

CHAPTER 7RADIOTELEPHONE PROCEDURE700. GENERAL INFORMATION701. OPERATING RULES

a. Adherence to prescribed procedure is mandatory. Unauthorized departures from or variations in prescribed procedure are prohibited, as they invariably create confusion and reduce reliability and speed.

b. Transmissions by radiotelephone shall be as short and concise as practicable consistent with clarity. The use of standard phraseology enhances brevity. To utilize net time more efficiently, all messages or their substance should be written down prior to transmission.

c. Transmissions over radiotelephone should be clear with natural emphasis on each word, except the prescribed pronunciation of numerals contained in Chapter 6. Operators should speak in natural phrases, not word by word.

d. If technically practicable, during transmission the operator shall pause after each natural phrase and interrupt the transmission (unkey the transmitter) momentarily, to allow another station to break in if necessary.

e. To avoid interfering with other traffic, an operator shall listen to make certain that a net/frequency is clear before making any transmission.

f. When necessary for a station to initiate test signals, either for the adjustment of a transmitter before making a call or for the adjustment of a receiver, such signals will not continue for more than 10 seconds.

g. When used, call signs shall be spoken using the phonetic equivalent and never abbreviated by using the last letters of the call sign except as noted in paragraph 731, i.e., NNN ZERO ALFA TANGO SIERRA, NOT ATS or ALFA TANGO SIERRA.

702. USE OF OPERATING SIGNALS

Operating Signals ("Q" and "Z") as covered in Annex C are designed for digital keyboard to keyboard nets, not radiotelephone

transmissions. In radiotelephone procedure the corresponding operating information will normally be spoken in concise plain English phrases. However, the use of operating signals is permissible when they are included in the text of a message being transmitted by radiotelephone. In this instance operating signals are transmitted by using the authorized phonetic equivalents.

710. ESTABLISHING COMMUNICATIONS

The basic methods for establishing communications are defined in Chapter 6. Before passing message traffic over radiotelephone circuits, contact the other station(s) involved to ascertain that communication is possible.

Example:

NAV transmits:

**NNN ZERO ROMEO ALFA VICTOR THIS IS NOVEMBER ALFA VICTOR -
OVER**

NNNØRAV, hearing NAV weakly, transmits:

**NOVEMBER ALFA VICTOR - THIS IS NNN ZERO ROMEO ALFA VICTOR
WEAK BUT READABLE - OVER**

NAV having nothing for NNNØRAV transmits:

THIS IS NOVEMBER ALFA VICTOR - ROGER OUT

711. PROWORDS RELATED TO RADIO CHECKS

The prowords listed below are for use when initiating and answering queries concerning signal strength and readability ("radio checks"):

a. General:

RADIO CHECK What is my signal strength and readability,
i.e., how do you hear me?

ROGER I have received your last transmission
satisfactorily. The omission of comment on
signal strength and readability is understood
to mean that reception is loud and clear. If
reception is other than loud and clear it must

be described with the prowords from subparagraphs 711.b and 711.c.

b. Report of Signal Strength:

LOUD	Your signal is very strong.
GOOD	Your signal strength is good.
WEAK	Your signal strength is weak.
VERY WEAK	Your signal strength is very weak.
FADING	Your signal strength fades to such an extent that continuous reception cannot be relied upon.

c. Report of readability:

CLEAR	Excellent quality.
READABLE	Quality is satisfactory.
UNREADABLE	The quality of your transmission is so bad that I cannot read you.
DISTORTED	Having trouble hearing you because your signal is distorted.
WITH INTERFERENCE	Trouble hearing due to interference.

712. SIGNAL STRENGTH AND READABILITY

A station is understood to have good signal strength and readability unless otherwise notified. Strength of signals and readability will not be exchanged unless one station cannot clearly hear another station. A station that wishes to inform another of his signal strength and readability will do so by means of a short and concise report of actual reception such as, "Weak, but readable," "Loud, but distorted," "Weak with interference," etc. Reports such as "Five by Five," "Four by Four," etc., will not be used.

