

# Amateur Radio Emergency Services

## ARES Field Resources Manual - Part III

A Quick Trainer and Field Resource Guide for the Emergency Communicator

# What We Will Cover Tonight

## ARRL Message Form Instructions

- Preamble
- Address
- Text
- Signature

## ARRL Message Precedences

## ARRL Message Handling Instructions

## ARRL Numbered Radiograms



# ARRL Message Form Instructions

# Radiogram Overview

Every formal radiogram message originated and handled should contain the following four main components in the order given.

- Preamble
- Address
- Text
- Signature


The numbers and letters refer to corresponding information on the example message on the next page.




# Preamble

# Preamble

The Preamble includes information used to **prioritize** and **track the message** and **ensure its accuracy**.

- A. **Number.** Assigned by the Station of Origin and never changed. Begin with 1 each month or year.
  - B. **Precedence.** Determines the order in which traffic is passed. Assign each message a Precedence of R (Routine), W (Welfare), P (Priority) or EMERGENCY.
  - C. **Handling Instructions (HX).** Optional, used only if a specific need is present.
  - D. **Station of Origin.** The call sign of the station originating (creating) the message.
- 

# Preamble

- E. **Check.** The number of words or word groups in the text of the message. A word group is any group of one or more consecutive characters with no interrupting spaces.
  - F. **Place of Origin.** The location (city and state) of the party for whom the message was created, and not necessarily the location of the Station of Origin.
  - G. **Time Filed.** Optional, used only when the filing time has some importance relative to the Precedence, Handling Instructions or Text.
  - H. **Date.** The date the message was filed. (If Time Filed is used, date and time must agree.)
- 

# Preamble

**THE AMERICAN RADIO RELAY LEAGUE**  
**RADIOGRAM**  
VIA AMATEUR RADIO

| NUMBER | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN | TIME FILED | DATE |
|--------|------------|----|-------------------|-------|-----------------|------------|------|
|        |            |    |                   |       |                 |            |      |

TO \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

THIS RADIO MESSAGE WAS RECEIVED AT \_\_\_\_\_  
AMATEUR STATION \_\_\_\_\_ PHONE \_\_\_\_\_  
NAME \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
CITY AND STATE \_\_\_\_\_

| REC'D | FROM | DATE | TIME | SENT | TO | DATE | TIME |
|-------|------|------|------|------|----|------|------|
|       |      |      |      |      |    |      |      |

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 A.R.R.L. HEAD-QUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 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 COMMUNICATIONS AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATION-WIDE MESSAGE HANDLING.

PRINTED IN U.S.A.



# Preamble

| THE AMERICAN RADIO RELAY LEAGUE |            |    |                   |       |                                    |            |      |
|---------------------------------|------------|----|-------------------|-------|------------------------------------|------------|------|
| RADIOGRAM                       |            |    |                   |       |                                    |            |      |
| VIA AMATEUR RADIO               |            |    |                   |       |                                    |            |      |
| NUMBER                          | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN                    | TIME FILED | DATE |
| 1                               |            |    |                   |       |                                    |            |      |
| TO                              |            |    |                   |       | THIS RADIO MESSAGE WAS RECEIVED AT |            |      |

- A. **Number.** Assigned by the Station of Origin and never changed. Begin with 1 each month or year.

# Preamble

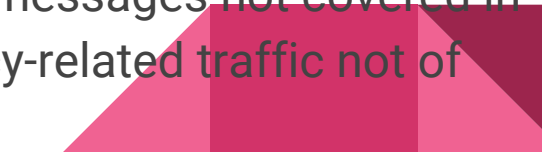
| NUMBER | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN                    | TIME FILED | DATE |
|--------|------------|----|-------------------|-------|------------------------------------|------------|------|
| 1      | R          |    |                   |       |                                    |            |      |
| TO     |            |    |                   |       | THIS RADIO MESSAGE WAS RECEIVED AT |            |      |

- B. **Precedence.** Determines the order in which traffic is passed. Assign each message a Precedence of R (Routine), W (Welfare), P (Priority) or EMERGENCY.

