

Chapter 5
 Operating Procedures
 Section I - Radiotelephone Procedures

Phonetic Alphabet

Letter	Word	Pronunciation
A	ALFA	<u>AL</u> FAH
B	BRAVO	<u>BRAH</u> VOH
C	CHARLIE	<u>CHAR</u> LEE OR <u>SHAR</u> LEE
D	DELTA	<u>DELL</u> TAH
E	ECHO	<u>ECK</u> OH
F	FOXTROT	<u>FOKS</u> TROT
G	GOLF	GOLF
H	HOTEL	HOH <u>TELL</u>
I	INDIA	<u>IN</u> DEE AH
J	JULIETT	<u>JEW</u> LEE ETT
K	KILO	<u>KEY</u> LOH
L	LIMA	<u>LEE</u> MAH
M	MIKE	MIKE
N	NOVEMBER	NO <u>VEM</u> BER
O	OSCAR	<u>OSS</u> CAH

Letter	Word	Pronunciation
P	PAPA	<u>PAH</u> PAH
Q	QUEBEC	<u>KEH</u> BECK
R	ROMEO	<u>ROW</u> ME OH
S	SIERRA	SEE <u>AIR</u> RAH
T	TANGO	<u>TANG</u> GO
U	UNIFORM	<u>YOU</u> NEE FORM OR <u>OO</u> NEE FORM
V	VICTOR	<u>VIK</u> TAH
W	WHISKEY	<u>WISS</u> KEY
X	XRAY	<u>ECKS</u> RAY
Y	YANKEE	<u>YANG</u> KEY
Z	ZULU	<u>ZOO</u> LOO

Numerical Pronunciation

1. To distinguish numerals from words similarly pronounced, the proword "FIGURES" may be used preceding such numbers.
2. When numerals are transmitted by radiotelephone, the following rules for their pronunciation will be observed:

Numeral	Spoken As
0	<u>ZE</u> -RO
1	WUN

- 2TOO
- 3TREE
- 4FOW-ER
- 5FIFE
- 6SIX
- 7SEV-EN
- 8AIT
- 9NIN-ER

3. Numbers will be transmitted digit by digit except that exact multiples of thousands may be spoken as such. However, there are special cases, such as anti-air warfare reporting procedures, when the normal pronunciation of numerals is prescribed for example, 17 would then be “seventeen.”

Numeral	Spoken As
44	<u>FOW-ER</u> FOW-ER
90	<u>NIN-ER</u> ZE-RO
136	WUN TREE SIX
TIME 1200	WUN TOO ZE-RO ZE-RO
1478	WUN <u>FOW-ER</u> <u>SEV-EN</u> AIT
7000	<u>SEV-EN</u> TOU-SAND
16000	WUN SIX TOU-SAND
812681	AIT WUN TOO SIX AIT WUN

4. The figure “ZERO” is to be written “0,” the figure “ONE” is to be written “1” and the letter “ZULU” is to be written “Z.”

5. Difficult words may be spelled phonetically using the four-step method. Abbreviations and isolated letters should be phonetized without the proword “I SPELL.”

Radiotelephone Procedures

Prowords Listed Alphabetically

Proword	Meaning
ALL AFTER	The portion of the message to which I have reference is all that which follows _____ .
ALL BEFORE	The portion of the message to which I have reference is all that which precedes _____ .
AUTHENTICATE	The station called is to reply to the challenge which follows _____ .
AUTHENTICATION IS	The transmission authentication of this message is _____ .
BREAK	I hereby indicate the separation of the text from other portions of the message.
CORRECT	You are correct, or what you have transmitted is correct.
CORRECTION	An error has been made in this transmission. Transmission will continue with the last word correctly transmitted.
	An error has been made in this transmission (or message indicated). The correct version is _____ .
	That which follows is a corrected version in answer to your request for verification.
DISREGARD THIS TRANSMISSION-OUT	This transmission is in error. Disregard it. (This proword shall not be used to cancel any message that has been

Proword	Meaning
	completely transmitted and for which receipt or acknowledgement has been received.)
DO NOT ANSWER	Stations called are not to answer this call, receipt for this message, or otherwise to transmit in connection with this transmission. When this proword is employed, the transmission shall be ended with the proword "OUT."
EXEMPT	The addressees immediately following are exempted from the collective call.
FIGURES	Numerals or numbers follow. (Optional)
FLASH	Precedence FLASH. Reserved for initial enemy contact reports on special emergency operational combat traffic originated by specifically designated high commanders of units directly affected. This traffic is to be SHORT reports of emergency situations of vital proportion. Handling is as fast as is humanly possible with an objective time of 10 minutes or less.
FROM	The originator of this message is indicated by the address designation immediately following.
GROUPS	This message contains the number of groups indicated.
IMMEDIATE	Precedence immediate. The precedence reserved for messages relating to situations which gravely affect the security

