



Tactical Communications – A Process Publication Carlos Smith AA7SB 13NOV02 Rev 1

## COMMUNICATIONS ACADEMY – TACTICAL COMMS

- A. Tactical and Strategic communications are two purposes of operational communications, both historically attributed to military applications. Both purposes function to:
1. Support some form of command and control hierarchy.
  2. Facilitate information transfer between individuals and groups of individuals in support of operations, intelligence, logistics, and administration, all necessary to the exercise of command.
- B. Tactical communications are defined as those self-contained within a specific organization or structure, or which support a homogeneous purpose or activity, e.g., hospital communications for hospital, SAR; local emergency command and control nets.
- C. Strategic communications systems are generally global in nature and are operated on either a common-user (e.g. point-to-point) or special purpose basis. While a strategic system may be confined within a specified area, or may be limited to a particular type of traffic, the configuration is such that inter-operation with other strategic systems is possible when desired or required. Equipment and procedural compatibility between strategic systems is essential to facilitate efficient traffic interchange.
- D. The Western Washington Medical Services Emergency Communications (WWMSEC) nets can be, for the purpose of this model, considered Tactical Communication Nets. Our organizational mission includes the provision of vital communications support to health care organizations and supporting agencies during a disaster or emergency situation. Within the changing world of our emergency response community, we must look ahead to the possibility of expanding our mission to long-range, and more comprehensive integration with other organizations and agencies to address needs entailed by emergency evolutions.
- E. User Responsibilities:
- The effectiveness of any communications system is directly influenced by those it serves. This is true whether the user is the radio operator, or the individual providing and receiving information from the radio operator. To realize maximum benefits from available services, it is essential that the all user be familiar with the mission and capabilities of the communications system, as well as with the guidelines governing its use.

The following definitions and guidelines are intended to facilitate effective accomplishment of our mission utilizing Tactical Communications:

## 1. TACTICAL COMMUNICATIONS - OVERVIEW

### 1.1 GENERAL

Communications requiring expeditious delivery are normally prepared for transmission as brief and concise messages. Whether these messages take the form of formal messages, or are anecdotal message traffic, they should remain within the protocols established for the communication system. For our purposes, these protocols are determined by the NCS.

### 1.2 ORIGINATOR

- a. The originator of a message is the authority in whose name a message is sent, or is under direct control of the authority approving a message for transmission.
- b. The originator is responsible for the functions of the drafter and releasing officer.
  - (1) A drafter is a person who actually composes a message for release by the originator or the releasing officer.
  - (2) A releasing officer is a person who may authorize the transmission of a message for and in the name of the originator.

### 1.3 RESPONSIBILITIES OF THE ORIGINATOR

- a. The originator of a message has certain definite responsibilities, as follows:
  - (1) Determining whether the message is necessary. A message is not to be used when a letter or other form of communication will suffice.
  - (2) Determining the addresses and the type of message.
  - (3) Ensuring proper use of the prescribed message form. For WWMST, there are several forms with specific applications.
  - (4) Ensuring that the releasing officer signs the message.
  - (5) Forwarding the message for transmission.

### 1.4 TEXT

### 1.5 BREVITY

- a. The need for brevity in message preparation is stressed. To avoid misinterpretation and further explanatory messages, the message must state exactly what is meant and must not be vague or ambiguous. Consistent with this axiom, all unnecessary words are to be eliminated. Commonly used conjunctions, prepositions and articles such as **AND, BUT, FOR, IN, ON** and **THE** are to be eliminated unless essential to the meaning.
- b. Abbreviations and short titles are used in messages in order to shorten the text, thereby saving transmission time. Indiscriminate and injudicious use, however, results in loss of intelligibility and exactness in communications. In general, only those abbreviations and short titles agreed for use between the originator and all addressees of a particular message may be used. In addition, the following guides also should be used:
  - (1) Use only abbreviations and short titles that serve a useful purpose, such as: points of the compass; map coordinates; model designations and symbols for common types of aircraft, vehicles, equipment; technical terms when communications between activities or individuals in the same field such as medical, or communications-electronics terms; universally known geographical locations.
  - (2) After initially spelling out a word, term, or organization in conjunction with its abbreviation or short title, the contraction may then be used alone in the same message, e.g., Emergency Operations Center (EOC).
  - (3) Generally, words of five letters or less shall not be abbreviated.

**1.6 PUNCTUATION**

- a. Punctuation is not used unless necessary to the sense of the message. When it is essential to employ punctuation, the following abbreviations and symbols may be used:

Punctuation	Abbreviation	Symbol
Question Mark	QUES	?
Hyphen		-
Colon	CLN	:
Parenthesis/Left Hand Bracket	PAREN	(
Parenthesis/Right Hand Bracket	UNPAREN	)
Period/Full Stop	PD	.
Comma	CMM	,
Semicolon	SMCLN	;
Slant/Oblique Stroke	SLANT	/
Paragraph	PARA	
Quotation Marks	QUOTE -UNQUOTE	“

- b. When a message is written in freehand it may often be advisable to encircle the symbols for periods/full stops and commas to make them more conspicuous.

**1.7 ACKNOWLEDGEMENTS**

- a. An acknowledgement is a communication indicating that the message to which it refers has been received and the purpose is understood by the addressee.
- b. Instructions to acknowledge mean, "An acknowledgement of this message (or message indicated), when understood, is required." When the importance of an operational message necessitates an immediate acknowledgement in force, the phrase "acknowledge immediately" should be included in the text of the message.
- c. Message acknowledgement will be made only:
- (1) When specifically requested by the word(s) "acknowledge" or "acknowledge immediately" appearing as the last word(s) of the text.
  - (2) When requested by a separate message. A separate message is used when the need for an acknowledgement is determined after release of the original message.
- d. Requests to acknowledge a message shall apply to the action addressee(s) only, unless otherwise stated.
- e. The acknowledgement of a message, when required, shall be composed as follows:
- (1) The word YOUR or the address designator actually used to represent the originator.
  - (2) The message reference (date-time group, reference number, etc).
  - (3) The word "ACKNOWLEDGED."
- EXAMPLE; YOUR 121314Z APR 02 ACKNOWLEDGED*
- f. An acknowledgement should not be confused with a reply, but a prompt reply to a message may save a subsequent request for acknowledgement.

**1.8 CORRECTIONS**

Circumstances sometimes arise in which it becomes necessary for the originator to change the substance or phraseology of a message after it has been transmitted. Small changes can usually be made by means of a new message containing corrections to the original message. When the change is lengthy, it is advisable to cancel the original message and originate a new message. Any message requiring alteration before transmission shall not be changed by the communications center but must be referred back to the originator.

