EAST SUFFOLK GROUP Interim Voice Procedure

These procedures will apply as specified in the individual Duty Order.

Basic Radio Voice Procedure:

East Suffolk RAYNET operates directed nets. All calls should be made to the control station. The duty controller will give you permission to speak. If you need to pass a message, call control with your tactical callsign, usually your checkpoint number and then wait. Do not call in unless the channel is clear or control has said 'OUT' – they may be listening to another checkpoint you can't hear. If the control has to go off-air briefly you will be asked to wait and will be advised when it is back on-air. Do not call other checkpoints without requesting direct contact from Control first; unless there is time or safety critical information that needs to be passed or immediate help requested when Control is not available. In any other circumstances IMMEDIATE or PRIORITY messages should be passed via Control.

Start any message by calling control with your 'callsign' and giving the message type:

- IMMEDIATE = Life threatening or medical emergencies.
- PRIORITY-= An issue requiring a quick response.
- ROUTINE = General messages such as data, etc.
- RELEVANT = You have information which may assist an ongoing conversation.

Followed by "OVER". E.g. "CONTROL CHECKPOINT1 ROUTINE OVER". Control will respond with "[CALLSIGN] PASS YOUR MESSAGE". At the end of the message, you will say "MESSAGE ENDS OVER" and control will respond "ROGER OUT". A two second gap should always be left between transmissions to allow an opportunity for a checkpoint with a higher priority message to break in.

Keep traffic unrelated to the exercise or incident off the working frequency –a 2nd channel for informal traffic may be mentioned in the ops order for the event, but the use of this channel should not distract you from monitoring the working channel.

Stations should always request 'direct contact' with other points via control e.g. "CONTROL CHECKPOINT1 request **direct** with CHECKPOINT2" and wait for instructions.

Phonetic Alphabet:

When spelling out words or passing numeric data the following NATO words will be used:

LETTER	WORD	LETTER	WORD	LETTER	WORD	NUMBER	SOUND
A	ALPHA	K	KILO	U	UNIFORM	1	WUN
B	BRAVO	L	LIMA	V	VICTOR	2	TOO
C	CHARLIE	M	MIKE	W	WHISKEY	3	THUH-REE
D	DELTA	N	NOVEMBER	X	XRAY	4	FO-WER
E	ECHO	O	OSCAR	Y	YANKEE	5	FIFE
F	FOXTROT	P	PAPA	Z	ZULU	6	SIX
G	GOLF	Q	QUEBEC			7	SEV-EN
H	HOTEL	R	ROMEO			8	EIGHT
I	INDIA	S	SIERRA			9	NINER
J	JULIET	T	TANGO			0	ZERO

Prowords:

Shown throughout this document <u>underlined</u>. These are used to formalise the conversation. By using them, everyone has an understanding of what is meant; even if reception of the word is incomplete:

INSTRUCTIONS FROM CONTROL		ACKNOWLEDGEMENTS AND CORRECTIONS	
PROWORD	**MEANING**	**PROWORD**	**MEANING**
PASS YOUR MESSAGE	Transmit Your Information	YES-YES	(also AFFIRM) means yes
SEND	Short form of "PASS YOUR MESSAGE"	ROGER	I have received and understood
WAIT (time)	WAIT until called or for (time)	ROGER SO FAR?	Have you received my message so far?
CLOSE DOWN	Cease Operating	SO FAR	I have received and understood so far
SITREP	Provide situation report	WILCO	I have received and will follow the instruction
REQUEST	Asking you to do or get something	READ BACK	Request to read back the message received
STAND BY	Wait until I call you	CONFIRM [message]?	Answer is CORRECT or MISTAKE
MESSAGES AND HANDOVERS		ACKNOWLEDGE?	Request to acknowledge previous message
PROWORD	**MEANING**	CORRECTION	Sent followed by your corrected message
OVER	End – I expect a response	MISTAKE	Tells other station they sent a mistake
OUT	End – I do not expect a response	CANCEL	Sent to cancel a previous instruction
IMMEDIATE	Message regarding risk to life	DISREGARD	Previous message should be ignored
PRIORITY	Any other urgent message	NEGATIVE	"No" or "I cannot do it" or "do not do it"
ROUTINE	Any other message	APPROVED	Permission for proposed action is granted
MESSAGE (BEGINS)	Information Follows	I SAY AGAIN	Follow by repeated message
BREAK	Pause without handing over	SEND AGAIN	Request to send message again
MESSAGE ENDS	End of Message	ALL AFTER X	All of message after word X
FORMAL MESSAGE	Formal Message follows	ALL BEFORE X	All of message before word X
OTHER REQUESTS		**MISCELLANEOUS**	
PROWORD	**MEANING**	**PROWORD**	**MEANING**
OVER	End of Over – I expect a response	RELEVANT	Used to interrupt with relevant information
OUT	End of QSO - No response expected	STOP	Represents a full stop in written message
MESSAGE (BEGINS)	Information Follows	DECIMAL	Represents a decimal point as written
BREAK	Pause without handing over	I SPELL	Followed by NATO Phonetic Spelling
MESSAGE ENDS	End of Message		

Informal Messages:

These are messages passed to and from control and are for operational purposes. The structure is less formal but all conversations should be kept short with a gap between overs. Here are some examples, other types will follow a similar structure.

