


How to Fill Out a Radiogram

By Mark Hayden, N7YLA and Greg Lee, KI6GIG

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

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM						
VIA AMATEUR RADIO						
 NUMBER 1	PRECEDENCE R	HX G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	DATE DEC 20
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____	
TELEPHONE NUMBER 919 555 1234						
ARRIVE LOOKING X		7PM FORWARD LOVE		DEC TO		24 SEEING
				X YOU		
BETTY M PUBLIC						
REC'D FROM DATE TIME				SENT TO DATE TIME		
<small>THIS MESSAGE WAS RECEIVED FROM A STATION IN THE AMERICAN RADIO RELAY LEAGUE SOCIETY OF LICENSED AMATEUR RADIO OPERATORS. IT IS THE PROPERTY OF THE SOCIETY AND SHOULD BE RETURNED TO THE SOCIETY OF LICENSED AMATEUR RADIO OPERATORS. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE. IT IS THE PROPERTY OF THE SOCIETY AND SHOULD BE RETURNED TO THE SOCIETY OF LICENSED AMATEUR RADIO OPERATORS. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC., IS THE NATIONAL AMATEUR SOCIETY OF LICENSED AMATEUR RADIO OPERATORS. IT IS THE PROPERTY OF THE SOCIETY AND SHOULD BE RETURNED TO THE SOCIETY OF LICENSED AMATEUR RADIO OPERATORS. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE. IT IS THE PROPERTY OF THE SOCIETY AND SHOULD BE RETURNED TO THE SOCIETY OF LICENSED AMATEUR RADIO OPERATORS. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.</small>		

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

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE R	HR G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED	DATE DEC 20
TO HN Q PUBLIC 34 MAPLE AVE ANYTOWN NC 27000					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____		
TEL. HOME NUMBER 919 555 1234							
ARRIVE		7PM		DEC		24	
LOOKING		FORWARD		TO		SEEING	
X		LOVE				YOU	
BETTY M PUBLIC							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS RADIOGRAM MUST BE HANDLED IN THE ORDER IN WHICH IT IS RECEIVED. THE RADIOGRAMS ARE HANDLED IN THE ORDER OF PRECEDENCE. THE FOLLOWING ARE THE PRECEDENCES: 1. EMERGENCY, 2. PRIORITY, 3. WELFARE, 4. ROUTINE. THE RADIOGRAMS ARE HANDLED IN THE ORDER OF PRECEDENCE. THE FOLLOWING ARE THE PRECEDENCES: 1. EMERGENCY, 2. PRIORITY, 3. WELFARE, 4. ROUTINE. THE RADIOGRAMS ARE HANDLED IN THE ORDER OF PRECEDENCE. THE FOLLOWING ARE THE PRECEDENCES: 1. EMERGENCY, 2. PRIORITY, 3. WELFARE, 4. ROUTINE.</small>							

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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.

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE R	HX G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED	DATE DEC 20
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____		
TELEPHONE NUMBER 919 555 1234							
ARRIVE	7PM	DEC	24	X			
LOOKING	FORWARD	TO	SEEING	YOU			
X	LOVE						
BETTY M PUBLIC							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE WAS RECEIVED AT THE OFFICE OF THE AMERICAN RADIO RELAY LEAGUE, INC., 1000 KENNEDY AVENUE, SUITE 1000, NEW YORK, NY 10022. THE MESSAGE WAS RECEIVED AT THE OFFICE OF THE AMERICAN RADIO RELAY LEAGUE, INC., 1000 KENNEDY AVENUE, SUITE 1000, NEW YORK, NY 10022. THE MESSAGE WAS RECEIVED AT THE OFFICE OF THE AMERICAN RADIO RELAY LEAGUE, INC., 1000 KENNEDY AVENUE, SUITE 1000, NEW YORK, NY 10022.</small>				<small>THIS MESSAGE WAS RECEIVED AT THE OFFICE OF THE AMERICAN RADIO RELAY LEAGUE, INC., 1000 KENNEDY AVENUE, SUITE 1000, NEW YORK, NY 10022. THE MESSAGE WAS RECEIVED AT THE OFFICE OF THE AMERICAN RADIO RELAY LEAGUE, INC., 1000 KENNEDY AVENUE, SUITE 1000, NEW YORK, NY 10022. THE MESSAGE WAS RECEIVED AT THE OFFICE OF THE AMERICAN RADIO RELAY LEAGUE, INC., 1000 KENNEDY AVENUE, SUITE 1000, NEW YORK, NY 10022.</small>			

