



**Virginia Defense Force  
Virginia Department of Military Affairs**



**Initial Entry Training (IET)**

**FM 21-75**

**The Warrior Ethos and Soldier Mission Skills, Chapter 11**

**Command Policy Letter CG 09-12**

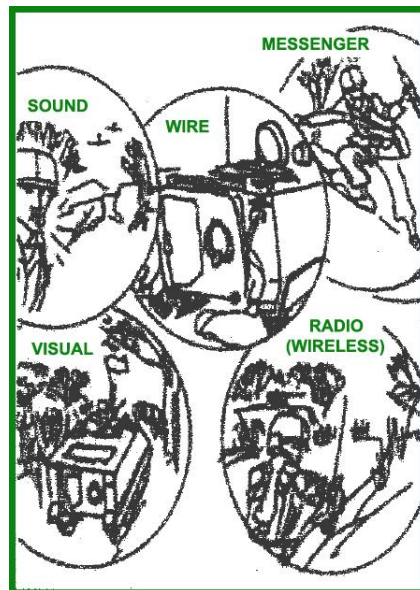
**Basic Communication**

**Communication** is the process of exchanging information usually via a common system of symbols.

Visual

Wire

Sound



Radio (Wireless)

Messenger

- Radio procedure rules**
- Procedure (pro) Words**
- Phonetic Alphabet and Numerals**
- Operating Procedures**
- E-mail Protocols**

## Radio procedure rules

Prior to operation, assure equipment is properly configured.

Use established formats to expedite transmissions such as sending reports.

Clarity of radio communications varies widely, so use the phonetic alphabet and numbers.

Transmit clear, complete, and concise messages. When possible, write them out beforehand.

Speak clearly, slowly, and in natural phrases as you enunciate each word. If a receiving operator must write the message, allow time for him to do so.

Listen before transmitting to avoid interfering with other transmissions.

The use of prowords is essential in reducing transmission time and avoiding confusion.

Minimize transmission time.

### **Never do the following:**

Violate radio silence.

Compromise sensitive information by unauthorized disclosure.

Make unnecessary or unduly long transmissions.

Engage in unofficial conversation or operator's chat.

Identify an individual or any other personal information.

Speak faster than the station experiencing the worst reception conditions can be expected to receive, thus avoiding needless repetition.

Show loss of temper or use profane language.

**Procedure Words** (Pro words) are used to aid the radio operator and to keep transmission time to a minimum.

Common Prowords are those words used on a regular basis while conducting radio operations.

They are NOT interchangeable, as the meanings are specific and clear to the receiver.

An example is "Say Again" versus "Repeat."

"Say Again" means to repeat the last transmission

"Repeat" refers to fire support, and means to fire the last mission again.

### **Strength Pro-words**

LOUD	Your signal is very strong
GOOD	Your signal strength is good
WEAK	Your signal strength is weak
VERY WEAK	Continuous reception not reliable
CLEAR	Quality of transmission is excellent

### **Readability Pro-words**

READABLE	Transmission is satisfactory
UNREADABLE	Cannot understand you
DISTORTED	Signal is distorted
INTERFERENCE	Signal experiencing interference

### **Pro-Words**

ACKNOWLEDGE - An instruction to the addresses that the message must be acknowledged.

I SAY AGAIN - I am repeating the entire transmission

I SPELL - I will spell the next word phonetically.

OUT - This is the end-of my transmission to you and no answer is required. "Out" is only used by the operator who originated the transmission.

OVER - This is the end of my transmission to you.

READ BACK - Repeat this entire transmission back to me exactly as received.

"I Read Back" -The following is my response to your instructions to read back.

ROGER - I have received your last transmission satisfactorily.

SAY AGAIN - Repeat all of your last transmission.

USE FULL CALLSIGNS - Call signs are to be sent in full until further notice

VERIFY - Verify entire message with the originator and send correct version.

WILCO - I have received your message, understand it, and will comply. (The pro word ROGER is included in that of WILCO, the two pro words are never used together).

Affirmative / Negative - Although they are not pro-words, they are Operating Words.

### **Phonetic Alphabet and Numerals**

A – ALPHA	J – JULIET	S - SIERRA
B – BRAVO	K – KILO	T - TANGO
C – CHARLIE	L – LIMA	U - UNIFORM
D – DELTA	M – MIKE	V - VICTOR
E – ECHO	N – NOVEMBER	W - WISKEY
F – FOXTROT	O – OSCAR	X – X-RAY
G – GOLF	P – PAPA	Y - YANKEE
H – HOTEL	Q – QUEBEC	Z - ZULU
I – INDIA	R – ROMEO	

**Numerals** will be transmitted digit by digit except multiples of thousands may be spoken as such. However, there are special cases, such as in anti-air warfare reporting procedures in which normal pronunciation of numerals is prescribed and this rule does not apply. For example, 17 would then be SEVENTEEN.

Artillery Fire In conduct of artillery fire when calling for fire, the pronunciation of whole hundreds is "HUNDRED" instead of "ONE ZERO, ZERO", For example, 100 would be spoken as "ONE HUNDRED".

1 – WUN	6 - SIX
2 – TOO	7 – SEV-EN
3 – TREE	8 - AIT
4 - FOW-ER	9 – NIN-ER
5 – FIFE	0 - ZERO

### **Operating Procedures**

Radio checks will not be made unless absolutely necessary.

Excessive radio checks are a violation of transmission security.

A station is understood to have good signal strength and readability unless otherwise notified.

Pro words will be used to conduct radio checks

## **E-mail Protocols**

Recipients of an e-mail message addressed to that individual should re-send such traffic to only the next higher person in the chain of command.

If you receive an e-mail, you can forward it only with the permission of the sender

The "CC" recipients of a message will be furnished copies for their information only and should not retransmit the message to any person unless the original directs otherwise.

"CC" recipients may respond only to the sender and not to other "CC" recipients.

Emails are used for informal communication within the command.

Formal official VDF business: orders, policy letters, letters of instruction, etc. may be transmitted by e-mail as an attachment.

Routine use of the "reply all" function is discouraged. Such usage generates needless traffic.

Traffic to general officers is restricted. Unless replying to an e-mail from a GO.