MPG-6 SUPPORT GUIDANCE, W3YVQ MPG6A8V14ABFPT-3/14

BATCH FILE & PLAIN TEXT GUIDANCE
for
RADIO-EMAIL MESSAGING TYPES

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The WL2K *Radio-email* system is an email transport system, not a BBS or MBO (mailbox) type system. WL2K is used very much the same way the internet is used for sending and receiving email, providing the means to do so over amateur radio. This document provides guidance on how to create and format *Radio-email* to handle the various types of traffic defined in the MPG Chapter 6, Section 6.2.7.

Select the **Quick Link** below or the **Index** topic for the type of messaging desired to go to the specific section for detailed guidance on creating the *Radio-email* and its contents including entry format, addressing, subject line and confirmation details. A summary of examples is presented at the end of the document for easy reference.

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6A8.1 TYPE 1 - STANDARD ARRL RADIOGRAMS (MPG-1)

The standard ARRL text Radiogram (MPG-1) may be handled via NTS manual voice/CW nets and the NTSD as well as **via *Radio-email***. Radiograms may be entered into the body text of a *Radio-email*, or attached in text files in the plain text format (Subject: NTS), or attached in Batch File format (Subject: NTSD, required when sending Radiograms to NTSD MBO stations). A *Radio-email* carrying active Radiograms is considered Type 1, and must be sent to only one addressee to prevent duplicate handling of the Radiograms. Receipt of such *Radio-email* must be confirmed by reply *Radio-email*. The received Radiograms may be delivered; may be sent on to another Target Station via WL2K, the internet, or via station-to-station transfer; or may be serviced back to the station-of-origin for each Radiogram.

Radiograms carried by *Radio-email* may be in plain text format (NTS) or may be formatted in Batch Files (NTSD) for submission to NTSD MBO Target Stations as shown in the next two sections.

6A8.1.1 TYPE 1 - PLAIN TEXT RADIOGRAMS (SUBJECT: NTS)
Target Stations may be sent Radiograms in plain text format in the *Radio-email* body text, or in attached text files, using the WL2K system or station-to-station transfers. The means of entry, addressing and subject line contents also apply to transferring Radiograms in regular email on the public internet.

PLAIN TEXT ENTRY
- The Radiograms entered must each meet the requirements for ARRL formal text Radiograms as shown in the MPG, Chapter 1.
- Radiograms are typed into the body text or an attached file (created with Notepad™ or a similar text editor) using only **capital letters**, **figures** and **slant bars** (/). The preamble, address lines, telephone numbers, address op notes, the text in 5 or 10 groups per line framed by breaks (BT), signature, and signature op notes, are all entered as new lines beginning on the left margin. NR is not required ahead of a message number. The group SVC, followed by a space, should be entered ahead of the message number in service messages.
- Use only single spaces between the groups of the parts of the Radiogram. Note also that there is a space required between the ARL and the check figures, as in: ARL 10; and between the filing time (if used), the month abbreviation and date figures. Tabs are not permitted.
- State 2-letter abbreviations in the Preamble Place-of-origin and in the Address, or Signature Address, must be the **standard US postal 2-letter abbreviation**. (NTS/NTSD automated routing provisions will not recognize non-standard abbreviations.)
- Punctuation, as symbols or otherwise, is not permitted in parts of the **Preamble**, except for the slant bar (/) used after a call sign or for an amended check.
- Punctuation symbols are not permitted in the Address, or Signature Address, except for the slant bar (/). No punctuation, symbols or otherwise, are permitted in phone number groups, or in the city state zip line, except the group DASH is used to separate the parts of a nine digit US postal extended zip code (12345 DASH 6789). The separate group HYPHEN (as a substitute for "-") may be used within the addressees' name or street address if absolutely necessary.
- Punctuation symbols in **Op Notes, Text, and Signature** are not permitted, except for the slant bar (/), and other punctuation is handled as in standard Radiograms - spelled out.
- A blank line is inserted between the end of one Radiogram and the beginning of the next.

- A blank line is inserted after the last message's signature, and may be followed on the next line by the characters "/EX" or "<AR>" (without the quotes). The <enter> key must be pressed after either one, thus creating one more blank line below.
- Booking is permitted in plain text Radiogram entry except when messages are to ultimately be sent to NTSD MBO Target Stations.
- It is customary to put only a few Radiograms in the body text of a *Radio-email* (which requires copying and pasting to process). Larger quantities should be entered in an attached text file which can be saved to disk from the *Radio-email*.
- Messages entered in plain text format may be of any service status (such as Routine, Welfare, Priority, HXD, or Service messages) mixed as desired. It is often a better choice to group them by status in separate submissions, however, to assist the recipient with the special handling required.
- Messages entered in Batch File format may also be mixed in with plain text Radiograms, although booking Batch File formatted message is not practical unless the Batch File headers are removed. Since some Batch File information may be lost in so doing, it is better to include Batch File formatted messages as individual Radiograms.
- Operators receiving plain text Radiograms in *Radio-email* may easily present such traffic on manual nets, reading from the body text of the email or opening the attached text file in a suitable editor, or copy the Radio-grams to be sent via other means.

ADDRESSING THE RADIO-EMAIL

Radio-email carrying Radiograms should be sent to clients who have agreed to accept the message traffic. The *Radio-email* may be addressed to any such WL2K client Target Station call sign, a WL2K client Tactical Address, or a client public internet address. *Radio-email* carrying NTS plain text Radiograms should be **sent to only one addressee** (to avoid duplicate handling), with confirmation of receipt requested. The NTS group in the Subject line denotes that the plain text format is used. When sending Radiograms via *Radio-email* to a station which is likely to post them on NTSD MBOs, use the Batch File format method to save the operator the trouble of reformatting.

SUBJECT LINE - PLAIN TEXT - NTS - CONFIRMATION REQUEST

To indicate that a *Radio-email* is carrying active Radiograms, and to request confirmation of receipt (the equivalent of the Roger on voice or QSL on CW), the *Radio-email* Subject Line should be entered as follows:

NTS [destination] [quantity]; pse QSL this email

- The **NTS** indicates any plain text Radiogram content (even if most messages are included in Batch File format). This warns NTSD MBOs that direct import is not possible.
- The **[destination] [quantity]** is entered as desired to denote the general area to which the Radiograms are addressed. This may be a Section or county abbreviation, the abbreviation for a Region or Area NTS net, a zip code, etc., as in: MDC 3, EAN 4, 1RN 2, etc.
- Multiple **[destination] [quantity]** entries may be entered when sending a number of Radiograms for different areas, as in: EPA 2 WPA 3, or 1RN 3 2RN 4, etc.
- The "**; pse QSL this email**" requests that the **recipient** originate a *Radio-email* back to the sender confirming receipt of the *Radio-email* carrying active Radiograms. (This request in no way affects any handling instructions on the individual Radiograms.)

FILENAMES FOR ATTACHED TEXT FILES

Attached Radiogram plain text files may be assigned filenames of choice, limited only by the requirements of the user's computer operating systems at each end of the connection, and using the ".TXT" extender. The originator's imbedded call sign or

suffix, and a destination and/or quantity, are helpful. (NTSD MBOs require the short 8 by 3 filename for attached Batch Files. See the NTSD Batch File topic, 6A8.1.2.)

CONFIRMING THE NTS RADIO-EMAIL

Radiograms sent by *Radio-email* will not be considered "handled" until confirmation of receipt is received by the sending station.