# Preamble - Precedence

**EMERGENCY**—Any message having life and death urgency to any person or group of persons, that is transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief efforts for the stricken populace in emergency areas. On CW and digital modes, this designation will always be spelled out. When in doubt, do not use this designation.


**PRIORITY**—Abbreviated as P on CW and digital modes. This classification is for important messages having a specific time limit, official messages not covered in the emergency category, press dispatches and emergency-related traffic not of the utmost urgency.



# Preamble - Precedence

**WELFARE**—Abbreviated as W on CW and digital modes. This classification refers to an inquiry about the health and welfare of an individual in the disaster area, or to an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all Emergency and Priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).

**ROUTINE**— Abbreviated as R on CW and digital modes. Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine should be handled last, or not at all when circuits are busy with higher-precedence traffic.



# Preamble

| THE AMERICAN RADIO RELAY LEAGUE |            |    |                   |       |                                    |            |      |
|---------------------------------|------------|----|-------------------|-------|------------------------------------|------------|------|
| RADIOGRAM                       |            |    |                   |       |                                    |            |      |
| VIA AMATEUR RADIO               |            |    |                   |       |                                    |            |      |
| NUMBER                          | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN                    | TIME FILED | DATE |
| 1                               | R          |    |                   |       |                                    |            |      |
| TO                              |            |    |                   |       | THIS RADIO MESSAGE WAS RECEIVED AT |            |      |

- C. **Handling Instructions (HX).** Optional, used only if a specific need is present.

# Message Handling Instructions


Handling instructions (HX) convey special instructions to operators handling and delivering the message. The instruction is inserted in the message Preamble between the Precedence and the Station of Origin.

*NOTE: Its use is optional with the originating stations, but once inserted it is mandatory with all relaying stations.*



# Message Handling Instructions

## PROSIGN INSTRUCTION

- HXA** (Followed by number.) Collect landline delivery authorized by addressee within \_\_\_\_ miles.  
(If no number, authorization is unlimited.)
- HXB** (Followed by number.) Cancel message if not delivered within \_\_\_\_ hours of filing time;  
service originating station.
- HXC** Report date and time of delivery (TOD) to originating station.
- HXD** 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.
- HXE** Delivering station get reply from addressee, originate message back.
- HXF** (Followed by number.) Hold delivery until \_\_\_\_ (date).
- HXG** Delivery by mail or landline toll call not required. If toll or other expense  
involved, cancel message and service originating station.
- 

# Preamble

| THE AMERICAN RADIO RELAY LEAGUE |            |    |                   |       |                                    |            |      |
|---------------------------------|------------|----|-------------------|-------|------------------------------------|------------|------|
| RADIOGRAM                       |            |    |                   |       |                                    |            |      |
| VIA AMATEUR RADIO               |            |    |                   |       |                                    |            |      |
| NUMBER                          | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN                    | TIME FILED | DATE |
| 1                               | R          |    | KB8WNO            |       |                                    |            |      |
| TO                              |            |    |                   |       | THIS RADIO MESSAGE WAS RECEIVED AT |            |      |

- D. **Station of Origin.** The call sign of the station originating (creating) the message.



# Preamble

| THE AMERICAN RADIO RELAY LEAGUE |            |    |                   |       |                                    |            |      |
|---------------------------------|------------|----|-------------------|-------|------------------------------------|------------|------|
| RADIOGRAM                       |            |    |                   |       |                                    |            |      |
| VIA AMATEUR RADIO               |            |    |                   |       |                                    |            |      |
| NUMBER                          | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN                    | TIME FILED | DATE |
| 1                               | R          |    | KB8WNO            |       |                                    |            |      |
| TO                              |            |    |                   |       | THIS RADIO MESSAGE WAS RECEIVED AT |            |      |

- E. **Check.** The number of words or word groups in the text of the message. A word group is any group of one or more consecutive characters with no interrupting spaces.

