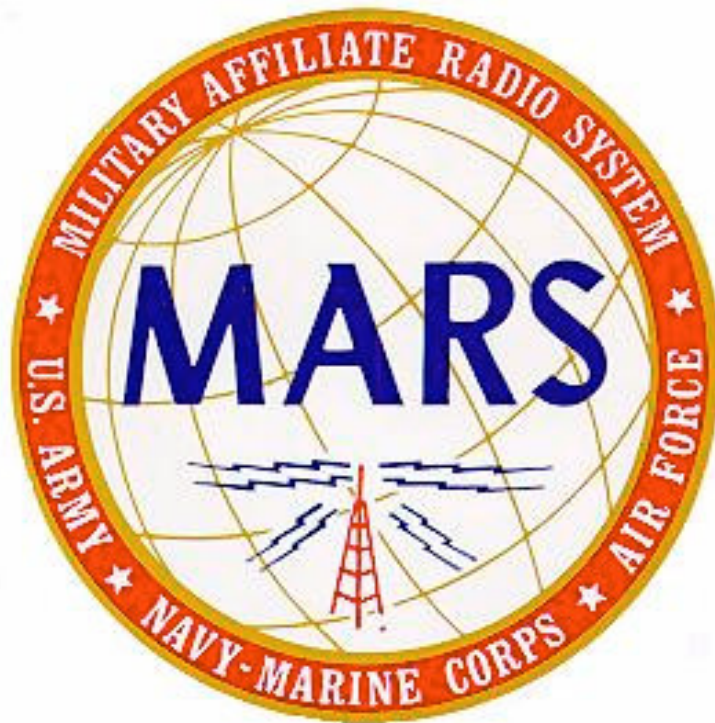


**UNITED STATES AIR FORCE  
MILITARY AFFILIATE RADIO SYSTEM  
REGION FOUR**



**RADIOTELEPHONE PROCEDURE GUIDE**

**AFF4C**

**01 MAR 1999**

## PREFACE

**THE POSSESSION OF A RADIO LICENSE DOES NOT MAKE AN OPERATOR. THE SKILLS REQUIRED FOR GOOD ON-THE-AIR ABILITY ARE LEARNED BY READING, LISTENING, PRACTICE, ADHERENCE TO PROCEDURES AND POLISHED BY EXPERIENCE UNDER ALL OPERATING CONDITIONS.**

**NETWORKS CONSIST OF RADIO STATIONS OPERATED BY PEOPLE.**

**THE SUCCESS OF ANY NET IS MAINLY DEPENDENT UPON THE ABILITY OF THE PEOPLE.**

**A GOOD OPERATOR SOUNDS GOOD. HE KNOWS HOW TO OPERATE CORRECTLY AND DOES SO CONSISTENTLY.**

**A POOR OPERATOR, BY LACK OF KNOWLEDGE AND/OR ATTENTION, CAN DISRUPT A NET WITH INDISCRIMINATE TRANSMISSIONS, MISUSE OF PROWORDS, PROCEDURES AND POOR DISCIPLINE.**

**THE DIFFERENCES ARE READILY APPARENT WHEN BOTH OPERATORS ARE HEARD ON THE AIR.**

**WITH THIS THOUGHT IN MIND, THIS TRAINING GUIDE IS WRITTEN TO ASSIST MARS MEMBERS IN UPGRADING THEIR ON-THE-AIR PROFICIENCY.**

**THE INFORMATION CONTAINED IN THIS GUIDE FOLLOWS ACP-125, MARS BROADCASTS AND DIRECTIVES FROM USAF MARS HEADQUARTERS.**

**IF ADDITIONAL INFORMATION IS NEEDED OR DESIRED, OR IF YOU HAVE COMMENTS OR SUGGESTIONS, REGARDING ANY INFORMATION IN THIS TRAINING GUIDE (ADDITIONS-DELETIONS-CHANGES) DO NOT HESITATE TO CONTACT ANY OF THE REGION OFFICIALS.**

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**EDWARD PAUL JONES - AFF4C  
REGION FOUR MARS DIRECTOR**

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## **INTRODUCTION**

THIS GUIDE IS DESIGNED TO BE USED IN CONNECTION WITH REGION FOUR TRAINING EXPERIENCES AND AS A QUICK REFERENCE MANUAL THROUGHOUT YOUR SERVICE WITH AIR FORCE MARS.

AS YOU PROGRESS IN SKILL AND COMPETENCE YOU WILL REALIZE THE SCOPE OF THE PRIVILEGES AND RESPONSIBILITIES ASSOCIATED WITH MEMBERSHIP.

THIS RADIO TELEPHONE PROCEDURE GUIDE IS SECONDARY TO AIR FORCE REGULATIONS AND MARS OPERATING DIRECTIVES (MODS).

FOREMOST OF THE RESPONSIBILITIES FOR EACH MEMBER IS TO UNDERSTAND AND COMPLY WITH AIR FORCE REGULATIONS AND MODS.

## **MISSION**

THE PRIMARY MISSION OF THE MARS PROGRAM IS TO PROVIDE A RELIABLE AND EFFICIENT EMERGENCY BACK-UP COMMUNICATION NETWORK FOR THE AIR FORCE.

## **TRAINING**

THE REGION FOUR AIR FORCE MARS TRAINING PROGRAM CONSISTS OF A SERIES OF TRAINING SESSIONS AND EXPERIENCES UNDER THE DIRECTION OF THE REGION TRAINING MANAGER AND DESIGNATED STATE TRAINING MANAGERS.

ANNOUNCEMENT OF COURSES ON H.F., VHF, CLASSROOM STYLE AND INDIVIDUAL SESSIONS IS DISSEMINATED ON NETS AND IN PUBLICATIONS.

FOR FURTHER INFORMATION ON WHEN TRAINING MAY OCCUR CONTACT YOUR STATE MARS DIRECTOR.

## **PHONETIC ALPHABET**

PROPER ENUNCIATION OF LETTERS, WORDS AND NUMERALS IN VOICE COMMUNICATIONS IS ESSENTIAL. IT IS EASY TO UNDERSTAND THIS NECESSITY IF YOU LISTEN TO AMATEUR AND OTHER FREQUENCIES AND OBSERVE THE INNUMERABLE WAYS OF EXPRESSING PHONETICS AND PASSING TRAFFIC.

CONSIDER THE NUMERAL "ZERO". YOU WILL HEAR ZERO PRONOUNCED "OH", "OUGHT" OR "NOTHING". ANOTHER EXAMPLE IS THE LAST LETTER OF THE ALPHABET, "Z". HOW OFTEN DO YOU HEAR "ZED", "ZEBRA", ETC ?

SHORTLY AFTER WORLD WAR II, THE INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO) ESTABLISHED A PHONETIC ALPHABET THAT IS COMMONLY UNDERSTOOD THROUGH OUT THE WORLD.

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THIS ALPHABET, KNOWN AS THE "ICAO" ALPHABET, IS THE ONLY ALPHABET AUTHORIZED IN MARS COMMUNICATION.

LETTER WORD    PRONUNCIATION    LETTER WORD    PRONUNCIATION

A	ALFA	AL FAH	N	NOVEMBER	NO VEM BER
B	BRAVO	BRAH VOH	O	OSCAR	OSS CAH
C	CHARLIE	CHAR LEE	P	PAPA	PAH PAH
D	DELTA	DELL TAH	Q	QUEBEC	KEH BECK
E	ECHO	ECK HO	R	ROMEO	ROW ME OH
F	FOXTROT	FOKS TROT	S	SIERRA	SEE AIR RAH
G	GOLF	GOLF	T	TANGO	TANG GO
H	HOTEL	HOH TEL	U	UNIFORM	YOU NEE FORM
I	INDIA	IN DEE AH	V	VICTOR	VIK TOH
J	JULIETT	JEW LEE ETT	W	WHISKEY	WISS KEY
K	KILO	KEY LOH	X	XRAY	ECKS RAY
L	LIMA	LEE MAH	Y	YANKEE	YANG KEE
M	MIKE	MIKE	Z	ZULU	ZOO LOO

THE SPECIAL EMPHASIS OF "K", "L", "Q", AND "W" IS BETTER UNDERSTOOD BY EUROPEANS.

YOU, AS A MARS MEMBER, ARE REQUIRED TO COMMIT THESE PHONETICS TO MEMORY AND NO OTHER PHONETICS ARE AUTHORIZED IN MARS COMMUNICATIONS.

IT MAY REQUIRE SOME TIME TO COMMIT THESE PHONETICS TO MEMORY BUT FREQUENT USE, WHERE APPLICABLE, WILL AID IN LEARNING THIS LIST AND WILL DEFINITELY CLARIFY THE DIFFERENCES BETWEEN; B, C, D, E, G, P, T, V AND Z.

### **NUMERALS**

MESSAGES WILL FREQUENTLY CONTAIN NUMERALS TO GIVE AN ADDRESS, AMOUNT, WEIGHT, TIME, ETC.

NUMERALS WILL BE SPOKEN DIGIT BY DIGIT (EXCEPT NUMERALS ENDING IN EVEN HUNDREDS AND THOUSANDS) AND NORMALLY WILL BE PRECEDED BY ONE OF THE FOLLOWING PROWORDS:

"NUMBER". USED TO GIVE THE SERIAL, OR, MESSAGE NUMBER OF A MESSAGE.

"TIME". ALWAYS FOLLOWED BY THE DATE/TIME GROUP (DTG).

"GROUPS". ALWAYS PRECEDES THE GROUP COUNT FOR THE TEXT OF A MESSAGE.

"FIGURES". USED IN ALL OTHER INSTANCES INVOLVING NUMERALS.

THESE PROWORDS WILL NEVER BE MIXED (OR USED) TOGETHER.

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THE PROPER EXPRESSION OF NUMERALS INCLUDES SPECIAL EMPHASIS FOR THE PURPOSE OF CLARIFYING CERTAIN DIGITS. THEY ARE PRONOUNCED:

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

ROMAN NUMERALS WILL BE TRANSMITTED AS THE CORRESPONDING ARABIC LETTER(S) PRECEDED BY THE WORDS "ROMAN NUMERAL".

WHEN YOU SEE THESE NUMERALS IN THE HEADING OR TEXT OF A MESSAGE, ALWAYS EXPRESS THESE NUMERALS DIGIT BY DIGIT, PRECEDED BY THE PROPER PROWORD.

IT IS INCORRECT TO SAY "NINETEEN NINTY THREE". SAY "FIGURES WUN NIN-ER NIN-ER TREE". DO NOT SAY "TWENTY ONE". SAY "FIGURES TOO WUN".

EVEN HUNDREDS OR THOUSANDS WILL BE SPOKEN AS FOLLOWS:  
2100, WOULD BE SPOKEN "FIGURES TOO WUN HUNDRED".  
16000, WOULD BE SPOKEN "FIGURES WUN SIX TOUSAND".

WHEN GIVING THE DATE/TIME GROUP, 012136Z JAN 99, YOU WOULD SAY "TIME, ZERO WUN TOO WUN TREE SIX ZULU, JANUARY NINER NINER".

YOU NEVER SAY "TIME FIGURES".  
YOU NEVER SAY "GROUPS FIGURES".  
YOU NEVER SAY "FIGURES NUMBER".

PROWORDS PERTAINING TO NUMERALS ARE NEVER MIXED.

"ARL" TEXTS SUCH AS "ARL SIX" ARE ALWAYS SPELLED OUT AND ARE NOT TRANSMITTED AS NUMERALS (MORE ON THIS LATER IN THIS GUIDE).

### **PUNCTUATION**

PUNCTUATION WILL NOT BE USED IN MARS MESSAGES UNLESS NECESSARY TO THE MEANING OF THE TEXT. WHEN USED, PUNCTUATION MARKS MAY BE SPELLED OR ABBREVIATED, IN EITHER CASE, PUNCTUATION MARKS WILL BE COUNTED AS ONE GROUP.

THE LETTER "X" WILL NOT BE USED TO DENOTE PUNCTUATION IN MARS MESSAGES.

