

## **Objectives**

In this lesson the student will be able to:

- List the four parts of the radiogram
- Describe the four message precedence's
- Describe the message handling instructions
- Verify the message check field
- Describe the address field
- Describe the text field
- Describe the signature field

**PREAMBLE****RADIOGRAM VIA AMATEUR RADIO**

NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO: <b>NUMBER</b>						RX From	Date
TEL:						TX To	Date
SIG:							

## **Preamble**

This is the first part of the radiogram; it is spoken from beginning to end, left to right. In the Public Service Communications Manual (PSCM) there is a pause, after the date is spoken. During poor conditions the Proword BREAK can be used to define the end of the preamble. It is also acceptable to use the Proword BREAK when using FM repeaters.

### **Number**

The number of the radiogram is determined by the originator of the message.

This field is a numeric number, can be of any length. Leading zeros (0) are not needed. Some operators use the month when the message was created;

i.e. 11001 – this is message number 1 of November.

Others use the year, as in the above example it would be the first message for the operator in 2011.

Others use a rolling count, starting 1 and continuing up. This is the most used system, as it is simple. The message already has a date on it, so filing is simple.

It does not matter what numbering system you choose, just use a number that matters to you.

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							Date
SIG:							

## **Precedence**

This is the priority of the message, meaning in what order you handle the message. There are four (4) levels of precedence:

**EMERGENCY**

Priority

Welfare

Routine

**EMERGENCY** – A message has life and death urgency to any person or group of persons. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. This is the most urgent message we can handle, therefore it is handled first. These are used during an actual declared EMERGENCY. The word EMERGENCY is always spelled out, it is never abbreviated.

**Priority** – This message is use for potential danger or immediate need. This is used for a) important messages having a specific time limit, b) official messages not covered in the emergency category, c) press dispatches and emergency related traffic not of the utmost urgency, d) notice of death or injury in a disaster area, personal or official.

**Welfare** – This is used for the Health and Welfare of a person or persons. Used by a person trying to give information to a family member that they are fine and in good health after a disaster of some level. It can be also used in the opposite direction. That is, a family member looking for a victim of a disaster. It has also been used to find out about another Ham that has not been on the radio for quite some time.

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NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE	
TO:						RX	From	Date
						TX	To	Date
TEL:								
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
SIG:								

**Routine** – This is the bulk of the traffic, it is for everyday type messages. Like the ones we handle from N1IQI and WB5NKD. These are the lowest priority messages and are handled last. Not to say these are unimportant messages, they are just handled last. All types of message priority may be used during an emergency and handled by a net.

Routine type messages are also used to keep the National Traffic System (NTS) active and to train new relay stations. They also keep experienced operators tuned up in case we need to handle EMERGENCY, Priority or Welfare messages during an actual disaster.

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NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

TO:

RX	From	Date
TX	To	Date

TEL:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIG:

## **Handling Instructions**

These are our instructions on how to handle the message. In the Public Service Communications Manual (PSCM) there are 7 different instructions that can be used. We will discuss 4 of them, as well as combinations of these instructions.

As a message delivering station you have three options: deliver the message, relay the message to a station able to deliver the message, or service the message back to the originating station.

**HXC** – This instructs us to report the delivery Date and Time to the originating station. This is done via a Service message.

**HXCE** – This is the combination of HXC and HXE. So the delivery Date and Time as well as a reply from the recipient, needs to be sent in a Service message to the originator.

**HXF** – This is for holding a message until the stated delivery date. For example I want to send a birthday greeting to a fellow ham. I want to be sure that he gets it on the date of his birth, but I will be away. So I use **HXF July 13**, this means the delivering station will hold the message until July 13, before attempting delivery. Remember this is a delivery instruction; the message is handled normally as it continues its way through the NTS to the delivering station.

**HXG** – This is the most common of the handling instructions. It means that the delivery by mail or landline toll call is not required. It is your choice, but if toll call or other expense is involved, cancel message and send service message back to originating station. The key here is to let the originating station know that there was some sort of issue. In the Service message be sure to briefly

## **PREAMBLE**

## **RADIOGRAM VIA AMATEUR RADIO**

explain the issue, and if you used the USPS to deliver the message, let them know that, too.

If a message has no handling instructions then it is treated as if the handling instruction were HXG.

### **Station of Origin**

This is the Call Sign of the Station that created the message. The Station of Origin is the amateur that a service message goes to if there is one required.

### **Check**

The check is the number of words in the text. So a check of 8 means that there are 8 words in the text, it is used to check that you received the entire text. If for some reason, you copied 7 words then you are missing one, the same is true if you copied too many. It could be that a compound word was written down as two words and it should have been only one.

A check with the letters ARL before the numbers means that there will be an ARL numbered message or messages contained in the text. The use of these numbered messages is to reduce the number of words in the radiogram. More on ARL numbered message later.

### **Place of Origin**

This is the place where the message was created. It may not be the same location of the origination station's home QTH. For example; I go camping and I want to let my family know that I have arrived and all is good. I create message with my call sign, but the Place of Origin is my campsite location. Another example is, I create a radiogram for a Ham that lives in Pioneer, CA, but I live in West Point, CA. I would be the station of origin, but Pioneer is the Place of Origin for the message.