*NOTE: Until we have written down the text of our message, we won't know what to put in here.*

# Preamble

| THE AMERICAN RADIO RELAY LEAGUE |            |    |                   |       |                 |                                    |      |
|---------------------------------|------------|----|-------------------|-------|-----------------|------------------------------------|------|
| RADIOGRAM                       |            |    |                   |       |                 |                                    |      |
| VIA AMATEUR RADIO               |            |    |                   |       |                 |                                    |      |
| NUMBER                          | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN | TIME FILED                         | DATE |
| 1                               | R          |    | KB8WNO            |       | MARYSVILLE, OH  |                                    |      |
| TO                              |            |    |                   |       |                 | THIS RADIO MESSAGE WAS RECEIVED AT |      |

- F. **Place of Origin.** The location (city and state) of the party for whom the message was created, and not necessarily the location of the Station of Origin.

# Preamble

| THE AMERICAN RADIO RELAY LEAGUE |            |    |                   |       |                                    |            |      |
|---------------------------------|------------|----|-------------------|-------|------------------------------------|------------|------|
| RADIOGRAM                       |            |    |                   |       |                                    |            |      |
| VIA AMATEUR RADIO               |            |    |                   |       |                                    |            |      |
| NUMBER                          | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN                    | TIME FILED | DATE |
| 1                               | R          |    | KB8WNO            |       | MARYSVILLE, OH                     |            |      |
| TO                              |            |    |                   |       | THIS RADIO MESSAGE WAS RECEIVED AT |            |      |

- G. **Time Filed.** Optional, used only when the filing time has some importance relative to the Precedence, Handling Instructions or Text.

# Preamble

| THE AMERICAN RADIO RELAY LEAGUE |            |    |                   |       |                 |                                    |        |
|---------------------------------|------------|----|-------------------|-------|-----------------|------------------------------------|--------|
| RADIOGRAM                       |            |    |                   |       |                 |                                    |        |
| VIA AMATEUR RADIO               |            |    |                   |       |                 |                                    |        |
| NUMBER                          | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN | TIME FILED                         | DATE   |
| 1                               | R          |    | KB8WNO            |       | MARYSVILLE, OH  |                                    | JAN 30 |
| TO                              |            |    |                   |       |                 | THIS RADIO MESSAGE WAS RECEIVED AT |        |

- E. **Date.** The date the message was filed. (If Time Filed is used, date and time must agree.)



Address

# Address Contents

Name, address, city, state, ZIP and telephone number of the intended recipient, as complete as possible.

*Note that punctuation is not used in the Address section.*

| NUMBER           | PRECEDENCE | HX  | STATION OF ORIGIN |
|------------------|------------|-----|-------------------|
| 1                | R          | G   | K4IUW             |
| TO               |            |     |                   |
| JOHN Q PUBLIC    |            |     |                   |
| 1234 MAPLE AVE   |            |     |                   |
| ANYTOWN NC 27000 |            |     |                   |
| TELEPHONE NUMBER | 919        | 555 | 1234              |

# Address Contents - Examples



The American Radio  
RADIO  
Via Amateur

| Number | Precedence | HX | Station of Origin | Check |
|--------|------------|----|-------------------|-------|
| 2      | R          |    | KBOH              | 1     |

To:  
ARES DUTY OFFICER  
COMMUNICATIONS VAN  
INCIDENT COMMAND CENTER

Telephone Number:



ARRL — the national association  
RADIO

| NUMBER | PRECEDENCE | HX | STATION OF ORIGIN | CHECK |
|--------|------------|----|-------------------|-------|
| 701    | R          | G  | N2wgf             | 22    |

TO: Karl F. Bowman w4chx  
5509 Shimer Farm Lane  
Raleigh NC 27614  
PHONE NUMBER:  
E-MAIL: 919-848-8861



The American Radi  
RADIOG  
Via Amateu

| Number | Precedence | HX | Station of Origin | Check |
|--------|------------|----|-------------------|-------|
| 207    | P          | E  | W1FN              | 10    |

