

Oneida County Traffic and Emergency Net (OCTEN) SOI

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v1.8

Chapter 1

OCTEN — Main NCS Script

1.1 Preamble - "Start Up"

"*This is (YOUR CALL SIGN) is this repeater in use?*" – If repeater/frequency has not been monitored for a period of time, inquire on the air if repeater is in use.

"*This is (YOUR CALL SIGN) Calling the Oneida County Traffic and Emergency Net.*"

"*OCTEN is part of the National Traffic System, Meets every night at 8:00 PM local time. Formal written traffic is routed in and out of Oneida and surrounding counties.*"

"*All stations are welcome*"

"*When checking in, transmit 'THIS IS,' pause by unkeying, listening to avoid doubling, then re-key and continue with your call and the word 'Traffic,' if you have traffic for this net.*"

"*Net Control for this session is (YOUR CALL SIGN). My name is (YOUR FIRST NAME) and I am located in (YOUR CITY/STATE).*"

1.2 Order of Callup

"*Stations with emergency, priority or welfare traffic...*"

(Break for 5 seconds for any traffic and be ready to copy)

"*Liaison Stations to and from other nets...*"

(Break for 5 seconds for any traffic and be ready to copy)

"*Stations with traffic...*"

(Break for 5 seconds for any traffic and be ready to copy)

"*Stations with or without traffic...*"

(Break for 30 seconds for any traffic and be ready to copy)

1.3 Assigning Liaison Stations to Satellite Repeaters

When liaison stations have checked in, be respectful and ask if those stations would be willing to stand up a satellite repeater net. Reference sheet for repeater capabilities and reach.

1. However, in some cases Net control at its discretion will have traffic and ask for a liaison to hold primary repeater and NCS will QSY to satellite.
2. In another case, NCS will transmit traffic to be taken to satellite repeater.

1.4 Transmitting and Receiving Traffic

At this point main NCS will find another station to take traffic or simply self-receive that traffic. Stations willing to take traffic will initiate transmission on Net Control's approval.

1.5 Transmitting Traffic Between 2 or More Stations

Other stations may have traffic held awaiting transmit to another station wishing to take that traffic, not NCS. In this case, NCS needs to be a sort of "Referee" to those other stations ensuring they are ready to send that traffic. In this case:

1. Call traffic wishing to receive traffic and ask them to call station with traffic. This will prevent any issues and ensure both stations are ready.

1.6 Closing and Securing Net

"This concludes a regular session of the Oneida County Traffic and Emergency Net. OCTEN meets Tuesday through Sunday at 08:00 PM Local Time on 145.170 and every Monday on 147.240 with a PL Tone of 71.9."

"Net Manager is Doug AK2Z and Assistant Net Manager is John K2VTT."

"We thank all that have participated here today."

"If you are interested and want more information on OCTEN and the National Traffic System, Visit www.moarc.net and www.octen.net for many links and information to help get you answers. Any NCS can guide you as well. (post-pend one below closing statements below.)"

(For all cases not listed below) — *"This is (YOUR CALL SIGN) signing the net and it's members clear returning the frequency to other amateur use... 73..."*

(For cases when on the 145.170) — *"This is (YOUR CALL SIGN) signing the net and it's members clear returning the frequency to amateur use and thanking W2MO, the Madison Oneida Amateur Radio Club for the use of the repeater... 73..."*

(For cases when on the 147.240) — *"This is (YOUR CALL SIGN) signing the net and it's members clear returning the frequency to amateur use with thanks to owners of the K2LIZ Memorial Repeater for the use of the repeater... 73..."*

Chapter 2

OCTEN — Satellite Repeater Script

2.1 Preamble — *”Start Up”*

“*This is (YOUR CALL SIGN) is this repeater in use?*” – If repeater/frequency has not been monitored for a period of time, inquire on the air if repeater is in use.

