

# THE RADIO PROCEDURE CARD

**Remember - The enemy is always listening!**

- a. Write down or plan messages before transmitting. If the receiver must write, allow time for copying.
- b. Transmit Separate letters using the phonetic alphabet. Speak only the word representing the letter, as "LOVE ZEBRA", and not "L as in LOVE..."

## PHONETIC ALPHABET

ABLE	NAN
BAKER	OBOE
CHARLIE	PETER
DOG	QUEEN
EASY	ROGER
FOX	SUGAR
GEORGE	TARE
HOW	UNCLE
ITEM	VICTOR
JIG	WILLIAM
KING	XRAY
LOVE	YOKE
MIKE	ZEBRA

## NUMBERS

0-ZERO
1-WUN
2-TOO
3-THUH-REE
4-FO-WER
5-FI-YIV
6-SIX
7-SEV-VEN
8-ATE
9-NINER

Transmit numbers by transmitting each separate digit, except in the case of even hundreds and thousands.

Example: 40=FO-WER ZERO; 2300 = TOO THUH-REE HUNDRED

Difficult words will be spoken twice and spelled using the phonetic alphabet and phrase "I spell". E.G. "MOVE TO GAFSA - I SPELL GEORGE ABLE FOX SUGER ABLE -GAFSA"

## PROCEDURE

- a. Stations are identified by call signs consisting of letters, numerals, or words, as LM6 (LOVE MIKE SIX) or BUFFALO.
- b. CALL- Contact between stations is established and maintained by preceding each transmission with a call, consisting of (CALL SIGN OF CALLED STATION) and "THIS IS" (CALL SIGN OF CALLING STATION)  
Example:  
"LOVE MIKE THIS IS KING UNCLE" -or- "BUFFALO THIS IS BOSTON"  
The call may be abbreviated after initial contact has been made by omitting the call sign of the called station in each successive reply.  
"THIS IS LOVE MIKE ----" "THIS IS ----BUFFALO"

- c. Text - The text or subject matter is transmitted employing the general principles prescribed above. The writer's time signed is preceded by the word "TIME"
- d. Ending - Every transmission will end with one of the following procedure words:
  - OVER = "My transmission to you is ended. I expect a response"
  - OUT = "My transmission to you is ended and no response is required or expected"
  - ROGER = "Your last transmission received"
  - WILCO = "Your last transmission received and will be complied with"

MESSAGE FOR YOU = "I wish to transmit a message to you"

SEND YOUR MESSAGE = "I am ready to receive your message"

CORRECTION = "I have made an error in transmission, the correct version is -----"

SAY AGAIN = "Repeat your previous transmission"

I SAY AGAIN = "I will repeat"

(Note: Except when constituting part of the text of a message, the word "repeat" will never be used in radio telephone communication, since it has a distinct operational meaning in the British Army. For example, when used by the Royal Artillery, it means that the salvo last ordered will be fired again at the same range...)

### **WORDS TWICE=**

(1) As a request "Communication is difficult, send each phrase or code group twice."

(2) As information "Since communication is difficult, I will send each phrase or code group twice"

**Single Call Sign Method** - This method is provided for use when it is desired to conceal the direction of flow of traffic and the identity of the control station. It consists of the elimination of the call sign of the control station and the words "this is" in communications between the control station and the other stations in the net.

There are two basic rules which govern calling and answering:

(1) A subordinate station starts all transmissions with its own call sign.

(2) The control station starts all transmissions with the call sign of the station(s) with which it is working.

### **EXAMPLES**

(1) Control station call 1 subordinate station:

ABLE BAKER ONE OVER (Control calls AB1)

ABLE BAKER ONE OVER (AB1 answers)

(2) Subordinate station calls control station:

ABLE BAKER ONE OVER (The call)

ABLE BAKER ONE OVER (The answer)

(3) Subordinate station calls subordinate station

ABLE BAKER ONE MESSAGE FOR ABLE BAKER TWO OVER (The call)

ABLE BAKER TWO OVER (The answer)

(4) Subordinate station calls control station and one subordinate station:

ABLE BAKER ONE MESSAGE FOR ABLE BAKER ONE ABLE BAKER TWO OVER

(AB1 calls control and AB2)

ABLE BAKER ONE OVER (Control answers)

ABLE BAKER TWO OVER (AB2 answers)

(5) Control station calls the net:

XRAY YOKE ZEBRA OVER (The call)

ABLE BAKER ONE OVER (The answer)

ABLE BAKER TWO OVER

ABLE BAKER THREE OVER

(6) Subordinate station calls the net:

ABLE BAKER ONE MESSAGE FOR XRAY YOKE ZEBRA OVER (The call)

ABLE BAKER ONE OVER (Control answers)

ABLE BAKER TWO OVER (AB2 answers)

ABLE BAKER THREE OVER (AB3 answers)

Under conditions of controlled communications, a subordinate station must obtain permission from the control station to communicate with a subordinate station.