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PUNCTUATION	ABBREVIATION	PUNCTUATION	ABBREVIATION
COLON	CLN	PARENTHESES	PAREN
COMMA	CMM	PERIOD	PD
DASH		QUESTION MARK	QUES
DECIMAL POINT	PT	QUOTATION	QUOTE
		UNQUOTE	
HYPHEN		SEMI-COLON	SMCLM
PARAGRAPH	PARA	SLANT SIGN	SLANT

AGAIN, IF PUNCTUATION MARKS MUST BE USED, THEY ARE COUNTED.

THE PROPER ENUNCIATION OF LETTERS AND FIGURES COUPLED WITH THE PROPER USE OF PROWORDS FOUND ON THE NEXT FEW PAGES MAKE THE DIFFERENCE BETWEEN A GOOD COMMUNICATOR AND A POOR COMMUNICATOR.

### **PROWORDS**

PROWORDS ARE PRONOUNCEABLE WORDS OR PHRASES THAT HAVE BEEN ASSIGNED SPECIAL MEANING TO EXPEDITE THE FLOW OF VOICE COMMUNICATIONS.

THE PROPER USE OF PROWORDS NOT ONLY EXPEDITES RADIOTELEPHONE COMMUNICATIONS, IT ENSURES THE ACCURACY OF THE MESSAGE.

PROWORDS, WHEN USED IN THE TEXT OF MESSAGES, ARE NOT COUNTED AS GROUPS AND NOT WRITTEN INTO THE MESSAGE WHEN IT IS PREPARED FOR DELIVERY TO ADDRESSEE.

PROWORD(S)	EXPLANATION
------------	-------------

---

AFFIRMATIVE	YOU ARE CORRECT, OR, WHAT YOU HAVE TRANSMITTED IS CORRECT. YES.
-------------	---

---

ALL AFTER	THE PORTION OF THE MESSAGE TO WHICH I HAVE REFERENCE, IS THAT PORTION WHICH FOLLOWS_____.
-----------	---

---

ALL BEFORE	THE PORTION OF THE MESSAGE TO WHICH I HAVE REFERENCE, IS THAT PORTION WHICH PRECEDES_____.
------------	--

---

BREAK	I HEREBY INDICATE THE SEPARATION OF THE TEXT FROM ALL OTHER PORTIONS OF THIS MESSAGE.
-------	---

---

CORRECT	YOU ARE CORRECT, OR, WHAT YOU HAVE TRANSMITTED IS CORRECT.
---------	--

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CORRECTION AN ERROR HAS BEEN MADE IN THIS TRANSMISSION.  
TRANSMISSION WILL CONTINUE WITH THE LAST  
WORD CORRECTLY TRANSMITTED.

AN ERROR HAS BEEN MADE IN THIS TRANSMISSION  
(OR MESSAGE INDICATED). THE CORRECT VERSION  
IS \_\_\_\_\_.

THAT WHICH FOLLOWS IS A CORRECTED VERSION IN  
ANSWER TO YOUR REQUEST FOR VERIFICATION.

---

DISREGARD THIS THIS TRANSMISSION IS IN ERROR – DISREGARD IT.  
TRANSMISSION,  
OUT.

THIS PROWORD WILL NOT BE USED TO CANCEL A  
MESSAGE THAT HAS BEEN TRANSMITTED AND RECEIPT  
OR ACKNOWLEDGEMENT HAS BEEN RECEIVED.

---

DO NOT ANSWER STATIONS CALLED ARE TO NOT ANSWER THIS CALL,  
RECEIPT FOR THIS MESSAGE, OR TRANSMIT  
REGARDING THIS TRANSMISSION. WHEN THIS  
PROWORD IS EMPLOYED, THE TRANSMISSION WILL  
BE ENDED WITH THE PROWORD "OUT".

---

EXEMPT THE ADDRESSEES IMMEDIATELY FOLLOWING ARE  
EXEMPTED FROM THE COLLECTIVE CALL.

THE ADDRESSEES FOLLOWING ARE EXEMPT FROM  
RECEIVING THIS MESSAGE.

---

FIGURES NUMERALS OR NUMBERS FOLLOW.

---

FLASH THIS MESSAGE HAS A PRECEDENCE OF "FLASH".

AFFILIATE MARS MEMBERS WILL NOT INITIATE A  
PERSONAL MESSAGE INTO THE MARS SYSTEM WITH  
THIS PRECEDENCE.

---

FROM THE ORIGINATOR OF THIS MESSAGE FOLLOWS  
IMMEDIATELY. \_\_\_\_\_

---

GROUPS THIS MESSAGE CONTAINS THE NUMBER OF GROUPS  
INDICATED BY THE NUMERAL(S) THAT FOLLOWS.

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IMMEDIATE THIS MESSAGE HAS A PRECEDENCE OF  
"IMMEDIATE".

AFFILIATE MARS MEMBERS WILL NOT INITIATE A  
PERSONAL MESSAGE INTO THE MARS SYSTEM WITH  
THIS PRECEDENCE.

---

INFO THE ADDRESSEES IMMEDIATELY FOLLOWING ARE  
ADDRESSED FOR INFORMATION ONLY.

---

INITIAL(S) A GROUP OF ONE OR MORE CHARACTERS, THE FIRST  
OF WHICH IS A LETTER, FOLLOWS.

---

I READ BACK THE FOLLOWING IS IN RESPONSE TO YOUR  
INSTRUCTIONS TO READ BACK.

---

I REPEAT I AM REPEATING THE TRANSMISSION, OR A  
PORTION OF THE TRANSMISSION AS REQUESTED BY  
THE RECEIVING STATION.

IT MUST BE AN EXACT DUPLICATE OF THE  
PREVIOUS TRANSMISSION AND IS NOT TO BE USED  
AS A CORRECTION TO THE PREVIOUS  
TRANSMISSION.

---

I SAY AGAIN I AM REPEATING TRANSMISSION OR PORTION  
INDICATED.

---

I SPELL I WILL SPELL THE NEXT WORD PHONETICALLY.

---

I VERIFY THAT WHICH FOLLOWS IS VERIFIED PER YOUR  
REQUEST.

IT IS TO BE USED ONLY AS A REPLY TO  
"VERIFY".

---

MAYDAY I AM IN SERIOUS DANGER AND IN NEED OF  
IMMEDIATE HELP.

---

MORE TO FOLLOW I HAVE MORE MESSAGES, TRAFFIC, OR  
INFORMATION FOR YOU.

---

NEGATIVE NOT RECEIVED. NO.

---

NO TRAFFIC THIS STATION HAS NO TRAFFIC TO SEND.

---

NOTHING HEARD TO BE USED WHEN NO REPLY IS RECEIVED FROM A  
CALLED STATION.

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NUMBER TRANSMITTING STATION'S MESSAGE SERIAL NUMBER  
EXPRESSED AS A NUMERAL(S).

---

OUT THIS IS THE END OF MY TRANSMISSION TO YOU  
AND NO ANSWER OR REPLY IS REQUIRED NOR  
EXPECTED.

---

OVER THIS IS THE END OF MY TRANSMISSION TO YOU  
AND A RESPONSE IS EXPECTED. GO AHEAD.  
TRANSMIT.

---

PAN I HAVE A SITUATION, OR CONDITION, OR TRAFFIC  
OF AN URGENT NATURE. (SECOND ONLY TO  
MAYDAY).

---

PRIORITY THIS MESSAGE HAS A PRECEDENCE OF "PRIORITY"  
AND IS THE HIGHEST PRECEDENCE AUTHORIZED FOR  
USE IN MESSAGES BY AFFILIATE MARS MEMBERS.

---

READ BACK REPEAT THIS TRANSMISSION BACK TO ME EXACTLY  
AS YOU RECEIVED IT. (USED TO CONFIRM  
ACCURATE RECEPTION.)

---

RELAY (TO) TRANSMIT THIS MESSAGE TO ALL ADDRESSES (OR  
ADDRESSEES IMMEDIATELY FOLLOWING THIS  
PROWORD).

---

RELAY THROUGH RELAY YOUR MESSAGE THROUGH CALL SIGN \_\_\_\_\_.

---

ROGER I HAVE RECEIVED AND UNDERSTOOD YOUR LAST  
TRANSMISSION.

"ROGER" DOES NOT MEAN "YES", NOR "PERMISSION  
GRANTED".

---

ROUTINE THIS MESSAGE HAS A PRECEDENCE OF "ROUTINE".

---

SAY AGAIN REPEAT ALL OF YOUR LAST TRANSMISSION.

NORMALLY FOLLOWED BY THE PROWORDS "ALL  
AFTER \_\_\_\_\_" AND/OR "ALL BEFORE \_\_\_\_\_" AND  
THE PROWORD "OVER".

---

SECURITE I HAVE A NAVIGATION PROBLEM, OR, I AM  
OR EXPECTING A STATE OF EMERGENCY TO DEVELOP,  
SECURITY OR, I HAVE INFORMATION REGARDING A HAZARD TO  
THE SAFETY OF NAVIGATION.

---

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SERVICE THIS IS A SERVICE MESSAGE AND HAS NO GROUP  
COUNT.

---

SPEAK SLOWER YOUR TRANSMISSION SPEED IS TOO FAST. REDUCE  
SPEED.

---

THIS IS THIS TRANSMISSION IS FROM THE STATION WHOSE  
CALL SIGN IMMEDIATELY FOLLOWS.

---

THIS IS A FROM NOW UNTIL FURTHER NOTICE THIS NET IS  
DIRECTED NET DIRECTED.

---

THIS IS A FREE FROM NOW UNTIL FURTHER NOTICE THIS NET IS  
NET. FREE.

---

TIME THAT WHICH IMMEDIATELY FOLLOWS IS THE TIME  
OR DATE/TIME GROUP (DTG) OF THE MESSAGE.

---

TO THE ADDRESSEES IMMEDIATELY FOLLOWING ARE  
ADDRESSED FOR ACTION.

---

UNKNOWN STATION THE IDENTITY OF THE STATION I AM ATTEMPTING  
TO CONTACT IS UNKNOWN. SAY AGAIN AND  
IDENTIFY.

---

VERIFY VERIFY ENTIRE MESSAGE (OR A PORTION  
INDICATED) WITH THE ORIGINATOR AND SEND THE  
CORRECT VERSION. TO BE USED AT THE  
DISCRETION OF THE RECEIVING STATION.

---

WAIT I MUST PAUSE FOR A FEW SECONDS. DO NOT  
TRANSMIT.

---

WAIT OUT I MUST PAUSE FOR A PERIOD OF TIME. CONTINUE  
WITH THE NET AND I WILL CALL AGAIN LATER.

"WAIT OUT" DOES NOT REQUIRE AN ANSWER.

---

WILCO I HAVE RECEIVED, UNDERSTOOD AND WILL COMPLY  
WITH YOUR LAST TRANSMISSION.

THE MEANING OF "ROGER" IS INCLUDED IN THAT  
OF "WILCO". THE TWO PROWORDS WILL NEVER BE  
USED TOGETHER.

---

WORD AFTER THE WORD TO WHICH I HAVE REFERENCE IS THAT  
WHICH FOLLOWS\_\_\_\_\_.

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WORD BEFORE THE WORD TO WHICH I HAVE REFERENCE IS THAT  
PRECEDES \_\_\_\_\_ .

---

WORDS TWICE COMMUNICATION IS DIFFICULT. TRANSMIT EACH  
GROUP OR PHRASE TWICE.

THIS PROWORD MAY BE USED AS AN ORDER,  
REQUEST, OR, AS INFORMATION.

---

WRONG YOUR LAST TRANSMISSION WAS INCORRECT. THE  
CORRECT VERSION IS \_\_\_\_\_.

THE PROPER ENUNCIATION AND USE OF PHONETICS AND PROWORDS IS ESSENTIAL TO EFFECTIVE  
COMMUNICATION.

A COPY OF THE PHONETIC ALPHABET AND THE PROWORD LIST SHOULD BE KEPT AT THE OPERATING  
POSITION AT ALL TIMES.

### **CALL SIGNS**

CALL SIGNS FOR ALL MARS STATIONS, EXCEPT NATIONAL OFFICIALS AND  
MILITARY STATIONS, ARE ASSIGNED BY THE REGION MARS DIRECTORS.

WHEN AN INDIVIDUAL JOINS THE MARS PROGRAM, HE/SHE IS ASSIGNED A "AFT()AA" THROUGH  
"AFT()ZZ" CALL SIGN, WHICH IS CHANGED TO A "AFA()AA" THROUGH "AFB()ZZ" CALL SIGN AFTER  
SUCCESSFUL COMPLETION OF THE TRAINING PROGRAM.