**1.9 REPETITIONS, CHECKS AND VERIFICATIONS:**

- a. There are three methods available for requesting the retransmission of the whole or part of a message, which has been received.
  - (1) Repetition - This is for use between operators when a message has been incorrectly or incompletely received.
  - (2) Verification - This requires the originator to verify the complete message or portions indicated.

**2. RADIO FREQUENCIES –**

**2.1 GENERAL**

- a. The assignment of radio frequencies is a function of net control. For technical reasons, the greatest practicable degree of coordination is necessary in making frequency assignments, and the responsibility for insuring such coordination rests upon net control.
- b. The radio frequency spectrum available for amateur use is limited. Maximum economy in frequency users is, therefore, essential and must be constantly exercised by assignment authorities. Thorough coordination of frequency usage is essential to prevent harmful interference.

**2.2 HARMFUL INTERFERENCES**

- a. Harmful interference is any emission, radiation or induction, which seriously degrades, obstructs or repeatedly interrupts a radio communication service operating in accordance with international regulations.
- b. Interference is to be expected within the congested portions of the frequency spectrum and often must be tolerated. Assignment of replacement frequencies should be considered when other efforts at interference reduction are impracticable.
- c. When harmful interference occurs, action should be taken in the following order:
  - (1) Determine the source, if possible.
  - (2) If the source is local, attempt to reduce the interference or eliminate by direct action.
  - (3) If local action is impracticable or unsuccessful, report the circumstances to net control. The report should include the following information.

**2.3 USE OF CALL SIGNS:**

- a. Call signs are used primarily for establishing and maintaining communications. Call signs may also be used as address designators when the call sign indicates the addressee or originator.
- b. Tactical call signs have a limited area of application. They should not be introduced outside of their normal area of application unless the command assigned such call signs has notified all interested commands in advance.

## 2.4 GENERAL CALLING PROCEDURES

### 2.4.1 DOUBLE CALL SIGN CALLING PROCEDURE:

A method of establishing and conducting communications by which the call sign of the station called is employed followed by the call sign of the calling station separated by the proword "THIS IS." This is agreed as the standard method for conducting combined communications. Details of this procedure follow.

### 2.4.2 VOICE PROCEDURE

The term Voice Procedure encompasses two related elements:

- a. **Protocol.** The rules of use – how to start and finish a message. On mixed voice and data nets this includes the prowords used for the passage of data traffic. Protocols are designed to reduce wherever possible, consistent with accuracy, the time spent in the transmission of voice communications drills, message text and data traffic.
- b. **Callsigns.** Figures, letters, or combinations of both used to identify a communications station, a facility, or an individual on a radio net. Contrary to the military or public response community Callsign systems devised to make all nets sound the same to an intercepting operator or analyst, our Callsign system is devised to make each station easily identifiable to an intercepting operator to facilitate emergency operations. By combining Geographic or facility identifiers, and utilizing amateur radio call signs at each transmission completion, we enable brevity and reduce confusion in identifying communicating stations.
- c. Voice Procedure is necessary because:
  - (1) Speech on a congested voice net must be clear, concise and unambiguous. To avoid interference between speech and data, it will often be expedient to assign the passage of data traffic to alternate logistic or admin nets rather than to those directly associated with command and control.
  - (2) Some form of discipline is needed to ensure that transmissions do not overlap, if two people send at one time the result is chaos.
- d. Adherence to procedure is necessary on all voice nets. Departure from, or variations in these procedures decreases voice net effectiveness. Such action can reduce accuracy and speed, and create confusion. If the procedure does not cater for a specific situation, common sense and training experience should be used as a guide. Standard procedure should not be substituted with individually preferred methods, or the latter used as an excuse for lack of procedural expertise.
- e. The Voice Procedure guidelines are frequently reviewed and changed as necessary. Suggestions for change are welcome and should be forwarded to net control for coordination and dispatch to the WWMST.

### 2.4.3 CALLSIGNS

- a. A callsign is a combination of letters and figures that identify a communication facility, an organization, or an individual on a radio net. Its primary use is to establish and maintain communications. The callsign system to be used on our tactical nets consists of the name of the hospital facility. Amateur callsigns are used on the final transmission between called and calling station, in accordance with FCC rules.
- b. After the initial call between two stations, callsigns may be dropped altogether unless confusion is likely to arise by so doing. In different circumstances, users may abbreviate callsigns once communications have been established.
- c. Full Tactical callsigns are to be used on the following occasions:
  - (1) When first establishing a net.
  - (2) When reporting into a previous established net.
  - (3) In the transmission instructions and address components when a message is required to be relayed to a station on a different net.

#### 2.4.4 Avoiding Unnecessary Transmissions

The necessity for each radio transmission should be carefully considered. radio is often used habitually when adequate alternative methods of communication are available. Having decided to make a transmission, called stations should be limited to essential addressees only to avoid unnecessary replies and acknowledgements. The checking of communications and associated transmitter tuning and testing should be reduced to an absolute minimum.

- a. Procedure. Poor procedure can increase transmission time and cause a series of unnecessary transmissions requesting clarification. Strict adherence to correct message procedure and communication drills, combined with good net discipline, will minimize transmission time.
- b. Use of Alternative Means of Communications. The maximum use should be made of communications other than radio when available, particularly where a delayed response is acceptable to the originator.
- c. Voice procedure is designed to provide the fastest and most accurate method of speech transmission. All messages should be pre-planned, brief and straightforward. Ideally, messages should be written down: even brief notes reduce the risk of error. Messages should be constructed clearly and logically in order not to confuse the recipient.

#### 2.4.5 SPEECH TECHNIQUE

The correct use of audio equipment and clear, concise speech over the radio are essential if transmissions are to be successfully received and understood at the first attempt.

- a. Use of Audio Equipment. In many situations, particularly in noisy or difficult conditions, the use of headsets fitted with a noise-canceling microphone is preferable to loudspeakers: a headset will aid concentration and the audibility of the incoming signal. The double-sided, noise canceling microphone is designed to cancel out surrounding noise, for example generator noise or ambient noise within an emergency stricken facility, allowing speech entering on one side to pass freely. The microphone should be as close to the mouth as possible.
- b. **Method of Speech.** The key words to remember are Rhythm, Speed, Volume and Pitch (RSVP).
  - (1) **Rhythm.** Use short sentences divided into sensible phrases that maintain a natural rhythm; they should not be spoken word by word. Where pauses occur, the pressed switch should be released to minimize transmission time and permit stations to break in when necessary.
  - (2) **Speed.** Speak slightly slower than for normal conversation. Where a message is to be written down by the recipients, or in difficult conditions, extra time should be allowed to compensate for the receiving station experiencing the worst conditions. Speed of transmission is easily adjusted by increasing or decreasing the length of pauses between phrases, as opposed to altering the gaps between words; the latter will create an unnatural, halted style of speech, which is difficult to understand.
  - (3) **Volume.** Speak as if for normal conversation. Shouting causes distortion (i.e. Over modulation).
  - (4) **Pitch.** The voice should be pitched slightly higher than for normal conversation to improve clarity.

