

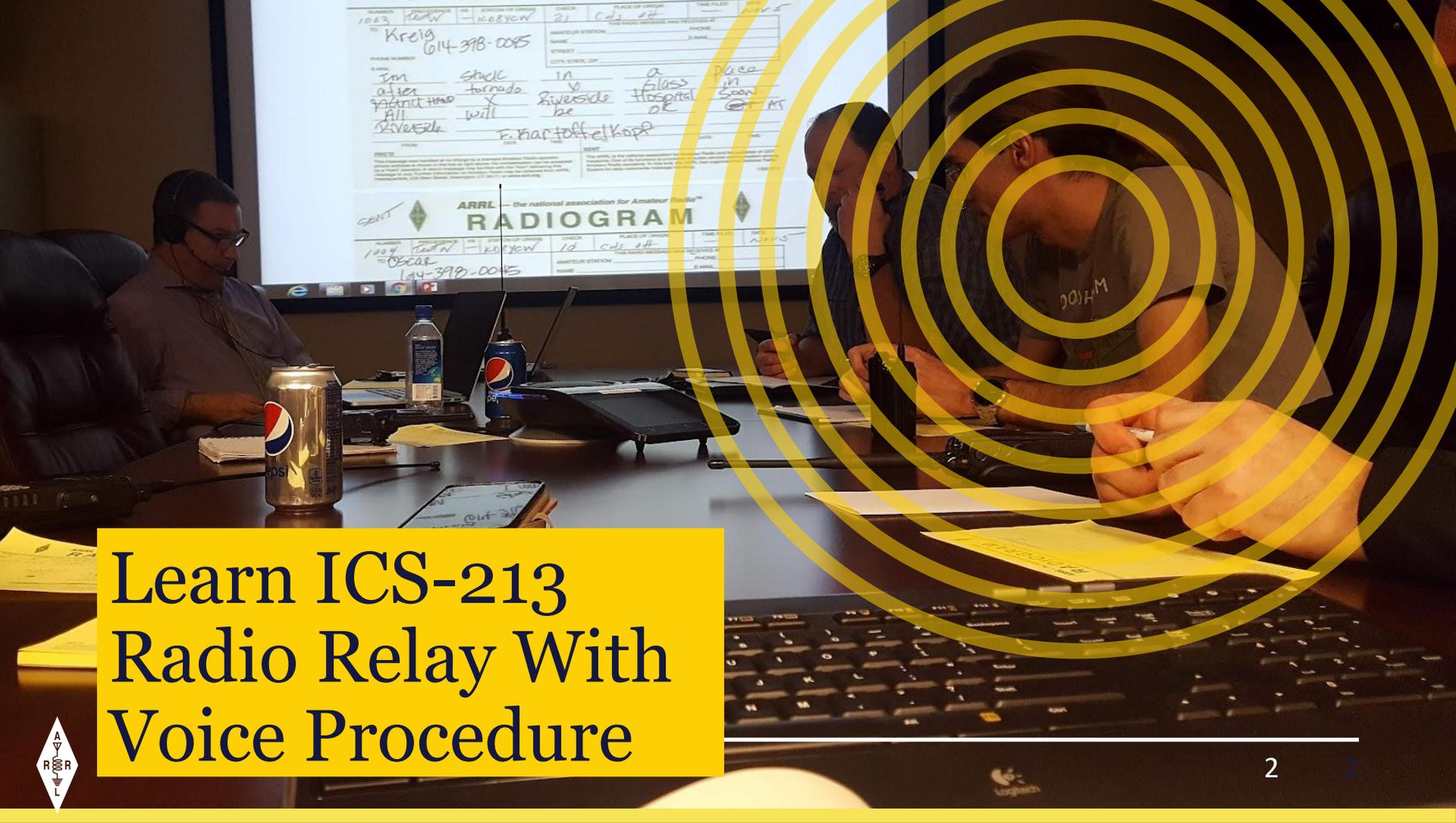
Hands-On Voice Traffic Net: Transmitting ICS- 213 by Radiogram