AFFILIATE MEMBERS (OTHER THAT TRAINEES) ARE ASSIGNED CALL SIGNS "AFA()AA" THROUGH  
"AFA()ZZ" AND "AFB()AA" THROUGH "AFB()ZZ".

THE NUMERAL WITHIN THE BRACKET INDICATE THE MARS REGION.

EXAMPLE: AFA1AA IS ASSIGNED TO REGION 1, AFA2AA IS ASSIGNED TO REGION 2.

WHEN A MEMBER IS TERMINATED OR IS TRANSFERRED TO ANOTHER REGION, THE CALL SIGN IS RE-  
ASSIGNED TO A NEW MEMBER OR TO A MEMBER TRANSFERRING IN FROM ANOTHER REGION AFTER  
ONE YEAR.

MARS STATIONS LOCATED ON A MILITARY BASE AND/OR OPERATED BY MILITARY PERSONNEL ARE  
ASSIGNED CALL SIGNS BEGINNING WITH "AGA", A NUMERAL INDICATING THE REGION AND  
FOLLOWED BY TWO LETTERS WHICH USUALLY INDICATE THE MILITARY BASE.

EXAMPLE: "AGA4KE" IS LOCATED AT KELLY AIR FORCE BASE IN REGION 4.

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THE EXCEPTIONS ARE "AGA3HQ" WHICH IS LOCATED AT THE HEADQUARTERS OF THE AIR FORCE COMMUNICATIONS AGENCY AT SCOTT AFB, ILLINOIS AND "AIR" WHICH IS IN THE PENTAGON BUILDING AT WASHINGTON, D.C. AND REPRESENTS HEADQUARTERS USAF. MILITARY STATIONS OPERATING OUTSIDE US&P JURISDICTION WILL BE ASSIGNED A CALL SIGN OF "AFQ" WITH 3 NUMERALS, EXAMPLE: "AFQ-911".

IF A MILITARY BASE HAS TWO OR MORE MARS STATIONS, EACH STATION IS ASSIGNED A DIFFERENT CALL SIGN.

THE CIVIL AIR PATROL MAY ALSO HAVE CALL SIGNS ASSIGNED TO THE ACTIVE DUTY USAF LIAISON OFFICER ASSIGNED TO THAT UNIT (REGION OR WING).

CAP WING (STATE) CALL SIGNS WILL BE "AGC", A NUMERAL REPRESENTING THE AF MARS REGION, FOLLOWED BY THE TWO LETTER POSTAL ABBREVIATION FOR THEIR STATE (WING).

EXAMPLE: "AGC4TX" - TEXAS WING, "AGC6AZ", ARIZONA WING, ETC.

CAP REGION CALL SIGNS WILL BE "AGC", A NUMERAL REPRESENTING THE AF MARS REGION AND TWO LETTERS REPRESENTING THE CAP REGION. EXAMPLES: "AGC4SW", (SOUTHWEST REGION). "AGC1NE", (NORTH EAST REGION). ETC.

NATIONAL HEADQUARTERS, CAP/USAF, LOCATED AT MAXWELL AFB, AL. HAS THE CALL SIGN OF "AGC2HQ".

YOU WILL ALSO HEAR ARMY AND NAVY/MARINE CORPS MARS CALL SIGNS ON OUR FREQUENCIES.

THE CALL SIGNS USE BY ARMY MARS WILL BE "AAA()XX", "AAR()XX", "AAV()XX", ETC., WITH A NUMERAL WITHIN THE BRACKETS REPRESENTING THE ARMY MARS REGION AND THE "XX" WILL BE "AA" THROUGH "ZZ". ARMY SMDS WILL HAVE AN OFFICIAL CALL SIGN OF "AAA", A NUMERAL REPRESENTING THEIR REGION, THE LAST TWO LETTERS WILL BE THE POSTAL ABBREVIATION FOR THEIR STATE.

ALL STATES WILL BE SIMILAR TO AF MARS CALL SIGNS, "AAA6AR", ARKANSAS SMD, "AAA6OK", OKLAHOMA SMD, ETC.

NAVY/MARINE CORPS MARS CALL SIGNS ARE ALL "NNN0" WITH THREE LETTERS REPRESENTING DIFFERENT LEVELS OF COMMAND, AREAS, ETC. "NNN0ASA" THROUGH "NNN0ASZ" REPRESENTS CHIEF NAVY/MARINE CORPS MARS, STAFF AND REGION DIRECTORS, WHICH IS THE EQUIVALENT OF OUR CHIEF USAF MARS, NATIONAL STAFF AND REGION MARS DIRECTORS.

"NNN0GAA" THROUGH "NNN0GEZ" ARE AREA COORDINATORS, WHICH IS THE EQUIVALENT TO OUR STATE MARS DIRECTORS. "NNN0MAA - NNN0MZZ", MARINE CORPS MARS MILITARY STATIONS, "NNN0NAA - NNN0NZZ", NAVY MARS MILITARY STATIONS, ETC.

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BOTH ARMY MARS AND NAVY/MC MARS HAVE ADDITIONAL SPECIALIZED CALL SIGNS BUT THIS WILL GIVE YOU AN IDEA OF WHO THEY ARE WHEN THEY CHECK INTO OUR NETS.

CONTINUING WITH AIR FORCE MARS CALL SIGNS: AF MARS REGION OFFICIALS ARE ASSIGNED AN ADDITIONAL CALL SIGN REPRESENTING THEIR POSITION OR OFFICE.

THESE CALL SIGNS BEGIN WITH "AFF", FOLLOWED BY THE REGION NUMERAL AND A LETTER REPRESENTING THEIR FUNCTION:

"AFF()A" REGION ADMINISTRATIVE ASSISTANT  
"AFF()C" REGION MARS DIRECTOR  
"AFF()D" DEPUTY REGION MARS DIRECTOR  
"AFF()E" REGION EMERGENCY COORDINATOR  
"AFF()F" REGION CHIEF FREQUENCY MONITOR  
"AFF()K" REGION PACKET MANAGER  
"AFF()L" REGION LIBRARIAN  
"AFF()M" REGION TECHNICAL SERVICE MANAGER  
"AFF()N" REGION H.F. VOICE NET MANAGER  
"AFF()O" REGION OPERATIONS ANALYSIS MANAGER  
"AFF()P" REGION PUBLIC AFFAIRS COORDINATOR  
"AFF()R" REGION RTTY MANAGER  
"AFF()T" REGION TRAINING MANAGER  
"AFF()V" REGION VHF MANAGER

STATE MARS DIRECTORS ARE ASSIGNED CALL SIGNS BEGINNING WITH "AFF" FOLLOWED BY A NUMERAL INDICATING THE REGION, FOLLOWED BY THE TWO LETTER POSTAL ABBREVIATION CODE FOR THEIR STATE.

EXAMPLE: THE TEXAS STATE MARS DIRECTOR'S CALL SIGN IS "AFF4TX".

NATIONAL OFFICIALS ARE ASSIGNED A "AFN()XX" CALL SIGN.

ALL OFFICIAL CALL SIGNS ARE RELINQUISHED TO THE INCOMING OFFICIAL.

### **RADIO CHECKS-SIGNAL STRENGTH-READABILITY**

A STATION IS UNDERSTOOD TO HAVE GOOD SIGNAL STRENGTH AND READABILITY UNLESS OTHERWISE NOTIFIED. STRENGTH AND READABILITY REPORTS WILL NOT BE EXCHANGED UNLESS ONE STATION CANNOT CLEARLY HEAR ANOTHER.

A STATION WISHING TO INFORM ANOTHER STATION OF HIS SIGNAL STRENGTH AND READABILITY WILL DO SO BY MEANS OF A SHORT, CONCISE REPORT OF ACTUAL RECEPTION.

REPORTS OF "FIVE BY FIVE", "FOUR BY FOUR", "20 OVER S9", "WALL TO WALL AND TREETOP TALL", "BLOWING MY DOORS OFF", ETC. WILL NOT BE USED ON MILITARY FREQUENCIES TO INDICATE STRENGTH AND QUALITY OF RECEPTION.

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**SIGNAL STRENGTH REPORTS**

---

LOUD	YOUR SIGNAL IS VERY STRONG.
GOOD	YOUR SIGNAL STRENGTH IS GOOD.
WEAK	YOUR SIGNAL STRENGTH IS WEAK.
VERY WEAK	YOUR SIGNAL STRENGTH IS VERY WEAK.
FADING	AT TIMES YOUR SIGNAL STRENGTH FADES TO SUCH AN EXTENT THAT CONTINUOUS RECEPTION IS NOT RELIABLE.

---

**READABILITY REPORTS**

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CLEAR	THE QUALITY OF YOUR TRANSMISSION IS EXCELLENT.
READABLE	THE QUALITY OF YOUR TRANSMISSION IS SATISFACTORY.
UNREADABLE	THE QUALITY OF YOUR TRANSMISSION IS SO BAD THAT I CAN NOT READ YOU.
DISTORTED	HAVING TROUBLE READING YOU BECAUSE YOUR SIGNAL IS DISTORTED.
WITH INTERFERENCE	HAVING TROUBLE READING YOU DUE TO INTERFERENCE.
INTERMITTENT	HAVING TROUBLE READING YOU BECAUSE YOUR SIGNAL IS INTERMITTENT.

---

IF YOU ARE CALLED BY A STATION TO RECEIVE TRAFFIC AND THAT STATION IS ANYTHING LESS THAN "GOOD AND READABLE", YOU SHOULD INFORM THE TRANSMITTING STATION DURING YOUR FIRST TRANSMISSION TO THAT STATION. THIS INFORMATION WILL ALERT THE STATION AND DETERMINE THE AMOUNT OF PHONETICS THAT SHOULD BE USED IN TRANSMITTING THE MESSAGE.

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### **FREQUENCIES**

THE FREQUENCY AND NET DESIGNATORS ARE A PART OF THE NEW MEMBER KIT AND SHOULD BE KEPT CURRENT FROM INFORMATION FURNISHED BY YOUR STATE MARS DIRECTOR, NET MANAGER, REGION OFFICIALS AND/OR MESSAGES FROM USAF MARS HQ.

### **RECORD MAINTAINENCE**

ALL MESSAGES HANDLED BY A MARS MEMBER ON MARS CIRCUITS MUST BE RECORDED AND A FILE MAINTAINED FOR 90 DAYS FROM THE TIME THE MESSAGE WAS RECEIVED. AFTER 90 DAYS THE MESSAGE MAY BE DESTROYED BY BURNING OR SHREDDING.

### **MESSAGE FILE**

A SIMPLE MESSAGE FILE MAY CONSIST OF THREE FOLDERS, ONE MARKED "RECEIVED", ONE MARKED "SENT", AND ONE MARKED "TO BE SENT".

A NEW MESSAGE SERIAL NUMBER IS TO BE ASSIGNED TO EACH MESSAGE ORIGINATED, RELAYED, OR DELIVERED. DO NOT CHANGE THE DTG.

### **OFFICIAL DIRECTIVES**

EACH MARS STATION IS RESPONSIBLE FOR MAINTAINING A FILE OF ALL OFFICIAL MESSAGES SUCH AS THE MARS BROADCAST AND DIRECTIVES FROM REGION/STATE OFFICIALS.

OFFICIAL MESSAGES WILL HAVE AN EFFECTIVE DATE AND A DELETION DATE.

### **STATION LOGS**

A SEPARATE LOG FOR MARS NET OPERATIONS IS ALSO REQUIRED AND MUST BE RETAINED FOR A PERIOD OF 90 DAYS.

AN AFFILIATE MARS MEMBER SHOULD ALSO KEEP A LOG OF THE NUMBER OF HOURS DEDICATED TO MARS ACTIVITIES OTHER THAN "ON THE AIR" DIRECTED NETS. THE INFORMATION FROM THIS ACTIVITY LOG MAY BE SENT TO THE RESPECTIVE STATE MARS DIRECTOR EACH QUARTER. THIS ACTIVITY REPORT SHOULD INCLUDE THE DATE, TYPE OF ACTIVITY, AND NUMBER OF HOURS.

