

RECOMMENDED VOICE COMMUNICATION PROCEDURE

WHAT TO DO:	ITU PHONETIC ALPHABET:
<p>[1] LISTEN!</p> <p>Make sure that the channel (frequency) is clear.</p> <p>Know what is going on around you.</p>	<p>A - alfa (AL-fa) B - bravo (BRAH-voh) C - charlie (CHAR-lee) D - delta (DELL-tah) E - echo (ECK-oh) F - foxtrot (FOKS-trot) G - golf (GOLF) H - hotel (HOH-tell) I - india (IN-dee-ah) J - juliet (JEW-lee-ett) K - kilo (KEY-loh) L - lima (LEE-mah) M - mike (MIKE) N - november (no-VEM-ber) O - oscar (OSS-cah) P - papa (pah-PAH) Q - quebec (key-BECK) R - romeo (ROW-me-oh) S - sierra (SEE-air-rah) T - tango (TANG-go) U - uniform (YOU-nee-form) V - victor (VIK-tah) W - whiskey (WISS-key) X - x-ray (ECKS-ray) Y - yankee (YANG-key) Z - zulu (ZOO-loo)</p>
<p>[2] THINK about what you will say.</p> <p>Make your message clear and to the point.</p> <p>Get on. Get off. Get done!</p>	
<p>[3] MAKE THE CALL. Give:</p> <p>[a] the call sign or identification of the station called</p> <p>[b] the words: ***THIS IS***</p> <p>[c] the call sign or identification of your station</p> <p style="text-align: center;">*** EXAMPLE: GEORGE, THIS IS MARTHA ***</p>	
<p>[4] COMMUNICATE.</p> <p>Speak clearly.</p> <p>Use plain language -> NO CODES!</p> <p>Repeat back critical information.</p> <p>End every transmission with: ***OVER*** if you expect a reply. ***OUT*** if you do NOT expect a reply.</p>	<p>0 - zero (ZAY-roh) 1 - one (WUN) 2 - two (TOO) 3 - three (TREE) 4 - four (FOWER) 5 - five (FIFE) 6 - six (SIX) 7 - seven (SEVEN) 8 - eight (AIT) 9 - nine (NINER)</p>
<p>[5] USE STANDARD PHONETICS for:</p> <p>Station identification.</p> <p>Spelling words and names that are not easily understood.</p>	<p>DECIMAL POINT - decimal (DAY-SEE-MAL) FULL STOP - stop (STOP)</p>