

SIMPLE, EASY Formal Radiogram Traffic Format

Below is a sample of the radiogram form and all the information that you need to process a formal written message.

Parts of a formatted message:

1. Preamble:

1. Message Number.
2. Precedence.
3. Handling Instructions. (Optional with routine traffic only.) *
4. Station of Origin.
5. Check.
6. Place of Origin.
7. Time Filed. (Optional with routine traffic only.) *
8. Date Filed.

2. Addressee:

1. Full name. (If a Ham operator use call sign)
2. Street Address. House number and street.
3. City, State, and Zip/Postal Code.
4. Telephone number with area code.

3. First Break:

4. Body of the message:

1. Should not exceed twenty-five (25) words.

5. Second Break:

6. Signature - Of the party originating the message. Should contain address and phone number of the sender if reply requested.

A Routine Radiogram

(Preamble)

Msg. #_ 1	Precedence: R	Handling Instructions_ HX_* G	Station of Origin K5WTH	Check 25	Place of Origin Hot Springs, AR	Time Filed* (Local or Zulu)	Date Filed Today's Date
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(Addressee)

TO: Full Name: John Doe
 Street Address: 9876 South Ave.
 City: Any-town State/Province: AR Zip/Postal Code: 77777
 Phone Number: 000-555-1212

(First break)

(Body of the message)

THIS	IS	THE	BODY	OF
THE	MESSAGE	X (see Punctuation)	IT	SHOULD
NOT	CONTAIN	MORE	THAN	TWENTY
FIVE	WORDS	X (see Punctuation)	INCLUDING	NUMBERS
PUNCTUATION	AND	MIXED	GROUPS	73

(second break)

(Signature:) Jane Doe

Name of person sending the message. Include the address and phone number if reply requested.

Instructions for preamble:

- MSG #:** The number the originating station issues to the message. This number is NEVER changed by any station handling the message.
- PRECEDENCE:**
- Emergency (always spelled out)*** - Any message that has life and death urgency to any person or groups of persons.
- (P) Priority*** - Important messages having a specific time limit.
- (W) Welfare*** - A message that is an inquiry into the well-being of an individual in a disaster area.
- (R) Routine*** - Normal traffic during normal times.
- *HX: = Handling Instructions.**
(Optional for Routine messages.)
- 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 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.
- STATION OF ORIGIN:** The station originating the formal traffic (Call Sign).
- **CHECK:** The number of words, punctuation, mixed groups or numbers in the body of the message; between Break and Break. (In an effort to minimize the amount of words in the text you can use ARRL Numbered Radiograms. If ARRL Numbered Radiograms are used in the text add ARL to the check.)
- PLACE OF ORIGIN:** The location of the party originating the traffic. Need not be the same as the station of origin.
- *TIME FILED:** Zulu or local time message was filed. (Not necessary in Routine messages) If using Zulu time you **MUST** use the Zulu date also.
- DATE FILED:** Date the message was put into the NTS for transmittal to a relay or delivering station. (Always needed)

Phone Procedures:

Use pro-words instead of pro-signs, but it is not necessary to name each part of the message as you send it. For example a message sent on phone would be as follows: “Number one routine HX Golf K5WTH eight Hot Springs Arkansas one three five zero Zulu June seven Ronald Smyth (I spell Smyth, SIERRA MIKE YANKEE TANGO HOTEL) Figures two one four three Bell Avenue, Any-town, Arkansas seven seven seven seven seven Telephone figures zero zero zero five five five one two one two **Break** ARL FIFTY ARL FORTY SIX HOPE TO SEE YOU SOON (X-ray) LOVE BREAK Mom and Dad End of Message - Over. **“If more than one message is to be sent to the same receiving station the words “More to follow” would replace “Over” until the last message is sent”**”.

Punctuation:

as possible the following standards for punctuation in a formal radiogram has been adopted:

Period = X-Ray

Question Mark = Query

In an effort to keep things as simple



To shorten messages that are longer than 25 words you may want to use one or more of the ARRL Numbered Radiogram Messages. Every ham should have a copy of this document in their station for reference when delivering a message that contains an ARRL Numbered message.

GROUP ONE, ARL's FOR POSSIBLE RELIEF/EMERGENCY USE:

ONE: Everyone safe here. Please don't worry.