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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

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE R	HK G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED	DATE DEC 20
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____		
TELEPHONE NUMBER 91 555 1234							
ARRIVE		7PM		DEC		24	
LOOKING		FORWARD		TO		SEEING	
X		LOVE				YOU	
BETTY M PUBLIC							
REC'D FROM DATE TIME				SENT TO DATE TIME			
<small>THIS MESSAGE WAS RECEIVED FROM STATION K4IWW. THE MESSAGE IS BEING FORWARDED TO THE STATION WHERE IT WAS RECEIVED. THE STATION WHERE IT WAS RECEIVED IS THE STATION OF ORIGIN. THE STATION OF ORIGIN IS THE STATION WHERE THE MESSAGE WAS RECEIVED. THE STATION OF ORIGIN IS THE STATION WHERE THE MESSAGE WAS RECEIVED.</small>				<small>THIS MESSAGE WAS RECEIVED FROM STATION K4IWW. THE MESSAGE IS BEING FORWARDED TO THE STATION WHERE IT WAS RECEIVED. THE STATION WHERE IT WAS RECEIVED IS THE STATION OF ORIGIN. THE STATION OF ORIGIN IS THE STATION WHERE THE MESSAGE WAS RECEIVED. THE STATION OF ORIGIN IS THE STATION WHERE THE MESSAGE WAS RECEIVED.</small>			

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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

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM							
NUMBER	PRECEDENCE	HW	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
1	R	G	K4IWW	12	CARY NC		DEC 20
TO				THIS RADIO MESSAGE WAS RECEIVED AT			
JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000				AMATEUR STATION _____ PHONE _____			
TELEPHONE NUMBER 919 555 1234				NAME _____			
ARRIVE 7PM DEC 24 X				STREET ADDRESS _____			
LOOKING FORWARD TO SEEING YOU				CITY AND STATE _____			
X LOVE							
BETTY M PUBLIC							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE WAS RECEIVED FROM THE AMERICAN RADIO RELAY LEAGUE. THE RADIOGRAM NUMBER IS SHOWN IN THE BOX AT RIGHT ABOVE THE MESSAGE. THE MESSAGE IS SHOWN IN THE BOXES OF COORDINATE. NO OTHER INFORMATION CAN BE OBTAINED BY A RADIO OPERATOR. A MESSAGE MAY BE FILED WITH THE NAME OF ANY AMERICAN RADIO RELAY LEAGUE. THE AMERICAN RADIO RELAY LEAGUE MAY BE OBTAINED FROM THE HEADQUARTERS, 1234 MAPLE AVE, ANYTOWN, NC 27000.</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC., IS THE AMERICAN OFFICIAL SOCIETY OF LICENSED RADIO AMATEURS AND IS A MEMBER OF THE INTERNATIONAL SOCIETY OF AMATEUR RADIO. THE AMERICAN RADIO RELAY LEAGUE IS A NON-PROFIT ORGANIZATION. THE AMERICAN RADIO RELAY LEAGUE IS A MEMBER OF THE INTERNATIONAL SOCIETY OF AMATEUR RADIO. THE AMERICAN RADIO RELAY LEAGUE IS A MEMBER OF THE INTERNATIONAL SOCIETY OF AMATEUR RADIO.</small>			

