

RECOMMENDED VOICE COMMUNICATION PROCEDURE

WHAT TO DO:	ITU PHONETIC ALPHABET
LISTEN! Make sure that the channel (frequency) is clear. Know what is going on around you.	LETTERS A – alpha (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 (KEE-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 – xray (ECKS-ray) Y – yankee (YANG-key) Z – zulu (ZOO-loo) NUMBERS 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) Decimal Point – decimal (DAY-SEE-MAL)
THINK about what you will say. Make your message clear and to the point. Get on, Get off, Get Done	
MAKE THE CALL. Give: 1. The call sign or identification of their station 2. The words THIS IS 3. The call sign or identification of your station EXAMPLE: W1ABC, THIS IS K1XYZ OR BASE, THIS IS SHELTER 1	
COMMUNICATE. Speak clearly. Use plain language – NO CODES OR SLANG Repeat back critical information End every transmission with: OVER – If you expect a reply OUT – If you do not expect a reply	
USE STANDARD PHONETICS for Station Identification. Spelling words and names that are not easily understood	
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