“*This is (YOUR CALL SIGN) Calling the Oneida County Traffic and Emergency Net.*”

“*OCTEN is part of the National Traffic System, Meets every night at 08:00 PM Local Time. Formal written traffic is routed in and out of Oneida and surrounding counties.*”

“*All stations are welcome*”

“*When checking in, transmit ‘THIS IS,’ pause by unkeying, listening to avoid doubling, then re-key and continue with your call and the word ‘Traffic,’ if you have any.*”

2.2 Order of Callup

“*Stations with or without traffic...*”

(Break for 30 seconds for any traffic and be ready to copy callsigns)

2.3 Transmitting and Receiving Traffic

At this point main liaison transmits traffic to stations on repeater and receives traffic that needs to migrate back to primary repeater.

2.4 Closing and Securing Net

“*With nothing further heard, we thank all of the stations that checked in tonight. Thank you to repeater owners and trustees for the use of this repeater. Net is clear. (YOUR CALL SIGN) Clear.*”

At this point, Satellite NCS can move onto another repeater / frequency or return to main NCS to transmit number of singles, books, Check-ins and other pertinent information.

2.5 How Long Should a Satellite Repeater Be Held For NTS Traffic?

Generally its conditional. When traffic has been passed and all check-ins of new stations have been exhausted, give a final callup and close net.

Chapter 3

How to Create Traffic, using ARRL Radiogram Format

3.1 Overview of an ARRL Radiogram

Preamble: Message number, precedence, HX (optional handling code), station of origin, check (text word count), place of origin, time filed (optional), and date.

Addressee: Name, call sign (if a ham), full street address, city, 2-letter state abbreviation, zip code (very important) and telephone (be sure to include area code).

This Radio Message was received at: Station identification and location.

Text: 25 words maximum, 5 per line; Use the word “xray” for a period (.) and “query” for a question mark (?). Last word in salutation (e.g., “73”, “Love”, etc.). Make sure to fill out CHECK cell in header with number of text lines used.

Signature: (Write-in above REC'D block) Name & call sign of person who wrote the message — include full phone number if not a Ham or if new to NTS.

REC'D & SENT: Record the names and call sign of the person you rec'd the message from and/or sent/forwarded the message to, along with the date & time (EST/EDT or Z).

THE AMERICAN RADIO RELAY LEAGUE RADIOGRAM VIA AMATEUR RADIO							
NUMBER 1001	PRECEDENCE W	HX C	STATION OF ORIGIN KK7ZZZ	CHECK ARL 5	PLACE OF ORIGIN TORNADO ALLEY, OK	TIME FILED 1315 Z	DATE APRIL 19
TO ANDY MARCONI 123 ANY ST PHOENIX, AZ 85032 TELEPHONE NUMBER 928 555 1212				THIS RADIO MESSAGE WAS RECEIVED AT AMATEUR STATION _____ PHONE _____ NAME _____ STREET ADDRESS _____ CITY, STATE, ZIP _____			
ARL	TWENTY	123	212	5555			
KIM AND JIM							
FROM REC'D	DATE	TIME	TO SENT	DATE	TIME		
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				THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY NATIONWIDE MESSAGE HANDLING.			

3.2 Radiogram Form Detail — Header

Number:

1. Assigned by the message originator
2. No standard way of numbering messages

Precedence:

1. Emergency (life or death urgency in a declared emergency) always spelled out
2. P = Priority (official traffic in a declared emergency)
3. W = Health & Welfare (used only in a declared emergency)
4. R = Routine (everything else - most frequently used)



The American Radio Relay League
RADIogram
Via Amateur Radio

Number	Precedence	HX	Station of Origin	Check	Place of Origin	Time Filed	Date
To:							

(Optional) HX or Handling Codes: These codes are used to identify any special message handling.

See addendum for a complete list of HX Codes.

Station of Origin: Call sign of station who put the message into NTS format;

Example: If N2GS prepares message 1207 for a fellow ham, then puts it onto an NTS packet BBS for relay to Vermont, the originator is N2GS. If WB2W prepares message 23 for his non-ham neighbor then gives it to N2GS to relay to any NTS net, the originator is WB2W.

