

## VOICE RADIO PROCEDURE (Radio Telephony)

### A. Radio Telephony and Characteristics

1. Sometimes called Voice Radio (VR)
2. Substitute short range communications
3. Line-of-sight communications
4. Commonly used during exercises in area of operation

### B. DO's and Don't's of Microphone Techniques

#### 1. DO's

- a) Listen before transmitting - Unauthorized break-in cause confusion and delay
- b) Speak clearly and distinctly
- c) Speak slowly - A slowly spoken message will get faster through the line than a rapidly spoken message that has got to be repeated
- d) Be natural
  - Maintain normal speaking rhythm
  - Send your message phrase by phrase, rather than word by word
- e) Keep correct distance between lips and microphone
  - About 2 inches for most microphone
  - Too great distance – speech inaudible and background noises creep in
  - Too small distance-blaring and lasting result
- f) Pause momentarily - This allows the receiving station to interrupt your signal at other station with higher precedence traffic to break-in
- g) Adhere strictly to prescribed procedure - Up-to-date radiotelephone procedure is found in the effective edition of ADP 125

#### 2. DON'T's

- a. Don't transmit while surrounded by other persons loudly discussing the next maneuver or event
  - 1) Confuse receiving stations
  - 2) Serious security violations can result
- b. Don't press microphone button until absolutely ready to transmit
  - 1) Your signal or carrier blocks or interfered communications in the net
- c. Don't send test signals for longer than 10 seconds.
  - 1) Do not blow into a microphone for testing

### C. Establishing Communications:

1. Condition good-call only once
2. Condition bad-call repeated twice
3. Preliminary call - Call before transmitting a message
4. Collective call
  - a. Call sign for a group of ships or stations
  - b. Proword "EXEMPT" is used if necessary
5. Multiple Call
  - a. Consist of two (2) or more station or unit call signs
  - b. Stations or units called answer in alphabetical order as transmitted
6. Abbreviated Call
  - a. Call sign of the station being called be omitted when the call is part of an exchange of transmission between stations and when not confusion will result
7. Signal strength and readability
  - a. A station is understood to have a good readability unless otherwise notified
  - b. Question "How do you hear me or Radio Check "
  - c. "Five by Five" – must never be used to indicate quality and strength of reception
8. Nets
  - a. An organization of 2 or more stations in direct communications on a common channel
  - b. Radio-telephone nets are either Free or Directed Net –
    - 1) Free-net controlling station (NCS) authorized member stations to send their message without obtaining prior permission
    - 2) Directed Net – no stations may transmit a message without calling and obtaining permission from the net controls (NCS)
9. Establishing a Net
  - a. Call all stations within the net by the NCS using the collective call sign when opening a net for the first time
  - b. Stations answer in alphabetical order of their call signs
10. Authentication
  - a. Used to check the genuineness of a message or a station
11. Transmitting a message
  - a. Communications good
    - 1) Message parts need to be transmitted only once

- b. Communications difficult
  - 1) Call signs be made twice
  - 2) Phrases or groups transmitted twice as indicated by use of the proword word twice
  - 3) Reception may be verified by use of the proword "Read Back"
  - 4) Under such conditions preliminary calls normally are employed

12. Relay

- a. When used alone indicates that the stations called is to relay the message to all addresses
- b. Proword "RELAY TO" followed by an addressee, means that the station called is to relay the message to the station indicated.
- c. When more than one (1) station is called, the call sign of station to relay precedes the proword "RELAY TO".

13. Correcting an Error during transmission

- a. Proword "Correction is sent"
- b. Repeat the last word, group and phrase correctly sent and proceed with the message

14. Canceling a message during transmission

- a. Proword "DISREGARD THIS TRANSMISSION" is used
- b. A message which has been completely transmitted and receipt can be cancelled only by another message.

15. Repetition

- a. Proword "SAY AGAIN" is used
- b. Used when words are missing or are doubtful
- c. Usually requested by the receiving stations

16. Receipt

- a. Employed in station-to-station traffic handling
- b. No message considered delivered until a receipt is obtained
- c. Proword "ROGER" used as receipt after each message or string of message
- d. Receipt meant only that the message had been received satisfactory

17. Acknowledgement

- a. Reply from an addressee indicating that he has received a certain message, understand it and can comply with it.
- b. Request for an acknowledge in the word "Acknowledge"
- c. Proword WILCO reply for request for acknowledgement

- d. If not ready to acknowledge at the moment receipt the message with ROGER and WILCO together.

18. Break-in-Procedure

- a. Station having a message of higher procedure from the transmission in progress may break-in and thus suspend that transmission.
- b. Break-in when the station, transmitting pauses
- c. IF directed Net – obtain permission from NCS
- d. If free net – make preliminary call before transmitting the message
- e. Break-in not normally employed during transmission of tactical messages except to report enemy contact.

a) By the use of NEGAT

b) When two or more flag signals are flying under the same call – NEGAT hoisted on the adjacent halyard cancelled all signal flying. If only one signal is to be hauled down together when all addressee have acknowledge.

c) Correcting flaghoist signal – cancel signal in question and hoist correct signal.