

How to generate an ARRL radiogram and how it is handled as you enter it into the national traffic system (NTS)

Filled out by originator

"PRECEDENCE"
One of four codes, indicating the urgency of the message. Emergency (spell out on CW or digital modes), Priority (P), Welfare (W), and Routine (R). Almost all messages are sent with "Routine" precedence, which has a code of "R".

ARRL
RADIOGRAM

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

PHONE NUMBER _____

E-MAIL _____

THIS RADIO MESSAGE WAS RECEIVED AT

AM	"HX"
NA	Handling Instructions
ST	"HXE" means that you are requesting some kind of confirmation. On phone HXE is "HX Echo".
CIT	

"NUMBER"
You "invent" this.
Normally, An incrementing count of every radiogram you have originated.
Hams often reset this to a "1" at the beginning of each month or year.

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

FROM	DATE	TIME
REC'D		
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 .		

TO	DATE	TIME
SENT		
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.		

Handling Instruction Definitions

- **HXA**--(Followed by number) Collect landline delivery authorized by addressee within *X* miles. (If no number, authorization is unlimited.)
- **HXB**--(Followed by number) Cancel message if not delivered within *X* 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...(specific date).
- **HXG**--Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

Example: NR 207 R HXA50 W4MLE 12...(etc.).

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"CHECK"
A count of the number of "words" in the message.
Periods are represent with an "X" (x-ray phonetically)
and count as a separate word.

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
TO			THIS RADIO MESSAGE WAS RECEIVED AT				
PHONE NUMBER			AMATEUR STATION _____		PHONE _____		
E-MAIL			NAME _____		E-MAIL _____		
_____			STREET _____				
_____			CITY _____				
_____			STATE _____				
_____			ZIP _____				

"PLACE OF ORIGIN"
Generally just a city and state.
If on behalf of non-ham...

"STATION OF ORIGIN"
This is the call sign of amateur that originated the message.
Even if you are sending this message on behalf of a non-ham, you put your call sign here.
The call sign in the STATION OF ORIGIN field does not change, even as the message is passed from ham-to-ham.

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"TIME FILED"
Not required and often omitted.

"DATE"
Usually just the month and day of the current year; a radiogram more than a year old is generally considered too old to be of value.

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RADIOGRAM

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE		
TO PHONE NUMBER E-MAIL			THIS RADIO MESSAGE WAS RECEIVED AT						
			AMATEUR STATION _____		PHONE _____				
			NAME _____		E-MAIL _____				
			STREET _____						
			CITY, STATE, ZIP _____						
FROM _____			DATE _____		TIME _____				
REC'D <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>					SENT <small>The ARRL magazine Amateur Radio System</small>		1320 2/11		

"TO"
Commonly, name, address and phone number. If recipient is another ham and their call sign is known, add it here. Name and call sign may sufficient if the message is simply to another local ham. But, to a non-ham (e.g. your niece in Fresno, who would need to get your message delivered in-person or by phone) address and phone number are generally required. E-mail, too, if possible.

Filled out by originator



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PROGRAM

Message text
One word on each line.
A period is represented by an "X", commonly read out phonetically as "x-ray" when relaying the message.

CHECK	PLACE OF ORIGIN	TIME FILED	DATE
THIS RADIO MESSAGE WAS RECEIVED AT			
AMATEUR STATION _____		PHONE _____	
NAME _____		E-MAIL _____	
STREET _____			
CITY, STATE, ZIP _____			

TO

PHONE NUMBER

E-MAIL

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

FROM

DATE

TIME

TO

DATE

TIME

REC'D

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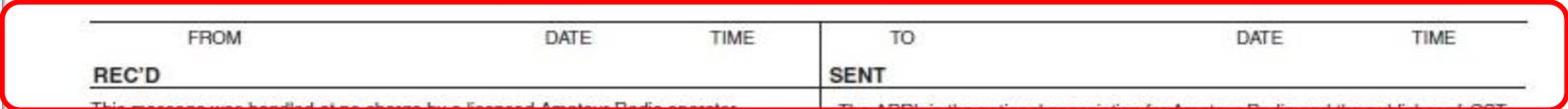
SENT

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Other

		ARRL — <i>the national association for Amateur Radio™</i>							
RADIOGRAM									
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE		
TO				THIS RADIO MESSAGE WAS RECEIVED AT					
E-MAIL _____ _____ _____ _____ _____				AMATEUR STATION _____		PHONE _____			
				NAME _____		E-MAIL _____			
				STREET _____					
				CITY, STATE, ZIP _____					
				FROM		DATE	TIME	TO	
REC'D				SENT					
<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					

The originator does not fill out this part. It is for the <optional> use of the traffic handler.



Example final Radiogram prepared by originator and passed to a willing handler



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RADIOGRAM

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE		
1	R	E	N6BKO	19	Kalispell, MT		Feb 19		
TO Dick Walton, W7XT Missoula, MT HARC Wednesday VHF Net PHONE NUMBER _____ E-MAIL _____				THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ E-MAIL _____ STREET _____ CITY, STATE, ZIP _____					
HELLO	X	THANK	YOU	FOR					
HELPING	US	WITH	THIS	TRAFFIC					
DEMO	X	HOPE	EVERYTHING	IS					
GOING	OK	IN	MISSOULA						
			ED N6BKO						
FROM			DATE	TIME	TO			DATE	TIME
REC'D					SENT				
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 .					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.				
					1320 2/11				

Four Message Parts

- Each message consists of:
 - Preamble including message number, precedence, handling instructions, word count, etc.
 - Address which must be sufficient to get the message to the recipient.
 - Body of message—each word and punctuation is part of the word count check.
 - Signature—even though there is no place for it on the ARRL form, each message has a signature that is not included in the word count. Typically signature is inserted at the bottom of text area on the form.

Sample Message Phonetically

Number one routine HX Echo N6BKO 19 Kalispell
Montana February one nine Dick Walton W7XT
Missoula Montana Hellgate Amateur Radio Club
Wednesday VHF Net Break
Hello x-ray Thank you for
helping us with this traffic
demo x-ray Hope everything is
going okay in Missoula Break
Ed N6BKO End No more

Example Radiogram copied by handler



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1	R	E	N6BKO	19	Kalispell, MT		Feb 19
TO Dick Walton, W7XT Missoula, MT HARC Wednesday VHF Net PHONE NUMBER _____ E-MAIL _____				THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ E-MAIL _____ STREET _____ CITY, STATE, ZIP _____			
HELLO	X	THANK	YOU	FOR			
HELPING	US	WITH	THIS	TRAFFIC			
DEMO	X	HOPE	EVERYTHING	IS			
GOING	OK	IN	MISSOULA				
			ED N6BKO				
FROM REC'D KD0PUI				DATE Jan 22		TIME 9:10 pm	
TO SENT N6PAS				DATE Jan 24		TIME 9:06 pm	
<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>			
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Optional Info added to the radiogram by the traffic handler after copying for his/her own records.