**11/15/18 Training – Review of Radiogram Preamble**

**“Radiogram Preamble Review”**

Since we have newer members and check-ins to the Wayne-Pike ARES net since we began our ARRL NTS Radiogram training, it’s time to do a review of the Radiogram format, beginning with the preamble. All this info is available on the ARRL’s web site under “Public Service”, NTS, Radiograms, and you all should check this out… maybe even print-out the NTS Manual. Anyway, here goes…

1. The first item in the Radiogram preamble is the “**NUMBER**” – this is a record-keeping item, and the “number” is assigned to the Radiogram by the ham who is originating the Radiogram. It can be any format desired by the originating ham… most people simply start out with number 1, then 2, then 3, etc. “KISS” – Keep it simple, stupid! However some use a code… perhaps “8” followed by a number to signify 2018… such as 8001, 8002, etc. Sometimes training Radiograms use “T” as a prefix or suffix to the number, such as “T197” or “197T”. Again, whatever – it’s totally up to the originator. Radiograms usually begin with “Please copy number \*\*\*”, then proceed with the rest of the preamble. It’s not necessary to say “FIGURES” or “MIXED GROUP” before the number as everyone knows what it will be.
2. Next is the “**PRECEDENCE**” – this is an indicator of the relative importance of the message. There are 4 precedence categories… (a) “EMERGENCY”, which must be spelled out as “EMERGENCY, I SPELL ECHO MIKE ECHO ROMEO GOLD ECHO NOVEMBER CHARLIE, YANKEE”, (b) “PRIORITY”, use the letter “P” in the preamble, (c) “WELFARE”, use the letter “W” in the preamble, and (d) “ROUTINE”, use the letter “R” in the preamble.
	1. “**EMERGENCY**” is ONLY used for true LIFE or DEATH messages !!! An example would be something like “TYPE O BLOOD NEEDED AT THE ACCIDENT SCENE IMMEDIATELY”.
	2. “**PRIORITY**” is used for important messages that are time dependent or in some other way needs to be communicated before Health & Welfare or Routine messages.
	3. “**WELFARE**” is a query or indicator re someone’s health or the condition.
	4. “**ROUTINE**” is everything else.
3. Next is **HANDLING INSTRUCTIONS… or “HX”**. When giving the handling instructions, you either say “NO HOTEL X-RAY” or “HOTEL X-RAY (letter)” where the “letter” is one of seven, “A” (Alpha) thru “G” (Golf) as follows…
	1. **HXA\_\_\_** (followed by a number) is Collect Landline delivery OK within \_\_\_ miles. For example, “HOTEL X-RAY ALPHA EIGHT” (written HXA8”), it’s OK to make a collect call to someone within 8 miles to deliver the Radiogram. This “A” category is really no longer used as there’s no long distance charges anymore.
	2. **HXB\_\_\_** (followed by a number) is Cancel The Message if not delivered within \_\_\_ hours of the filing time. This would only be used to EMERGENCY or PRIORITY messages.
	3. **HXC** = Report date and time of delivery back to the originating station.
	4. **HXD** = Report to the originating station date and time of all stations involved in handling the message from origination to delivery.
	5. **HXE** = Delivering station is to get a reply from the recipient and send a message back to the originating station with the reply.
	6. **HXF\_\_\_** (followed a number) = Hold delivery until (date) – usually used for birthday greetings, things like that.
	7. **HFG** = Delivery by mail or toll land-line not required – cancel the message and send a Service Message back to the originating station with cancellation info

***In all cases the “HX” must be spoken as “HOTEL X-RAY”, followed by the letter (also phonetically) as in “HOTEL X-RAY DELTA”.***

1. Obviously the **Call letters of the originating station**, given phonetically as in “KILO CHARLIE THREE LIMA ECHO ECHO”.
2. The “**CHECK**” is probably the most confusing part of the preamble. The “CHECK” is the total number of “GROUPS” (words, letter groups, number groups, or mixed groups) in the body of the text of the message. A “word group” would be an actual word… from “A” to “ZOOLOGY”, spoken as either “A” or “INITIAL ALPHA” to – again – spoken as either “ZOOLOGY” or “I SPELL ZULU OSCAR OSCAR LIMA OSCAR GOLF YANKEE”. A “number group” is usually a group consisting of at least 4 numbers, such as “7243”, spoken as “NUMBER GROUP SEVEN TWO FOUR THREE”. For 3 or fewer numbers, simply say “FIGURES ONE TWO THREE”. The same principal applies to letter groups, where 4 or more letters would be a letter group such as “LETTER GROUP ALPHA ROMEO ECHO SIERRA” for ARES, and 3 or less simply “INITIALS ALPHA BROVO CHARLIE”. Mixed groups contain both letters and numbers. The purpose of the CHECK NUMBER is to act as a way for the receiving station to verify the accuracy of the message received.
3. The “**PLACE OF ORIGIN**” is obviously the originating stations physical location, given as CITY & STATE, usually spelled phonetically as in “HAMLIN, I SPELL HOTEL ALPHA MIKE LIMA INDIA NOVEMBER, PAPA ALPHA”.
4. The “**TIME FILED**” & “**DATE**” are also obvious – The time filed is usually given in “UTC”, such as “MIXED GROUP ONE NINER TWO FIFE ZULU”, and the date as “ONE FIFE NOVEMBER” or “NOVEMBER ONE FIFE”… your choice.

That’s it! Sounds complex, but – after a while – it becomes “normal”.