



Professional Military Education **Initial Entry Training**



FM 21-75

The Warrior Ethos and
Soldier Mission Skills

Chapter 11

&

Command Policy Letter CG 09-12

**Basic
Communication**



Basic Communications: Definition



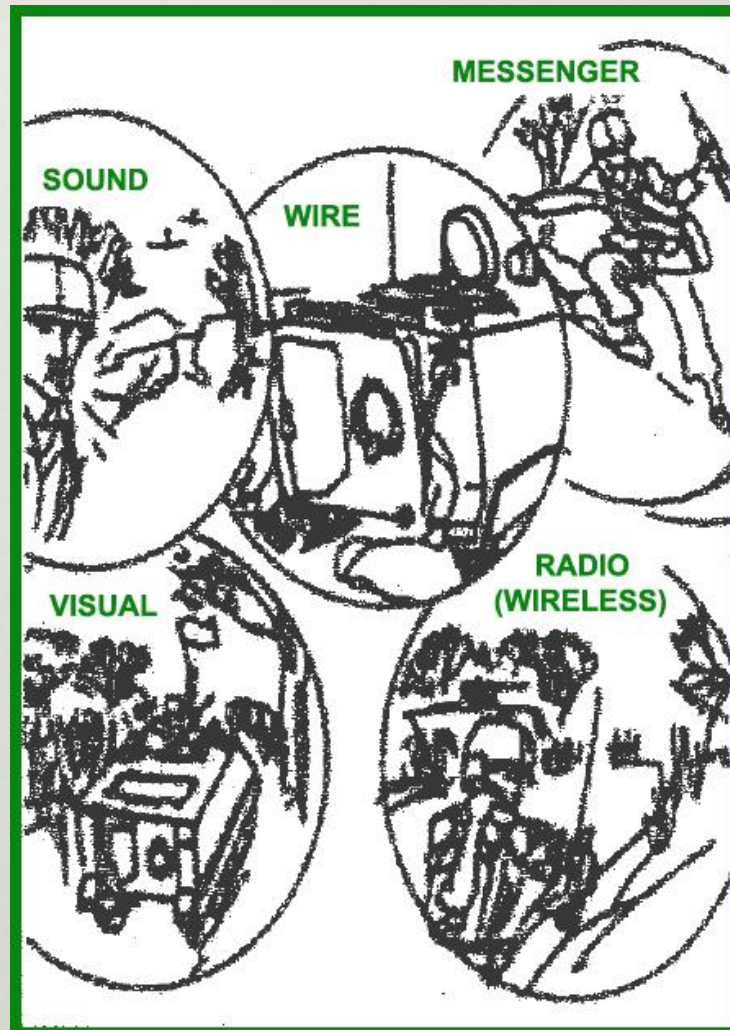
Communication is the process of exchanging information usually via a common system of symbols.



Basic Communications: Means of Communications



- **Visual**
- **Sound**
- **Messenger**
- **Wire**
- **Radio (Wireless)**





Basic Communications



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



Basic Communications: Radio Discipline



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.**



Basic Communications: Radio Discipline



Rules continued:

- **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.**



Basic Communications: Radio Discipline



Rules continued:

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.**



Basic Communications: Procedure (Pro) Words



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.



Basic Communications: Procedure (Pro) Words



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.



Basic Communications: Procedure (Pro) Words



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



Basic Communications: Procedure (Pro) Words



Readability Pro-words

READABLE

Transmission is satisfactory

UNREADABLE

Cannot understand you

DISTORTED

Signal is distorted

INTERFERENCE

Signal experiencing interference



Basic Communications: Procedure (Pro) Words



ACKNOWLEDGE

An instruction to the addressee that the message must be acknowledged.

I am repeating the entire transmission

I SAY AGAIN

I will spell the next word phonetically.

I SPELL

This is the end-of my transmission to you and no answer is required.

OUT

"Out" is only used by the operator who originated the transmission.



Basic Communications: Procedure (Pro) Words



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



Basic Communications: Procedure (Pro) Words



SAY AGAIN

Repeat all of your last transmission.

USE FULL CALL SIGNS

Call signs are to be sent in full until further notice

Affirmative / Negative

Although they are not pro-words, they are Operating Words



Basic Communications: Procedure (Pro) Words



**USE FULL CALL
SIGNS**

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)



Basic Communications: Phonetic Alphabet



A - ALPHA

B - BRAVO

C - CHARLIE

D - DELTA

E - ECHO

F - FOXTROT

G - GOLF

H - HOTEL

I - INDIA

J - JULIET

K - KILO

L - LIMA

M - MIKE

N - NOVEMBER

O - OSCAR

P - PAPA

Q - QUEBEC

R - ROMEO

S - SIERRA

T - TANGO

U - UNIFORM

V - VICTOR

W - WHISKEY

X - X-RAY

Y - YANKEE

Z - ZULU



Basic Communications: Phonetic Alphabet



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".



Basic Communications: Phonetic Numerals



1 - WUN

2 - TOO

3 - TREE

4 - FOW-ER

5 - FIFE

6 - SIX

7 - SEV-EN

8 - AIT

9 - NIN-ER

0 - ZERO



Basic Communications: 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



E-mail Protocols



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.



E-mail Protocols



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.



E-mail Protocols



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.



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Any Questions?