## Radiogram Message Form Training K6WLS & KG6SJT

	THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO										
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK		PLACE OF ORIGIN	TIME FILED	DATE			
то						THIS RADIO MESSAGE AMATEUR STATION NAME STREET ADDRESS	PHON				
TELEPHONE N	UMBER					CITY, STATE, ZIP					
				*****							
Standalada											
SIGNATU	RE							*********			
REC'D	FROM		DATE	TIME	SENT		DATE	TIME			
WHOSE ADD HANDLED SC ACCEPTED E DELIVERING	RESS IS SHOWN IN THE B DLELY FOR THE PLEASUR BY A "HAM" OPERATOR, A F THIS MESSAGE TO YOU.	OX AT RIGH E OF OPERA RETURN ME FURTHER IN	BY A LICENSED AMATEUR RA TABOVE. AS SUCH MESSAGE TING, NO COMPENSATION C/ SSAGE MAY BE FILED WITH TI FORMATION ON AMATEUR R/ 9 STREET, NEWINGTON, CT 06	ES ARE AN BE HE "HAM" ADIO MAY BE	LICENSED RADIO FUNCTIONS IS PE OPERATORS, TO	ADIO RELAY LEAGUE, INC, IS TH AMATEURS AND THE PUBLISHE ROMOTION OF PUBLIC SERVICE THAT END, THE LEAGUE HAS OF LY NATIONWIDE MESSAGE HAN	R OF QST MAGAZINE. ONE COMMUNICATION AMONG A RGANIZED THE NATIONAL TI	OF ITS AMATEUR			

### **Radiogram Message Form**

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	PRECEDENCE HX STATION OF ORIGIN CHECK PLACE OF ORIGIN TIME FILED EMERGENCY NC4E0 19 RALEIGH, NC 1400E											
GOVERNOR'S 500 BLOUN RALEIGA, N TELEPHONE NUMBER	c 27601	16		THIS RADIO MESSAGE AMATEUR STATION NAME STREET ADDRESS CITY, STATE, ZIP	WAS RECEIVED AT							
919 ALL	555 1212 WATER	SUPPL	IES	ARE	COMTAM	INATED						
X	NEED	10		USE	ONLY							
BOTTLED	WATER	UNTI	L	FURTHER	NOTIO	E						
×	CALL	FOR	c	LARIFICATIO	ON							
SIGNATURE JOHA	SMITH NC EM	ERGENCY	MANAG	EMENT DIRECT	10R 919 999	9999						
REC'D FROM KYR	LC 8/14	1422	SENT TO K	GHHDT	8/14	1510						
WHOSE ADDRESS IS SHOWN IN T HANDLED SOLELY FOR THE PLEA ACCEPTED BYA HAM' OPERATOR DELIVERING THIS MESSAGE TO Y	TEE OF CHARGE BY A LICENSED AMATEUR R HE BOX AT RIGHT ABOVE, AS SUCH MESSAG SURE OF OPERATING, NO COMPENSATION O 8. A RETURN MESSAGE MAY BE FILED WITH T OU, FURTHER INFORMATION ON AMATEUR R RTERS, 225 MAIN STREET, NEWINGTON, CT 0	ES ARE AN BE THE 'HAM' ADIO MAY BE	LICENSED RADIO A FUNCTIONS IS PRO OPERATORS. TO TH	DIO RELAY LEAGUE, INC. IS TH MATEURS AND THE PUBLISHED MOTION OF PUBLIC SERVICE HATEND, THE LEAGUE HAS OR Y NATIONWIDE MESSAGE HAND	R OF QST MAGAZINE. ONE OF COMMUNICATION AMONG AM IGANIZED THE NATIONAL TRAF DLING.	ITS						

