

ARRL COMMUNICATIONS PROCEDURES

| Voice | Code | Situation |
|--|------|--|
| Go ahead | K | Used after calling CQ, or at the end of a transmission, to indicate any station is invited to transmit. |
| Over | AR | Used after a call to a specific station, before the contact has been established. |
| _____ | KN | Used at the end of any transmission when only the specific station contacted is invited to answer. |
| Stand by or wait | AS | A temporary interruption of the contact. |
| Roger | R | Indicates a transmission has been received correctly and in full. |
| Clear | SK | End of contact. SK is sent before the final identification. |
| Leaving the air or closing the station | CL | Indicates that a station is going off the air, and will not listen for or answer any further calls. CL is sent after the final identification. |

FSD-220 (3-89)
The American Radio Relay League, Inc.
 225 Main Street
 Newington, Connecticut 06111

IN AN EMERGENCY
 Monitor your local emergency net frequency.
 Make contact with your local EC or RO.
 Take immediate steps to follow any prearranged plans.
 Stay off the air unless or until you are sure you can be of assistance.
 In widespread emergencies, monitor WIAW for latest bulletins and news.

TIME CONVERSION CHART

| UTC | EDT/AST | CDT/EST | MDT/CST | PDT/MST | PST |
|-------|---------|---------|---------|---------|-------|
| 0000* | 2000 | 1900 | 1800 | 1700 | 1600 |
| 0100 | 2100 | 2000 | 1900 | 1800 | 1700 |
| 0200 | 2200 | 2100 | 2000 | 1900 | 1800 |
| 0300 | 2300 | 2200 | 2100 | 2000 | 1900 |
| 0400 | 0000* | 2300 | 2200 | 2100 | 2000 |
| 0500 | 0100 | 0000* | 2300 | 2200 | 2100 |
| 0600 | 0200 | 0100 | 0000* | 2300 | 2200 |
| 0700 | 0300 | 0200 | 0100 | 0000* | 2300 |
| 0800 | 0400 | 0300 | 0200 | 0100 | 0000* |
| 0900 | 0500 | 0400 | 0300 | 0200 | 0100 |
| 1000 | 0600 | 0500 | 0400 | 0300 | 0200 |
| 1100 | 0700 | 0600 | 0500 | 0400 | 0300 |
| 1200 | 0800 | 0700 | 0600 | 0500 | 0400 |
| 1300 | 0900 | 0800 | 0700 | 0600 | 0500 |
| 1400 | 1000 | 0900 | 0800 | 0700 | 0600 |
| 1500 | 1100 | 1000 | 0900 | 0800 | 0700 |
| 1600 | 1200 | 1100 | 1000 | 0900 | 0800 |
| 1700 | 1300 | 1200 | 1100 | 1000 | 0900 |
| 1800 | 1400 | 1300 | 1200 | 1100 | 1000 |
| 1900 | 1500 | 1400 | 1300 | 1200 | 1100 |
| 2000 | 1600 | 1500 | 1400 | 1300 | 1200 |
| 2100 | 1700 | 1600 | 1500 | 1400 | 1300 |
| 2200 | 1800 | 1700 | 1600 | 1500 | 1400 |
| 2300 | 1900 | 1800 | 1700 | 1600 | 1500 |
| 2400* | 2000 | 1900 | 1800 | 1700 | 1600 |

Universal Coordinated Time (UTC) is the time at the zero or reference meridian. Time changes one hour with each change of 15 degrees in longitude. The five time zones in the U.S. proper and Canada roughly follow these lines.

0000* and 2400 are interchangeable. (2400 is associated with the date of the day ending, 0000 with the day just starting.)

THE AMERICAN RADIO RELAY LEAGUE, INC.
 Newington, Conn.

ITU Phonetic Alphabet

Word list adopted by the
 International Telecommunication Union

- A ALFA
- B BRAVO
- C CHARLIE
- D DELTA
- E ECHO
- F FOXTROT
- G GOLF
- H HOTEL
- I INDIA
- J JULIETT
- K KILO
- L LIMA
- M MIKE
- N NOVEMBER
- O OSCAR
- P PAPA
- Q QUEBEC
- R ROMEO
- S SIERRA
- T TANGO
- U UNIFORM
- V VICTOR
- W WHISKEY
- X X-RAY
- Y YANKEE
- Z ZULU

THE R-S-T SYSTEM

READABILITY

- 1 — Unreadable.
- 2 — Barely readable, occasional words distinguishable.
- 3 — Readable with considerable difficulty.
- 4 — Readable with practically no difficulty.
- 5 — Perfectly readable.

SIGNAL STRENGTH

- 1 — Faint signals, barely perceptible.
- 2 — Very weak signals.
- 3 — Weak signals.
- 4 — Fair signals.
- 5 — Fairly good signals.
- 6 — Good signals.
- 7 — Moderately strong signals.
- 8 — Strong signals.
- 9 — Extremely strong signals.