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

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM						
VIA AMATEUR RADIO						
NUMBER 1	PRECEDENCE R	HW G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	DATE DEC 20
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000			THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____			
TELEPHONE NUMBER 919 555 1234						
ARRIVE	7PM	DEC	24	X		
LOOKING	FORWARD	TO	SEEING	YOU		
X	LOVE					
BETTY M PUBLIC						
REC'D	FROM	DATE	TIME	SENT	TO	DATE
<small>THIS RADIOGRAM MUST BE FILED IN THE OFFICE OF THE AMERICAN RADIO RELAY LEAGUE, INC., 5000 UNIVERSITY AVENUE, SUITE 100, ANN ARBOR, MI 48106-1500. IF YOU ARE A MEMBER OF THE ARRL, YOU MAY FILE THIS RADIOGRAM IN YOUR LOCAL CLUB OR IN THE OFFICE OF THE ARRL. IF YOU ARE NOT A MEMBER, YOU MAY FILE THIS RADIOGRAM IN THE OFFICE OF THE ARRL. IF YOU ARE A MEMBER OF THE ARRL, YOU MAY FILE THIS RADIOGRAM IN YOUR LOCAL CLUB OR IN THE OFFICE OF THE ARRL. IF YOU ARE NOT A MEMBER, YOU MAY FILE THIS RADIOGRAM IN THE OFFICE OF THE ARRL.</small>				<small>THIS RADIOGRAM MUST BE FILED IN THE OFFICE OF THE AMERICAN RADIO RELAY LEAGUE, INC., 5000 UNIVERSITY AVENUE, SUITE 100, ANN ARBOR, MI 48106-1500. IF YOU ARE A MEMBER OF THE ARRL, YOU MAY FILE THIS RADIOGRAM IN YOUR LOCAL CLUB OR IN THE OFFICE OF THE ARRL. IF YOU ARE NOT A MEMBER, YOU MAY FILE THIS RADIOGRAM IN THE OFFICE OF THE ARRL. IF YOU ARE A MEMBER OF THE ARRL, YOU MAY FILE THIS RADIOGRAM IN YOUR LOCAL CLUB OR IN THE OFFICE OF THE ARRL. IF YOU ARE NOT A MEMBER, YOU MAY FILE THIS RADIOGRAM IN THE OFFICE OF THE ARRL.</small>		

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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

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM							
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NUMBER 1	PRECEDENCE R	HX G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED	DATE DEC 20
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000						THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____	
TELEPHONE NUMBER 919 555 1234							
ARRIVE		7PM		DEC		24	
LOOKING		FORWARD		TO		SEEING	
X		LOVE				YOU	
BETTY M PUBLIC							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE IS THE PROPERTY OF THE AMERICAN RADIO RELAY LEAGUE. IT IS TO BE USED ONLY FOR THE PURPOSES OF THE LEAGUE. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE LEAGUE. THE LEAGUE IS NOT RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO ANY MESSAGE OR EQUIPMENT. THE LEAGUE IS NOT RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO ANY MESSAGE OR EQUIPMENT. THE LEAGUE IS NOT RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO ANY MESSAGE OR EQUIPMENT.</small>				<small>THIS MESSAGE IS THE PROPERTY OF THE AMERICAN RADIO RELAY LEAGUE. IT IS TO BE USED ONLY FOR THE PURPOSES OF THE LEAGUE. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE LEAGUE. THE LEAGUE IS NOT RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO ANY MESSAGE OR EQUIPMENT. THE LEAGUE IS NOT RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO ANY MESSAGE OR EQUIPMENT. THE LEAGUE IS NOT RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO ANY MESSAGE OR EQUIPMENT.</small>			

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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

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE R	HX G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED	DATE DEC 20
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____		
TELEPHONE NUMBER 919 555 1234							
ARRIVE	7PM	DEC	24	X			
LOOKING	FORWARD	TO	SEEING	YOU			
X	LOVE						
BETTY M PUBLIC							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE WAS RECEIVED FROM THE AMERICAN RADIO RELAY LEAGUE. THE NAME AND ADDRESS OF THE PERSON TO WHOM THIS MESSAGE IS BEING FORWARDED IS SHOWN IN THE BOX AT RIGHT ABOVE. NO OTHER INFORMATION CAN BE OBTAINED BY A RADIO OPERATOR. A MESSAGE MAY BE FORWARDED WITH THE NAME OF ANYONE WHO APPEARS TO THE OPERATOR. THE AMERICAN RADIO RELAY LEAGUE MAY BE CONTACTED FOR A LIST OF HEADQUARTERS, 2225 MAIN STREET, FARMINGTON, CONNECTICUT 06030.</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC., IS THE NATIONAL ORGANIZATION OF LICENSED AMATEUR RADIO OPERATORS. THE PURPOSE OF THE LEAGUE IS TO PROMOTE THE INTERESTS OF AMATEUR RADIO OPERATORS AND TO PROVIDE A MEANS FOR THE EXCHANGE OF INFORMATION AND COOPERATION AMONG THEM. THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR RADIO MESSAGE DELIVERY.</small>			

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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

