PROCEDURE FOR RADIO COMMUNICATION

1. PREPARATIONS
   a. Check the power and cables to ensure power supply
   b. Check the antenna and cables ensuring tight and correct connection to the radioset
   c. Connect the audio accessories and check the functioning of switches

2. TRANSMITTING, general instructions
   a. Make your message brief but precise
   b. Break your message into sensible passages with pauses between
   c. Make sure no-one else is transmitting at the same time
   d. When transmitting maintain high standard of articulation, normal rhythm and moderate volume. DO NOT SHOUT.
   e. Avoid excessive calling and unofficial voice procedures
   f. Hold the microphone to your mouth

3. PHONETICS

A	ALFA	N	NOVEMBER	0	ZERO
B	BRAVO	O	OSCAR	1	WUN
C	CHARLIE	P	PAPA	2	TOO
D	DELTA	Q	QUEBEC	3	THREE
E	ECHO	R	ROMEO	4	FO-WER
F	FOXTROT	S	SIERRA	5	FI-IYV
G	GOLF	T	TANGO	6	SIX
H	HOTEL	U	UNIFORM	7	SEVEN
I	INDIA	V	VICTOR	8	ATE
J	JULIET	W	WHISKEY	9	NINER
K	KILO	X	XRAY		
L	LIMA	Y	YANKEE		
M	MIKE	Z	ZULU		

,	COMMA	.	(FULL)STOP/PERIOD
:	COLON	?	QUESTIONMARK
"…	QUOTE	-	(DASH)HYPHEN
…"	UNQUOTE	/	(STROKE) OBLIQUE
(	BRACKET ON	)	BRACKET OFF

EXAMPLES:

12	WUN TOO	7000	SEVEN THOUDAND
44	FO-WER FO-WER	16000	WUN SIX THOUSAND
90	NINER ZERO	1478	WUN FO-WER SEVEN ATE
136	WUN THREE SIX	19 A	WUN NINER ALFA
500	FI-IYV HUNDRED		

4. PROCEDURE WORDS (PROWORDS)

PROWORD	MEANING
ACKNOWLEDGE	Confirm that you have received my message and will comply (WILCO)
AFFIRMATIVE	Yes/correct
NEGATIVE	No/incorrect
ALL AFTER…	Everything that you (I) transmitted after… (keyword)
ALL BEFORE…	Everything that you (I) transmitted before… (keyword)
CORRECT (THAT IS CORRECT)	What you have transmitted is correct, you are correct
CORRECTION	a. An error has been made in this transmission. I will continue with the last word (group) correctly transmitted b. An error has been made in this transmission. The correct version is… c. That which follows is a correct version in answer to your request for verification (VERIFY)
WRONG	Your last transmission was incorrect. The correct version is…
DISREGARD THIS TRANSMISSION – OUT	This transmission is an error. Disregard it. (This proword shall no be used to cancel any message that has been already completely transmitted and for which receipt or acknowledgement has been received)
DO NOT ANSWER – OUT	Station(s) called are not to answer this call, acknowledge this message, or otherwise to transmit in connection with this transmission
SILENCE SILENCE SILENCE	Cease all transmission in this net immediately. Will be maintained until lifted. (Normally with identification from NCS [=Net Control Station])
SILENCE LIFTED	Silence is lifted. The net is free for traffic. (With ID from NCS)
END OF MESSAGE – OVER (OUT)	This concludes the message just transmitted (and the message instructions pertaining to a formal message)
END OF TEXT	The textual part of a formal message ends. Stand by for the message instructions immediately following
FETCH…!	I wish to speak on the radio to that person (appointment, title)
…SPEAKING	Requested person is now using the radio himself
FIGURES	Numerals or numbers will follow. (This is not used with the callsigns, time definitions, grid references, bearings, distances, etc., especially in fixed-form reports)
FROM	a. THIS IS … b. The originator of this formal message in indicated by the address designation immediately following
TO	The addressees whose designations will immediately follow are to take action on this formal message
THIS IS …	This message is from the station whose designation immediately following
MESSAGE	I have a message for you
MESSAGE FOLLOWS	A formal message which requires recording is about to follow
OVER	This is the end of my turn of transmitting. A response is expected. Go ahead, transmit

