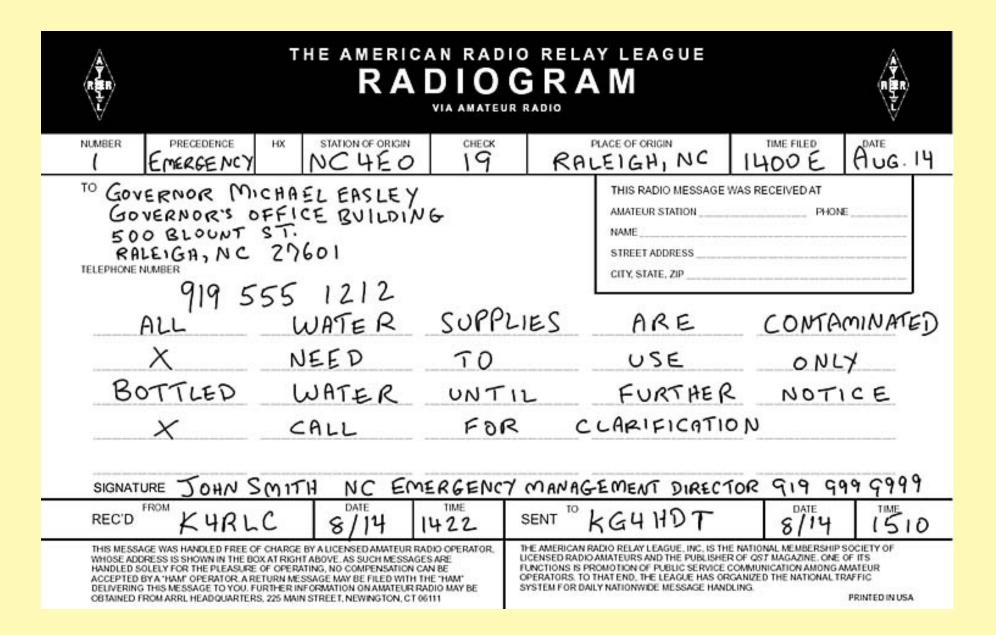
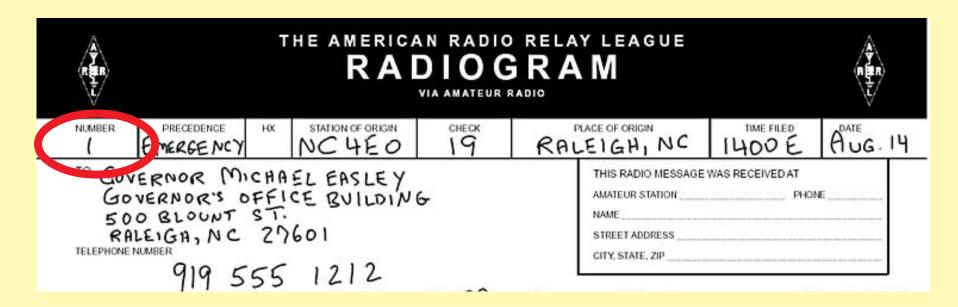
Radiogram Message Form Training K6WLS & KG6SJT

		REST.						
NUMBER	PRECEDENCE	НХ	STATION OF ORIGIN	CHECK		PLACE OF ORIGIN	TIME FILED	DATE
то		l				THIS RADIO MESSAGE AMATEUR STATION NAME STREET ADDRESS	PHON	
TELEPHONE N	IUMBER					CITY, STATE, ZIP		
3.00000000	15577550111777						307 - S 3010000000000000000000000000000000000	

SIGNATU	RE							
REC'D	FROM		DATE	TIME	SENT TO		DATE	TIME
WHOSE ADD	RESS IS SHOWN IN THE B	OX AT RIGH	BY A LICENSED AMATEUR RA T ABOVE. AS SUCH MESSAGE ITING, NO COMPENSATION CA	SARE	LICENSED RADIO	RADIO RELAY LEAGUE, INC, IS THE DAMATEURS AND THE PUBLISHE ROMOTION OF PUBLIC SERVICE	R OF QST MAGAZINE, ONE	OF ITS

Radiogram Message Form



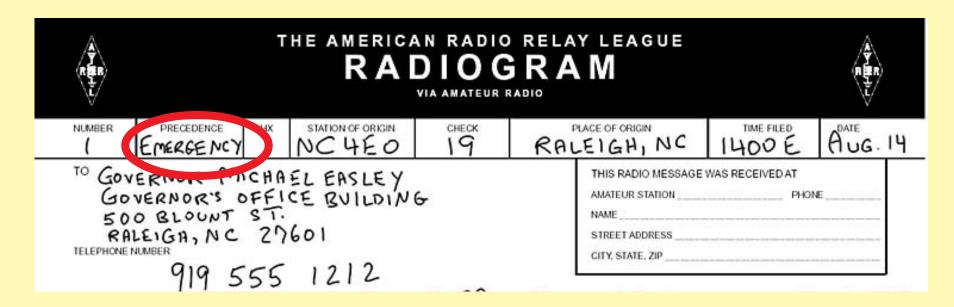


Message Number

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.