THE TYPE OF ACTIVITY YOU SHOULD REPORT IS ANY ACTIVITY DEVOTED 100% TO MARS AND CAN RANGE FROM PUTTING UP AN ANTENNA FOR MARS FREQUENCIES, ATTENDING A MARS CONFERENCE, ETC.

REMEMBER, USAF MODS REQUIRES EACH MEMBER TO HAVE A MINIMUM OF 12 HOURS PARTICIPATION TIME PER QUARTER, 6 OF THESE HOURS MUST BE ON H.F. NETS.

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## NETS AND NET OPERATIONS

THE TYPE OF NET AND METHOD OF OPERATION IS DETERMINED BY THE CONSIDERATION OF OPERATIONAL FACTORS INVOLVED. THERE ARE TWO TYPES OF MARS NETS. THE FREE NET AND THE DIRECTED NET.

**FREE NET.** IN THE FREE NET, THE NET CONTROL STATION (NCS) AUTHORIZES STATIONS TO TRANSMIT TRAFFIC TO OTHER NET STATIONS WITHOUT OBTAINING PRIOR PERMISSION. FREE NET OPERATION DOES NOT RELIEVE THE NCS OF THE RESPONSIBILITY FOR MAINTAINING CIRCUIT DISCIPLINE, NOR DOES A FREE NET RELIEVE THE INDIVIDUAL STATION FROM OBSERVING PROPER OPERATING PROCEDURE.

**DIRECTED NET.** IN A DIRECTED NET, STATIONS MUST OBTAIN PERMISSION FROM THE NCS PRIOR TO COMMUNICATING WITH OTHER NETWORK STATIONS. ALL MARS NETWORKS WILL BE DIRECTED UNLESS OTHERWISE INDICATED BY THE NCS. DIRECTED NETS MAY BE ADMINISTRATIVE, TECHNICAL, TRAINING, TRAFFIC OR INFORMATIONAL NETS.

## NET CALL PROCEDURES

**FULL CALL.** A FULL CALL IS ONE WHERE THE TRANSMITTING STATION GIVES THE CALL SIGN OF THE STATION BEING CALLED, THE PROWORDS "THIS IS", HIS CALL SIGN GIVEN PHONETICALLY, (ANY INFORMATION, TRAFFIC, RADIO CHECK, ETC.) AND THE PROWORD "OVER".

EXAMPLES: "AGA4KE THIS IS AFA4IE, DALLAS,TX., NO TRAFFIC, OVER".  
"AGA4KE THIS IS AFA4IE, I HAVE ONE ROUTINE, OVER".

**ABBREVIATED CALL.** AN ABBREVIATED CALL IS ONE WHERE THE TRANSMITTING STATION USES THE PROWORDS "THIS IS", THE CALL SIGN GIVEN PHONETICALLY, ANY INFORMATION (IF APPLICABLE) AND THE PROWORD "OVER".

EXAMPLES: "THIS IS AFA4FM (EXPRESSED PHONETICALLY) FT. WORTH TEXAS,  
NO TRAFFIC, OVER". "THIS IS AFA4FM, OVER".

IT IS IMPROPER PROCEDURE TO SAY "NET CONTROL, THIS IS----".  
IT IS ALSO IMPROPER TO CALL THE NCS BY NAME.  
PERSONAL NAMES, IN LIEU OF CALL SIGNS, ARE PROHIBITED.

FULL CALL PROCEDURE WILL ALWAYS BE USED WHEN CHECKING INTO A NET.

ONCE THE NET HAS BEEN ESTABLISHED, IT WILL NORMALLY WORK WITH ABBREVIATED PROCEDURES. THE NCS WILL, HOWEVER, HAVE THE OPTION TO ORDER THE NET TO WORK FULL OR ABBREVIATED PROCEDURES, AS REQUIRED BY CONDITIONS.

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**COLLECTIVE CALL.** THE "COLLECTIVE CALL" IS NORMALLY USED BY THE NCS OR ANCS (ALTERNATE NET CONTROL STATION) AS AN INVITATION FOR ADDITIONAL STATIONS TO CHECK IN DURING THE COURSE OF THE NET.

EXAMPLE: "NET 4S1, THIS IS AFA4IE, OVER".

**MULTIPLE CALL.** THE "MULTIPLE CALL" IS EMPLOYED WHEN A CALLING STATION HAS SUBJECT MATTER TO BRING TO THE ATTENTION OF MORE THAN ONE STATION.

EXAMPLE: "AFF4M, AFF4O, AFF4T, AFF4D, THIS IS AFF4C, OVER".

### **PROWORD APPLICATIONS**

"THIS IS" WILL BE USED AT THE BEGINNING OF ALL MESSAGES TRANSMITTED IN VOICE TRAFFIC NETS.

STATIONS ARE REMINDED THAT THE USE OF CALL SIGNS AT THE END OF A TRANSMISSION ARE INCORRECT.

THE ENDING OF ANY TRANSMISSION WILL BE THE PROWORDS, "OVER", "OUT", "WAIT", OR "WAIT OUT", AS APPROPRIATE. NO OTHER ENDING IS CORRECT.

THERE ARE FOUR PROWORDS ASSOCIATED WITH NUMERALS AND THESE FOUR PROWORDS ARE NEVER MIXED. THEY ARE USED FOR SPECIFIC FUNCTIONS AND HAVE A SPECIFIC MEANING.

THE PROWORD "NUMBER" IS USED BEFORE GIVING THE SERIAL (OR MESSAGE NUMBER) OF A MESSAGE.

DO NOT SAY "NUMBER FIGURE WUN", SAY "NUMBER WUN".

THE PROWORD "TIME" IS ALWAYS FOLLOWED BY THE DATE/TIME GROUP EXPRESSED IN SIX DIGITS. THE DATE/TIME GROUP IS USED IN THE PREAMBLE OF A MESSAGE OR AT THE END OF A RELAYED MESSAGE.

THE PROWORD "GROUPS" PRECEDES A NUMERAL AND INDICATES THE NUMBER OF GROUPS (WORDS, OR GROUPS OF NUMERALS, OR A COMBINATION THEREOF) IN A MESSAGE.

THE PROWORD "FIGURES" IS USED IN ALL OTHER CASES INVOLVING NUMERALS.

IT IS USED IN: THE STREET ADDRESS, TELEPHONE NUMBER, OR BODY OF THE TEXT WHERE FIGURES APPEAR. DO NOT SAY "GROUP FIGURES FOW-ER FOW-ER", SAY "FIGURES FOW-ER FOW-ER".

ONCE AGAIN THERE ARE FOUR PLACES WHERE DIGITS OR NUMERALS ARE USED IN MARS, AND THEY ARE ALWAYS PRECEDED BY A PROWORD AS PREVIOUSLY EXPLAINED.

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UNLESS THE PROWORD "FIGURES" IS USED, EACH DIGIT PRONOUNCED IN THE TEXT OR ADDRESS OF A MESSAGE IS ASSUMED TO BE SPELLED OUT AND WILL BE COUNTED AS A GROUP.

BY CONTRAST, WHEN THE PROWORD "FIGURES" IS EMPLOYED PRECEDING A GROUP OF NUMERALS IN THE TEXT, THEN THAT ENTIRE GROUP COMPRISES ONLY ONE GROUP IN THE TEXT.

PROWORDS, WHEN USED IN THE TEXT FOR CLARIFICATION, ARE NOT COUNTED IN THE GROUP COUNT.

DATE/TIME GROUPS ARE ALWAYS EXPRESSED IN A SIX DIGIT FORM.

THE FIRST TWO DIGITS INDICATE THE DATE OF THE MONTH AND THE LAST FOUR DIGITS INDICATE THE TIME THE MESSAGE IS FILED AS EXPRESSED IN COORDINATED UNIVERSAL TIME DESIGNATED BY ALL MARS AND MILITARY AS "ZULU" TIME.

"ZULU" TIME IS FURTHER EXPLAINED UNDER THE HEADING OF TIME.

### **TIME**

THE UNITED STATES AIR FORCE OPERATES WORLD WIDE AND MUST HAVE A MEANS OF EXPRESSING TIME ACCORDING TO A STANDARD UNDERSTOOD THROUGHOUT THE WORLD.

THIS STANDARD IS KNOWN AS "COORDINATED UNIVERSAL TIME" OR "UTC".

CONSIDER THE WORLD AS A SPHERE COMPRISING 360 DEGREES AND REVOLVING ON IT'S AXIS ONCE EVERY 24 HOURS. THEREFORE EACH HOUR COMPRISES 15 DEGREES LONGITUDE.

THE WORLD IS ROTATING AT THE RATE OF 1140 FEET PER SECOND, 13 MILES PER MINUTE, 780 MILES PER HOUR, OR, 18,720 MILES IN 24 HOURS.

THESE SPEEDS AND DISTANCES ARE BASED ON THE EQUATOR AND DECREASE AS YOU PROGRESS TOWARD EITHER THE NORTH OR SOUTH POLE.

GREENWICH, A CITY NEAR LONDON, ENGLAND IS ACCEPTED BY INTERNATIONAL AGREEMENT AS THE REFERENCE FOR THE START OF THE ROTATION.

THE LIMIT OF THE TIME ZONE PREVIOUSLY KNOWN AS GREENWICH MEAN TIME (GMT) IS 7.5 DEGREES EAST AND 7.5 DEGREES WEST OF GREENWICH, AND THE TIME IS CONSIDERED THE SAME ACROSS THE TOTAL 15 DEGREE SEGMENT.

THIS SEGMENT, OR ZONE, IS REFERRED TO AS THE "ZULU" TIME ZONE.

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THE EAST COAST OF THE UNITED STATES IS APPROXIMATELY 75 DEGREES WEST OF ENGLAND OR 5 HOURS BEHIND GREENWICH TIME. CENTRAL UNITED STATES IS 6 HOURS, CALIFORNIA IS 8 HOURS, ETC.

WE (AMERICANS) ARE TAUGHT FROM BIRTH TO TELL TIME FROM A CLOCK THAT INDICATES FROM 12 O'CLOCK MIDNIGHT TO 12 O'CLOCK NOON. WE THEN START OVER AND GO TO 12 O'CLOCK MIDNIGHT.

THIS CAUSES US TO HAVE TWO 10 O'CLOCKS, TWO 8 O'CLOCKS, ETC. DURING EACH 24 HOUR PERIOD. YOU REALIZE HOW CONFUSING THIS CAN BE IF USED ALL OVER THE WORLD. WHOSE TIME WOULD YOU USE ON RADIO MESSAGES AND RADIO LOGS ?

THIS IS THE REASON FOR "ZULU" TIME AND A TWENTY-FOUR HOUR SYSTEM INSTEAD OF A TWELVE HOUR SYSTEM.

MARS AND ALL MILITARY OPERATIONS RECORD AND EMPLOY TIME FROM 0000 ZULU THROUGH 2359 ZULU. THERE IS NO 2400 ZULU, AS THAT FLEETING INSTANT, IS THE ENDING OF ONE DAY AND THE BEGINNING OF ANOTHER.

THE TIME "2400 ZULU" WILL NEVER BE USED AS A TIME DESIGNATOR.

BECAUSE GREENWICH IS SIX HOURS EAST OF THE CENTRAL TIME ZONE, A TIME OF 7:00 P.M. CENTRAL STANDARD TIME (OR 1900 HOURS "SIERRA" TIME) ON THE 1ST DAY OF JANUARY 1999, IS 0100 ZULU OF THE 2ND DAY OF JANUARY.

A MESSAGE FILED ON THE 1ST OF JANUARY 1999 AT 1900 HOURS SIERRA TIME WOULD BE FILED AS "TIME" "020100Z JAN 99".

CENTRAL STANDARD TIME IS EXPRESSED IN A 24 HOUR FORMAT KNOWN AS "SIERRA" TIME AND IS SIX HOURS BEHIND "ZULU" TIME. (5 HOURS DURING DAYLIGHT SAVINGS TIME).

MARS STATIONS ARE RESPONSIBLE FOR KEEPING CORRECT TIME. MOST MARS STATIONS UTILIZE THE TIME SERVICE TRANSMISSIONS OF WWV. THIS GOVERNMENT OPERATED STATION LOCATED AT FORT COLLINS, COLORADO TRANSMITS TIME SIGNALS (IN COORDINATED UNIVERSAL TIME IE: ZULU TIME), PROPAGATION ANNOUNCEMENTS AND STANDARD TONES WITH AN ACCURACY OF ONE PART IN 100 MILLION ON FREQUENCIES OF 5.0 MHz., 10.0 MHz AND 15.0 MHz (AND OTHER FREQUENCIES). THE TICKS ARE AT ONE SECOND INTERVALS WITH THE TICK OMITTED ON THE 29TH AND 59TH SECOND.