Proword	Meaning
	of national/allied forces or populace, and which require immediate delivery.
INFO	The addressees immediately following are addressed for information.
I AUTHENTICATE	The group that follows it is the reply to your challenge to authenticate.
I READ BACK	The following is my response to your instructions to read back.
I SAY AGAIN	I am repeating transmission or portion indicated.
I SPELL	I shall spell the next word phonetically.
I VERIFY	That which follows has been verified at your request and is repeated. (To be used as a reply to verify.)
MESSAGE	A message which requires recording is about to follow. (Transmitted immediately after the call.)
MORE TO FOLLOW	Transmitting station has additional traffic for the receiving station.
OUT	This is the end of my transmission to you and no answer is required or expected. (Since OVER and OUT have opposite meanings, they are never used together.)
OVER	This is the end of my transmission to you and a response is necessary. Go ahead; transmit.
PRIORITY	Precedence PRIORITY . Reserved for important messages which must have precedence over routine traffic. This is

Proword	Meaning
	the highest precedence which normally may be assigned to a message of administrative nature.
READ BACK	Repeat this entire transmission back to me exactly as received.
RELAY (TO).....	Transmit this message to all addresses (or addresses immediately following this proword). The address component is mandatory when this proword is used.
ROGER	I have received your last transmission satisfactorily.
ROUTINE.....	Precedence ROUTINE. Reserved for all types of messages which are not of sufficient urgency to justify a higher precedence, but must be delivered to the addressee without delay.
SAY AGAIN.....	Repeat all of your last transmission. (Followed by identification data means "Repeat _____ (portion indication).")
SERVICE	The message that follows is a service message.
SILENCE	"Cease Transmission Immediately." Silence will be maintained until lifted. (Transmissions imposing silence must be authenticated.)
SILENCE LIFTED	Silence is lifted. (When an authentication system is in force the transmission lifting silence is to be authenticated.)

Proword	Meaning
SPEAK SLOWER.....	Your transmission is at too fast a speed. Reduce speed of transmission.
THIS IS	This transmission is from the station whose designator immediately follows.
TIME	That which immediately follows is the time or date/time group of the message.
TO	The addressee(s) immediately following is (are) addressed for action.
UNKNOWN STATION ...	The identity of the station with whom I am attempting to establish communications is unknown.
VERIFY	Verify entire message (or portion indicated) with the originator and send correct version. (To be used only at the discretion of the addressee to which the questioned message was directed.)
WAIT	I must pause for a few seconds.
WAIT OUT	I must pause for longer than a few seconds.
WILCO	I have received your signal, understand it, and will comply. (To be used only by the addressee. Since the meaning of ROGER is included in that of WILCO, the two prowords are never used together.)
WORD AFTER	The word of the message to which I have reference is that which follows

Proword	Meaning
WORD BEFORE.....	The word of the message to which I have reference is that which precedes _____ .
WORDS TWICE	Communication is difficult. Transmit (ring) each phrase (or each code group) twice. This proword may be used as an order, request, or as information.
WRONG.....	Your last transmission was incorrect. The correct version is _____ .

Radiotelephone Procedures

Opening a Net (Nonsecure Voice)

- NET THIS IS NCS AUTHENTICATE _____
_____ OVER
- NCS THIS IS 1ST SUB I AUTHENTICATE _____
AUTHENTICATE _____ OVER
- NET THIS IS NCS I AUTHENTICATE _____
AUTHENTICATE _____ OVER
- NET THIS IS 2D SUB I AUTHENTICATE _____
AUTHENTICATE _____ OVER
- NET THIS IS 3D SUB I AUTHENTICATE _____ OVER
- NET THIS IS NCS OUT

Radiotelephone Procedures

Opening a Net (Secure Voice)

NET THIS IS NCS OVER

NCS THIS IS 1ST SUB OVER

NCS THIS IS 2D SUB OVER

NCS THIS IS 3D SUB OVER

NET THIS IS NCS OUT (IF NCS HAS NO TRAFFIC)

or

NET THIS IS NCS THIS IS A DIRECTED NET - OF WHAT PRECEDENCE AND FOR WHOM ARE YOUR MESSAGES OVER (NCS DESIRES CONTROL OF TRAFFIC BEING PASSED).

