

Radiograms and Traffic Handling

Parts of the Radiogram

1. Preamble
 1. Filling out the top line of the Radiogram
2. Address
 1. How to address the message and what to look for
3. The Message
 1. How to write down the message
 2. Precautions and use of abbreviations
 3. Counting the words
4. Sending and Receiving messages
 1. What to fill out when sending a message
 2. 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	wa8llm		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)

THE AMERICAN RADIO RELAY LEAGUE							
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001	R	A150	wa8llm		Parkersburg, WV		Dec 12

- HX –Handling Code (Optional)

- (Followed by number) Collect landline delivery authorized by addressee within...miles. (If no number, authorization is unlimited.)
- (Followed by number) Cancel message if not delivered within...hours of filing time; service originating station.
- Report date and time of delivery (TOD) to originating station.
- 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.
- Delivering station get reply from addressee, originate message back.
- (Followed by number.) Hold delivery until...(date).
- 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							
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001	R	A150	W811M		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 but 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

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	w8llm		Parkersburg, WV		Dec 12

- ## Date

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

- ## Check

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

- ## Time Filed

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

Address

The Address of the Recipient

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

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 can be 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 sentence with an X or Xray. (Stands for period).

- Some examples

Example	Count
Fort Myers Florida	3 words
527B	1 word
FM	1 word
Fifty Six	2 words
H O Townsend	3 words
KK ₄ ABC	1 word

Send and Receive

The Received and Sent Blocks

REC'D	FROM Marietta KG8CCC	DATE Dec 12	TIME 2130 EDT	SENT TO Marietta KG8CCC	DATE Dec 12	TIME 2120 EDT
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. This 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 n8jx0	PHONE 304-000-0000
NAME Bill Davidson	
STREET ADDRESS Box 1a1	
CITY, STATE, ZIP Davisville WV 26142	

The Completed Radiogram

The Completed Form Ready to Send

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM <small>VIA AMATEUR RADIO</small>							
NUMBER 001	PRECEDENCE R	HX	STATION OF ORIGIN w8llm	CHECK 17	PLACE OF ORIGIN parkersburg wv	TIME FILED 2105 EDT	DATE Dec 12
TO John Anyname KG8AAA 1359 Main Street Anytown OH 45750 TELEPHONE NUMBER 740 272 1234					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>			
							<small>PRINTED IN USA</small>

Numbered Radiograms



The American Radio Relay League
RADIOGRAM
 Via Amateur Radio

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
27	R	C	W1GMF	ARL13	ABINGTON, MA	15:30Z	8 Jan

To:

Henry Ham / K5HAM
123 Elm Street
Anytown, TX 75000

Telephone Number: (999)123-4567

This Radio Message was received at:

Amateur Station _____ Date _____
 Name _____
 Street Address _____
 City, State, Zip _____

ARL FIFTY ARL FIFTY SIX
NEW CALLSIGN ARL SIXTY NINE
AMATEUR RADIO WORLD _____ _____

REC'D
 From _____

A licensed Amateur Radio
 shown above, handled this
 such messages are handled
 operating, a "Ham" Operat
 compensation. A return mes
 "Ham" delivering this messa
 information on Amateur Radio may be obtained from ARRL
 Headquarters, 225, Main Street, Newington, CT 06111.

nationwide message handling.

- condensed way of sending text
- include "ARL" in check
- in text, include "ARL" and the radiogram number, spelled out
- example: "ARL Forty Six," which counts as 3 words

Sending a Message (Phone)

- don't say labels such as "priority" and "station of origin"
- read at about half of normal reading speed
- say "Break" and unkey immediately before and after the text
- if the text is long, unkey during the text to allow recipient to ask for fills

Sending a Message (Phone)

- Use prowords:
 - “I spell”
 - “figures”
 - “initial”
 - “direction”
 - “operator’s note” (usually after the message)

Sending a Message (Phone)

- Other prowords:
 - “over”
 - “out”
 - “clear”
 - “roger”
 - “affirmative”
 - “negative”
 - “say again”

Sending a Message (Phone)

- when spelling, use ITU phonetics
- say “niner” for the number nine
- at the end of the message:
 - say “End, no more”, or “End, one more”, etc.
 - say your call sign

Receiving a Message (Phone)

- to ask for “fills”, say:
 - “please say again, word after ...”
 - “please say again, word before ...”
 - “please say again, all between ...”
 - “please confirm ...”
- compare the check to the number of words you copied
- once you have copied the message successfully, say “I roger your number ...”

Note on Message Text

- NEVER “correct” the text of a message.
- If, for some reason, you feel the text was received incorrectly, ask for a fill.
- If the fill is the same as the original copy, but you still feel it is incorrect, NEVER “correct” the text yourself. Use the text as sent to you.
- It is OK to query back to the originator.

Delivering a Message

- by telephone, e-mail, US mail
- if delivering by phone, identify yourself and say that you have a “greeting message” or “friendly message”
- don't say “X-ray” or “Query”
- expand ARL radiograms
- if you can't deliver the message, service it back

Servicing Back

- unable to forward or deliver in 48 hours
- handling instructions request service back
 - HXB
 - HXC
 - HXD
 - HXE
 - HXG
- Use ARL 67 with at least 2 fills

ARRL

National Traffic System (NTS)

Transcontinental Corps (TCC)

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graph TD; TCC[Transcontinental Corps (TCC)] --- AN[Area Nets]; AN --- RN[Region Nets]; RN --- SN[Section Nets]; SN --- LN[Local Nets];
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Area Nets

Region Nets

Section Nets

Local Nets

SWFTN

- SouthWest Florida Traffic Net
- Local affiliate of the NTS
- Is a directed net
- Net control first calls for stations with traffic only, then stations with or without traffic
- Net Control directs stations receiving the traffic to call the station sending it

SWFTN

- when checking in
 - Say “Net Control” then unkey
 - give your call sign phonetically
 - wait to be acknowledged by Net Control
 - list your traffic (or say “no traffic”)
 - say if you can handle any of the traffic listed
 - remain on-frequency unless excused by net control