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE R	HW G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED	DATE DEC 20
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____		
TELEPHONE NUMBER 919 555 1234							
ARRIVE		7PM		DEC		24	
LOOKING		FORWARD		TO		SEEING	
X		LOVE				YOU	
BETTY M PUBLIC							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE IS SUBJECT TO THE FOLLOWING RULES: 1. THE MESSAGE IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS SENT. 2. THE MESSAGE IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS SENT. 3. THE MESSAGE IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS SENT.</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC., IS THE NATIONAL ORGANIZATION OF AMATEUR RADIO OPERATORS. IT IS A NON-PROFIT ORGANIZATION. IT IS A NON-PROFIT ORGANIZATION. IT IS A NON-PROFIT ORGANIZATION.</small>			

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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 AMERICAN RADIO RELAY LEAGUE RADIOGRAM							
VIA AMATEUR RADIO							
NUMBER 1	PRECEDENCE R	HX G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED	DATE DEC 20
TO JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY AND STATE _____		
REF NO. 010 555 1234							
ARRIVE		7PM		DEC		24	
LOOKING		FORWARD		TO		SEEING	
X		LOVE				YOU	
BETTY M PUBLIC							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE MAY BE USED FOR ANY PURPOSES. IT IS THE PROPERTY OF THE AMERICAN RADIO RELAY LEAGUE. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. PERMISSION IS GRANTED TO REPRODUCE THIS MESSAGE FOR PERSONAL USE ONLY. IT IS NOT TO BE USED FOR COMMERCIAL PURPOSES. THE AMERICAN RADIO RELAY LEAGUE, INC., 2000 K STREET, N.W., WASHINGTON, D.C. 20006-4242</small>				<small>THIS MESSAGE MAY BE USED FOR ANY PURPOSES. IT IS THE PROPERTY OF THE AMERICAN RADIO RELAY LEAGUE. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. PERMISSION IS GRANTED TO REPRODUCE THIS MESSAGE FOR PERSONAL USE ONLY. IT IS NOT TO BE USED FOR COMMERCIAL PURPOSES. THE AMERICAN RADIO RELAY LEAGUE, INC., 2000 K STREET, N.W., WASHINGTON, D.C. 20006-4242</small>			

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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.

Example: BETTY M PUBLIC

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.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM <small>VIA AMATEUR RADIO</small> </div> </div>							
NUMBER 1	PRECEDENCE R	HW G	STATION OF ORIGIN K4IWW	CHECK 12	PLACE OF ORIGIN CARY NC	TIME FILED	DATE DEC 20
TO					THIS RADIO MESSAGE WAS RECEIVED AT		
JOHN Q PUBLIC 1234 MAPLE AVE ANYTOWN NC 27000					AMATEUR STATION _____ PHONE _____		
					NAME _____		
					STREET ADDRESS _____		
					CITY AND STATE _____		
TELEPHONE NUMBER 919 555 1234							
ARRIVE		7PM		DEC		24	
LOOKING		FORWARD		TO		SEEING	
X		LOVE					
BETTY M PUBLIC							
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
<small>THIS MESSAGE WAS RECEIVED FROM THE AMERICAN RADIO RELAY LEAGUE. THE RADIOGRAM MESSAGE IS BEING FORWARDED TO THE ADDRESSEE. NO OTHER INFORMATION CAN BE OBTAINED BY A RADIO OPERATOR. A SPECIAL MESSAGE MAY BE PLACED WITH THE NAME OF THE STATION TO THE RIGHT OF THE MESSAGE. THE MESSAGE MAY BE OBTAINED FROM THE STATION. THE STATION IS LOCATED AT 1000 N. 10TH STREET, FARMINGTON, CONNECTICUT.</small>				<small>THE AMERICAN RADIO RELAY LEAGUE, INC., IS THE NATIONAL ORGANIZATION OF LICENSED AMATEUR RADIO OPERATORS. THE LEAGUE HAS ORGANIZED THE NATIONAL TWENTY-SEVEN HOUR NATIONAL MESSAGE SERVICE. THE LEAGUE HAS ORGANIZED THE NATIONAL TWENTY-SEVEN HOUR NATIONAL MESSAGE SERVICE. THE LEAGUE HAS ORGANIZED THE NATIONAL TWENTY-SEVEN HOUR NATIONAL MESSAGE SERVICE.</small>			

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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.