TONE

- 1 — Sixty cycle a.c. or less, very rough and broad.
- 2 — Very rough a.c., very harsh and broad.
- 3 — Rough a.c. tone, rectified but not filtered.
- 4 — Rough note, some trace of filtering.
- 5 — Filtered rectified a.c. but strongly ripple-modulated.
- 6 — Filtered tone, definite trace of ripple modulation.
- 7 — Near pure tone, trace of ripple modulation.
- 8 — Near perfect tone, slight trace of modulation.
- 9 — Perfect tone, no trace of ripple or modulation of any kind.

If the signal has the characteristic steadiness of crystal control, add the letter X to the RST report. If there is a chirp, the letter C may be added to so indicate. Similarly for a click, add K. The above reporting system is used on both cw and voice, leaving out the "tone" report on voice. Turn card over for examples.

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This handy operating aid is actually five aids in one. It can be posted at your operating position, reverse side out, or can be separated into each of its five sections and posted separately or kept near your log. This is another service of ARRL to the amateur operating fraternity.

To All Radio Amateurs:

The communications procedures on the reverse of this card have been arrived at after careful consideration of common and traditional usage versus need and common sense. This is the use *recommended* by ARRL.

Whether you operate phone or cw (RTTY can use the cw abbreviations *recommended* by ARRL) there are times when, upon standing by, you will find it desirable to indicate to anyone listening, who might want to "break in," just what the status is of the transmission he has just heard. Modern voice communication is "VOX" type and often requires no "ending signals," but voice equivalents of cw procedures are included for convenience. Please help us popularize them.

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Newington, CT

To: All Radio Amateurs:

Signal reporting is a courtesy, not an FCC requirement. It is such a common courtesy that every amateur has a space for it in his log and on his QSL card. It is the information most sought in practically any QSO.

The system outlined on the reverse of this card has achieved universal acceptance among cw operators, and is being more and more widely used by voice operators.

Be honest! If there is something wrong with the signal of the other station, tell him so, because he wants to know, just as you want to know if there is something wrong with yours. Make your reports worthwhile, honest and informative. Use the definitions!

Examples:

By cw: RST 359; RST 569X; RST 489C;
RST 579K.

By voice: I am receiving you Readability
...(1-5), Strength...(1-9).

Good Phone Operating

1. Listen much...with care. Avoid distractions in your operating room. Tune the band well after each call.
2. Time your calls; monitor your own frequency. Call only when a station is free.
3. Make short calls, with breaks to listen. Speak clearly, at a steady, moderate rate. Three short calls are better than one long one.
4. Use Vox or push-to-talk technique...speak near the mike. Watch the modulation indicator. Keep local background noise at a minimum.
5. Make notes. Avoid missing points for comment. Jot down topics to avoid repeats.
6. Talk in connected thoughts and phrases. Notes will help avoid mixing up subjects. Vox and push to talk techniques will help brother amateurs from calling you a monologist.
7. Speak naturally. QSO's need not be cut and dried. Make them interesting. Avoid exhibitionism. Use proper operating form to promote efficiency in communication and add respect and prestige for your station.

To: All Radio Amateurs.

A phonetic alphabet or special word list is recommended to use in identifying station calls or difficult words as necessary.

The list helps to avoid facetious word combinations. This gives it greatest acceptability to all amateurs.

Use of a standard list is recommended by ARRL. Haphazard selection of words often results in confusion. A degree of uniformity in use of phonetic words reflects favorably on your individual operating and on the whole amateur service.

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Some Facts about Time Conversion

The chart on the other side has been arranged to show time zones used by most amateurs in the North American Continent and Universal Coordinated Time, used universally as a standard. The advantage of UTC is that it is the universally understood reference throughout the world. ARRL recommends that all amateur logging be done in UTC.

All times shown are in 24-hour time for convenience. To convert to 12-hour time: for times between 0000 and 0059, change the first two ciphers to 12, insert a colon and add a.m.; for times between 0100 and 1159, insert a colon and add a.m.; for times between 1200 and 1259, insert a colon and add p.m.; for times between 1300 and 2400, subtract 12, insert a colon and add p.m.

Time zone letters may be used to identify the kind of time being used. For example, UTC is designated by the letter Z. EDT/AST by the letter Q, CDT/EST by R, MDT/CST by S, PDT/MST by T, PST by U; thus, 1200R would indicate noon in the CDT/EST zone, which would convert to 1700 UTC or 1700Z.

In converting from one time to another, be sure the day or date corresponds to the new time. That is, 2100R (EST) on Jan. 1 would be 0200Z (UTC) on Jan. 2; similarly, 0400Z on Jan. 2 would be 2000U (PST) on Jan. 1.

A good method is to use UTC (Z) for all amateur logging, schedule-making, QSLing and other amateur work. Confusion, with all the different time zones, is inevitable. Leave your clock on UTC.

The Canadian Maritime provinces and Puerto Rico use AST (Q) time, or ADST (P) time. Canal zones use EST (R) time. Most of Alaska and Hawaii use W time (+ 10 to UTC).