# AC Cadet Workbook

**CADET NAME:_____**

**DIVISION:_____**

**INSTRUCTOR:_____**

# The History of #21 NLCC Captain Jackson

On the 1st of January 1950, Calgary was issued Charter #21 authorizing the formation of a Navy League Cadet Corps for boys between the ages of 10-13. A name had not been chosen for the corps; it was only known as NLCC #21.

Captain (N) Reginald Jackson, OBE, VRD, RNVR, a past Commanding Officer of HMCS Tecumseh, was the greatest supporter of the Corps, a past President of the Navy League of Canada Southern Alberta Division and President of the Naval Officer Association of Canada. In 1955 the Navy League of Canada approved the name of NLCC Captain Jackson in honor of Captain (N) Reginald Jackson and the many years of support that he provided to the youth of Canada.

In 1978 Captain (N) Reginald Jackson passed away, but certainly his enthusiasm for the Navy and its traditions lives on through the cadets of this corps.

In 1985 Navy League Wrennette Corp Jenny Wren a navy League Corps for girls between the ages of 10-13 which was our Sister Corps that paraded along side Captain Jackson was disbanded and all of the Cadets and Officers were amalgamated into NLCC Captain Jackson. In 1985 our first female Commanding Officer, LCdr (NL) Susan Stewart- Price took Command of NLCC Captain Jackson after being the Commanding Officer of NLWC Jenny Wren for a short period of time before the disbanded.

After NLWC Jenny Wren amalgamated with Captain Jackson a few of the officers from the Corps branched off and formed #166 NLCC John A Hamilton.

One of the former Captain Jackson Officers that spearheaded the formation of John A Hamilton was LCdr (NL) Holger Storm, who was with NLCC Captain Jackson and NLWC Jenny Wren continuously since 1973 and gave hundreds of hours of his own time both Captain Jackson and John A Hamilton. In the summer of 2017, the Navy League of Canada named the Navy League Corps that had just started after LCdr (NL) Holger Storm.

Navy League Cadet Workbook

# MEMBERS OF MY CORPS

Name of Corps: _____

Commanding Officer: _____

Executive Officer: _____

Training Officer: _____

Supply Officer: _____

Administration Officer:_____

My Division: _____

My Divisional Officer: _____

My Divisional Petty Officer:_____

# Marks of Respect

As a Cadet, you are required to show respect for all Cadets and Officers. Below are some regulations to remember when addressing or being addressed by Senior ranked Cadets and Officers and some basic rules to govern your behaviour on the base.

1)When to salute

The rules governing saluting by cadets are:
a) Cadets will salute all commissioned/Warranted Officers.
b) When a cadet addresses or is addressed by a Commissioned/Warranted Officer, the Cadet will salute; the cadet will salute again when the conversation has ended.
c) Cadets will only salute when wearing headdress (NO CAP=NO SALUTE)
d) Cadets DO NOT salute other Cadets
e) Cadets DO NOT salute while fallen in a Division

2) Canadian National Anthem/Foreign National Anthems

a) An Officer in uniform and wearing head-dress will come to attention and salute
b) With head-dress removed, in a theater, all ranks will stand at attention
c) On parade, Commissioned/Warranted Officers will Salute, Cadets will stand at attention
d) **In civilian clothes, all ranks remove headdress and stand at attention.**

3)Entering/Exiting an Office or Classroom

a) Knock on the door and come to attention
b) Remove Headdress
c) Remain at attention until/unless told to otherwise
d) You need to ask permission to enter or leave an office or classroom
e) When the business is complete, come to attention, make the appropriate turn in the direction of the doorway and march out.

4) Saluting the Quarterdeck/Brow of Tecumseh

Upon entrance to Tecumseh main building entrance Cadets and Officers MUST come to attention inside the door and salute.

5) Colors

While passing the Colours, Cadets will check arms to the position of attention, while continuing to march, if wearing a head-dress, Must salute.

6) Addressing an Officer

Cadets will address an officer by his/her rank followed by the officer's surname. Eg. 'Lieutenant Brown'. In speaking with an officer, use the expression "Sir or Ma'am and not the rank and surname. When referring to an officer by the position he/she holds, use the full title. Eg. The Commanding Officer.