- Recipients of *Radio-email* carrying active Radiograms may use the "reply-to" function of their email or WL2K application to create a confirming reply message. The originator's WL2K client message number may be used following the QSL in the Subject line.
- This confirmation message is related to the *Radio-email*, not handling instructions for the individual messages carried therein. Radiograms have their own Handling Instructions (HX codes) to be honored by stations handling the individual Radiograms.
- The Subject Line will be automatically copied into the reply message when using the reply button on the email application. Add the letters "QSL" plus a space (without the quotes) at the beginning of the Subject Line, as in: **QSL Re: NTS MDC 3; pse QSL this email**
- Multiple *Radio-emails* may be confirmed with one reply message if desired. Modify the Subject Line contents to reference all the Radiograms being confirmed. This may be done using the [destination] [quantity] information from the multiple *Radio-emails*, or submission date-times from the originals, etc., as in: **QSL Re: NTS EPA 3 WPA 4 OCT 2, EAN 2 OCT 3; pse QSL this email.** If the list is too long, enter full details in the body text.
- The reply *Radio-email* body text should contain a repeat of the contents of the Subject Line (except for the "pse QSL…" part), as a minimum, or may contain additional information regarding the confirmation of multiple *Radio-emails*. The filenames of attachments in the original transmission are useful for this confirmation.

The typical NTS confirmation *Radio-email* reply:

To:	`w1aw@winlink.org`	TARGET STATION
Cc:		
Subj:	`QSL Re: NTS MDC 3; pse QSL this email`	(QSL...Re:...)
`QSL MDC 3, SEP 20`		
`(File: filename.txt if attached to original)`		
`TNX, 73, W3YVQ`		

EXAMPLE 1 - PLAIN TEXT ENTRY - 2 MESSAGES - BODY TEXT

To:	**w3yvq@winlink.org**	TARGET STATION
Cc:		
Subj:	**NTS MDC 2; pse QSL this email**	(NTS dest #)

```
1 R W1AW 15 NEWINGTON CT SEP 20    MSG 1
BACI EOC
BALTIMORE MD 21201
410 555 1212
BT                                 TEXT BREAK
TWELVE SUPPORT TEAMS IN ROUTE      5 groups/line, each
TO YOUR EOC X DO                   followed by a space.
YOU HAVE EMERGENCY POWER QUERY
BT                                 TEXT BREAK
STEVE AT W1AW
                                   BLANK LINE
2 R W1AW 18 NEWINGTON CT SEP 20    MSG 2
JIM CROSS WI3N
25 MAIN ST
LAUREL MD 20707
410 555 0123
OP NOTE DELIVER WORKDAY
BT                                 TEXT BREAK
PLEASE ADVISE STATUS OF WL2K       5 groups/line, each
ARESMAT TEAM FOR WELFARE TRAFFIC   followed by a space.
HANDLING IN THE LAST MILE
OVER IN MDC
BT                                 TEXT BREAK
STEVE AT W1AW
                                   BLANK LINE
/EX (or <AR>)                      END OF TRAFFIC
                                   BLANK LINE
```

- The /EX or <AR> at the last line is a cosmetic aid only, and performs no automatic function as the /EX does in a Batch File.

CONFIRMATION REPLY:

To:	**w1aw@winlink.org**	TARGET STATION
Cc:		
Subj:	**QSL Re: NTS MDC 2; pse QSL this email**	(QSL...Re:...)

```
QSL MDC 2 NRS 1 AND 2, SEP 20
TNX, 73, W3YVQ
```

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EXAMPLE 2 - PLAIN TEXT ENTRY - 2 MESSAGES - ATTACHED FILE

To:	w3yvq@winlink.org	TARGET STATION
Cc:		
Subj:	NTS MDC 2; pse QSL this email	(NTS dest #)

```
NTS MDC 2
FILE ATTACHED: W1AWMD2.TXT
TNX
73, STEVE
```

[TEXT ICON] W1AWMD2.TXT 1KB	ATTACHED FILE

Attached text file W1AWMD2.TXT:

`1 R W1AW 15 NEWINGTON CT SEP 20`
`BACI EOC`
`BALTIMORE MD 21201`
`410 555 1212`
	MSG 1

`BT`	TEXT BREAK 5 groups/line, each followed by a space.

`TWELVE SUPPORT TEAMS IN ROUTE`
`TO YOUR EOC X DO`
`YOU HAVE EMERGENCY POWER QUERY`	

`BT`	TEXT BREAK
`STEVE AT W1AW`	
	BLANK LINE

`2 R W1AW 18 NEWINGTON CT SEP 20`
`JIM CROSS WI3N`
`25 MAIN ST`
`LAUREL MD 20707`
`410 555 0123`
`OP NOTE DELIVER WORKDAY`
	MSG 2

`BT`	TEXT BREAK 5 groups/line, each followed by a space.

`PLEASE ADVISE STATUS OF WL2K`
`ARESMAT TEAM FOR WELFARE TRAFFIC`
`HANDLING IN THE LAST MILE`
`OVER IN MDC`	

`BT`	TEXT BREAK
`STEVE AT W1AW`	
	BLANK LINE
`/EX (or <AR>)`	END OF TRAFFIC BLANK LINE

- The attached file info in the body text area is shown presented in a manner similar to the AirMail client application. Other email applications used with Paclink may show attachments differently.
- The 2 messages for MDC are attached as the text filename shown, the Radiograms entered as shown for the body text in the previous example.

CONFIRMATION REPLY:

To:	w1aw@winlink.org	TARGET STATION
Cc:		
Subj:	QSL Re: NTS MDC 2; pse QSL this email	(QSL...Re:...)

```
QSL MDC 2 NRS 1 AND 2, SEP 20
File: W1AWMD2.TXT
TNX, 73, W3YVQ
```

6A8.1.2 TYPE 1 - BOOKING - PLAIN TEXT NTS ONLY

Radiograms may be sent typed in as Books so long as the recipient Target Station is not an NTSD MBO station. NTSD MBOs require that Radiograms be sent in an attached text file using the Batch File format containing only complete individual Radiograms. See the Batch File topic, 6A8.1.2.

EXAMPLE 3 - PLAIN TEXT ENTRY - BOOK - BODY TEXT

To:	`w3yvq@winlink.org`	TARGET STATION
Cc:		
Subj:	`NTS MDC BOOK 3; pse QSL this email`	(NTS dest BOOK #)
`BOOK OF THREE`		BOOK FRAME
`R W1AW 17 NEWINGTON CT SEP 20`		
`BT`		TEXT BREAK
`WELCOME TO THE ARESMAT TEAM`		5 groups/line, each
`X YOUR READINESS TO SERVE`		followed by a space.
`THE PUBLIC IS MUCH APPRECIATED`		
`X 73`		
`BT`		TEXT BREAK
`STEVE W1AW`		
`BT`		COMMON BREAK
`20 JOHN DOE W3ABC`		MSG 1
`10 OAK PLACE`		
`BALTIMORE MD 21200`		
`410 555 1231`		
`BT`		BOOK BREAK
`21 WILLIAM DOE W3ABD`		MSG 2
`102 OAK PLACE`		
`BALTIMORE MD 21200`		
`410 555 1232`		
`BT`		BOOK BREAK
`22 CHARLES SMITH W3ABE`		MSG 3
`110 OAK PLACE`		
`TOWSON MD 21200`		
`410 555 1233`		
`END BOOK`		END OF BOOK
`/EX (or <AR>)`		END OF TRAFFIC
		BLANK LINE

- In this manner a large number of Radiograms with common parts may be entered, as in the case of multiple welfare inquiries or replies, special event messages, etc.
- The /EX or <AR> at the last line is a cosmetic aid only, indicating the end of the traffic.

CONFIRMATION REPLY:

To:	`w1aw@winlink.org`	TARGET STATION
Cc:		
Subj:	`QSL Re: NTS MDC 3; pse QSL this email`	(QSL...Re:...)
`QSL MDC 3 NRS 20, 21, 22, SEP 20`		
`TNX, 73, W3YVQ`		

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EXAMPLE 4 - PLAIN TEXT ENTRY - BOOK - ATTACHED FILE

To:	w3yvq@winlink.org	TARGET STATION
Cc:		
Subj:	NTS MDC BOOK 3; pse QSL this email	(NTS dest BOOK #)

NTS MDC BOOK OF THREE
FILE ATTACHED: W1AWMD3.TXT
TNX
73, STEVE

[TEXT ICON] W1AWMD3.TXT 1KB	ATTACHED FILE

- The attached file is shown presented in a manner similar to the AirMail client application. Other email applications used with Paclink may show attachments differently.
- The 3 booked messages for MDC are attached as the text filename shown, the Radiograms entered as shown for the body text in the previous example.

