



Radiogram Message Form

 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 _____		
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
<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</small>				<small>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.</small>			
<small>PRINTED IN USA</small>							

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"

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RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	CLASS	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.

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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 _____		

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.

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TO GOVERNOR MICHAEL EMMERY 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.

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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.

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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 _____		

Time Filed

Time the message was written.

Time should be in 24 hour format.

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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.

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RADIOGRAM							
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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	K4RLC	DATE	8/14	TIME	1422	SENT TO	KG4HDT	DATE	8/14	TIME	1510
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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.

919 555 1212				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	K4KLC	DATE	TIME	SENT TO	TIME
		8/11	1122	KCHNDT	8/14 1510

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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