Check: The word count in body text only (do not count the address or signature); precede with "ARL" if any of the ARL numbered texts are used (e.g., ARL 7). This information is important is it asserts length of message and number of blocks to copy.

Place of Origin: The city & state where the message was written.

(Optional) Time Filed: This is not used much... 24-hr format & time zone.

Date: Month (non-numeric — abbreviated) & day number message was created (e.g., Sep 21).

3.3 Radiogram Form Detail — TO Section

To:	This Radio Message was received at: Amateur Station _____ Date _____ Name _____ Street Address _____ City, State, Zip _____	
-----	---	--

Telephone Number:

To: Name, call sign (if going to a ham), street address or P.O. Box, city, state (abbreviated) & zip code. Note: Digital and packet NTS messages are routed via zip code.

Telephone Number: Be sure to include the area code and double-check the number!!!

Typically Email addresses can be listed in telephone number line. Do not use “xray” or any other message format. At signs should not be mentioned in symbolic format. Instead use “AT.” This is due to a fact that CW has difficulty sending email addresses in proper format.

This Radio Message was received at: Your station identification, date received, and your location. More received-from detail will go in the “REC'D” block after body text and signature.

After sending header and address state on air “BREAK” to inform copying station that message text is next.

3.4 Radiogram Form Detail — Message Section

_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
From	Date	Time	To	Date	Time

Text: 25 words maximum, 5 per line; Use “xray” for a period (.) and “query” for a question mark (?). Check cell indicating number of words should match number of filled in text entry positions. It is customary to end this section with “BREAK” before signature line. This notes end of message.

Signature: There is no “Signature” field, just write-in below text; Name & call sign of author — include phone number if not a ham or if not known on an NTS net.

3.5 Radiogram Form Detail - Received / Sent Section

From	Date	Time	To	Date	Time
REC'D	SENT				
A licensed Amateur Radio Operator, whose address is shown above, handled this message free of charge. As such messages are handled solely for the pleasure of operating, a "Ham" Operator can accept no compensation. 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.	The American Radio Relay League, Inc. is the National Membership Society of licensed radio amateurs and the publisher of QST Magazine. One of its functions is promotion of public service communication among Amateur Operators. To that end, The League has organized the National Traffic System for daily nationwide message handling.				

REC'D: Call sign from whom you received the message and date & time of receipt. Time may be either your local time (EST/EDT) or Zulu time. Make sure date agrees with time (Zulu is 5 hours ahead of EST — can cause date to roll forward).

SENT: Call sign you sent or passed the message to, or to whom you delivered it, with date & time. Also good to note delivery method for your own reference (i.e., via phone or left on Tom's voicemail). Always leave your call back number if message was left on voicemail!

3.6 Radiogram ARL Numbered Texts

1. ARL Numbered Texts replace common phrases in message body text (i.e., Happy Birthday, Greetings by amateur radio, etc.)
2. Use of ARL texts reduce total message word count — faster and more consistent transmission of text
3. Translated before delivery of message to addressee
4. ARL text numbers are always spelled-out in words (i.e., ARL SEVEN or ARL FORTY SIX)
5. Message word count (check) is written as “ARL #” (e.g., ARL 4 or ARL 15) to alert operators that message includes at least one ARL numbered text.

6. ARL numbered text should be verbally transmitted with clear phonetics avoiding number usage. Example is ARL FIFTY FIVE. It is NOT ARL55 or ARL 55. When transmitted it is “initial group ARL, Fifty with a FOXTROT, FIVE WITH A FOXTROT.” The ARL the FIFTY and the FIVE in the narrative are EACH separate words.
7. When sending a message that contains ARL numbered text. transmit “ARL” in check box prefixing number of text blocks. This helps receiving station to identify that message has ARL numbered text within.

See Addendum for examples of ARL Number Codes.