NOTE: The last letter of the call sign determines the answering order. The stations in a net respond alphabetically, for example, A3D will answer before A2E and A2E will answer before BIF. If two stations in a net have the same last letter, for instance, A1D and A2D, the answering order will be determined by numerical sequence, with the lower number A1D answering first.

Radiotelephone Procedures

Radio Checks

To minimize transmission time, use radio checks sparingly.
Transmit only when you have message traffic.

NET THIS IS NCS RADIO CHECK OVER

NCS THIS IS 1ST SUB ROGER OUT

NCS THIS IS 2D SUB WEAK READABLE OVER (2D SUB receives NCS weak)

NCS THIS IS 3D SUB ROGER OUT

NET THIS IS NCS ROGER OUT

Radio Telephone Procedures

Passing Message Traffic

- 1. A preliminary call will be transmitted when the sending station wishes to know if the receiving station is ready to receive a message.**

1ST SUB THIS IS 2D SUB - (precedence) - OVER

2D SUB THIS IS 1ST SUB - OVER

1ST SUB THIS IS 2D SUB - MESSAGE - NUMBER ONE

PRIORITY TIME 140500Z MAR 87

FROM COMMANDER'S FULL CALL SIGN 2D SUB TO

COMMANDER'S FULL CALL SIGN 1ST SUB

BREAK TEXT OF MESSAGE BREAK OVER

2D SUB THIS IS 1ST SUB ROGER OUT

or

3D SUB THIS IS 1ST SUB - MESSAGE - OVER

1ST SUB THIS 3D SUB - OVER

3D SUB THIS IS 1ST SUB (Sends Message) - OVER

1ST SUB THIS IS 3RD SUB - ROGER - OUT

- 2. When communications reception is good and contact has been continuous, a preliminary call is optional.**

Radiotelephone Procedures

Station Entering Net

1. The 3d substation was unable to answer when the net was opened and now wishes to report into the net.
NCS THIS IS 3D SUB - REPORTING INTO NET - OVER
3D SUB THIS IS NCS AUTHENTICATE _____ OVER
NCS THIS IS 3D SUB I AUTHENTICATE _____ AUTHEN-
TICATE _____ OVER
3D SUB THIS IS NCS I AUTHENTICATE _____ OVER
NCS THIS IS 3D SUB ROGER OUT
2. The 3d substation finds it necessary to enter a net in which it does not normally operate.
NCS THIS IS 3D SUB REQUEST PERMISSION TO ENTER
NET - OVER
3D SUB THIS IS NCS IDENTIFY YOUR STATION -OVER
NCS THIS IS 3D SUB REFER TO _____ I AM PREPARED
TO AUTHENTICATE - OVER
3D SUB THIS IS NCS AUTHENTICATE _____ OVER
NCS THIS IS 3D SUB I AUTHENTICATE _____ OVER
3D SUB THIS IS NCS PERMISSION TO ENTER NET -OUT

Radiotelephone Procedures

Station Leaving Net

1. When leaving a net in which your station is a substation:
NCS THIS IS 3D SUB REQUEST PERMISSION TO CLOSE
DOWN (Until _____) OVER
3D SUB THIS IS NCS ROGER OUT
2. When leaving a net in which you have entered, but do not normally operate:
NCS THIS IS 3D SUB REQUEST PERMISSION TO LEAVE
NET - OVER
3D SUB THIS IS NCS ROGER OUT

Radiotelephone Procedures

Closing a Net (Nonsecure Voice)

NET THIS IS NCS CLOSE DOWN OVER
NCS THIS IS 1ST SUB AUTHENTICATE ____ OVER
NET THIS IS NCS I AUTHENTICATE ____ OVER
NCS THIS IS 1ST SUB ROGER OUT
NCS THIS IS 2D SUB ROGER OUT
NCS THIS IS 3D SUB ROGER OUT

Radiotelephone Procedures

Closing a Net (Secure Voice)

NET THIS IS NCS CLOSE DOWN OVER
NCS THIS IS 1ST SUB ROGER OUT
NCS THIS IS 2D SUB ROGER OUT
NCS THIS IS 3D SUB ROGER OUT

Radiotelephone Procedures

Radiotelephone Message Format

A radiotelephone message consists of three main parts:

1. Heading.
2. Text.
3. Ending.

Components	Elements	Format	
		Line	Contents
<u>Heading:</u>			
Procedure	a. Call	1.	Not used.
	b. Message follows	2 & 3	Stations called - Proword EXEMPT, exempted calls, proword THIS IS -STATION CALLING Proword MESSAGE.

