



Radiogram Message Form Training

K6WLS & KG6SJT

 THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM <small>VIA AMATEUR RADIO</small> 							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO TELEPHONE NUMBER SIGNATURE					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____		
REC'D	<small>FROM</small>	<small>DATE</small>	<small>TIME</small>	SENT	<small>TO</small>	<small>DATE</small>	<small>TIME</small>
THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111				THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.			

PRINTED IN USA

Radiogram Message Form


THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
 VIA AMATEUR RADIO
 

NUMBER 1	PRECEDENCE EMERGENCY	HX	STATION OF ORIGIN NC4EO	CHECK 19	PLACE OF ORIGIN RALEIGH, NC	TIME FILED 1400 E	DATE Aug. 14
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TO GOVERNOR MICHAEL EASLEY
 GOVERNOR'S OFFICE BUILDING
 500 BLOUNT ST.
 RALEIGH, NC 27601

TELEPHONE NUMBER
 919 555 1212

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

ALL WATER SUPPLIES ARE CONTAMINATED

X NEED TO USE ONLY

BOTTLED WATER UNTIL FURTHER NOTICE

X CALL FOR CLARIFICATION

SIGNATURE JOHN SMITH NC EMERGENCY MANAGEMENT DIRECTOR 919 999 9999

REC'D FROM K4RLC	DATE 8/14	TIME 1422	SENT TO KG4HDT	DATE 8/14	TIME 1510
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THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

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PRINTED IN USA

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE EMERGENCY	HX	STATION OF ORIGIN NC4EO	CHECK 19	PLACE OF ORIGIN RALEIGH, NC	TIME FILED 1400 E	DATE AUG. 14
TO GOVERNOR MICHAEL EASLEY GOVERNOR'S OFFICE BUILDING 500 BLOUNT ST. RALEIGH, NC 27601 TELEPHONE NUMBER 919 555 1212					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____		

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*"

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	CX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
1	EMERGENCY		NC4EO	19	RALEIGH, NC	1400 E	AUG. 14
TO GOVERNOR MICHAEL EASLEY GOVERNOR'S OFFICE BUILDING 500 BLOUNT ST. RALEIGH, NC 27601 TELEPHONE NUMBER 919 555 1212					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____		

Precedence

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

99% of all traffic is listed as “Routine.”

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.

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
1	EMERGENCY		NC4EO	19	RALEIGH, NC	1400 E	AUG. 14
TO GOVERNOR MICHAEL EASLEY GOVERNOR'S OFFICE BUILDING 500 BLOUNT ST. RALEIGH, NC 27601 TELEPHONE NUMBER 919 555 1212					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____		

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	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
1	EMERGENCY		NC4EO	19	RALEIGH, NC	1400 E	AUG. 14
TO GOVERNOR MICHAEL Easley GOVERNOR'S OFFICE BUILDING 500 BLOUNT ST. RALEIGH, NC 27601 TELEPHONE NUMBER 919 555 1212					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____		

Station of Origin

This is the station that first wrote the message.

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE EMERGENCY	HX	STATION OF ORIGIN NC4EO	CHECK 19	PLACE OF ORIGIN RALEIGH, NC	TIME FILED 1400 E	DATE AUG. 14
TO GOVERNOR MICHAEL EASLEY GOVERNOR'S OFFICE BUILDING 500 BLOUNT ST. RALEIGH, NC 27601 TELEPHONE NUMBER 919 555 1212					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____		

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.*

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE EMERGENCY	HX	STATION OF ORIGIN NC4EO	CHECK 19	PLACE OF ORIGIN RALEIGH, NC	TIME FILED 400 E	DATE AUG. 14
TO GOVERNOR MICHAEL EASLEY GOVERNOR'S OFFICE BUILDING 500 BLOUNT ST. RALEIGH, NC 27601 TELEPHONE NUMBER 919 555 1212					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____		

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.

THE AMERICAN RADIO RELAY LEAGUE						
RADIOGRAM						
VIA AMATEUR RADIO						
NUMBER 1	PRECEDENCE EMERGENCY	HX	STATION OF ORIGIN NC4EO	CHECK 19	PLACE OF ORIGIN RALEIGH, NC	TIME FILED 1400 E
					DATE AUG. 14	
TO GOVERNOR MICHAEL EASLEY GOVERNOR'S OFFICE BUILDING 500 BLOUNT ST. RALEIGH, NC 27601 TELEPHONE NUMBER 919 555 1212					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____	

Time Filed

Time the message was written.

Time should be in 24 hour format.

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE EMERGENCY	HX	STATION OF ORIGIN NC4EO	CHECK 19	PLACE OF ORIGIN RALEIGH, NC	TIME FILED 1400 E	DATE AUG. 14
TO GOVERNOR MICHAEL EASLEY GOVERNOR'S OFFICE BUILDING 500 BLOUNT ST. RALEIGH, NC 27601 TELEPHONE NUMBER 919 555 1212					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____		

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.

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
1	EMERGENCY		NC44EO	19	RALEIGH, NC	1400 E	AUG. 14
TO					THIS RADIO MESSAGE WAS RECEIVED AT		
GOVERNOR MICHAEL EASLEY GOVERNOR'S OFFICE BUILDING 500 BLOUNT ST. RALEIGH, NC 27601 TELEPHONE NUMBER 919 555 1212					AMATEUR STATION _____ PHONE _____		
					NAME _____		
					STREET ADDRESS _____		
					CITY, STATE, ZIP _____		

TO

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".

CITY, STATE, ZIP

919 555 1212

ALL WATER SUPPLIES ARE CONTAMINATED
 X NEED TO USE ONLY
 BOTTLED WATER UNTIL FURTHER NOTICE
 X CALL FOR CLARIFICATION

SIGNATURE JOHN SMITH NC EMERGENCY MANAGEMENT DIRECTOR 919 999 9999

REC'D FROM	DATE	TIME	SENT TO	DATE	TIME
K4RLC	8/14	1422	KG4HDT	8/14	1510

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.

CITY, STATE, ZIP _____

919 555 1212

ALL WATER SUPPLIES ARE CONTAMINATED

X NEED TO USE ONLY

BOTTLED WATER UNTIL FURTHER NOTICE

X CALL FOR CLARIFICATION

SIGNATURE JOHN SMITH NC EMERGENCY MANAGEMENT DIRECTOR 919 999 9999

REC'D	K4KLC	DATE	8/11	TIME	1122	SENT TO	KCHNDT	DATE	8/14	TIME	1510
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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

TELEPHONE FIGURES Used before telephone number

530 555 1212 in the **Message Text** counts as three words

Prowords

INITIAL

Indicates a single letter will follow

INITIALS

Indicates a several letters **phonetically** will follow

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	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
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TO

TELEPHONE NUMBER

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____

REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
-------	------	------	------	------	----	------	------

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A "HAM" OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE "HAM" DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

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