Description

This module covers all the elements of voice procedure except procedures for the passing of messages using the WICEN Message Form.

Duration

1 Hour of instruction and 15 minutes of assessment per trainee

To Enrol

Contact your Region Coordinator

Syllabus

Voice Procedure

- Why use standard voice procedure (Security, Accuracy, Discipline)

- How to speak. (Rhythm, Speed, Volume, Pitch)

- Voice Procedure tools
  - Phonetics assist accuracy
    - Alphabet phonetics: Alpha, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet, Kilo, Lima, Mike, November, Oscar, Papa, Qubec, Romeo, Sierra, Tango, Uniform, Victor, Whisky, Xray, Yankee, Zulu
    - Numeral phonetics: Zero, Wun, Too, Thuh-ree, Fo-wer, Fiy-iv, Six, Seven, Ate, Niner
    - Punctuation: Full Stop, Comma, Slash, Dash, Colon, Semi Colon, Quote, Unquote, Open Bracket, Close Bracket, At Sign
  - Prowords - A word or short phrase with a standardised meaning used in place of a longer phrase or sentence to assist accuracy and discipline (and to a lesser extent, security)
    - Calling Prowords
      - THIS IS
        - Station 1 this is station 2 calling you
        - EG: Bravo THIS IS Charlie . . .
    - UNKNOWN STATION
      - Used to respond to a station whose callsign couldn't be identified
      - EG: UNKNOWN STATION THIS IS Bravo . . .
    - ALL STATIONS
      - Used to indicate all stations on a net
      - EG: ALL STATIONS THIS IS Charlie . . .
  - EXCEPT
    - Used to identify stations that need not respond to a call
    - EG: ALL STATIONS EXCEPT Delta THIS IS Bravo . . .
• Closing Prowords
  • OVER
    • I have finished transmitting & expect a reply
    • EG: ... end of text. OVER
  • OUT
    • I have finished transmitting & don’t expect a reply
    • EG: ... close down now. OUT
  • OUT TO YOU
    • I have finished transmitting to a station, but am about to call another station.
    • EG: ... ROGER, OUT TO YOU. Bravo THIS IS Delta ...
• Pausing Prowords
  • WAIT
    • I am pausing transmission for up to 5 seconds. Other stations may not use the frequency.
    • EG: ... I’ll just get the right form. WAIT
  • WAIT OUT
    • I am pausing transmission for more than 5 seconds. Other stations may use the frequency.
    • EG: ... I’ll just fetch the Official. WAIT OUT
• Non-Text Prowords
  • I SPELL
    • I am about to spell the word/group using phonetics.
    • EG: ... I SPELL Foxtrot Tango Papa ...
    • If you can, say the word first and afterwards
    • EG: ...hue, I SPELL Hotel, Uniform, Echo, hue...
  • FIGURES
    • I am about to send a group of numerals
    • Each digit sent individually
    • EG: ...need FIGURES Two Seven meals ...
  • GRID
    • I am about to send a six figure grid reference
    • EG: Move to GRID 123456.
• Mixed Groups
  • Groups made up of letters & numerals
  • Use FIGURES and I SPELL as necessary
  • EG: ...vehicle registration I SPELL Alpha, Juliet, Kilo, FIGURES Seven, Three, Seven.
• Acknowledgement Prowords
  • [I] ACKNOWLEDGE
    • [I] ACKNOWLEDGE
    • Used to request or provide acknowledgement of a transmission
    • EG: ... ACKNOWLEDGE OVER
    • EG: ... I ACKNOWLEDGE OVER
  • ROGER
    • Equivalent to I ACKNOWLEDGE
    • “Message received and understood”
    • EG ... ROGER OVER
• AFFIRMATIVE
  • “Yes” or “Permission is granted” or “That is correct”

• NEGATIVE
  • “No” or “Permission is not granted” or “That is not correct”

• WILCO
  • Contraction of Will Comply
  • Used to acknowledge the receipt and acceptance of a direct instruction
  • EG
    • Delta THIS IS Alpha, Move to checkpoint 3 now OVER
    • Alpha THIS IS Delta, WILCO OUT

• Repetition & Correction Prowords
  • [I] SAY AGAIN WORD/ALL BEFORE/AFTER
    • Request or response to a request for a repetition
    • EG: SAY AGAIN WORD AFTER Vehicle
    • EG: I SAY AGAIN WORD AFTER Vehicle, Registration.
  • CORRECTION
    • EG ...CORRECTION, WORD BEFORE Registration, Vehicle.
  • WORDS TWICE
    • I will be sending each word of my transmission twice
    • EG: … WORDS TWICE This this is is words words twice twice …
  • Repeat is NOT a proword

• Conversation Prowords
  • FETCH
    • Bring the nominated person the microphone
    • EG: Delta THIS IS Echo FETCH John Smith OVER
  • HERE IS
    • The person nominated is about to speak
    • EG: Echo THIS IS Delta HERE IS John Smith . . .