TWO: Coming home as soon as possible.

THREE: Am in _____ hospital. Receiving excellent care and recovering fine.

FOUR: Only slight property damage here. Do not be concerned about disaster reports.

FIVE: Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.

SIX: Will contact you as soon as possible.

SEVEN: Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.

EIGHT: Need additional _____ mobile or portable equipment for immediate emergency use.

NINE: Additional _____ radio operators needed to assist with emergency at this location.

TEN: Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.

ELEVEN: Establish Amateur Radio emergency communications with _____ on _____ MHz.

TWELVE: Anxious to hear from you. No word in some time. Please contact me as soon as possible.

THIRTEEN: Medical emergency situation exists here.

FOURTEEN: Situation here becoming critical. Losses and damage from _____ increasing.

FIFTEEN: Please advise your condition and what help is needed.

SIXTEEN: Property damage very severe in this area.

SEVENTEEN: REACT communications services also available. Establish REACT communication with _____ on channel _____.

EIGHTEEN: Please contact me as soon as possible at _____.

NINETEEN: Request health and welfare report on _____. (State name, address and telephone number.)

TWENTY: Temporarily stranded. Will need some assistance. Please contact me at _____.

TWENTY ONE: Search and Rescue assistance is needed by local authorities here. Advise availability.

TWENTY TWO: Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.

TWENTY THREE: Report at once the accessibility and best way to reach your location.

TWENTY FOUR: Evacuation of residents from this area urgently needed. Advise plans for help.

TWENTY FIVE: Furnish as soon as possible the weather conditions at your location.

TWENTY SIX: Help and care for evacuation of sick and injured from this location needed at once.

Emergency/priority messages originating from official sources must carry the signature of the originating official.

GROUP TWO, ARL ROUTINE MESSAGES:

FORTY SIX: Greetings on your birthday and best wishes for many more to come.

FORTY SEVEN: Reference your message number _____ to _____ delivered on _____ at _____ UTC.

FIFTY: Greetings by Amateur Radio.

FIFTY ONE: Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at _____. Am having a wonderful time.

FIFTY TWO: Really enjoyed being with you. Looking forward to getting together again.

FIFTY THREE: Received your _____. It's appreciated; many thanks.

FIFTY FOUR: Many thanks for your good wishes.

FIFTY FIVE: Good news is always welcome. Very delighted to hear about yours.

FIFTY SIX: Congratulations on your _____, a most worthy and deserved achievement.

FIFTY SEVEN: Wish we could be together.

FIFTY EIGHT: Have a wonderful time. Let us know when you return.

FIFTY NINE: Congratulations on the new arrival. Hope mother and child are well.

SIXTY: Wishing you the best of everything on _____.

SIXTY ONE: Wishing you a very Merry Christmas and a Happy New Year.

SIXTY TWO: Greetings and best wishes to you for a pleasant _____ holiday season.

SIXTY THREE: Victory or defeat, our best wishes are with you. Hope you win.

SIXTY FOUR: Arrived safely at _____.

SIXTY FIVE: Arriving _____ on _____. Please arrange to meet me there.

SIXTY SIX: DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.

SIXTY SEVEN: Your message number _____ undeliverable because of _____. Please advise.

SIXTY EIGHT: Sorry to hear you are ill. Best wishes for a speedy recovery.

SIXTY NINE: Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.



Word list adopted by the International Telecommunications Union:

A = Alfa **G** = Golf **M** = Mike **S** = Sierra **Y** = Yankee
B = Bravo **H** = Hotel **N** = November **T** = Tango **Z** = Zulu
C = Charlie **I** = India **O** = Oscar **U** = Uniform
D = Delta **J** = Juliet **P** = Papa **V** = Victor
E = Echo **K** = Kilo **Q** = Quebec **W** = Whiskey
F = Foxtrot **L** = Lima **R** = Romeo **X** = X-ray



RADIOGRAM

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

To:				
Address				
City		State		Zip
Telephone	()			

BREAK FOR TEXT

01	02	03	04	05
06	07	08	09	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35

BREAK FOR SIGNATURE

Signature		Title:	
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Rec'd from		Date		Time		Net	
Sent / Del.		Date		Time		Net	
Moved		Counted		Reported		Completed	