

CHAPTER 1 – GENERAL

101. PURPOSE

1. The purpose of this publication is to prescribe the basic radio-telephone procedure that shall be used for radiotelephone communications in the Canadian Forces (Land Environment).
2. Chapters 1 to 3 of this publication are based on ACP 125. Communications Instructions Radiotelephone Procedure. Procedures which differ from the basic publication are marked with an asterisk (*). Care must be taken to ensure that these procedures are not used when working with other environments of the Canadian Forces or with other Allied Forces.

102. COMMUNICATIONS SECURITY

1. In the interest of security, transmission by radiotelephone will be as short and concise as possible consistent with clearness. Since personnel other than trained operators frequently operate radiotelephone equipment, all personnel must be cautioned that transmissions by radiotelephone are subject to enemy interception and therefore have no security. The rules for voice procedure apply equally to secure and insecure nets.
2. Adherence to the prescribed procedure is mandatory on all tactical secure and non-secure voice nets. Departure from, or variations in these procedures is prohibited. Such action can invalidate security precautions, reduce accuracy and speed, and create confusion. If the procedure does not cater for a specific situation, common sense and training experience should be used as a guide. Standard procedure must never be substituted with individually preferred methods or the latter used as an excuse for lack of procedural expertise.

3. The following basic rules are essential to transmission security and shall be strictly enforced on all military radiotelephone circuits:

- a. The following practices are specifically forbidden:
 - (1) Unofficial conversation between operators;
 - (2) Transmitting on a directed net without permission;
 - (3) Excessive time consumed in changing frequency or adjusting / testing equipment;
 - (4) Transmitting the operator's personal sign or name; and
 - (5) Unauthorized use of plain language in place of applicable prowords or operating signals (see art 404 – Codeword's, 405 – Nicknames);
- b. Profane, indecent or obscene language;
- c. Use of excessive transmitting power; and
- d. Transmitting at speeds beyond capabilities of receiving operator.

4. Any station observing a security violation on the net will immediately notify the control station or the other stations concerned in accordance with established guidance provided by the control station. Security violations detected by stations outside a net will be processed via prescribed channels in accordance with established directives.

When possible, these immediate notifications will be made by secure means. Radiotelephone procedural errors are not security violations and will be reported as procedural violations.

103. CIRCUIT LOGS

1. Circuit logs will be maintained, when practicable, on all radio-telephone circuits.

- a. The circuit log normally shows a complete and continuous record of all transmitted and received traffic and operating conditions which occur during the day. The log must include such data as the following:
 - (1) The time of opening and closing the stations, etc;
 - (2) Causes of delays on the net or circuit;
 - (3) Frequency changes; and
 - (4) Unusual occurrences such as procedure and security violation;

- b. When operating conditions permit, and when there are no instructions to the contrary, every transmission heard by an operator guarding a net or circuit, regardless of source or completeness, will be recorded:
 - (1) When the message is addressed to or is to be relayed by the receiving station, the message must be written in full on a message blank.

Thus, only sufficient details need be inserted in the radio log to identify the message; and

- (2) If it need not be recorded in full on a message blank, the transmission will be recorded as completely as practicable in the circuit log. The extent of information included in the log will vary with the type of station, availability of personnel and the category of information passing through the net or circuit;
- c. Entries will be made in the station log at frequent intervals to ensure adequate net or circuit attention. If, however, the operator is too busy to comply over a period of time, he may enter the essential data later, indicating inclusive times;
- d. The operator shall print or type his name, initials and rank in the log when coming on shift, opening a new circuit, or starting a new day's log. When an operator is relieved or closes a circuit, he shall sign the log;
- e. Log entries will not be erased. Any necessary changes are made by drawing a single line through the original statement and indicating the changed version adjacent to the lined-out entry. Such changes will be initialled by the operator making the change; and
- f. When circumstances are such that it is operationally impracticable to maintain circuit logs at the operating position, consideration should be given to monitoring such a net or circuit elsewhere.

104. PHONETIC ALPHABET

1. When necessary to identify any letter of the alphabet, the standard phonetic alphabet shall be used. This alphabet is listed below:

Letter	Phonetic	Spoken as
A	ALFA	AL- FAH
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	JULIETT	JEW-LEE-ETT
K	KILO	KEY-LOH
I	LIMA	LEE-MAH
M	MIKE	MIKE
N	NOVEMBER	NO-VEM-BER
O	OSCAR	OSS-CAH
P	PAPA	PAH-PAH
Q	QUEBEC	KEH-BECK
R	ROMEO	ROW-ME-OH
S	SIERRA	SEE-AIR-RAH
T	TANGO	TANG-GO

Letter	Phonetic	Spoken as
U	UNIFORM	YOU-NEE-FORM
V	VICTOR	VIK-TAH
W	WISKEY	WISS-KEY
X	XRAY	ECKS-RAY
Y	YANKEE	YANG-KEY
Z	ZULU	ZOO-LOO

NOTE: Syllables underlined carry the accent.