To:  
MARK DOE  
RED CROSS DISASTER OFFICE  
123 MAIN ST  
RUTLAND, VT 05701

Telephone Number: 802-555-1212

THE AMERICAN RADIO  
RADIO  
VIA AMATEUR

| NUMBER | PRECEDENCE | HX  | STATION OF ORIGIN | CHECK |
|--------|------------|-----|-------------------|-------|
| 42     | R          | HXG | N9AX              | 14    |

TO: CONTEST MANAGER  
ORANGE JUICE CONTESTERS  
BIG SQUEEZE, FLORIDA  
555-555-1212

TELEPHONE NUMBER



THE AMERICAN  
RADIO  
VIA A

| NUMBER | PRECEDENCE | HX | STATION OF ORIGIN |
|--------|------------|----|-------------------|
| 88     | ROUTINE    |    | KBBAAA            |

TO: WB8XXX  
ADDRESS  
CITY STATE ZIP CODE  
TELEPHONE NUMBER

Text

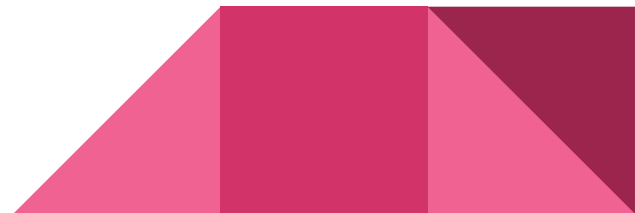


# Text

The message information, limited to 25 words or less if possible. Normal punctuation characters are not used in the text.

A question mark is sent as **QUERY**, while **DASH** is sent for a **hyphen**. The letter **X** is used as a **period** (but never after the last group of the text) and counts as a word when figuring the Check.

The letter **R** is used in place of a decimal in mixed figure groups (example: 146R52 for 146.52).



# Text - Examples

ARES TRAINING BEGINS AT 7 PM MONDAY NIGHTS X PLEASE ATTEND  
AS OFTEN AS POSSIBLE X LOOKING FORWARD TO SEEING YOU THERE X 73  
HAD FUN IN THE OJ CONTEST YESTERDAY X WHEN IS THE NEXT ONE QUERY  
NEED MORE COTS AND SANITATION KITS AT ALL FIVE SHELTERS  
THE N8IG REPEATER FREQUENCY IS 145R350 MHZ WITH A TONE OF 127R3  
HZ X LICENSEES WITH A TECHNICIAN CLASS OR HIGHER LICENSE ARE  
WELCOME



# Preamble - Check Revisited

| THE AMERICAN RADIO RELAY LEAGUE |            |    |                   |       |                                    |            |      |
|---------------------------------|------------|----|-------------------|-------|------------------------------------|------------|------|
| RADIOGRAM                       |            |    |                   |       |                                    |            |      |
| VIA AMATEUR RADIO               |            |    |                   |       |                                    |            |      |
| NUMBER                          | PRECEDENCE | HX | STATION OF ORIGIN | CHECK | PLACE OF ORIGIN                    | TIME FILED | DATE |
| 1                               | R          |    | KB8WNO            |       |                                    |            |      |
| TO                              |            |    |                   |       | THIS RADIO MESSAGE WAS RECEIVED AT |            |      |

- E. **Check.** The number of words or word groups in the text of the message. A word group is any group of one or more consecutive characters with no interrupting spaces.

# Text - Examples of Word Counts/Checks

- 24 ARES TRAINING BEGINS AT 7 PM MONDAY NIGHTS X PLEASE ATTEND AS OFTEN AS POSSIBLE X LOOKING FORWARD TO SEEING YOU THERE X 73
- 14 HAD FUN IN THE OJ CONTEST YESTERDAY X WHEN IS THE NEXT ONE QUERY
- 10 NEED MORE COTS AND SANITATION KITS AT ALL FIVE SHELTERS
- 23 THE N8IG REPEATER FREQUENCY IS 145R350 MHZ WITH A TONE OF 127R3 HZ X LICENSEES WITH A TECHNICIAN CLASS OR ABOVE ARE WELCOME