Components	Elements	Format	
		Line	Contents
	c. Transmission identification		Proword NUMBER and station serial number.
	d. Transmission instruction	4	Prowords RELAY TO, READ BACK; DO NOT ANSWER; WORDS TWICE; operating signals; address groups; call signs; plain language designators.
Preamble	a. Precedence; date-time group message instructions.	5	Precedence designation; proword TIME; date and time expressed in digits and one zone suffix; operating signals and proword EXECUTE TO FOLLOW.
Address	a. Originator's sign; originator.	6	Proword FROM originator's address designator.
	b. Action addressee sign.	7	Proword TO action addressee designator.
	c. Information addressee sign; Information addressee.	8	Proword INFO. Information addressees designators.
	d. Exempted addressee sign; exempted addressee.	9	Proword EXEMPT. Exempted addressee designator.
Prefix	Accounting information group count.	10	Accounting symbol; group count; proword GROUPS (GROUP NO COUNT).

SEPARATION 11 Proword BREAK

Text:

Text	Subject matter	12	Clear, unclassified, proword SERVICE, and/or internal instructions as appropriate; thoughts or ideas as expressed by originator.
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SEPARATION 13 Proword BREAK

Ending:

Procedure	a. Time Group	14	Proword TIME. Hours and minutes expressed in digits and zone suffix, when appropriate.
	b. Final Instructions	15	Prowords WAIT, CORRECTION, AUTHENTICATION IS, MORE TO FOLLOW, STATION DESIGNATORS.
	c. Ending Sign	16	Prowords OVER or OUT.

Format**Line Message**

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- 1 (Not used in radiotelephone procedures).
 - 2 ECHO SIX JULIETT EXEMPT ECHO FIVE ONE ALPHA
 - 3 THIS IS - ECHO SIX JULIETT ONE FOUR - MESSAGE -
NUMBER ONE
 - 4 READ BACK -
 - 5 PRIORITY - TIME ONE EIGHT ONE ZERO ONE FIVE ZULU
 - 6 FROM ECHO SIX JULIETT ONE FOUR

Format**Line Message**

7 TO SIERRA EIGHT XRAY FOUR FIVE
8 INFO TANGO THREE FOXTROT NINER TWO
9 EXEMPT CHARLIE TWO ECHO FIVE ONE
10 GROUP EIGHT
11 BREAK
12 MOVE YOUR HQ TO HILL ONE FIVE FOUR
13 BREAK
14 NOT USED (See note at end of example).
15 AUTHENTICATION IS BRAVO DELTA
16 OVER

NOTE 1: Any abbreviated words used in the message must be transmitted phonetically, for example, 1st is sent as ONE SIERRA TANGO, or HQ as HOTEL QUEBEC.

NOTE 2: When authorized by proper authority, a classified message, not to include TOP SECRET, may be sent in the clear on a nonsecure circuit. The word CLEAR will appear as the first word of the text. The receiving operator mark the message RECEIVED IN THE CLEAR. On secure circuits the word UNCLASSIFIED, CONFIDENTIAL, or SECRET will be transmitted at the first word of the text. The operator uses Format Line 14 to record a time group (4 digits + zone suffix), when no date-time group appears on Format Line 5. The time group represents the time the operator accepted the message for transmission, and is used as a reference in future references to the message.

Section II. Radio Teletypewriter Procedures

Prosigns

Prosign	Meaning	Description
AA	All After	Used to identify a portion of a message either in requesting repetition or in reply to a request for repetition.
AA*	Unknown Station	Used in lieu of a call sign in establishing communications with a station whose call sign is not known or is not recognized.
AB	All Before	Used to identify a portion of a message either in requesting repetition or in reply to a request for repetition.
AR*	End of Transmission	Terminating prosign. End of my transmission. A response is not necessary.
AS*	Wait	When used without a terminating prosign, indicates a short pause. If followed by a terminating prosign, indicates that he is obliged to wait.
B	More to Follow	Used in final instructions; more traffic to follow; if used during a transmission and followed by numeral(s), indicates that total groups indicated is the number sent and more groups are to follow.
BT*	Break	Used to separate the heading and ending from the text.
C	Correction or Correct	Used in format line 15 to correct portions of the message sent incorrectly. When used in procedure or service, message may indicate the transmission is correct or the correct version follows.
CFN	Confirmation	Used to indicate the portion(s) of a message that must be confirmed. Used on format line 14.
DE	This Is	Used only in the call to denote the calling station.
EEEEEEEE	Error	Used to correct errors during transmission only.
EEEEEEEE	AR*	
	Disregard this transmission	Used to cancel a transmission. Can only be used prior to the termination of the transmission.