NOVEMBER TANGO SIERRA”

THUR voiced as “initials TANGO HOTEL UNIFORM ROMEO”

Say “initials”, voice the letters phonetically, pause, then go on to the next group.

Each initial group counts as one word.

#### MIXED GROUP

Used to introduce a group consisting of a mix of 2 or more of the 3 types of characters permitted in a group; letters, figures, or slashes (/), not beginning with figure(s). See the next section for mixed groups beginning with figure(s). Examples:

R2, A3J, A/X, B/3, MS/4, W4XYZ/3, W3XYZ/EPA/EANTX, etc.

Say “mixed group”, voice one character at a time, letters phonetically, group pause, then go on to the next group, as in: MS/4, voiced as "mixed group MIKE SIERRA SLASH FOUR"

Do NOT introduce characters separately within the mixed group. To do so would imply a separate group to copy.

#### MIXED GROUP FIGURE(S)

Used to introduce a mixed group as above when the first character is number(s), as in:

2A: voiced as “mixed group figure TWO ALPHA”

2/A: voiced as “mixed group figure TWO SLASH ALPHA”

With two or more numbers beginning the group:

24/B: voiced as “mixed group figures TWO FOUR SLASH BRAVO”

146R67: voiced as “mixed group figures ONE FOUR SIX ROMEO SIX SEVEN”;

\* (The "R" is used as a decimal point within mixed figure groups.)

#### AMATEUR CALL

Used to introduce an amateur call sign in the Address, Text, or Signature (but not in the Preamble). Phonetics are mandatory for the letters; as in:

K000: voiced as "amateur call KILO OSCAR ZERO OSCAR", etc.

Note that call sign groups with slashes appending other information are introduced as mixed groups not using the “amateur call” prowords. e.g WA3ABC/NCS is voiced as “mixed group WHISKEY ALPHA THREE ALPHA BRAVO CHARLIE SLASH NOVEMBER CHARLIE SIERRA.”

## PHONETIC or LETTER-SPELLING CHOICES

Spelling can be done using letters (letter-spelling) or phonetics:

That is, with letter spelling: "key" is voiced as "KEY I spell K E Y"

with phonetics: "key" is voiced as "KEY I spell KILO ECHO YANKEE"

### THE FOLLOWING SHOULD ALWAYS BE SPELLED USING PHONETICS:

Last names of addressee in address, and in Op Note;

Proper names in text;

Last names in signature and Op Note;

Fills, as requested

### THE FOLLOWING SHOULD BE SPELLED WITH LETTERS OR PHONETICS

(In Preamble): \* City of origin, unless very common and understood;

(In Address): \* First names, unless unique and understood without ambiguity;

\* Street names, unless very common and understood;

\* City name, unless very common and understood;

(In Text, address OP NOTE and signature OP NOTE):

\* Unusual words; and plurals (as needed to emphasize the "s");

\* Words with numerous spellings (to, too, two, for, four);

\* Words that seem out of context;

\* Spelled-out numbers (Note that the use of figures denotes numbers. Spelled-out numbers can be letter spelled for emphasis; 6, "figure 6"; or six, "SIX I spell S I X..." ("eighth" and "eight" are candidates for spelling!);

(In Signature): \* First names and address names in signature, unless very common.

## EMAIL, PACKET, and INTERNET ADDRESS VOICING

\* **STANDARD VOICING:** The entire series of groups can be voiced as introduced groups, or groups spelled for clarity, as done normally for such groups. (See chapter 1 for formatting these addresses.)

Example: kj3e@k3hki.#somb.md is written in the message as:

KJ3E ATSIGN K3HKI DOT POUNDSIGN SOMD DOT MD, and is voiced as:

"amateur call KILO JULIETT TREE ECHO.. ATSIGN I spell A T S I G N.. amateur call KILO TREE HOTEL KILO INDIA.. DOT I spell D O T.. POUNDSIGN I spell P O U N D S I G N.. initials SIERRA OSCAR MIKE DELTA.. DOT I spell D O T.. initials MIKE DELTA".

(ATSIGN and POUNDSIGN could also have been introduced with "initials" as a letter group and sent using phonetics rather than using the spelling method.)

HTTP COLON SLASH SLASH WWW DOT HAM DOT INFO BACKSLASH EDU, and HARRY ATSIGN AOL DOT COM are voiced in similar fashion.

INTERNET ADDRESS Example <http://www.ham.info\edu>, written in the message as:

HTTP COLON SLASH SLASH WWW DOT HAM DOT INFO BACKSLASH EDU,

and is voiced in similar fashion as above, introduced as "internet address".

The introducer implies no spaces. "SPACE" is used in formatting such addresses where a space is required as an integral part of an address.

EMAIL ADDRESS Example: harry@aol.com becomes

HARRY ATSIGN AOL DOT COM, as written, introduced as "email address":

"email address.. HOTEL ALPHA ROMEO ROMEO YANKEE.. ATSIGN I spell A T S I G N.. ALPHA OSCAR LIMA.. DOT I spell D O T.. CHARLIE OSCAR MIKE".

## NO EXTRANEIOUS WORDS

Any words other than designated Prowords, Introductory Words, and Operational Words should not be used. Words such as "today's date", "BACK STOP that's two words", "BLACK as in night", etc., are bad practice. Do not say any extraneous words like "check", "with a check of", "city of origin", "to", "going to", "street address", "break for text", "break it for the signature", "signature", etc.

## **SIGNATURE AND OP NOTE VOICING RULES**

(SIG) BILL (Will, Al, Hal, Jean, Gene, etc.)

It is suggested that signature errors may be reduced by regularly spelling with letters or phonetics even for first names. There are many sound-alike names in common use.

## **ENDING THE MESSAGE**

When the signature (or its Op Note if present) is completed, the operational groups to end the message are voiced, as in: "end.. no more", "end.. more", "end.. one more." \* The "end " sequence signals the receiving station to acknowledge the message(s) or ask for fills as required.

On FM repeaters "OVER" may be useful to avoid "doubling" and/or to force a response from the receiving station.

## **RECEIVING STATION RESPONSES**

"Go Ahead" - sent after break before text if preamble and address are received correctly.

"Roger" - sent following entire message (after sending station sends "End") if message is received correctly and checksum agrees.

Requests for fills should be voiced as follows:

"In [preamble, address, signature, text, etc] WORD AFTER ....  
or WORD BEFORE..., or ALL BEFORE..., or ALL AFTER..., or SPELL PHONETICALLY  
WORD AFTER..." etc.

Example: "In text word after CROSS"

### ITU Phonetic Alphabet

A ALFA	B BRAVO	C CHARLIE	D DELTA
E ECHO	F FOXTROT	G GOLF	H HOTEL
I INDIA	J JULIETT	K KILO	L LIMA
M MIKE	N NOVEMBER	O OSCAR	P PAPA
Q QUEBEC	R ROMEO	S SIERRA	T TANGO
U UNIFORM	V VICTOR	W WHISKEY	X X-RAY
Y YANKEE	Z ZULU		

*This guide represents a consensus of traffic handling documents. Minor differences do exist among the documents being used by various traffic handling nets.*

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