This document contains the International Phonetic Alphabet, Pronunciation of Figures and ARES approved Prowords to be used for all ARES operations.

PHONETIC ALPHABET

The use of standard phonetics for the pronunciation of letters in call signs and text aids accuracy and efficiency.

The following is the **only** phonetic alphabet to be used in ARES:

Phonetic Alphabet

A ALPHA	J JULLIET	S SIERRA
B BRAVO	K KILO	T TANGO
C CHARLIE	L LIMA	U UNIFORM
D DELTA	M MIKE	V VICTOR
E ECHO	N NOVEMBER	W WHISKEY
F FOXTROT	O OSCAR	X X-RAY
G GOLF	P PAPA	Y YANKEE
H HOTEL	Q QUEBEC (Pronounced KEH-**BECK)**	Z ZULU
I INDIA	R ROMEO	

PRONUNCIATION OF FIGURES

The clear pronunciation of numerals is also essential to professional-grade voice radio communications.

Pronunciation of Figures

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

* Note the non-standard pronunciations for intelligibility on radio.

COMMON PROWORDS

Effective, efficient and brief communications are a tenant of ARES operations. The use of prowords helps us be brief and yet clear in our meaning.

A) OVER and OUT

The most common prowords are "OVER" and "OUT".

Every ARES voice transmission must end with either "OVER" or "OUT" but, never both.

OVER means, "I have finished my transmission, go ahead and transmit." It indicates to the other station that a reply is expected and necessary. NOTE: We do not say "go ahead" as an invitation to transmit.

OUT means, "I have concluded my transmission, no reply is expected." When a station says OUT, that is the end of the exchange. The other station should say nothing. If the other station has more to say, he must re-establish contact using proper net procedures by calling the NCS and asking to contact the other station. Unless the context makes it clear that the communications are concluded, the station who started the contact should usually be the one to say OUT. The initial calling station may but is not required to call the NCS and advise that the traffic is complete. It is important that the NCS monitor the traffic being passed so that they are aware when the initiating station states OUT as the conclusion of their traffic.

B) ROGER

The prowords "ROGER" means "I have received the information transmitted by you" without indicating approval or disapproval, agreement or disagreement.

Many operators use ROGER to mean, "yes." This is not an accurate use of ROGER.

Additionally some operators may use other phrases for the same purpose as ROGER. These include, "That's a good copy," That's a Charlie Copy," "Copy that," "Charlie, Charlie," among others. These are not proper prowords and should not be used in ARES operations.

Not all amateur operators are familiar with or use amateur Q-signals. The use of Q-signals is discouraged in ARES operations for this reason.

C) BREAK

The prowords BREAK is used in message handling and is not to be used to conclude transmissions between stations, to enter a net or to interrupt communications.

D) CORRECT / WRONG

The prowords CORRECT means "what you transmitted is correct." The opposite is WRONG.

E) CORRECTION

When an operator making a transmission makes an error and needs to make a correction, the proword CORRECTION is used. The operator will then repeat the last phrase that was correct and then state the corrected phrase that follows. NOTE that I SAY AGAIN is not the correct proword for this purpose.

F) DISREGARD THIS TRANSMISSION

When an operator decides in the middle of a transmission that it should be cancelled, the proword DISREGARD THIS TRANSMISSION will be used.

G) DO NOT ANSWER

DO NOT ANSWER is used in sending a message to one or more stations who are not to reply or acknowledge receipt. This is normally used by the NCS when making a general statement to the net during ARES operations. Example: **NCS : "**DO NOT ANSWER, Shelter 1, 3, 7 contact Net Control via landline, Net Control WS4FC, out."

H) FIGURES

The proword FIGURES means numerals or numbers, or mixed group beginning with a numeral, follows. FIGURES is <u>not</u> used in conjunction with the prowords TIME, GROUPS, NUMBER or CALL SIGN. FIGURES is used to distinguish the numerical form or a numeral from textual form, (i.e., to distinguish "2" from "two") and is not necessary when a number is not to be transcribed.

> For example, FIGURES is not needed in these situations:
> "Change frequency to 146 decimal 640"

I) I SPELL

I SPELL means one of more letters, or a mixed group beginning with a letter, will follow, sent phonetically. When used with a pronounceable letter group, say it, then spell it, then say it again.

