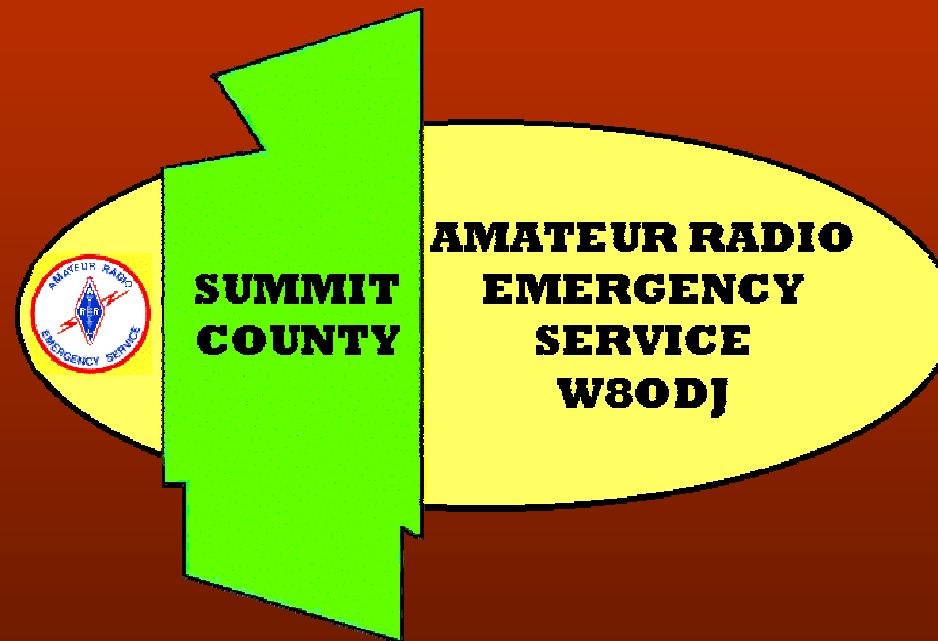


AMATEUR RADIO FORMAL MESSAGE FORMAT



January, 2004

WHY?



WHY?

- Accuracy (*Allows text check and count*)



WHY?

- Accuracy (*Allows text check and count*)
- Speed (*Reduced errors = Fewer fills*)



WHY?

- Accuracy (*Allows text check and count*)
- Speed (*Reduced errors = Fewer fills*)
- Accountability (*Origin, relay path*)



WHY?

- Accuracy (*Allows text check and count*)
- Speed (*Reduced errors = Fewer fills*)
- Accountability (*Origin, relay path*)
- Archival (*Hard copy for history and FCC requirements*)



HOW DO YOU LOOK AT FORMAL TRAFFIC??

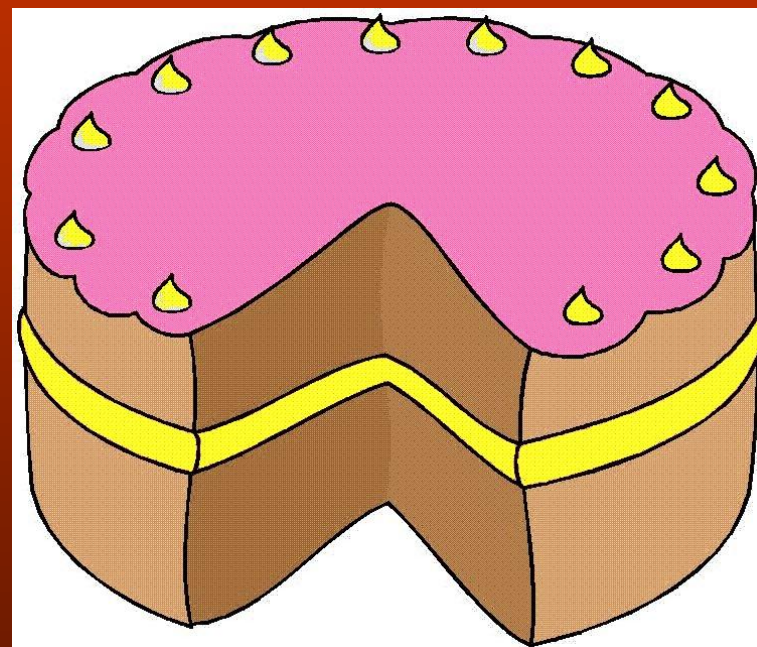


MONSTER

HOW DO YOU LOOK AT FORMAL TRAFFIC??