**2.4.6 AIDS TO ACCURACY**

- a. Pronunciation of Letters. To help identify spoken letters of the alphabet a standard phonetic word alphabet is used. Each letter of the alphabet is represented by a uniquely pronounced word to enable consistent and accurate pronunciation. For example, BRAVO is the phonetic equivalent of the letter B and DELTA equates to the letter D.
- b. Phonetic Alphabet. The following alphabet table shows the phonetic word equivalent of each Letter as it is written and then as it is spoken. The underlined portion of the spoken words indicates the syllables that require emphasis.

Letter	Phonetic	Spoken as	Letter	Phonetic	Spoken as
A	ALFA	AL-FAH	N	NOVEMBER	NO-VEM-BER
B	BRAVO	BRAH-VO	O	OSCAR	OSS-CAH
C	CHARLIE	CHAR-LEE	P	PAPA	PAH-PAH
D	DELTA	DELL-TAH	Q	QUEBEC	KEH-BECK
E	ECHO	ECK-OH	R	ROMEO	ROW-ME-OH
F	FOXTROT	FOKS-TROT	S	SIERRA	SEE-AIR-RAH
G	GOLF	GOLF	T	TANGO	TANG-GO
H	HOTEL	HOH-TELL	U	UNIFORM	YOU-NEE-FORM
I	INDIA	IN-DEE-AH	V	VICTOR	VIK-TAH
J	JULIETT	JEW-LEE-ETT	W	WHISKEY	WISS-KEY
K	KILO	KEY-LOH	X	XRAY	ECKS-RAY
L	LIMA	LEE-MAH	Y	YANKEE	YANG-KEY
M	MIKE	MIKE	Z	ZULU	ZOO-LOO

- c. Pronunciation of Figures. Whenever figures are spoken in single digits over radio they are pronounced as shown in the following table. The underlined portion of the spoken words indicates the letter or syllables requiring emphasis.

Figure	Spoken as	Figure	Spoken as
1	<u>WUN</u>	6	<u>SIX</u>
2	<u>TOO</u>	7	<u>SEV-EN</u>
3	<u>TREE</u>	8	<u>AIT</u>
4	<u>FOW-ER</u>	9	<u>NINE-ER</u>
5	<u>FIFE</u>	0	<u>ZE-RO</u>

**2.4.7 RULES FOR SPELLING**

- a. Plain Text. Spelling is necessary when difficult radio conditions prevent the reception of an obscure word, or of a word or group, which is unpronounceable. Such words or groups within the text of plain language messages may be spelt using the phonetic alphabet; they are preceded by the proword “I SPELL”. If the word is pronounceable and it is advantageous to do so, then it should be spoken before and after the spelling to help identify the word.

*Example 1. Pronounceable word – UNNA: ...”UNNA- I spell, Uniform November November Alfa”.*  
*Example 2. Unpronounceable word or group – UTFX: ...”I spell, Uniform Tango Foxtrot Xray”.*

- b. Exceptions to this rule, when letters are always spoken phonetically wherever they appear, and without the proword I SPELL are:
  - (1) Callsigns and Net Identification Signs (NIS)



**2.4.8 RULES FOR FIGURES**

- a. When radio conditions are satisfactory and confusion will not arise, figures in the text of a message may be spoken as in normal speech. During difficult conditions, or when extra care is necessary to avoid misunderstanding, figures are sent digit-by-digit preceded by the proword FIGURES. This proword warns that figures follow immediately, to help distinguish them from other similarly pronounced words.

Examples:

Figure	Satisfactory conditions	Difficult conditions
23	Twenty three	FIGURES two three
50	Fifty	FIGURES five zero
146	One hundred and forty six	FIGURES one four six
200	Two hundred	FIGURES two zero zero
1009	One thousand and nine	FIGURES one zero zero nine
1630 hours	Sixteen thirty hours	FIGURES one six three zero
Hours		
2800	Two thousand eight hundred FIGURES two eight zero zero	
12000	Twelve thousand	FIGURES one two zero zero zero

**2.4.9 RULES FOR MIXED GROUPS**

The rules for sending mixed letter/figure groups incorporate the same principles that apply to sending letters and figures separately. The same information may be sent in two different ways depending on the circumstances.

<i>Example 1. Satisfactory conditions:</i>
Mixed group spoken as
DSW 50 MIL
<i>Example 2. Difficult conditions:</i>
Mixed group spoken as
DSW 50 MIL I SPELL DELTA SIERRA WHISKEY FIGURES FIVE ZERO MIKE INDIA LIMA

**2.5 AIDS TO BREVITY**

- a. Abbreviations. Although originally designed to save time in writing, abbreviations will often save time in speech. Many abbreviations are so commonly used in normal speech they are more familiar than their original unabbreviated form. The use of such abbreviations in radio transmissions is to be encouraged provided that:
  - (1) They are quicker and easier to use than the full word.
  - (2) They are sufficiently well known to avoid any confusion and subsequent confirmatory transmissions.
  - (3) Where an abbreviation has more than one meaning, the intended meaning is obvious to the addressee from its context or frequent usage.
- b. Whether abbreviations are spoken as such, spelt phonetically or expanded to their unabbreviated form, will depend on prevailing radio conditions and the circumstances in which they are used. The following common sense rules should be applied to take account of conditions:
  - (1) Satisfactory Conditions. To ensure that the advantage of brevity that abbreviations provide is not lost, they will be spoken as in normal speech.

Examples:

*RV as RV instead of "I spell Romeo Victor".*  
*DR as DR instead of "I spell Delta Romeo".*  
*ETA as ETA instead of "I spell Echo Tango Alfa".*

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- (2) Difficult Conditions. In conditions that require amplification of common abbreviations normally spoken as such, it is usually quicker and easier to use the full word than to waste time and effort in spelling.

