

The American Radio Relay League – National Traffic System Radiogram

Number _____ Precedence _____ Handling _____ Station of Origin _____ Check _____

Place of Origin _____ Time Filed _____ Date _____

Name/Address _____

(Say: "BREAK")

_____	_____	_____	_____	_____	5
_____	_____	_____	_____	_____	10
_____	_____	_____	_____	_____	15
_____	_____	_____	_____	_____	20
_____	_____	_____	_____	_____	25
_____	_____	_____	_____	_____	30
_____	_____	_____	_____	_____	35
_____	_____	_____	_____	_____	40
_____	_____	_____	_____	_____	45
_____	_____	_____	_____	_____	50

(Say- "BREAK")

Signature _____

(Say " BREAK- END OF MESSAGE – REQUEST TIME OF RECEIPT OVER ")

Received From Station _____ Time _____ Date _____ By Operator _____

Sent/Delivered To Station _____ Time _____ Date _____ By Operator _____

Radiogram Instructions:

WHO COMPLETES THE RADIOGRAM? The individual wanting to communicate their thoughts with someone not at that location. This person is sometimes called the message 'Drafter' or 'Originator'.

ALL RADIO OPERATORS: Will use a pen, (No pencils, etc.) and HAND WRITTEN BLOCK STYLE letters to complete message forms and communication logs. Letter/Numbers Examples: **ABCDEFGHIJKLMN OPQRSTUVWXYZ 1234567890**. Cursive style words and letters will only be used on SIGNATURE Blocks by Originator or person signing receipt of message.

WHAT IF THERE ARE QUESTIONS ABOUT THE FORM? If the radio operator is uncertain about portions of the completed form, they need to contact the Originator/Drafter if it was made up at their location. If the radio operator received the message via radio, they would contact the sending station for clarification of the message. If all else fails, contact your on-site supervisor.

1. **Number--** When you send the radiogram, assign a number to it from the number sheet, crossing out numbers on the sheet as they are used and making a notation, after the number, of the station to whom the radiogram was sent and the date.
2. **Precedence--**every radiogram has a precedence The Originator/Drafter of the message will use the following guidelines:
 - "Emergency"** (Never abbreviated) Any message having life and death urgency to any person or group of persons.
This message is sent before any other traffic on the network.
 - "Priority"** (Letter 'P') for important messages having a specific time limit, official messages not covered in the emergency category, press dispatches and emergency-related traffic not of the utmost urgency
 - "Welfare"** (Letter 'W') For inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area. Welfare traffic is handled after all emergency & priority traffic is cleared
 - "Routine"** (Letter 'R') Most traffic in normal times will bear this designation. In disaster situations, traffic labeled 'R' for Routine will be handled last, or not at all when circuits are busy with higher-precedence traffic.
3. **Handling Instructions (HX)--**are used when the writer of the radiogram requires special handling instructions.
 - HXA--**(Followed by number) Collect landline delivery authorized by addressee within...miles. (If no number, authorization is unlimited.)
 - HXB--**(Followed by number) Cancel message if not delivered within...hours of filing time; service originating station.
 - HXC--**Report date and time of delivery (TOD) to originating station.
 - HXD--**Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.
 - HXE--**Delivering station get reply from addressee, originate message back.
 - HXF--**(Followed by number.) Hold delivery until...(date).
 - HXG--**Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station. Example: NR 207 R HXA50 W4MLE 12...(etc.).
4. **Station of Origin--**is the call sign of the radio station from which the radiogram was first sent by Amateur Radio.
5. **Check--**is the number of words and numerals in the text of the radiogram. Stations should agree on the check before the message is considered handled.
6. **Place of Origin--**is the name of the town from which the radiogram started, not necessarily radio station of origin.
7. **Time Field--**is the time the radiogram is received at the station that it sent. Standard practice is to use Universal Coordinated Time (UTC). Local missions use local time zones normally. This part of the preamble is optional with the originating station.
8. **Date--**the month and the day (not the year) that the radiogram was filed at the originating station.
9. **Address--**is the complete name, street and number, city and state to whom the radiogram is going--stress this when accepting a radiogram. The phone number should be part of the address. The address is followed by the word "Break" before the text is started. Addresses with the words east, west, etc, should be spelled out in full. Don't use suffixes "th," "nd"etc .
10. **Text--**consists of words in the radiogram. No abbreviations should be used. The text follows the address and is set off from the signature by another "Break" spoken.
11. **Signature--**is usually the name of the person originating the message. The signature follows the "Break" at the end of the text. After the signature, say "Break- end of message- REQUEST TIME OF RECEIPT OVER".
12. If more is to follow, say "more."
13. **Log sheet**—After you have sent or received the message and you have a *Time-of Receipt* , complete your Log sheet. Note the message number, if it was either sent or received, received/sent time, and optional: your last name and call sign. Example: Msg# 4 to Red Cross, Sent 0800 04April2003 Smith/KA7ZZ
Msg# 66 from EOC, Received 1927, 10OCT2004 Jones/AA9SZ