CONFIRMATION REPLY:

To:	w1aw@winlink.org	TARGET STATION
Cc:		
Subj:	QSL Re: NTS MDC 3; pse QSL this email	(QSL...Re:...)

QSL MDC 3 NRS 20, 21, 22, SEP 20
File: W1AWMD3.TXT
TNX, 73, W3YVQ

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6A8.1.3 TYPE 1 - BATCH FILES FOR NTSD (SUBJECT: NTSD)
NTSD MBO Target Stations may be sent Radiograms in the **Batch File** text format using the WL2K system or station-to-station transfers. The means of entry, addressing and subject line contents also apply to transferring Radiogram Batch Files in regular email on the public internet. Sending Radiograms via *Radio-email* or regular email ultimately intended for NTSD MBO recipients should also be done using the Batch File format shown in this section. The Batch File format permits saving the *Radio-email*'s attached text file to disk and then importing the file into the NTSD Winlink Classic MBO Message Manager. (This minimizes the risk of error in copying and pasting.)

<u>CAUTION:</u> Use only "pure" text editors to create plain text (.TXT) Batch Files for NTSD submission and importing. Other editors may use non-standard carriage-return line-feed ASCII character combinations, or other formatting characters and/or font symbols, including some editors with so-called "Save As Text File" options, which can foul the NTSD text file functions. MS Notepad™ is suitable for this purpose.

For information on the NTSD MBO import and export function, see the MPG Chapter 6 **MPG6A2,** NTSD MBO Batch File Import/Export Guidance, and **MPG6A3** with images.

BATCH FILE ENTRY
- The Radiograms entered must each meet the requirements for ARRL formal text Radiograms as shown in the MPG, Chapter 1.
- Batch File Radiograms are typed into body text or an attached text file (created with Notepad™ or a similar text editor) using only **capital letters**, **figures** and **slant bars** (/). The preamble, address lines, telephone numbers, address op notes, the text in 5 or 10 groups per line framed by breaks (BT), signature, and signature op notes, are all entered as new lines beginning on the left margin. NR is not required ahead of a message number. The group SVC, followed by a space, should be entered ahead of the message number in service messages. Thus, the Radiograms themselves within the Batch File are entered the same way as in plain text files (except booking is not permitted).
- Use only single spaces between the groups of the parts of the Radiogram. Note also that there is a space required between the ARL and the check figures, as in: ARL 10; and between the filing time (if used) and the month abbreviation, and between the month and date figure group. Tabs are not permitted.
- State 2-letter abbreviations in the Preamble Place-of-origin and in the Address, or Signature Address, must be the **standard US postal 2-letter abbreviation**. (NTS/NTSD automated routing provisions will not recognize non-standard abbreviations.)
- Punctuation, as symbols or otherwise, is not permitted in parts of the **Preamble**, except for the slant bar (/) used after a call sign or for an amended check.
- Punctuation symbols are not permitted in the Address, or Signature Address, except for the slant bar (/). No punctuation, symbols or otherwise, are permitted in phone number groups, or in the city state zip line, except the group DASH is used to separate the parts of a nine digit US postal extended zip code (12345 DASH 6789). The separate group HYPHEN (as a substitute for "-") may be used within the addressees' name or street address if absolutely necessary.
- Punctuation symbols in **Op Notes, Text, and Signature** are not permitted, except for the slant bar (/), and other punctuation is handled as in standard Radiograms - spelled out.
- Radiograms in the **Batch File** format are entered with an **ST** line, **Town** line, and a blank line ahead of each Radiogram preamble; a blank line following the signature; and the characters **/EX** on a new line followed by a blank line or the next **ST** line. **Notes: 1)** When entering multiple Radiograms in the file, the ST line of the next message must follow on the very next line after the /EX ending the previous message (mandatory, else the import

will terminate at that point and messages will have to be re-filed); and **2)** the <enter> key must be pressed after the last /EX entry in the file, adding a final blank line (mandatory, else the last message will fail to import). See the examples and explanations below.

- One or more individual Radiograms may be entered in the Batch File.
- **Booking is NOT permitted.**
- It is permissible to put only a few Batch File formatted Radiograms in the body text of a *Radio-email* if necessary (which requires copying and pasting to process), but it is preferred that single or larger quantities be entered in an attached text file which can be saved to disk from the *Radio-email*. It is preferred to use the attached file method to save copy and paste operations at the MBO.
- **Batch Files may only contain messages of like service status** (the same flags; i.e., all Routine, all Welfare, all Priority, all HXD, or all Service; or combinations common to all the Radiograms - see the Flag explanation below the Batch File example).
- Operators receiving Radiograms in Batch File format via *Radio-email* may easily present such traffic on manual nets, reading from the opened attached text file in a suitable text reader or editor, or the Batch File may be sent via other means.
- It is even possible to transmit a Batch File on CW using ATSIGN in place of the symbols @, and LESS THAN SIGN in place of the <, in the ST line. The appropriate line-end symbol <AA> on CW is used as needed to indicate new lines. This facilitates the transcription of such files to computer files during copy.
- The Batch File format is quite simple and easy to use. It provides the bridge between manual Radiogram traffic handling and the automated NTSD MBO system. See the example below.

ADDRESSING THE BATCH FILE RADIO-EMAIL

Radio-email carrying Radiograms in Batch File format may be sent to any WL2K or internet client who has agreed to accept the message traffic for delivery or relay. When sending Radiograms via *Radio-email* to an NTSD MBO, or a station which is likely to post them on NTSD MBOs, use the Batch File format method to save the operators the trouble of reformatting. The *Radio-email* may be addressed to any such WL2K client Target Station call sign, a WL2K client Tactical Address, or a client public internet address. *Radio-email* carrying **Batch File Radiograms should be sent to only one addressee** (to avoid duplicate handling), and confirmation of receipt requested. The NTSD group in the Subject line denotes that the Batch File format is used. Consult with the NTSD ADC or DRS stations for the NTSD MBO Target Station addresses.

SUBJECT LINE - BATCH FILE - NTSD - CONFIRMATION REQUEST
To indicate that a *Radio-email* is carrying active Radiograms in Batch File format, and to request confirmation of receipt (the equivalent of the Roger on voice, or QSL on CW), the *Radio-email* Subject Line should be entered as follows:
NTSD [destination] [quantity] [flags]; pse QSL this email
- The **NTSD** indicates that the entire Radiogram content and/or attached file is in Batch File format suitable for direct MBO importing.
- The **[destination] [quantity]** is entered as desired to denote the general area to which the Radiograms are addressed. This may be a Section or county abbreviation, the abbreviation for a Region or Area NTS net, a zip code, etc., as in: MDC 3, EAN 4, 1RN 2, PAN 23, etc. Multiple **[destination] [quantity]** entries may be entered when sending a number of Radiograms for different areas, as in: EPA 2 WPA 3, or 1RN 3 2RN 4, etc.
- The **[flags]** entry denotes the service precedence class of all the Radiograms carried in the attached Batch File, all of which must be the same type. See the Flags explanation in the example. No flag is used for plain Routine traffic without HXD.
- The "**; pse QSL this email**" requests that the **recipient** originate a *Radio-email* back to the sender confirming receipt of the *Radio-email* carrying active Radiograms. This in no way affects the handling instructions in the Preambles of the carried Radiograms.

BOOKING IS NOT PERMITTED IN BATCH FILES FOR NTSD
NTSD MBOs require that Radiograms be sent in an attached text file using the Batch File format. One or more complete individual Radiograms may be entered in a Batch File, each with the proper ST, Town and /EX frame lines. NTSD MBOs can not import booked messages, although some individual operators may be willing to accept booked traffic to be manually re-formatted (in which case, send such traffic using the plain text entry format marked NTS in the subject line).

