

RADIOGRAM

ARRL/NTS

Written Message Format

Objectives

Students will demonstrate a knowledge of the components of an ARRL/NTS radiogram.

The American Radio Relay League

RADIOGRAM

Via Amateur Radio

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date

To:

This Radio Message was received at:	
Amateur Station _____	Date _____
Name _____	
Street Address _____	
City, State, Zip _____	

Telephone Number: _____

REC'D	From	Date	Time	SENT	To	Date	Time
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COMMENT:

Signature:

Major Components of Radiogram

1. Preamble or Header
2. Address of Recipient
3. Text of Message
4. Signature

**The American Radio Relay League
RADIOGRAM
Via Amateur Radio**

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
P R E A M B L E / H E A D E R							

To:

TO WHOM MESSAGE IS TO BE DELIVERED

Telephone Number: _____

This Radio Message was received at:

Amateur Station _____ Date _____

Name _____

Street Address _____

City, State, Zip _____

TEXT OF MESSAGE, ONE WORD PER LINE

From	Date	Time	To	Date	Time
REC'D			SENT		
SIGNATURE					
COMMENT:			Signature: _____		

PREAMBLE / HEADER

1. Message number (may begin with 1 for first message of the month or year or for 1st message during *this* emergency)
2. Precedence (urgency or priority of message)
 - a. R - Routine is lowest priority
 - b. W – Welfare is used to inquire as the health and welfare of an individual
 - c. P – Priority is for important messages with a time limit (usually associated with official traffic related to disaster)
 - d. EMERGENCY – (spell out; message has to do with life or death situation, agency requests for critical supplies or assistance during an emergency)

PREAMBLE / HEADER

1. **Handling Instructions (option of originating station {OS})**
 - a. **HXA# – Collect phone delivery authorized with # miles. If HXA only, authorization is unlimited.**
 - b. **HXB# - Cancel message if not delivered within # hrs. of filing time; notify OS.**
 - c. **HXC – Report date and time of delivery to OS.**
 - d. **HXD – Report date and time of delivery, station delivering message and method of delivery. Also each station reports identity of station to which relayed and date & time of relay.**
 - e. **HXE – Delivering station to get and send reply from addressee.**
 - f. **HXF – Hold delivery until date specified.**
 - g. **HXG – Delivery by mail or phone – toll not required. If toll or other expenses involved, cancel and send service message to OS.**

Combinations of the above may be used.

PREAMBLE / HEADER

1. Originating station – OS, the call sign of the first station that put the message into the NTS system.
2. The Check – The no. of words in the text portion only. Include any “periods” (written as “X” and spoken as “X-ray”).
3. Place of Origin – Name of community or bldg. where the originator of the message is located whether a HAM or not.
4. Time – an optional field unless HXB is used but is recommended. Indicate time w/zone (EDT, CST, etc.) that message was first placed into traffic system.
5. Date – Date message was first placed into traffic system.

ADDRESS

Address of Person/Agency to whom the message is to be delivered:

- Name
- Mailing address
- Phone number

TEXT OF MESSAGE

Text of message should be 25 words or less, short and to the point. Write 1 word per line for easy counting.

Omit unnecessary punctuation and articles (the, and, but); spell out contractions.

If prosigns/prowords or ARRL numbered radiogram is used, translate before delivery to intended recipient.

SIGNATURE

Signature can be single name, call sign, or name and title of message originator. Use whatever is necessary for recipient to be able to identify and reply to message.

Review

TRUE or FALSE

1. Station of Origin and Place of Origin refers to the HAM that first sends the message. **FALSE**
2. Handling Instructions is optional-originator's preference. **TRUE**
3. The "Address" is the name and address of the individual sending the message. **FALSE**
4. Omit punctuation not necessary to the meaning of message. **TRUE**
5. The "Signature" is optional. **FALSE**

Questions - Comments

Assignment

Using the form and notes provided, originate a message for AC7QG to place into the NTS system.