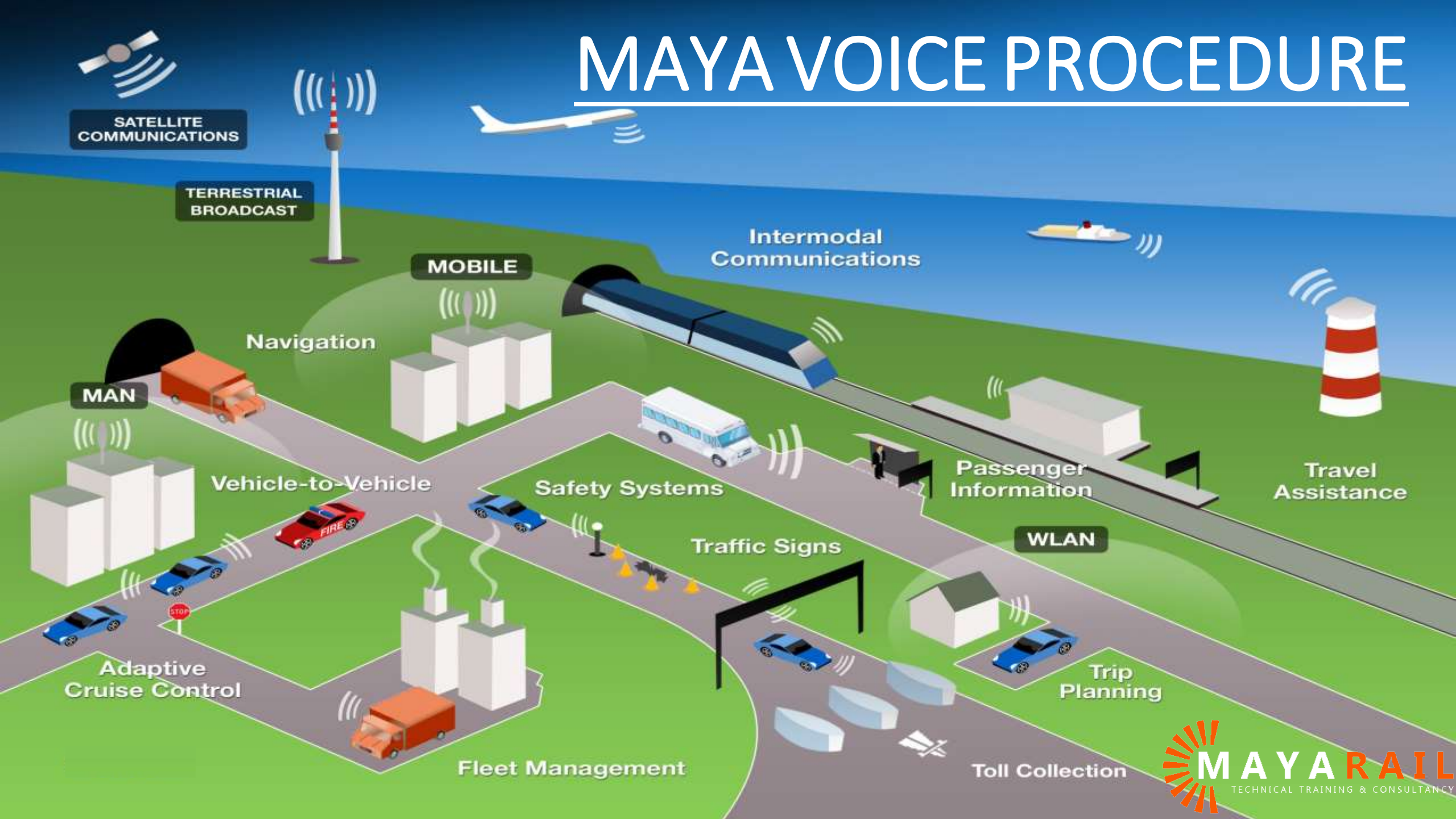


MAYA VOICE PROCEDURE



RADIO VOICE PROCEDURE

- Operating a two way radio is an art in which personality plays an important part. Proper voice procedure training will provide radio operators with the basic knowledge of how to improve their skills in the use of two-way radio communication.
- Even the best radio system can suffer from interference, because of this it is possible that others can hear anything that is said. Therefore it is of utmost importance that proper voice procedure is used to save time.
- There are two basic considerations when talking on the air.
 - **What to say - Voice procedure**
 - **How to say it - Voice Technique**

WHAT IS VOICE PROCEDURE?