FILENAMES FOR ATTACHED BATCH FILES - 8X3
Attached NTSD Batch Files should be assigned filenames using the older 8 by 3 format, with the ".TXT" extender, to accommodate users on older computer operating systems (FAT-32 short filenames), as in: **W1AW08MD.TXT**. The NTSD MBO software **requires** the short filename.

CONFIRMING THE NTSD RADIO-EMAIL
Radiograms sent by *Radio-email* will not be considered "handled" until confirmation
of receipt is received by the sending station.

- Recipients of *Radio-email* carrying active Radiograms may use the "reply-to" function of their email or WL2K application to create a confirming reply message.
- This confirmation message is related to the *Radio-email*, not handling instructions for the individual messages carried therein. Radiograms have their own Handling Instructions (HX codes) and service obligations to be honored by stations handling the individual Radiograms.
- The Subject Line will be automatically copied into the reply message when using the reply button on the email application. Add the letters "QSL" plus a space (without the quotes) at the beginning of the Subject Line, as in: **QSL Re: NTSD MDC 3; pse QSL this email** (The WL2K message number may be added after the QSL if desired.)
- Multiple *Radio-emails* may be confirmed with one reply message if desired. Modify the Subject Line contents to reference all the Radiograms being confirmed. This may be done using the [destination] [quantity] information from the multiple *Radio-emails*, or submission date-times from the originals, etc., as in: **QSL Re: NTSD EPA 3 WPA 4 OCT 2, EAN 2 OCT 3; pse QSL this email.** If the list is too long, enter details in the body text.
- The reply *Radio-email* body text should contain a repeat of the contents of the Subject Line without the "pse QSL this email", as a minimum, or may contain additional information regarding the confirmation of multiple *Radio-emails*. The filenames of attachments in the original transmission are useful for this confirmation.

The typical NTSD confirmation *Radio-email* reply:

To:	`w1aw@winlink.org`	TARGET STATION
Cc:		
Subj:	`QSL Re: NTSD MDC 3; pse QSL this email`	(QSL...Re:...)

`QSL MDC 3, AUG 20`
`TNX`
`73, STEVE`		

EXAMPLE 1 - BATCH FILE ENTRY - ATTACHED 2 MESSAGE FILE

To:	`w3yvq@winlink.org`	TARGET STATION
Cc:		
Subj:	`NTSD MDC 2 P; pse QSL this email`	(NTSD dest # flag)

`NTSD MDC 2 P`
`FILE ATTACHED: W1AWMD2P.TXT`
`TNX`
`73, STEVE`		

`[TEXT ICON]` `W1AWMD2P.TXT 1KB`		ATTACHED FILE

- The attached file is shown presented in a manner similar to the AirMail client application. Other email applications used with Paclink may show attachments differently.
- Only the attached file example is shown for Type 1 Batch File submissions since the body text entry method is inconvenient to the NTSD MBO operators.
- The attached Batch File (W1AWMD2P.TXT) is shown below:

Attached file W1AWMD2P **(text filename must be 8 by 3 - all Radiograms of one flag type)**:

`ST 21201@NTSMD < W1AW`	ST LINE, MSG 1*
`P BALTIMORE 410 555`	FLAG + TOWN LINE*
	BLANK LINE
`8 P W1AW 19 NEWINGTON CT SEP 20`	MSG 1
`BACI EOC`	
`BALTIMORE MD 21201`	
`410 555 1212`	
`BT`	TEXT BREAK
`TWENTY FOUR SUPPORT OPERATORS WAITING`	5 groups/line, each
`AT YOUR EOC STAGING AREA`	followed by a space.
`X PLEASE ARRANGE ESCORT TO`	
`ENTER SECURED EOC AREA`	
`BT`	TEXT BREAK
`STEVE AT W1AW`	
	BLANK LINE
`/EX`	END MESSAGE*
`ST 20707@NTSMD < W1AW`	ST LINE, MSG 2*
`P LAUREL 410 555`	FLAG + TOWN LINE*
	BLANK LINE
`9 P W1AW 22 NEWINGTON CT SEP 20`	MSG 2
`JIM CROSS WI3N MDC SM`	
`25 MAIN ST`	
`LAUREL MD 20707`	
`410 555 0123`	
`OP NOTE MAY BE MOBILE ON 146R67/107R2`	
`BT`	TEXT BREAK
`PLEASE ADVISE WL2K ARESMAT TEAM`	5 groups/line, each
`FOR WELFARE TRAFFIC HANDLING IN`	followed by a space.
`THE LAST MILE IN DE`	
`TO REPORT TO DOVER POLICE`	
`STAGING AREA`	
`BT`	TEXT BREAK
`STEVE AT W1AW`	
	BLANK LINE
`/EX`	END OF TRAFFIC*
	BLANK LINE*

* Batch File frame required entries: **Flags:** Routine - no flag
`ST [zip code]@NTS[st] < [stn of orig]`   S, D, SD
`[flags] [town] [area] [exchange]`   W, SW, WD, SWD
(Radiogram with a blank line before and after.)   P, SP, PD, SPD
`/EX`
(Following line must be either a new message ST line   (S = SVC), (D = HXD),
or blank line if the last message in the Batch File. In   (W = Welfare), (P = Priority)
other words, hit the return key in the text editor after
the last /EX. Note the space between < and [stn of   Enter Canadian zip codes in ST line as
orig].)   6 characters with no space.

CONFIRMATION REPLY:

To:	**w1aw@winlink.org**	TARGET STATION
Cc:		
Subj:	**QSL Re: NTSD MDC 2 P; pse QSL this email**	(QSL...Re:)

QSL MDC 2 P, NRS 8, 9, SEP 20
File W1AWMD2P.TXT
TNX
73, STEVE

- * Required Batch File frame lines. See the Notes below.
- Note that the ST line of message 2 follows immediately on the next line after the /EX ending message 1 (mandatory).
- Note the blank line after the last /EX (mandatory).
- Note that the P flags on the Town lines denote the service category of the messages. Routine, non-service, non-HXD messages do not require a flag. See the Flags section below.
- The originator's WL2K message number may be used after the QSL in the Subject line of the reply message.

Notes:

ST LINE
ST [zip code] @ NTS[st] < [stn of orig]
as in: ST 21201@NTSMD < W1AW

ST	(followed by a space, denotes "Send Traffic")
[zip code]	First 5 digits of the address zip code from the Radiogram address. <u>Canadian zips of two 3 character groups separated by a space must be entered as 6 characters with the intermediate space removed.</u>
@	(atsign - space before and after is optional for readability)
[st]	2 letter state abbrev., makes 5 letter group as in NTSMD
< [stn of orig]	Station which originated the message for NTS/NTSD handling (in PBL). Note that a space is required between the "<" and the call sign.

TOWN LINE AND FLAGS
[flags] [town] [area] [exchange]
as in a service message: S NEWINGTON 860 555
or for a routine message: NEWINGTON 860 555

[flags]	See flag table below. All messages in the Batch File must be of the same service precedence class - the same flag type.
[town]	Town name from message address
[area]	Tel area code from message address
[exchange]	Tel exchange from message address

(For some widely known amateur recipients, area + exchange may be the call sign.)

