Sending a Radiogram

This completed radiogram is ready to send using the traffic net and will be referenced in this tutorial

ARRL — the national association for Amateur Radio™

RADIOGRAM

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE FILED
1	R		TA4ES	13	DALLAS TX		NOV 4

TO
JANE DOE AR1T
123 AMATEUR WAY
SOMETOWN WI 00121

PHONE NUMBER 330 555 4424

EMAIL

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____ EMAIL _____

STREET _____

CITY, STATE, ZIP _____

THANK	YOU	FOR	THE	LOVELY
GIFT	X-RAY	HOPE	TO	SEE
YOU	SOON	73		

JOHN TA4ES

FROM	NET	DATE	TIME	TO	NET	DATE	TIME
REC'D				SENT			

This message was handled at no charge by a licensed Amateur Radio operator, whose address is shown in the box at right above. 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 can be obtained from ARRL Headquarters, 225 Main Street, Newington, CT 06111 or www.arrl.org.

The ARRL is the national association for Amateur Radio and the publisher of *QST* magazine. One of its functions is promotion of public service communication among Amateur Radio operators. To that end, the ARRL has organized the National Traffic System for daily nationwide message handling.

To send a radiogram, check-in to a traffic net and when asked to do so. saying, "I have one going to (regional destination such as a state) ." The net control station will note your traffic and if there is someone available to help move your traffic towards Wisconsin, net control will ask that station to contact you to take your traffic.

Accurate is fast, slow is accurate.

Read the message slowly. If read too quickly then the other station will miss parts of it and ask you to repeat things. Imagine yourself trying to write the message down, one word at a time – if it's too fast for you to write it down, it's too fast for the other person. Reading slowly is faster in the long run.

Your turn to pass the message

Net control has determined that Theresa, A1BC, has checked in and is able to help send your message to Wisconsin. When it is your turn to pass the message, it will sound something like this:

Net control: "Theresa, Alpha One Bravo Charlie, please call John, Tango Alpha Four Echo Sierra, and pick up his one to Wisconsin."

Theresa: "Very good. John, Tango Alpha Four Echo Sierra, this is Theresa, Alpha One Bravo Charlie, ready to take your one to Wisconsin."

Read the message in 3 parts

To send your message efficiently (also called moving your message or moving traffic) read the message in 3 sections:

the header and address part,

the text,

and then the signature.

After each section is read, stop transmission and wait for the receiving station to acknowledge they were able to understand copy that part of the radiogram.

The header and address part

Assuming everything goes well, this is how the conversation will start. Items you are reading from the radiogram are in bold. As John in this example, you would say:

Theresa, Alpha One Bravo Charlie, this is John, Tango Alpha Four Echo Sierra. Thank you for taking my message.

Please copy message number **One**.

Routine

Tango Alpha Four Echo Sierra.

One Three.

Dallas, Texas.

November 4.

Going to **Jane Doe**, amateur call **Alpha Romeo One Tango**.

Address figures **One Two Three Amateur Way**.

Some Town, Wisconsin. Zip figures **Zero Zero One Two One**. Break.

Stop transmission and wait for the other station to either acknowledge or say something back to you.

NOTE: In the precedence we have "R" but we always say the entire word, which in this case is, "Routine."

Callsigns and numbers are spoken as individual characters. For example, if the message date was November 10, we would write it on the radiogram as NOV 10 and we would say, "November One Zero" on the net.

There are also some special introductions. "Going to" helps explain that you are about to give the address part, and before Jane's callsign you say, "amateur call," so the other station knows you are about to give a callsign. If Jane didn't have a callsign, you'd simply say, "Jane Doe," and then move on to the address.

In the address, we start with, "address," so the other station knows you are about to give the address. "Figures" indicates you are about to give some numbers, which you then do, one numeral at a time, as One Two Three. Zip codes are handled same way.

That last item, "Break," is an indicator that you are done passing the first part of the radiogram.

You have read the first part, so now what?

Theresa will respond with either:

- Go ahead, or
- Please repeat/say again/give me…

Go ahead, or sometimes go with text or simply the word go, means the first part was received successfully and you should go ahead with giving the next part: the text. If something wasn't clear, you will be asked to repeat it. Remember from earlier, slow is fast, so if you go too fast you may need to repeat parts. It could also happen if your signal was fuzzy for a second or such.

The text

You simply read the text, one word at a time, slowly.

> **Thank. You. For. The. Lovely. Gift. X-ray. Hope. To. See. You. Soon.** Figures **seven three**. Break.

Just like before with, "address figures," and, "zip figures," you preface the 73 with " figures" so the other station knows you are about to give a number, which you then read one digit at a time. "Break," once again indicates you are done with the text part of the radiogram.

At this point, Theresa will either say, "Go ahead," or will ask you to repeat part of the message, such as:

- "Say again word five." – Please repeat the 5th word in the message, "Lovely."
- "Say again all after hope." – Please repeat everything in the message after the word, "hope."

The signature

Since Theresa gave you the go ahead, such as, "Go ahead," or, "Go with signature," or, "Go," so you tell her the signature:

> Please sign it **John**, amateur call **Tango Alpha Four Echo Sierra**. End of message **One**. How copy?

If everything was received, the conversation will wrap up like this:

Theresa will say, I roger message number one. Thank you for the traffic. Alpha One Bravo Charlie John: Thank you for taking it. Tango Alpha Four Echo Sierra."

Finishing filling out the radiogram

The net control station will then continue on with the traffic net.

Finish the paper work

Make a quick note of some details at the bottom of the radiogram to track when you sent it.

The bottom of the radiogram is where you track when you received it and/or when you sent it.

Because you sent the message, you will fill in the right side's sent information with:

- **To**: This is the callsign of the person that took the message from you, in this case Theresa's callsign.
- **Net**: This is the traffic net you were checked into. Your radiogram template may not have Net written here, but you can write the net information between the To and Date areas.
- **Date**: Here you write the date you gave the message to Theresa, keeping in mind it is based on UTC.
- **Time**: And, the time you gave Theresa the message, again based on UTC.

For this example, let's say you gave Theresa the message during the DFW Metroplex Late Traffic Net and you completed this at 10:48 PM on November 3. Your sent information would read:

- **To**: A1BC
- **Net**: DFW LATE

- **Date**: NOV 4
- **Time**: 0348

Notice how the date became the 4th rather than the 3rd? This is because 10:48PM Central Daylight Time on November 3 is 0348 hours on November 4 Coordinated Universal Time (UTC).

Here is how this section of the radiogram should look:

FROM	NET	DATE	TIME	TO	NET	DATE	TIME
REC'D				SENT A1BC	DFW LATE	NOV 4	0348

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Completing the sent information helps with tracking the message as it moves through the system.

At this point, the radiogram is fully completed and will appear like this:

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There is nothing further to write on this fully completed and moved radiogram.

It's good practice to keep the radiogram for a few weeks so you have it on hand if a question comes up later. After a while, you can either store the radiogram somewhere if you like, or you can discard/recycle it. Some amateur radio operators keep them for a few months, others indefinitely. It's your choice.

The NTS uses Coordinated Universal Time

Coordinated Universal Time (UTC), referred to as Zulu (Z), is customary in radiogram traffic to help avoid ambiguity when traffic crosses time zones.