

ATTACHMENT 1

PHONETIC ALPHABET AND NUMERALS

The ITU Recommended Phonetics are the only ones recognized by AFMARS.

Capitalized portion of pronunciation is to be emphasized. Be natural; don't force the pronunciation

PHONETICS

	Pronounced
A	- ALPHA (AL-fah)
B	- BRAVO (BRAH-vo)
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	- JULIET (JEW-lee-ett)
K	- KILO (KEE-loh)
L	- LIMA (LEE-mah)
M	- MIKE (MIKE)
N	- NOVEMBER (no-VEM-ber)
O	- OSCAR (OSS-cah)
P	- PAPA (pa-PAH)
Q	- QUEBEC (kay-BECK)
R	- ROMEO (ROW-me-oh)
S	- SIERRA (see-AIR-rah)
T	- TANGO (TANG-go)
U	- UNIFORM (YOU-nee-form)
V	- VICTOR (VICK-tah)
W	- WHISKEY (WISS-key)
X	- X-RAY (ECKS-ray)
Y	- YANKEY (YANG-key)
Z	- ZULU (ZOO-loo)

NUMERALS

	Pronounced
1	- WUN
2	- TOO
3	- TREE
4	- FO-wer
5	- FIFE
6	- SIX
7	- SEV-en
8	- ATE
9	- NI-ner
0	- ZEE-row
100	- WUN ZEE-row ZEE-row
1000	- WUN ZEE-row ZEE-row ZEE-row

Note: MARS number phonetics contain no phrases such as "one thousand", "one hundred thousand" etc. ALL numbers are given figure by figure phonetically.

ATTACHMENT 2

AUTHORIZED PROWORDS

<u>PROWORD</u>	<u>EXPLANATION</u>
ADDRESS GROUP	The group that follows is an address.
ALL AFTER	The portion of the message that I have referenced is all that follows as indicated. (Usually followed by the proword SAY AGAIN).
ALL BEFORE.....	The portion of the message that I have referenced is all that that proceeds as indicated. (Usually followed by the proword SAY AGAIN).
BREAK	Indicates separation of text from other portions of the message.
CALL SIGN.....	The group that follows is a call sign
CORRECT	You are correct or what you have transmitted is correct.
CORRECTION	An error has been made in my (your) transmission. Correct transmission follows.
DISREGARD THIS	Disregard this transmission. This proword should never be used to cancel a receipted message
FIGURE(S)	The group (or groups) that follow is composed of numbers. NOTE: The group can also contain letters, but will use the proword FIGURES when the first character is a number.
FROM	Address or MARS callsign/w state of the originating station.
GROUPS	Followed by the number of groups in a message. This can be optional.
GROUPS NO COUNT	The groups in this message have not been counted.
INFO	The addresses immediately following are given for information.
I READ BACK	Read back text at reading speed.
I SAY AGAIN	Repeat previous transmission (or portion) as indicated.
I SPELL	I shall spell the next word phonetically.
I VERIFY	That which follows is verified at your request and is repeated.
IMMEDIATE	Precedence of message. (This is the highest used in MARS).
MORE TO FOLLOW	Additional message traffic will follow.

- NUMBER..... Station sequential message number. (Begin new numbering sequence each month.) This is the only item that changes on any message.
- OUT End of transmission. No answer is required or expected. **NEVER** used with the proword OVER.
- OVER..... End of transmission. Reply is expected and required. **NEVER** used with the proword OUT.
- PRIORITY Precedence of message. (This is second highest used in MARS).
- READ BACK..... Request for a read back text of message (or entire message) at reading speed.
- RELAY Retransmit this message to addressees or call sign that follows.
- ROGER Message received satisfactorily. This proword does not indicate agreement and is not a replacement for the word “YES”.
- ROUTINE Precedence of message. (This is the lowest used in MARS).
- SAY AGAIN..... Repeat all or portions of transmission as indicated.
- SERVICE Message redirected to originating stations for action as indicated.
- SILENCE All stations cease transmissions immediately. This condition will remain in effect until lifted.
- SILENCE LIFTED Normal net conditions reinstated.
- SPEAK SLOWER..... Slow copy speed.
- THIS IS Followed by call sign of station transmitting.
- TIME..... Followed by date-time group.
- TO Followed by address to which message is being sent.
- UNKNOWN STATION..... Unknown station with which communication is desired.
- VERIFY Verify entire message (or portion indicated) with the originator and send verified version.
- WAIT Pause for a few seconds. No return call to the net is necessary
- WAIT OUT Pause for longer than a few seconds and call upon return to the net. NOTE: Periods longer than five minutes **MUST** authorized by the net control station.