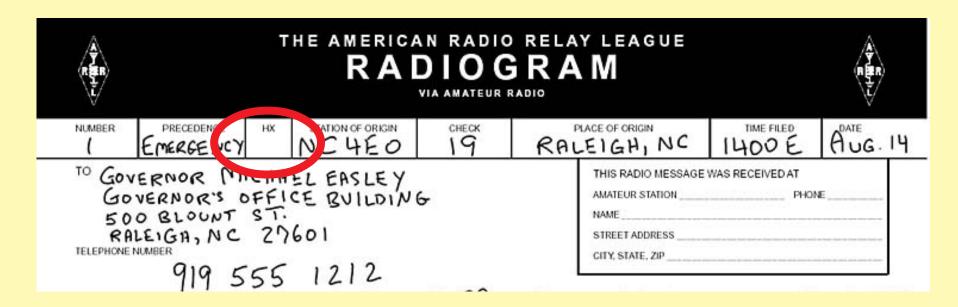
99% of all traffic is listed as "Routine."

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.



Handling Instructions

HX (Handling Instructions) - if any

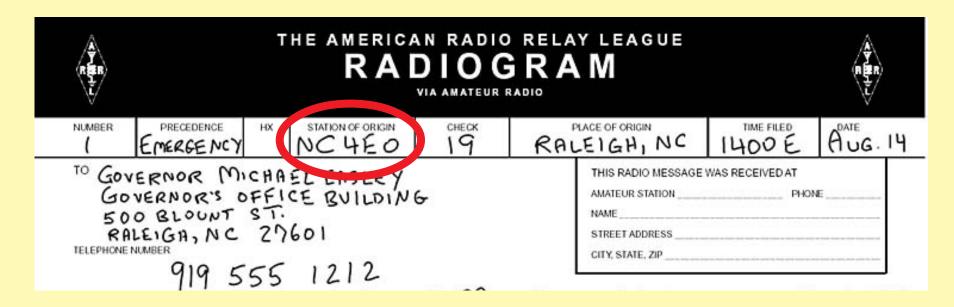
Most of the time, this area is ignored. Don't worry about it!

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.

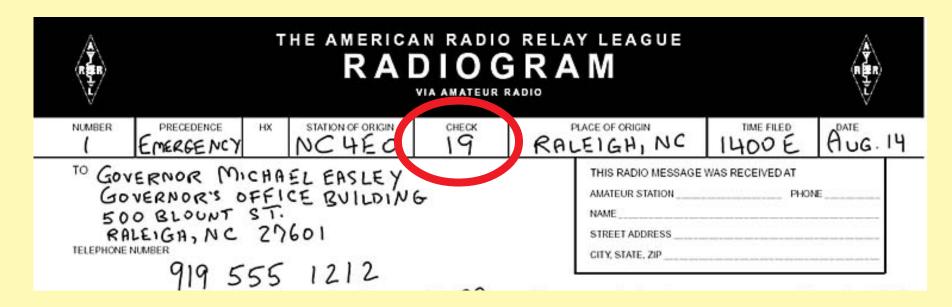
HXC - Report time and date of delivery to originating station.

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.



Station of Origin

This is the station that first wrote the message.

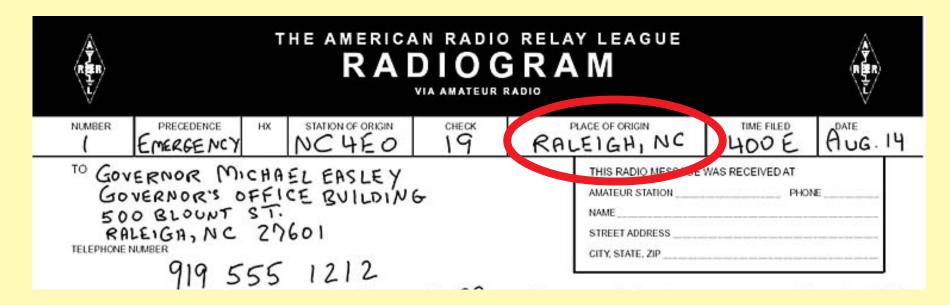


Check

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

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

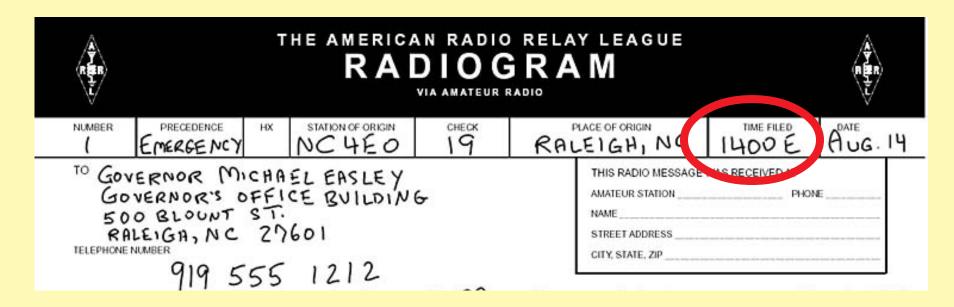
Note: When you use the word "X-Ray" to indicate punctuation, it counts as a word.



