Start: 2054 L – Stop: 2019 L

Prowords and Fill Requests

1.1 OVERVIEW.

Thank-you Bob. Good evening, everyone. Tonight, I'll be discussing a subset of the introductory words, operational words, punctuation, and Fill Requests used when handling formal verbal message traffic. The information in this presentation is sourced from the ARRL® *NTS Methods and Practices Guidelines.* We have discussed prowords in the past, however, in order to understand fill requests, a review of message prowords seemed appropriate.

Prior to the discussion on fill requests, I will send an exercise bulletin to the net. I will then reference this bulletin during the fill requests discussion.

1.2 INTRODUCTORY WORDS

When sending formal message traffic, introductory words are spoken to alert the receiving operator that a special type of group is about to be sent. These introductory words indicate that a group is going to be sent one character at a time, and if the group includes letters, that all letters will be sent phonetically.

a. **FIGURES**: Used to introduce a group of one or more numbers.

b. **INITIAL**: Used to indicate that a single letter will follow. Phonetic pronunciation mandatory.

c. **INITIALS**: Several letters together in a group will follow. Example: EOC.

d. **MIXED GROUP**: Used to introduce a group that consists of a mixture of 2 or more of the 3-character types that are permitted in a group; The character types permitted in a group are (1) letters, (2) figures, and (3) slashes (/). The only limitation is that the group cannot begin with a figure. Example ACS/ARES.

e. **MIXED GROUP FIGURES**: Used when the first character of a mixed group is a figure. Example 75V.

f. **AMATEUR CALL**: Used to introduce an amateur call sign in the Address, Text, or Signature of a message.

1.3   OPERATIONAL WORDS

These words are spoken to begin or end the message or indicate amplifying information for the receiving operator. They are not written in the message or counted in the check. They are usually spoken in a different tone of voice to distinguish them from written parts of the message.

a. **I SAY AGAIN**: Used to indicate that a single phrase will be stated a second time.

b. **I SPELL**: Used to indicate you are going back to spell the group just voiced. It is used with ONE GROUP AT A TIME, and is said IMMEDIATELY after voicing the group, followed by phonetic spelling of the group.

c. **CORRECTION**: "I am going to correct an error."

d. **END… NO MORE**: Indicates the end of the current message and that no additional messages follow.

e. **END x MORE**: Indicates the end of the current message and the "x" indicates the number of messages remaining to be sent.

1.4   PUNCTUATION

Punctuation is a little trickier; however, the most important point to remember is that the handling of punctuation is done at the time of formatting, not during transmission.

a. **Slash (/)**: The slash (/) is used to separate characters within a mixed group, as in 304/BA. Since the "/" is part of the group it does not qualify as a separate group for the check.

b. **The letter "X"**: The letter "X" is used as a substitute for a period (and is never used as the last group of the text).

c.   **The letter "R"**: The letter "R" is used in place of a decimal in mixed figure groups, such as frequency or voltage values. For example, 13.8 volts would be voiced MIXED GROUP ONE THREE ROMEO EIGHT VOLTS.

Those are the introductory words, operational words and punctuations that I planned to cover this evening. This is not the complete list. It is only a subset of those that you are most likely to encounter.

1.5   EXAMPLE – EXERCISE BULLETIN TO THE NET

So now I'm going to use these prowords in an example. I would request that everyone try copying the bulletin as I send it. The bulletin is in standard ARRL® radiogram format.

"THIS IS WA1RYQ please standby for an exercise bulletin. I SAY AGAIN this is WA1RYQ please standby for an exercise bulletin. Exercise bulletin 10 follows:

"Number 10   TEST Routine WA1RYQ   23   SEMINOLE FL 1530Local   16 NOV 2021

PACS I SPELL PAPA ALPHA CHARLIE SIERRA Training net

Break for text

The MIXED GROUP ACS SLASH ARES training Officer Mike INITIAL H Drake I SPELL DELTA ROMEO ALPHA KILO ECHO AMATEUR CALL WA1RYQ will demonstrate MIXED GROUP P2P Winlink I SPELL operations on a frequency of MIXED GROUP FIGURES 145 Romeo 070 at MIXED GROUP FIGURES 7PM on FIGURES 14 December

Break for signature

MIKE WA1RYQ

END NO MORE

If this was an official bulletin, I would now poll each station in the net and request confirmation that they either received the bulletin or needed part of the message resent. And that brings us to the new segment of tonight's training, Fill Requests.