Leland Gallup
AA3YB@ARRL.NET

Helen Straughn
WC4FSU@CFL.RR.COM

C. Matthew Curtin
KD8TTE@ARRL.NET





1083 *Kreig* - *KREYEN*

NAME: *Kreig* 614-398-0045

PHONE NUMBER: 614-398-0045

ADDRESS: *Im after internet had All Riverside*

CITY/STATE/ZIP: *Stark tornado*

CHECK: *21* PLACE OF ORIGIN: *Colo. #4*

AMATEUR STATION: *Riverside*

NAME: *E. Harhoff/Kopf*

PHONE: *in a glass in soon OK*

ARRL - The national association for Amateur Radio™

RADIOGRAM

1004 *Oscar* - *KREYEN*

NAME: *Oscar* 144-399-0045

PHONE NUMBER: 144-399-0045

ADDRESS: *1004*

CITY/STATE/ZIP: *10* PLACE OF ORIGIN: *Colo. #4*

AMATEUR STATION: *ARRL*

Learn ICS-213 Radio Relay With Voice Procedure



*“No fault learning
environment!”*

*Let’s get mistakes out
of our systems today.*



What Is ICS-213?

Format to Organize Information on a Sheet of Paper



GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): BLACK SWAN Training 21-45 (Exercise)		
2. To (Name and Position): R. U. Thayer / Area Commander		
3. From (Name and Position): I. M. Here / Incident Commander		
4. Subject: Updated briefing schedule	5. Date: Nov 2, 2021	6. Time: 10:00
7. Message: Exercise. Daily briefing schedule from this incident updated as follows: 0600 Area Command 0700 First Shift Briefing 0800 Media The quick brown fox jumps over the lazy dog, even after all this time.		
8. Approved by: Name: <u>HERE</u> Signature: _____ Position/Title: <u>Incident Commander</u>		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

Encapsulate?

What is it, and why?

To move a message across a circuit, it needs to be put in a transmission format.

- Can't just put ICS-213 in the mail and have it deliver.
Encapsulate in envelope.
- Can't just send it "on the Internet," need email.
Encapsulate in Internet Message Format.
- Even on web, still need *HyperText Transfer Protocol (HTTP) Messages.*



What is Radiogram?

Message Transmission Format

Includes Features for Relay, Accountability, and Quality of Service.



THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
VIA AMATEUR RADIO

NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE

TO _____

TELEPHONE NUMBER _____

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111.

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RADIOGRAM

MSG. NO.	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME (UTC)	DATE

TO: _____

MESSAGE:

FROM (SIGNATURE): _____

Form 1602

RECEIVED FROM (CALL)	TIME	DATE	TRANSMITTED TO (CALL)	TIME	DATE

RRI Form May Be Helpful

Form = Screen or paper layout

Format = Structure of information



RRI		RADIOGRAM				RRI	
		via Amateur Radio					
NR	PRECEDENCE	RX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME (UTC)	DATE (UTC)
ADDRESSEE						DELIVERED BY	
NAME						DELIVERY TIME & METHOD	
STREET ADDRESS						OPERATOR NAME	
CITY, STATE, ZIP						TELEPHONE # EMAIL	
TELEPHONE / EMAIL						STATION LOCATION # ADDRESS	
OP. NOTE:						RADIO RELAY INTERNATIONAL is an IRS 501(c)(3) non-profit corporation dedicated to the relay and delivery of radiogram messages. Unpaid amateur radio operators volunteer their equipment, time and skill to operate and maintain the radio networks that make this service possible. Learn more at www.radio-relay.org .	
BODYTEXT							
NON-CASE SENSITIVE COMMUNICATIONS; TYPE USING ALL CAPS							
SIGNATURE							
NAME		POSITION			ORGANIZATION		
REPLY VIA							
RADIO OPERATOR NAME		ADDRESS OR LOCATION			TELEPHONE / EMAIL		
TRACKING DATA							
RECEIVED FROM		NETWORK DESIGNATOR			TIME RECEIVED(UTC)		
SENT TO		NETWORK DESIGNATOR			TIME SENT(UTC)		

When Given Message For Relay,
Just Originate Radiogram





THE AMERICAN RADIO RELAY LEAGUE
RADIOGRAM
 VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
--------	------------	----	-------------------	-------	-----------------	------------	------

TO _____

TELEPHONE NUMBER _____

THIS RADIO MESSAGE WAS RECEIVED AT
 AMATEUR STATION _____ PHONE _____
 NAME _____
 STREET ADDRESS _____
 CITY, STATE, ZIP _____

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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GENERAL MESSAGE (ICS 213)

1. **Incident Name** (Optional): Demonstration 2205

2. **To** (Name and Position): R.U. Thayer, Area Commander

3. **From** (Name and Position): I. M. Heere, Incident Commander

4. **Subject:** Status

5. **Date:**

Jan 29 2022

6. **Time**

1201

7. **Message:**

Estimated I-71 reopening 1300.

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): 2005

2. To (Name and Position): R.U. Thayer, Area Commander

3. From (Name and Position): I. M. Heere, Incident Commander

4. Subject: Status

7. Message:

Estimated I-71 reopening 1300.

To: R. U. Thayer, Area Commander

***How do we get message to Area
Commander? (ICS-205, maybe?)***

***Deliver by phone? (What number?)
Deliver by radio? (What callsign?)
Deliver by runner? (What location?)***



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	
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TO
 OHIO EMA W8SGT
 R U THAYER
 AREA COMMANDER

TELEPHONE NUMBER

FROM	DATE	TIME
REC'D		

SENT		
------	--	--

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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To: R. U. Thayer, Area Commander

We found Incident Commander is at Ohio EMA, represented by station W8SGT.

Added necessary information. Changed nothing, removed nothing.

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): Demonstration 2205

2. To (Name and Position): R.U. Thayer, Area Commander

3. From (Name and Position): I. M. Heere, Incident Commander

4. Subject: Status

7. Message:

Estimated I-71 reopening 1300.

***Enough detail to be unambiguous?
Return path in ICS-205?
Return path information stated?***



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	
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TO OHIO EMA W8SGT
R U THAYER
AREA COMMANDER

TELEPHONE NUMBER

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME

REC'D

SENT

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

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Originator goes in signature part of Radiogram.

Changes nothing, removes nothing. Just puts it in the right place. May add necessary information for return addressing.



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK
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TO OHIO EMA W8SGT
 R U THAYER
 AREA COMMANDER

TELEPHONE NUMBER

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME
REC'D		

TO		
SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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Radiogram is a general transmission format. Does not include specific details like Incident Name or Subject.



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	
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TO OHIO EMA W8SGT
R U THAYER
AREA COMMANDER

TELEPHONE NUMBER

INCIDENT SUBJECT	NAME STATUS	DEMONSTRAT

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME

REC'D

SENT

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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Radiogram is a general transmission format. Does not include specific details like Incident Name or Subject.

They can be put in the text.



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	
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TO OHIO EMA W8SGT
 R U THAYER
 AREA COMMANDER
 TELEPHONE NUMBER
 OP NOTE DELIVER AS ICS 213

INCIDENT SUBJECT	NAME STATUS	DEMONSTRAT

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME

REC'D

SENT

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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Radiogram is a general transmission format. Does not include specific details like Incident Name or Subject.

They can be put in the text.

Station at point of delivery needs to know it is an ICS-213. Use Op Note!

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): Demonstration 2205

2. To (Name and Position): R.U. Thayer, Area Commander

3. From (Name and Position): I. M. Heere, Incident Commander

4. Subject: Status

7. Message:

Estimated I-71 reopening 1300.

Put rest of message in radiogram text.

A few basic rules so that relay will happen accurately whether over digital, voice, or CW.

X = “.” between sentences

R = “.” decimal, (146R52 = 146.52)

QUERY = “?”

Spell out other punctuation, e.g., DASH



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK
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The 25 group "limit" is suggestion for training, not a system limit.

TO OHIO EMA W8SGT
 R U THAYER
 AREA COMMANDER

All of ICS-213 now included except date and time.

TELEPHONE NUMBER
 OP NOTE DELIVER AS ICS 213

INCIDENT	NAME	DEMONSTRATION	2205	X
SUBJECT	STATUS	X	ESTIMATED	I
DASH	71	REOPENING	1300	

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED 1201 EST	DATE JAN 29
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TO OHIO EMA W8SGT
 R U THAYER
 AREA COMMANDER

TELEPHONE NUMBER
 OP NOTE DELIVER AS ICS 213

**ICS-213 has date and time.
 Radiogram format is 24-hour clock,
 date is like JAN 9. Three-letter month,
 then day, no leading zero, usually no
 year.**

INCIDENT	NAME	DEMONSTRATION	ESTIMATED TIME	
SUBJECT	STATUS	X		
DASH	71	REOPENING	1300	

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK
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Now we complete the Preamble to make it ready for transmission.

TO OHIO EMA W8SGT
 R U THAYER
 AREA COMMANDER
 TELEPHONE NUMBER
 OP NOTE DELIVER AS ICS 213

INCIDENT	NAME	DEMONSTRATION	2205	X
SUBJECT	STATUS	X	ESTIMATED	I
DASH	71	REOPENING	1300	

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
					JEFFERSONVILLE OH	1201 EST	JAN 29

TO OHIO EMA W8SGT
 R U THAYER
 AREA COMMANDER
 TELEPHONE NUMBER
 OP NOTE DELIVER AS ICS 213

**Where will a message back to person in signature need to be directed?
 City and state. No comma, USPS abbreviation for state.**

INCIDENT	NAME	DEMONSTRATION	ESTIMATED
SUBJECT	STATUS	X	
DASH	71	REOPENING	1300

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK 14	PLACE OF ORIGIN JEFFERSONVILLE OH	TIME FILED 1201 EST	DATE JAN 29
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TO OHIO EMA W8SGT
R U THAYER
AREA COMMANDER
OP NOTE DELIVER AS ICS 213

Number of groups in the text part of the message. Signature not included.

INCIDENT	NAME	DEMONSTRATION	2205	X
SUBJECT	STATUS	X	ESTIMATED	I
DASH	71	REOPENING	1300	

Text

Signature

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN KD8TTE	CHECK 14	PLACE OF ORIGIN JEFFERSONVILLE OH	TIME FILED 1201 EST	DATE JAN 29
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TO
OHIO EMA W8SGT
R U THAYER
AREA COMMANDER
 TELEPHONE NUMBER
OP NOTE DELIVER AS ICS 213

Station where the radio message was created.

INCIDENT	NAME	DEMONSTRATION	2205	X
SUBJECT	STATUS	X	ESTIMATED	I
DASH	71	REOPENING	1300	

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX B1	STATION OF ORIGIN KD8TTE	CHECK 14	PLACE OF ORIGIN JEFFERSONVILLE OH	TIME FILED 1201 EST	DATE JAN 29
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TO
OHIO EMA W8SGT
R U THAYER
AREA COMMANDER
 TELEPHONE NUMBER
OP NOTE DELIVER AS ICS 213

INCIDENT	NAME	DEMONS.
SUBJECT	STATUS	X
DASH	71	REOPEN

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	SEN
REC'D			

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

THE AM
 LICEN
 FUNCT
 OPER
 SYSTE

Handling Instructions (summary)

- HXA_ - (re collect landline...)**
- HXB_ - Deliver in _ hours or under**
- HXC - Report delivery date and time**
- HXD - Report relay detail**
- HXE - Get reply and message back**
- HXF_ - Hold until _ then deliver**
- HXG - Delivering station incur no Expense.**

(ARRL FSD-218; MPG Ch. 1; RRI 1720r3)



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	HX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
	P	B1	KD8TTE	14	JEFFERSONVILLE OH	1201 EST	JAN 29

TO OHIO EMA V... ST
 R U THAYER
 AREA COMMANDER
 TELEPHONE NUMBER
 OP NOTE DELIVER AS IC...

INCIDENT	NAME	DEMONS
SUBJECT	STATUS	X
DASH	71	REOPEN

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	SEN
REC'D			

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

THE A
 LICEN
 FUNCT
 OPERA
 SYSTE

Precedence - Order for handling.

Amateur (not government):
EMERGENCY - Top urgency, life and death, may be agency traffic related to lifesaving response.

P - "Priority" - Usual agency traffic. Outgoing reports of death or injury.

W - "Welfare" - Outgoing "safe and well" and incoming queries.

R - "Routine" - All usual traffic.



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER 4	PRECEDENCE P	HX B1	STATION OF ORIGIN KD8TTE	CHECK 14	PLACE OF ORIGIN JEFFERSONVILLE OH	TIME FILED 1201 EST	DATE JAN 29
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TO
OHIO EMERGENCY
R U THAYER
AREA COMMANDER
TELEPHONE NUMBER
OP NOTE DELIVER AS ICS 213

INCIDENT	NAME	DEMONSTRATION
SUBJECT	STATUS	X
DASH	71	REOPEN

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	SENT
REC'D			

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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Serial number of message.

**Number + Station of Origin =
Unique message identifier**

All figures. No dash. No letter.

No leading zero.

Nothing fancy - start at 1 and keep going.

Now Ready for Relay



Let's Get This Party Started!

You will see a radiogram. I will voice it (slowly enough for you to follow).

Procedure words—prowords—tell receiving operator precisely what to write

Proword FIGURES ONE TWO means write 12 not TWELVE

Proword I SPELL means I'm going to spell the word I just voiced

Proword INITIALS CHARLIE ECHO SIERRA TANGO means write CEST

Prowords also help receiving operator to follow message structure.

Proword NUMBER starts preamble part, which always ends with a date.

Addressee part always comes immediately after date.

Proword BREAK starts text part.

Proword BREAK ends text part, starts signature part.

Proword END ends the signature part.



Procedure Words (Prowords) You Need

NUMBER	<i>Start writing: The next group is the message number.</i>
BREAK	<i>Start (or end) of text part.</i>
END	<i>End of the transmission.</i>
MORE / NO MORE	<i>More / No More messages to follow.</i>
ROGER	<i>I have the entire message.</i>
FIGURES	<i>Write figures for the next group.</i>
INITIALS	<i>Write initials for the next group.</i>
MIXED FIGURES	<i>Write a combination of figures and initials for the next group.</i>
I SPELL	<i>Here comes the phonetic spelling of the word I just voiced.</i>
I SAY AGAIN	<i>I resend - for emphasis or correction.</i>





RADIOGRAM

VIA AMATEUR RADIO



NUMBER

NUMBER 4	PRECEDENCE P	HX B1	STATION OF ORIGIN KD8TTE	CHECK 14	PLACE OF ORIGIN JEFFERSONVILLE OH	TIME FILED 1201 EST	DATE JAN 29
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TO
OHIO EMA W8SGT
R U THAYER
AREA COMMANDER
 TELEPHONE NUMBER
OP NOTE DELIVER AS ICS 213

THIS RADIO MESSAGE WAS RECEIVED AT
 AMATEUR STATION _____ PHONE _____
 NAME _____
 STREET ADDRESS _____
 CITY, STATE, ZIP _____

BREAK

INCIDENT	NAME	DEMONSTRATION	2205	X
SUBJECT	STATUS	X	ESTIMATED	I
DASH	71	REOPENING	1300	

BREAK

END

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT		

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

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Prowords Indicate Structure and Format



THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER 4	PRECEDENCE P	HX B1	STATION OF ORIGIN KD8TTE	CHECK 14	PLACE OF ORIGIN JEFFERSONVILLE OH	TIME FILED 1201 EST	DATE JAN 29
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TO **OHIO EMA W8SGT**
R U THAYER
AREA COMMANDER

TELEPHONE NUMBER
OP NOTE DELIVER AS ICS 213

Accounting:

When sending the message, record the station to whom it was sent, along with date and time.

INCIDENT SUBJECT	NAME STATUS	DEMONSTRATION X
DASH 71		REOPENING REOPENING

I M HEERE INCIDENT COMMANDER

FROM	DATE	TIME	TO	DATE	TIME
REC'D			SENT W8OMR	JAN 29	1213 EST

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER 4	PRECEDENCE P	HX B1	STATION OF ORIGIN KD8TTE	CHECK 14	PLACE OF ORIGIN JEFFERSONVILLE OH	TIME FILED 1201 EST	DATE JAN 29
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TO **OHIO EMA W8SGT**
R U THAYER
AREA COMMANDER

TELEPHONE NUMBER
OP NOTE DELIVER AS ICS 213

Accounting:

When receiving the message, record the station from whom it was received, along with date and time.

INCIDENT SUBJECT	NAME STATUS	DEMONSTRATION X
DASH 71	REOPENING TO	

I M HEERE INCIDENT COMMANDER

FROM REC'D KD8TTE	DATE JAN 29	TIME 1213 EST	TO SENT	DATE	TIME
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THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 06111

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THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER 4	PRECEDENCE P	HX B1	STATION OF ORIGIN KD8TTE	CHECK 14	PLACE OF ORIGIN JEFFERSONVILLE OH	TIME FILED 1201 EST	DATE JAN 29
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TO **OHIO EMA W8SGT**
R U THAYER
AREA COMMANDER
 TELEPHONE NUMBER **OP NOTE DELIVER AS ICS 213**

Both stations have exact duplicate of message. Relay was word-for-word, letter-for-letter.

INCIDENT	NAME	DEMONSTRATION	2205	X
SUBJECT	STATUS	X	ESTIMATED	I
DASH	71	REOPENING	1300	

I M HEERE INCIDENT COMMANDER

FROM REC'D KD8TTE	DATE JAN 29	TIME 1213 EST	TO SENT	DATE	TIME
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THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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THE AMERICAN RADIO RELAY LEAGUE

RADIOGRAM

VIA AMATEUR RADIO



NUMBER 4	PRECEDENCE P	HX B1	STATION OF ORIGIN KD8TTE	CHECK 14	PLACE OF ORIGIN JEFFERSONVILLE OH	TIME FILED 1201 EST	DATE JAN 29
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TO
OHIO EMA W8SGT
R U THAYER
AREA COMMANDER

TELEPHONE NUMBER
OP NOTE DELIVER AS ICS 213

Accounting:

Any relay station in the middle will have both REC'D and SENT parts complete when message is relayed.

Can be used to support tracking later.

INCIDENT	NAME	DEMONSTRATION
SUBJECT	STATUS	X
DASH	71	REOPENING

I M HEERE INCIDENT COMMANDER

FROM KD8TTE	DATE JAN 29	TIME 1213 EST	TO W8SGT	DATE JAN 29	TIME 1217 EST
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THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR, WHOSE ADDRESS IS SHOWN IN THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, 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 MAY BE OBTAINED FROM ARRL HEADQUARTERS, 225 MAIN STREET, NEWINGTON, CT 0611

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Delivery: From Radio to Recipient



GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): DEMONSTRATION 2205		
2. To (Name and Position): OHIO EMA W8SGT R U THAYER AREA COMMANDER		
3. From (Name and Position): I M HEERE INCIDENT COMMANDER		
4. Subject: STATUS	5. Date: JAN 29	6. Time 1201EST
7. Message: ESTIMATED I-71 REOPENING 1300.		

Delivering station followed OP NOTE to make the delivery (making local record copy of message) in ICS-213 format.

Returned text to normal - no spelling out punctuation, etc.



NR 4 P HXB1 KD8TTE 14 JEFFERSONVILLE OH 1201EST JAN 29

RECD W80MR 1217 EST JAN 29

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional): DEMONSTRATION 2205		
2. To (Name and Position): OHIO EMA W8SGT R U THAYER AREA COMMANDER		
3. From (Name and Position): I M HEERE INCIDENT COMMANDER		
4. Subject: STATUS	5. Date: JAN 29	6. Time 1201EST
7. Message: ESTIMATED I-71 REOPENING 1300.		

May provide additional detail in annotation.

Do not change, do not remove from original, do not annotate so it is confused with original.

Raise the issue, test, set a standard, train to it, and use it consistently.

May differ among agencies.



Originate Now!

Use your group's ICS 213

Use TO and FROM details precisely

Remember OP NOTE

Use P (voiced “priority”) precedence for radiogram.

Formatting:

X for period (“stop”) between sentences

R for “decimal”, e.g., 146R52

QUERY for ? at end of sentence



Radios On! *Each Group Sends & Receives*

1. REPORT INTO THE NET.

*THIS IS - AA1AAA - GROUP ONE - WITH
TRAFFIC - GROUP TWO PRIORITY*

2. HEAR INSTRUCTION.

*AA1AAA - AA2BBB - THIS IS - KD8TTE -
CHANGE FREQUENCY - SIDE 4 - SEND*

3. ACKNOWLEDGE INSTRUCTION.

*Answer in order called. Transmit callsign
and go.*

AA1AAA.

AA2BBB.

4. SEND FIRST MESSAGE.

*First station call second station, adding
PRIORITY.*

*Second station answers “ready” or “send.”
First station sends message and says END -
NO MORE.*

*When second station has the message,
operator answers ROGER and says
PRIORITY.*

5. SEND SECOND MESSAGE.

*Stations repeat process, reversing sender
and receiver.*

6. RETURN TO CONTROL FREQUENCY.

*When frequency clear, announce return.
AA1AAA BACK.*



Did we make mistakes?

*Good. We know what
not to do.*



Thank You!

For more information

- Your Section Manager
Get ARES & NTS Working Together
- ARRL NTS MPG
- Radio Relay International
- Radio KD8TTE (YouTube)
- Exercise with your organizations and agencies