MONSTER



PIECE OF CAKE

**LEARNING HOW TO
FORMAT A MESSAGE IS
LIKE LEARNING
HOW TO FLY**



TO FLY:



TO FLY:

- **Throw Yourself at the Ground**



TO FLY:

- **Throw Yourself at the Ground**
- **And Miss.**

Douglas Adams
“Hitch-hikers Guide to the Galaxy”



ARRL MESSAGE FORM

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO											
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE				
TO					THIS RADIO MESSAGE WAS RECEIVED AT						
TELEPHONE NUMBER					AMATEUR STATION _____ PHONE _____						
					NAME _____						
					STREET ADDRESS _____						
					CITY AND STATE _____						
REC'D				SENT							
FROM		DATE		TIME		TO		DATE		TIME	
<p>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH, MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111</p>						<p>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.</p>					
						PRINTED IN U.S.A.					



ARRL MESSAGE FORM

REC'D				SENT			
FROM	DATE	TIME		TO	DATE	TIME	

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH, MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111.

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PRINTED IN U.S.A.



THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
 VIA AMATEUR RADIO



TO

PREAMBLE

TELEPHONE NUMBER

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____
 NAME _____
 STREET ADDRESS _____
 CITY AND STATE _____



ARRL MESSAGE FORM

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO							
	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
<p>MESSAGE NUMBER</p> <p>TELEPHONE NUMBER _____</p> <p>_____</p> <p>_____</p> <p>_____</p>					THIS RADIO MESSAGE WAS RECEIVED AT		
					AMATEUR STATION _____ PHONE _____		NAME _____
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH, MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.</small>			
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NUMBER		HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO					THIS RADIO MESSAGE WAS RECEIVED AT		
<p>PRECEDENCE</p> <p><i>Describes the urgency of the message</i></p> <p>E = Emergency – Life and Death, Supply Requests</p> <p>P = Priority – Important Messages with Specific Time Limits</p> <p>Notification of Injury in Area</p> <p>W = Welfare – Request or Reply on Welfare of Individual</p> <p>R – Routine – Most Traffic. Handled LAST</p>					AMATEUR STATION _____ PHONE _____		
					NAME _____		
					STREET ADDRESS _____		
					CITY AND STATE _____		
TELEPHONE NUMBER							
REC'D	FROM	DATE	TIME	STATION	TO	DATE	TIME
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NUMBER	PRECEDENCE	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE	
TO		<p style="text-align: center;"><u>HX (HANDLING INSTRUCTIONS)</u></p> <p>HXA (No.) – Collect Phone Call Within (No.) Miles.</p> <p>HXB (No.) – Cancel if Not Delivered Within (No.) of Hours.</p> <p>HXC – Report Date & Time of Delivery</p> <p>HXE – Get Reply from Addressee</p> <p>HXG – If Delivery Expense Required, Cancel Message</p>			THIS RADIO MESSAGE WAS RECEIVED AT		
					AMATEUR STATION _____ PHONE _____		
		CITY AND STATE _____					
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH, MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.</small>			
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NUMBER	PRECEDENCE	HX		CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO					THIS RADIO MESSAGE WAS RECEIVED AT		
<p style="text-align: center;">↑</p> <p style="text-align: center;"><u>STATION OF ORIGIN</u></p> <p style="text-align: center;">Your Station, if YOU are the Originator</p> <p style="text-align: center;"><small>TELEPHONE NUMBER</small></p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><u>The Station that Originated the Message</u></p> <p style="text-align: center;"><i>(If You are Relaying)</i></p>					AMATEUR STATION _____ PHONE _____		
					NAME _____		
					STREET ADDRESS _____		
					CITY AND STATE _____		
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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				AMATEUR STATION _____ PHONE _____		NAME _____	
TELEPHONE NUMBER				CITY AND STATE _____			
				<p style="text-align: center;">↑</p> <p style="text-align: center;">CHECK</p> <p style="text-align: center;">Word Count in Body of Message</p> <p style="text-align: center;"><i>Include Punctuation Marks if Used</i></p> <p style="text-align: center;"><i>Include Salutation and Close if Used</i></p> <p style="text-align: center;"><i>Do NOT include Signature</i></p>			
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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TO					THIS RADIO MESSAGE WAS RECEIVED AT																																										
<p style="text-align: center;">PLACE OF ORIGIN</p> <p style="text-align: center;">QTH of <u>Originating</u> Station</p>					AMATEUR STATION _____ PHONE _____																																										
					NAME _____																																										
					STREET ADDRESS _____																																										
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THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM <small>VIA AMATEUR RADIO</small>							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN		DATE
TO TELEPHONE NUMBER _____ _____ _____ _____						THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____	
<div style="font-size: 2em; font-weight: bold; color: black; margin-bottom: 10px;">TIME FILED</div> <div style="font-size: 1.5em; font-weight: bold; color: black;">Time of Message Preparation (in UTC)</div>							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH, MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111.				THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS TO THAT END. THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.			
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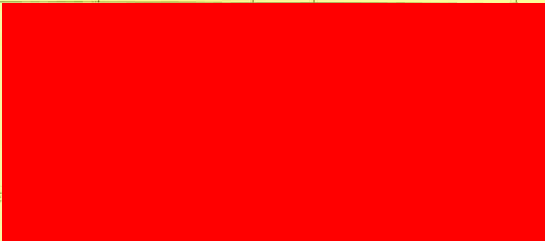


