How to Fill Out a Radiogram

By Mark Hayden, N7YLA and Greg Lee, KI6GIG

(Edited from the Dallas/Fort Worth NTS Traffic Net)

	HX STATION OF ORIGIN G K4IWW	онеск 12		EOFORIGIN RY NC	TIMEFILED	DEC 20
JOHN O PU	BLIC			THIS RADIC) MESSAGE WAS RE	
1234 MAPL:	E AVE					
ANYTOWN N	C 27000			STREET ADDRESS		
ELEPHONE NUMBER 919	555 1234					
ARRIVE	7PM	DEC	3	24	>	<
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MESSAGE NUMBER (Mandatory)

This can be any number the originating station chooses. Most start with 1 the first of each year. Once a message is numbered, that same number remains with the message until delivered. Example: NR 1 Leading zeros is not recommended. Example: NR 001

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PRECEDENCE (Mandatory) R W P E

The Precedence of the Message determines what order the messages will be handled. Most of the time all messages are handled on every net session. The following four precedence are used in ascending order of priority:

ROUTINE (R on CW) 99.99% of all messages have this precedence. These messages will be handled last. Example: NR 1 R (for Routine)

WELFARE (W on CW) This message is either an inquiry to the health and welfare of an individual in a disaster area or a report of the health and welfare of an individual. These messages will be handled before ROUTINE traffic.

PRIORITY (P on CW) These are messages have specific time limits. They are also for Official messages, not covered in the EMERGENCY category. This traffic will be handled before WELFARE or ROUTINE.

EMERGENCY (EMERGENCY on CW) Any message having life and death urgency to any person or group of persons, which is transmitted by Amateur Radio in the absence of regular communication facilities. When in doubt, do NOT use this precedence. This traffic will be handled first and immediately.

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HANDLING INSTRUCTIONS (Optional)

Handling Instructions are sometimes used to tell the various stations along the way, what the desires of the originating station are. If not needed, it is best not to use. On phone: the sending station would say, "HANDLING INSTRUCTIONS (*)", in the explained below. On CW: Send HX(*).

- **HX A (Followed by a number)** Collect land line delivery authorized by the by addressee within ... miles. (If no number, authorization is unlimited).
- **HX B (Followed by a number)** Cancel message if not delivered within ... hours of filing time and service originating station.
- **HX C** Report the time and date of delivery to originating station.
- **HX D** Report to the originating station the identity of the station from which you received, plus time and date. Report the identity of the station to which it was relayed, plus time and date, or if delivered report time and date of delivery.
- **HX E** Delivering station gets a reply from the addressee, and originates a message back.
- **HX F (Followed by number)** Hold delivery until ... (date).
- **HX G** Delivery by mail or land line toll call not required. If toll or other expense involved, cancel message and service originating station.

Example: NR 1 R HXG

•	HE AMERICA		RELAY LEAG RAM	âUE 🌵
NUMBER PRECEDENCE R	HX STATION OF ORIGIN G K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED DEC 20
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		BETTY M PUBLIC		
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STATION OF ORIGIN (Mandatory)

This is the **call sign of the Amateur Radio Station generating (originating) this message**. This call sign, along with the message number, serve as the "serial number" of this message. Any future reference to this message would be: "Number nn of CALL nn4nnn".

Example: NR 1 R WA2VUV

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	HX STATION OF ORIGIN G K41WW	CHECK 12	PLACE OF ORIGIN CARY NC	TIMEFILED DEC	ATE 20
TO JOHN Q PU 1234 MAPL ANYTOWN N	E AVE				
TELEPHONENUMBER 919		D.P.C	24	×	
ARRIVE	7PM	DEC			_
LOOKING X	LOVE	T0	SERING		-
		BETTY M PUBLIC	:		-
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CHECK (Mandatory)

This is a **count of the number of words used in the TEXT (only)** of the message. Words in the address or signature are NOT counted. Groups of figures, letters, combinations of figures and letters, and "X" are counted as words. This is the method that Amateurs use to make sure that the TEXT was received without error. Both the sender and receiver should end up with the same word count (CHECK).