Examples:

*Dispatch Rider is better than "I spell Delta Romeo".*

*MIL (Milliliter) is better than "I spell Mike India Lima".*

- c. Abbreviations should only be spelt phonetically when it is either quicker or easier to do so, or the spelling will be more readily received and understood than the full word or phrase. Examples where spelling is more appropriate than the full words are:  
*"I spell November Bravo Charlie" instead of "Nuclear Biological and Chemical".*  
*"I spell Lima November Golf" instead of "Liquefied Natural Gas."*  
*"I spell Uniform Tango Mike" instead of "Universal Transverse Mercator."*
- d. Where necessary the sender of a message may, on behalf of the drafter, expand common abbreviations during difficult conditions or when a transmission can be simplified. Where any doubt exists as to the drafter's intentions, abbreviations should never be expanded but spelt phonetically leaving the addressee to interpret the meaning. The abbreviation DF can mean "Data File" or "Direction Finding"; if the intended meaning is not obvious then DF should be spelt phonetically.
- e. Procedure Words (Prowords). To keep voice transmissions as brief and clear as possible standard prowords are used in place of whole sentences. Prowords are easily pronounced and recognized words or phrases used to convey a specific predetermined meaning, for example:

Proword	Meaning
ROGER	I have received your last transmission satisfactorily
OUT	This is the end of my transmission to you and no answer is required or expected

- f. Punctuation. Punctuation is not to be used unless it is necessary to the sense of a message, and should rarely be required in radio messages where the originator makes his own transmission. Punctuation can occur more often in written informal or formal messages. When the use of punctuation is essential, it should be written and spoken as follows:

Punctuation	Spoken as	Symbol or	Abbreviation
Full stop/period	Full stop	.	PD
Comma	Comma	,	CMM
Slant/Oblique	Slant	/	
Hyphen	Hyphen	-	
Left-hand bracket	Brackets on	(	Paren
Right-hand bracket	Brackets off	)	Unparen
Colon	Colon	:	CLN
Semi-colon	Semi-colon	;	SMCLN
Question Mark	Question mark	?	Ques
Decimal point	Day-See-Mal	.	Point

- g. Brevity Codes. Messages transmitted in a set format may be shortened through the use of brevity codes. A brevity code is a list of numbers or letter, which equate to a standard predetermined vocabulary of words or phrases, for example equipment and commodity codes. Brevity codes can reduce long stereotyped sentences or lists to a few characters and save considerable time in transmission. An example is the Medical Services Team Medical Supply List, which uses item numbers to identify specific medical supplies.

**2.5.1 CHARACTER LEGIBILITY**

Legible writing is essential if handwritten messages are to be transmitted and received accurately. All handwritten messages drafted for transmission are to be written in capital letters, The following conventions for written characters and symbols are to be observed when drafting and receiving messages:

- a. The figure ZERO is written with a slant through it to distinguish it from the letter OSCAR.
- b. The figure ONE is written with a line underneath to distinguish it from the letter LIMA.
- c. The letter ZULU is written with a hyphen through it to distinguish it from the figure TWO.

<b>Proword</b>	<b>Explanation</b>	<b>Prosign/OPSIG</b>
ACKNOWLEDGE (ACK)	An instruction to the addressee that the message must be acknowledged	QSL
ALL AFTER	The portion of the message to which I have reference is all that follows	AA
ALL BEFORE	The portion of the message to which I have reference is all that precedes	AB
ASSUME CONTROL	You will assume control of this net until further notice	
BREAK	I hereby indicate the separation of the text from other portions of the message	BT
CORRECT	You are correct, or what you have transmitted is correct	C
CORRECTION	An error has been made in this transmission. Transmission will continue with the last word correctly transmitted. An error has been made in this transmission (or message indicated). The correct version is.....That which follows is a corrected version in answer to your request for verification	
DISREGARD THIS TRANSMISSION	This transmission is in error, disregard it.	

**2.6 RADIO DISCIPLINE.**

**2.6.1 GENERAL**

- a. Radio discipline is a fundamental ingredient of voice procedure without which a radio net cannot function efficiently. In addition to reducing communications efficiency and accuracy, inadequate radio discipline can result in a serious degradation of security standards.
- b. It is the NCS responsibility to impose and maintain discipline on a radio net. A commander may choose to exercise that responsibility through the control station. All radio nets or links must have a designated control station. In the absence of instructions to the contrary, the control station is that station serving the senior headquarters or location.
- c. During difficult conditions, net efficiency can deteriorate even more rapidly if the control station permits poor operating standards.

**2.6.2 RULES FOR RADIO DISCIPLINE.**

The following rules for radio discipline are mandatory on all radio nets. Every station must adhere to the following.

- a. Always:
  - (1) Use correct voice procedure.
  - (2) Maintain a constant listening radio watch unless specific instructions or permission has been received to the contrary. This requires that at least one person be nominated to monitor the radio regardless of the circumstances. All aspects of voice procedure are based on the assumption that stations will respond to the call immediately.
  - (3) Ensure that the correct frequency is in use.
  - (4) Answer calls in the correct order and without delay.
  - (5) Listen carefully before transmitting to ensure that the frequency is clear and, where possible allow for stations that cannot be heard.
  - (6) Release the pressed switch promptly.
  - (7) On releasing the pressed switch, ensure that the radio returns to the receive condition.
- b. Never:
  - (1) Violate radio silence.
  - (2) Make unnecessary or unduly long transmissions.
  - (3) Engage in unofficial conversation or operator's chat.
  - (4) Speak faster than the station experiencing the worst reception conditions can be expected to receive, thus avoiding needless repetition.
  - (5) Show loss of temper or resort to profane language.

**2.6.3 RADIO LOGGING**

- a. Whenever practical to do so, radio logs are to be maintained on all radio nets. Not all types of stations will be able to keep a full log. The operator in an mobile triage activity is not expected to maintain a log as neatly or completely as say a watch keeper in a facility that is dedicated to a single task.
- b. Subject to the above, the radio log should contain a complete and continuous record of all transmitted and received messages, and information concerning the radio net. The log should be written legibly in the operator's own hand, and include all relevant details and timings of the following:
  - (1) All transmitted and received informal messages and voice conversations in full or, where this is impractical, the gist of a message in sufficient detail to provide adequate reference information. Operators should attempt to log messages between other users of the radio net, but it is accepted that the logging of traffic between third parties is likely to be of second priority during busy periods.
  - (2) The identity of formal messages written separately on a message form.
  - (3) The opening and closing of the radio stations on the net.
  - (4) Changes in operating frequency and interference reports.
  - (5) Sufficient reference data to identify all other calls or procedural messages transmitted or received on the net.
  - (6) Entries to the effect that the radio receiver is operating correctly in the receive condition. (These should be made at regular intervals during periods of net inactivity.)
  - (7) Reports of stations with whom contact is difficult or suspect, amplified with any corrective action taken.
  - (8) Unusual occurrences such as procedural violations, or suspected deception or jamming. Entries should include the reporting action taken.
  - (9) Handover and takeover by the radio station operators. The receiving operator is to record his name, and amateur call sign to the effect that the transfer has been completed satisfactorily.
- c. Good log keeping is an essential part of the efficient operation of a radio station, particularly at Net Control where the operator is responsible for other stations on the net.

- d. Radio logs to be forwarded to net control for record purposes..

#### **2.6.4 LONG MESSAGE PROCEDURE**

Long Message Procedure is required to reduce time spent on the air and allow another station to break in with precedence traffic if required. Transmission length should be no longer than 20 seconds in any one transmission.