# THE AMERICAN RADIO RELAY LEAGUE

# RADIOGRAM

VIA AMATEUR RADIO



|                    |                        |    |                                    |                    |  |            |                       |
|--------------------|------------------------|----|------------------------------------|--------------------|--|------------|-----------------------|
| NUMBER<br><b>1</b> | PRECEDENCE<br><b>R</b> | HX | STATION OF ORIGIN<br><b>KB8WNO</b> | CHECK<br><b>25</b> | PLACE OF ORIGIN<br><b>MARYSVILLE, OH</b> | TIME FILED | DATE<br><b>JAN 30</b> |
|--------------------|------------------------|----|------------------------------------|--------------------|--|------------|-----------------------|

TO  
**ED LIDDLE KE8ANU**  
**14449 WATKINS ROAD**  
**MARYSVILLE OH 43040**  
**614-804-6569**

TELEPHONE NUMBER

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

|      |          |        |      |        |
|------|----------|--------|------|--------|
| ARES | TRAINING | BEGINS | AT   | 7      |
| PM   | MONDAY   | NIGHTS | X    | PLEASE |
| TRY  | TO       | ATTEND | AS   | OFTEN  |
| AS   | POSSIBLE | X      | HOPE | TO     |
| SEE  | YOU      | THERE  | X    | 73     |

| REC'D | FROM | DATE | TIME | SENT | TO | DATE | TIME |
|-------|------|------|------|------|----|------|------|
|-------|------|------|------|------|----|------|------|

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 A.R.R.L. HEAD-QUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111

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Signature

# Signature

The name of the party for whom the message was originated. May include additional information such as Amateur Radio call sign, title, address, phone number and so on.

A handwritten signature in black ink that reads "John Hancock". The signature is written in a cursive style with a large, sweeping initial "J" and a decorative flourish at the end. The name "John Hancock" is written in a fluid, connected script.

# Signatures - Examples

JOAN SMITH SHELTER MANAGER

| REC'D | From | Date | Time | SENT | To | Date | Time |
|-------|------|------|------|------|----|------|------|
|-------|------|------|------|------|----|------|------|

A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. A return message may be filed with the

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

*Rona and the Woodstock Ventures Members*

| REC'D | FROM          | DATE                | TIME            | SENT | TO                               | DATE | TIME             |
|-------|---------------|---------------------|-----------------|------|----------------------------------|------|------------------|
|       | <i>KJ4rud</i> | <i>July 12 2012</i> | <i>0117 UTC</i> |      | <i>op Note: Message received</i> |      |                  |
|       |               |                     |                 |      | <i>7th July at 2235</i>          |      |                  |
|       |               |                     |                 |      | <i>by KT2D</i>                   |      | <i>1320 2/11</i> |

This message was handled at no charge by a licensed Amateur Radio operator, whose address is shown in the box at right above. 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 or [www.arrl.org](http://www.arrl.org).

The ARRL is the national association for Amateur Radio and the publisher of QST magazine. One of its functions is promotion of public service communication among Amateur Radio operators. To that end, the ARRL has organized the National Traffic System for daily nationwide message handling.

(signature) KBOH

Amateur Radio volunteer  
Incident Staging Area

| REC'D | From | Date | Time | SENT | To | Date | Time |
|-------|------|------|------|------|----|------|------|
|-------|------|------|------|------|----|------|------|

A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. 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.