Example:

NNNØTDC has a message for NNNØJGV

NNNØJGV THIS IS NNNØTDC OVER

NNNØJGV having difficulty hearing NNNØTDC will reply:

THIS IS NNNØJGV WEAK AND BARELY READABLE OVER

This reply indicates to NNNØTDC his/her signal is received by NNNØJGV weak and barely readable. This would indicate to NNNØTDC that he/she should send the message slowly to overcome the poor readability. This is the only reply needed in this case. There should be no further discussion of NNNØTDC's signal strength. If conditions are good NNNØJGV would only need to respond with "OVER."

720. PRELIMINARY CALLS

When communication is difficult or when the calling station wishes to ascertain whether the called station is ready to receive, a preliminary call will be sent before transmitting a message.

a. Example 1:

NAV wishes to transmit a message to NNNØRZE and desires to know that NNNØRZE is ready to accept it. NAV transmits:

**NNN ZERO ROMEO ZULU ECHO THIS IS NOVEMBER ALFA VICTOR
- OVER**

NNNØRZE ready to accept the message, transmits:

**NOVEMBER ALFA VICTOR THIS IS NNN ZERO ROMEO ZULU ECHO -
OVER**

NAV transmits:

**THIS IS NOVEMBER ALFA VICTOR - MESSAGE FOLLOWS - ROUTINE -
etc.**

b. Example 2:

NAV wishes to transmit a message to NNNØREE and desires to know that NNNØREE is ready to accept it. NAV transmits:

**NNN ZERO ROMEO ECHO ECHO THIS IS NOVEMBER ALFA VICTOR -
OVER**

NNNØREE, not prepared to accept the traffic immediately transmits:

**NOVEMBER ALFA VICTOR THIS IS NNN ZERO ROMEO ECHO ECHO -
WAIT OUT**

When ready, NNNØREE would transmit:

**NOVEMBER ALFA VICTOR THIS IS NNN ZERO ROMEO ECHO ECHO -
OVER**

730. ESTABLISHING A NET

The procedures prescribed shall be followed either when opening a net for the first time or when reopening a net. Proper control by the net control station (NECOS) and adherence to operating rules by the stations within the net enable the net to begin and maintain an exchange of traffic with minimum delay.

731. NET CALL-UP PROCEDURES

The following procedures apply to calling up all radiotelephone nets:

a. The Net Control Station (NECOS) will establish the net using the preamble -

**ALL STATIONS THIS NET THIS IS NNNØ--- NET CONTROL FOR THE
--- NET. THIS IS A DIRECTED NET OVER**

The call sign is spoken "EN EN EN ZERO" (and the phonetic equivalent of the remainder). Additional phrases such as "STATIONS CHECK IN BY SECTION" or similar are authorized prior to the proword "OVER" as specified in individual Operation Guides.

b. Stations responding to the net call will transmit "NNNØ---(NECOS) THIS IS NNNØ---" with a listing of the number and precedence of their messages or "NO TRAFFIC" if they have none. On state nets the precedence may be followed with the cities to which the messages are destined.

c. When all stations have responded to the net call the NECOS will acknowledge each station using full call signs.

d. Stations checking into a net will always use full phonetic call signs. After all stations have been acknowledged in the initial call up to establish the net, the NECOS may authorize the

use of abbreviated call signs (i.e. delete the NNNØ portion of the call) by transmitting

ALL STATIONS THIS NET THIS IS NNNØ--- ABBREVIATED CALL SIGNS AUTHORIZED OUT

NECOS will use his/her full call sign at all times. The use of abbreviated call signs is only authorized during directed nets.

e. Even if the NECOS opts to permit abbreviated call signs to be used, all stations will always utilize the full call sign for the net control station.

732. CONDUCT OF THE NET

a. NECOS proceeds with the disposition of the traffic.

b. Following disposition of all listed traffic, NECOS may opt to set the net free. Abbreviated call signs may not be used during free nets.

c. When closing the net, NECOS will transmit the following -

ALL STATIONS THIS NET THIS IS NNNØ--- SECURING THE ----- NET OUT

740. MESSAGE TRANSMISSION, RELAY, AND RECEIPT

741. TRANSMITTING A MESSAGE

a. Communications "good" - When communications reception is satisfactory, message parts need to be transmitted only once.

