Voice Procedure

Purpose of this course

- To introduce the basics of proper radio voice procedure
- To understand
  - Basic Voice Procedure
  - Call signs and the Net
  - Message Structure
  - Prowords
- Practical Application

Course Agenda

1. Voice Procedure Overview
2. Call Signs and Network Structure
3. Sending/Receiving Messages
4. Prowords

Voice Procedure Overview

What is Voice Procedure?

- Voice Procedure is the proper way to communicate over the radio.

- It is used in order to ensure complete and accurate information is communicated.

- It is used to ensure priority of communications is respected. This makes the situation more safe.

- Proper Voice Procedure is a mark of professionalism.

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Characteristics of Good Voice Procedure

1. CLARITY – Clearly enunciate all words. Speak slowly and without emotion.

R	Rhythm	**Speak in a constant steady pace.**
S	Speed	Speak slower than normal
V	Volume	Speak directly into the microphone
P	Pitch	Speak in a constant monotone.

2. BREVITY – Keep you message short.

3. CONFIRM – Always ask for acknowledgement that the message has been received. (Difference between OVER and OUT).

Patience and Listening

1. When one radio is transmitting, no other radios can transmit.

2. When two radios are conversing (they keep saying OVER" – No other radios should transmit until they are finished (One says OUT)
   1. This is known as being "Stepped on" and it is considered bad form
   2. Unless there is an emergency or higher priority message.

3. You MUST listen to the radio and know if it is currently being used.

"Push To Talk" and Good Voice Procedure

Ensure that when you press the PTT (press to talk) you take a breath and then speak.

This allows the radio to power up and your entire message to be transmitted.

1. Push

2. Breath, Compose

3. Message

Phonetic Alphabet

- The use of the phonetic alphabet is to ensure clarity of information as letters and numbers can become difficult to understand.

- The Phonetic Alphabet has changed over the years and may be different from Country to Country.

- The Museum uses the International Telecommunication Uniion Standard which is also the Canadian Army Standard and NATO standard.

- Numbers are always transmitted as individual digits and not the ordinal number. For example, 13 is ONE THREE not thirteen.

- You may NOT make up your own.

- You must know this.

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Call Signs and Network Structure

What is a "Call Sign"

- A "Call Sign" is a name used over the radios to refer to a:
  - Role or position (Charlie Niner)
  - Vehicle (Charlie 1)
  - Unit (Charlie)
  - Group (All Call Signs, All Call Signs Charlie)
- Museum uses informal call signs during regular museum days and formal call signs on Tank Saturdays and Road Moves/Convoy to Remembrance

I feel the need…..

… the need for Tank Saturday!

Museum Call Signs

Role Based
Sunray, Sunray Minor, Zero, Recovery

Informal
Name, Vehicle

Formal
Unit, Subunit, Lead, Niner, Trail

Unit Call Signs

- Formal and assigned. Based on Convoy Packets

"All Call Signs Alpha"

ALPHA Trail   ALPHA 2   ALPHA Niner   ALPHA 1   ALPHA LEAD

Sending and Receiving Messages

Two types of messages

Initial

1. Called Call Sign
2. "This is" Calling Call Sign
3. Proword or message
4. "Over"

Follow On

1. Calling Call Sign
2. Proword or message
3. "Over" or "Out"

On single initial message, followed by one or more follow on messages. Each message should be 30 seconds or less.

Use of Over and Out

Use of Wait Over and Wait Out

Use of Break

"Over"

"Break"

"Over"

"Over"

"Out"