### **PRECEDENCE DESIGNATORS**

THE ASSIGNMENT OF THE PRECEDENCE DESIGNATION IS THE RESPONSIBILITY OF THE ORIGINATING STATION.

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THE ASSIGNMENT IS DETERMINED BY THE SUBJECT MATTER AND THE TIME FACTOR INVOLVED. WHEN ASSIGNING A PRECEDENCE, THE ORIGINATOR TELLS OPERATORS IN WHAT ORDER A MESSAGE WILL BE HANDLED FOR TRANSMISSION AND DENOTES THE URGENCY OF THE INFORMATION TO THE ADDRESSEE(S).

THERE ARE TWO PRECEDENCE DESIGNATIONS USED BY MARS OPERATORS WHEN ORIGINATING TRAFFIC FOR THE MARS CIRCUITS, "ROUTINE" AND "PRIORITY".

**ROUTINE (R).** THIS PRECEDENCE IS USED FOR ALL TYPES OF MESSAGE TRAFFIC JUSTIFYING THE TRANSMISSION BY RAPID MEANS, BUT NOT OF SUFFICIENT URGENCY TO REQUIRE A HIGHER PRECEDENCE. ROUTINE PRECEDENCE MESSAGES ARE DELIVERED IN THE ORDER RECEIVED AND AFTER ALL MESSAGES OF A HIGHER PRECEDENCE. ROUTINE IS THE NORMAL PRECEDENCE DESIGNATION USED ON MARS CIRCUITS.

**PRIORITY (P).** THIS IS RESERVED FOR MESSAGES REQUIRING EXPEDITIOUS ACTION BY THE ADDRESSEE AND/OR FURNISHING ESSENTIAL INFORMATION FOR CONDUCTING OPERATIONS WHEN A ROUTINE PRECEDENCE WILL NOT SUFFICE. PRIORITY MESSAGES ARE PROCESSED, TRANSMITTED, AND DELIVERED IN THE ORDER RECEIVED AND AHEAD OF ALL MESSAGE OF ROUTINE PRECEDENCE. IT IS NORMALLY THE HIGHEST PRECEDENCE DESIGNATION USED ON MARS CIRCUITS.

THE ABOVE PRECEDENCE DESIGNATORS ARE NORMALLY THE ONLY ONES YOU WILL HEAR ON MARS NETS OR FREQUENCIES, HOWEVER, THERE ARE SIX MORE PRECEDENCE DESIGNATORS OF WHICH YOU SHOULD BE AWARE.

**IMMEDIATE (O).** THE PRECEDENCE IS RESERVED FOR MESSAGES RELATING TO SITUATIONS GRAVELY AFFECTING THE SECURITY OF NATIONAL/ALLIED FORCES OR POPULACE AND REQUIRING IMMEDIATE DELIVERY TO ADDRESSEE(S). IMMEDIATE MESSAGES ARE PROCESSED, TRANSMITTED, AND DELIVERED IN THE ORDER RECEIVED AND AHEAD OF ALL MESSAGES OF LOWER PRECEDENCE. IF POSSIBLE, MESSAGES OF LOWER PRECEDENCE ARE INTERRUPTED ON ALL CIRCUITS INVOLVED UNTIL THE HANDLING OF THE IMMEDIATE MESSAGE IS COMPLETED.

AFFILIATE MEMBER MARS STATIONS ARE NOT AUTHORIZED TO INITIATE A MESSAGE WITH AN IMMEDIATE PRECEDENCE.

**FLASH (Z).** RESERVED FOR INITIAL ENEMY CONTACT MESSAGES OR OPERATIONAL COMBAT MESSAGES OF EXTREME URGENCY. BREVITY IS MANDATORY. FLASH MESSAGES ARE HAND CARRIED, PROCESSED, TRANSMITTED AND DELIVERED IN THE ORDER RECEIVED AND AHEAD OF ALL OTHER MESSAGES. MESSAGES OF LOWER PRECEDENCE ARE INTERRUPTED ON ALL CIRCUITS INVOLVED UNTIL HANDLING OF THE FLASH MESSAGE IS COMPLETED.

AFFILIATE MEMBER MARS STATIONS ARE NOT AUTHORIZED TO INITIATE A MESSAGE WITH A FLASH PRECEDENCE.

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WE NOW HAVE A MOU WITH THE CAP WHICH PERMITS THEM TO USE THE MARS FREQUENCIES/NETS UNDER CERTAIN CONDITIONS.

IF YOU HAVE A "AFCXXX-XX" STATION CHECK INTO THE NET, HIS/HER TRAFFIC WILL ALWAYS BE CONSIDERED "PRIORITY" (OR HIGHER) TRAFFIC (DEPENDING ON THE PRECEDENCE ASSIGNED BY THE TRANSMITTING STATION.

THE FOLLOWING THREE PRECEDENCE DESIGNATORS MAY BE USED BY MILITARY OR CIVIL ORGANIZATIONS AND/OR INDIVIDUALS AND ARE ALSO RECOGNIZED INTERNATIONALLY:

**MAYDAY (SOS).** THIS PRECEDENCE, REFERRED TO AS THE "INTERNATIONAL DISTRESS SIGNAL", INDICATES A STATION IS THREATENED BY GRAVE AND IMMINENT DANGER TO LIFE AND PROPERTY AND REQUESTS IMMEDIATE ASSISTANCE.

THE WORD "MAYDAY", "MAYDAY", "MAYDAY" WILL BE TRANSMITTED THREE TIMES.

AFTER THE DISTRESS SIGNAL IS SENT, ALL TRAFFIC IN PROGRESS WILL CEASE AND ALL STATIONS WILL MONITOR. ANY STATION IN A POSITION TO RENDER ASSISTANCE WILL DO SO AND ALL OTHER STATIONS WILL CONTINUE TO MONITOR UNTIL THE SITUATION IS RECTIFIED AND THE FREQUENCY IS RELEASED FOR NORMAL USAGE.

**PAN (XXX).** THIS PRECEDENCE, REFERRED TO AS THE "INTERNATIONAL URGENCY SIGNAL" INDICATES THE CALLING STATION HAS A VERY URGENT MESSAGE CONCERNING THE SAFETY OF A SHIP, AIRCRAFT OR OTHER VEHICLE, AND/OR, THE SAFETY OF A PERSON OR PERSONS.

THE WORD "PAN", "PAN", "PAN" WILL BE TRANSMITTED THREE TIMES.

ALL TRAFFIC OF A LOWER PRECEDENCE WILL CEASE, ALL STATIONS WILL MONITOR AND ANY STATION THAT CAN RENDER ASSISTANCE WILL DO SO. ALL STATIONS WILL CONTINUE TO MONITOR UNTIL THE SITUATION IS RECTIFIED AND THE FREQUENCY IS RELEASED FOR NORMAL USAGE.

**SECURITE, OR, SECURITY (TTT).** THIS PRECEDENCE, REFERRED TO AS THE "INTERNATIONAL SAFETY SIGNAL" INDICATES THAT A STATION IS GOING TO TRANSMIT A MESSAGE CONCERNING THE SAFETY OF NAVIGATION OR SEND IMPORTANT METEOROLOGICAL WARNINGS THAT IS, OR, CAN AFFECT SHIPS, AIRCRAFT OR PERSONS.

THE WORD "SECURITY", "SECURITY", "SECURITY" WILL BE SENT THREE TIMES.

ALL TRAFFIC OF A LOWER PRECEDENCE WILL CEASE AND ANY STATION THAT CAN RENDER ASSISTANCE WILL DO SO. ALL STATIONS WILL CONTINUE TO MONITOR UNTIL THE MESSAGES ARE COMPLETED AND THE FREQUENCY IS RETURNED FOR NORMAL USAGE.

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**DUAL PRECEDENCE.** IF A MESSAGE HAS BOTH ACTION AND INFORMATION ADDRESSEES, IT MAY BE SINGLE OR DUAL PRECEDENCE. A SINGLE PRECEDENCE INDICATES THE MESSAGE IS OF THE SAME URGENCY TO ALL ADDRESSEES. IF THE MESSAGE IS MORE URGENT TO ONE ADDRESSEE THAN ANOTHER, IT WILL BE SO INDICATED BY THE ASSIGNMENT OF TWO PRECEDENCES.

DUAL PRECEDENCE IS ASSIGNED ONLY IN THE CASE OF ACTION AND INFORMATION ADDRESSEES. THE HIGHER PRECEDENCE REPRESENTS THE ACTION ADDRESSEE(S) AND THE LOWER PRECEDENCE REPRESENTS THE INFORMATION ADDRESSEE(S). THE HIGHER PRECEDENCE IS ALWAYS ASSIGNED AHEAD OF THE LOWER PRECEDENCE IN THE HEADING. NO MESSAGE MAY BE ASSIGNED MORE THAN TWO PRECEDENCES.

THE NORMAL ORDER OF PRECEDENCE FOR HANDLING TRAFFIC WILL BE:

FLASH (Z).  
IMMEDIATE (O).  
MAYDAY (SOS).  
PAN (XXX).  
SECURITY (TTT).  
REDCAP  
PRIORITY (P).  
ADMINISTRATIVE (A).  
ROUTINE (R).  
INFORMAL.

IN THE STUDY OF PRECEDENCE DESIGNATIONS, THERE ARE TWO POINTS TO CONSIDER.

1. PRECEDENCE DOES NOT INDICATE THE IMPORTANCE OF THE MESSAGE CONTENT, BUT THE URGENCY WITH WHICH IT WILL BE HANDLED.
2. THE PRECEDENCE WHICH THE MESSAGE BEARS IS DETERMINED AND ASSIGNED BY THE ORIGINATOR. UNDER NO CIRCUMSTANCES MAY IT BE CHANGED WITHOUT THE PERMISSION OF THE ORIGINATOR.

### **MESSAGE COMPOSITION**

THE MAIN EMPHASIS OF MARS TRAINING IS MESSAGE HANDLING... HOW TO HANDLE RADIO MESSAGES CONCISELY, PROPERLY, AND QUICKLY.

IT SHOULD BE UNDERSTOOD THE ORIGINATING STATION OF EVERY MARS MESSAGE HAS THE RESPONSIBILITY FOR DETERMINING THE COMPOSITION AND PRECEDENCE OF THAT MESSAGE. AFTER A MESSAGE HAS ENTERED THE COMMUNICATIONS CIRCUITS, NO ONE BUT THE ORIGINATOR HAS THE AUTHORITY TO CHANGE ANY PART OF THAT MESSAGE EXCEPT THE MESSAGE NUMBER.

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THE RELIABILITY OF RADIO TRANSMISSIONS IS ENHANCED BY EMPLOYING THE BEST QUALITIES OF DIALECT AND ENUNCIATION. NATURAL PHRASES SHOULD BE USED INSTEAD OF WORD FOR WORD PRONUNCIATION AND NATURAL EMPHASIS SHOULD BE PLACED ON EACH WORD.

THE ORIGINATOR OF A MESSAGE SHOULD BE AS PRUDENT AND ECONOMICAL IN HIS CHOICE OF WORDS AS IS PRACTICAL TO CONVEY THE INTENDED MEANING.

COMMONLY USED CONJUNCTIONS, PREPOSITIONS, AND ARTICLES SUCH AS: AND, BUT, FOR, IN, ON, THE, ETC. SHOULD BE ELIMINATED FROM A MESSAGE UNLESS ESSENTIAL TO THE MEANING OF THE MESSAGE.

FORMS OF MESSAGES. TACTICAL, ADMINISTRATIVE, PROCEDURE, AND SERVICE MESSAGES PREPARED FOR TRANSMISSION ON MARS NETS WILL BE IN PLAINDRESS OR ABBREVIATED PLAINDRESS FORM.