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FLAGS

Batch Files may contain only messages with a common service status, precedence, and/or HXD handling instruction, shown by the flag characters, so that each type of Batch File may be handled separately by the NTSD MBO. Flag combinations are entered at the start of the TOWN line (followed by a space) for each message in the Batch File. The flag is also entered after the quantity in the Subject line of the transporting *Radio-email*. A Batch File must contain only messages in one of the following categories:

FLAGS	BATCH FILE CONTENTS
-	(No flag used for regular Routine messages.)
S	Service Routine messages
D	Routine messages with HXD
SD	Service Routine messages with HXD
W	Welfare messages
SW	Service Welfare messages
WD	Welfare messages with HXD
SWD	Service Welfare messages with HXD
P	Priority messages
SP	Service Priority messages
PD	Priority messages with HXD
SPD	Service Priority messages with HXD

```
  as in:  ST 06111@NTSCT < W3YVQ
          WD NEWINGTON 806 594

          2 W HXD W3YVQ XX BALTIMORE MD AUG 10
          ...
```

END OF MESSAGE MARKER - /EX

/EX   The /EX follows the Radiogram signature after a blank line, and on a line by itself. Important notes:

1) If an additional message is to follow in the Batch File, the ST line of the next message must be entered on the next line after the /EX of the previous message. Blank line(s) after a /EX will truncate the importing of the Batch File and cause loss of the following messages.

2) The Enter key must be pressed after entering the last /EX in a Batch File (creating one extra blank line). Failure to do this will cause the NTSD MBO to fail to import the last message.

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6A8.2 TYPE 2 - RADIO-EMAIL - WL2K AND INTERNET ADDRESSES

Messaging in the standard email format **(not containing active text Radiograms)** with multiple addressees, copies and binary attachments may be sent via WL2K to any ARES®®/NTS/NTSD client or through the WL2K public internet interface. Receipt of such *Radio-email* for the public or served-agencies may be confirmed by reply *Radio-email* upon request as deemed necessary.

Forms such as the ICS-213 used in NIMS/ICS compliant communications may simply be attached to *Radio-email* (in text format, preferred, as opposed to large document form files). Multiple form messages of that type to separate addressees may be included as multiple attachments in *Radio-email* to a single site client. Messages for multiple registered Tactical Addresses are posted on WL2K as though they were separate client accounts, but are delivered to the client station which registered them. Each Tactical Address client then collects their mail by accessing the amateur station's Paclink built-in mailbox.

6A8.2.1 EXAMPLE RADIO-EMAIL MESSAGE

To:	w1aw@winlink.org	TARGET STATION(S)
Cc:		
Subj:	Echolink Wednesday, 4 PM	
Looking forward to talking with you on Echolink on Wednesday at 4 PM. The Section net meets on 3820 kHz LSB. The storm track is threatening our coastline. Radar and satellite images attached along with the ICS-213. 73, Al		Standard email text.
[ICON] RAD1600.GIF 11 KB	[ICON] SAT1615.JPG 14 KB	[ICON] MSG28.TXT 1 KB	ATTACHED FILES

- Multiple mixed WL2K client addresses, WL2K client Tactical Addresses, and public internet addresses may be entered in the To: and Cc: lines, each separate by a comma.
- The attached files are shown presented in a manner similar to the AirMail client application. Other email applications used with Paclink may show attachments differently.
- The WL2K *Radio-email* attachment size limit may be set by sending a system message to the CMS. Attachment sizes should be controlled based upon the speed of slowest radio path in the client's and recipient's link to the WL2K system.
- WL2K Paclink clients may register Tactical Addresses for use by multiple local computers' email applications used by officials connected to that Paclink client station. See the **MPG6A6**, Tactical Address Guidance.
- The WL2K system may be accessed through connections over telnet/internet, via RMS-Packet Gateways, and via HF PacTor/WINMOR (TriMode) Gateways. RMS-Packet Gateways may be equipped with the RMS-Relay module to sustain local automatic *Radio-email* service when the internet fails, and the Relay module may be linked via HF to other Gateways for handling email out of the area of infrastructure loss.
- *Radio-email* is formatted and handled much like regular email on the public internet. Tracking headers are created automatically.
- Served agency officials may easily learn how to use *Radio-email*. The on-air operation is transparent to the official who simply checks/sends mail from a separate "account" on the email application used. An address book showing the addresses available on the amateur network may be supplied by the amateur support team.

6A8.2.2 RADIO-EMAIL DELIVERY CONFIRMATION

Requests for confirmation of receipt are optional, but may be added as "**; pse QSL this email**" at the end of the Subject line. The reply would contain QSL plus a space ahead of the Re: entry in the Subject line in the same manner as used to confirm *Radio-email* carrying Radiograms. The body text may also contain additional information, such as the original posting date/time or message number assigned by the WL2K client application or email program.

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6A8.3 TYPE 3 - RADIO-EMAIL - NO WL2K OR INTERNET ADDRESS (NEW)

TYPE 3 - TO ANY ONE TARGET STATION
Radio-email Type 3 traffic **(not carrying active NTS text Radiograms)** is essentially a *Radio-email* transported Radiogram with a body text Preamble, ARRL standard Radiogram address, an **email formatted body text, attachments**, and a **signature**. **Manual delivery is required**, and each such message shall be treated in a manner similar to ARRL Radiograms with respect to delivery, relaying and servicing. Multiple body text email messages may be included with certain precautions noted below.

Type 3 *Radio-email* formatted messages for which no WL2K or public internet delivery address is available will be transferred to only one Target Station for delivery or manual forwarding to a station which can make delivery. The message may be sent via WL2K or station-to-station transfer to one WL2K call sign client, or one WL2K Tactical Address client, or one public internet addressee (all in order to avoid duplicate delivery).

6A8.3.1 TYPE 3 ENTRY - BODY TEXT ADDRESS - RADIO-EMAIL
- The Type 3 "To:" line shall contain the address of only one Target Station.
- No copies permitted, except perhaps to the originating station's non-WL2K account for archiving. Duplication of messages must be avoided.
- The "Subject:" line shall begin with the group **QTC**, a space, the destination and quantity; any additional subject information desired, and "**; pse QSL this email**".
- The standard ARRL Radiogram **Preamble** and ultimate **Addressee** delivery information shall be entered as the first lines of the body text using the standard ARRL Radiogram Preamble plus address format including full name, address, city, state, zip code, and telephone number, Op Notes, etc. The preamble ensures that the message number and identity of the originating station, etc., is preserved (not necessarily related to the station generating the transporting *Radio-email*). The authorizing signature shall follow at the end of the body text, including any reply information and/or Op Notes as done in standard Radiograms.
- Delivery will be made by any means available, including soliciting an email address after initial contact, if possible, or by moving the message on to a station which can.
- Confirmation of receipt of Type 3 traffic must be requested and provided by return *Radio-email* to the *Radio-email* sending station.
- Type 3 traffic may be used to transport one or more form messages, such as the ICS-213, as attachments when the ultimate addressee has no WL2K or internet link. The form may be transmitted for delivery on voice directly to an ARES® station at the address site, for example.

6A8.3.1.1 MULTIPLE MESSAGES IN TYPE 3 RADIO-EMAIL

- Although multiple messages may be entered into the body text, each separated by a space between the signature of the previous message and Preamble of the next, care must be taken to use good judgment regarding the inclusion of attachments. Each message text must include the filename of the attachment associated with that message's addressee.
- Booking of messages may also be done using the entry methods shown for Booking in Type 1 Plain Text entry, the difference here being the inclusion of email formatted text and attachment inclusion (if any).
- The Subject line destination and quantity must be modified to show at least the general destination and quantity of all the messages contained in the Radio-email, as in: QTC EOC 2, ARC DLU 1; Flooding Alert; pse QSL this email.
- Using this strategy, multiple messages containing multiple form attachments, may be sent to a relay station for an addressee not having a WL2K or internet link. The messages may then be transmitted by radio directly to an ARES® or other station on site. (See the ICS-213 Guidance section in MPG Chapter 6, 6.2.15.)

6A8.3.2 EXAMPLE TYPE 3 - BODY TEXT ADDRESS

To:	w1aw@winlink.org	TARGET STATION
Cc:		
Subj:	QTC NEWINGTON CT 1; Echolink Wednesday, 4 PM; pse QSL this email.	(QTC dest # flag)

3 R W3YVQ XX BALTIMORE MD OCT 2
STEVE DOE
200 MAIN STREET
NEWINGTON CT 06111
860 555 1234

ARRL Preamble.
ARRL Radiogram
address + any Op
Notes.