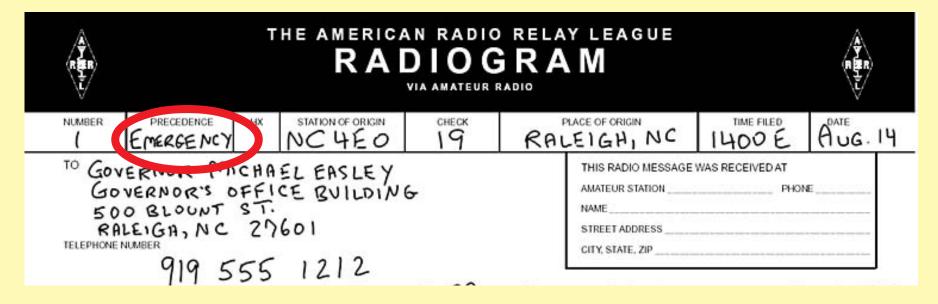
RER	THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO								
	CEDENCE HX	STATION OF ORIGIN	CHECK	and the second sec	EIGH, NC	TIME FILED	AUG. 14		
GOVERNO GOVERN 500 BL RALEIGI TELEPHONE NUMBER	OR MICHA OR'S OFFI OUNT ST. A, NC 27	EL EASLEY CE BUILDING		THIS RADIO MESSAGE AMATEUR STATION NAME STREET ADDRESS CITY, STATE, ZIP	WAS RECEIVED AT	£			
C	19 555	1212	- 0		AND AND AND	2854			

#### **Message Number**

This is the number assigned by the first Amateur putting the traffic into NTS. It never changes, no matter how many other operators handle the message.

DON'T say the words "my number 001".

DO say "Message Number Zero, Zero, One"



#### Precedence

This tells the importance, or how urgent the traffic is.

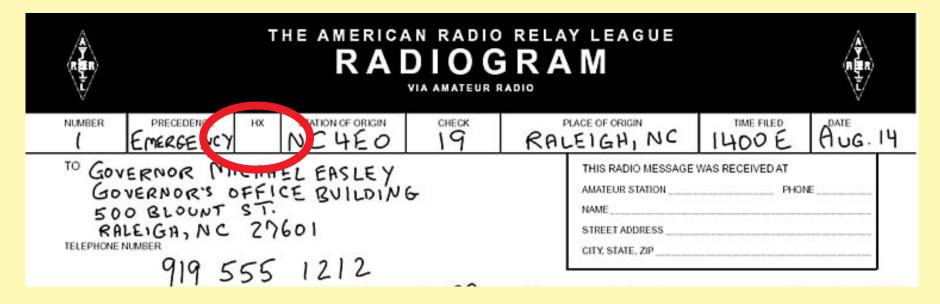
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99% of all traffic is listed as "Routine."
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Emergency [EMERGENCY] Spell out in full (Life or death).

Priority [P] - (Urgent).

Welfare [W] - Inquiry or report as to health or welfare of an individual in the disaster area.

Routine [R] - (All other messages). Handle last.



#### **Handling Instructions**

#### HX (Handling Instructions) - if any

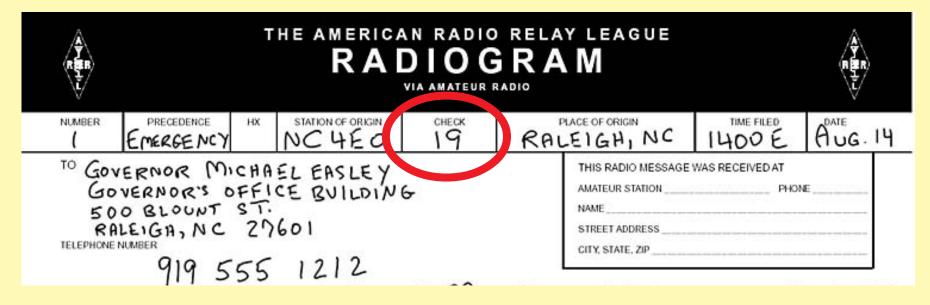
#### Most of the time, this area is ignored. Don't worry about it!

- **HXA** followed by a number Collect telephone delivery authorized by addressee within \_\_\_\_ miles. e.g. HXA100
- **HXB** followed by a number Cancel if not delivered within \_\_\_\_\_ hours of filing.
- HXC Report time and date of delivery to originating station.
- HXD Report to originating station identity of station from which received plus date and time. Report identity of station to which relayed plus date and time. If delivered, report date, time and method of delivery.

	THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO									
NUMBER	PRECEDENCE EMERGENCY	ामप्र	STATION OF ORIGIN	CHECK		EIGH, NC	TIME FILED	AUG. 14		
TO GOV GO 50 RA TELEPHONE	LEIGH, NC	CHAIST 27	EL ENSLEY CE BUILDING 601 1212	6		THIS RADIO MESSAGE AMATEUR STATION NAME STREET ADDRESS CITY, STATE, ZIP	WAS RECEIVED AT	ε		

#### **Station of Origin**

#### This is the station that first wrote the message.

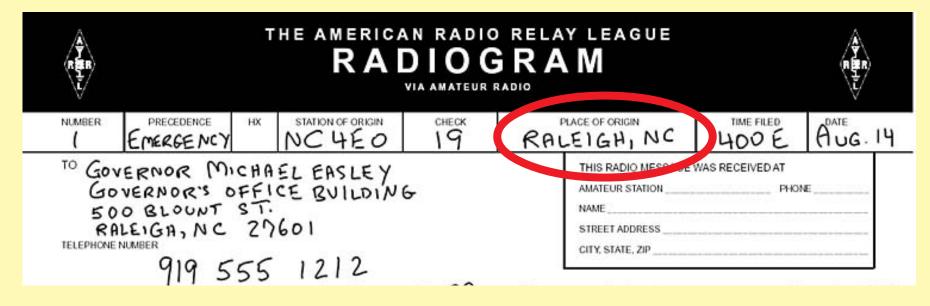


#### Check

## Actual number of words, number of character groups and separators (X) in TEXT

This does *not* include anything in the preamble, address and signature.

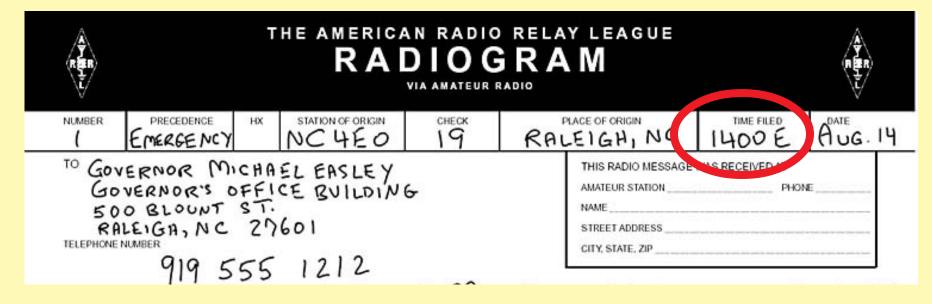
Note: When you use the word "X-Ray" to indicate punctuation, it counts as a word.



#### **Place of Origin**

This is the actual place where the message started from, not necessarily the location of the Station of Origin.

For example if you originate a message for a person in a town that is not your own, use the person's own town. Otherwise, use your own location.



#### **Time Filed**

Time the message was written.

Time should be in 24 hour format.

	THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO PRECEDENCE HX STATION OF ORIGIN CHECK PLACE OF ORIGIN TIME FILED DATE										
NUMBER	PRECEDENCE EMERGENCY	AUG. 14									
TO GOV GO 50 RA TELEPHONE	LEIGH, NC	CHAISTIN 27	EL EASLEY CE BUILDIN 601 1212	6	2	THIS RADIO MESSAGE AMATEUR STATION NAME STREET ADDRESS CITY, STATE, ZIP	WAS RECEIVED AT	NE			

#### Date

Date the message was written.

DON'T say "12/4" for date.

DO say "December 4". You do not have to use the year.

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NUMBER (	NUMBER PRECEDENCE HX STATION OF ORIGIN CHECK PLACE OF ORIGIN TIME FILED ( FREEDENCE IV. 1 VOLTEO 19 RALEIGH, NC 1400E										
TO GON GO SO RA TELEPHONE	LEIGA, NC	27	EL EASLEY CE BUILDING 601 1212	6	THIS RADIO MESSAGE AMATEUR STATION NAME STREET ADDRESS CITY, STATE, ZIP		Æ				
то											

Complete info for whom you are sending the message.