Example: NR 1 R K4IWW 12

AR	IOGF		E 🌵
		LACEOFORIGIN CARY NC	TIMEFILED DATE DATE
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000			SSAGEWAS RECEIVED AT PHONE
телерноменимвек 919 555 1234			
ARRIVE 7PM	DEC	24	X
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PLACE OF ORIGIN (Mandatory)

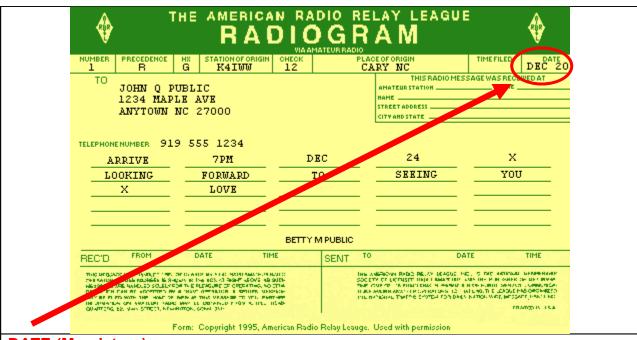
This field is the City and State of either the Station of Origin or the person in the Signature. In most cases, this will be the same place.

Example: NR 1 R K4IWW 12 CARY NC

NUMBER PRECEDENCE R	HX STATION OF C	RIGIN CHECK		CEOFORIGIN ARY NC	TIME FILED DEC 20
TO JOHN Q 1234 MA: ANYTOWN				THIS RADION AMATEUR STATION HAME STREET AD 145 CITY STATE	
TELEPHONENUMBER 9.	19 555 1234				
ARRIVE	7PM	D	P	24	Х
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TIME FILED (Optional)
The time the message was originated. You may either use UTC or your Local time.
Examples: 1615Z or 1115 EST. Most messages do NOT use this field. It is only useful if the message has a short time value.

Example: NR 1 R K4IWW 12 CARY NC 1615Z



DATE (Mandatory)

This is the **date the message was originated**. In Amateur Radio, we use month and day. **The year is NOT used**. If the message is over a year old, it should be sent to the circular file. Do not use the number corresponding to the month. Do not say 12-20, Please use wording of December, two, zero

Example: NR 1 R K4IWW 12 CARY NC 1615Z DEC 20

Ψ.	HAL	O I O G	RAM		**
NUMBER PRECEDENCE R	HX STATION OF ORIGIN G K41WW	CHECK 12	PLACEOFORIGIN CARY NC	TIMEFILED	DEC 20
JOHN Q P 1234 MAP ANYTOWN	LE AVE NC 27000		AMATEUR STATION	OMESSAGE WAS RECI	
TELE MONENUMBER 91	9 555 1234 7PM	DEC	24	x	
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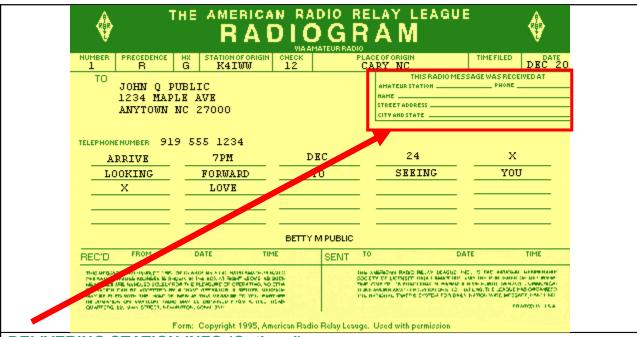
ADDRESSEE (Mandatory)

The name(s) and address of the person to which this message is going. It looks like the address on an envelope used in snail mail. Include a phone number. It is really important for a speedy delivery. The more information here, the easier the delivery will be.

Example:

JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000

As phone figures: 919 555 1234



DELIVERING STATION INFO (Optional)

This section is rarely used. If the message is to be mailed or hand delivered, it is nice to put your (the delivering station) info here so the addressee can reach you if there is any question, or they want to send a return message. Most messages are delivered by phone.

THE AMERICA RAC	N RADIO RE DIOGRA		E
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000		AMATEUR STATION	
ARRIVE 7PM LOOKING FORWARD X LOVE	DEC TO	24 SEBING	X
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TEXT (Mandatory)

Finally! This is the message you are sending for the signature person to the addressee. It should be short (usually less than 25 words) and in telegram style. No punctuation is used. The letter "X" is used (similar to STOP in telegrams) to end one idea and start another. Many messages do not even have an "X" in them. Example TEXT:

ARRIVE 7PM DEC 24 X

LOOKING FORWARD TO SEEING YOU

X LOVE

The above TEXT has a count of 12. So the CHECK is 12. As Amateur Radio is non-commercial, the TEXT should have no commercial value. Each Radio Amateur is the judge of what is commercial and what is not.

