

Basic_MSG_Parts

All messages designed to be handled through the amateur radio traffic system consist of three (3) parts, regardless of the form used.

Addressee: This is the To: part of the message and consists of the full name, title, address for delivery, and telephone number. The sender of the message is the person who furnishes this information to the communicator or traffic handler and the information is to be transmitted without any editing on the part of the communicator. The sender is presumed to know to whom he or she desires the message to be addressed.

Message Text: The text or body of the message is the gist of the information that the sender desires to send or inquire of the addressee. Again, this portion of the message is to be transmitted without alteration by the traffic handling communicacator.

Sender: This is the full name and title of the sender of the message. For formal message traffic the signature of the sender is vital to insure the integrity of the message. The communicator has no authority to change any of this information and the sender, by signature, verifies that both the addressee and the message text is what the sender desires to move through the message traffic system.

Copies of the message must be kept with the station log and submitted to the served agency at the conclusion of the operation.

The communicator should signify his or her identity as well as the person to whom the message is transmitted next in the chain of communications. Final communicator recipient should show that the message was in fact delivered to the addressee, along with any reply that might be needed.

Your job is not finished until all the paper work is done.