3.7 How to transmit a “Single” NTS Message

Understand that a receiving station won't be able to comprehend and copy very quickly.
It is wise to copy slowly and intelligibly.

1. Start with the header and move left to right, skipping any optional empty cells.
2. After header, move onto Addressee information, include as much info as possible.
3. “*BREAK*” Signify message is about to be sent.
4. After message has been transmitted, say “*BREAK*”
5. Conclude with your information (ANDRIY KD2KUB WNY ONO-AEC)

This is an example of a transmitted message:

- #101 “[ROUTINE]” R W2ZXN 6 PETERBORO, “[FIGURES November Yankee]” NY “[DATE FIGURE MAY Zero-One]” MAY 01
- DOUG AK2Z
- “[*BREAK*]”
- OCTEN “[Figure FIVE stroke figures ZERO-ONE]” 5/01 “[EIGHTEEN]” 18 “[FIGURE THREE]” 3 “[FIGURE TWENTY-TWO]” 22 “[FIGURE SIX]” 6
- “[*BREAK*]”
- ANDY W2ZXN

This only applies to those messages that are intended to one person. There is another case that correctly transmits messages that are intended for more than one person, covered in this following section.

3.8 How to Transmit a “Book,” of Messages

Understand that a receiving station won't be able to comprehend and copy very quickly.

Books of messages are defined for a single common message context to be transmitted to 2 or more individuals. This is prioritized by a specific transmission format that excoriates commonality of that message over its differences. From a laymans point of view, this means common parts are sent first, then those differences are transmitted.

A slight difference occurs when informing NCS that a book of messages will be transmitted. Informing NCS that a “*A book of X messages will be sent to YYYY1, YYYY2, YYYY3*” will transfer knowledge to NCS that a book of 3 message is intended to 3 recipients. Net Control will ask station to hold until transmission of message can be allowed. This may be delegated or NCS will take this traffic upon itself.

When asked to transmit traffic, start with common portions of a book. These following items should be sent in order noted below:

1. Precedence
2. HX(A-T)
3. Station of Origin
4. Check
5. Place of Origin
6. Time Filed
7. Date
8. Message body

After common message items have been transmitted, it is customary to end this section of transmission with “*Break*.” Following that break, make sure to un-key and wait for NCS to acknowledge receipt of common parts. Only then NCS will ask for message numbers and recipients. Having a break between common parts and intendend recipients allows for NCS to gather any fill-ins they have missed.

When asked to relay message numbers and reciepients, re-key radio and transmit these following items to complete a book of message transmission:

1. Transmit message number, then transmit first name of intended recieipient and their callsign.
2. If a recipient does not have a call sign, and that message is intended for another party then postage address, email or telephone number should be sent after name.
3. Each message number is intended for one recieipient and must be unique.

3.9 Common Nuances and Lingo in NTS Traffic Nets

Book vs Single — A book indicates a message needs to be transmitted to more than one person. Typically book message content is transmitted first, then recipients of that message are then transmitted. A single message is meant for one person. There can be many single messages for multiple people, but if message content is same, then better to state a "book of messages," will be sent.

"STANDBY 1" — this is lingo for a very short on-air break. Potentially used to catch up from a station transmitting traffic.

"Initial Group" — this indicates to receiving station that next set of characters are initials for a deeper meaning of text. EX: "Initial Group ARL," means ARRL.

"Phone Figures, Zip Code Figures, Date Figures" — this indicates a known category of text / mixed text is coming up. Stating a category helps receiving station understand meaning of text being transmitted.

"Checked into net and received any additional traffic?" — at some point, traffic will come across your station after you have checked in. Even though you may have checked in with no traffic or passed traffic already, new traffic can be sent. Alerting NCS announcing *"[NET CONTROL, I have one single to N2IK]"* or *"[NET CONTROL, Additional Single to N2IK]"* and further awaiting NCS command to pass traffic message.