Example:

*MedNet – THIS IS – Harborview – Long Message – OVER*

*THIS IS – MedNet – Send – OVER*

*THIS IS – Harborview – Text (transmit for 20 seconds maximum)– ROGER so far – OVER*

*THIS IS – MedNet – ROGER – OVER*

*Harborview pauses for approximately 5 seconds to allow another station to break in if required.*

*THIS IS – Harborview – Text (continue with remainder of message, again transmitting in 20 second periods repeating the procedure as necessary to transmit the entire message). – OVER*  
*On completion of entire transmission receiving station (MedNet) will receipt, obtain repetitions or confirmations as necessary as normal.*

#### **2.6.5 MESSAGE FORMAT**

a. Each message prepared will have two PARTS:

(1) Heading.

- a. This will contain the originator , addressee(s), and the transmission identification

(2) Text

- a. Body of the message.

#### **2.7 COMMUNICATING GENERAL**

- a. To use circuit time more efficiently, all messages or their substance should be written down prior to transmission. Those messages which must be delivered by the receiving operator to another person, or which are preceded by the proword MESSAGE, shall be written down.
- b. Transmissions by radiotelephone shall be as short and concise as practicable, consistent with clarity. The use of standard phraseology enhances brevity.
- c. Radiotelephone transmissions should be clear, with natural emphasis on each word except the prescribed pronunciation of a numeral, and should be spoken in natural phrases, not word by word.
- d. If it is technically practical, the operator shall, during the transmission of a message, pause after each natural phrase and interrupt his transmission (carrier) 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 circuit is clear before making any transmission.
- f. When it is 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 and will be composed of spoken numerals (1, 2, 3 etc.) followed by the call sign of the station transmitting the signals.

### 2.7.1 ESTABLISHING COMMUNICATION

**The Call.** The call of a message serves to identify the stations between which that particular message is being transmitted. It may also serve as the address of the message when the designators of the originator and addressees are the same as the call signs of the stations in communication with each other on the same circuit.

a. The call may take one of the following forms:

(1) Full Call

*MedNet - Call sign of receiving station*

*THIS IS – From*

*Harborview - Call sign of transmitting station*

(2) Abbreviated Call. The call sign of the called station may be omitted when a call is part of an exchange of transmissions between stations and no ambiguity will result.

*THIS IS - From*

*Harborview - Call sign of transmitting station*

(3) Full call signs must be used when establishing communications. For speed of working when conditions are good, particularly on large nets, the receiving station may omit the proword THIS IS when responding to a call or receipting for a transmission.

(4) When two stations are in continuous communication with each other on a net not shared by a third station, the call may be omitted entirely, provided no confusion would result. This provision may apply to any two stations within the same net that are in continuous communications with each other.

b. Before passing traffic it may be necessary to establish the reception conditions for all stations. Example A (Good conditions):

*MedNet transmits:*

*University – THIS IS MedNet – OVER*

*University answers the initial call:*

*THIS IS University*

*MedNet having nothing for University, transmits:*

*University – THIS IS MedNet – No Traffic OUT.*

### 2.7.2 DIRECTED AND FREE NETS

a. The type of net and method of operation is determined from consideration of operational factors involved.

(1) Free Net – In this type of net, the net control station (NCS) authorizes member stations to transmit traffic to other stations in the net without obtaining prior permission from the NCS. Free net operation does not relieve the control station of the responsibility for maintaining circuit discipline.

(2) Directed Net – In this type of net, stations obtain permission from the NCS prior to communicating with other stations in the net. Permission is not required for the transmission of Extremely High Priority messages, which shall be sent direct. Transmissions on a directed net may also be accomplished in accordance with predetermined schedules.

b. A net is deemed to be a free net unless otherwise ordered. When it is required to change a free net to a directed net, or vice versa, one of the prowords THIS IS A FREE NET or THIS IS A DIRECTED NET shall be used by the NCS.

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- c. Directed Nets:  
(1) The following example illustrates the manner in which the NCS announces that the net is directed and requests the amount and precedence of traffic to be transmitted (assuming abbreviated call signs are in use).

Example:

*MedNet transmits:*  
*All Stations – THIS IS – MedNet – THIS IS A DIRECTED NET – of what precedence and for whom are your messages – OVER*  
*Each subordinate station then answers in the alphanumeric order of his full call sign, indicating traffic on hand:*  
*THIS IS – Ballard – ROUTINE for Nine Two – OVER*  
*THIS IS – Group Health – No Traffic – OVER*  
*THIS IS – Harborview – No Traffic – OVER*  
*THIS IS – SWEDISH – PRIORITY for Group Health – OVER –*  
*THIS IS – Valley General – No Traffic – OVER*  
*THIS IS – University One IMMEDIATE and one ROUTINE for you – OVER*

**2.7.3 PRELIMINARY CALLS**

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

Example A:

*BALLARD wishes to transmit a message to HARBORVIEW and desires to know if HARBORVIEW is ready to accept it. BALLARD transmits:*  
*Harborview – THIS IS – Ballard – MESSAGE – OVER*  
*HARBORVIEW, ready to accept the message, transmits:*  
*THIS IS – Harborview – SEND YOUR MESSAGE – OVER*  
*BALLARD transmits:*  
*THIS IS – Ballard – ROUTINE, etc.*

Example B:

*SWEDISH wishes to transmit a message to GROUP HEALTH and desires to know that GROUP HEALTH is ready to accept it. SWEDISH transmits:*  
*Group Health – THIS IS – SWEDISH – PRIORITY – OVER*  
*GROUP HEALTH, not prepared to accept the traffic immediately transmits:*  
*THIS IS – Group Health – WAIT*  
*After a short pause, GROUP HEALTH is ready and transmits:*  
*THIS IS – Group Health – SEND YOUR PRIORITY – OVER*  
*Note: If GROUP HEALTH's delay had been longer than a few seconds, GROUP HEALTH would have transmitted:*  
*THIS IS – Group Health – WAIT – OUT*  
*When ready to accept the message, GROUP HEALTH would transmit:*  
*SWEDISH – THIS IS – Group Health – SEND YOUR PRIORITY – OVER*  
(2) Text.  
(3) Ending.

**2.7.4 TRANSMITTING A MESSAGE**

- a. Communications Good. When communication reception is satisfactory, message parts need to be transmitted only once and preliminary calls are optional.