Arrival: For licencing reasons, you should make your initial call on arrival at your checkpoint using both you own callsign and the tactical callsign given in the Ops orders. If there is more than one operator at a checkpoint they will all sign in individually but then afterwards use the checkpoint tactical callsign rather than their own. For example:

Remote Station	Control
Control, this is M0JSA ROUTINE OVER	
	M0JSA PASS YOUR MESSAGE
Control, M0JSA arrived at CHECKPOINT1 and am ready to operate MESSAGE ENDS OVER	
	CHECKPOINT1 Open at 09:35 ROGER OUT

Issue: If an event occurs that needs reporting to control this should be initiated by calling "Control this is CHECKPOINT1 and then use the appropriate message type proword, followed by OVER". For example:

Remote Station	Control
Control, this is CHECKPOINT1 ROUTINE OVER	
	CHECKPOINT1 PASS YOUR MESSAGE
Control CHECKPOINT1 the medical car has arrived at this checkpoint MESSAGE ENDS OVER	
	CHECKPOINT1 YES YES OUT

Control messages: There will be occasions when control will 'broadcast' a message and then ask each checkpoint in turn to confirm receipt: "CHECKPOINT1 ACKNOWLEDGE?" and your response would be "CHECKPOINT1 ROGER" when called. For example:

Control	Remote Stations
ALL STATIONS from CONTROL The first competitor has left the start CHECKPOINT1 ACKNOWLEDGE?	
	CHECKPOINT1 ROGER
CHECKPOINT2 ACKNOWLEDGE?	
	CHECKPOINT2 ROGER
[Control repeats until all stations acknowledge]	
CONTROL OUT	

Formal Message Handling:

Formal messages are those being passed to or from control on behalf of a User Service. Typically, these will be messages for their information as opposed to messages for our own.

The standard message form (Appendix A) will be used unless agreed with the user service and advised by the ops order or Control. The message section will be filled in by the User Service, along with the [FROM] and [TO] addresses. The RAYNET operator will then complete the header before passing the message by radio. The calculated [WORD COUNT] will only be of the message text and is a count of the number of words separated by a <Space>. Hyphenated words and numbers (the whole number not individual digits) count as one word. Punctuation is not counted. The basic transmission format would be as follows:

First, the prowords "FORMAL MESSAGE BEGINS" and a BREAK to allow Control time to prepare to take down a formal message.

Then the Message Header: [SERIAL No.] [PRECEDENCE] [YOUR CALLSIGN] [WORD COUNT] [YOUR LOCATION] [TIME] [DATE].

The header will be followed by the [TO:] line, then the Message Text with each sentence followed by ROGER SO FAR?

At the end of the message text send the [FROM:] line and finally MESSAGE ENDS OVER. To which control would respond "ROGER OUT".   For Example:

Remote Station	Control
{CONTROL} POINT1 ROUTINE {OVER}	
	POINT1 PASS YOUR MESSAGE {OVER}
FORMAL MESSAGE BEGINS {BREAK}, 002 PRIORITY G0OZS 19 FELIXSTOWE 17:31 NOVEMBER 23 ROGER SO FAR?	
	SO FAR
TO: EVENT CONTROL THIS IS A MESSAGE WITH EIGHTEEN WORDS. ROGER SO FAR?	
	SO FAR
SENT AS PART OF AN EXERCISE TO TEST COMMUNICATIONS IN AN EMERGENCY. SO FAR?	
	SO FAR
FROM: POINT1 MARSHALL MESSAGE ENDS OVER	
	ROGER {CONTROL} OUT

Leave gaps between blocks for other stations to call in with a higher priority message.
Prowords in curly brackets {} are optional and may be omitted to save time if the channel is busy. Commas "," represent pauses without releasing the PTT.

Data Handling:

On duties where our task is the passing of predominately numerical information, such as horse rides, runners etc, the following procedure will be used. By using a formalised data passing structure, sending in blocks of numbers all sharing the same time-stamp, the work of Control is made much easier; allowing quicker, more accurate data handling. It is particularly important that the data is sent in a consistent fashion by all stations so it can be recorded efficiently at the control station. Ideally you should wait until you have at least five numbers to pass before contacting Control - particularly during busy traffic periods. You should not wait, however, if the numbers are coming in slowly and this would lead to long periods between sending. It is good practice to try and pass your data before it is passed by a subsequent station!

