

MSG-107
NTS STATION ACTIVITY REPORTS AND
PUBLIC SERVICE HONOR ROLL

Adapted and condensed from *National Traffic Service Methods and Practices Guidelines* by
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[This training requires a basic understanding of training modules MSG-101 through MSG-106]

Section ARRL leadership is always interested in activity reports from stations participating in the National Traffic Service (NTS), even if only one message is handled during the reporting month. The monthly Station Activity Report (SAR) is filed with the Section Traffic Manager.

In addition, monthly Public Service Honor Roll (PSHR) reports are welcome from all stations regardless of the earned traffic handling and public service activity point total. Those stations reporting above the established minimum threshold are included in the monthly QST Public Service Honor Roll listing.

The SAR and PSHR report can be communicated to the Section Traffic Manager via several methods and venues. In Harris County, it is encouraged to submit the report via Radiogram, but can also be provided via Winlink, email, or even verbally if other methods are not feasible. What is important is that the activity is reported and that it is reported within the first few days of the month for the previous-month reporting period. At a minimum, the SAR will contain the month of the report, the call-sign of the operator filing the report and the categories and total of messages described below.

Messages handled by amateur stations are counted according to the following four categories of activity:

ORIGINATED: (An off-the-air function) Any ARRL standard format message traffic prepared by you (the first party) for someone other than yourself (a third party) and filed at your amateur radio station for initial transmission over the air. Count one point. In other words, this is a radiogram which you created for another person using your station's message number and call sign. Note: A message that you create for yourself does not qualify as an Origination but will be covered later under the SENT category. *

RECEIVED: (An on-the-air function) Any ARRL standard format radiogram received over amateur radio by your station. This will include message traffic received, whether for yourself, for relay to another amateur station (the second party) or received for delivery to the message addressee (a third party). Count one point. Note: Messages received by other means, such as telephone, postal, E-mail, MARS, in-person, etc., are not counted as Received, however they may cause you to Originate a message for later transmission.

* **SENT:** (An on-the-air function) Any message traffic to be sent by your station to another amateur station (a second party), whether such a message is initially transmitted from your station as your Originated message for a third party, a message for yourself, or one that was received from another amateur station. Count one point. Note: Messages sent by means of

telephone, postal, E-mail, etc. do not count as Sent, however they may qualify for counting as Delivered.

* **DELIVERED:** (An off-the-air function) Any message traffic that is delivered by you to the message addressee (a third party), provided that the message was received at your station by amateur radio and that the addressee is someone other than yourself. This delivery is done by telephone, postal, E-mail, in person, etc. Count one point. Note: A message sent by amateur radio to the final addressee at another amateur station is counted as a sent message, not as a delivered message.

Please refer to Methods and Practices Guide for examples and further explanation.

Example for Harris County (SAR only)

6 R W3ABC 9 HOUSTON TX AUG 1
RON KE4DRF
BT
JULY TRAFFIC O/3 R/5 S/6
D/3 T/16 X 73
BT
BILL W3ABC
AR

Notes regarding this example: No handling instructions are needed. BT=Break text. X and 73 are optional. Please refer to Methods and Practices Guide for abbreviated versions of the report used in digital reports and used in other sections.

PSHR CATEGORIES: This listing is to recognize radio amateurs whose public service performance during the month indicted qualifies for 70 or more total points in the following 6 categories (as reported to their Section Managers). Please note the maximum points for each category:

- 1) Participating in a public service net, using any mode. --1 point per net session; maximum 40.
- 2) Handling formal messages (radiograms) via any mode. --1 point for each message handled; maximum 40.
- 3) Serving in an ARRL-sponsored volunteer position: ARRL Field Organization appointee or Section Manager, NTS Net Manager, TCC Director, TCC member, NTS official or appointee above the Section level. -- 10 points for each position; maximum 30.
- 4) Participation in scheduled, short-term public service events such as walk-a-thons, bike-athons, parades, simulated emergency tests and related practice events. This includes off-the-air meetings and coordination efforts with related emergency groups and served agencies. -- 5 points per hour (or any portion thereof) of time spent in either coordinating and/or operating in the public service event: no limit.

- 5) Participation in an unplanned emergency response when the Amateur Radio operator is on the scene. This also includes unplanned incident requests by public or served agencies for Amateur Radio participation. -- 5 points per hour (or any portion thereof) of time spent directly involved in the emergency operation; no limit. W3YVQ.v7.04-5/02 PSCM APP.-B NTS MPG-STATION REPORTING P 7-6

- 6) Providing and maintaining a) an automated digital system that handles ARRL radiogramformatted messages; b) a Web page e-mail list server oriented toward Amateur Radio public service -- 10 points per item. Amateur Radio stations that qualify for PSHR 12 consecutive months, or 18 out of a 24-month period, will be awarded a certificate from Headquarters upon written notification of qualifying months to the Public Service Branch of Field and Educational Services at ARRL HQ. 7.3.2 PSHR REPORTING TECHNIQUE: PSHR categories may be listed as mixed groups for each category as follows: 1/# 2/# 3/# 4/# 5/# 6/# TOTAL # Where the # is the points in each category 1 through 6, and total points. Categories for which no point are claimed may be omitted from the report at the discretion of the STM or SM.

Notes regarding this example: No handling instructions are needed. BT=Break text. X and 73 are optional. Please refer to Methods and Practices Guide for abbreviated versions of the report used in digital reports and used in other sections.

Example for Harris County (PSHR only)

6 R W3ABC 11 HOUSTON TX AUG 1
 RON KE4DRF
 BT
 JULY PSHR 1/40 2/40 3/10
 4/40 5/15 6/10 T/155 X
 73
 BT
 BILL W3ABC
 AR

The monthly SAR and PSHR reports for a station may be combined.

Example for Harris County (SAR AND PSHR COMBINED)

6 R W3ABC 18 HOUSTON TX AUG 1
 RON KE4DRF
 BT
 JULY TRAFFIC O/3 R/5 S/6
 D/3 T/16 JULY PSHR 1/40
 2/40 3/10 4/40 5/15 6/10
 T/155 X 73
 BT

BILL W3ABC
AR

These are examples only. Internal Section Activity Reports may well be tailored by the Section leadership.