Example A:

*VALLEY MEDICAL transmits:  
Harborview– THIS IS VALLEY MEDICAL – PRIORITY – Medical Supplies  
received –  
TIME One Six Three Zero Zulu – OVER  
HARBORVIEW, having received the transmission satisfactorily, transmits:  
THIS IS – Harborview– ROGER – OUT*

Example B:

*HARBORVIEW, having missed the transmission, transmits:  
THIS IS – Harborview– SAY AGAIN – OVER  
VALLEY MEDICAL transmits:  
THIS IS – VALLEY MEDICAL – I SAY AGAIN – (Harborview– THIS IS Four  
Delta) – PRIORITY – Medical Supplies received – TIME One Six Three Zero  
Zulu – OVER  
HARBORVIEW transmits:  
THIS IS – Harborview– SAY AGAIN ALL AFTER Supplies – OVER  
VALLEY MEDICAL transmits:  
THIS IS – VALLEY MEDICAL – I SAY AGAIN ALL AFTER Supplies – Received  
– TIME One Six Three Zero Zulu – OVER  
HARBORVIEW transmits:  
THIS IS – Harborview– ROGER – OUT*

- b. Communications Difficult. When communication is difficult, call signs should be transmitted twice. Phrases, words, or groups may be transmitted twice and indicated by use of the proword WORDS TWICE. Reception may be verified by use of the proword READ BACK. In most cases using VHF/UHF repeater operation, these procedures will not be necessary. It is conceivable, however, in the near future, that High Frequency (HF) operations may be integrated into our system, and difficult communications may increase.

Example A:

*HARBORVIEW transmits:  
University – University – THIS IS – Harborview– Harborview – PRIORITY PRIORITY – OVER  
UNIVERSITY transmits:  
Harborview – Harborview – THIS IS University– University – SEND YOUR PRIORITY – OVER  
HARBORVIEW transmits:  
University – University – THIS IS – Harborview – Harborview – WORDS TWICE – WORDS  
TWICE –  
PRIORITY – PRIORITY – Supplies have arrived– Supplies have arrived– TIME One Six Three  
Zero Zulu – TIME One Six Three Zero Zulu –OVER  
UNIVERSITY transmits:  
Harborview – Harborview – THIS IS University– University – SAY AGAIN – SAY AGAIN – WORD  
BEFORE have – WORD BEFORE have – OVER  
HARBORVIEW transmits:  
University – University – THIS IS Harborview – Harborview – I SAY AGAIN – I SAY AGAIN –  
WORD BEFORE have – WORD BEFORE have – Supplies – Supplies – OVER  
UNIVERSITY transmits:  
Harborview – Harborview – THIS IS – University – University – ROGER – ROGER – OUT*



### 2.7.5 RELAY

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

Example:

*VALLEY MEDICAL transmits:*  
*UNIVERSITY – THIS IS VALLEY MEDICAL – RELAY – PRIORITY – TIME One One One Three Two Two Zulu – FROM VALLEY MEDICAL – TO Group Health – Proceed on assignment – OVER*  
*UNIVERSITY transmits:*  
*THIS IS Nine Two - ROGER – OUT*  
*UNIVERSITY relays the message:*  
*GROUP HEALTH – THIS IS UNIVERSITY – PRIORITY – TIME One One One Three Two Two Zulu – FROM VALLEY MEDICAL – TO GROUP HEALTH – Proceed on assignment – OVER*  
*GROUP HEALTH transmits:*  
*THIS IS GROUP HEALTH – ROGER – OUT*

b. The proword RELAY TO followed by an address designator indicates that the station called is to relay the message to the stations indicated. When more than one station is called, the call sign of the station designated to perform the relay will precede the proword RELAY TO.

Example A:

*VALLEY MEDICAL transmits:*  
*UNIVERSITY – THIS IS – VALLEY MEDICAL – RELAY TO GROUP HEALTH – PRIORITY – TIME One One One Three Two Two Zulu – Proceed on assignment – OVER*  
*UNIVERSITY transmits:*  
*THIS IS UNIVERSITY – Roger – OUT*  
*UNIVERSITY relays the message:*  
*GROUP HEALTH – THIS IS – UNIVERSITY – FROM VALLEY MEDICAL – PRIORITY – TIME One One One Three Two Two Zulu – Proceed on assignment – OVER*  
*GROUP HEALTH transmits:*  
*THIS IS – Group Health – ROGER – OUT*

### 2.7.6 REPETITIONS

a. When words are missed or are doubtful, repetitions are to be requested by stations before receipt for the message. The proword SAY AGAIN, used alone or in conjunction with ALL BEFORE, ALL AFTER, FROM, TO, WORD BEFORE, WORD AFTER, will be used for this purpose. In complying with requests for repetitions, the transmitting station will identify that portion which is being repeated.

Example A:

*VALLEY MEDICAL calls the two stations for which he has traffic:*  
*Ballard – SWEDISH – THIS IS VALLEY MEDICAL MESSAGE – ROUTINE –*  
*TIME Zero SWEDISH Zero Five Two Zulu – FROM VALLEY MEDICAL – TO*  
*Ballard – INFO SWEDISH \_ BREAK – At One Eight Zero Zero Zulu –*  
*Proceed with supply of Generator Repair Parts - Load One Thousand Watts Fnord – I SPELL –*  
*Foxtrot November Oscar Romeo Papa – Fnord – ACKNOWLEDGE – OVER*  
*BALLARD, having missed from “At” to “Proceed,” transmits:*  
*THIS IS Ballard – SAY AGAIN – FROM At TO Proceed – OVER*  
*VALLEY MEDICAL deals with the request for repetitions by BALLARD before the other*  
*station requests his repetitions:*  
*THIS IS VALLEY MEDICAL – I SAY AGAIN – FROM At TO Proceed – At Eight*  
*Zero Zero Zulu Proceed – OVER*  
*BALLARD, having now received the message satisfactorily, transmits:*  
*THIS IS Ballard – ROGER – OUT*  
*Having heard BALLARD give a receipt for the message, the next station asks for*  
*his repetitions. In this case, SWEDISH missed from “At” to “Proceed” and the*  
*word after “Load.” As BALLARD had already asked for the phrase from “At”*  
*to “Proceed” and SWEDISH heard it repeated. It is not now necessary for him*  
*to request that part to be repeated. SWEDISH asks, therefore, for the word after*  
*“Load” to be repeated:*  
*THIS IS SWEDISH – SAY AGAIN – WORD AFTER Load – OVER*  
*VALLEY MEDICAL repeats the word:*  
*THIS IS VALLEY MEDICAL – I SAY AGAIN – WORD AFTER Load – One – Over*  
*SWEDISH, having now received the message satisfactorily, transmits:*  
*THIS IS SWEDISH – ROGER – OUT*

Example B:

*Alternatively, the second station in the sequence of answering, not having heard the transmitting*  
*station answer the request for repetition within 5 seconds, transmits:*  
*THIS IS SWEDISH – SAY AGAIN – WORD AFTER Load – OVER*  
*VALLEY MEDICAL having received a response from all stations concerned, transmits:*  
*THIS IS VALLEY MEDICAL – I SAY AGAIN – At TO Proceed – At One Eight*  
*Zero Zero Zulu – Proceed – WORD AFTER Load – One – OVER*  
*BALLARD transmits:*  
*THIS IS Ballard – ROGER – OUT*  
*SWEDISH transmits:*  
*THIS IS SWEDISH – ROGER – OUT*

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b. In requesting repetitions of the heading of a message, a repetition may be requested of all that portion of the heading preceding or following a proword, or that portion of the heading between any two prowords. Requests for repetitions and replies thereto must include the nearest proword preceding and/or following the portion requested.