When Cadets are passing an Officer, they must come to attention while marching and salute. However there is no saluting in the Annex Building or outside of the Quarterdeck.

7) Addressing A Senior Cadet

Cadet will come to attention when addressing or being addressed by a Senior Cadet. They DO NOT salute.

8) While fallen in a Division

Cadets WILL NOT salute when fallen in a division. If being addressed by an Officer the Cadet will instead come to attention and respond "sir" or "ma'am". The same applies while addressing or being addressed by Senior Cadets. However instead of "sir" or "ma'am" the response is Cadets Rank. Eg."P.O"

# History of Saluting

We usually think of a compliment as a pleasing comment. In the military, Compliments are somewhat similar. The reason for paying compliments is in one word respect. A salute between an Officer and a non-commissioned member is a sign of mutual trust and respect. It is a privilege granted to member of the service to use this form of greeting. For the same reason, the Navy League of Canada follows this custom.

Military saluting has an interesting history. It dates back several hundred years to the days when fighting men wore armour and citizens often had to defend themselves if they lived outside the safety of a walled castle. Therefore as a knight rode through the forest, he rode with his hand near his sword. When he met someone he recognized as a friend, he raised his empty hand to show he was not challenging the person. This action was a sign of trust and respect. Military saluting may have started this way.

As time went on, the uniforms of fighting changed. They no longer wore armour. They raising of the hand alone changed to the raising of the hat. (This is still the custom when a gentleman meets a lady. Our present salute developed from this raising of the hat).

**O' Canada**

Our home and native land!
True Patriot love in all of us command.
With glowing hearts we see thee rise,
The True North strong and free!
From far and wide,
O' Canada, we stand on guard for thee.
God keep our land, glorious and free!
O' Canada, we stand on guard for thee.
O' Canada, we stand on guard for thee.

**God Save The King**

God Save our gracious King,
Long live our Noble King,
God Save the King
Send her victorious,
Happy and glorious,
Long to reign over us,
God save the King.

**Cadet Promise**

I Solemnly Promise to honour the King and so conduct myself as to be a credit to my country, and my corps; to abide by the Regulations of the Navy League of Canada, attend drills regularly , take proper care of of any uniforms and equipment entrusted to me, and assist and support the Navy League of Canada to the best of my ability.

**Heart of Oak**

Come, cheer up, my lads, 'tis to glory we steer,
To add something new to this wonderful year;
To honour we call you, as freemen not slaves,
For who are so free as the sons of the waves?

Heart of Oak are our ships,
Jolly Tars are our men,
We always are ready: Steady, boys, Steady!
We'll fight and we'll conquer again and again.

We ne'er see our foes but we wish them to stay,
They never see us but they wish us away;
If they run, why we follow, and run them ashore,
For if they won't fight us, what can we do more?

Heart of Oak are our ships,
Jolly Tars are our men,
We always are ready: Steady, boys, Steady!
We'll fight and we'll conquer again and again.(x2)

**Naval Prayer**

O Eternal Lord God, who alone spreadest out the heavens, and the rulest the raging of the sea; who has encompassed the waters with bounds until day and night comes to an end; be pleased to receive into Thy almighty and most Gracious protection, the persons of us Thy servants, and the fleet in which we serve. Preserve us from the dangers of the sea, and the violence of the enemy; That we may be a safeguard unto our most Sovereign Lord King Charles, and a security for such as pass on the seas upon their lawful occasions; that the inhabitants of our Commonwealth may in peace and quietness serve Thee our God; and that we may return to safety to enjoy the blessing of the land, with the fruits of our labours; and with a thankful remembrance of Thy mercies to praise and glorify Thy Holy Name. AMEN.

**CTS 1.1.3 - Training Night Routine 1.3**

Welcome to N.L.C.C. Captain Jackson (Navy League Cadet Corps). You are now a part of a nationwide youth organization with over 75 years of rich history. Our goals are to instill a sense of pride, confidence, patriotism, and responsibility in each Cadet. The Navy League of Canada has a long and solid reputation for providing new and interesting opportunities that are not available to many other similar groups.