• Routing Prowords
  • RELAY FROM/TO/THOROUGH
    • Used to direct that a transmission be relayed to, from or via a third station
    • EG Delta THIS IS AWI RELAY TO Charlie …
    • EG Delta THIS IS AWI RELAY FROM Echo
    • EG Delta THIS IS AWI RELAY THROUGH Hotel

• Formal Message Prowords
  Covered in greater detail in message Handling Session
  • [Long] [Routine/Service/Urgent/PAN] FORMAL MESSAGE
    • Used to indicate that a station has a formal message to send
  • SEND
    • Used to indicate that the receiving station is ready to receive a message
  • MORE TO FOLLOW
    • Indicates a break in formal message transmission. Receiving stations should acknowledge receipt to this point, or request repetitions
  • MESSAGE ENDS
    • I have completed the transmission of the body of the message.
• [I] READ BACK
  • Used to request or indicate that a message is read back for confirmation

• SITREP
  • Used instead of MESSAGE to indicate that a Situation Report rather than a more general message will be sent.

• WICEN SERIAL
  • The following group of letters and figures is the unique identifier of this message.

• DATE/TIME
  • I am about to send a six figure Date/Time group

• FROM
  • This message is from the following person / position

• TO
  • This message is addressed to the following person / position

• Radio Check Prowords
  • RADIO CHECK
    • Provide a strength and readability report on my signal and I will do the same for yours
    • EG Oscar THIS IS AWI RADIO CHECK OVER
  • NOTHING HEARD
    • No transmission from the called station detected
  • ROGER
    • Equivalent of LOUD and CLEAR

• Signal Strengths
  • LOUD (best)
  • GOOD
  • WEAK
  • VERY WEAK
  • FADING (worst)

• Readabilities
  • CLEAR (best)
  • READABLE [BUT DISTORTED/INTERFERENCE]
  • UNREADABLE (worst)

• Types of Call
  • Individual
    • Single Station
    • EG: Charlie THIS IS AWI
  • Multiple
    • Multiple individually identified stations
    • EG: Charlie, Delta and Echo THIS IS AWI
  • Net
    • All stations or a predefined group of stations
    • EG: All Stations THIS IS AWI
  • Except
    • All Stations or group except those listed
    • EG: All Stations EXCEPT Charlie, Echo THIS IS AWI
• Answering calls
  • Individual Answer
    • EG: AWI THIS IS Charlie
  • Multiple, Net & Except Answer
    • Answer in alphanumeric order
    • Wait 5 seconds for previous station to respond
    • EG: AWI THIS IS Bravo. AWI THIS IS Charlie. (5 sec pause for Delta) AWI THIS IS Echo.

• Types of Radio Net
  • Free – No direction from any control station
  • Controlled – All communication controlled by control station (Also known as Directed)
    • Polled – A controlled net where the net control station calls each station in turn to solicit traffic

• Net Discipline
  • **Constant Radio Watch**
    • Notify NCS when station unattended
    • Notify NCS when station re-opens
    • Close only when given permission
    • Know the order of answering net calls – note the station before and after yours
    • Answer net calls in order
    • Speak clearly

• Net Maintenance & Radio Checks
  • Announce that a station you were calling was not heard if that is the case
  • Conduct Radio Checks to establish communications quality
  • Response to a Radio Check contains a signal strength & readability
    • Strengths: Loud, Good, Weak, Very Weak, Fading
    • Readabilities: Clear, Readable [But Distorted/Interference], Unreadable
    • Good Comms = ‘Loud & Clear’
    • ‘Loud & Clear’ can be abbreviated to ‘Roger’

• Joining a Net
  • When set up call Net Control using your normal callsign & advise them that you are in position & set up.
  • Net Control will direct you to adopt a WICEN callsign
  • If possible, questions should be asked at the briefing or on the transit net on the way to your location rather than on the main net.

• Leaving a Net
  • You may only leave an operating net with the permission of the Net Controller
  • When the days activities have finished, call Net Control & inform them and ask for permission to close your station
  • When permission is granted, announce that you are reverting to you personal callsign
  • Pack up your station
  • Announce your departure from the site on the transit net if applicable

• Net Diagrams – Show and explain a basic net diagram with a Net Control Station, Sub Stations, and a Substation that cannot be heard by Net Control.
Assessment

Join a net, conduct a radio check, pass informal traffic including using phonetics, respond to individual and net calls, and leave the net correctly.

Pass : A maximum of three errors carrying out the assessment tasks.

Resources

Instruction Material


Additional Resources