EXAMPLE: “Rendez-vous point is — I SPELL Uniform November India Mike Alpha Kilo”.

2. Where a text is encrypted, the groups, even though occasionally pronounceable, are to be transmitted by the phonetic equivalents of the individual letters and without the proword "I SPELL".

EXAMPLE: The encrypted group LUXOW will be spoken "Lima Uniform Xray Oscar Whiskey", and counted as one group.

105. PRONUNCIATION OF NUMERALS

1. To distinguish numerals from words similarly pronounced, the proword "FIGURES" may be used preceding such numbers.
2. When numerals are transmitted by radiotelephone, the following rules

for their pronunciation will be
observed:

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

3. Numbers will be transmitted digit by digit, except that exact multiples of thousands may be spoken as such:

Numeral	Spoken as	Numeral	Spoken as
44	FOW-ER FOW-ER	90	NIN-ER ZERO
136	WUN- TREE SIX	500	FIFE ZE-RO ZE-RO
1478	WUN FOW-ER SEV-EN AIT	7000	SEV-EN TOU-SAND
		812681	AIT WUN TOO SIX AIT WUN
16000	WUN SIX TOU-SAND		

4. When conditions permit, numbers may be transmitted as they are spoken in normal speech. When using normal speech, the user must use his discretion in cases where the transmission will be lengthened by transmitting numbers in the normal speech method. Care must also be taken when sending numbers such as 70 and 17 or 14 and 40, etc. In these cases the digit-by-digit method should be used to avoid confusion.

5. The decimal point is to be spoken as "DAY-SEE-MAL".

EXAMPLE: 23.4 is to be spoken as "WUN TOO THREE DAY-SEE-MAL FOW-ER".

6. Dates shall be spoken digit by digit, with the months in full.

7. Roman numerals shall be transmitted as the corresponding Arabic numerals preceded by the word "ROMAN".

106. ABBREVIATIONS IN THE TEXT

1. Abbreviation in the text are transmitted as follows:

- a. Initials used alone or in conjunction with short titles shall be spoken phonetically;

EXAMPLE: "Para A" - shall be spoken as "Paragraph Alfa". "ACP" - shall be spoken as "Alfa Charlie Papa".

- b. Personal initials shall be spoken phonetically, prefixed by the word "INITIALS";

EXAMPLE: "G.M. Smith" - shall be spoken as "INITIALS Golf Mike Smith".

- c. Abbreviations frequently used in normal speech may be used in the same manner when transmitted by voice; and

EXAMPLE: "NATO" - may be spoken as "NATO".

- d. Punctuation can occur more often in written informal or formal messages. When the use of punctuation is essential, it should be written and spoken as follows:

	Spoken as	Symbol	Abbreviation
Full stop/period	Full stop	.	PD
Comma	Comma	,	CMM
Slant/Oblique	Slant	Slant	/
Hyphen	Hyphen	-	
Left-hand bracket	Brackets on	(Paren
Right-hand bracket	Brackets off)	Unparen
Colon	Colon	:	CLN
Semi-colon	Semi-colon	;	SMCLN
Question Mark	Question mark	?	Ques
Decimal point	Day-See-Mal	.	Point

107. LEGIBILITY OF CHARACTERS

1. Legible writing is essential if handwritten messages are to be transmitted and received accurately. All handwritten messages drafted for transmission are to be written in capital letters. The following conventions for written characters and symbols are to be observed

when drafting and receiving messages:

- a The figure ZERO is written with a slant through it to distinguish it from the letter OSCAR;
- b The figure ONE is written with a line underneath to distinguish it for the letter LIMA;
- c Figure SEVEN is written with a hyphen through it to distinguished it from the figure ONE; and
- d The letter ZULU is written with a hyphen through it to distinguish if from the figure TWO.