OUT	This is the end of my transmission to you. No answer or acknowledgement is expected
OUT TO YOU	Do not answer. I have nothing more for you. I shall now call another station
READ BACK	Repeat the entire following transmission back to me exactly as received
I READ BACK	The following is my reply to your request to read back
SAY AGAIN	a. Repeat all of your transmission b. Followed by identification data ALL AFTER, ALL BEFORE, WORD AFTER, WORD BEFORE, etc
I SAY AGAIN	I am repeating my transmission or portion indicated
SEND!	Go ahead with your transmission
SEND YOUR MESSAGE	Go ahead, transmit: I am ready to copy
…SPEAK SLOWER!	Reduce the speed of your transmission. (Normally used in connection with request for repetition)
I SPELL	I shall spell the next word, group or equivalent phonetically (Not used when transmitting coded messages)
RELAY TO …	Transmit the following message to all addressees or to the address designation immediately following
RELAY THROUGH	Send this message through callsign…
THROUGH ME	I am in contact with the station you call. I can act as a relay station
MESSAGE PASSED TO	Your message has been passed to …

ROGER	I have received your last transmission satisfactorily
ROGER SO FAR	Have you received this part of my message satisfactorily
WILCO	I have received your message, understood it, and will comply. (To be used only by the addressee). ROGER and WILCO are never used together
UNKNOWN STATION	The identity of the station calling or with whom I am attempting to establish communication is unknown
VERIFY	Verify entire message (or partition indicated) with the originator and send verified version. To be used only at descretion of or by the addressee to which the questioned message was directed
I VERIFY	That which follows has been verified at your request and is repeated. To be used only as a reply to VERIFY
WAIT-WAIT-WAIT	I must pause for a few seconds
WAIT OUT	I must pause longer than some seconds, and will call you again when ready
WORD AFTER …	The word of the message to which I have reference is that which follows…
WORD BEFORE …	The word of the message to which I have reference is that which precedes…
WORD TWICE	Communication is difficult. Transmit(ting) each phrase (group) twice. This proword can be used as an order, request or as information

5. REPORTING THE QUALITY OF RECEPTION

Following phrases shall be used when initiating or answering queries concerning signal strength and readability.

RADIO CHECK	What is my signal strength and readability, how do you read me?
YOU ARE … (I READ YOU …)	Your signal strength and readability is as follows:

SIGNAL STRENGTH:

LOUD	Your signal is excellent
GOOD	Your signal is good
WEAK	I can hear you with difficulty
VERY WEAK	I can hear you with great difficulty
NOTHING HEARD	I cannot hear you

READABILITY:

CLEAR	Excellent quality
READABLE	Good quality. No difficulties in reading you
DISTORTED	I have trouble in reading you because of distortion
WITH INTERFERENCE	I have trouble reading you due to interference
UNREADABLE	I can hear that you transmit but I cannot hear you at all

If the station requesting a Radio Check is loud and clear the proper reply is "ROGER", e.g.

11: 52 THIS IS 11 – RADIO CHECK – OVER

52: THIS IS 52 – ROGER – OVER

11: THIS IS 11 – ROGER – OUT

6. INFORMAL MESSAGE AND CONVERSATION

CHARLIE: ALFA – THIS IS CHARLIE – MESSAGE OVER

ALFA: THIS IS ALFA – SEND – OVER

CHARLIE: THIS IS CHARLIE – MESSAGE – WATCH FOR FALLEN ROCKS ON BIRKET ROAD I SPELL BRAVO INDIA ROMEO KILO ECHO TANGO – BIRKET – OVER

ALFA: THIS IS ALFA – WILCO OUT

7. FORMAL MESSAGE

Formal message shall be transmitted in the following sequence:

1. Preliminary call (ALFA THIS IS CHARLIE – MESSAGE – OVER
2. Proword: MESSAGE FOLLOWS (SEND YOUR MESSAGE)
3. Transmission orders (READ BACK, RELAY) if any
4. Precedence: FLASH, IMMEDIATE, PRIORITY, ROUTINE
5. Security classification: UNCLASSIFIED, UN-RESTRICTED, UN-CONFIDENTIAL, UN-SECRET
6. The originator's message number
7. Date-Time –group (140930 Z AUG)
8. Originator (THIS IS followed by originator's callsign)
9. Addressee (TO followed by addressee's callsign)
10. Information (TO followed by into addressee's callsign)
11. TEXT BEGINS
12. Subject (and reference if any)
13. The actual text
14. END OF TEXT in case the final instructions are to be followed, otherwise END OF MESSAGE
15. Proword OUT if no answer is required, otherwise OVER