1.6   FILL REQUESTS

Fill requests are used by the receiving station to request that the transmitting station resend part of the message that the receiving station may have missed. Tonight, we will be covering four types of fill requests: WORD BEFORE, WORD AFTER, ALL BEFORE, and ALL AFTER.

a.   **Word Before:** The first fill request is WORD BEFORE. It is used when the receiving station needs to have the sending station resend a single word in the message. In order to identify the location of the missing word within the message, the receiving station states the word immediately *after* the missing word. For example, if the missing word in the bulletin is "Officer", the fill request would be voiced WORD BEFORE MIKE. The sending station would respond OFFICER.

b.   **Word After:** The fill request, Word After, is similar to the WORD BEFORE fill request. In this case, the receiving station identifies the word immediately *preceding* the missing word. For example, if the missing word is "Officer", the fill request would be voiced WORD AFTER TRAINING. The sending station would respond OFFICER.

c.   **All Before:** The next fill request is ALL BEFORE. This fill request is used when the receiving station needs the sending station to resend several words or an entire section of the message. In order to identify the section of the message the receiving station needs to have the sending station resend, the receiving station identifies the word immediately *after* the missing section and then uses the ALL BEFORE fill request. For example, if the receiving station was unable to copy the beginning of the bulletin's text section, a fill request might be voiced ALL BEFORE DEMONSTRATE. The sending station would respond with the following:

"The MIXED GROUP ACS SLASH ARES training Officer Mike INITIAL H

Drake I SPELL DELTA ROMEO ALPHA KILO ECHO AMATEUR CALL WA1RYQ

will".

d.　　**All After:** This fill request is similar to the ALL BEFORE fill request. In this case,

the receiving station will identify the last word in the message that the receiving

station copied correctly. The fill request ALL AFTER requests that the sending

station resend everything after the word identified.

In some cases, it may be necessary to identify the section of the message you are asking the

sending station to resend. In the exercise bulletin, my call sign WA1RYQ appears in the

preamble, the text, and the signature. So, using the fill request "Word before WA1RYQ" would

be confusing to the sending station. To prevent this from happening, the receiving station

should modify the Fill Request to identify the section of the message that needs to be resent.

For example: The fill request would be voiced: "In Preamble, word before WA1RYQ", or "In

Text, word before WA1RYQ", or "In Signature, Word before WA1RYQ".

That completes the training for this evening. I want to stress that this is not the complete list of

potential fill requests. There is quite a lot more to this topic; this is just the basics.

1.7　Questions or Comments

I'd like to pause here for a minute and ask if anyone has a comment or question about tonight's

presentation. If you have a comment or question, please provide me with your call sign, slowly,

clearly, and phonetically so I don't make a mistake when I respond. And then ask your question

or provide me with your comment.

This is WA1RYQ.

ACTION - PAUSING FOR QUESTIONS

1.8 CONCLUSION.

That's all I have for this week's training session. Let me conclude with a couple of reminders.

1.   Unfortunately, there will be no Winlink Training this week. I'm over committed. I will tentatively schedule the next Winlink Training net for Wednesday, December 1st, at 1930 hours local. This will be a mixed voice and data net with the voice segment taking place on the W4ACS repeater. A Winlink bulletin describing the planned net activities will be sent to all registered Winlink net participants on Monday November 29th. A copy of the bulletin will also be placed on the Pinellas ACS Website.

2.   I strongly encourage everyone to provide comments and suggestions for future training activities. I can be contacted at WA1RYQ@ARRL.net.

Now with that, I'll turn it back to Net Control.

1.9   QUESTIONS AND COMMENTS.

The following table contains a summary of the comments and questions provided by the membership during the presentation.

No.	Call Sign	Comments	Response
1	N2KBD	If you have a word in the text that is used more than once (for example, the word "THE"), how do you use this as the reference word during a fill request without causing confusion? For example, "Word before THE…"	Ideally you would not use a repeated word in a fill request. Instead, use a _different_ reference word and an alternate fill request. For example: use "Word After.. rather than Word Before… or All Before…
		No More Questions or comments	

THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
VIA AMATEUR RADIO

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
10	TEST R		WA1RYQ	23	SEMINOLE FL	1530	16 NOV 21

TO **PACS TRAINING NET**

TELEPHONE NUMBER

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

THE	ACS/ARES	TRAINING	OFFICER	MIKE
H	DRAKE	WA1RYQ	WILL	DEMONSTRATE
P2P	WINLINK	OPERATIONS	ON	A
FREQUENCY	OF	145.070	AT	7PM
ON	14	DECEMBER		

MIKE WA1RYQ

	FROM	DATE	TIME		TO	DATE	TIME
REC'D				SENT			