RADIOGRAM
VIA AMATEUR RADIO

RAC   RAC

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
1	2	3	4	5	6	7	8

TO 9

THIS RADIO MESSAGE WAS RECEIVED AT
AMATEUR STATION _____ PHONE _____
NAME _____
STREET ADDRESS _____
CITY, STATE, ZIP _____

TELEPHONE NUMBER 10

11 _____ _____ _____ _____ _____
_____ _____ _____ _____ _____
_____ _____ _____ _____ _____
12 **SIGNATURE** _____ _____ _____ _____

REC'D	FROM	DATE	TIME	SENT TO	DATE	TIME

BEGINNER'S SIMPLIFIED RADIOGRAM PROCEDURES

1. NUMBER - Station of Origin's message serial number, starting each year with 1 and counting up.

2. PRECEDENCE:

Emergency [EMERGENCY] *Spell out in full* (Life or death). Handle as quickly as possible.

Priority [P] - (Urgent). Handle after EMERGENCY traffic.

Welfare [W] - Inquiry or report as to health or welfare of an individual in the disaster area.

Routine [R] - (All other messages). Handle last.

3. HX (Handling Instructions) - if any:

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, and advise the originating station. e.g. HXB36

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.

HXE - Delivering station to get reply from addressee, and originate message back to station of origin.

HXF followed by a number - Hold delivery until ___ (insert date). e.g. HXF21

HXG - Delivery by mail or toll call not required. If toll or other expense involved, cancel and advise originating station.

4. STATION OF ORIGIN - This is the station that first wrote the message.

5. CHECK - Actual number of words, number of character groups and separators (X) in TEXT. See Item 11. Relay operator can correct your count by adding a corrected count.

6. 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.

7. TIME FILED - Time the message was written. Not necessary for Routine traffic but should be used for Emergency or Priority traffic. Time should be UTC, not local time.

8. DATE - Date the message was written. Date should be correct for UTC time.

9. TO - Get complete info from person for whom you are sending the message. Name, and complete address are necessary to get the message to the right person as quickly as possible.

10. TELEPHONE NUMBER - If possible a number including area code should be included.

11. TEXT - The text is what the sender wants to tell the addressee, and should sound like a telegram - clear and concise and written so the meaning cannot be misconstrued. Text should be limited to 25 words and be NON-COMMERCIAL in nature. Phone numbers are broken into area code, exchange and number and are counted as three words. Periods are noted as X (X-Ray) and there is no X at the end of text. Each separator or X (X-ray) counts as 1 word. Closings such as "Love" and "Best Regards" are counted as words of text. When sending, a "Break" precedes and follows the text. *These simplified procedures omit usage of standardized ARL numbered radiograms, the handling of book messages, and other less frequently seen message requirements.*

12. SIGNATURE - The signature identifies the person sending the message. Additional identifying information may be added to the signature. Not counted in word count.

Above based on an initial compilation by Jean Whitcomb - VA3FW

Note: RAC radiogram forms may be downloaded from the RAC web site at http://www.rac.ca and printed two per page

The National Traffic System

The National Traffic System is the principal facility for medium to long-distance message handling using amateur radio. In emergencies, the NTS is geared to go into continuous operation in accordance with the needs and the extent of the particular emergency. The National Traffic System consists of four levels of traffic nets that operate in an orderly time sequence to effect a definite traffic flow pattern from point of origin to point of destination. The routing from end to end is a controlled process so that the message accuracy and integrity is maintained. This is in distinct contrast to the potentially haphazard handling a message may receive if it is sent through uncontrolled amateur radio net routing, where it may be handled by well-meaning, but untrained, operators.

National Traffic System activities in each RAC Section are under the direction of the Section Traffic Manager (STM), who is appointed by the Section Manager (SM). Each NTS net operates under a Net Manager (NM) who also is appointed by the SM.

Using the NTS is simple and sending formal traffic is easy to learn. Newcomers to traffic handling are welcome to the NTS local nets. The handling of formal messages includes checks to ensure the message is received as sent. Formal traffic is sent and delivered using the form and procedures on the back of this pamphlet. It is easy to do. If you need a hand, check into one of the NTS Local nets and the Net Controller will gladly give you a hand.

NTS nets are organized so they can liaison with each other to move the traffic in an orderly fashion. The Local nets move their messages, as required, to the Section nets, which then forward them to the Area nets and Trans-Continental nets, until they reaches their destinations.

Check out these NTS nets in Ontario. For information on nets in other provinces, please consult the RAC Operating Manual or contact your Section Manager or your Section Traffic Manager, as listed in *The Canadian Amateur*.

Kingsmere Traffic Net (Ottawa) – 146.88 MHz - FM
21:00 Eastern; M-W-F

Open Line Net (Toronto) - 147.06 MHz+ FM 18:30 Eastern; daily

Ontario Phone Net - 3.742 MHz LSB 1900 Eastern; daily

Ontario Section Net – 3.667 MHz CW 19:00, 2200 Eastern; daily

Traffic Practice (3.645 MHz): Ontario Beaver Slow Speed Net – 18:15 Eastern; and Ontario Beaver Net – 18:30 Eastern; daily

The National Traffic System can also be used to send radiograms to your own friends or relatives. Why not put together a few messages and try out the NTS while providing practice for the NTS operators. You can send congratulation, birthday, anniversary, or get well messages.

Join Radio Amateurs of Canada

Support the single national voice representing you to the federal government and industry, and internationally to the International Amateur Radio Union and International Telecommunications Union.

Support the RAC web site *http://www.rac.ca* with its hundreds of pages of useful information – all about amateur radio.

Support the popular operating contests sponsored by RAC.

Support the popular operating awards sponsored by RAC.

Receive free handling service for your outgoing QSL (contact confirmation) cards, available only to RAC members.

Receive six issues per year of *The Canadian Amateur* magazine, full of information about amateur radio activities, and ads from amateur radio equipment suppliers.

Join by mail, toll free phone (10 – 3 Eastern), or on-line via the secure page of the RAC web site at: *http://www.rac.ca/store*

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