Example: "Tanks, I SPELL TANGO ALPHA NOVEMBER KILO SIERRA, Tanks"

J) NEGATIVE / AFFIRMATIVE

NEGATIVE means "no." The opposite AFFIRMATIVE means "yes."

K) NO PLAY

During an exercise should actual "real world" traffic (message) need to me passed the proword NO PLAY will be used to indicate that the traffic (message) is not a part of the exercise.   The NO PLAY traffic (message) will be given priority over exercise traffic.

L) PRIORITY, PRIORITY, PRIORITY

If a station has higher precedence traffic that the communications being conducted, that station can interrupt the communications by stating the precedence of his/her traffic three times; e.g., "PRIORITY, PRIORITY, PRIORITY." The NCS, having heard the interruption will seize control of the net and stop the communications so the higher precedence traffic can be passed.

The station with higher precedence traffic should use some judgement before interrupting. If it appears the on-going communications may be concluded promptly, waiting until it is finished may be more efficient for all concerned.

M) SAY AGAIN

The proword SAY AGAIN is used to request a repetition of the something that was transmitted. The word "repeat" is <u>not</u> used in ARES operations. The proword I SAY AGAIN means I am about to restate something I have already transmitted.

N) SEND YOUR MESSAGE

SEND YOUR MESSAGE is used in response to an offer to send a message.
OVER (as an invitation to transmit) can also be used instead, but may seem ambiguous. SEND
YOUR MESSAGE is less ambiguous.

O) SILENCE, SILENCE, SILENCE

Anytime an NCS needs to silence the net, he/she will state the proword SILENCE three times. All stations will immediately stop transmitting and remain silent until the NCS announces "SILENCE LIFTED." When commanded, radio silence is critical. Absolute obedience is required.

P) THIS IS

THIS IS means, "The current transmission is from the station whose call sign follows." This proword can be omitted after communications are established.

Q) THIS IS A DIRECTED NET

This proword, when spoken by the net control, means that until further notice the net is directed. This means that all stations need permission of the net control to call other stations.

R) UNKNOWN STATION

UNKNOWN STATION means, "The identity of the station I am attempting to contact is not known to me." This proword is used to reply to a station whose call sign was not heard or was only partially heard.

For example
"**UNKNOWN STATION, THIS IS WS4FC, SAY AGAIN, OVER.**"

Note that this is more efficient than saying, "There is a weak station attempting to check in and I can't quite make out the call sign…"

S) USE FULL CALL SIGNS

USE FULL CALL SIGNS means, until further notice, use complete call signs. This may be used when tactical call signs are being confused or for any reason the NCS determines full call signs are to be used.

T) USE TACTICAL CALL / TACTICAL CALL SIGNS

Tactical Call Signs are used during events and emergency operations. Examples of Tactical Call Signs are: "Rest Stop 1", "Shelter 3", "Staging Area", "SAG 4."

USE TACTICAL CALL means all stations are to use TACTICAL CALL SIGNS as outlined in paragraph X. TACTICAL NET OPERATIONS / PUBLIC SERVICE EVENTS in this ARES NCS SOP and ARES Member SOP.

U) WAIT and WAIT OUT

The proword WAIT is used when a pause is required and will last for only a few seconds. WAIT should not be over-used; you may simply pause a second or two without stating it. WAIT
OUT is used when the pause requires more time; i.e., someone might wonder what happened to your signal. The time period associated with the use of WAIT OUT should be as short as possible so net operations are not delayed.

Although the proword WAIT OUT ends with "OUT," the communication between the two stations is not yet complete. Therefore, no other station will transmit during this pause unless they have higher precedence traffic than that which is being handled. If too much time passes, the NCS can assert control by saying:

"**THIS IS** [NCS call sign] **OUT.**"

V) WILCO

The proword WILCO is a contraction of the phrase "will comply." It is used in response to a request or tasking and means that you understand the tasking and agree to accomplish the task. Because it implies that you understand the request, it is never used with the proword ROGER as that would be redundant.