Example A:

HARBORVIEW transmits:

*Ballard – Harborview– THIS IS Harborview – PRIORITY – TIME One  
SWEDISH Six Two Five Zulu – FROM Harborview – TO Ballard – Seven  
Eight – INFO Bravo Four Two Zero – BREAK – Proceed to rejoin convoy  
– OVER*

*BALLARD, having missed all before the address, transmits:*

*THIS IS Ballard – SAY AGAIN – ALL BEFORE FROM – OVER*

*HARBORVIEW replies to BALLARD:*

*Ballard – THIS IS Harborview – I SAY AGAIN – ALL BEFORE FROM –*

*Ballard – Harborview– THIS IS Harborview – PRIORITY – TIME One*

*SWEDISH Six Two Five Zulu – OVER*

*BALLARD transmits:*

*THIS IS Ballard – ROGER – OUT*

*HARBORVIEW, having received the message satisfactorily, transmits:*

*THIS IS Harborview– ROGER – OUT*

Example B:

*SWEDISH transmits:*

*Group Health – THIS IS SWEDISH – ROUTINE – TIME Two Four Zero  
Nine One Two Zulu – FROM SWEDISH – TO Group Health – INFO – Bravo  
Four Two Zero – BREAK – Cancel my Two Three One Four Two Eight  
Zulu – OVER*

*GROUP HEALTH, having missed the portion between the date-time group and the  
information addressees, transmits:*

*THIS IS Group Health – SAY AGAIN – FROM TIME TO INFO – OVER*

*SWEDISH transmits:*

*THIS IS SWEDISH – I SAY AGAIN – FROM TIME TO INFO – TIME  
Two Four Zero Nine One Two Zulu – FROM SWEDISH – TO Group Health –  
INFO – OVER*

*GROUP HEALTH transmits:*

*THIS IS Group Health – ROGER – OUT*

c. When it is necessary to ask for repetitions after a message has been receipted, such requests and replies there to must identify the message being queried as well as the portion required. Where used, the date-time group or time group shall be used for such identification.

Example:

*SWEDISH THIS IS Group Health – SAY AGAIN your Two Four Zero Nine  
One Two Zulu – OVER*

*Group Health THIS IS SWEDISH – I SAY AGAIN – Group Health – THIS IS*

*SWEDISH – ROUTINE – TIME Two Four Zero Nine One Two Zulu –*

*FROM SWEDISH – TO Group Health – INFO MedNet –*

*BREAK – Cancel my Two Three One Four Two Eight Zulu – OVER*

*THIS IS Group Health – ROGER – OUT*

### **2.7.7 CORRECTIONS**

a. When a 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 A:

*HARBORVIEW transmits:*

*Group Health – THIS IS Harborview– Prepare arrival–*

*CORRECTION – Patient arrival –*

*TIME One Zero One Two Zulu – OVER*

*GROUP HEALTH transmits:*

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*THIS IS Group Health – ROGER – OUT*

Example B:

*BALLARD transmits:  
VALLEY MEDICAL – THIS IS Ballard – TIME Two Four Zero Seven One Two  
Zulu – ITEMS Five-Zero-Three –  
CORRECTION – Zulu – ITEMS – Five Zero Two, etc.  
VALLEY MEDICAL transmits:  
THIS IS VALLEY MEDICAL – ROGER – OUT*

Example C:

*BALLARD transmits:  
Harborview– THIS IS Ballard – ROUTINE – TIME One Four Ballard  
Four Two Zulu – FROM Ballard – TO Four Eight – CORRECTION –  
TO Harborview– INFO Bravo Four Two Zero – Join Me – OVER  
HARBORVIEW transmits:  
THIS IS Harborview– ROGER – OUT*

- b. When an error in transmission is made but not discovered immediately, a correction may be made in the final instructions element provided that the ending sign has not been transmitted. When making such a correction, the word, group proword, or phrase must be properly identified.

Example:

*Group Health - THIS IS SWEDISH – Gas Tanks Will Arrive at Hospital Hours Minus Six - time  
One Four Two Six  
Zulu - CORRECTION - WORD AFTER Minus - Five - OVER  
Group Health transmits:  
THIS IS Group Health – ROGER – OUT*

- c. If it is necessary to make corrections after a receipt has been obtained for a message, an abbreviated service message, identifying the message and the portion to be corrected, should be made:

Example:

*HARBORVIEW transmits:  
Group Health – THIS IS Harborview– CORRECTION – My One Three One Five One Six  
Zulu – WORD AFTER Monday – Morning – OVER*

### **2.7.8 CANCELLING MESSAGES**

- a. During the transmission of a message and up to the transmission of the ending proword OVER or OUT, the message may be cancelled by use of the proword DISREGARD THIS TRANSMISSION – OUT.

Example:

*During the transmission of a message HARBORVIEW realizes that the transmission  
is being sent in error and therefore cancels it:  
Harborview– THIS IS – Harborview – ROUTINE – TIME One Zero Zero  
Six Zero Two Zulu – Begin unloading at One One One Two Three Zero  
Zulu – Proceed – DISREGARD THIS TRANSMISSION – OUT*

### **2.7.9 RECEIPT**

- a. Receipt is employed in direct station-to-station traffic handling. No message is considered delivered until receipt is obtained (but see b below). A receipt may be effected as follows:
- (1) The receiving station transmits a receipt after each message or string of messages by the proword ROGER.
  - (2) Where abbreviated procedure is in force, a return transmission may be considered as a receipt if no confusion is likely to arise.
  - (3) In the case of a message requiring acknowledgment, the use of the proword WILCO constitutes a receipt (paragraph 622) as the meaning of WILCO includes that of ROGER.

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Example:

*BALLARD transmits:  
Harborview – THIS IS – Ballard – Send vehicle for mail – TIME One Seven  
One Four Zulu – OVER  
Harborview transmits:*

- THIS IS – Harborview – ROGER – OUT*
- c. Should either the transmitting or receiving station wish to indicate that he has further traffic to transmit to the station that he is working, this may be done by using the proword MORE TO FOLLOW in the message ending or receipt.

