

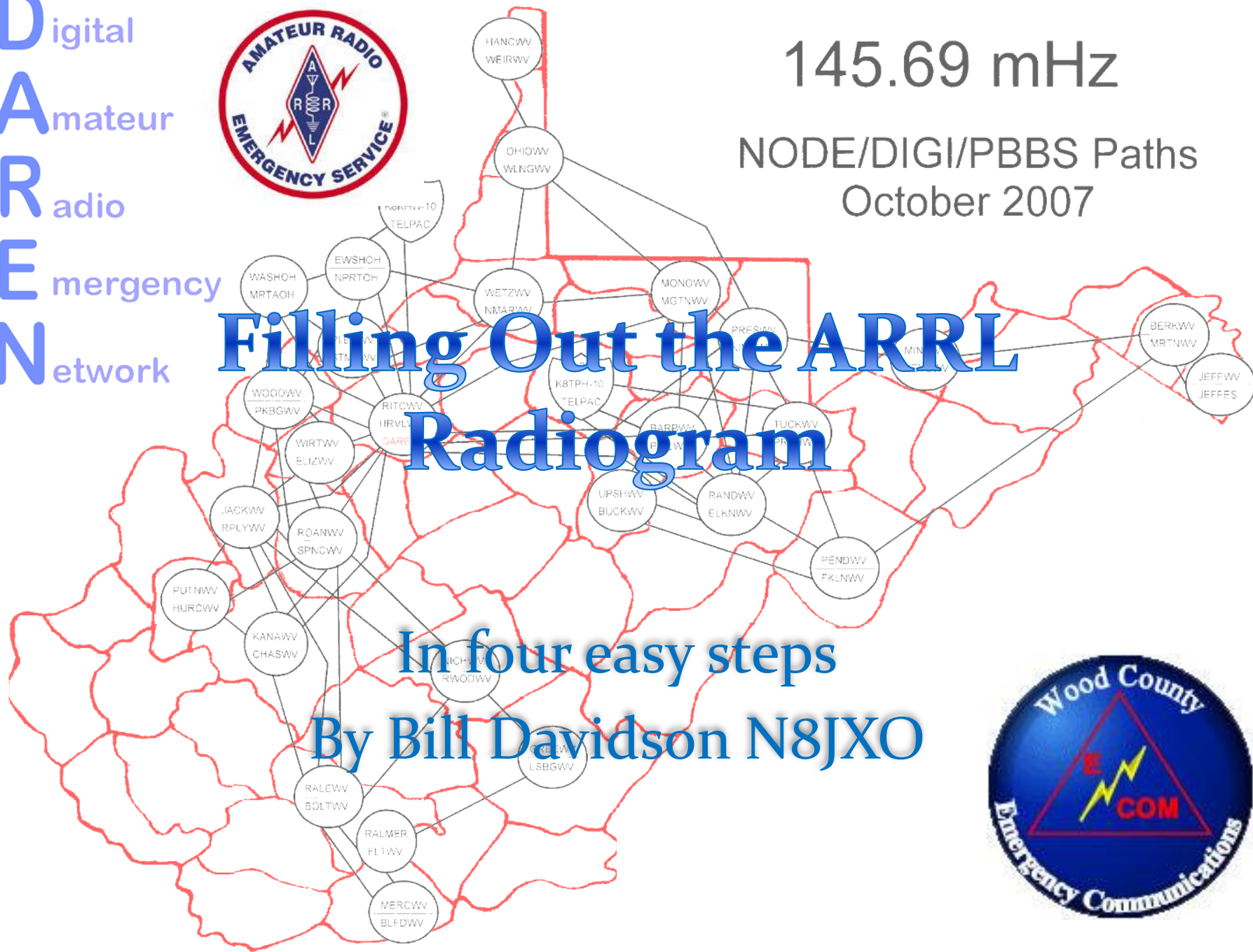
Digital  
Amateur  
Radio  
Emergency  
Network



145.69 mHz

NODE/DIGI/PBBS Paths  
October 2007

# Filling Out the ARRL Radiogram



In four easy steps

By Bill Davidson N8JXO



# Parts of the Radiogram

Listed below are the four parts of a Radiogram. The slides that follow will describe what each is for and how to fill them out.

1. Preamble
  - a. Filling out the top line to the Radiogram
2. Address
  - a. How to address the message and what to look for
3. The Message
  - a. How to write down the message
  - b. Precautions and use of abbreviations
  - c. Counting the words
4. Sending and Receiving messages
  - a. What to fill out when sending a message
  - b. What to fill out when receiving a message

# Preamble

## Message Number and Precedence

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
001	R	A150	wabllm		Parkersburg, WV		Dec 12

- ## Message Number

Assigned by the person first filling out the Radiogram this number stays with the message until delivery.

Number your messages consecutively starting at the beginning of the month or year.

- ## Precedence (E, P, W, or R)

E = Emergency (Life or Death urgency in a declared Emergency)

P = Priority (Official traffic in a declared Emergency)

W = Health & Welfare (Used only in a declared Emergency to report persons wellbeing)

**R = Routine (this is the most used precedence covering everything else)**

# Preamble

## Handling Codes (Optional)

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RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
001	R	A150	wa8llm		Parkersburg, WV		Dec 12

## •HX – (Optional) Handling Code

- A. (Followed by number) Collect landline delivery authorized by addressee within...miles. (If no number, authorization is unlimited.)
- B. (Followed by number) Cancel message if not delivered within...hours of filing time; service originating station.
- C. Report date and time of delivery (TOD) to originating station.
- D. 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.
- E. Delivering station get reply from addressee, originate message back.
- F. (Followed by number.) Hold delivery until...(date).
- G. Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

# Preamble

## Station of Origin and Place of Origin

THE AMERICAN RADIO RELAY LEAGUE							
RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
001	R	A150	wa8llm		Parkersburg, WV		Dec 12

- ## Station of Origin

This is the person who is filling out the Radiogram form!

