7/26/18 Training – HX Handling Instructions

During last week’s Wayne-Pike ARES Net, we did some training on the “HX” or Handling Instructions part of a Radiogram’s preamble.  It was suggested that it would be valuable of I sent out some of this info via e-mails to everyone, so here it is…

1. Handling Instructions are always given with the prefix “**HOTEL X-RAY**”, as in “**HOTEL X-RAY CHARLIE**” (HXC).
2. When there are no special handling instructions, it’s OK to say “NO HANDLING INSTRUCTIONS” when sending the preamble at our “***entry level***” of traffic handling.  However, during normal NTS (National Traffic System) nets, if there are no special handling instruction just omit comments about “HX’s”.
3. Some of the listed HX’s are really no longer used as they date back to a time when there was charges ($) for long distance toll calls.  However these HX’s are still listed for reference purposes.

Here’s the list of HX’s

* **HXA (followed by a number):**  “Collect landline deliver is authorized by addressee with in xxx miles (if no number, authorization is unlimited.  [EXAMPLE – HXA200 = it’s OK to ask for a collect landline delivery if the call is within 200 miles.  Obviously this HX is rarely, if ever, used today]
* **HXB (Followed by a number):**  “Cancel message if not delivered within xxx hours of the filing time.  Send a Service Message back to the originating station”.  [EXAMPLE – HXB10 = If the message isn’t delivered within 10 hours of the filing date on the Radiogram, cancel the message and a Radiogram back to the originating station notifying him/her of the cancellation.  This HX is typically only used for EMERGENCY, Priority, or time-value messages.]
* **HXC:**  “Report date and time of delivery of the message back to the originating station.”  [This is, by far, one of the most common HX’s in use today.]
* **HXD:**  “Report to the originating station the identity of the station from which the message was received, plus the date and time.  Also, report the identity of stations who relayed the message, plus dates and times, of if delivered, report the date and time and method of delivery.  [In other words report back to the originating station a COMPLETE DETAILED DESCRIPTION of all stages of message handling related to the Radiogram.  Once again this HX usually would only be requested if there is a need for thorough documentation, perhaps for legal reasons (!), continuous improvement reviews, etc.]
* **HXE:**  “Delivering station to get a reply from addressee, send a message back to the originating station.”  [This is another vary common HX.]
* **HXF (Followed by a number):**  “Hold delivery until xxx date.”  [An example of this deliver HX my be delivering a message on a birthday or anniversary date.]
* **HXG:**  “Delivery by mail or landline toll call not required.  If toll call or other expense involved, cancel the message and send a message back to the originating station re the cancellation.”  [Fairly common related to mail delivery, not so anymore re toll calls.  Sometimes the only delivery info in the message is to an address…. no phone number or e-mail address… in which case a post card may be sent to the addressee unless there’s an HXG handling instruction.]

That’s it’s it, the “HOTEL X-RAY” story.