		DIOGF	AW	A
NUMBER PRECEDENCE R	HX STATION OF ORIGIN G K4IWW		ACEOFORIGIN	TIME FILED DATE DEC 20
JOHN Q P 1234 MAP ANYTOWN	LE AVE		THIS RADIO ME: AMATEUR STATION HAME STREET ADDRESS CITY AND STATE	
TELEPHONENUMBER 91:	9 555 1234			
ARRIVE	7PM	DEC	24	X
LOOKING	FORWARD	TO	SEEING	YOU
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SIGNATURE (Mandatory)
This is the name if the person sending the message. It may be the name or call of the originating station. However, it is usually the name of a "third party", for whom the originating station is generating the message. Example: BETTY M PUBLIC

NUMBER PRECEDENCE R	HX STATION OF ORI	GIN CHECK		CEOFORIGIN ARY NC	TIMEFILED DEC 20
JOHN Q P 1234 MAP ANYTOWN	UBLIC LE AVE			THIS RADIO M	
TELEPHONE NUMBER 91	9 555 1234				
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RECEIVED (Optional)

This is for the handling station to write down whom they received the message from.

This field is only for the book keeping of the handling station.

Т	HE AMERICA RAC	N RADIO	ЗR.		ΙE	•
NUMBER PRECEDENCE R	G K4IWW	онеск 12		EOFORIGIN RY NC	TIMEFILED	DEC 20
JOHN Q PU 1234 MAPI ANYTOWN I	SE AVE			THIS RADIOME AMATEUR STATION HAME STREET ADDRESS CITY AND STATE		
TELEPHONENUMBER 919	9 555 1234					
ARRIVE	7PM	DEC		24	X	
LOOKING	FORWARD	TO		SEEING	YOU	Г
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F	orm: Copyright 1995, Am	erican Radio Rela	y Leauge. I	Used with permission		

SENT (Optional)
This is for the handling station to write down whom they sent the message to. This field is only for the book keeping of the handling station.

Verbally passing traffic on a net.

When net control gives permission for you to pass your traffic to another station, the receiving station of your message contacts you and says "ready to copy". Your message would go like this, just read it exactly like this and fill in the blanks with your info. Remember when reading the message that someone is writing it on the other end, so read at writing speed.

"Please copy my number: 1, Routine, HX Golf, (your call sign), 12, (your location), (time if applicable), December two zero.

Going to (your addressee) and (amateur call sign if any), figures 1234 Maple Ave, Anytown NC, zip figures 27000, phone figures 919 555 1234, break for text."

*Now wait for the receiving station to say "go with text", plus this allows them any fills they might need of the preamble information or any needed fills of information of the addressee.

When they say, "go with text," read your message word for word at writing speed, any tough words use phonetics. The number of words should match the (check) in the preamble. ARL Message codes are always phonetically spelled out. One number character per box. Ex. ARL Fifty Six would be 3 words.

When done delivering your text to receiving station say, "Break for Signature".

*Wait for receiving station to ask for fills, or say, "go with signature".

Give signature of message sender, amateur call sign if applicable and say "end message number one, how copy".

The receiving station will acknowledge your message number one and say "thanks for the traffic" ending with their call sign.

You can reply by saying "thank you for taking it" and end with your call sign so net control knows the message has been passed and you both are finished.

That's all there is to passing a message. Pretty easy isn't it. Not much to it, this is how we do it on the DFW traffic net, some nets are different, you just have to listen to see what their format is like.

Delivering a radiogram is even easier. Call the person with phone number provided, read the text part of the message, explain ARL message codes if there are any and they don't know what they mean, and tell them who it is from. That's it.

Just a brief mention of how I present myself when calling someone.

When someone answers I say "Hi, my name is Bob and I am a ham radio operator with the DFW traffic net". Usually this gets their attention so they don't think I am a "telemarketer".

I have found the use of the word "ham" to be better than "amateur". You just have to find what works for you.

Here is what the completed Radiogram should look like:

