

## Drill Traffic Script (Radiogram Messages)

Tonight's drill message will be in ARRL Radiogram format. Please prepare to copy. Blank Radiogram forms are available on the CCAR website.

While you are getting ready to copy, I'll pass along some information about tonight's message.

The Radiogram format consists of four components:

1. The Preamble, which consists of administrative data items in this order: message number, precedence, handling instructions (optional), station of origin, message check, place of origin, time filed (optional) and the date.
2. The Address, which includes the name, street address or PO box, city, state and zip code of the recipient. It should also include the telephone number with area code, since most Radiograms are delivered using a local phone call.
3. The Text. The text should be 25 words or less, whenever possible. Commas and other punctuation are not used. "X-RAY," which is written as the letter "X" is used to separate sentences and phrases.
4. The Signature. The signature can take several forms, such as a single name, a full name and a title, something like "Mom and Dad," and occasionally a return address and phone number – whatever is needed to ensure that the recipient can identify the sender and that a reply message can be sent, if necessary.

Since the parts of the preamble and address are always sent in the same order, there is no need to identify each of them. The only exception is the word "number" at the beginning of the preamble, which tells the receiving station that you are beginning the actual message.

In the preamble and address, states are written using the standard, two letter abbreviations.

The proword *BREAK* is used to separate the address from the text and the text from the signature.

All stations, please standby.

(Transmit the message...)

Stations requiring fills, please call now.

(Service any fill requests received.)

All stations – please acknowledge receipt of the message during the checkout procedure.

(Return control to the NCS station.)

THIS IS A DRILL

1 R W3EOC 14 PHOENIXVILLE PA MARCH 17

JOHN SMITH  
601 WESTTOWN ROAD  
WEST CHESTER PA 19382  
800 555 1212

BT

A DIVERSITY OF MODES AND  
CAPABILITIES IS ESSENTIAL TO A  
RELIABLE EMERGENCY COMMUNICATIONS PROGRAM

BT

CRAIG WB3GCK

THIS IS A DRILL

Here's an example of how this message would be transmitted over the air:

*RADIOGRAM MESSAGE FOLLOWS...*

*THIS IS A DRILL*

NUMBER ONE ROUTINE WHISKEY THREE ECHO OSCAR CHARLIE  
ONE FOUR PHOENIXVILLE PENNSYLVANIA MARCH 23

JOHN SMITH [I SPELL] SIERRA MIKE INDIA TANGO HOTEL  
[FIGURES] 601 WESTTOWN ROAD  
WEST CHESTER PENNSYLVANIA [ZIP FIGURES] 19382  
[PHONE FIGURES] 800 555 1212

*BREAK FOR TEXT*

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*BREAK FOR SIGNATURE*

CRAIG [*AMATEUR\_CALL*] WHISKEY BRAVO THREE GOLF CHARLIE KILO

*END OF MESSAGE*

*NO MORE*

*THIS IS A DRILL*