Example 1:

NAV transmits:

NNN ZERO ROMEO ALFA ALFA - THIS IS NOVEMBER ALFA VICTOR - MESSAGE FOLLOWS PRIORITY - TIME TWO SEVEN ONE SIX THREE ZERO ZULU JULY TWO ZERO ZERO FOUR BREAK UNCLAS ADTAK MY FIGURES TWO THREE ONE TWO FOUR FIVE ZULU JULY TWO ZERO ZERO FOUR BREAK OVER

NNNØRAA having received the transmission satisfactorily, transmits:

THIS IS NNN ZERO ROMEO ALFA ALFA - ROGER OUT

Example 2:

NNNØRAA having missed the transmission, transmits:

THIS IS NNN ZERO ROMEO ALFA ALFA - SAY AGAIN - OVER

NAV transmits:

**THIS IS NOVEMBER ALFA VICTOR - I SAY AGAIN - PRIORITY -
TIME TWO SEVEN ONE SIX THREE ZERO ZULU JULY TWO ZERO ZERO
FOUR BREAK UNCLAS ADTAKE MY FIGURES TWO THREE ONE TWO FOUR
FIVE ZULU JUL TWO ZERO ZERO FOUR BREAK OVER**

NNNØRAA transmits:

**THIS IS NNN ZERO ROMEO ALFA ALFA - SAY AGAIN - ALL AFTER
MY OVER**

NAV transmits:

**THIS IS NOVEMBER ALFA VICTOR I SAY AGAIN ALL AFTER MY
FIGURES TWO THREE ONE TWO FOUR FIVE ZULU JUL TWO ZERO ZERO
FOUR BREAK OVER**

NNNØRAA transmits:

THIS IS NNN ZERO ROMEO ALFA ALFA - ROGER - OUT

b. Communications Difficult - When communication is difficult, call signs may be transmitted twice. Phrases, words, or groups will be transmitted twice and indicated by use of the proword "WORDS TWICE." Reception may be verified by use of the proword "READ BACK." Under such conditions preliminary calls normally are employed.

742. TRANSMISSION OF MIXED GROUPS (FIGURES/NUMBERS ETC.)

a. The correct procedure when transmitting a group of random letters, abbreviations, numbers, or words that cannot be pronounced is to precede such groups beginning with a letter with the proword "I SPELL." When sending a group of figures, i.e., telephone numbers, zip codes, social security numbers, dates, etc., or a mixed group of numbers and letters beginning with a number, precede them by saying FIGURES.

EXAMPLES:

3RD - FIGURES THREE ROMEO DELTA
 RM2 - I SPELL ROMEO MIKE TWO
 12BE6 - FIGURES ONE TWO BRAVO ECHO SIX

b. When using "I SPELL" for the spelling of an unusual name, the name is spoken first, then "I SPELL" followed by the spelling and then the word spoken again.

EXAMPLE:

PAVLANSKI - PAVLANSKI. I SPELL PAPA ALFA VICTOR LIMA ALFA
 NOVEMBER SIERRA KILO INDIA, PAVLANSKI

743. RELAY

a. The proword "relay" used alone indicates that the station called must relay the message to all addressees.

Example:

NAV FIVE transmits:

NNN ZERO ROMEO SIERRA ECHO THIS IS NOVEMBER ALFA VICTOR
 FIVE - RELAY - PRIORITY TIME THREE ZERO ONE TWO FOUR FIVE
 ZULU JULY TWO ZERO ZERO FOUR - FROM NNN ZERO ALFA SIERRA
 ALFA VA TO NNN ZERO ALFA SIERRA TANGO SCA INFO NNN ZERO
 ALFA SIERRA GOLF IL BREAK UNCLAS SERVICE - I SPELL - INDIA
 NOVEMBER TANGO - I SPELL ZULU DELTA KILO - YOUR FIGURES
 TWO EIGHT TWO TWO FOUR ONE ZULU JULY TWO ZERO ZERO FOUR -
 BREAK - OVER

NNNØRSE replies:

THIS IS NNN ZERO ROMEO SIERRA ECHO ROGER OUT

b. The proword "relay" followed by a call sign indicates the station called is to relay the message to the station indicated. When more than one station is called, the call sign of the station designated to perform the relay will precede the proword "relay."