   Looking forward to talking with you on Echolink on Wednesday at 4 PM. The Section net meets on 3820 kHz LSB. The storm track is threatening our coastline.
   Radar and satellite images attached along with the ICS-213 MSG28.TXT.

Email formatted body text.

   73, Al

Signature + any Op Notes.

Attached Files, if any.

[ICON] RAD1600.GIF 11 KB	[ICON] SAT1615.JPG 14 KB	[ICON] MSG28.TXT 1 KB

- The To: line contains the *Radio-email* addressee.
- The Preamble and Address blocks in the first lines of the body text contain the tracking and ultimate message delivery address information.
- The check may be entered as XX, or ARL XX (if ARRL Numbered Radiograms are present), since the WL2K *Radio-email* transport system is inherently error correcting.
- Op Notes following the address or signature begin on new lines in the body text, entered as customary in standard Radiograms beginning with the groups "Op Note ".
- A blank line is entered before the beginning of the text.
- The attached files are shown presented in a manner similar to the AirMail client application. Other email applications used with Paclink may show attachments differently. If form type messages are attached for different addressees, the filenames of each must be included within the body text for that addressee.
- The authorizing signature follows the text and may include an address, re-contact or reply info, and Op Notes as necessary.
- The delivering station may request an email address from the ultimate addressee to facilitate delivery of the email formatted message and any attachments.

6A8.3.3 TYPE 3 DELIVERY CONFIRMATION
Requests for confirmation of receipt are required and may be added as "**; pse QSL this email**" at the end of the Subject line.

The reply would contain QSL plus a space ahead of the "Re:" entry in the Subject line of the reply message in the same manner as used to confirm *Radio-email* carrying Radiograms. The reply body text may also contain additional information, such as the original posting date/time or message number assigned by the originating station. This confirmation is related only to the transporting email. The preamble in the body text associated with the address may contain separate handling instructions which might also require actions on the part of the delivering station for each individual message.
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6A8.4 TYPE 4 - RADIO-EMAIL FOR RE-FILING (NEW)

TYPE 4 - DIRECT TRANSFER TO ANY ONE TARGET STATION DESTINATION RE-FILING

Messaging in email format (**not containing active NTS text Radiograms)** may be sent to any one Target Station by direct station-to-station transfer when access to WL2K Gateways is not possible. In such cases, the ultimate destination address(es) - other Target Station(s) or any WL2K or public internet addressee(s) - will be entered as the first lines in the body text of the *Radio-email* preceded by the group "**Re-file:**". The receiving station may then re-file the message to the appropriate addressee(s).

Type 4 *Radio-email* for re-filing may include **Type 2** and **Type 3** *Radio-email* content. (Type 1 NTS and NTSD Radiogram *Radio-email* may also be transported station-to-station but remain Type 1 traffic.)

6A8.4.1 TYPE 4 ENTRY - DESTINATION RE-FILING

- The "To:" line contains the address of the Target Station to which the *Radio-email* is to be transferred station-to-station. (Note that in AirMail, the Post Via box must contain the call sign of that station instead of "WL2K", and the packet or HF terminal window must be used for the transfer.)
- The "Subject:" line shall begin with the group "**Re-file;**" followed by any subject information, and ending with **"; pse QSL this email"**. Although direct transfers may be easily monitored for confirmation of receipt (implied by completion), this provision ensures that a message left on an active Target Station while the operator is not present may be confirmed.
- The first line in the body text of the *Radio-email* must be the group **Re-file:**
- The next line in the body text of the *Radio-email* must be the group **To:** followed on the next line(s) by the WL2K or internet To: line addresses;
- The next line in the body text of the *Radio-email* must be the group **Cc:** followed on the next line(s) by the WL2K or internet Cc: line addresses, if any;
- The next line in the body text of the *Radio-email* must be the group **Subj:** followed on the next line(s) by the subject to be copied into the re-filed message as all one line without a carriage-return line-feed entry. The request, "; pse QSL this email", is included in the Subject line of each direct station-to-station transfer, and in the body text Subject line info for Type 3 *Radio-email*, but may be omitted in the body text Subject line information for Type 2 *Radio-email* content for which confirmation is not required (stipulated by the originator).
- The receiving station may then re-file the message onto WL2K (for the WL2K and public internet addressee(s)), if possible, or forward the message manually on by station-to-station transfer to another station which might be able to complete the Re-file.
- The email formatted text follows after a blank line. Type 2 or Type 3 traffic may be imbedded, including the "To:", "Cc:" and "Subject:" line information to be copied and pasted into the re-filed *Radio-email*. Attachments must be saved to disk and then attached to the re-filed *Radio-email*.

6A8.4.2 EXAMPLE TYPE 4 - RE-FILING TYPE 2 RADIO-EMAIL

To:	kw1u	TARGET STATION*
Cc:		
Subj:	Re-file; Echolink Wednesday, 4 PM; pse QSL this email	(Re-file)

Re-file:
 To:
 w1aw@winlink.org,,johndoe8@domain.net
 Cc:
 	
 Subj:
 Echolink Wednesday, 4 PM
 	
  Looking forward to talking with you on Echolink on Wednesday at 4 PM. The Section net meets on 3820 kHz LSB. The storm track is threatening our coastline.
  Radar and satellite images attached along with the ICS-213 MSG28.TXT.
  73, Al
		Re-file flag.
		
		 Re-file address(ees). May be omitted if not needed.
		
		 Subject to be copied. BLANK LINE
		 Email formatted message.

[ICON] [ICON] [ICON] RAD1600.GIF SAT1615.JPG MSG28.TXT 11 KB 14 KB 1 KB		Attached Files, if any.

- * The "To:" line contains the call sign for a station-to-station transfer. The "Post Via" box in AirMail must be set to the call sign of the transfer Target Station instead of "WL2K".
- The "Subject:" line begins with the "Re-file:" flag and ends with "; pse QSL this email".
- The first line of the body text contains the "Re-file:" flag with the re-filing network addresses and subject on the following lines as shown.
- The body text, excluding the re-file information lines, may be copied and pasted into the re-filed *Radio-email*.
- Attachments may be included. It is assumed that all the attachments are for all the addressees. They must be saved to disk and then attached to the re-filed *Radio-email*.
- The recipient re-files the message as directed in the Re-file information, or manually forwards the message on to a station which can. The Re-file: block in the body text contains the ultimate message addressee(s), which may be any mix of address and copy types.

The re-filed Type 2 *Radio-email* would look like this, posted via WL2K:

To:	w1aw@winlink.org,,johndoe8@domain.net	
Cc:		
Subj:	Echolink Wednesday, 4 PM	

Looking forward to talking with you on Echolink on Wednesday at 4 PM. The Section net meets on 3820 kHz LSB. The storm track is threatening our coastline.
  Radar and satellite images attached along with the ICS-213 MSG28.TXT.
  73, Al
		Email formatted message.

[ICON] [ICON] [ICON] RAD1600.GIF SAT1615.JPG MSG28.TXT 11 KB 14 KB 1 KB		Attached Files, if any.

6A8.4.3 EXAMPLE TYPE 4 - RE-FILING TYPE 3 RADIO-EMAL

To:	kw1u	TARGET STATION *
Cc:		
Subj:	Re-file; QTC NEWINGTON CT 1; Echolink Wednesday, 4 PM; pse QSL this email.	(Re-file) **

Re-file: — Re-file flag.
To:
w1aw@winlink.org — Re-file address(ees). May be omitted if not needed.
Cc:

Subj: — Subject to be copied.***
QTC NEWINGTON CT 1; Echolink Wednesday, 4 PM; pse QSL this email

BLANK LINE
3 R W3YVQ XX BALTIMORE MD OCT 2 — ARRL Preamble.
JOHN DOE — ARRL Radiogram
200 MAIN STREET — address + any Op
NEWINGTON CT 06111 — Notes
860 555 1234

BLANK LINE
    Looking forward to talking with you on Echolink on Wednesday at — Email formatted body
4 PM. The Section net meets on 3820 kHz LSB. The storm track is — text.
threatening our coastline.
    Radar and satellite images attached along with the ICS-213
MSG28.TXT.