You will find that you get as much out of this program as you put into it. We have offered a variety of programs and options from a survival course to scuba classes. Often the option courses are based on what is available to us, which means that they can change from year to year. It is up to you to decide which overall direction you would like to take.

As you complete your New Entry course, you will learn that the corps is a very structured organization. As we parade at H.M.C.S. Tecumseh (Her Majesty's Canadian Ship) we are expected to uphold certain expectations. Although we have many exciting exercises planned for the training year, you need to realize that work will be involved. In order to pass a course, you will be required to pay attention in class, and participate in activities.

Officers understand that you are new, and may have questions regarding procedures, instructions, or many other topics. You will find that if you simply ask a question, an Officer will either help you by providing an answer, or informing you who the proper person to ask is.

Once again, welcome aboard. We hope that your Navy League experience will be a positive one, and if you have any questions or concerns, please speak to your Divisional Officer

N.L.C.C. Captain Jackson Responsibility Starts Here

## IMPORTANT TIMES

| | |
|---|---|
| 6:20 p.m. | Cadets on board |
| 6:25 p.m. | Cadets on deck for colours |
| 7:10 p.m. | Cadets to class |
| 8:40 p.m. | Cadets on deck for evening quarters |
| 9:00 p.m. | Ship's Company is dismissed |
| 9:15 p.m. | Duty Division is dismissed |

***Note:***

Cadets are **NOT** to arrive any earlier than 6:15 p.m. unsupervised.

Cadets are to be picked up at 9:00 p.m.

Duty Divisions are assigned on a rotational basis and are required to stay until 9:15 p.m. Duty Divisions are listed on Routine Orders

**CTS 02.1.1 Uniform Parts**
**CTS 02.1.2 Uniform Maintenance and Wearing Instructions**

## Uniform Parts & Required Wear

a) Navy League Cadets, either male or female, shall wear uniforms consisting of:

i. Cap - White, naval pattern; or, if appropriate Turban – White, navy league pattern or Hijab – White, navy league pattern.

ii. Ball Cap - For activities that may cause damage to the white cap, an approved Navy League Cadet Ball Cap may be worn. All cadets present for any activity must wear the same head dress. Ball Caps to meet Navy League specifications as outlined under optional wear.

iii. Cap Ribbon - "Navy League Cadets" or Corps name, as per approved pattern.

iv. Shirt – Postman blue, long sleeved, Navy League pattern.

v. Insignia - Shoulder flashes - "Navy League Cadets".

vi. Rank Epaulette - Navy League pattern. The epaulette may be used in place of the rank badges to maintain the NL Cadet Shirt.

vii. Other Badge (Trade, skill, award, etc.)

viii. Lanyard - White, naval pattern.

ix. Trousers - Black, Navy League pattern.

x. Belt - White, Navy League pattern.

xi. Gaitors – White, to be worn by Coxswain, Regulating PO, Chief Boatswain Mate, QuarterMaster and Company Gunners only if a Corps has those positions.

xii. Boots - Military style, black.

xiii. Socks - Plain black.

# UNIFORM MAINTENANCE INSTRUCTIONS

**CAP** - Your cap should be cleaned with a soft brush, warm or hot water and detergent such as Ajax, Comet or dish soap. Liquid shoe polish should not be used as it runs when it rains. After your cap is clean it should be placed in a bag and stored where it won't get crushed. The top of a closet is a good place.

Note: Your shirt and trousers should be washed in warm or cold water and can be washed with all dark clothes when a laundry is done. They can be machine dried and then both need to be pressed.

**TROUSERS** - Turn inside out and press with a damp lint-free cloth over the seams. DO NOT put a crease down the front of your trousers. In most cases each side must be done separately, as the seams at the sides do not usually line up. When finished leave them inside out and place on a pant hanger or a hanger that will not leave a crease through the middle.