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# THE AMERICAN RADIO RELAY LEAGUE

# RADIOGRAM

VIA AMATEUR RADIO



|                    |                        |    |                                    |                    |  |            |                       |
|--------------------|------------------------|----|------------------------------------|--------------------|--|------------|-----------------------|
| NUMBER<br><b>1</b> | PRECEDENCE<br><b>R</b> | HX | STATION OF ORIGIN<br><b>KB8WNO</b> | CHECK<br><b>25</b> | PLACE OF ORIGIN<br><b>MARYSVILLE, OH</b> | TIME FILED | DATE<br><b>JAN 30</b> |
|--------------------|------------------------|----|------------------------------------|--------------------|--|------------|-----------------------|

TO  
**ED LIDDLE KE8ANU**  
**14449 WATKINS ROAD**  
**MARYSVILLE OH 43040**  
**614-804-6569**

TELEPHONE NUMBER

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

|      |          |        |      |        |
|------|----------|--------|------|--------|
| ARES | TRAINING | BEGINS | AT   | 7      |
| PM   | MONDAY   | NIGHTS | X    | PLEASE |
| TRY  | TO       | ATTEND | AS   | OFTEN  |
| AS   | POSSIBLE | X      | HOPE | TO     |
| SEE  | YOU      | THERE  | X    | 73     |

CLIFFORD KB8WNO

| REC'D | FROM | DATE | TIME | SENT | TO | DATE | TIME |
|-------|------|------|------|------|----|------|------|
|-------|------|------|------|------|----|------|------|

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 A.R.R.L. HEAD-QUARTERS, 225 MAIN STREET, NEWINGTON, CONN. 06111

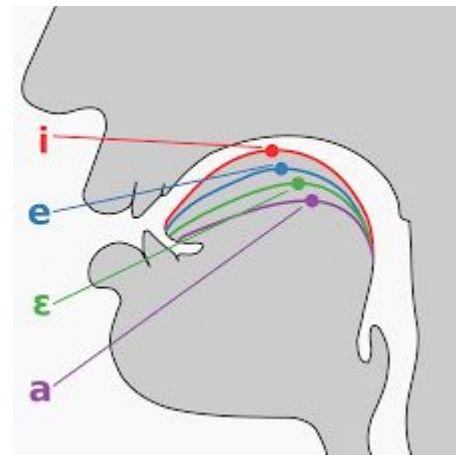
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# ITU Phonetic Alphabet

Word list adopted by the International Telecommunication Union.

|   |         |   |          |   |         |
|---|---------|---|----------|---|---------|
| A | ALFA    | J | JULIET   | S | SIERRA  |
| B | BRAVO   | K | KILO     | T | TANGO   |
| C | CHARLIE | L | LIMA     | U | UNIFORM |
| D | DELTA   | M | MIKE     | V | VICTOR  |
| E | ECHO    | N | NOVEMBER | W | WHISKEY |
| F | FOXTROT | O | OSCAR    | X | X-RAY   |
| G | GOLF    | P | PAPA     | Y | YANKEE  |
| H | HOTEL   | Q | QUEBEC   | Z | ZULU    |
| I | INDIA   | R | ROMEO    |   |         |



# ARRL Numbered Radiograms


# Numbered Radiograms

Numbered radiograms are an efficient way to convey common messages. The letters ARL are inserted in the Preamble in the Check and in the text before spelled out numbers, which represent texts from this list. Note that some ARL texts include insertion of information.


Example: NR 1 W W1AW ARL 4 NEWINGTON CT DEC 25 DONALD R SMITH 164  
EAST SIXTH AVE NORTH RIVER CITY MO PHONE 733 3968 BT ARL ONE ARL TWO  
BT DIANA AR.



# Numbered Radiograms - “Relief Emergency” Use

- ONE** Everyone safe here. Please don't worry.
- TWO** Coming home as soon as possible.
- THREE** Am in \_\_\_\_ hospital. Receiving excellent care and recovering fine.
- FOUR** Only slight property damage here. Do not be concerned about disaster reports.
- FIVE** Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.
- SIX** Will contact you as soon as possible.
- SEVEN** Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.
- 

# Numbered Radiograms - “Relief Emergency” Use

- EIGHT** Need additional \_\_\_\_ mobile or portable equipment for immediate emergency use.
- NINE** Additional \_\_\_\_ radio operators needed to assist with emergency at this location.
- TEN** Please contact \_\_\_\_\_. Advise to standby and provide further emergency Information, instructions or assistance.
- ELEVEN** Establish Amateur Radio emergency communications with \_\_\_\_ on \_\_\_\_ MHz.
- TWELVE** Anxious to hear from you. No word in some time. Please contact me as soon as possible.
- 

