

The American Radio Relay League RADIOGRAM via Amateur Radio							
Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
	Emergency P W R	A B C D E F G					
<b>To:</b> Name _____ Address _____ City, State & ZIP _____ Telephone _____				<b>This Radio Message was received at:</b> Amateur Station _____ Date _____ Name _____ Address _____ City, State & ZIP _____			
Message							
REC'D	From	Date	Time	SENT	To	Date	Time

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 are promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System (NTS) for daily nationwide message handling.

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**Instructions for Filling out the ARRL Radiogram**

<b>Item Title</b>	<b>Instructions</b>
Number	Message number, used for tracking purposes
Precedence	<p><b>EMERGENCY:</b> Any message having life and death urgency to any person or group of persons, which is transmitted by you 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. When in doubt, do not use it.</p> <p><b>PRIORITY:</b> This classification is for a) important messages having a specific time limit b) official messages not covered in the emergency category c) press dispatches and emergency-related traffic not of the utmost urgency d) notice of death or injury in a disaster area, personal or official.</p> <p><b>WELFARE:</b> This classification refers to either an inquiry as to the health and welfare of an individual in the disaster area or an advisory from the disaster area that indicates all is well. Welfare traffic is handled only after all emergency and priority traffic is cleared. The Red Cross equivalent to an incoming Welfare message is DWI (Disaster Welfare Inquiry).</p> <p><b>ROUTINE:</b> Most traffic in normal times will bear this designation. In disaster situations, traffic labeled Routine should be handled last, or not at all when circuits are busy with higher precedence traffic.</p>
HX	<p><b>HXA:</b> (Followed by number) Collect landline delivery authorized by addressee within ____ miles. (If no number, authorization is unlimited.)</p> <p><b>HXB:</b> (Followed by number) Cancel message if not delivered within ____ hours of filing time; service originating station.</p> <p><b>HXC:</b> Report date and time of delivery (TOD) to originating station.</p> <p><b>HXD:</b> 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.</p> <p><b>HXE:</b> Delivering station get reply from addresses, originate message back.</p> <p><b>HXF:</b> (Followed by number) Hold delivery until ____ (date).</p> <p><b>HXG:</b> Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.</p>
Station of Origin	Location of station sending message (first amateur handler).
Check	Total word count of actual message.
Place of Origin	Location of message origination (not necessarily location of station of origin).
Time Filed	Time the message was filed.
Date	Date message was filed.
To	Whom the message is for/going to.
This Radio Message was received at	Information of station receiving message.
Message	Contents of message (limit to 25 words or less, if possible). Be attentive if using ARL message numbers.
REC'D	Fill in the following information: From- Callsign of station sending message, Date- Date message received, Time- Time message received (24-hour clock)
SENT	Fill in the following information: To- Callsign of station receiving message, Date- Date message sent, Time- Time message sent (24-hour clock)

- Please be civil and do not put anything mean or degrading in the message as these message forms may become permanent files for the incident and may be subject to review later.