3.10 How to Deliver an NTS Message

- Preferred delivery is via telephone.
- Okay to leave on voicemail or answering machine IF you are comfortable you reached the right person.
- Radiogram postcard if cannot reach by phone.
- Service originating station to inform if cannot deliver or if they requested confirmation.

3.11 Record Keeping and Reporting

- Use a log sheet to keep track of your messages
- Use a PSHR log sheet to tally monthly points for Public Service Honor Roll
- Report message count (originated, sent, received & delivered) to STM monthly
- Report PSHR totals to STM. (STM = Dave Struebel WB2FTX wb2ftx@arrl.net)

Chapter 4

Interfaces to OCTEN and other Local Traffic Nets

4.1 NYPON — New York Public Operations Net

NYPON is a step above OCTEN in terms of heirarchy and is used to pass traffic for all of New York. NYPON normally operates phone on these frequencies at 17:00 Local Time Daily:

- 3.925Mhz — Primary, If there are issues, go to 2
- 3.913Mhz — Secondary 1, if there are issues, go to 3
- 7.243Mhz — Final.

This is an informal net, but still serves a purpose to send traffic.

4.2 RRI — Radio Relay International

Per <https://radiorelay.org/about/>: “RRI operates an international network of survivable, decentralized and dispersed communications networks. These interoperable networks operate without critical infrastructure such as cellular towers, mobile switching offices, terrestrial facilities, distributed nodes, or other infrastructure. The foundation for our networks is the unique, survivable high frequency radio spectrum in which we operate a modified, hybrid mesh network called the “Digital Traffic Network” (DTN) as well as “manual mode” radiotelegraph, radiotelephone, and specialized digital networks.”

“RRI was founded to modernize and enhance the National Traffic System, a national messaging layer that operates 24-hours per day, 365 days per year. NTS is exercised daily by volunteer radio amateurs as an open network, which handles routine radiogram messages. During a disaster, the NTS routine configuration is replaced by an emergency configuration designed to expedite the flow of welfare, priority and emergency traffic.”

For purposes of this documentation, details of this section for DTN are omitted. Please contact a Net Control Representative for more information.

4.3 NYSPTEN — New York State Phone Traffic and Emergency Net

This phone net meets every day at 18:00 Local Time and on frequency 3.925Mhz LSB.

4.4 NYS — New York State Traffic Net

This CW net meets every day at 19:00 Local Time and on frequency 3.969Mhz.

4.5 2RN — Second Region Net

This phone net meets every day at 18:30 Local Time and on frequency 3.925Mhz LSB.

4.6 WDN — Western District Net

This net meets on VHF 145.170 every day at 21:30 Local Time. Most frequently KD2PQP will check into OCTEN on 147.000 as he resides in Rochester and can hit that repeater.

4.7 STAR — Southern Tier Amateur Radio

This net meets on VHF 146.730 every day at 18:30 Local Time. Most frequently OCTEN NCS will ask for someone to get a "Southern Tier Report," which may consist of checkins from this net.

Chapter 5

OCTEN Ancilliary Information

5.1 OCTEN Primary Repeaters

- 145.170 W2MO - No tone as of 08/25/2025 - Tuesday through Sunday.
- 147.240 +71.9Hz - Monday nights only.

5.2 OCTEN Satellite Repeaters

Syracuse and Auburn Repeater Group

- 147.000 +71.9Hz W2QYT Auburn (Echolink node #9188)
- 147.210 +103.5Hz W2CM Cazenovia / Syracuse

Madison / Oneida Repeater Group

- 147.240 +71.9Hz K2LIZ Verona / Kirkland (EchoLink node #227963)
- 145.170 W2MO Madison
- 145.110 -167.9Hz W2RJO Ilion

Southern Tier Repeater Group

- 146.850 -167.9Hz W2SEU Oneonta
- 146.685 -110.9Hz W2RME Norwich

5.3 Station Identifiers

- /1 — NYS Traffic Net
- /2 — New York Public Operations Net
- /3 — Southern Tier Amateur Radio
- /6 — Western District Net
- /D — Digital
- /N — Net Control
- /AN — Alternate Net Control