**PLAINDRESS.** THE PLAINDRESS (PLAIN ADDRESS) MESSAGE MEANS THE ENTIRE ADDRESS (ORIGINATOR, ACTION/AND OR INFORMATION ADDRESSEES) IS SHOWN IN THE HEADING OF THE MESSAGE. IT CONTAINS ALL THE COMPONENTS (UNLESS THE CALL SIGN SERVES AS THE ADDRESS) AND MUST ALWAYS INCLUDE PRECEDENCE AND A DATE/TIME GROUP.

IN MARS, THE PLAIN ADDRESS OR COMPLETE FORM MESSAGE IS MOST OFTEN USED. A PLAINDRESS MESSAGE CONTAINS THE HEADING, THE TEXT AND ENDING PROCEDURES.

**ABBREVIATED PLAINDRESS.** THIS MESSAGE IS USED AMONG TWO OR MORE MARS STATIONS WHEN THE ORIGINATOR AND ADDRESSEE(S) ARE IN COMMUNICATION WITH EACH OTHER.

THE ABBREVIATED PLAINDRESS MESSAGE IS REQUIRED TO CONTAIN ONLY THE THREE ESSENTIAL MESSAGE PARTS---THE HEADING, THE TEXT, AND THE ENDING. THE TEXT IS NATURALLY REQUIRED BECAUSE IT IS THE MOST IMPORTANT PART OF THE MESSAGE. THE HEADING IS REQUIRED, BUT MAY BE SHORTENED TO CONSIST OF ONLY THE CALL SIGN. THE ENDING IS REQUIRED BECAUSE ALL TRANSMISSIONS ARE TERMINATED WITH ONE OF THE ENDING PROWORDS-"OVER", "OUT", "WAIT", OR "WAIT OUT", AS APPROPRIATE.

**SERVICE MESSAGE.** SERVICE MESSAGES ARE ORIGINATED BY COMMUNICATIONS PERSONNEL AND USED AMONG STATIONS FOR COORDINATING ANY PHASE OF TRAFFIC HANDLING, COMMUNICATION FACILITIES OR CIRCUIT CONDITIONS. THEY ARE PREPARED AND TRANSMITTED AS REGULAR MESSAGES. IF A SERVICE MESSAGE REFERS TO ANOTHER MESSAGE PREVIOUSLY HANDLED, IT WILL BE ASSIGNED THE SAME PRECEDENCE AS THE ORIGINAL MESSAGE. SERVICE MESSAGES DO NOT NORMALLY HAVE A GROUP COUNT.

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## DIRECT COMMUNICATION PROCEDURES

THE PROCEDURES EMPLOYED ON A RADIO CIRCUIT CONCERNING THE EXCHANGE OF INFORMATION BETWEEN STATIONS OPERATING ON A SINGLE FREQUENCY AND CAPABLE OF MAKING DIRECT CONTACT ARE KNOWN AS DIRECT COMMUNICATIONS. DIRECT COMMUNICATIONS ARE MOST OFTEN USED IN MARS. IT IS IMPERATIVE THAT YOU KNOW AND UNDERSTAND THEM. ALL OF THE PROCEDURES WHICH FOLLOW ARE DIRECT COMMUNICATION.

**REPETITIONS.** IT HAS BEEN ESTABLISHED THAT MOST TRANSMISSIONS REQUIRE A RECEIPT. BEFORE AN OPERATOR CAN GIVE A RECEIPT, HE MUST HAVE CORRECTLY RECEIVED THE COMPLETE TRANSMISSION. WHEN ANY PORTION IS MISSED, YOU MUST ASK FOR A REPETITION. WHEN WORDS ARE MISSED OR ARE DOUBTFUL, REPETITIONS WILL BE REQUESTED BY THE RECEIVING STATION(S) BEFORE RECEIPTING FOR THE MESSAGE.

THE PROWORD "SAY AGAIN", USED ALONE, OR, IN CONJUNCTION WITH, "ALL BEFORE \_\_\_\_\_ AND ALL AFTER \_\_\_\_\_", "WORD BEFORE \_\_\_\_\_", "WORD AFTER \_\_\_\_\_", "FROM \_\_\_\_\_ TO \_\_\_\_\_", WILL BE USED FOR THIS PURPOSE.

IN COMPLYING WITH REQUESTS FOR REPETITION, THE TRANSMITTING STATION WILL IDENTIFY THAT PORTION BEING REPEATED WITH THE PROWORD "I SAY AGAIN" FOLLOWED WITH "ALL BEFORE \_\_\_\_\_", ETC.

TO REQUEST A PORTION OF A MESSAGE BE REPEATED, REFERENCE POINTS ARE USED. USING THEM AS EXPLAINED IN THESE INSTRUCTIONS WILL AVOID CONFUSION AND A REPETITION OF ANY PORTION OF A MESSAGE MAY BE ACQUIRED.

THE FIRST "BREAK" IN THE MESSAGE FORMAT SEPARATES THE HEADING FROM THE TEXT. BY USING BREAK AS A REFERENCE POINT IN CONJUNCTION WITH THE PROWORD "ALL BEFORE" ("SAY AGAIN ALL BEFORE BREAK, OVER") YOU ARE ACTUALLY ASKING THAT THE ENTIRE HEADING BE REPEATED.

NOTE: ANY TIME THAT "BREAK" IS USED IT IS ASSUMED TO BE THE FIRST "BREAK" APPEARING IN THE MESSAGE.

IF THE RECEIVING OPERATOR IS NOT FAMILIAR WITH MESSAGE FORMAT AND MISSES PORTIONS OF MORE THAN ONE COMPONENT OF THE HEADING, HE MUST REQUEST THAT ALL THE HEADING BE REPEATED. HERE AGAIN YOU SEE THE IMPORTANCE OF KNOWING AND BEING ABLE TO IDENTIFY THE DIFFERENT PARTS THAT MAKE UP A MESSAGE.

IN REPLY TO A REQUEST FOR REPETITION OF A PORTION OF A MESSAGE, THE PORTION BEING REPEATED WILL ALWAYS BE IDENTIFIED FIRST. THE PORTION BEING REPEATED IS ALWAYS PRECEDED BY "I SAY AGAIN" OR "I SAY AGAIN ALL AFTER \_\_\_\_\_, ALL BEFORE \_\_\_\_\_", ETC.

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**REPEAT ENTIRE TEXT.** TO REQUEST REPETITION OF THE ENTIRE TEXT, "BREAK" IS AGAIN USED AS A REFERENCE POINT--THIS TIME WITH THE PROWORD "ALL AFTER" ("SAY AGAIN ALL AFTER BREAK, OVER").

**REPEAT PORTION OF HEADING.** REPETITION OF A PORTION OF THE HEADING MAY BE REQUESTED BY USING PROWORDS THAT APPEAR IN THE HEADING.

EXAMPLE: THE PROWORD "TO", THE PROWORD "FROM", ETC.

RULES THAT APPLY WHEN REQUESTING REPETITION WITH IN THE HEADING ARE:

A REPETITION MAY BE REQUESTED OF ALL THAT PORTION OF THE HEADING PRECEDING OR FOLLOWING A PROWORD.

A REPETITION MAY BE REQUESTED OF THAT PORTION OF THE HEADING BETWEEN ANY TWO PROWORDS.

REPETITION REQUESTS AND REPLIES TO THEM MUST INCLUDE THE NEAREST PROWORD PRECEDING AND/OR FOLLOWING THE PORTION REQUESTED.

**REPEAT PORTIONS OF TEXT.** IF ANY WORD OR PORTION OF THE TEXT IS MISSED IN A MESSAGE, THE PROWORDS "ALL AFTER", "ALL BEFORE", "WORD AFTER" AND/OR "WORD BEFORE", "FROM \_\_, TO \_\_", ARE USED IN REQUESTS FOR REPETITIONS.

THERE ARE TWO RULES CONCERNING REPETITIONS TO REMEMBER:

ORDINARILY, NO REPETITION IS GIVEN UNTIL ALL RECEIVING OPERATORS HAVE RESPONDED TO THE TRANSMISSION OF THE MESSAGE.

WHEN THERE IS MORE THAN ONE REQUEST FOR REPETITION FROM DIFFERENT STATIONS, THE REQUESTS WILL BE CONSOLIDATED AND ANSWERED IN THE SHORTEST MANNER POSSIBLE. FOR EXAMPLE, BY ANSWERING THE FIRST REQUEST FOR THE ENTIRE MESSAGE, YOU WILL HAVE ANSWERED THE REQUESTS FROM ALL STATIONS WITH ONE TRANSMISSION.

**READ BACK.** THE READ BACK METHOD OF TRANSMISSION IS USED ONLY WHEN COMMUNICATIONS ARE DIFFICULT OR WHEN SPECIFIED BY THE ORIGINATOR AND THEN AT THE DISCRETION OF THE TRANSMITTING OPERATOR. THE OPERATOR TRANSMITTING THE MESSAGE WILL INDICATE HIS DESIRE TO HAVE THE MESSAGE REPEATED BACK TO HIM BY PLACING THE PROWORD "READ BACK" IN THE TRANSMISSION INSTRUCTIONS.

WHEN EMPLOYING THE "REPEAT BACK" METHOD TO DELIVER A MESSAGE, A PRELIMINARY CALL IS GIVEN, THE PRELIMINARY CALL IS ANSWERED, AND THE MESSAGE IS TRANSMITTED. REPETITIONS MAY BE REQUESTED AS NECESSARY. WHEN THE RECEIVING OPERATOR HAS A COMPLETE AND ACCURATE COPY OF THE MESSAGE, HE TRANSMITS THE ENTIRE MESSAGE BACK TO THE TRANSMITTING OPERATOR EXACTLY AS HE RECEIVED IT.

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**ESTABLISHING GROUP COUNT.** THE IMPORTANCE OF ASSIGNING AN ACCURATE GROUP COUNT TO A MESSAGE BEFORE TRANSMISSION AND BEING ABLE TO CHECK THE GROUPS ACCURATELY AFTER RECEIVING THE MESSAGE CANNOT BE OVER EMPHASIZED.

YOU MUST KNOW HOW TO COUNT THE WORDS IN THE TEXT. RULES TO REMEMBER ARE:

COUNT TEXT GROUPS ONLY - BETWEEN "BREAK" AND "BREAK". PUNCTUATION WORDS (COMMA, COLON, PERIOD, ETC.) AND ABBREVIATIONS ARE COUNTED AS GROUPS. PUNCTUATION MARKS AND SYMBOLS ARE NOT COUNTED AS GROUPS.

A SEQUENCE OF CHARACTERS NOT INTERRUPTED BY A SPACE IS COUNTED AS ONE GROUP.

THE PROPER NAMES OF CITIES, COUNTRIES, STATES, OR STREETS, CONSISTING OF TWO OR MORE SEPARATE WORDS, ARE WRITTEN, TRANSMITTED, AND COUNTED AS ONE GROUP.

**NOTE:** SOME MESSAGES FROM OTHER ORGANIZATIONS WILL NOT HAVE A GROUP COUNT.

THERE HAS BEEN CONFUSION IN MARS CONCERNING THE CORRECT WAY OF TRANSMITTING GROUPS CONTAINING A COMBINATION OF LETTERS AND NUMERALS. THIS CONFUSION HAS RESULTED IN A SINGLE GROUP BEING TRANSMITTED AND COUNTED AS TWO, THREE, OR MORE GROUPS DEPENDING ON THE NUMBER OF CHARACTERS IT CONTAINS.

RULES TO REMEMBER ARE:

IF THE GROUP'S FIRST CHARACTER IS A LETTER, THE PROWORD "INITIALS" WILL PRECEDE THE TRANSMISSION OF THE GROUP AND THE GROUP IS TRANSMITTED PHONETICALLY EXACTLY AS WRITTEN, CHARACTER BY CHARACTER.

IF THE GROUP'S FIRST CHARACTER IS A NUMERAL, THE PROWORD "FIGURES" WILL PRECEDE THE TRANSMISSION OF THE GROUP AND THE GROUP IS TRANSMITTED PHONETICALLY EXACTLY AS WRITTEN CHARACTER BY CHARACTER.

**QUESTIONING GROUP COUNT.** IT IS IMPORTANT THAT THE RECEIVING STATION ENSURE THAT HE HAS COPIED A MESSAGE CORRECTLY AND BEFORE GIVING A RECEIPT, THEREFORE, IT IS NECESSARY THAT THE GROUPS OR WORDS IN THE TEXT BE CHECKED CAREFULLY AND COMPARED WITH THE GROUP COUNT.

