WICEN (Vic.) Inc.
Voice Procedure Training

Voice Procedure

☞ **Why Voice Procedure?**

☞ **Security**

☞ **Accuracy**

☞ **Discipline**

Speaking Clearly

☞ RSVP

☞ Rhythm - a steady, even rhythm

☞ Speed - Slightly slower than usual speech

☞ Volume - Normal speaking volume

☞ Pitch - Slightly higher than normal

Voice Procedure Tools

☞**Phonetics**

☞**Prowords**

Phonetic Alphabet

☞Alpha	Bravo	Charlie	Delta

☞Echo	Foxtrot	Golf	Hotel

☞India	Juliet	Kilo	Lima

☞Mike	November	Oscar	Papa

☞Quebec	Romeo	Sierra	Tango

☞Uniform	Victor	Whisky	XRay

☞Yankee	Zulu

Other Phonetics

☞**Numerals**

☞zero   wun   too   thuh-ree

☞fo-wer fiy-iv   six seven

☞ate niner

☞**Punctuation**

☞full Stop   comma   slash

☞dash   quote & unquote

What are 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 . . .

☞ **UNKOWN STATION**

　☛ Used to respond to a station whose callsign couldn't be identified

　☛ EG: UNKNOWN STATION THIS IS Bravo ...

Calling Prowords

☞ **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

Closing Prowords

☞ **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 ...

Non Text Prowords

☞**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**

☛ 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

Acknowledgement Prowords

☞ **AFFIRMATIVE**

☛ "Yes" or "Permission is granted" or "That is correct"

☞ **NEGATIVE**

☛ "No" or "Permission is not granted" or "That is not correct"

Acknowledgement Prowords

☞ **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**

☞ EG: SAY AGAIN WORD AFTER Vehicle

☞ EG: I SAY AGAIN WORD AFTER Vehicle, Registration.

☞ **CORRECTION, WORD BEFORE/AFTER**

☞ EG …CORRECTION, WORD BEFORE Registration, Vehicle.

Repetition & Correction Prowords

☞ **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

☞**Used to set up conversations between two individuals**

☞**FETCH**

☞Bring the nominated person the microphone

☞**HERE IS**

☞The person nominated is about to speak

☞**EG:**

☞Delta THIS IS Echo FETCH John Smith OVER

☞Echo THIS IS Delta HERE IS John Smith . . .

Routing Prowords

☞ **RELAY TO/FROM/THROUGH**

- ☞ 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] [precedence] 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

Formal Message Prowords

☞**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.

Formal Message Prowords

☞ **[l] 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.

Formal Message Prowords

☞**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

Radio Check Prowords

☞ **Signal Strengths**

☞ LOUD (best)

☞ GOOD

☞ WEAK

☞ VERY WEAK

☞ FADING (worst)

Radio Check Prowords

☞**Signal Readabilities**

   ☛CLEAR (best)

   ☛READABLE [BUT DISTORTED/INTERFERENCE]

   ☛UNREADABLE (worst)

Types of Call

☞**Individual Call**

☛Single Station

☛EG: Charlie THIS IS AWI

☞**Multiple Call**

☛Multiple individually identified stations

☛EG: Charlie, Delta and Echo THIS IS AWI

Types of Call

☞**Net (or Collective) Call**

☛All stations or a predefined group of stations

☛EG: All Stations THIS IS AWI

☞**Except Call**

☛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, Collective & Except**

☛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 Nets

☞**Free Net**

☛No direction from any control point

☞**Directed Net**

☛All traffic is directed by the Net Control Station (Also known as Directed)

☞**Polled Net**

☛Controlled net where 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