Amateur Radio Emergency Service

Network Voice Procedures

Condensed from Canadian Forces ACP-125F 2009-11-01 Updated and formatted on 2019-02-06

0. PURPOSE
This document is provided as a quick reference for ARES operators.

1. INTRODUCTION
Voice Procedures are required for the following reasons:
- - Radio communication is subject to interference, which can cause messages to be misunderstood.
- - Operation over long distances can lead to weak signals, which can also cause messages to be misunderstood.
- - If two people send at once, neither station will be heard properly.
- - Improper operation while under stress or during emergencies can lead to fatal errors.
- - The basic requirements are accuracy and circuit/network discipline.

2. ACCURACY

- Speaking Correctly:
   - o Hold the microphone between 1 and 6cm from the mouth. Ask for a report back to establish the correct distance for your mike.
   - o When speaking, keep a natural rhythm, dividing the message into sensible phrases.
   - o Speak slightly slower than normal conversation.
   - o Volume as for normal conversation. Shouting will cause over-modulation and distortion, and speaking softly will under-modulate the transmitter, causing weak and unintelligible
signals.
   - o Raise the pitch of voice slightly.

- Aids to Economy
o Prowords – words or phrases used to convey the exact meaning(will be revisited in Section 4):
   - OVER - My transmission is ended and I expect a reply.
   - OUT - My transmission is ended and I do not expect a reply.
   - WAIT OUT - I am not ready to receive, please stand-by.
   - I SAY AGAIN – Used by sender when making repetitions for emphasis.
   - ROGER – Message received and will be acted upon as necessary.
o The ICAO phonetic alphabet is the internationally acceptable form for use in radiotelephony. Letters must be pronounced as follows:

- A – ALPHA (ALFA)
- B – BRAVO
- C – CHARLIE
- D – DELTA
- E–ECHO
- F – FOXTROT
- G–GOLF
- H – HOTEL
- I – INDIA
- J – JULIET (JU-LIETT)

- K – KILO (KEELO)
- L – LIMA (LEEMA)
- M–MIKE
- N – NOVEMBER
- O–OSCAR
- P – PAPA (PAHPAH)
- Q – QUEBEC (KWIBECK)
- R – ROMEO (ROHMEO)
- S–SIERRA
- T–TANGO
- U – UNIFORM
- V–VICTOR
- W – WHISKEY
- X–X-RAY
- Y–YANKEE
- Z–ZULU

Figures are normally sent digit by digit, preceded by the proword 'FIGURES,' and must be pronounced as follows:

- 1 – WUN
- 2 – TOO
- 3 – THUH-REE
- 4 – FO-WER
- 5–FIFE
- 6–SIX
- 7–SE-VEN
- 8–ATE
- 9–NINER
- 0–ZERO

o Applicable prowords are:
  - I SPELL – Used when spelling out a word or letter group.
  - FIGURES – Used before groups of figures sent digit by digit, except in the case of call signs, grid references and time checks.
    - GRID – Used before any grid reference.
    - TIME CHECK – Request for a time check.
o Examples:
- "Please send a vehicle with a winch. OVER" could be sent as "Please send a vehicle with a winch. I SPELL – WHISKEY, INDIA, NOVEMBER, CHARLIE, HOTEL. OVER"

- "235 kilometers" – "FIGURES TWO THREE FIVE kilometers"
- "My position is GRID TWO EIGHT ONE SIX SIX NINE. OVER"

3. DISCIPLINE
- Only one station can speak at a time.
- Listen before speaking to ensure that the frequency is clear.
- Don't cut in on another transmission. Allow for other transmissions when only one of the stations in conversation on frequency may be heard by you.
- Pause after pressing the PTT (press to transmit) switch to prevent your first words not being transmitted properly.
- Pause at the end of a transmission before releasing the PTT.
- Ensure that the transceiver returns to a state of receive after transmissions.
- Identify yourself by callsign at the beginning of each transmission.
- Keep all communications as short as possible.
- No use of cursing or bad language on air will be tolerated.
- Be careful of what you say on the air – anyone can hear you on a clear channel. - Be considerate of other operators.

