

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.

Time Zone Conversion (North America)

Coordinated Universal Time (UTC) is also known as Greenwich Mean Time (GMT) or "Zulu"

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.)*

ITU Phonetic Alphabet

Word list adopted by the International Telecommunications Union

A Alfa	N November
B Bravo	O Oscar
C Charlie	P Papa
D Delta	Q Quebec
E Echo	R Romeo
F Foxtrot	S Sierra
G Golf	T Tango
H Hotel	U Uniform
I India	V Victor
J Juliett	W Wiskey
K Kilo	X X-ray
L Lima	Y Yankee
M Mike	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.~~

You may hear some CW operators "shorting" the numbers, for example, 5NN for 599