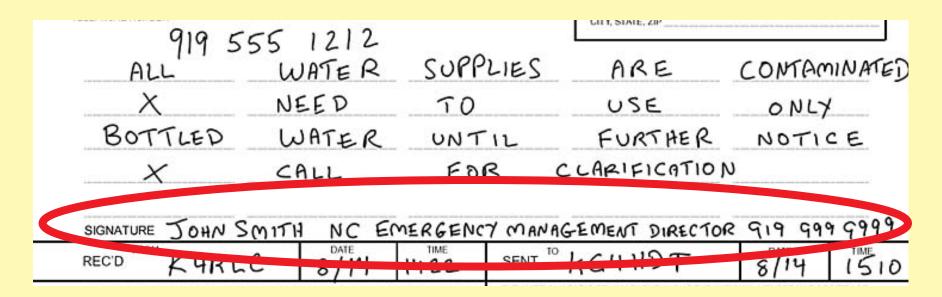
#### **Phone number**

DON'T say "phone number 290-456-7890". **DO say "phone figures 290 456 7890".** 

ALL	WATER	SUPPLIES	ARE	CONTAMINATE
X	NEED	10	USE	ONLY
BOTTLED	WATER	UNTIL	FURTHER	NOTICE
X	CALL	FOR	CLARIFICATION	v

#### Text

- Keep it all brief and to-the-point 25 words or less (if possible)
- Use "X-Ray" in place of periods ."X-Ray" counts as a word.
- DON'T say "End of message" after text.
- DO say "Break" after giving the text of the traffic.



### Signature

# The signature identifies the person sending the message.

Additional identifying information may be added to the signature. *Not counted in word count* 

## **Prowords**

**AMATEUR CALL** Say the call sign *phonetically*.

- **BREAK** Separates address from text and text from signature
- **CORRECTION** "I'm going to correct an error"
- **END** End of message
- **FIGURES** Used before word group consisting of numerals

**TELPHONE FIGURES**Used before telephone number530 555 1212 in the Message Text counts as three words

## Prowords

**INITIAL** Indicates a single letter will follow

INITIALSIndicates a several letters phonetically<br/>will follow<br/>examples: ARRL, MR, MRS, ATT, ARES

**I SPELL** To spell a word phonetically

MIXED FIGURE GROUP Several phonetic letters and numbers in a group will follow *examples: 403B, 3rd, 158TH* 

**ROMEO** Used in place of a decimal in mixed figure groups (example: 146**R**52 for 146.52)

**X-RAY** End of sentence, as in "period"

## **Hints**

Introduce one or more initials with the proword "INITIAL" or "INITIALS," followed by the letter or letters phonetically.

Introduce number groups with the proword "FIGURES." Groups of figures are voiced individually, as in "Figures 1-2-1-5" -- not "*twelve fifteen*."

Omitting the word "figures" indicates that the number parts are spelled out as separate words.

**ALWAYS** phonetically spell out ALL Names and Homophones

- Jon "I spell Juliet Oscar November"
- to "I spell Tango Oscar"
- too "I spell Tango Oscar Oscar"
- *two* "I spell Tango Whiskey Oscar"



#### THE AMERICAN RADIO RELAY LEAGUE **RADIOGRAM**



VIA AMATEUR RADIO

NUMBER	PRECEDENCE	ΗХ	STATION OF ORIGIN	CHECK	F	PLACE OF ORIGIN	TIME FILED	DATE
TO TELEPHONE N	IUMBER					THIS RADIO MESSAGE N AMATEUR STATION NAME STREET ADDRESS CITY, STATE, ZIP	PHONE	
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FROM REC'D	DATE	TIME	SENT	DATE	TIME
THIS MESSAGE WAS HANDLED FREE OF CHARGE B) WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT A HANDLED SOLELY FOR THE PLEASURE OF OPERATI ACCEPTED BY A "HAM" OPERATOR. A RETURN MESS DELIVERING THIS MESSAGE TO YOU. FURTHER INFO OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN S	BOVE. AS SUCH MESSA NG, NO COMPENSATION AGE MAY BE FILED WITH ORMATION ON AMATEUR	AGES ARE I CAN BE H THE "HAM" I RADIO MAY BE	THE AMERICAN RADIO RELAY LEAGUE, INC, IS THE NATIO LICENSED RADIO AMATEURS AND THE PUBLISHER OF <i>QS</i> FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUI OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZE SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.	T MAGAZINE. ONE OF	ITS ATEUR