



# The American Radio Relay League

## RADIOGRAM

Via Amateur Radio



Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
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To:    Telephone Number: E-MAIL  _____ _____ _____ _____ _____	This Radio Message was received at: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Amateur Station:</td> <td style="width: 40%;">Date:</td> </tr> <tr> <td>Name:</td> <td>Email:</td> </tr> <tr> <td colspan="2">Street Address:</td> </tr> <tr> <td colspan="2">City, State, Zip:</td> </tr> </table>	Amateur Station:	Date:	Name:	Email:	Street Address:		City, State, Zip:	
Amateur Station:	Date:								
Name:	Email:								
Street Address:									
City, State, Zip:									

Sig:	FROM	DATE	TIME	TO	DATE	TIME
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<b>REC'D</b> 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.	<b>SENT</b> 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.
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### RADIOGRAM COMPONENTS:

**Number:** Your message number

**Precedence:** "R" for ROUTINE unless it is an emergency!

**Routine, Health & Welfare, Priority or Emergency**

**Handling Instruction(s):** (\*Most commonly used)

A = Collect landline delivery authorized by addressee within X miles (i.e., A25 - If no number, authorization is unlimited).

B = Cancel message if not delivered within X hours of filing time; service originating station (i.e., B4).

\*C = Report date and time of delivery (TOD) to originating station.

D = 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.

E = Delivering station get reply from addresses, originate message back.

F = Hold delivery until...(date). (i.e. F5 holds until the "5th")

\*G = Delivery by mail or landline toll call not required. If expense

**Originating Station:** Ham who formats & submits it to NTS.

**Check:** Word count for message body. If ARL text is used, precede count with ARL (i.e., ARL22).

**Place of Origin:** Where message originates.

**Time Filed:** In ZULU time (rarely used).

**Date:** Date message was written (Month & Day).

**To:** Put name and amateur call sign (if applicable); Street address; City; State (2-letter abbrev) & ZIP; Telephone including area code. ZIP is required for NTS messages sent digitally via Packet, etc.

**Body:** Text goes here, maximum 5 words per line and 25 words total. A telephone number with area code counts as 3 words (707 555 1212). ARL numbered texts are spelled out (i.e., ARL FORTY SIX). "73" is written as 73, counts as one word.

**Signature:** This is the signature of the person who wrote the message, may differ from the Originator. If a ham operator, include name and call sign. If not a ham, include name and phone number (including area code).

**REC'D:** Operator call sign message was rec'd from, time and date.

**SENT:** Operator call sign sent to, time and date. If receiver is last stop and delivers the message, note to whom delivered, how, and time and date.