Emergency Break In
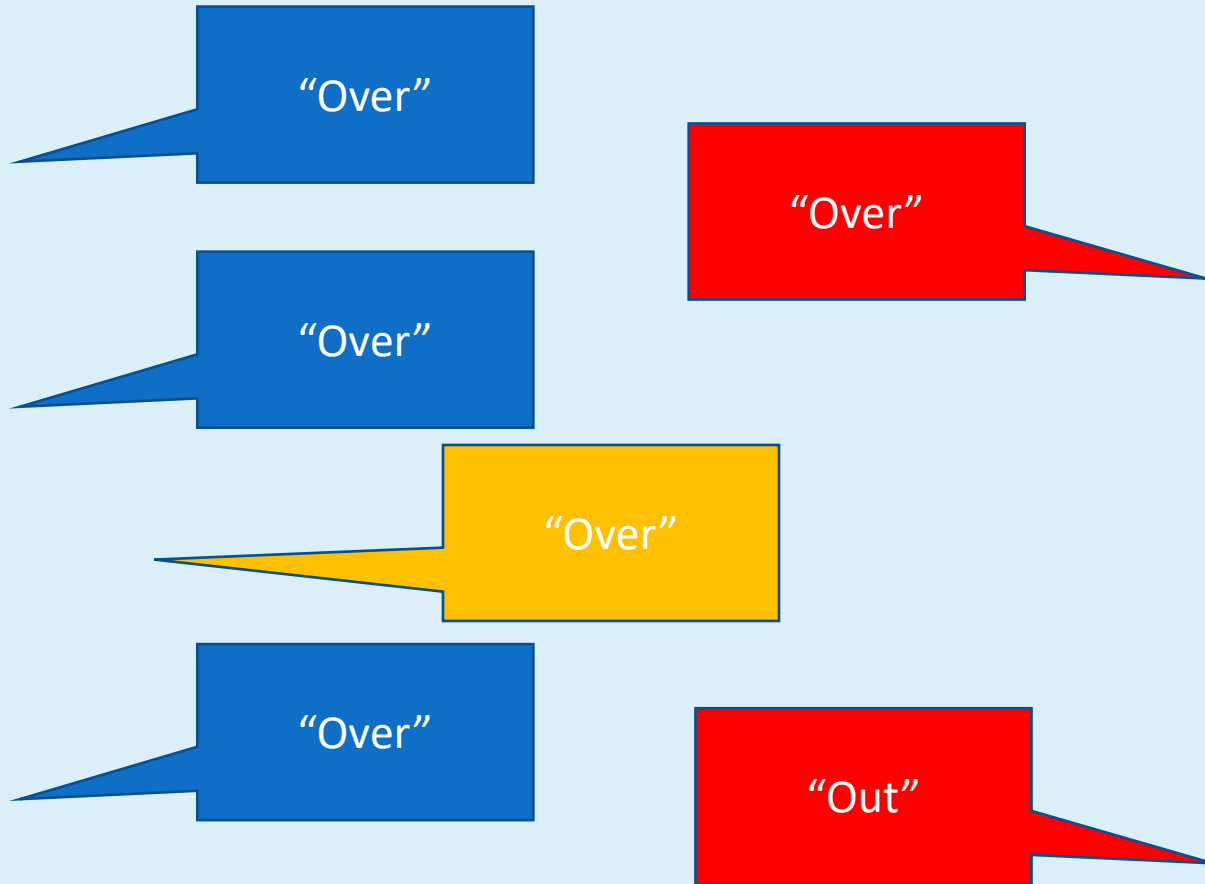
Prowords

Prowords 1

Message Types

- Message
- Radio Check

Message Close

- Over
- Out
- Break
- Wait Over
- Wait Out

Prowords 2

Emergency

- Mayday
  - Mayday Feenee
- Silence
  - Silence Feenee
- Call for Bandaid

Any Emergency call, all traffic on the net stops, Net will be managed by a senior callsign (Niner) until released by Niner Callsign

MIscellanous

- Say Again / I Say Again
- Affirmative / Negative
- Roger / Wilco
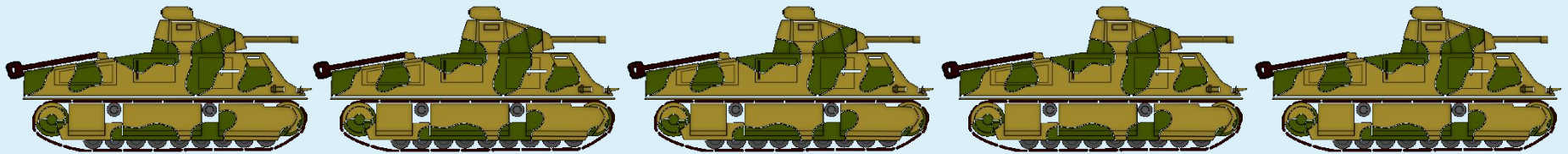- Confirm / I Confirm
- Disregard / Correction

Practical Application

Radio Check

- Leader of second convoy packet (Bravo Niner) conducts radio check with sub units.

- Bravo 2's radio does not function.

Bravo Trail

Bravo 2

Bravo Niner

Bravo 1

Bravo LEAD

Message

- Tank Saturday Leader (Sunray) wants a report from the Parking Lead (Parking) on number of empty parking spaces.
- There are 14 empty spaces

Sunray

Parking

Gas Spill

- Gas spilled from Jerry Can in parking lot
- Send Security message using your name as informal call sign
  - Location of gas spill
  - No smoking within 100 m of spill.

Voice Procedure