Radiogram Form Instructions

- **Preamble:** The top part of the form is the containing auxiliary information about the message.
    - **Number**:
      The number assigned to the message by the originating station. It's arbitrary except that it should be unique across a reasonable time period, like a year if you don't handle many messages
    - **Precedence**:
      How important is the message? Virtually all messages will be Routine precedence, abbreviated as "R". In a true emergency situation other precedences, up to "EMERGENCY" (which is always written out in full) might be used.
    - **HX**:
      Handling Instructions. Used in special cases. Most Routine messages don't use it so it's usually omitted.
    - **Station of Origin**
      The call of the station originating the message. This is who you go to if there is a problem with delivery or other aspects of the message.
    - **Check**:
      The number of words in the text of the message. This serves as a weak, error check on the message as copied.
    - **Place of Origin**:
      The location where the message is filed. Generally, a Town name is all that is required, but in some case, a more specific address might be needed.
    - **Date/Time Filed**:
      When the message was filed. In most Routine messages, it is usually sufficient to include only the date. But when circumstances dictate, the full time can be used. Generally, you can use local time for local area messages. UTC or "Zulu" time should be used for wider messages. In either case you should write "Z" for "Zulu" or "EDT" for local.
- **Address:** The next part of the form is the Address or "To" field, generally verbalized as "Going To …". Which, obviously, tells who the message is for. You should include whatever information is needed to deliver the message. It can include a name or sometimes first name only. If it's going to an amateur radio operator, the call sign is usually included. You can include a full address if you think it's necessary to get the message delivered. The address can also include a Phone Number and/or an email address if that would help in delivery.
- **Text:** Following the To field is the body or text of the message. When sending the message, the transition to the text is generally verbalized as "Break and the text … "
    - The text is written one word on each marked space. There are five marked spaces per line, which makes counting the check easier.
    - Often when there is a discrepancy in the Check, the first thing to check is how certain words were counted. E.g. is it "NH" or "New … Hampshire". Try to be clear when sending words that might be confused like this.
- **Signature:** After the text is the Signature, with the transition verbalized as "Break … and the Signature …". The signature can be whatever the generator of the message wants it to be. For amateur radio operators it is usually simply first name and call sign.
- **Handling Fields:** At the bottom of the form are the Handling Fields, which are not part of the message, but are filled in after the message is received, sent, or delivered.
    - For a message you have received, fill in the "Rec'd" field with the call of the station that sent you the message and the date/time it was received. "The Via field can be used to note how the message was received, e.g. "NARS Net".
    - For a message you have sent out. fill in the "Sent" with the call of the station you sent the message to and the date/time. The Via field can be used to note how the message was sent. For message you sent on to another station, cross out the "Dl'vd" line.
    - For a message you actually deliver to the recipient, fill out the "Dl'vd" line (crossing out the "Sent" line). You generally can say, simply, "addressee" unless you need to be more specific. The Via box can be used to say how it was delivered, e.g. "Phone" or "In person".

RADIOGRAM Sent via Amateur Radio

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

To:	Phone:	This message was handled at no charge by a licensed Amateur Radio operator. No compensation can be accepted. Ask if you wish to send a return message. For information about amateur radio visit www.arrl.org or www.n1fd.org.
	Email:	

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

_____ _____ _____ _____ _____

Signature:

Rec'd:	From	Date/Time	Via	Sent: or Dl'vd:	To	Date/Time	Via