4. THE MESSAGE
- Prowords used during initial contact:
  o THIS IS–Indicate the identity of the calling station
  o RADIO CHECK–Used by a station when calling for a report of how it is being buy other stations
  o ALL STATIONS–A call to all stations on net.
  o EXEMPT(callsigns)–Stations excluded from, a 'all stations' call
  o UNKNOWN STATION–The identity of the station calling or replying to this stationis unknown.
- The proword OVER must be used to indicate the end of a transmission.
- The proword OUT indicates termination of a conversation.
- Prowords used during and at the end of the conversation:
  o OVER–My transmission is over and I expect you to reply on this subject.
  o SEND–You have permission to transmit your message.
  o ROGER–Message received and will be acted upon as necessary.
  o NOTHING HEARD–Indication that no signals have been heard from a particular station.
  o OUT– My transmission has ended and I do not expect a reply.
  o WAIT OUT–I am not ready to receive, please stand-by.

5. SIGNAL STRENGTH REPORTS

- You may be asked, or you may ask for a signal strength report, especially when establishing communications. The following prowords are applicable:
  o RADIO CHECK-Used by station when asking fo a report of how it is being heard.
  o GOOD AND READABLE-Communications satisfactory for working.
  o DISTORTED-Incoming signal is distorted.
  o WITHINTERFERENCE- Having trouble reading due to interference.
  o INTERMITTENT-Indicates intermittent reception.
  o WEAK BUT READABLE–Communication is workable but with difficulty.
  o UNREADABLE–Impossible for communications.
  o FADING–Communications may fail due to loss of your signal.

6. CORRECTIONS AND REPETITIONS

- The following prowords are applicable:
o CORRECTION- An error has been made in this transmission, or the message specified.
o CORRECT- You are correct.
o DISREGARD THIS TRANSMISSION-This transmission was made in error.
o ALL AFTER or ALL BEFORE-Used with references to a words or phrases when requesting or giving repetitions or corrections.
o WORDAFTER- I refer to the word following........
o WORDBEFORE- I refer to the word that precedes........
o READBACK- Order to a station to repeat back a message exactly as received.
o SAY AGAIN- Request for repetition of all or part of a message.
o I SAY AGAIN– Used by a sender when making repetitions for emphasis.

7. RELAY PROCEDURE

- The following prowords are applicable:
o RELAY TO-Transmit this message to all addresses or the address designation immediately following.
o RELAYFROM-Used by relaying station to indicate the originating station of the message.
o RELAYTHROUGH–Instruction to a station to relay through another.

8. MISCELLANEOUS INSTRUCTIONS

- The following prowords are applicable:
o ASSUME CONTROL-Ordering a substation to assume control of the net.
o DO NOT ANSWER- Stations called are not to answer this message or otherwise to transmit in connection with this transmission. When this proword is used, the transmission should be ended with the proword OUT.
o FETCH- Used to indicate to whom the caller wishes to speak.
o SILENCE- (spoken3times) Cease transmitting immediately (and until instructed to resume).
o SILENCE LIFTED-Resume normal transmissions. Silence can only be lifted by the station imposing it (Normally the net control station, or by a higher authority).
o SPEAK SLOWER- Reduce speed of transmission.
o WAIT- A pause of a few seconds follows. Other stations must not interrupt.
o WAIT OUT- I have finished for the time being (or cannot at present accept the message offered) and will call you later. Other stations may transmit if necessary.

9. ACP-125F

- The preceding is a very condensed version of the procedures laid out in Canadian Forced ACP-125F. It is strongly recommended that users take the time to study ACP-125F, and put same into practice for efficient voice communication for ARES usage.