

RADIOGRAM

V I A A M A T E U R R A D I O

RADIO OPERATOR USE ONLY							
NR	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
						UTC LOCAL	
TO							
ADDRESS							
CITY				STATE		ZIP CODE	
TELEPHONE							
MESSAGE (25 WORDS MAXIMUM)							
_____						5	
_____						10	
_____						15	
_____						20	
_____						25	
ORIGINATOR'S NAME (PRINT)				POSITION			
SIGNATURE				AGENCY			
ADDRESS				TELEPHONE			
RADIO OPERATOR USE ONLY							
IN	RECEIVED FROM			RECEIVED BY			
	DATE		TIME	DATE		TIME	
OUT	DELIVERED TO			DELIVERED BY			
	DATE		TIME	DATE		TIME	

ORIGINATOR:

Please complete the non-shaded portions of the Radiogram above and present the form to any Amateur Radio operator for transmission. For Emergency or Priority messages, please sign the form where indicated. *Emergency or Priority messages originating from official sources must carry the signature of the originating official.*

Please print neatly, using UPPERCASE characters. Telephone numbers should include the area code, even if the number is a local number.

On the reverse side of this form are several numbered messages. These numbered messages are designed to save transmission time and to reduce the possibility of errors. PLEASE USE THESE NUMBERED MESSAGES WHENEVER POSSIBLE. Up to two numbered messages may be included in a single Radiogram. Please check the box for the numbered message(s) you wish to use; if the numbered message contains blanks, please enter the missing information. Leave the message section above blank, and the Amateur Radio operator will format it properly for you.

If no numbered message is satisfactory, you may write your own message. Messages are limited to 25 words, including sentence breaks (use an "X" to indicate a break between sentences). Do not use periods, commas, or other punctuation. Do not use contractions; the Radiogram will be sent without apostrophes, which may change the meaning of some words, e.g., I'LL (ILL) and WE'RE (WERE); use I WILL and WE ARE instead.

If you have any questions, or need help in phrasing or formatting your message, please feel free to ask any Amateur Radio operator for assistance.

EMERGENCY, RELIEF AND WELFARE NUMBERED RADIOGRAMS

- 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.
- 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.
- THIRTEEN Medical emergency situation exits 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 _____. (State name, address and telephone number.)
- 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.
- 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.
- FORTY SEVEN Reference your message number ____ to ____ delivered on ____ at ____ UTC.
- SIXTY FOUR Arrived safely at ____.
- SIXTY FIVE Arriving ____ on _____. Please arrange to meet me there.
- SIXTY SEVEN Your message number ____ undeliverable because of _____. Please advise.

USING ARRL NUMBERED RADIOGRAMS

The letters ARL are inserted into the preamble check and in the text before the spelled-out numbers, which represent text from this list. Some ARL texts include insertion of words or numerals, which should follow the spelled-out number in the message text.

Example: NR 1 R HXG WIAW ARL 5 NEWINGTON CT DEC 25 DONALD R SMITH AA 164 EAST SIXTH AVE AA NORTH RIVER CITY MO AA PHONE 716-555-3968 BT ARL FIFTY ARL SIXTY ONE BT DIANA AR

MESSAGE PRECEDENCE

EMERGENCY—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 commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be very rare. On CW, RTTY and other digital modes this designation will always be spelled out. When in doubt, do not use it.

PRIORITY (P)—Important messages having a specific time limit. Official messages not covered in the Emergency category. Press dispatches and other emergency-related traffic not of the utmost urgency. Notifications of death or injury in a disaster area, personal or official.

WELFARE (W)—A message that is either a) an inquiry as to the health and welfare of an individual in the disaster area, or b) an advisory or reply from the disaster area that indicates all is well, should carry this precedence. These messages are handled after Emergency and Priority traffic but before Routine.

ROUTINE (R)—Most traffic 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 Emergency, Priority or Welfare traffic.

EMERGENCY or PRIORITY messages originating from official sources must carry the signature of the originating official.

HANDLING INSTRUCTIONS

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.

For further information, refer to ARRL Form FSD-218, the Public Service Communications Manual or the ARRL Operating Manual.