108. CALL SIGNS

1. A call sign can be a combination of letters and figures and identify a unit, sub-unit, or an individual on a radio net. Its primary use is to establish and maintain communications. For further explanation of Four Character and Pronounceable Word call signs see ACP 125.
2. Voice call signs take several forms:
 - a. Four-character call signs spoken phonetically;
 - b. Pronounceable words; and
 - c. (*) One or two figures, which may be suffixed by a letter and/or prefixed by one or two letters. These are

referred to as Fixed Call Signs and are used on Unit Nets (see Chap 3).

3. After initial communications have been established, the control station may authorize the use of abbreviated call signs provided no confusion between stations will result. The methods of call sign abbreviation are:
 - a. Either the first two or the last two character of a four-character call sign may be dropped. The control station operator will direct whether the abbreviation will be left or right; and
 - b. If two-word call signs are authorized, either the first word or the last word may be dropped.

109. PROCEDURE WORDS (Prowords)

1. To keep voice transmissions as brief and clear as possible standard prowords are used in place of whole sentences. Prowords are easily pronounced and recognised words or phrases used to convey a specific predetermined meaning. In no case shall a proword or a combination of prowords be substituted for the textual component of a message.
2. The following prowords are authorized for general use. Not all prowords are authorized for general use. Not all prowords listed are used in the text of ACP 125 CANSUPP-1(C).

NOTE: Additional prowords for use when initiating and answering queries concerning signal strength and readability are listed in art 207.

PROWORD	EXPLANATION
ACKNOWLEDGE (ACK)	An instruction to the addressee that the message must be acknowledge.
ALL AFTER	The portion of the message to which I have reference is all the which follows.
ALL BEFORE	The portion of the message to which I have reference is all the which precedes.
*ALL STATIONS	Means all stations on a net including the control station.
ANSWER AFTER	The station called is to answer after call sign ...when answering transmissions.
ASSUME CONTROL	You will assume control of this net until further notice.
AUTHENTICATE	The station called is to reply to the challenge which follows.
AUTHENTICATION IS	The transmission authentication of this message is
*BREAK, BREAK, BREAK	The proword BREAK, BREAK, BREAK spoken three times means, "Cease transmission immediately. Silence will be maintained until the station breaking in has passed the message." This will be used when other prowords such as CONTACT and NO DUFF are applicable. These are not be used in conjunction.
CALL SIGN	The group that follows is a call sign
CLEAR	The quality of your transmission affords excellent readability.
CLOSE DOWN	Stations are to close down when indicated. Acknowledgements are required.
*CONTACT	Meaning contact has been made with the enemy and that details will follow as soon as possible.

PROWORD	EXPLANATION
CORRECT	You are correct or what you have transmitted is correct.
CORRECTION	<p>An error has been made in this transmission. Transmission will continue with the last word correctly transmitted.</p> <p>An error has been made in this transmission (or message indicated). The correct version is</p> <p>That which follows is a corrected version in answering your request for verification.</p>
DISREGARD THIS TRANSMISSION – OUT	This transmission is in error. Disregard it. (This proword shall not be used to cancel any message that has been completely transmitted and for which receipt and acknowledgement has been received).
DISTORTED	Having trouble understanding your transmission because your signal is distorted.
DO NOT ANSWER	Stations called are not to answer this call, receipt for this message, or otherwise transmit in connection with this transmission. (When this proword is employed, the transmission shall be ended with the proword “OUT”).
EXECUTE	Carry out the action of the message or signal to which this applies. (to be used only with the Executive Method).
EXECUTE TO FOLLOW	Action on the message or signal which is to be carried out upon receipt of the proword “EXECUTE”. (to be used only with the Delayed Executive Method).

PROWORD	EXPLANATION
EXEMPT	The addressees immediately following are exempted from the Collective Call.
FADING	At times your signal strength fades to such and extent that continuous reception cannot be relied upon.
*FETCH	Used when indicating to whom the caller wishes to speak.
FIGURES	Numerals or numbers follow.
FLASH	Precedence FLASH.
FROM	The originator of this message is indicated by the address designator immediately following.
GOOD	Your signal strength is good.
GRID	The portion following is a Grid Reference.
I AM ASSUMING CONTROL	I am assuming control of this net until further notice.
I AUTHENTICATE	The group that follows is the reply to your challenge to authenticate.
IMMEDIATE	Precedence IMMEDIATE.
IMMEDIATE EXECUTE	Action on the message or signal following is be carried out on receipt of the word "EXECUTE". (To be used only with the Immediate Executive Method).
INFO	The addressees immediately following are addressed for information.
I READ BACK	The following is my response to your instructions to read back.
I SAY AGAIN	I am repeating transmission or portion indicated.
I SPELL	I shall spell the next word phonetically.
I VERIFY	That which follows has been verified at your request and is repeated. (To be used only as