Place of Origin

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

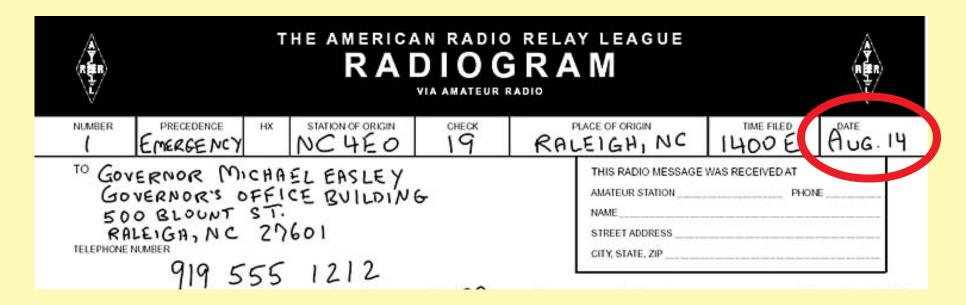
For example if you originate a message for a person in a town that is not your own, use the person's own town. Otherwise, use your own location.



Time Filed

Time the message was written.

Time should be in 24 hour format.

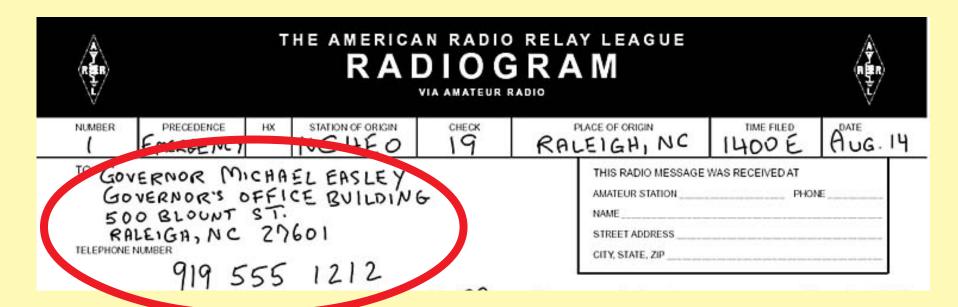


Date

Date the message was written.

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

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



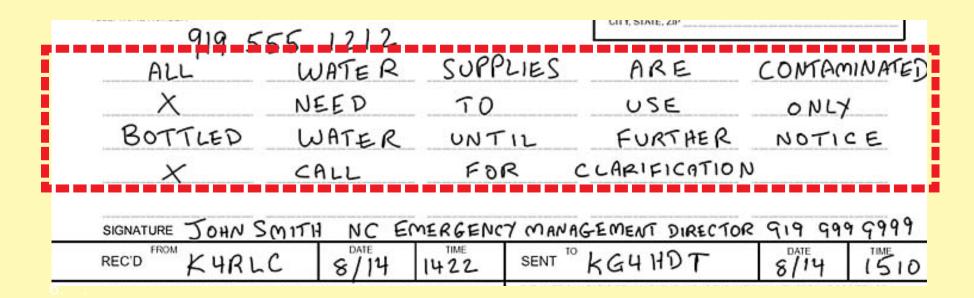
TO

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".



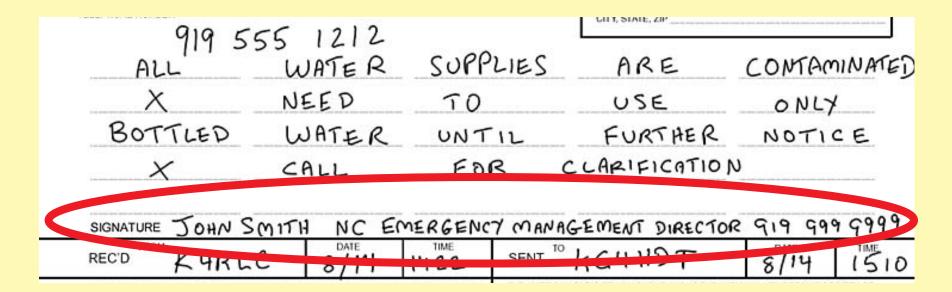
Text

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 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: 146R52 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"



RADIOGRAM



VIA AMATEUR RADIO

NUMBER	PRECEDENCE	НХ	STATION OF ORIGIN	CHECK		PLACE OF ORIGIN	TIME FILED	DATE	
TO TELEPHONE N	IUMBER				'	THIS RADIO MESSAGE N AMATEUR STATION NAME STREET ADDRESS CITY, STATE, ZIP	PHONE		
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"					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				

DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.