Radiogram Format

Every formal radiogram message originated and handled should contain the following component parts in the order given:

I. Preamble

a. Number (begin with 1 each month or year)

b. Precedence (R, W, P or EMERGENCY)

c. Handling Instructions (optional, see text)

d. Station of Origin (first amateur handler)

e. Check (number of words/groups in text only)

f. Place of Origin (not necessarily location of station of origin.)

g. Time Filed (optional with originating station)

h. Date (must agree with date of time filed)

II. Address

As complete as possible, include zip code and telephone number.

III. Text

Limit to 25 words or less, if possible.

IV. Signature

PHONE: Use *prowords* instead of prosigns, but it is not necessary to name each part of the message as you send it. For example, the a message could be sent on phone as follows: "Number four routine HX Golf K8VFS eight Warren Michigan one niner three zero zulu August six Jim Smith *Figures* one five eight West Fifth Avenue North Bank Kansas one zero six eight four *Telephone* five three three four two six five *Break* Happy anniversary X-ray see you soon X-ray love *Break* Tara *End of Message Over*. "End of Message" is followed by "More" if there is another message to follow, "No More" if it is the only or last message. Speak clearly so that the receiving station can get fills. Spell phonetically all difficult or unusual words--do *not* spell out common words. Do not use cw abbreviations or Q-signals in phone traffic handling.

Precedences

The precedence will follow the message number. For example, on cw 207R or 207 EMERGENCY. On phone, "Two Zero Seven, Routine (or Emergency)."

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--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. Use the abbreviation P on cw.

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

Routine--Most traffic normal times will bear this designation. In disaster situations, traffic labeled Routine (R on cw) should be handled *last*, or not at all when circuits are busy with Emergency, Priority or Welfare traffic.

Handling Instructions (Optional)

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 addresses, 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.