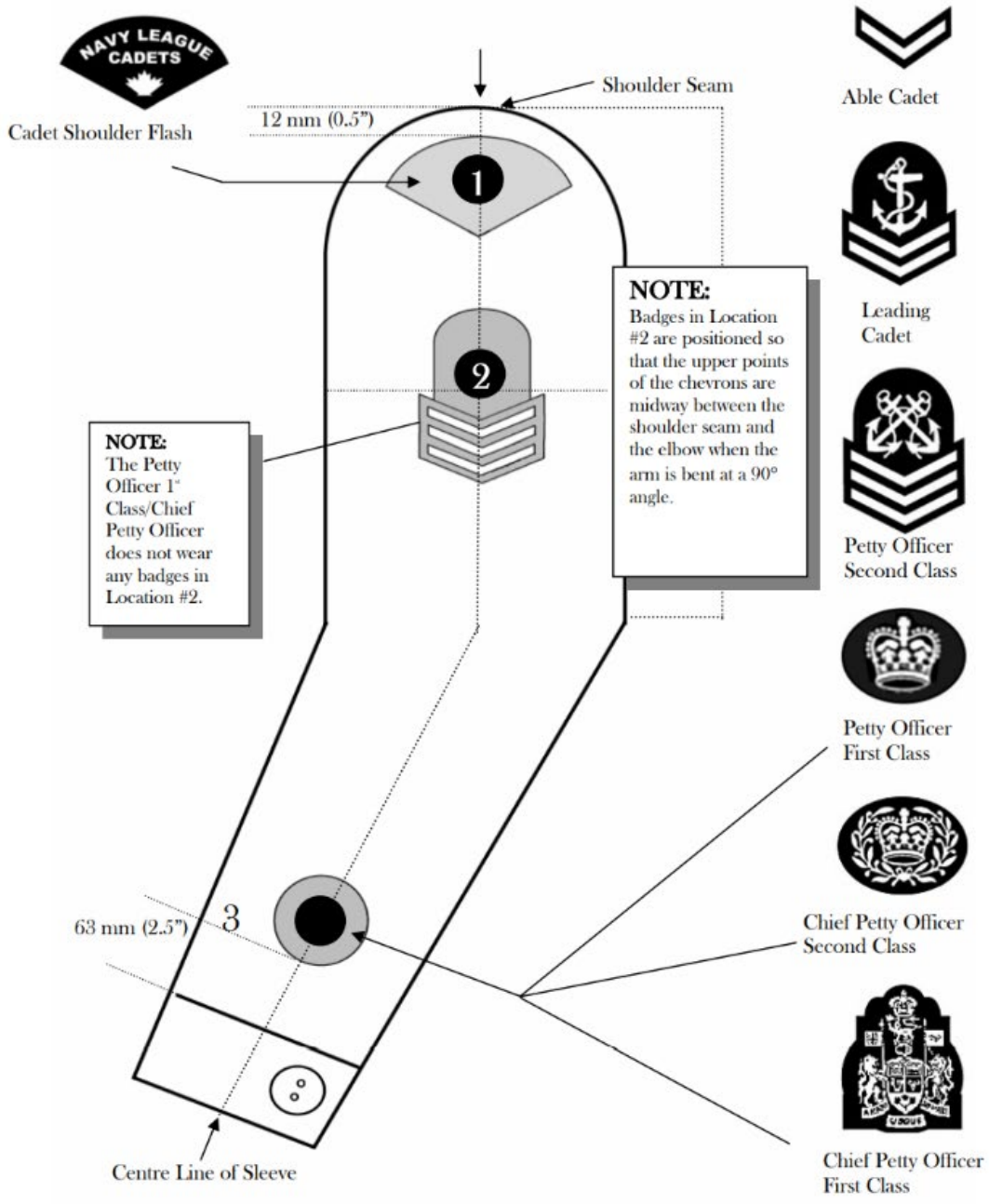
**SHIRT -** If you iron your shirt on a high temperature inside out (all except the sleeves) it will come out nicely. For the sleeves, place them on the ironing board with the seam to one side. Iron each sleeve flat and ensure that **there are no creases**. The sleeve will have to be rolled on the board in order to ensure that the entire sleeve has been pressed. Make sure no threads (Irish pennants) are sticking out. If so, clip them off with a pair of scissors.
Press your collar, epaulettes, and cuffs.