    73, AI, W3YVQ — Signature + any Op Notes.

[ICON]	[ICON]	[ICON]
RAD1600.GIF	SAT1615.JPG	MSG28.TXT
11 KB	14 KB	1 KB

Attached Files, if any.

* Target Station to receive the direct station-to-station transfer.
** The Subject line is shown wrapped here for convenience. It is actually one line.
*** Type 3 Radio-email is sent with a request to confirm receipt like Radiogram traffic.

The re-filed Type 3 *Radio-email* would look like this, posted via WL2K:

To:	w1aw@winlink.org	
Cc:		
Subj:	QTC NEWINGTON CT 1; Echolink Wednesday, 4 PM; pse QSL this email.	(with confirmation request) *

3 R W3YVQ XX BALTIMORE MD OCT 2
JOHN DOE
200 MAIN STREET
NEWINGTON CT 06111
860 555 1234

   Looking forward to talking with you on Echolink on Wednesday at 4 PM. The Section net meets on 3820 kHz LSB. The storm track is threatening our coastline.
   Radar and satellite images attached along with the ICS-213 MSG28.TXT.

   73, Al, W3YVQ

ARRL Preamble.
ARRL Radiogram address + any Op Notes

BLANK LINE
Email formatted body text.

Signature + any Op Notes.
Attached Files, if any.

[ICON] RAD1600.GIF 11 KB	[ICON] SAT1615.JPG 14 KB	[ICON] MSG28.TXT 1 KB

* The Subject line here is shown wrapped for convenience. It is actually all one line.

6A8.4.4 TYPE 4 DELIVERY CONFIRMATION

Requests for confirmation of receipt are required and may be added as "**; pse QSL this email**" at the end of the Subject line. Although direct transfers may be easily monitored for confirmation of receipt, this provision ensures that a message left on an active Target Station while the operator is not present may be confirmed. This confirmation is related only to the transporting *Radio-email* and is sent to the originator of the direct transfer. If the confirmation request is included in the re-filed message, the confirmation is returned to the re-filing station.

The reply would contain QSL plus a space ahead of the "Re:" entry in the Subject line of the reply message in the same manner as used to confirm *Radio-email* carrying Radiograms. The reply body text may also contain additional information, such as the original posting date/time or message number assigned by the originating station.

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6A8.5 EXAMPLE SUMMARY

TYPE 1 - PLAIN TEXT RADIOGRAM(S)

To:	`w3yvq@winlink.org`	TARGET STATION
Cc:		
Subj:	`NTS MDC 2; pse QSL this email`	(NTS dest #)

```
NTS MDC 2
FILE ATTACHED: W1AWMD2.TXT
TNX
73, STEVE
```

`[TEXT ICON]` `W1AWMD2.TXT 1KB`	ATTACHED FILE

Attached file W1AWMD2.TXT:

`1 R W1AW 15 NEWINGTON CT SEP 20`
`BACI EOC`
`BALTIMORE MD 21201`
`410 555 1212`
	MSG 1

`BT`
`TWELVE SUPPORT TEAMS IN ROUTE`
`TO YOUR EOC X DO`
`YOU HAVE EMERGENCY POWER QUERY`
	TEXT BREAK
	5 groups/line, each followed
	by a space.

`BT` `STEVE AT W1AW`	TEXT BREAK
	BLANK LINE

`2 R W1AW 18 NEWINGTON CT SEP 20`
`JIM CROSS WI3N`
`25 MAIN ST`
`LAUREL MD 20707`
`410 555 0123`
`OP NOTE DELIVER WORKDAY`
	MSG 2

`BT`
`PLEASE ADVISE STATUS OF WL2K`
`ARESMAT TEAM FOR WELFARE TRAFFIC`
`HANDLING IN THE LAST MILE`
`OVER IN DE`
	TEXT BREAK
	5 groups/line, each followed
	by a space.

`BT` `STEVE AT W1AW`	TEXT BREAK
`/EX (or <AR>)`	BLANK LINE END OF TRAFFIC BLANK LINE

CONFIRMATION REPLY:

To:	`w1aw@winlink.org`	TARGET STATION
Cc:		
Subj:	`QSL Re: NTS MDC 2; pse QSL this email`	(QSL...)
`QSL MDC NRS 1 AND 2, SEP 20` `TNX, 73, W3YVQ`		

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TYPE 1 - PLAIN TEXT - BOOKS - RADIOGRAMS

To:	**w3yvq@winlink.org**	TARGET STATION
Cc:		
Subj:	**NTS MDC BOOK 3; pse QSL this email**	(NTS dest Book #)

NTS MDC BOOK OF THREE
FILE ATTACHED: W1AWMD3.TXT
TNX
73, STEVE

[TEXT ICON]	ATTACHED FILE
W1AWMD3.TXT 1KB	

Attached file W1AWMD3.TXT:

BOOK OF THREE	BOOK FRAME
R W1AW 17 NEWINGTON CT SEP 20	
BT	TEXT BREAK
WELCOME TO THE ARESMAT TEAM	5 groups/line, each followed
X YOUR READINESS TO SERVE	by a space.
THE PUBLIC IS MUCH APPRECIATED	
X 73	
BT	TEXT BREAK
STEVE W1AW	
BT	COMMON BREAK
20 JOHN DOE W3ABC	MSG 1
10 OAK PLACE	
BALTIMORE MD 21200	
410 555 1231	
BT	BOOK BREAK
21 WILLIAM DOE W3ABD	MSG 2
102 OAK PLACE	
BALTIMORE MD 21200	
410 555 1232	
BT	BOOK BREAK
22 CHARLES SMITH W3ABE	MSG 3
110 OAK PLACE	
TOWSON MD 21200	
410 555 1233	
END BOOK	END OF BOOK
/EX (or <AR>)	END OF TRAFFIC
	BLANK LINE

CONFIRMATION REPLY:

To:	**w1aw@winlink.org**	TARGET STATION
Cc:		
Subj:	**QSL Re: NTS MDC BOOK 3; pse QSL this email**	(QSL... Re:)

QSL NTS MDC 3, NRS 20, 21, 22, SEP 20
FILE W1AWMD3.TXT
TNX, 73, W3YVQ

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TYPE 1 - NTSD BATCH FILE - RADIOGRAM(S)

To:	`w3yvq@winlink.org`	TARGET STATION
Cc:		
Subj:	`NTSD MDC 2 P; pse QSL this email`	(NTSD dest # flag)

```
NTSD MDC 2 P
FILE ATTACHED: W1AWMD2P.TXT
TNX
73, STEVE
```

`[TEXT ICON]`	ATTACHED FILE
`W1AWMD2P.TXT 1KB`	

Attached file **(text filename must be 8 by 3 - all Radiograms of one flag type)**:

`ST 21201@NTSMD < W1AW`	ST LINE, MSG 1*
`P BALTIMORE 410 555`	FLAG + TOWN LINE*
	BLANK LINE
`8 P W1AW 19 NEWINGTON CT SEP 20`	MSG 1
`BACI EOC`	
`BALTIMORE MD 21201`	
`410 555 1212`	
`BT`	TEXT BREAK
`TWENTY FOUR SUPPORT OPERATORS WAITING`	5 groups/line, each followed
`AT YOUR EOC STAGING AREA`	by a space.
`X PLEASE ARRANGE ESCORT TO`	
`ENTER SECURED EOC AREA`	
`BT`	TEXT BREAK
`STEVE AT W1AW`	
	BLANK LINE
`/EX`	END MESSAGE*
`ST 20707@NTSMD < W1AW`	ST LINE, MSG 2*
`P LAUREL 410 555`	FLAG + TOWN LINE*
	BLANK LINE
`9 P W1AW 22 NEWINGTON CT SEP 20`	MSG 2
`JIM CROSS WI3N MDC SM`	
`25 MAIN ST`	
`LAUREL MD 20707`	
`410 555 0123`	
`OP NOTE MAY BE MOBILE ON 146R67/107R2`	
`BT`	TEXT BREAK
`PLEASE ADVISE WL2K ARESMAT TEAM`	5 groups/line, each followed
`FOR WELFARE TRAFFIC HANDLING IN`	by a space.
`THE LAST MILE IN DE`	
`TO REPORT TO DOVER POLICE`	
`STAGING AREA`	
`BT`	TEXT BREAK
`STEVE AT W1AW`	
	BLANK LINE
`/EX`	END OF TRAFFIC*
	BLANK LINE*