<b>Time</b>	Normally the time is omitted in a routine message, if used; the time can be UTC time or Local time. The use of L or other than Z this will indicate that the time is the local time of the original station. If the designation is omitted, then the time is presumed to be UTC time. During an EMERGENCY, local time is normally used.
<b>Date</b>	The month/day is assumed to be UTC unless marked otherwise by a time. Month and Day of the Month must be used on all messages. The abbreviations: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC are used in the message, but the entire month is spoken. On voice, two digit days are spoken as two separate digits “one seven” rather than “seventeen,” etc.  If Time Filed is used, this date must agree with that time.

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NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO:  ADDRESS TEL:						RX      From      Date	
						TX      To      Date	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>						<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
SIG:							

## **Address**

This is the second part of the message, which contains specifically the name, address, city, state, zip code, and telephone number of the addressee. There is a “Break” after this part.

Getting as much addressee information as possible is the responsibility of the operator originating the message. Stations relaying or delivering the message may not be in a position to do this as well.

### **Non Ham**

No guarantee of delivery can be made by amateurs handling messages for the public. However, the reputation of Amateur Radio and the ARRL is enhanced if all operators try to pay attention to details, which help assure the message will get through.

### **Ham**

Messages to other amateurs are handled the same as traffic to non-hams. The two exceptions are the addition of the addressee’s call sign in the address, and the method of delivery may include all parts of the message, header, address, text and signature.

### **Address Op Note**

An Op Note may be inserted after the telephone figures, before the text, relating to handling and/or delivery matters. The words “OP NOTE” are used to introduce this information when transmitting the message. Op Notes are optional, and are generally not considered part of the message to be delivered to the addressee. They are primarily for use by the handling operators.

RADIOGRAM VIA AMATEUR RADIO							
NUMBER	PRECEDENCE	HX	STN OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO:						RX	From
							Date
TEL:						TX	To
							Date
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <b>TEXT</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>							
SIG:							

## **Text**

The text is the third part, and contains the actual message information authorized by the person for whom the message was originated.

**Note:** The amateur does not originate messages for a person without permission from that person!

When transmitting a message, the text is separated from the preceding address, and the following signature to follow, by the use of the proword "BREAK" on voice, to allow the receiving operator to know its beginning and end. BREAK is not counted as a word group.

The text is divided into word "groups," five or ten to a line for easy counting, and is usually, but not always, limited to 25 words or less.

## **Non-Common Text**

These are messages that are sent that are not part of the mass group radiogram the NTS handles. These can be any type of message, as long as it does not contain Ciphers, codes, and encryption, and other word groups intended to obscure the meaning.



## **Common Text**

These messages are sent from several sources and are sent to keep the NTS active and to give us practice with handling traffic.

These common text messages are normally sent out in large groups. At this time, the bulk of these messages come from WB5NKD, N1IQI and others. There are several websites that have listings of these common text messages. You can find a good list at [www.califtrafficnet.com](http://www.califtrafficnet.com).

## **ARL Numbered Radiograms**

ARRL Numbered Radiograms are messages encoded as one or two numbers, some with option blanks to be filled out in the text, to permit many words to be condensed to a few. These numbers are always spelled out in the written message and in transmission, and are always preceded by the letters "ARL,"

A good example is the use of ARL SIXTY NINE, this translates to;

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

A proper use of this would be; ARL SIXTY NINE California Traffic Net.

This reduces the word count of the message from 26 to 6.

A complete list of these Numbered Radiograms can be found in the FSD3 document.

When delivering a message that contains an ARL numbered radiogram, you will need to convert it to the full text. This is especially true for a message that is being delivered to a non-ham, but is all true to some Hams.



<b>Punctuation</b>	These characters are not used in the text except as follows:  <b>I:</b> The slash, “/,” is used to separate characters within a group, as in 304/BA. Since the “/” is part of the group it does not qualify as a separate group for the check. Although usually not used as a group by itself (a space on the left and on the right), if so used it would be counted in the check.  <b>X:</b> The letter “X” used to denote a period. The letter “X” is never used as the last group of the text. The “X” is a separate group and IS counted for the check.  <b>R:</b> The letter “R” is used in place of a decimal in mixed figure groups, as in 7013R5 (7013.5), or 146R670 (146.670). Since the “R” is part of the group it does not qualify as a separate group for the check. (The inclusion of the “R” makes the group a “mixed group” for transmission on voice.)
<b>Other punctuation</b>	These are spelled out in order to avoid confusion with Prosigns used in the transmission of the message as in “ <b>Query</b> ” for a question, “ <b>Dash</b> ” to separate special number or mixed groups, “ <b>Exclamation</b> ,” “ <b>Comma</b> ,” etc.  Hyphens are not used in telephone number groups or anywhere else in the text. Such punctuation words are separate groups and are counted for the check

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TO:

RX	From	Date
TX	To	Date

TEL:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIG:

**SIGNATURE**

## **Signature**

The signature is the last part of the message and contains the name of the person for whom the message is created (not necessarily the station of origin), and any other information that person wishes to include (such as address, telephone number, title, etc.). The Place of Origin given in the Preamble is the location of this individual. Words like love and regards, often associated with signatures in formal letters, are put in the text in amateur messages. Amateur call signs, titles, QCWA or OOTC numbers, etc., in the signature follow the name on the same line.

### **Signature Op Note**

An Op Note may be inserted after the Signature, before the end of the message, relating to reply and/or servicing matters. The words "OP NOTE" are used to introduce this information when transmitting the message.

Op Notes are optional, and are generally not considered part of the message to be delivered to the addressee. They are primarily for use by the handling operators.