

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
347	PRIORITY	E	K7ABT	ARL 14	BEAVERTON OR	0830	July 8
TO: ARES Coordinator Washington County EOC			Donald Smith 164 158TH Beaverton OR 97006 503-555-1212				
TELEPHONE:							
ARRIVED	BEAVERTON	EOC	0715	X	(5)		
ARL	NINE	2	ARL	ELEVEN	(10)		
KB7VHI	146.90	UNTIL	1030		(15)		
SIGNATURE: Alvin Carlson KB7VHI							

SAMPLE RADIOGRAM AND NTS QUICK REFERENCE

Formally read as:

Message number three four seven, priority, Echo, Kilo seven Alpha Bravo Tango, ARL one four, Beaverton OR, zero eight three zero local, July eight.

Initials Alpha Romeo Echo Sierra, coordinator, Washington County initials Echo Oscar Charlie, no phone, break for text.

Alternate: Donald Smith, figures one six four, mixed group one five eight Tango Hotel, Beaverton OR figures nine seven zero zero six, phone, Five zero three, five five five, one two one two, break for text.

Arrived, beaverton, initials Echo Oscar Charlie, figures zero seven one five, xray, ARL, nine, figures two, ARL, eleven, mixed group Kilo Bravo seven Victor Hotel India, figures one four six decimal nine zero, until, figures one zero three zero, break for signature.

Alvin Carlson, end of message.

Notes:

- Spell phonetically all difficult or unusual words.
- Do not use CW abbreviations or Q-signals.
- ARL numbers should be spelled out.
- Messages MUST have a signature.

Figures – The following word is a number [decimal number]. Telephone numbers are considered three words in text.

Initials – The following word is a series of letters.

Mixed Group – The following word is a combination of letters and numbers.

Precedence: (highest to lowest)

- If unsure about precedence, consult with Net Control.
- Welfare and Routine not typically used in EOC traffic.

Emergency – Message having life and death urgency transmitted by Amateur Radio in the absence of regular commercial facilities. This includes official messages of welfare or government agencies. If in doubt do not use it.

Priority – Important message having a specific time limit. Official messages not covered in the Emergency precedence; Notification of death or injury in a disaster area, personal or official.

Welfare – Message that is either a) an inquiry as to the health and welfare of an individual in the disaster area b) an advisory or reply from the disaster area that indicates that all is well.

Routine – Most traffic carries this designation.

Handling Instructions:

- HXA** – Collect landline delivery within miles (If no number, unlimited authorization).
- HXB** – Cancel message if not delivered within hours of filing time; inform originator.
- HXC** – Report the date and time the message was delivered to the originating station.
- HXD** – Each station that handles the message should report identity and TOD of delivery to next station.
- HXE** – Delivering station get reply from addressee, originate message back.
- HXF** – Hold delivery until (date).
- HXG** – Delivery by mail or landline toll call not required. If expense is require, cancel and inform originator.

Phonetic Alphabet:

LETTER	WORD	LETTER	WORD	LETTER	WORD
A	Alpha	J	Juliet	S	Sierra
B	Bravo	K	Kilo	T	Tango
C	Charlie	L	Lima	U	Uniform
D	Delta	M	Mike	V	Victor
E	Echo	N	November	W	Whiskey
F	Foxtrot	O	Oscar	X	Xray
G	Golf	P	Papa	Y	Yankee
H	Hotel	Q	Quebec	Z	Zulu
I	India	R	Romeo		

Common pro-words used on Nets:

- Break** – Reading message: A separation between portions of a message. Interruption: Declare a need to use the frequency for an emergency. For a non-emergency interrupt using your call sign.
- Clear** – Done with a call.
- Monitoring** – Station is not involved in a conversation, but is monitoring the frequency.
- Over** – Simplex: My transmission is ended and I expect a response from you. Repeater: Not used on a repeater.
- Roger** – I have received all of your last transmission.
- Say Again** – Please repeat the last transmission.
- Securing** – Station is leaving the air.
- Words Twice** – While sending: Since communication is difficult, every phase in this message will be sent twice.