5.4 Resources

NTS Manual: https://www.arrl.org/files/file/Public%20Service/NTS_Manual2015.pdf

NTS Forms: <http://www.arrl.org/public-service-field-services-forms>

NTS-Digital: <http://nts-digital.net/>

NTS-ARL numbered texts: <https://nts2.arrl.org/numbered-texts/>

NTS-HX handling instructions: <https://nts2.arrl.org/hx-handling-instructions/>

ITU-Phonetics: <https://octen.net/net-resources/itu-phonetics-for-net-use/>

Fillable NTS Radiogram: <https://octen.net/files/2021/04/Fillable-NTS-Radiogram.pdf>

NTS 101: <https://www.youtube.com/watch?v=pGhpm-8wBeQ>

PSHTR/SAR: <https://octen.net/net-resources/sarpshr-requirements/>

OCTEN Resources: <https://octen.net/net-resources/ncs-resources/>

5.5 ARRL Radiogram



THE ARRL and RAC
RADIOGRAM
 VIA AMATEUR RADIO



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

TO

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, PROV, ZIP _____

TELEPHONE NUMBER

REC'D	FROM	DATE	TIME	TO	SENT	DATE	TIME
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.							

THE ARRL INC. and RAC ARE THE NATIONAL MEMBERSHIP SOCIETIES OF LICENSED RADIO AMATEURS IN THE UNITED STATES AND CANADA RESPECTIVELY. ONE OF THEIR FUNCTIONS IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE NATIONAL TRAFFIC SYSTEM FOR DAILY MESSAGE HANDLING.



THE ARRL and RAC
RADIOGRAM
 VIA AMATEUR RADIO



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

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION _____ PHONE _____

NAME _____

STREET ADDRESS _____

CITY, PROV, ZIP _____

TELEPHONE NUMBER

REC'D	FROM	DATE	TIME	TO	SENT	DATE	TIME
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.							

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5.6 ARL Numbered Message Codes



ARL Numbered Radiogram Texts	
For use on all RRI/NTS traffic nets. Final-approved version 3.0 Release date October 7, 2025	
Instructions:	
1. Place "ARL" ahead of the check (group count). The check is the number of groups in text as originated, NOT as translated.	
2. Spell out the text number. For example "ARL NINE." Spelling the number will prevent serious errors in translation.	
3. Fill in the blanks in the order they appear in the numbered radiogram text.	
4. Numbered radiogram texts are designed to preserve circuit capacity by minimizing transmit and formatting time, particularly when using "book traffic" techniques or when circuit capacity is limited.	
5. When delivering a radiogram, translate the text and transcribe in all capitals as content may be relayed using non-case-sensitive modes.	
Color Codes:	
No color code: Routine message texts	
Light green: Welfare messages corresponding to older ARL Numbered Radiogram Texts.	
Light blue: Network management and possible emergency communications use.	
Gold: Special "safe and well" texts approved by ARC. These correspond to the RRI-Winlink Radiogram Templates available on RMS software	
<i>Texts in italics correspond to older ARL Numbered Radiogram Texts</i>	
1 ONE	Everyone safe here. Please don't worry.
2 TWO	Coming home as soon as possible.
3 THREE	Am in _____ hospital. Receiving excellent care and recovering fine.
4 FOUR	Only slight property damage here. Do not be concerned about disaster reports.
5 FIVE	Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated. Will contact you as soon as possible.
6 SIX	Will contact you as soon as possible.
7 SEVEN	Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.
8 EIGHT	Need additional _____ mobile or portable equipment for immediate emergency use.
9 NINE	Additional _____ radio operators needed to assist with emergency at this location.
10 TEN	Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.
11 ELEVEN	Establish Amateur Radio emergency communications with _____ on _____ MHz.
12 TWELVE	Anxious to hear from you. No word in some time. Please contact me as soon as possible.
13 THIRTEEN	Medical emergency situation exists here.
14 FOURTEEN	Situation here becoming critical. Losses and damage from _____ increasing.
15 FIFTEEN	Please advise your condition and what help is needed.
16 SIXTEEN	Property damage very severe in this area.
17 SEVENTEEN	REACT communications services also available. Establish REACT communication with _____ on channel _____.
18 EIGHTEEN	Please contact me as soon as possible at _____.
19 NINETEEN	Request health and welfare report on _____. (State name, address and telephone number)
20 TWENTY	Temporarily stranded. Will need some assistance. Please contact me at _____.
21 TWENTY ONE	Search and Rescue assistance is needed by local authorities here. Advise availability.
22 TWENTY TWO	Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
23 TWENTY THREE	Report at once the accessibility and best way to reach your location.
24 TWENTY FOUR	Evacuation of residents from this area urgently needed. Advise plans for help.

