

Number Your Message Number

HX (Prosign) Optional

Precedence

- Emergency (spell out)
- Life & Death Urgency
- Priority (P)
- Important; Has specific time limit; emergency-related, but utmost urgency.
- Welfare (W)
- Related to H&W of individual.
- Routine (R)
- Handled last in disaster.

- HXA—Collect call to deliver is OK
- HXB—Followed by #. Cancel if not delivered within ___ hours of filing time. Let originating station know.
- HXC—Report date & 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 expense involved, cancel message and advise originating station.

Station of Origin

The call sign of the station originating (creating) the message.

Check

The number of words or word groups in the text of the message. (A word group is any group of one or more consecutive characters with no interrupting spaces. Ex: KB9ABC or W12345)

Place of Origin

The location (city and state) of the party for whom the message was created; and not necessarily the location of the Station of Origin.

Time Filed

Optional. Used only when the filing time has some importance relative to the Precedence, Handling Instructions or Text.

Date

The date the message was filed. (If Time filed is used, date and time must agree.)

Address

Name, address, city, state, ZIP and telephone number of the intended recipient, as complete as possible. Note that punctuation is not used in the Address section.

Text

The message information, limited to 25 words or less if possible. Normal punctuation characters are not used in the text. A question mark is sent as 'Query,' while 'Dash' is used for a hyphen. The letter 'x' is used as a period (but never after the last group of the text) and counts as a word when figuring the Check. The letter 'R' is used in place of a decimal in mixed figure groups (ex: 146R52 for 146.52).

NOTE: If ARL Disaster Welfare Message Form(s) used (see lower left on this page for some examples), then add "ARL" as a prefix to the "Check" field at the top of the Radiogram and insert the "ARL" Message Form (in the example to the left: ARL Fifteen) in the body of the text in an appropriate place.

Signature

The name of the party for whom the message was originated. (May include additional info, such as call sign, title, address, phone number, and so on.)

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM <small>VIA AMATEUR RADIO</small>							
NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
105	PRIORITY	C	W9GPI	18	FDL HIGH SCHOOL	1000	6-13-07
TO MARY JOHNSON ST. AGNES HOSPITAL 430 E. DIVISION STREET FOND DU LAC, WI 54935 TELEPHONE NUMBER 920-929-2300					THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____		
SEND	FIFTY	COTS	AND	BLANKETS			
TO	HIGH	SCHOOL	SHELTER	X			
DO	YOU	HAVE	50	MORE			
IF	NEEDED	QUERY					
			Signed:	—J. Keyes	Red Cross		
REC'D	FROM	DATE	TIME	SENT	TO	DATE	TIME
THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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				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.			

Disaster Welfare Message Form (Use not more than two standard texts)

- ARL One** – Everyone safe here. Please don't worry.
- ARL Two** – Coming home as soon as possible.
- ARL Three** – Am in _____ hospital. Receiving excellent care and recovering fine.
- ARL Four** – Only slight property damage here. Do not be concerned about disaster reports (on news).
- ARL Five** – Am moving to new location. Send no further mail or communications. Will inform you of new address.
- ARL Six** – Will contact you as soon as possible.
- ARL Sixty Four** – Arrived safely at _____.