ARRL RADIOGRAM
A How To

EmComm East 2011

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With excerpts from the
W3YVQ.v1.04-5/02 PSCM APP.-B NTS MPG-MESSAGE FORMAT
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What we will learn today:

- What does the ARRL Radiogram Form Look Like?

- The Parts of the ARRL Radiogram Form.

- How to fill in the different Parts of the form.

- What are the "Rules"?

- What are ARRL Numbered Radiograms?

The ARRL Radiogram Form.

The Preamble

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

NUMBER The Number field is any number the creating station wants.
Most ops start each year at 1 and continue sequentially.
No Receiving station may change the number.

The Preamble

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PRECEDENCE How important is this message?
The Precedence answers the above question.

Emergency: Highest Precedence: Life or Death:Property Loss
The Word EMERGENCY is always spelled out.

Priority: Next Highest Precedence: Not Life or Death but
Quality of life. Always sent as the letter "P"

Routine: Next Highest Precedence: General information msg.
Always sent as the letter "R"

Welfare: Next Highest Precedence: Messages containing
Information about the fate of loved ones inside
the disaster area to those outside the disaster area.
Always sent as the letter "W"

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HX Handling Instructions

OPTIONAL. Do not use handling instructions unless a particular
need is present. Handling instructions are used to instruct the relaying
and/or delivering operator to handle the message according to the
following codes (Refer to ARRL CD 218, pink card.). If used, handling
instructions must stay with the message to the point of delivery

The Preamble

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date

Station of Origin	Station of Origin

Is simply the call sign of the operator who is entering the message into the *N*ational *T*raffic *S*ystem (NTS)

The Preamble

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date

Check

The Check is where all the confusion comes in.
All the confusion can be eliminated if you remember the following:
The check is nothing more than the **count of the words that are in the message body.**

You do not count the words in the Preamble
Nor the Address nor the Signature. Just the word count of the Message body goes into the check.

The Preamble

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date

Place of Origin

The Place of Origin is not necessarily the same location as the Station of Origin. Here are two examples:
KB2SCS lives in the town of Islip. KB2SCS creates a Radiogram for himself.
In this case the Station of Origin is KB2SCS and the Place of Origin is Islip.
KB2SCS lives in the town of Islip. KB2SCS brother who lives in Rochester dictates a Radiogram that KB2SCS will create.
The Station of Origin is KB2SCS. The Place of Origin is Rochester.

The Preamble

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TIME FILED

The OPTIONAL "TIME FILED" is used only when filing time has some importance relative to the precedence, handling instructions, or meaning in the text. TIME FILED is the time when the message is created by the station of origin. The time figures are in the 24-hour format followed by the letter "Z" to denote UTC time, or local time, as in "0215Z" or "2215EDT". It is acceptable to specify local time as "L", as in 2215L.
When there is no L or Z then UTC is assumed.

The Preamble

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

DATE

Month must be used on all messages. (If TIME FILED is used, this date must agree with that time); This entry is the month in which the message is created and is written in the preamble as the three letter abbreviation: The month/day is assumed to be UTC unless marked otherwise by a time. The abbreviations:
JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
The full name of the month is spoken when transmitting the preamble on voice. On CW, only the three letters are sent.

The DAY FILED is the day of the month on which the message was originated and must be used on all messages. (If TIME FILED is used, the date and time must agree). The day is written in figures only, no leading zeros. On voice, two digit days are spoken as two separate digits ("one seven" rather than "seventeen", etc.). The month/day is assumed to be UTC unless marked otherwise by a time. Example: 0215Z JUL 13, 2215EDT JUL 12, or 2215L JUL 12 (all three filing times/dates are equivalent). "7/13" and other variations are not used

TO:
TELEPHONE NUMBER:

The Address Block. The Address Block contains the same Information as the address on a envelop.
Name, House or Apt street address,City, State, Zip
If the Radiogram is created in a non emergency situation then a phone number is needed. During an Emergency a phone number is not needed. If the Radiogram can be delivered by telephone during an Emergency then Amateur Radio is not needed for this particular Emergency.

The Message Area: You will notice that the message area is divided into 25 separate word spaces. This accomplishes two Purposes:
1) Radiograms are to be the classic 25 words or less.
2) Dividing up the space makes it easier to count the words for the check.

Sig:

The Signature line: This is just simply where the author of the message signs his or her name.
Note:salutations such as Love or 73 do not go into the Signature Line. Instead they go inside the message text and therefore are counted as part of the check.

The Rules

There are rules on the proper way to fill in the message area of a radiogram form.

The best way to pass on these rules is by example.

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time	Date
1	R		KB2SCS	24	ISLIP		'DEC 12'

To: BILL NONAME
1234 ELM ST
ANYTOWN NY,11779
555-555-5555
BT

HI	BILL	ADDRESS	401	MAIN	5
ST	ISLIP	NY	11779	X	10
MY	NEW	PHONE	NUMBER	IS	15
631	555	1234	X	GIVE	20
ME	A	CALL	73		25

BT
Signed: JOHN KB2SCS

An easy rule to remember about counting word groups: ANY GROUP OF ONE OR MORE CONSECUTIVE CHARACTERS WITH NO INTERRUPTING SPACES, WITH A SPACE BEFORE IT AND AFTER IT, IS COUNTED AS ONE GROUP.

These groups could be all letters, all numbers or letters and Numbers mixed together.
Phone numbers are to be written as area code space exchange Space number.

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HI	BILL	ADDRESS	401	MAIN	5
ST	ISLIP	NY	11779	X	10
MY	NEW	PHONE	NUMBER	IS	15
631	555	1234	X	GIVE	20
ME	A	CALL	73		25

BT
Signed: JOHN KB2SCS

Punctuation: Note the two X's in the above message. The period is not permitted. The X replaces the period to mark the end of a sentence.
DOLLAR SIGN 125R36 (3 WORD GROUP)
KB2SCS ATSIGN ARRL DOT ORG (5 WORD GROUP)
WWW DOT QSL DOT NET FOWARD SLASH KB2SCS
(8 WORD GROUP)

ARRL NUMBERED RADIOGRAMS

Are a short hand method. A way of packing more information in the 25 word limitation.

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time	Date
2	P		KB2SCS	ARL 10	ISLIP EOC	'17:36'	'DEC 12'

To: JOHN HAMCALL
BABYLON ARES

BT

ARL	EIGHT	12	ARL	NINE	5
12	AS	SOON	AS	POSSIBLE	10
					15
					20
					25

BT
Signed: John KB2SCS EC Town of Islip

EIGHT Need additional _____ mobile or portable equipment for immediate emergency use.
NINE Additional _____ radio operators needed to assist with emergency at this location.

THANK YOU

Next is the RadioGram software demonstration.
RadioGram is an electronic version of the
ARRL Radiogram form.
RadioGram follows all the ARRL rules such as
making a period either a X or R or the word DOT.
RadioGram also computes the check for you.
The software also has all the ARRL Numbered
Radiograms built in.