5.7 ARL Numbered Message Codes

25	TWENTY FIVE	Furnish as soon as possible the weather conditions at your location.
26	TWENTY SIX	Help and care for evacuation of sick and injured from this location needed at once.
27	TWENTY SEVEN	I am safe and well.
28	TWENTY EIGHT	Household safe and well.
29	TWENTY NINE	Currently at shelter.
30	THIRTY	Currently at home.
31	THIRTY ONE	Currently at family/friend's house.
32	THIRTY TWO	Currently at hotel.
33	THIRTY THREE	Safe but moving to a safer location.
34	THIRTY FOUR	Evacuating to a shelter.
35	THIRTY FIVE	Evacuating to family member/friend's house.
36	THIRTY SIX	Evacuating and safe.
37	THIRTY SEVEN	At home and plan to remain here.
38	THIRTY EIGHT	Will contact you when able.
39	THIRTY NINE	All communications are down.
40	FORTY	Share this message with others.
41		(Reserved for future use)
42		(Reserved for future use)
43		(Reserved for future use)
44		(Reserved for future use)
45		(Reserved for future use)
46	FORTY SIX	<i>Greetings on your birthday and best wishes for many more to come.</i>
47	FORTY SEVEN	Reference your message number ____ to ____ delivered on ____ at ____ UTC.
48	FORTY EIGHT	Reference your message number ____ to ____ not delivered. Telephone ____ (insert number as received) inoperative. Please give better address.
49	FORTY NINE	Reference your message number ____ to ____ . Unable to contact addressee or receive confirmation of delivery.
50	FIFTY	<i>Greetings by Amateur Radio.</i>
51	FIFTY ONE	<i>Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators at ____ . Am having a wonderful time.</i>
52	FIFTY TWO	<i>Really enjoyed being with you. Looking forward to getting together again.</i>
53	FIFTY THREE	<i>Received your ____ . It's appreciated; many thanks.</i>
54	FIFTY FOUR	<i>Many thanks for your good wishes.</i>
55	FIFTY FIVE	<i>Good news is always welcome. Very delighted to hear about yours.</i>
56	FIFTY SIX	<i>Congratulations on your ____ , a most worthy and deserved achievement.</i>
57	FIFTY SEVEN	<i>Wish we could be together.</i>
58	FIFTY EIGHT	<i>Have a wonderful time. Let us know when you return.</i>
59	FIFTY NINE	<i>Congratulations on the new arrival. Hope mother and child are well.</i>
60	SIXTY	<i>Wishing you the best of everything on ____ .</i>
61	SIXTY ONE	<i>Wishing you a very Merry Christmas and a Happy New Year.</i>
62	SIXTY TWO	<i>Greetings and best wishes to you for a pleasant ____ holiday season.</i>
63	SIXTY THREE	<i>Victory or defeat, our best wishes are with you. Hope you win.</i>
64	SIXTY FOUR	<i>Arrived safely at ____ .</i>
65	SIXTY FIVE	<i>Arriving ____ on ____ . Please arrange to meet me there.</i>

