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.
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**
   - “C34, C34, this is B92, over.”
   - “C34, C34, this is B92. Initiate movement at this time to Checkpoint, uh... Wait One, over.” (Pause)
   - “C34, this is B92. Initiate movement at this time to Checkpoint Three-Two Tango. Break.” (Pause)
   - “C34, C34, this is B92. How Copy my last, over?”
   - “Roger C34. This is B92, out.”

   **Short Effective Transmission**
   - “C34, B92.”
   - “Move to Checkpoint Three-Two Tango, over.”
   - “B92, out.”
   - “Roger B92, this is C34, send your traffic, over.”
   - “C34, B92, this C34. Roger, understand. Move to Checkpoint Three-Two Tango, over.”
   - “Roger C34 out.”

2. **Talk Correct.**

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

   **Garbage**
   - “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”

   **Correct Word or PROWORD:**
   - “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 callsign later 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."  No response.

- 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."
  "I55, Roger."

- Jamming. If you suspect 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:

<table>
<thead>
<tr>
<th>Proword</th>
<th>Meaning</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL AFTER</td>
<td>“Message after this word is...”</td>
<td></td>
</tr>
<tr>
<td>ALL BEFORE</td>
<td>“Message before this word is...”</td>
<td></td>
</tr>
<tr>
<td>BREAK</td>
<td>Pause or Interrupt</td>
<td></td>
</tr>
<tr>
<td>CORRECTION</td>
<td>“The correct version is...”</td>
<td>To pause a message or to break into one</td>
</tr>
<tr>
<td>I READ BACK</td>
<td>“Here is what you just said...”</td>
<td></td>
</tr>
<tr>
<td>I SAY AGAIN</td>
<td>“Here is what I just said...”</td>
<td>Do NOT say “I Repeat.”</td>
</tr>
<tr>
<td>OUT</td>
<td>End of Transmission.</td>
<td></td>
</tr>
<tr>
<td>OVER</td>
<td>End of Sentence.</td>
<td></td>
</tr>
<tr>
<td>RELAY TO</td>
<td>“Pass this message on to...”</td>
<td></td>
</tr>
<tr>
<td>READ BACK</td>
<td>“Read my message back to me.”</td>
<td>Do NOT say “How Copy?” or “How Copy my last?”</td>
</tr>
<tr>
<td>ROGER</td>
<td>“I understand.”</td>
<td></td>
</tr>
<tr>
<td>SAY AGAIN</td>
<td>“What was that?”</td>
<td>Do NOT say “Repeat that” or “Say Again my last.”</td>
</tr>
<tr>
<td>THAT IS CORRECT</td>
<td>“Correct.”</td>
<td></td>
</tr>
<tr>
<td>THIS IS</td>
<td>“My call sign is...”</td>
<td></td>
</tr>
<tr>
<td>UNKNOWN STATION</td>
<td>“Whoever you are...”</td>
<td></td>
</tr>
<tr>
<td>WAIT</td>
<td>“Wait a minute.”</td>
<td></td>
</tr>
<tr>
<td>WAIT OUT</td>
<td>“I’ll get back to you.”</td>
<td></td>
</tr>
<tr>
<td>WILCO</td>
<td>“Will Comply.”</td>
<td>Response to order, meaning “Aye, Aye.”</td>
</tr>
<tr>
<td>WRONG</td>
<td>“Incorrect.”</td>
<td>Do not say “Roger, Wilco.”</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>I SPELL</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIGURES</td>
<td>VERIFY</td>
<td>TIME</td>
</tr>
<tr>
<td>I VERIFY</td>
<td>NUMBER</td>
<td>WORD AFTER</td>
</tr>
<tr>
<td>WORDS TWICE</td>
<td>SPEAK SLOWER</td>
<td>DISREGARD THIS TRANSMISSION</td>
</tr>
<tr>
<td>WORD BEFORE</td>
<td>MESSAGE FOLLOWS</td>
<td></td>
</tr>
</tbody>
</table>

Message precedence is NOT used on Company Nets:

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>FLASH</th>
<th>ROUTINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMEDIATE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Prowords are RARELY used:

<table>
<thead>
<tr>
<th>INFO</th>
<th>EXECUTE</th>
<th>SILENCE LIFTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXEMPT</td>
<td>DO NOT ANSWER</td>
<td>SILENCE SILENCE SILENCE</td>
</tr>
<tr>
<td>SIGNALS FOLLOW</td>
<td>EXECUTE TO FOLLOW</td>
<td></td>
</tr>
</tbody>
</table>
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.”

   - 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.