Example A:

*BALLARD, in transmitting a message to HARBORVIEW wishes to indicate that he has further traffic for HARBORVIEW, transmits:  
Harborview THIS IS Ballard – TEXT – MORE TO FOLLOW – OVER  
THIS IS Harborview – ROGER – OVER*

Example B:

*MEDNET, in transmitting a message to all stations on the net wishes to indicate that he has further traffic for BALLARD and GROUP HEALTH, transmits:  
All Stations This Net – THIS IS MEDNET – TEXT – MORE TO FOLLOW for  
Ballard and Group Health – OVER  
THIS IS HARBORVIEW – ROGER – OUT  
THIS IS Ballard – ROGER – OVER  
THIS IS SWEDISH – ROGER – OUT  
THIS IS Harborview – ROGER OUT  
THIS IS Harborview– ROGER OUT  
THIS IS Group Health – ROGER – OVER  
THIS IS VALLEY MEDICAL, etc.*

Example C:

*HARBORVIEW, in receipting for a message from BALLARD wishes to indicate that he has a message for BALLARD, transmits:  
THIS IS Harborview – ROGER – MORE TO FOLLOW – OVER  
THIS IS Ballard – OVER*

### **2.7.10 ACKNOWLEDGMENT OF MESSAGES**

An acknowledgment should not be confused with a reply or receipt. A prompt reply referring to the message may serve in lieu of an acknowledgment. It is the prerogative of the originator to request an ACKNOWLEDGMENT to a message from any or all addressees of that message. If an acknowledgment is desired for a message, the request for acknowledgment normally is included in the text of that message. If the message has been transmitted, the request for acknowledgment will constitute a new message. Acknowledgments are originated only by the addressee to whom the request for acknowledgment was made.

Example:

*VALLEY MEDICAL transmits a message to SWEDISH and desires an acknowledgment:  
SWEDISH – THIS IS VALLEY MEDICAL – Prepare for transport of patients –  
ACKNOWLEDGE – TIME One One Two Zero Zulu – OVER  
SWEDISH transmits a receipt for the message:  
THIS IS SWEDISH – ROGER – OUT*

*SWEDISH operator, having shown the message to the duty officer or his duly authorized representative and having been ordered to acknowledge the message, transmits:  
VALLEY MEDICAL – THIS IS SWEDISH – Your One One Two Zero Zulu  
Acknowledged – TIME One One Two Five Zulu – OVER*

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- d. Break-in procedure for messages of IMMEDIATE or PRIORITY precedence is illustrated in the following examples:  
(1) On Directed Nets:

Example:

*SWEDISH is transmitting a PRIORITY message to VALLEY MEDICAL when HARBORVIEW is handed an IMMEDIATE message for UNIVERSITY. When SWEDISH pauses, HARBORVIEW transmits:*

*IMMEDIATE IMMEDIATE IMMEDIATE – VALLEY MEDICAL – THIS IS – HARBORVIEW – IMMEDIATE for UNIVERSITY – OVER (SWEDISH, hearing HARBORVIEW's break-in, ceases transmission.)*

*NCS transmits:*

*THIS IS – MEDNET – Send your IMMEDIATE – OVER*

*On hearing this authorization, UNIVERSITY transmits:*

*HARBORVIEW -THIS IS – UNIVERSITY – OVER*

*HARBORVIEW transmits:*

*UNIVERSITY – THIS IS Harborview – IMMEDIATE – Text – OVER*

*UNIVERSITY transmits:*

*THIS IS – UNIVERSITY ROGER – OUT*

*As soon as the IMMEDIATE message has been receipted, SWEDISH continues his transmission:*

*VALLEY MEDICAL – THIS IS – SWEDISH – ALL AFTER – etc.*

- (2) On Free Nets:

Example A:

*UNIVERSITY is transmitting a PRIORITY message to SWEDISH when VALLEY MEDICAL is handed an IMMEDIATE message for HARBORVIEW. When UNIVERSITY pauses, VALLEY MEDICAL transmits:*

*IMMEDIATE IMMEDIATE IMMEDIATE –*

*UNIVERSITY hearing the precedence spoken three times, ceases transmission and*

*VALLEY MEDICAL continues:*

*Harborview – THIS IS – VALLEY MEDICAL – IMMEDIATE – Text – OVER*

*HARBORVIEW transmits:*

*THIS IS Harborview – ROGER – OUT*

*UNIVERSITY then continues transmission:*

*SWEDISH – THIS IS – HARBORVIEW – ALL AFTER – etc.*

Example B:

*UNIVERSITY is transmitting a long ROUTINE message to SWEDISH when VALLEY MEDICAL is hand a PRIORITY message for HARBORVIEW. When UNIVERSITY pauses, VALLEY MEDICAL transmits:*

*PRIORITY PRIORITY PRIORITY –*

*UNIVERSITY, hearing the precedence spoken three times, ceases transmission and*

*VALLEY MEDICAL continues:*

*Harborview – THIS IS VALLEY MEDICAL – PRIORITY – Text – OVER*

*HARBORVIEW transmits:*

*THIS IS – Harborview - ROGER – OUT*

*UNIVERSITY then continues his transmission:*

*SWEDISH – THIS IS – HARBORVIEW – ALL AFTER – etc.*

**3.0. CLOSING DOWN**

- a. No station is to close down without prior permission from the NCS. The greatest care must be taken by control stations never to close down a net, or an individual subordinate station, without being completely satisfied that the stations know, or will know, the new frequency and time of reopening.
- b. When it is essential to order a close-down over radio, and the NCS is satisfied regarding the arrangements for reopening, NCS order the net or subordinate station to close down. NCS may do this by means of the proword CLOSE DOWN or by nickname, e.g. "SECURE".

Example A:

*MEDNET orders the close-down of the net using the nickname SECURE:  
Three Charlie – THIS IS – VALLEY MEDICAL – SECURE– OVER  
The subordinate stations reply in turn:  
THIS IS – HARBORVIEW – ROGER – OVER  
THIS IS – Ballard – ROGER – OVER, etc.  
VALLEY MEDICAL transmits:  
THIS IS – VALLEY MEDICAL – SECURE now – OUT*

Example B:

*MEDNET orders the close down of the net using the proword CLOSE DOWN:  
All Stations – THIS IS – MEDNET – CLOSE DOWN – OVER  
The subordinate stations reply in turn:  
THIS IS HARBORVIEW ROGER – OVER  
THIS IS Ballard – ROGER – OVER – etc.  
VALLEY MEDICAL transmits:  
THIS IS VALLEY MEDICAL – CLOSE DOWN now – OUT*

*Much of this document was plagiarized directly from  
Allied Communications Publications (ACP) 121 and 125.  
<http://www.dtic.mil/jcs/j6/cceb/acps/Acp125f.pdf>*