**WEB BELT** - Remove the buckles and wash in hot soapy water. If the belt is extremely dirty, (it shouldn't be if it is being cleaned regularly) you may wash it using bleach. **Ask an adult to help you.**

**LANYARD** - Made of cotton, it is machine washable DO NOT DRY IT IN A DRYER. To dry, place some tape on a nail somewhere so rust will not get on the lanyard and then tie a shoe to the other end for weight. If it is done this way it will look new for years. It is worn around your neck, through the epaulets with the knot at the second button, looped at the fourth button and the remainder tucked neatly in the left breast pocket.

**BOOTS** - Place a LIGHT coat of black shoe polish (Kiwi works best) on the boots let it dry for 15 to 20 minutes, then using cold-water rub in small circles until a shine can be seen. When finished the boots can be buffed with an old nylon. Do not use a shoe brush, it works fine for normal shoes, however, it is next to impossible to get a high gloss shine using a brush. Your boots should be polished after every time you wear them. When finished put them in a place where they will not get scuffed.

# LEFT SLEEVE




CTS 02 – Wearing and Maintenance of Uniform

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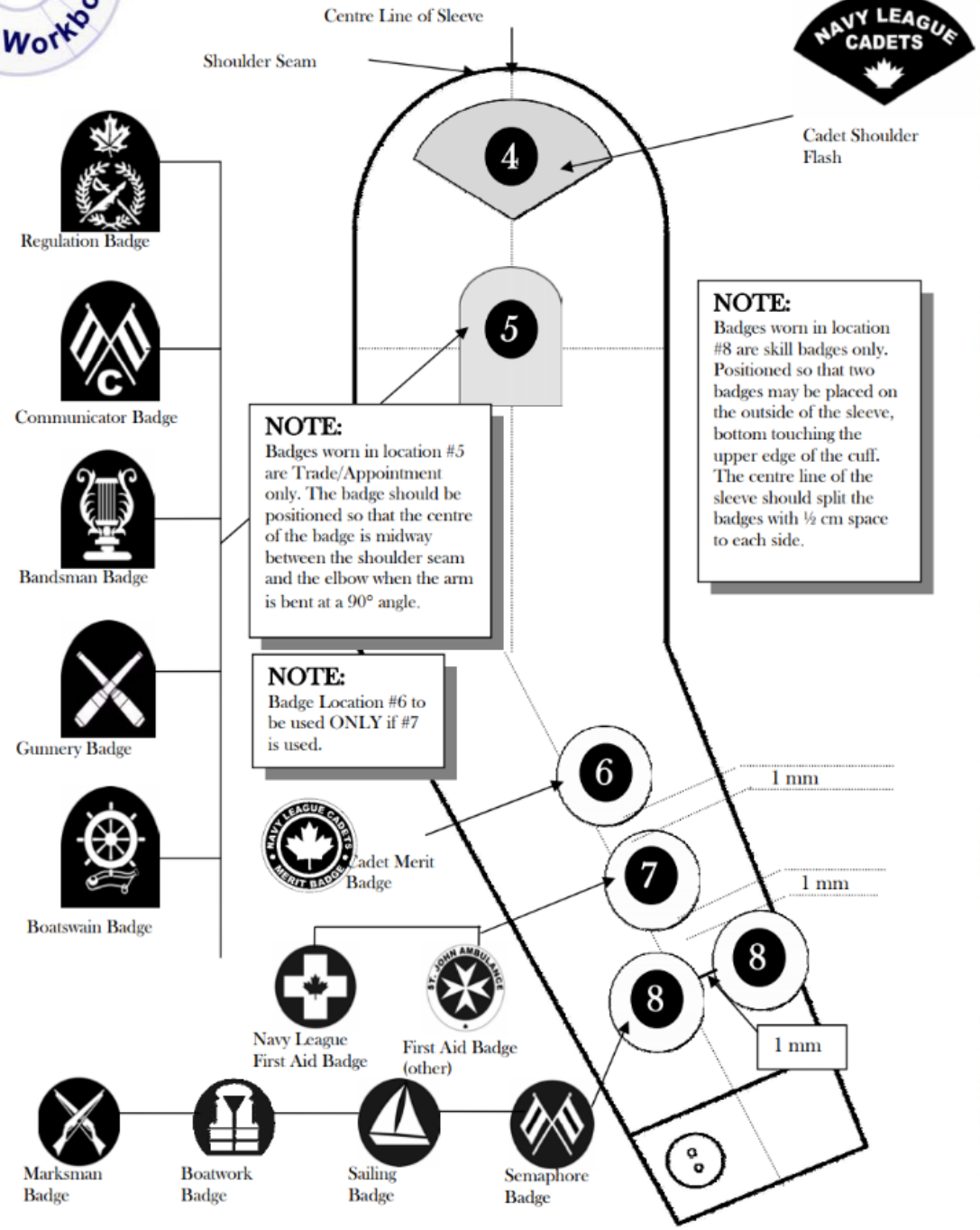
# RIGHT SLEEVE