# Numbered Radiograms - “Relief Emergency” Use

**THIRTEEN** Medical emergency situation exists here.

**FOURTEEN** Situation here becoming critical. Losses and damage from \_\_\_\_ increasing.

**FIFTEEN** Please advise your condition and what help is needed.

**SIXTEEN** Property damage very severe In this area.

**SEVENTEEN** REACT communications services also available. Establish REACT communication with \_\_\_\_\_ on channel \_\_\_\_\_.


**EIGHTEEN** Please contact me as soon as possible at \_\_\_\_\_.

**NINETEEN** Request health and welfare report on \_\_\_\_\_( name, address, phone).

.



# Numbered Radiograms - “Relief Emergency” Use

- TWENTY** Temporarily stranded. Will need some assistance. Please Contact me at \_\_\_\_\_.
- TWENTY ONE** Search and Rescue assistance is needed by local authorities here. Advise availability.
- TWENTY TWO** Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
- TWENTY THREE** Report at once the accessibility and best way to reach your location.
- 



# Numbered Radiograms - “Relief Emergency” Use

- TWENTY FOUR** Evacuation of residents from this area urgently needed. Advise plans for help.
- TWENTY FIVE** Furnish as soon as possible the weather conditions at your location.
- TWENTY SIX** Help and care for evacuation of sick and injured from this location needed at once.

.



# Numbered Radiograms - Routine Messages


**FORTY SIX** Greetings on your birthday and best wishes for many more to come.

**FORTY SEVEN** Reference your message number \_\_\_\_\_ to \_\_\_\_\_ delivered on \_\_\_\_\_ at \_\_\_\_\_ UTC.

**FIFTY** Greetings by Amateur Radio.

**FIFTY ONE** Greetings by Amateur Radio. This message is sent as a free Public service by ham radio operators at \_\_\_\_\_. Am having a wonderful time.

**FIFTY TWO** Really enjoyed being with you. Looking forward to getting together again.



# Numbered Radiograms - Routine Messages

**FIFTY THREE**

Received your \_\_\_\_\_. It's appreciated; many thanks.

**FIFTY FOUR**

Many thanks for your good wishes.

**FIFTY FIVE**

Good news is always welcome. Very delighted to hear about yours.

**FIFTY SIX**

Congratulations on your \_\_\_\_\_, a most worthy and deserved achievement.

**FIFTY SEVEN**

Wish we could be together.


**FIFTY EIGHT**

Have a wonderful time. Let us know when you return.

**FIFTY NINE**

Congratulations on the new arrival. Hope mother and child are well.

# Numbered Radiograms - Routine Messages

- SIXTY** Wishing you the best of everything on \_\_\_\_\_.
- SIXTY ONE** Wishing you a very Merry Christmas and a Happy New Year.
- SIXTY TWO** Greetings and best wishes to you for a pleasant \_\_\_\_\_ holiday season.
- SIXTY THREE** Victory or defeat, our best wishes are with you. Hope you win.
- SIXTY FOUR** Arrived safely at \_\_\_\_\_.
- SIXTY FIVE** Arriving \_\_\_\_\_ on \_\_\_\_\_. Please arrange to meet me there.
- SIXTY SIX** DX QSLs are on hand for you at the \_\_\_\_\_ QSL Bureau. Send \_\_\_\_\_ self addressed envelopes.
- 

# Numbered Radiograms - Routine Messages


**SIXTY SEVEN** Your message number \_\_\_\_\_ undeliverable because of \_\_\_\_\_.  
Please advise.

**SIXTY EIGHT** Sorry to hear you are ill. Best wishes for a speedy recovery.

**SIXTY NINE** Welcome to the \_\_\_\_\_. We are glad to have you with us and  
hope you will enjoy the fun and fellowship of the organization.