If someone else sends the message by whatever means, the originator is still the person who filled out the paper form.

The answer, if there is one, should be returned to the person who originally took the message or the “Station of Origin”.

- ## Place of Origin

This is the City and State where the person taking the message was when the message was originated.

If you live in Reno, Ohio and you are in Fort Madison, Iowa when you take a message for someone to be delivered to Nashville, Tennessee, then your message originates in Fort Madison, Iowa.

# Preamble

## The Date, Check and Time Filed Fields

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RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
001	R	A150	w8llm		Parkersburg, WV		Dec 12

- Date

This is the Date that the message form was filled out on. Use Alpha characters for month and two digits for the day. Don't include the year.

- Check

**(Do this after the message area has been filled in)** This is the word count for the body of the message. Don't count words in the Preamble, Address or Signature.

- Time Filed

**(Do this last - After everything else is filled out)** This is the local time at Place of Origin. Don't forget to indicate your time base (Z, EDT, ET, CDT, etc.)

# Address

## The Address of the Recipient

<p>TO John Anyname KG8AAA 1359 Main Street Anytown OH 45750</p> <p>TELEPHONE NUMBER 740-272-1234</p>	<p>THIS RADIO MESSAGE WAS RECEIVED AT</p> <p>AMATEUR STATION _____ PHONE _____</p> <p>NAME _____</p> <p>STREET ADDRESS _____</p> <p>CITY, STATE, ZIP _____</p>
--	--

- **To**  
Enter the complete mailing address for the recipient. If the recipient is a 'Ham' then include the Call Sign. Leave out the punctuation.
- **Telephone Number**  
(This is important – Get it) The telephone number is a part of the delivery address. Make sure you get the phone number of the recipient. Most messages are delivered by Telephone.
- **This Radio Message was Received AT**  
If you are receiving this message for delivery, then fill out this block. There is an additional *Received block* at the bottom of the Message Form for the From, Date and Time Information. (see slide 10 below)

# The Message

The Message text and Signature

ARRIVED	MARIETTA	DECEMBER	5	X
EVERYONE	IS	WELL	X	HOUSE
NOT	FLOODED	X	WILL	CALL
SOON	END			

Ken Harris WA8LLM

- ## The Message Body

Each space contains one word, five to a line. The X indicates a period and the message is ended with the word 'END' or 'AR'. This message has a 'CHECK' or word count of 17.

- ## Signature

There is no space for your signature. Just include it along with your call sign at the bottom of the message.



# Word Counting

A word about counting words

- How the count goes

The box labeled 'Check' is the number of words in the text of the message only. When counting words, numbers count as one word. Punctuation is not used. End each statement with an X or Xray. (Stands for period).

- Some examples

Example	Count
New York City	3 words
527B	1 word
NYC	1 word
Fifty Six	2 words
H O Townsend	3 words
WA8LLM/4	1 word

# Send and Receive

## The Received and Sent Blocks

REC'D	FROM <b>Marietta KG8CCC</b>	DATE <b>Dec 12</b>	TIME <b>2130 EDT</b>	SENT TO <b>Marietta KG8CCC</b>	DATE <b>Dec 12</b>	TIME <b>2110 EDT</b>
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				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.		
				PRINTED IN USA		

- **The Sent block**

If you are the person sending the message fill out this block. The 'To' block is the person/phone number/PBBS/etc. where you left the message. The 'Date' is recorded as MMMDD and the 'Time' is recorded as oooo EDT

- **The REC'D block**

If you are using the Radiogram form to receive a message then you fill out this box. The 'To' block is the person/phone number/PBBS/etc. who is sending you the message. The 'Date' is recorded as MMMDD and the 'Time' is recorded as oooo EDT.

*Don't forget the box in the upper right above the message block.*

THIS RADIO MESSAGE WAS RECEIVED AT	
AMATEUR STATION <b>n8jx0</b>	PHONE <b>304-000-0000</b>
NAME <b>Bill Davidson</b>	
STREET ADDRESS <b>Box 1a1</b>	
CITY, STATE, ZIP <b>Davisville wv 26142</b>	

# The Completed Radiogram

The Completed Form Ready to Send

<b>THE AMERICAN RADIO RELAY LEAGUE</b> <b>RADIOGRAM</b> <small>VIA AMATEUR RADIO</small>							
NUMBER <b>001</b>	PRECEDENCE <b>R</b>	HX	STATION OF ORIGIN <b>wa8llm</b>	CHECK <b>17</b>	PLACE OF ORIGIN <b>parkersburg wv</b>	TIME FILED <b>2105 EDT</b>	DATE <b>Dec 12</b>
TO <b>John Anyname KG8AAA</b> <b>1359 Main Street</b> <b>Anytown OH 45750</b>  TELEPHONE NUMBER <b>740 272 1234</b>					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____		
<u>ARRIVED</u>	<u>MARIETTA</u>	<u>DECEMBER</u>	<u>5</u>	<u>X</u>			
<u>EVERYONE</u>	<u>IS</u>	<u>WELL</u>	<u>X</u>	<u>HOUSE</u>			
<u>NOT</u>	<u>FLOODED</u>	<u>X</u>	<u>WILL</u>	<u>CALL</u>			
<u>SOON</u>	<u>END</u>						
<u>Ken Harris WA8LLM</u>							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<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>			
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