- WILCO..... Your signal received, I understand it and I will comply. Since the meaning of “ROGER” is included in that of WILCO, the two prowords are **NEVER** used together.
- 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..... Transmit each word twice and spell phonetically if necessary. Often used during difficult periods of communications due to weather or EME interference.

ATTACHMENT 3



UNITED STATES AIR FORCE MILITARY AFFILIATE RADIO SYSTEM

DO NOT MAIL:
**WORK COPY
ONLY!**

MESSAGE

MONTHLY STATION SEQUENTIAL MESSAGE NO. _____

_____ THIS IS _____
(Station called phonetics) (Station calling phonetics)

MESSAGE NUMBER _____ TIME _____ ZULU _____
(Msg No.) (Precedence) (Month) (Year)

FROM: _____
(Name of originator – spell out phonetically) (MARS Call sign)

I SPELL or FIGURES _____
(Number) (Street name – phonetically) (City) (State)

FIGURES _____ PHONE FIGURES _____ HYPHEN _____ HYPHEN _____
(Zip code) (Area) (Telephone number)

SLANT CALLSIGN _____
(Originating station call sign and state if not originator)

TO: _____
(Name of addressee – phonetically) (MARS call sign)

I SPELL or FIGURES _____
(Number) (Street name – phonetically) (City) (State)

FIGURES _____ PHONE FIGURES _____ HYPHEN _____ HYPHEN _____
(Zip code) (Area) (Telephone number)

GROUPS _____ BREAK OVER (optional)
(Number)

Listen for all requests – after “ROGER” send text (No ID required here)

_____	05
_____	10
_____	15
_____	20
_____	25
_____	30

BREAK OVER (Receiving station must ID here)

DISPOSITION OF TRAFFIC: MAILED _____ PHONED _____

TOR: _____ TOD: _____

REFILED TO ARS: CALL _____ MSG # _____ MONTH _____ DAY _____

THIS MESSAGE WAS HANDLED THROUGH THE COURTESY OF MARS. YOU MAY REPLY THROUGH STATION _____
ADDRESS _____

Use back
of form
for
additional
groups.

ATTACHMENT 4

ARRL NUMBERED MESSAGES

Group One – For Possible “Relief Emergency” Use	
ONE Everyone safe here. Please Don't worry.	FOURTEEN Situation here becoming critical. Losses and damage from _____ increasing.
TWO Coming home as soon as possible.	FIFTEEN Please advise your condition and what help is needed.
THREE Am in _____ hospital. Receiving excellent care and recovering fine.	SIXTEEN Property damage very severe in this area.
FOUR Only slight property damage here. Do not be concerned about disaster reports.	SEVENTEEN REACT communications services also available. Establish REACT communications with _____ on channel _____.
FIVE Am moving to new location. Send no further mail or communication. Will inform you of new address when relocated.	EIGHTEEN Please contact me as soon as possible at _____.
SIX Will contact you as soon as possible.	NINETEENRequest health and welfare report on _____. (State name, address and telephone number.)
SEVEN Please reply by Amateur Radio through the amateur delivering this message. This is a free public service.	TWENTY Temporarily stranded. Will need some assistance. Please contact me at _____.
EIGHT Need additional _____ mobile or portable equipment for immediate emergency use.	TWENTY ONE Search and Rescue assistance is needed by local authorities here. Advise availability.
NINE Additional _____ radio operators needed to assist with emergency at this location.	TWENTY TWO Need accurate information on the extent and type of conditions now existing at your location. Please furnish this information and reply without delay.
TEN Please contact _____. Advise to standby and provide further emergency information, instructions or assistance.	TWENTY THREE Report at once the accessibility and best way to reach your location.
ELEVEN Establish Amateur Radio emergency communications with _____ on _____ Mhz.	TWENTY FOUR Evacuation of residents from this area urgently needed. Advise plans for help.
TWELVE. Anxious to hear from you. No word in some time. Please contact me as soon as possible.	TWENTY FIVE Furnish as soon as possible the weather conditions at your location..
THIRTEEN Medical emergency situation exists here.	TWENTY SIX Help and care for evacuation of sick and injured from this location needed at once.
Emergency/priority messages originating from official sources, must carry the signature of the originating official	