744. CORRECTION DURING TRANSMISSION

a. When the transmitting operator makes an error, the proword "Correction" will be transmitted followed by the last word, group,

proword or phrase correctly transmitted. Transmission then continues.

Example:

NNN ZERO PAPA PAPA CHARLIE THIS IS NNN ZERO ROMEO TANGO
WHISKEY ROUTINE TIME TWO TWO ONE TWO TWO ONE ZULU JULY TWO
ZERO ZERO FOUR - BREAK - UNCLAS - ALFA PERIOD MY FIGURES
ONE FOUR - CORRECTION - ALFA PERIOD MY FIGURES ONE FIVE
TWO ONE FIVE ZERO ZULU, ETC.

b. When the transmitting operator makes an error during the transmission of a message heading, the proword "Correction" will be transmitted followed by the last proword correctly transmitted.

Example:

NOVEMBER ALFA VICTOR - THIS IS - NNN ZERO YANKEE ECHO
BRAVO - ROUTINE - TIME TWO NINER TWO FOUR - CORRECTION -
ROUTINE - TIME TWO NINER TWO THREE ZERO ZERO ZULU, ETC.

745. RECEIPT PROCEDURES

Formal acknowledgment of message receipt is employed in station-to-station traffic handling. No message is considered delivered until a receipt is obtained.

a. The basic receipt procedure is that the receiving station transmits a receipt after each message or string of messages by the proword "Roger." Receipt of general messages indicates the member must, if called, be able to read back the message for which he rogered.

b. When the NECOS considers speed of handling a primary consideration, one station in the net may be directed to receipt for the message and no other stations may answer until instructed to do so. This does not prohibit any station from requesting repetition.

Example:

Station NNNØFAA sends a message to all stations this net (NNNØALS) and only desires a receipt from NNNØVMZ.

ALL STATIONS THIS NET - THIS IS - NNN ZERO FOXTROT ALFA
ALFA - ROUTINE - TIME THREE ZERO ONE THREE FOUR FOUR ZULU

- JULY TWO ZERO ZERO FOUR - BREAK - TEXT - BREAK - NNN
ZERO VICTOR MIKE ZULU - OVER

NNNØVMZ transmits:

THIS IS - NNN ZERO VICTOR MIKE ZULU - ROGER - OUT

NNNØIXF, having missed the date time group transmits:

NNN ZERO FOXTROT ALFA ALFA - THIS IS - NNN ZERO INDIA XRAY
FOXTROT - SAY AGAIN ALL BEFORE BREAK OVER

NNNØFAA transmits:

THIS IS - NNN ZERO FOXTROT ALFA ALFA - I SAY AGAIN ALL
BEFORE BREAK - ROUTINE TIME THREE ZERO ONE THREE FOUR FOUR
ZULU JULY TWO ZERO ZERO FOUR - BREAK OVER

NNNØIXF then receipts for the transmission.

746. BREAK-IN PROCEDURE

a. A station having a message of higher precedence than the transmission in progress may break-in and thus suspend that transmission in the following circumstances:

(1) IMMEDIATE - May break-in at once and pass the message. On a directed net, NECOS approval to transmit the message must be obtained.

Example:

**IMMEDIATE IMMEDIATE IMMEDIATE (necos) THIS IS NNNØJGV
OVER**

(2) PRIORITY - Same as for immediate except that only long routine messages should be interrupted.

b. The precedence spoken three times means "Cease transmitting immediately." Silence will be maintained until the station breaking in has passed his/her message.

c. Stations requiring urgent contact with another station, but not having message traffic to pass, may break-in by transmitting the call sign of the net control station of the net. The use of BREAK in radiotelephone procedure for the purpose of breaking into a net is not authorized.