PROWORD	EXPLANATION
	a reply to VERIFY).
*LONG MESSAGE	The message about to be transmitted will take longer than thirty seconds.
LOUD	Your signal is very strong.
MESSAGE	A message which requires recording is about to follow. (Transmitted immediately after the call).
*MESSAGE PASSED	Used by the relaying station to advise the originating station that the message has been cleared.
MORE TO FOLLOW	Transmitting station has additional traffic for the receiving station.
*NO DUFF	The information contained in the message is NOT EXERCISE TRAFFIC and must be actioned immediately. For EXERCISE use only. The proword NO DUFF spoken once means, "Cease transmissions immediately. Silence will be maintained until the station breaking in has passed the message."
NOTHING HEARD	To be used when no reply is received from a called station.
*ORDERS	Indicates that a responsible person is to be brought to the set.
OUT	This is the end of my transmission to you and no answer is required or expected.
OVER	This is the end of transmission to you and a response is necessary. Go ahead; transmit.
PRIORITY	Precedence PRIORITY.
RADIO CHECK	What is my signal strength and readability?
READABLE	The quality of your signal permits satisfactory readability.
READ BACK	Repeat the text of the transmission back to

PROWORD	EXPLANATION
	me exactly as received.
REBROADCAST YOUR NET	Link the two nets under your control for automatic rebroadcast.
RELAY (TO)	Transmit this message to all addressees (or addressees immediately following this proword). (The address component is mandatory when this proword is used.)
RELAY THROUGH	Relay your message through
*REPORTING IN TO NET	Joining a previously established net where a call sign has been allotted.
*REQUEST PERMISSION TO JOIN NET.	Joining a previously established net when no call sign has been allotted.
*REQUEST TIME CHECK	Used to request an accurate time check.
ROGER	I have received your last transmission satisfactorily.
ROUTINE	Precedence ROUTINE.
SAY AGAIN	Repeat all of your last transmission. Followed by identification data, means "Repeat.....(portion indicated)".
*SEND	Ready to receive your message.
SILENCE, SILENCE, SILENCE	Cease transmissions on this net immediately. Silence will be maintained until lifted. (When an authentication system is in force, the transmission imposing silence is be authenticated.)
SILENCE LIFTED	Silence is lifted. (When an authentication system is in force, the transmission lifting silence is to be authenticated).
*SITREP	Situation report.
*SPEAKING	Used in conjunction with an appointment

PROWORD	EXPLANATION
	title to indicate who is speaking.
SPEAK SLOWER	Your transmission is at too fast a speed. Reduce speed of transmission.
*SPELL	Spell word phonetically.
STOP REBROADCASTING	Cut the automatic link between the two nets that are being rebroadcast and revert to normal working.
THIS IS	This transmission is from the station whose designator immediately follows.
THIS IS A DIRECTED NET	From now until further notice this net is directed.
THIS IS A FREE NET	From now until further notice this net is free.
THROUGH ME	Relay your message through me.
TIME	That which immediately follows is the time or date-time group of the message.
*TIME CHECK	Used to warn stations when a time check will be sent.
TO	The addressees Immediately following are addressed for action.
UNKNOWN STATION	The identity of the station with whom I am attempting to establish communication is unknown.
UNREADABLE	The quality of your transmission is so bad that I cannot understand you.
VERIFY	Verify entire message (or portion indicated) with the originator and send correct version. (To be used at the discretion of or by the addressee to which the questioned message was directed).
VERY WEAK	Your signal strength is very weak.
WAIT	I must pause for a few seconds (no longer than 5 seconds).

PROWORD	EXPLANATION
WAIT OUT	I must pause longer than a few seconds.
WILCO	I have received your signal, understand it and will comply. (To be used only by the addressee. Since the meaning of ROGER is included in that of WILCO, the two prowords are never used together.
WITH INTERFERENCE	Having trouble understanding your transmission due to interference.
WORD AFTER	The word of the message to which I have reference is that which follows.....
WORD BEFORE	The word of the message to which I have reference is that which proceeds.....
WORDS TWICE	Communications is difficult. Transmit each phrase (or each code group) twice. (this proword may be used as an order, request or as information).
WRONG	Your last transmission was incorrect. The correct version is
*YOUR CALL SIGN IS	Used when assigning a call sign to a station which has joined a working net.

(110 – 199 Not allocated)