IF THE NUMBER OF GROUPS COPIED DOES NOT AGREE WITH THE GROUP COUNT, THE OPERATOR MUST QUESTION THE GROUP COUNT.

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WHEN REPLYING, THE RECEIVING OPERATOR WILL USE THE NUMBER OF GROUPS THAT HE COPIED IN THE TEXT AND NOT THE GROUP COUNT SENT IN THE HEADING. THE SENDING OPERATOR CAN THEN GIVE HIM THE CORRECTIONS SO THAT THE MESSAGE WILL BE CORRECT, AS ORIGINATED.

**CORRECTIONS DURING TRANSMISSION.** WHEN AN ERROR IS MADE BY A TRANSMITTING OPERATOR, THE PROWORD "CORRECTION" WILL BE TRANSMITTED, FOLLOWED BY THE LAST WORD, GROUP, PROWORD OR PHRASE CORRECTLY TRANSMITTED. "INITIALS" OR "FIGURES" ARE INDICATIONS OF WHAT IS TO FOLLOW IN A MESSAGE OR TEXT AND ARE NOT COUNTED PARTS OF THE MESSAGE HEADING OR TEXT.

**CANCELLING A MESSAGE.** A MESSAGE MAY BE CANCELLED BY THE USE OF THE PROWORD "DISREGARD THIS TRANSMISSION, OUT" ONLY IF IT IS CANCELLED PRIOR THE PROWORDS "OVER" OR "OUT".

A MESSAGE THAT HAS BEEN COMPLETELY TRANSMITTED AND RECEIPTED, CAN ONLY BE CANCELLED WITH ANOTHER MESSAGE.

### **RELAY PROCEDURES**

WE ARE OFTEN CONFRONTED WITH THE PROBLEM OF DISPOSING OF A MESSAGE ADDRESSED TO A STATION(S) WITH WHOM THERE IS NO DIRECT CONTACT. DISPOSITION OF SUCH A MESSAGE IS MADE THROUGH A RELAYING STATION. THIS CAN BE ANY STATION HAVING DIRECT CONTACT WITH THE ADDRESSEE(S). A MESSAGE BEING PREPARED FOR RELAY WILL CONTAIN THE PROWORD "RELAY" IN THE TRANSMITTING INSTRUCTIONS.

THERE ARE THREE DIFFERENT WAYS IN WHICH "RELAY" MAY BE USED IN THE TRANSMITTING INSTRUCTIONS; "RELAY TO" PRECEDED AND FOLLOWED BY A CALL SIGN, "RELAY TO" FOLLOWED BY A CALL SIGN, AND "RELAY" ALONE.

THE TYPE OF RELAY INSTRUCTION THAT WILL BE USED WILL BE DEPENDENT UPON A NUMBER OF CONSIDERATIONS, SUCH AS THE TYPE OF CALL SIGN USED (SINGLE, MULTIPLE, OR COLLECTIVE) AND WHETHER OR NOT THE MESSAGE WAS PREVIOUSLY DELIVERED TO ANY OF THE ADDRESSEES VIA ANOTHER RADIO CIRCUIT (RTTY, PACKET, ETC.).

USE OF "RELAY TO" PRECEDED AND FOLLOWED BY A CALL SIGN. THIS RELAY INSTRUCTION IS THE LONGEST AND POSSIBLY THE MOST COMPLICATED AND CONFUSING OF THE THREE. ACTUALLY IT IS VERY SIMPLE IF YOU UNDERSTAND THE CONDITION UNDER WHICH IT IS USED.

IN THE TRANSMISSION INSTRUCTION OF A MESSAGE, THIS TYPE OF RELAY INSTRUCTION WOULD APPEAR AS FOLLOWS:

AFA4IE, "RELAY TO" AFA4FM (GIVEN PHONETICALLY). THIS MEANS STATION WHOSE CALL SIGN PRECEDES "RELAY TO" (AFA4IE) - RELAY THIS MESSAGE TO STATION WHOSE CALL SIGN FOLLOWS "RELAY TO" (AFA4FM).

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USE OF "RELAY TO" FOLLOWED BY A CALL SIGN. THE NEXT CONSIDERATION IN DETERMINING WHICH TYPE OF RELAY INSTRUCTION TO USE IN A MESSAGE HEADING IS WHETHER OR NOT THE MESSAGE HAS BEEN PREVIOUSLY DELIVERED OR IS GOING TO BE DELIVERED TO ANY OF THE ADDRESSEES BY SOME MEANS OTHER THAN THE PRESENT TRANSMISSION.

IF THE MESSAGE CONTAINS A SINGLE CALL AND IS NOT TO BE RELAYED TO MORE THAN ONE OF THE ADDRESSEES, THE RELAY INSTRUCTIONS MAY APPEAR AS: "RELAY TO AFA4PC".

WHEN A SINGLE CALL SIGN IS USED, THE RELAY INSTRUCTIONS APPLY TO THE STATION CALLED; THEREFORE, NO CALL SIGN IS NEEDED TO PRECEDE THE "RELAY TO".

WHEN DELIVERY OF THE MESSAGE IS MADE TO ONE OR MORE OF THE ADDRESSEES BY MEANS OTHER THAN THE PRESENT TRANSMISSION, THE RELAY STATION MUST BE INSTRUCTED TO WHOM HE IS TO RELAY THE MESSAGE; HENCE THE CALL SIGN OF THAT STATION FOLLOWS "RELAY TO".

USE OF "RELAY" ALONE. THE USE OF "RELAY" IN THE TRANSMISSION INSTRUCTIONS, NEITHER PRECEDED NOR FOLLOWED BY A CALL SIGN, IS THE SIMPLEST TYPE OF RELAY INSTRUCTION.

USED ALONE, "RELAY" MEANS "STATION CALLED-RELAY TO ALL ADDRESSEES", THUS, AN OPERATOR RECEIVING A MESSAGE WITH THIS TYPE OF RELAY INSTRUCTION WOULD TRANSMIT THE MESSAGE TO ALL STATIONS APPEARING IN THE MESSAGE ADDRESS. IF HIS STATION IS ONE OF THE ADDRESSEES, HE WILL RELAY THE MESSAGE TO ALL OTHER STATIONS TO WHOM THE MESSAGE IS ADDRESSED.

THE THREE PRECEDING EXAMPLES SHOW THE PREPARATION OF MESSAGES FOR RELAY BY THE STATION OF ORIGIN. AFTER THE MESSAGE HAS BEEN RECEIPTED FOR BY THE RELAYING STATION, THE STATION OF ORIGIN IS NO LONGER RESPONSIBLE FOR ITS DELIVERY TO THE ADDRESSEE(S). THIS RESPONSIBILITY HAS BEEN SHIFTED TO THE RELAYING STATION.

THE PROCEDURE FOR HANDLING MESSAGES THAT HAVE BEEN ACCEPTED FOR RELAY IS THE SAME, REGARDLESS OF THE TYPE OF RELAY INSTRUCTIONS CONTAINED IN THE MESSAGE. IT IS OBVIOUS THAT THE MESSAGE CANNOT BE TRANSMITTED BY THE RELAYING STATION EXACTLY AS HE RECEIVED IT.

HE WOULD HAVE TO ASSIGN A DIFFERENT CALL SIGN TO APPLY TO THE STATION TO WHOM HE IS TRANSMITTING THE MESSAGE. ALSO, IN ALL PROBABILITY, THE MESSAGE NUMBER WOULD NOT BE THE SAME FOR THE ONE HE IS TRANSMITTING AS IN THE ORIGINAL MESSAGE.

THE RELAYING STATION IS NOT PREPARING THE MESSAGE FOR RELAY; THEREFORE, THERE WOULD BE NO RELAY INSTRUCTIONS IN HIS TRANSMISSION.

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THIS MEANS THE RELAYING STATION HAS TO CHANGE THE MESSAGE HEADING. HE WILL ASSIGN A NEW CALL SIGN AND MESSAGE NUMBER AND ELIMINATE THE RELAY INSTRUCTIONS. THIS IS THE ONLY COMPONENT OF A MESSAGE THAT MAY BE ALTERED IN ANY WAY, OTHER THAN THE MESSAGE ENDING, BY ANYONE OTHER THAN THE ORIGINATOR.

### **MARS OPERATING PROCEDURES**

INSTRUCTIONS SO FAR HAVE BEEN WHOLLY CONCERNED WITH MILITARY COMMUNICATIONS PROCEDURES AND MILITARY MESSAGES.

THE UNIQUENESS OF MARS, HOWEVER, REQUIRE CERTAIN ADDITIONS TO THESE PROCEDURES BECAUSE, IN MARS, WE HANDLE BOTH AMATEUR RADIO AND MILITARY COMMUNICATIONS AND WE SEND AND RECEIVE BOTH MILITARY AND PERSONAL MESSAGES.

THE FOLLOWING INSTRUCTIONS ILLUSTRATE AND CLARIFY MARS ADDITIONS IN PROCEDURE. IF YOU HAVE LEARNED THE MATERIAL PRESENTED IN THIS COURSE, MARS COMMUNICATION PROCEDURES WILL BE QUITE SIMPLE.

**USE OF CALL SIGNS AND PLAIN LANGUAGE IN MESSAGE HEADING (MARS).** IN DRAFTING A MESSAGE THE ORIGINATOR MUST CONSIDER HOW TO PREPARE THE HEADING AND TEXT. THE ORIGINATOR AND ADDRESSEE MAY BE DESIGNATED IN PLAIN LANGUAGE OR BY A CALL SIGN. THE FOLLOWING GENERAL RULES WILL GOVERN THEIR USE IN NORMAL MESSAGE HANDLING:

**CALL SIGNS IN HEADING.** IN A MARS ADMINISTRATIVE OR OTHER MILITARY MESSAGE, THE CALL SIGN (REPRESENTING A SINGLE INDIVIDUAL, ACTIVITY, OR COMMAND OF THE ORIGINATING OR ADDRESSEE STATION) MAY BE USED INSTEAD OF THE NAME, TITLE, AND LOCATION OF THE ORIGINATOR OR ADDRESSEE.

WHEN A CALL SIGN IS USED AND IT IS NECESSARY TO INDICATE A STAFF MEMBER OR SUBORDINATE ACTIVITY OF THE ADDRESSEE, SUCH INDICATION(S) WILL APPEAR IN THE FIRST LINE OF THE TEXT OF THE MESSAGE. SUCH INDICATIONS ARE TERMED INTERNAL INSTRUCTIONS AND WILL NORMALLY CONSIST OF THE WORDS "TO", "FOR" AND/OR "FROM", FOLLOWED BY THE NAME OF THE PERSON, RANK OR ACTIVITY.

**PLAIN LANGUAGE.** IN A MILITARY MESSAGE ADDRESSED TO A NON-MILITARY ACTIVITY OR PERSON, PLAIN LANGUAGE WILL BE USED TO INDICATE THE NAME, TITLE, OR GEOGRAPHIC LOCATION OF THE ORIGINATOR AN ADDRESSEE.

MILITARY ABBREVIATIONS WILL NOT BE USED IN THIS TYPE OF MESSAGE.

IN A THIRD PARTY OR PERSONAL MESSAGE, PLAIN LANGUAGE WILL BE USED IN THE HEADING TO INDICATE THE GEOGRAPHICAL LOCATION OF THE ADDRESSEE.

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IN SUCH A MESSAGE THE ABBREVIATION SGD (SIGNED), FOLLOWED BY THE NAME OF THE ORIGINATOR, MAY APPEAR AT THE END OF THE TEXT BEFORE THE ENDING SIGN. IN A PLAIN LANGUAGE MESSAGE, COMPLETE ADDRESS INFORMATION IS REQUIRED IN BOTH "TO" AND "FROM" LINES.

### **MARS/AMATEUR RE-FILE**

IT WAS POINTED OUT EARLIER THAT THERE ARE SIGNIFICANT DIFFERENCES IN MILITARY AND AMATEUR RADIO COMMUNICATIONS. NOWHERE IS THIS MORE EVIDENT THAN IN THE RE-FILING OF MESSAGES FROM MARS TO THE AMATEUR RADIO SYSTEM AND VICE VERSA.

