

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 or answer any further calls. CL is sent after the final identification. |

ITU Phonetic Alphabet

Word list adopted by the International Telecommunications 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 | Wiskey |
| 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.

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 US 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.)