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NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
					THIS RADIO MESSAGE WAS RECEIVED AT		
					AMATEUR STATION _____		PHONE _____
					NAME _____		
					CITY AND STATE _____		
<p>← ADDRESS</p> <p>As Complete as Possible.</p> <p>Include Telephone Number</p>							
REC'D				SENT			
FROM		DATE		TIME		TO	
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH, MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.</small>			
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NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO			THIS RADIO MESSAGE WAS RECEIVED AT				
<p>TEXT</p> <p>↓</p> <div style="background-color: red; width: 100%; height: 150px;"></div>			NAME		STATE		
			ADDRESS		CITY AND STATE		
			CITY AND STATE		CITY AND STATE		
			CITY AND STATE		CITY AND STATE		
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
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PRINTED IN U.S.A.							

Use 5 Words per Line for convenience.




Count Words to Put Into "Check" Box.

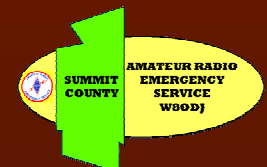
Use "X" to Indicate a Break.

Do Not Count Signature.




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 THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM <small>VIA AMATEUR RADIO</small> 							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO					THIS RADIO MESSAGE WAS RECEIVED AT		
					AMATEUR STATION _____	PHONE _____	
TELEPHONE NUMBER					NAME _____		
					STREET ADDRESS _____		
					CITY AND STATE _____		
<p>Record reception/transmission information</p> 							
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.</small>			
<small>PRINTED IN U.S.A.</small>							



ARRL MESSAGE FORM

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO							
TELEPHONE NUMBER							
OPTIONAL INFORMATION							
Can be used if you send message hard copy to addressee							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH, MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.</small>			
<small>PRINTED IN U.S.A.</small>							



OK, NOW IT'S YOUR TURN

Put the following test messages into the proper message format.

You are the Originating Station

The Time is now.



Message to:

**Miss Tillie Vanilli
638 Mountainview Avenue
Boise, ID 88888
514-555-6789**

**Weather is here. Wish you were beautiful.
See you on April 29. Please meet me at the airport.
Love**

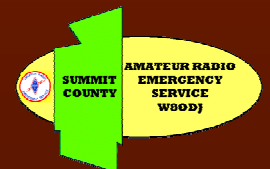


Message to:

**Mr. E. Fudd
125 East Main Street
West Toadsuck, AR 55402
607-555-1234**

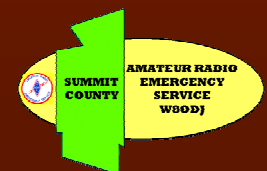
ARL 59. See you in August.

Phred



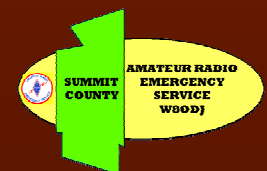
ARRL MESSAGE FORM

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE R	HX B	STATION OF ORIGIN W8ODJ	CHECK 23	PLACE OF ORIGIN Akron, Ohio	TIME FILED	DATE 1/23
TO Miss Tillie Vanilli 638 Mountainview Ave. Boise, ID 88888					THIS RADIO MESSAGE WAS RECEIVED AT		
TELEPHONE NUMBER 514-555-6789					AMATEUR STATION _____ PHONE _____		
					NAME _____		
					STREET ADDRESS _____		
					CITY AND STATE _____		
Weather is here X Wish							
you were beautiful X See							
you on April 29 X							
Please meet me at the							
Airport X Love							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH, MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111.				THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.			
				PRINTED IN U.S.A.			



ARRL MESSAGE FORM

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO							
NUMBER 2	PRECEDENCE R	HX B	STATION OF ORIGIN W8ODJ	CHECK ARL 9	PLACE OF ORIGIN Akron, Ohio	TIME FILED	DATE 1/23
TO Mr. E. Fudd 125 East Main Street West Toadsuck, AR 55402					THIS RADIO MESSAGE WAS RECEIVED AT		
TELEPHONE NUMBER 607-555-1234					AMATEUR STATION _____ PHONE _____		
ARL					NAME _____		
fifty					STREET ADDRESS _____		
nine					CITY AND STATE _____		
you					X		
in					See		
August					X		
Phred							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH, MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING. NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM A.R.R.L. HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC., IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.</small>			
<small>PRINTED IN U.S.A.</small>							



**AND THAT'S ALL THERE IS
TO IT**

