

ARRL Radiogram

A standard format used to send a message in an accurate and efficient manner

Introduction

- 4 parts to radiogram message
 - ◆ Preamble
 - ◆ Address (Addressee)
 - ◆ Text
 - ◆ Signature

PREAMBLE

- Message Number
- Precedence
- Handling instructions
- Station of origin
- Check (word count in text) (ARL)
- Place of origin (location message originated from). City/State, special location, etc.
- Time filed (local) (not required if sending routine message)
- Date (consistent with time)

PREAMBLE Message number

- A number chosen by the station originating the message
- Start a new numbering sequence with each new incident
- Can be used later as a reference

PREAMBLE Precedence

Code letter which tells radio operator(s) what type of message it is. Handled in this order:

E=EMERGENCY (spelled out)

P=PRIORITY

W=WELFARE

R= ROUTINE

PREAMBLE

Handling Instructions

- Handling instructions
 - Optional. Can be left blank if no particular instructions are required. Deliver if possible.

PREAMBLE Handling Instructions

- HXA (followed by a number)
 - ◆ Collect landline delivery authorized by addressee with X-miles. If blank, collect call from anywhere.
- HXB (followed by a number)
 - ◆ Cancel message if not delivered within X-hours of filing time. Service back to originating station.

PREAMBLE Handling Instructions

- HXC
 - ◆ Report date and time of delivery to originating station.
 - ◆ Reference originating stations message number.

PREAMBLE Handling Instructions

- HXD

- ◆ Report to originating station the identity of station from which received plus date and time, also to station relayed plus date and time, or if delivered report date and time and method of delivery.

PREAMBLE Handling Instructions

- HXE
 - ◆ Delivering station get reply from addressee, originate a message/reply back.
- HXF (followed by a number)
 - ◆ Hold delivery until X-date and/or time.
- HXG
 - ◆ Deliver only if possible.

PREAMBLE

Station of Origin

- Callsign of station who originates the message to be sent

PREAMBLE Word Count

- Indicates number of words in the message text
- Use of ARL abbreviated words
 - ◆ NIMS requires that there be no codes used in a message. They give example of police codes. We therefore should not use ARL prewritten message for Emcomm

PREAMBLE

Place of origin

- City and state from where message was originally sent
- Can use tactical locations if they apply to the situation or message, i.e. Command Post 1, or North Checkpoint, etc. (or use in signature of the message)

PREAMBLE

Date and Time

- Always include date message was originally written
- Time optional, should correspond with date. Time may be important for certain messages
- For our purposes, always include the local time in 24 hour format

ADDRESS

- ALBERT M COUSINS
337 WEST 38TH ST
BRIDGEPORT CT 06645
203 334 5678
- Include ham call if there is one
- Complete address may be omitted for local traffic

TEXT

ARL TWENTY TWO X WE
HAVE FIVE MOBILE FOOD VANS
X ARL ELEVEN W1AW 146.520
X CALL JESSE 651-555-1212 IF MORE
HELP NEEDED
X REGARDS

- What is the check of this message?

SIGNATURE

Bob Carlson

Special Needs Shelter Manager

- If Bob Carlson is present at your location, have him sign the message.
- If not record how you received the message.

SERVICE INFORMATION

- REC'D
 - ◆ FROM
 - ◆ TIME
 - ◆ DATE
- SENT
 - ◆ TO
 - ◆ TIME
 - ◆ DATE

SPECIAL FOR EMCOMM

- If message is hand delivered, retain a copy even if you have to rewrite it.



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME	DATE
1	R		W4SLC	5	FT PIERCE FL	1801	18-Feb-09

To: SPECIAL NEEDS SHELTER MANAGER	THIS RADIO MESSAGE WAS RECEIVED AT: AMATEUR STATION: _____ DATE: _____ NAME: _____ STREET ADDRESS: _____ CITY, STATE, ZIP: _____ PHONE: _____
---	---

TELEPHONE NUMBER: _____

ADVISE GENERATOR FUEL NEEDS X

Sig: TOM DALY EOC COORDINATOR

REC'D	FROM	TIME	DATE	SENT	TO	TIME	DATE

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.

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.

DRILL

- SEND THE FOLLOWING MESSAGE:
- TO: ST LUCIE COUNTY EOC
- FROM: SPECIAL NEEDS SHELTER
- TEXT ON NEXT SLIDE

DRILL MESSAGE TEXT

NEED GENERATOR
DIESEL FUEL BY NOON
TODAY X

SIG: JOE SMITH SPECIAL
NEEDS MGR