W) WORDS TWICE

The proword WORDS TWICE is used when communication is difficult. It means transmit each phrase twice. If sent by the NCS to all stations, it indicates that all stations are to transmit each phrase twice.

Example:

"This is my first training session; this is my first training session, OVER."

FULL LISTING OF ARES PROWORDS

ACKNOWLEDGE (ACK)	Addressee must send acknowledgement
AFFIRMATIVE	Yes
ALL AFTER	The part of the message I reference is everything after . . .
ALL BEFORE	The part of the message I reference is everything before . . .
ANSWER AFTER	Station called, when answering, answer after [call sign]
ASSUME CONTROL	Take control of the net until further notice
BREAK	Indicates the separations between the heading and the text and between the text and the end procedure.
CALL SIGN	The group that follows is a call sign
CORRECT	You are correct.
CORRECTION	a) An error has been made in this transmission. The transmission will continue with the last word correctly transmitted. b) An error has been made. The corrected version is . . . c) In response to your request for verification, the following is the corrected version. . .
DISREGARD THIS TRANSMISSION OUT	This transmission is in error. Disregard it
DO NOT ANSWER	Stations called are not to answer the call, receipt for the message, or make any transmission in response to this Transmission
FIGURES	Numerals, or a mixed group beginning with a numeral follow(s) . . .
FROM	The following is the originator of this message
I AM ASSUMING CONTROL	I am in control of this net until further notice
IMMEDIATE	The precedence is IMMEDIATE.
INFO	The following are INFO addressees INFO
I READ BACK . . .	This is my response to your READ BACK instruction . . .
I SAY AGAIN	I am repeating what I said . . .
I SPELL	The following are phonetic letters to spell the previous word or letter(s) beginning a group.
I VERIFY . . .	The following is my response to your request to VERIFY . . .
MESSAGE	A message that requires recording is about to follow
MINIMIZE	Reduce traffic and net activity to minimum.
MORE TO FOLLOW	The transmitting station has more messages for the receiving station
NEGATIVE	No
NO PLAY	During an exercise, "NO PLAY" indicates a message that is real, not part of the exercise.
NOTHING HEARD	No reply to my call was heard.
NUMBER	Station serial number of message.
OUT	End of transmission, no reply is expected.
OVER	End of my transmission. Go ahead with yours. Transmit.
PRIORITY	Precedence if PRIORITY. May be spoken 3 times to interrupt lower precedence traffic.
READ BACK	Repeat this entire transmission back to me exactly as you received it.

RELAY	Station called, transmit this message to all addressees unless fewer are specified.
RELAY TO . . .	Transmit this message to the station(s) following . . .
RELAY THROUGH	Relay your message through . . .
ROGER	I received your transmission satisfactorily.
ROUTINE	Precedence is ROUTINE.
SAY AGAIN (. . .)	Repeat your last transmission. Repeat the portion of your transmission indicated.
SEND YOUR [MESSAGE]	I am ready to receive your [message].
SILENCE (THREE TIMES)	Cease transmitting until SILENCE IS LIFTED
SILENCE IS LIFTED	Normal communications may continue
SPEAK SLOWER	Reduce the speed of your transmission
THIS IS	The station transmitting is . . .
THIS IS A DIRECTED NET	Until further notice, this net is directed
THIS IS A FREE NET	Until further notice, the net is free
THROUGH ME	Relay your message through this station
TIME	The following is the date-time group of this message
TO	The following are the action addressees of this message
-- TO --	The part of the message to which I refer is from __ TO __.
UNKNOWN STATION	The ID of the station I am attempting to contact is unknown.
USE TACTICAL CALL SIGNS	Until further notice, use tactical call signs
USE FULL CALL SIGNS	Until further notice, use full call signs
VERIFY	Addressee requests you check with originator and send a corrected version
WAIT	I must pause a few seconds
WAIT OUT	I must pause more than a few seconds.
WILCO	I have received your instruction, understand it and will comply. (Not used with ROGER)
WORD AFTER	I refer to the word immediately following __
WORD BEFORE	I refer to the word immediately before __
WORDS TWICE	Due to poor conditions, send each phrase or code group twice.
WRONG	Your last transmission was wrong. The correct version is ___.