ARRL NUMBERED MESSAGES

Group Two - - Routine messages			
FORTY SIX	Greetings on your birthday and best wishes for many more to come.	SIXTY*	Wishing you the best of everything on _____.
FIFTYGreetings by Amateur Radio.	SIXTY ONE	Wishing you a very merry Christmas and a happy New Year
FIFTY ONE	Greetings by Amateur Radio. This message is sent as a free public service by ham radio operators here at _____. Am having a wonderful time.	SIXTY TWO*	. Greetings and best wishes to you for a pleasant _____ holiday season.
FIFTY TWO	Really enjoyed being with you. Looking forward to getting together again.	SIXTY THREE.	Victory or defeat, our best wishes are with you. Hope you win.
FIFTY THREE	Received your _____. It's appreciated; many thanks.	SIXTY FOUR	Arrived safely at _____.
FIFTY FOUR	Many thanks for your good wishes.	SIXTY FIVE	Arriving _____ on _____. Please arrange to meet me there.
FIFTY FIVE	Good news is always welcome. Very delighted to hear about yours.	SIXTY SIX	DX QSLs are on hand for you at the _____ QSL Bureau. Send _____ self addressed envelopes.
FIFTY SIX	Congratulations on your _____, a most worthy and deserved achievement.	SIXTY SEVEN	Your message number _____ undeliverable because of _____. Please advise.
FIFTY SEVEN	Wish we could be together.	SIXTY EIGHT	Sorry to hear you are ill. Best wishes for a speedy recovery.
FIFTY EIGHT	Have a wonderful time. Let us know when you return.	SIXTY NINE	Welcome to the _____. We are glad to have you with us and hope you will enjoy the fun and fellowship of the organization
FIFTY NINE	Congratulations on the new arrival. Hope mother and child are well.		
* Can be used for all holidays.			

ARRL Message Handling Instructions

Handling instructions (HX) convey special instructions to operators handling and delivering the message. The instruction is inserted in the message Preamble between the Precedence and the Station of Origin. Its use is optional with the originating stations, but once inserted it is mandatory with all relaying stations.

PROSIGN INSTRUCTION

- HXA** (Follow by Number.) Collect landline delivery authorized by addressee within ____ miles. (If no number, authorization is unlimited.)
- HXB** (Followed by number.) Cancel message if not delivered within ____ hours of filing time; service originating station.
- HXC** Report data and time of delivery (TOD) to originating station.
- HXD** Report to originating station the identity of station from which received, plus date and time. Report identify of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.
- HXE** Delivering station get reply from addressee, originate message back.
- HXF** (Followed by number.) Hold delivery until ____ (date).
- HXG** Delivery by mail or landline toll call not required. If toll or other expense involved, cancel message and service originating station.

An HX prosign (when used) will be inserted in the message preamble before the station origin, thus: NR 207 R HXA50 W1AW 12...(etc). If more than one HX prosign is used, they can be combined if no numbers are to be inserted; otherwise the HX should be repeated, thus NR 207 R HAXAC W1AW...(etc). On phone, use phonetics for the letter or letters following the HX, to ensure accuracy.

ATTACHMENT 5

MARS

OPERATING

INSTRUCTIONS

ATTACHMENT 6

STANDARD OPERATING

PROCEDURE

FOR

CALLING AND OPERATING

A

VOICE NET

ATTACHMENT 7

ACP 125(F)