

## RECOMMENDED VOICE COMMUNICATION PROCEDURE

WHAT TO DO:	ITU PHONETIC ALPHABET:
<p><b>[1] LISTEN!</b></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><b>[2] THINK</b> 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><b>[3] MAKE THE CALL.</b> Give:</p> <p>[a] the call sign or identification of the station called</p> <p>[b] the words: <b>***THIS IS***</b></p> <p>[c] the call sign or identification of your station</p> <p style="text-align: center;"><b>*** EXAMPLE: GEORGE, THIS IS MARTHA ***</b></p>	
<p><b>[4] COMMUNICATE.</b></p> <p>Speak clearly.</p> <p>Use plain language -&gt; NO CODES!</p> <p>Repeat back critical information.</p> <p>End every transmission with:  <b>***OVER***</b> if you expect a reply.  <b>***OUT***</b> 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><b>[5] USE STANDARD PHONETICS</b> 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>