- Voice procedure is a set of rules designed to provide SECURITY, ACCURACY and DISCIPLINE when speaking on the radio. If you neglect these rules then it will be SAD.
- SECURITY
 - Think before you speak.
 - Use correct procedure
 - Be brief
- ACCURACY
 - The necessity for clear speech on two-way radio cannot be over emphasised. Therefore the RSVP system should be used to enhance better voice procedure and technique.
- **R Rhythm = Adequate pauses.**
- **S Speed = Slower than usual conversation.**
- **V Volume = Speak directly into the microphone.**
- **P Pitch = The voice should be pitched at a higher level than for normal conversation**
- DISCIPLINE (Radio discipline is the responsibility of every operator, and should adhere to the following:)
 - Listen before you speak.
 - Use correct voice procedure.
 - Answer all calls promptly.
 - Keep the airways free of unnecessary talk.
 - Be brief and to the point

PROWORDS

- Prowords are used to indicate specific meaning that replaces abbreviated sentences or phrases. They are standard, easily pronounced words, which have been assigned special meanings and can speed up message handling on radio networks reducing the chance of an error being introduced into a message.

Standard Words and Phrases

- **Over** Invitation to transmit
- **Roger** Message was received and understood. Can be used with the words over or out
- **Roger so far** Confirm parts of long message before continuing with rest of message
- **Say again** Repeat all of your last transmission
- **Say all after** Repeat all after a certain word or key phrase
- **Say all before** Repeat all before a certain word or key phrase
- **Standby** Wait for a short period and I will get back to you.
- **Sitrep** Means a situation report at your location
- **Wait over** Wait for a short period and I will get back to you
- **Wait out** The waiting period is longer than “wait over” I will call you as soon as possible
- **Wrong** Indicates an error has been made and the message will be repeated from the last correctly transmitted word

Standard Words and Phrases

- **Affirmative** Normally used when a question is asked and the reply is YES
- **Break, Break,** Interruption to a transmission
- **Disregard** This transmission has been made in error – ignore
- **EMERGENCY** Only to be used when there is 'grave or imminent danger to life'. Immediate assistance is required
- **Figures** Numbers to follow
- **Go ahead** I am ready to copy your message
- **I spell** Next word will be spelt out using the phonetic alphabet
- **I say again** I am repeating my transmission or portion requested
- **Negative** Normally used when a question is asked and the reply is NO.
- **Out** End of transmission, no answer is required or expected

Phonetic Alphabet Just as in normal conversations, when someone has difficulty understanding an unfamiliar word or name, the best way to get it across is to spell it.

- Therefore the only difference over a two-way radio system is these words are spelt phonetically to avoid confusion.
- Example: ETA should be spoken as - Echo Tango Alpha
- Since many letters sound the same, phonetic alphabets have been developed to allow communicators to spell without confusion. The phonetic alphabet used is the same as used by the military services, aviation facilities and mariners worldwide.

INITIATING A CALL

- Whenever you are using a radio for the first time, or there is doubt about the performance of your radio, the simplest check that can be done is what is known as a “RADIO CHECK”. The call should consist of the following:
 - The call sign of the station being called.
 - The words “THIS IS.”
 - The call sign of the station calling.
 - The words “RADIO CHECK.”
 - The proword “OVER”

- **EXAMPLE:**

BD BASE this is BC71 radio check over.

BC71 this is BD BASE send over.

ETA your loc at 0900 HRS over

BC71 roger out.