

Communications

Ref: (a) *FMFM 3-1 Command and Staff Action*, 21 May 1979. Ch1 17 Aug 88 and Ch2 4 May 89.
(b) *SECNAVINST 5216.5D*, 29 August 1996

Encl: (1) Radio Discipline
(2) Radio Procedures
(3) Prowords
(4) Reports
(5) Company Radio Exercise

1. **Written Communications.** Write clearly, concisely and correctly.

See Ref (a) *FMFM 3-1* and Ref (b) *SECNAVINST 5216.5D* — Chapter 3 Naval Writing Standards.

2. **Oral Communications.** Communicate face-to-face as much as possible.

3. **Visual Communications.** See Unit SOPs:

Unit Color Code SOP
Lane Marking SOP
Route Marking SOP
Convoy Marking SOP
Vehicle Marking SOP

Equipment Marking SOP
Signal SOP
Hand & Arm Signal SOP
Linkup SOP

4. **Radio Communications.**

- Think before you transmit. Know the proper procedures. See unit SOPs:

Radio Procedure SOP
Collective Callsign SOP

Position Reports SOP
Standard Reports SOP

- Understand how radio transmissions “lose” syllables: “Do not shoot the prisoners.”
“Request is Approved” versus “Request Disapproved” versus “Request Denied” versus “No.”

See Encl (1) *Radio Discipline*, (2) *Radio Procedures*, (3) *Prowords*, and (4) *Reports*.
Execute Encl (5) *Company Radio Exercise*.

Radio Discipline

1. **Talk Short.** Your radio can kill you. Long radio transmissions help the enemy locate, target, intercept, or jam you.

- Think **BEFORE** you transmit. Eliminate long and useless words.
- Unkey at 5 second intervals. Do not say "Break."
- Do not say "This is." When possible, drop "Over."
- Do not use double callsigns. After first transmission, drop callsigns altogether.
- "Out" is out. Do **NOT** respond. The caller terminates his own transmission.

Long Sloppy Transmission

"C84, C84, this is B92, over."

"C84, C84, this is B92. Initiate movement at this time to Checkpoint, Ah... Wait One, over." (Pause)

"C84, this is B92. Initiate movement at this time to Checkpoint Three-Two Tango. Break." (Pause)

"C84, C84, this is B92. How Copy my last, over?"

"Roger C84. This is B92, out."

"Roger B92, this is C84, send your traffic, over."

"B92, B92, this C84. Roger, understand. Move to Checkpoint Three-Two Tango, over."

"Roger. C84 out."

Short Effective Transmission

"C84, B92."

"Move to Checkpoint Three-Two Tango, over."

"B92, out."

"C84."

"Roger."

2. **Talk Correct.**

- Use prowords correctly. See **Prowords**.
- Do **NOT** use "Be Advised," "Interrogative," "At this time," or other garbage.

Garbage:

Correct Word or PROWORD:

"Affirmative"

"At this time..."

"Be Advised..."

"How Copy my last?"

"In reference to your last..."

"Interrogative"

"Roger That" or "Roger your last"

"That's a Roger"

"Negative"

"Loud and Clear" or "Lima Charlie"

"Solid Copy"

"Send it..." or "Send your traffic"

"Yes"

"Now"

Garbage

"READ BACK"

Garbage

Garbage

"ROGER"

"ROGER"

"No"

"ROGER"

"ROGER"

Garbage

3. **Talk Secure.** On uncovered nets, use proper radio security procedures.

- Do not say "Sir." Do not imply seniority on the radio.
- Do **NOT** pass friendly grids in the clear. See unit SOP for POSREP procedure on uncovered nets.
- Do **NOT** use local codes to encrypt grids.
- Do **NOT** reference control measures to give enemy locations. Pass enemy grids in the clear.
- Say "BEADWINDOW" to identify a security violation.

Radio Procedures

1. Use Correct Radio Procedures.

- Radio Check. Do NOT overuse. Radio Check is usually needed only for new stations, after battery change, or after freqs change.

“3, 6. Radio check, over.”	Drop “This is...”
“6, 3. Roger, over.”	If comm is good, proper response is “Roger.”
“Roger, out.”	Drop callsigns after first call.

- Wait-Out. Use “Wait, out” to tell another station that you will call back later.

“B92, C68. Enemy contact! Wait, out.”

- Nothing Heard. “Nothing Heard” tells other stations that you did not complete your transmission.

“B92, C68, over”	No response.
“B92, C68, over”	No response.
“B92. Nothing heard. Out.”	

- Frequencies. Frequencies are assigned by higher HQ.