5.8 ARL Numbered Message Codes

66	SIXTY SIX	DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.
67	SIXTY SEVEN	Your message number _____ undeliverable because of _____. Please advise.
68	SIXTY EIGHT	Sorry to hear you are ill. Best wishes for a speedy recovery.
69	SIXTY NINE	Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization.
70	SEVENTY	Thank you for the QSO on _____ (frequency/band) _____ (mode) at _____ (time) _____ (date).
71	SEVENTY ONE	Order wire net established on _____ (frequency) to coordinate and prioritize access to _____ (digital network name) on _____ (frequency) _____ (mode).
72	SEVENTY TWO	Establish communications with _____ (name of EmComm group) on _____ frequency _____ mode.
73	SEVENTY THREE	Establish communications with _____ agency on channel _____ (spell channel number) _____ (mode).
74	SEVENTY FOUR	Establish communications with _____ agency on _____ (frequency) _____ mode.
75	SEVENTY FIVE	Priority Entry Point frequencies established on _____ (list frequencies and modes)
76	SEVENTY SIX	Point to point circuit established on _____ (frequency) _____ (mode). Please establish liaison.
77		(Reserved for future use)
78	SEVENTY EIGHT	SITREP messages requested every _____ (spell number) hours your location. Transmit to station _____ (call sign) in _____ (state/section).
79	SEVENTY NINE	WXOBS messages requested every _____ (spell number) hours your location. Transmit to station _____ (call sign) in _____ (state/section).
80	EIGHTY	OPRED messages requested your station. Update when changes occur. Transmit to station _____ (call sign) in _____ (state/section).
81		(Reserved for future use)
82	EIGHTY TWO	Digital Traffic Station connect/download frequency at _____ (spell number) minute intervals requested in support of disaster operations.
83	EIGHTY THREE	RRI Winlink gateway connect/download frequency at _____ (spell number) minute intervals requested in support of disaster operations.
84	EIGHTY FOUR	Request activate _____ Region Net until further notice.
85	EIGHTY FIVE	Request activate _____ Area Net until further notice.
86	EIGHTY SIX	Advise frequency and mode of _____ state/section nets.
87	EIGHTY SEVEN	Request assistance with establishment of a temporary message center at _____ (address and/or agency).
88	EIGHTY EIGHT	Welfare traffic being originated on (frequency/mode). Request assistance with RRI/NTS liaison
89	EIGHTY NINE	Priority and/or emergency traffic being originated on _____ (frequency/mode). Request assistance with RRI/NTS liaison.
90	NINETY	Please provide a list of stations operational on National SOS Radio Network.
91	NINETY ONE	Widespread disruptions to cellular data and public switched telephone network this location.
92	NINETY TWO	Widespread disruptions to Internet service this location.
93	NINETY THREE	The following broadcast stations are off-air in this area (list call sign, frequency/channel).
94	NINETY FOUR	Received your message _____ (number) for _____ (addressee) from _____ (station) on _____ (date) _____ (time). Relayed/delivered to _____ (station) on _____ (date) _____ (time) via _____ (net/method) [Note: for use with handling instruction HXD]
95		
96		
97		
98		

5.9 HX Message Handling Codes



NTS Handling Instructions

Revised November 16, 2025



HXA Delivery by email and/or text message preferred.

HXB Cancel message if not delivered within ____ hours of filing time; service originating station.

HXC Delivering station report date and time of delivery (TOD) to originating station. If received directly on the air by the addressee, then the addressee is responsible for the reply.

HXD All stations handling this message report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery. During disasters or periods of high demand on circuit capacity, avoid using this instruction.

HXE Delivering station get reply from addressee, originate message back. If received directly on the air by the addressee, then the addressee is responsible for the reply.

HXF Hold delivery until ____ (date).

HXG If postage or other expense involved, may cancel message and service originating station.

HXI Please deliver as a radiogram-ICS-213 message.

HXR Please confirm that the addressee has read the message and reply to originator. Reserved for Emergency, Priority and Certified precedence messages.

HXT Special traffic test message, ID ____.