# Numbered Radiograms - Example



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 |       |      |

- 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

From \_\_\_\_\_

REC'D \_\_\_\_\_

A licensed Amateur Radio operator, shown above, handled this message. Such messages are handled through the ARL system. For information on Amateur Radio may be obtained from the ARL Headquarters, 225, Main Street, Newington, CT 06111.

NIT  
Sent



ARRL — the national association for Amateur Radio™

# RADIOGRAM



|   |                      |               |                                    |  |                              |                 |               |
|---|----------------------|---------------|------------------------------------|--|------------------------------|-----------------|---------------|
| NUMBER<br>1008  | PRECEDENCE<br>Fast W | FX<br>-K08YCW | STATION OF ORIGIN                  | CHECK<br>9   | PLACE OF ORIGIN<br>cols of A | TIME FILED<br>— | DATE<br>NOV 5 |
| TO<br>Bob<br>604-398-0045   |                      |               | THIS RADIO MESSAGE WAS RECEIVED AT |  |                              |                 |               |
| PHONE NUMBER  |                      |               | AMATEUR STATION _____ PHONE _____  |  |                              |                 |               |
| E-MAIL  |                      |               | NAME _____ E-MAIL _____            |  |                              |                 |               |
|   |                      |               | STREET _____                       |  |                              |                 |               |
|   |                      |               | CITY, STATE, ZIP _____             |  |                              |                 |               |
| I<br>evacuated  |                      |               | am<br>from                         | OK<br>the  | I'VE<br>building             | Been            |               |
| S. Beaumont   |                      |               |                                    |  |                              |                 |               |
| FROM  |                      |               | DATE                               | TIME   | TO                           | DATE            | TIME          |
| REC'D   |                      |               |                                    | RENT   |                              |                 |               |
| <small>This message was handled at no charge by a licensed Amateur Radio operator, whose address is shown in the box at right above. 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 or www.arrl.org.</small> |                      |               |                                    | <small>The ARRL is the national association for Amateur Radio and the publisher of QST magazine. One of its functions is promotion of public service communication among Amateur Radio operators. To that end, the ARRL has organized the National Traffic System for daily nationwide message handling.</small> |                              |                 |               |
|   |                      |               |                                    | 1320 2/11  |                              |                 |               |

Video: <http://www.cotn.us/tips/receivingtrafficasaradiogram>



THE AMERICAN RADIO RELAY LEAGUE  
**RADIOGRAM**  
 VIA AMATEUR RADIO



|               |                 |    |                             |             |                               |            |                |
|---------------|-----------------|----|-----------------------------|-------------|-------------------------------|------------|----------------|
| NUMBER<br>748 | PRECEDENCE<br>R | FX | STATION OF ORIGIN<br>KD8TTE | CHECK<br>25 | PLACE OF ORIGIN<br>BEXLEY, OH | TIME FILED | DATE<br>FEB 14 |
|---------------|-----------------|----|-----------------------------|-------------|-------------------------------|------------|----------------|

TO N8RFT

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION \_\_\_\_\_ PHONE \_\_\_\_\_  
 NAME \_\_\_\_\_  
 STREET ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

|           |            |          |           |            |
|-----------|------------|----------|-----------|------------|
| HOPING    | TO         | SEE      | YOU       | AT         |
| TRAINING  | SECOND     | THURSDAY | EACH      | MONTH      |
| AT        | FRANKLIN   | COUNTY   | EMERGENCY | MANAGEMENT |
| 5300      | STRAWBERRY | FARMS    | BLVD      | SEE        |
| COTN      | WEB        | SITE     | FOR       | DETAILS    |
| KD8TTE/NM |            |          |           |            |

|       |      |      |      |      |      |
|-------|------|------|------|------|------|
| FROM  | DATE | TIME | TO   | DATE | TIME |
| REC'D |      |      | SENT |      |      |

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 144MHz OPERATOR. A RETURN MESSAGE MAY BE FILED WITH THE 144MHz 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.





End of Part Three



Questions?