- Callsigns. Unit callsigns are assigned by higher HQ. See unit SOP for standard unit callsigns.

- Rollover. Callsigns and Frequencies change at 0000Z. Avoid rollover if possible.

- Collective Callsign. “All Stations” is easier than the published collective. Subordinate units respond in unit order. See unit SOP.

“All Stations, B92. Meet at CP 32B, over.”	“K92. Roger.”
	“C13. Roger.”
	“L55. Roger.”

- Jamming. If you suspect enemy jamming, do NOT transmit that you are being jammed. See unit SOP for MIJI report procedure.

- Imitative Deception. Pass “GINGERBREAD” if you suspect an enemy station on the net.

- Essential Elements of Friendly Information. Pass “BEADWINDOW” if key information is passed in the clear—friendly positions, destinations, unit names, sizes, or resupply status. The proper response to BEADWINDOW is “Roger, out.”

- Authentication. Avoid authentication if possible.

- Encryption. Avoid encryption if possible. See unit SOP for POSREP procedure on uncovered nets.

- Eavesdropping. Eavesdropping is encouraged. Listening to other nets, especially your higher HQ, helps your situational awareness.

- Leaders. To minimize internal friction, leaders, not radio operators, need to talk directly to each other as much as possible.

Prowords

1. Use prowords correctly.

The following are the most commonly used Prowords:

Proword	Meaning	Note
ALL AFTER	"Message after this word is..."	
ALL BEFORE	"Message before this word is..."	
BREAK	Pause or Interrupt	To pause a message or to break into one
CORRECTION	"The correct version is..."	
I READ BACK	"Here is what your just said..."	
I SAY AGAIN	"Here is what I just said..."	Do NOT say "I Repeat."
OUT	End of Transmission.	No response is needed.
OVER	End of Sentence.	
RELAY TO	"Pass this message on to..."	
READ BACK	"Read my message back to me."	Do NOT say "How Copy?" or "How Copy my last?"
ROGER	"I understand."	
SAY AGAIN	"What was that?"	Do NOT say "Repeat that" or "Say Again my last."
THAT IS CORRECT	"Correct."	
THIS IS	"My callsign is..."	
UNKNOWN STATION	"Whoever you are..."	
WAIT	"Wait a minute."	
WAIT OUT	"I'll get back to you."	
WILCO	"Will Comply."	Response to order, meaning "Aye, Aye." Do not say "Roger, Wilco."
WRONG	"Incorrect."	

Since formal messages are NOT used on Company Nets, Message Prowords are RARELY used:

I SPELL	FROM	TO
FIGURES	VERIFY	TIME
I VERIFY	NUMBER	WORD AFTER
WORDS TWICE	SPEAK SLOWER	DISREGARD THIS TRANSMISSION
WORD BEFORE	MESSAGE FOLLOWS	

Message precedence is NOT used on Company Nets:

PRIORITY	FLASH	ROUTINE
IMMEDIATE		

Other Prowords are RARELY used:

INFO	EXECUTE	SILENCE LIFTED
EXEMPT	DO NOT ANSWER	SILENCE SILENCE SILENCE
SIGNALS FOLLOW	EXECUTE TO FOLLOW	

Reports

1. Use standard unit report formats. See unit SOP.

- Report in dialog format. Do NOT say “Line 1 is..., Line 2 is...”
- Skip lines that do not apply.

2. Report accurate information. Report only what you KNOW to be true.

- Terms like “Heavy shelling,” “Strong resistance,” “Heavy attack,” or “Intense fire” are meaningless yet dangerous. Reports are passed to higher HQ with inaccuracies exaggerated. Pass “Two heavy machine guns” or “Approximately 24 mortar impacts.”
- If you see two soldiers but believe there are a dozen, say so. “I see two soldiers and hear maybe ten more.”

3. Report specific numbers. Report specific equipment.

- Report “Twelve men” not “A squad.”
- Report “Four BMP” not “A platoon of armored vehicles.”

4. Use accurate doctrinal terms.

- “We're going around them.” To envelop or to bypass? Who are you enveloping? Where are you bypassing?
- “We're moving through the gap.” The entire unit? Where?
- “Contact” or “Engaged” means firing, NOT observing.
- “Suppress” means “Fire!” “Cover me” means “Watch me, fire if necessary.”

5. Use absolute time hacks.

- “Move at 1530” is correct.
- Do NOT use relative time hacks. Relative hacks are easily misunderstood and get passed along with inaccuracies exaggerated. “Move on 40 minutes” is NOT correct.