MARS RE-FILE PROCEDURES ARE SIMPLE, BUT VITALLY IMPORTANT TO THE ATTAINMENT OF RELIABILITY IN MARS, SINCE THE RE-FILING PROCESS ALWAYS OCCURS AT A MARS STATION. MARS STATIONS WILL RE-FILE PERSONAL MESSAGES INTO THE AMATEUR SYSTEM ONLY WHEN IT IS NOT PRACTICABLE TO EFFECT DELIVERY VIA MARS. BOTH OVERSEAS AND DOMESTIC MESSAGES MAY BE RE-FILED.

OFFICIAL MESSAGES WILL NOT BE RE-FILED INTO THE AMATEUR TRAFFIC SYSTEM. THE RE-FILE PROCESSES REQUIRED TO TRANSFER A MESSAGE FROM OR INTO THE AMATEUR RADIO SYSTEM ARE THE RESPONSIBILITY OF THE MARS STATION, NOT THE AMATEUR STATION.

AN IMPROPERLY CONSTRUCTED OR MISHANDLED RE-FILE MESSAGE APPEARING IN EITHER SYSTEM WILL BE CHARGED TO THE MARS STATION WHO PROCESSED THE MESSAGE FOR RE-FILE.

**RE-FILE MARS TO AMATEUR.** ALL MESSAGE CHANGES MUST BE MADE PRIOR TO RE-FILING INTO THE AMATEUR SYSTEM. THE PROCEDURE FOR RE-FILING A MARS MESSAGE INTO THE AMATEUR WILL INCLUDE TEXTUAL AND HEADING CHANGES AS FOLLOWS:

DELETE THE GROUP COUNT BEFORE THE FIRST BREAK. DELETE THE WORD "SIGNED" (IF ANY) BETWEEN THE LAST WORD OF THE TEXT AND THE SIGNATURE (IF ANY) AND INSERT "BREAK". DELETE ALL HEADING BEFORE THE ADDRESS.

ADD NEW HEADING IN SEQUENCE:

NEW MESSAGE NUMBER

YOUR AMATEUR CALL SIGN

WORD "CHECK" FOLLOWED BY GROUP COUNT

ORIGINAL PLACE OF ORIGIN FOLLOWED BY "VIA MARS"

TIME, MONTH AND DAY (THE ORIGINAL DATE/TIME GROUP)

LEAVE TEXT UNCHANGED EXCEPT FOR SIGNATURE

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EXAMPLE, MESSAGE RECEIVED VIA MARS RATT NET BY AFA4FM, AMATEUR CALL SIGN W5IGE:

DE AGA7ZW NR 15  
R 131430Z JAN 99  
FM SGT RANDY COLE  
32ND FIELD ART  
APO NY 09000/AGA7ZW GE  
TO MRS ANN COLE  
8 MAIN ST.  
NEW BOSTON, PA. 03114-1111  
PH 312-444-4444  
GR16  
BT  
ARRIVED SAFE AND WELL YOUR LETTER RECEIVED ON ARRIVAL HAVE  
MAILED LONG LETTER LOVE SGD RANDY  
BT

MESSAGE RE-FILED IN AMATEUR SYSTEM BY AFA4FM:

NR75 ROUTINE W5IGE CHECK 14 GERMANY VIA MARS 1430Z JAN 13  
TO: MRS ANN COLE 8 MAIN ST NEW BOSTON PA 03114-1111  
PH: 312-444-4444  
BT  
ARRIVED SAFE AND WELL YOUR LETTER RECEIVED ON ARRIVAL HAVE  
MAILED LONG LETTER LOVE  
BT RANDY

NOTE: THE SIGNATURE IS NOT A PART OF THE GROUP COUNT.

#### **AMATEUR/MARS RE-FILE**

AN AMATEUR MESSAGE WILL NOT BE ACCEPTED FOR RE-FILE UNLESS IT CONTAINS ALL OF THE FOLLOWING INFORMATION:

MESSAGE NUMBER  
CALL SIGN OF THE AMATEUR STATION  
CHECK (NUMBER OF TEXT GROUPS)  
PLACE OF ORIGIN  
TIME OF ORIGINATION, DATE (OR NFT)  
COMPLETE ADDRESS  
COMPLETE TEXT  
SIGNATURE

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SAMPLE OF AMATEUR MESSAGE RE-FILED TO MARS:

DE AFA4LF  
NR 21 ROUTINE  
140200 ZULU JAN 99  
FM W5IGE GERMANY VIA MARS 0200Z JAN 13/AFA4LF TEXAS  
TO MRS ANN COLE  
8 MAIN ST  
NEW BOSTON PA 03114-1111  
PH 312-444-4444  
GR16  
BT  
ARRIVED SAFE AND WELL YOUR LETTER RECEIVED ON ARRIVAL HAVE  
MAILED LONG LETTER LOVE SGD RANDY  
BT

**NOTE:** MESSAGES IN THE AIR FORCE SYSTEM WILL ALWAYS SHOW AN AIR FORCE MARS STATION AS "STATION OF ORIGINATION" SINCE ANY "SVC" MESSAGE WILL BE RETURNED TO THE ORIGINATING MARS STATION, NOT TO THE AMATEUR RADIO STATION. A NEW DATE/TIME GROUP WILL ALSO SHOW TIME MESSAGE WAS ACCEPTED FOR ENTRY INTO THE MARS SYSTEM.

#### **TRACER ACTION MESSAGES**

WHEN A MARS MESSAGE IS DELAYED OR OTHERWISE MISHANDLED IN THE MARS SYSTEM, TRACER ACTION MAY BE REQUESTED BY THE ORIGINATOR OR THE ADDRESSEE. WHEN SUCH A REQUEST IS RECEIVED BY THE ORIGINATING STATION, A TRACER ACTION MESSAGE SHOULD BE ROUTED TO EACH STATION HANDLING THE ORIGINAL MESSAGE. A SAMPLE TEXT FOLLOWS:

BT  
AFA4FM REQUESTS TRACER ACTION ON AFA4FM ROUTINE 010101Z JAN 99 TO  
MRS JOE BROWN SENT TO AFA2ER 010200Z JAN 99.  
BT

EACH RELAY STATION SHOULD ORIGINATE A NEW SERVICE MESSAGE TO THE SUBSEQUENT RELAY/DELIVERY STATION. RETAINING LINE (1) IN THE ABOVE TEXT, BUT CHANGING LINE (2) TO SHOW CALL SIGN OF NEXT RELAY STATION, WITH TIME OF RELAY AND ANY APPROPRIATE COMMENTS. EACH NEW SERVICE MESSAGE WILL BE SENT TO THE NEXT RELAY STATION WITH AN INFO COPY TO STATION SHOWN IN LINE (1) AS THE ORIGINATOR OF THE TRACER ACTION.

THE DELIVERY STATION SHOULD ORIGINATE AND SEND A NEW MESSAGE TO THE TRACER ACTION ORIGINATOR. A SAMPLE TEXT FOLLOWS:

BT  
REFERENCE TRACER ACTION ON YOUR 010101Z JAN 99 DELIVERED  
TO MRS BROWN 020500Z (WITH APPROPRIATE COMMENTS).  
BT

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WITH THE ABOVE PROCEDURES, THE ROUTE AND ANY ENROUTE DELAYS ARE VERIFIED WITH EACH SERVICE MESSAGE. IF THE ADDRESSEE REQUESTS THE DELIVERING STATION TO ORIGINATE THE TRACER ACTION, REVERSE ROUTING OF TRACER ACTION SHOULD BE USED.

### **BOOK MESSAGES**

DURING HEAVY TRAFFIC PERIODS (HOLIDAYS, ETC.) BOOK-TYPE MESSAGES CAN EXPEDITE MESSAGE HANDLING IF PROPERLY USED. THERE ARE TWO BASIC FORMS OF BOOK MESSAGES USED.

THE FIRST METHOD IS A MESSAGE WITH MULTIPLE ADDRESSEES SHOWN IN THE "TO" LINE, OR AS AN OPERATOR NOTE AT THE END OF THE MESSAGE. (AFTER THE LAST "BREAK"). THE SECOND METHOD IS ACTUALLY INDIVIDUAL MESSAGES WITH TEXT OF SECOND AND SUBSEQUENT MESSAGES REFERRING TO THE TEXT OF THE FIRST MESSAGE FOR TEXT. USE CAUTION OR EITHER TYPE OF BOOK MESSAGE MAY INCREASE RATHER THAN REDUCE WORKLOAD.

IF THE MESSAGE MUST TRAVEL DIFFERENT ROUTES TO DIFFERENT REGIONS, DIVIDE THE "BOOK" MESSAGE INTO SUFFICIENT "BOOKS" TO PERMIT ONE STATION TO HANDLE ALL ADDRESSEES IN EACH BOOK. FRANKLY, INDIVIDUAL MESSAGES WITH JUDICIOUS USE OF ARRL MESSAGE TEXTS MAY BE THE PREFERRED METHOD OF HANDLING BULK TRAFFIC.

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## CONCLUSION

1. NOTE THE ABSENCE OF SUPERFLUOUS WORDS AND PHRASES SUCH AS: "THE NUMBER IS", "THE DATE/TIME GROUP IS", "THE TEXT FOLLOWS", "BREAK AND HOW DID YOU COPY, GO", "MY TIME OF RECEIPT IS", "MY TOD IS", "10-4", "QSL", "BACK TO NET CONTROL", "THAT'S A BIG 10-ROGER, COME ON BACK", "WALL TO WALL AND TREE TOP TALL".
2. "Q" AND "Z" SIGNALS WILL NOT BE USED ON VOICE NETS.
3. THE USE OF CALL SIGNS BEFORE AND AFTER EACH AND EVERY RADIO TRANSMISSION IS NOT AUTHORIZED.
4. AFTER THE INITIAL TRANSMISSION, CALL SIGNS WILL NOT BE USED.
5. EACH TRANSMISSION WILL END WITH THE PROWORD "OVER", "WAIT", "WAIT, OUT" OR "OUT", AS APPROPRIATE, WITHOUT A CALL SIGN.
6. THE USE OF "JAZZY" PHRASES ARE NOT AUTHORIZED AND ARE THE MARK OF A CARELESS OR INEXPERIENCED OPERATOR, SLOWING DOWN THE TRANSMISSION OF MESSAGES AND CAUSING ERRORS BY THE RECEIVING STATIONS.

THE REGION AND STATE OFFICIALS SINCERELY HOPE THE INFORMATION PRESENTED IN THIS GUIDE WILL HELP IN PERFECTING YOUR OPERATING PRACTICES AND PROCEDURES.

THERE ARE TIMES WHEN YOU WILL PROBABLY QUESTION WHETHER IT IS WORTH THE INCONVENIENCE OF CHECKING INTO THE NETS AND MONITORING NOTHING BUT STATIC FOR HOURS ON END WITH NOTHING ELSE HAPPENING.

THEN SUCH EVENTS AS "DESERT STORM", EARTHQUAKES, HURRICANES AND TORNADOS OCCUR, WHEREBY YOU ARE NEEDED TO SUPPORT THE UNITED STATES AIR FORCE WITH TEMPORARY COMMUNICATIONS SUPPORT UNTIL THEY CAN RE-ESTABLISH COMMUNICATIONS, OR, WHILE HANDLING HEALTH AND WELFARE TRAFFIC, YOU ALLAY SOME PARENT'S FEAR THAT THEIR CHILD HAS MET WITH DISASTER, YOU REALIZE IT IS WORTH ALL OF WHAT APPEARED TO BE WASTED EFFORT UP TO THAT POINT.

AGAIN, WE APPRECIATE YOU CONTRIBUTING YOUR TIME, TALENT AND EQUIPMENT TO THE MARS PROGRAM.

SHOULD YOU HAVE QUESTIONS OR COMMENTS, THE APPOINTED REGION AND STATE OFFICIALS, NET CONTROL STATIONS AND/OR OLDER MARS MEMBERS WILL BE MOST HELPFUL IN ANSWERING OR GETTING THE INFORMATION YOU DESIRE, WHETHER IT IS OF AN OPERATIONAL, PROCEDURAL OR TECHNICAL NATURE.

\_\_\_\_//Signed//\_\_\_\_\_  
**EDWARD PAUL JONES - AFF4C**  
**REGION FOUR MARS DIRECTOR**