When sending blocks containing more than five numbers consider sending ROGER SO FAR? after each five numbers and wait for SO FAR or SEND AGAIN before sending more numbers. Your message will start with the call "CHECKPOINT1 ROUTINE DATA". When ready to receive your data, Control will respond with "CHECKPOINT1 PASS YOUR MESSAGE". The data is sent as one or more blocks of numbers each with the same time stamp. Each block consists of:

- A summary of the following data:
  - The QUANTITY of numbers in the block.
  - TIME OF COLLECTION (NOT time of sending which may be much later)
- A list of COMPETITOR NUMBERS, each number separated by a short pause with the end of the block terminated by ROGER SO FAR?

This should be repeated for each timed block but with the final block terminated by DATA ENDS OVER rather than ROGER SO FAR?. Control should respond to each ROGER SO FAR? with SO FAR unless there is a problem, in which case they will ask for clarification using some variant of "SEND AGAIN ..". At the end of the final block, instead of "ROGER SO FAR?" send "DATA ENDS OVER". To which Control should respond "ROGER OUT".

Two different procedures are defined for normal and bad conditions using either numbers as words separated by spaces or as separate digits with completed numbers separated by BREAK. The two methods of sending numbers should not be mixed in a single transmission to avoid confusion. The normal approach should be used unless advised by control. An example of the normal approach to be used in good conditions would be:

CHECKPOINT	CONTROL
{CONTROL} POINT1 {ROUTINE} DATA	
	POINT1 PASS YOUR MESSAGE {OVER}
Ten numbers timed at Ten Thirty, One, Eleven, Thirty-Three, One-Hundred-and-One, One-Thousand-Five-Hundred-and-Seven ROGER SO FAR?	
	SO FAR
Seven, Eight, Niner, Ten, Eleven ROGER SO FAR?	
	SO FAR
Five Numbers timed at Ten Thirty-Six, Five, Fifty-Five, Ninety-Nine, One-Hundred, Two-Hundred-and-Six DATA ENDS OVER	
	ROGER OUT

Leave gaps between blocks for other stations to call in with a higher priority message.
Prowords in curly brackets {} are optional and may be omitted to save time if the channel is busy. Commas "," represent pauses without releasing the PTT.

If signal reception at Control is poor, they may ask you to say the numbers, such as 1, 26, 435, using the NATO phonetic words for the individual number. E.g. WUN =1, TOO SIX =26, FO-WER THRU-REE FIFE = 435. Follow each complete number with BREAK before moving on to the next number. The BREAK is essential for the receiving station to know where one number ends and the next begins, if they are a mixture of one, two or more digits. This will aid clarity at the expense of extended transmit time. Use this version of the procedure only if directed by control. For example:

CHECKPOINT	CONTROL
{CONTROL} POINT1 {ROUTINE} DATA	
	POINT1 PASS YOUR MESSAGE **Using Phonetic Digits** [OVER]
WUN ZERO numbers timed at WUN ZERO THRU-REE ZERO BREAK WUN BREAK WUN WUN BREAK THRU-REE THREE BREAK WUN ZERO WUN BREAK WUN FIFE ZERO SEVEN ROGER SO FAR?	
	SO FAR
SEVEN BREAK EIGHT BREAK NINER BREAK WUN ZERO BREAK WUN WUN ROGER SO FAR?	
	SO FAR
FIFE NUMBERS TIMED AT WUN ZERO THRU-REE SIX BREAK FIFE BREAK FIFE FIFE BREAK NINER NINER BREAK WUN ZERO ZERO BREAK TOO ZERO SIX DATA ENDS OVER	
	ROGER {CONTROL} OUT

Leave gaps between blocks for other stations to call in with a higher priority message.

You may be able to hear control better than they can hear you.

Prowords in curly brackets {} are optional and may be omitted to save time if the channel is busy. Commas "," represent pauses without releasing the PTT.

Appendix A

RAYNET UK MESSAGE FORM

NUMBER	PRECEDENCE * ROUTINE PRIORITY IMMEDIATE EMERGENCY	STATION of ORIGIN	CHECK **	FILING TIME HH:MM	FILING DATE MMM-DD

TO:

FROM: (name/role in BLOCK letters) :

For operator use only – Not for transmission							
REC'D	FROM	DATE (MMM-DD)	TIME (HH:MM)	**SENT**	TO	DATE (MMM-DD)	TIME: (HH:MM)

 * Delete where not applicable   ** The word count in the heavy outline box

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RAYNET UK MESSAGE FORM

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FROM: (name/role in BLOCK letters)

For operator use only – Not for transmission							
REC'D	FROM	DATE (MMM-DD)	TIME (HH:MM)	**SENT**	TO	DATE (MMM-DD)	TIME: (HH:MM)

 * Delete where not applicable   ** The word count in the heavy outline box

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NUMBER	PRECEDENCE * ROUTINE PRIORITY IMMEDIATE EMERGENCY	STATION of ORIGIN	CHECK **	FILING TIME HH:MM	FILING DATE MMM-DD

TO:

FROM: (name/role in BLOCK letters)

For operator use only – Not for transmission							
REC'D	FROM	DATE (MMM-DD)	TIME (HH:MM)	**SENT**	TO	DATE (MMM-DD)	TIME: (HH:MM)

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