* Batch File frame required entries: **Flags:** Routine - no flag
`ST [zip code]@NTS[st] < [stn of orig]` S, D, SD
`[flags] [town] [area] [exchange]` W, SW, WD, SWD
(Radiogram with a blank line before and after.) P, SP, PD, SPD
`/EX`
(Following line must be either a new message ST line or blank line (S = SVC), (D = HXD),
if the last message in the Batch File. In other words, hit the return (W = Welfare), (P = Priority)
key in the text editor after the last /EX. Note the space between < Enter Canadian zip codes in ST line as 6
and [stn of orig].) characters with no space.

CONFIRMATION REPLY:

To:	`w1aw@winlink.org`	TARGET STATION
Cc:		
Subj:	`QSL Re: NTSD MDC 2 P; pse QSL this email`	(QSL...Re:)

```
QSL MDC 2 P, NRS 8, 9, SEP 20
File W1AWMD2P.TXT
TNX, 73, W3YVQ
```

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TYPE 2 - RADIO-EMAIL

To:	w1aw@winlink.org	TARGET STATION(S)
Cc:		
Subj:	Echolink Wednesday, 4 PM	
Looking forward to talking with you on Echolink on Wednesday at 4 PM. The Section net meets on 3820 kHz LSB. The storm track is threatening our coastline. Radar and satellite images attached along with the ICS-213. 73, Al		Standard email text.

[ICON]	[ICON]	[ICON]	ATTACHED FILES
RAD1600.GIF	SAT1615.JPG	MSG28.TXT	
11 KB	14 KB	1 KB	

TYPE 3 - BODY TEXT ADDRESSED RADIO-EMAIL

To:	w1aw@winlink.org	TARGET STATION
Cc:		
Subj:	QTC NEWINGTON CT 1; Echolink Wednesday, 4 PM; pse QSL this email.	(QTC dest # flag)
3 R W3YVQ XX BALTIMORE MD OCT 2 STEVE DOE 200 MAIN STREET NEWINGTON CT 06111 860 555 1234		ARRL Preamble. ARRL Radiogram address + any Op Notes.
Looking forward to talking with you on Echolink on Wednesday at 4 PM. The Section net meets on 3820 kHz LSB. The storm track is threatening our coastline. Radar and satellite images attached along with the ICS-213 MSG28.TXT.		Email formatted body text.
73, Al		Signature + any Op Notes.

[ICON]	[ICON]	[ICON]	Attached Files, if any.
RAD1600.GIF	SAT1615.JPG	MSG28.TXT	
11 KB	14 KB	1 KB	

Multiple messages allowed, Preamble through Signature, separated by a blank line; destinations and quantities noted in the Subject line.

CONFIRMATION REPLY:

To:	w3yvq@winlink.org	TARGET STATION
Cc:		
Subj:	QSL Re: QTC NEWINGTON CT 1; Echolink Wednesday, 4 PM; pse QSL this email.	(QSL...Re:)

QSL NR 3, QTC NEWINGTON CT 1
`Files: RAD1600.GIF, SAT1615.JPG, MSG28`
`TNX, 73, W1AW`		

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TYPE 4 - DIRECT TRANSFER FOR TYPE 2 RE-FILING

To:	kw1u	TARGET STATION*
Cc:		
Subj:	Re-file; Echolink Wednesday, 4 PM; pse QSL this email	(Re-file)

Re-file: → Re-file flag.
To:
w1aw@winlink.org,,johndoe8@domain.net → Re-file address(ees).
Cc: → May be omitted if not needed.

Subj:
Echolink Wednesday, 4 PM → Subject to be copied.
  → BLANK LINE

  Looking forward to talking with you on Echolink on Wednesday at 4 PM. The Section net meets on 3820 kHz LSB. The storm track is threatening our coastline. → Email formatted message.
  Radar and satellite images attached along with the ICS-213 MSG28.TXT.
  73, Al

[ICON]	[ICON]	[ICON]	Attached Files, if any.
RAD1600.GIF	SAT1615.JPG	MSG28.TXT	
11 KB	14 KB	1 KB	

* Target Station for direct station-to-station transfer (Post via [call sign]).

CONFIRMATION REPLY BY KW1U:

To:	w3yvq	TARGET STATION*
Cc:		
Subj:	QSL Re: Re-file; Echolink Wednesday, 4 PM; pse QSL this email	(QSL...Re:...)

```
QSL
Re-file
w1aw@winlink.org,johndoe8@domain.net
TNX, 73, KW1U
```

TYPE 4 - DIRECT TRANSFER FOR TYPE 3 RE-FILING

To:	kw1u	TARGET STATION*
Cc:		
Subj:	Re-file; QTC NEWINGTON CT 1; Echolink Wednesday, 4 PM; pse QSL this email	(Re-file) **

Re-file: To: w1aw@winlink.org Cc:	Re-file flag. Re-file address(ees). May be omitted if not needed.
Subj: QTC NEWINGTON CT 1; Echolink Wednesday, 4 PM; pse QSL this email	Subject to be copied.*** BLANK LINE
3 R W3YVQ XX BALTIMORE MD OCT 2 JOHN DOE 200 MAIN STREET NEWINGTON CT 06111 860 555 1234	ARRL Preamble. ARRL Radiogram address + any Op Notes BLANK LINE
Looking forward to talking with you on Echolink on Wednesday at 4 PM. The Section net meets on 3820 kHz LSB. The storm track is threatening our coastline. Radar and satellite images attached along with the ICS-213 MSG28.TXT.	Email formatted body text.
73, Al, W3YVQ	Signature + any Op Notes.

[ICON] RAD1600.GIF 11 KB	[ICON] SAT1615.JPG 14 KB	[ICON] MSG28.TXT 1 KB	Attached Files, if any.

* Target Station to receive the direct station-to-station transfer.
** Subject line shown wrapped here for convenience. Actually one line.
*** Type 3 Radio-email is sent with a request to confirm receipt like Radiogram traffic.

CONFIRMATION REPLY BY KW1U:

To:	w3yvq	TARGET STATION*
Cc:		
Subj:	QSL Re: Re-file; QTC NEWINGTON CT 1; Echolink Wednesday, 4 PM; pse QSL this email	(QSL...Re:...)
`QSL Re-file QTC NEWINGTON CT 1, NR 3` `TNX, 73, KW1U`		

CONFIRMATION REPLY BY W1AW:

To:	kw1u@winlink.org	TARGET STATION*
Cc:		
Subj:	QSL Re: Re-file; QTC NEWINGTON CT 1; Echolink Wednesday, 4 PM; pse QSL this email	(QSL...Re:...)
`QSL QTC NEWINGTON CT 1, NR 3` `TNX, 73, W1AW`		

Type 4 *Radio-email* for re-filing may include Type 2 and Type 3 *Radio-email* content. (Type 1 NTS and NTSD Radiogram *Radio-email* may also be transported station-to-station but remain Type 1 traffic.)

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Page last updated MAR 28, 2014
Pse HXC this email changed to Pse QSL this email.
Space added in BF ST line source syntax before call sign: < [stn of orig]
Misc. punctuation clarifications addressing frequent formatting errors.
ARES® is a registered trademark of the ARRL.
Notepad and operating system references are trademarks of the Microsoft Corp.
W3YVQ, DEC 27, 2004