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# Use a pencil to match the name of the badge with its picture

Regulator Badge

Communicator Badge



Bandsman Badge

Gunnery Badge

Boatswain Badge

Marksman Badge

Boatwork Badge

Cadet Merit Badge

Navy League First Aid Badge

Sailing Badge

Semaphore Badge

CADET BADGES – ARM BRASSARD

*This is an optional piece of the uniform in order to maintain the NL Cadet Shirt.*

**<u>CTS 03.1.1 History of the Navy League</u>**

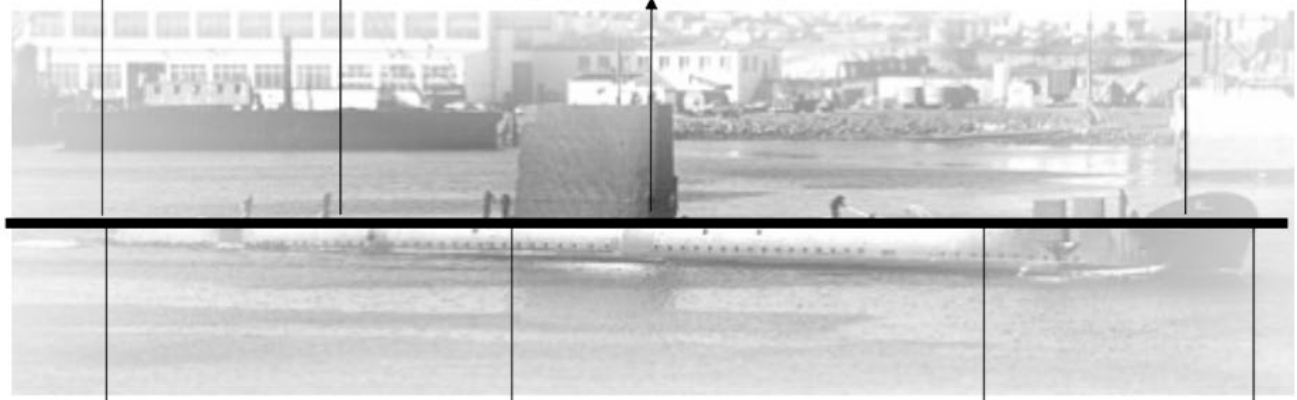
# *History of the Navy League*

**1895**
Navy League formed in Britain

**1910**
Royal Canadian Navy established

**1923**
Boy's Naval Brigade name changed to Royal Canadian Sea Cadet

**1948**
Navy League Cadet program established



**1895**
December 16th
1st Canadian Branch formed in Toronto

**1917**
1st Canadian Boy's Naval Brigade formed

**1941**
Royal Canadian Navy became a partner in the Sea Cadet movement

**1950**
Navy League Wrennette program established

# OBJECTIVES OF NAVY LEAGUE CADETS

| | |
|---|---|
| Objective #1 | To instill in NL Cadets a sense of loyalty and commitment to Canada and to their community |
| Objective #2 | To instill in NL Cadets a sense of commitment to their Corps and of loyalty and respect for their Officers and instructors |
| Objective #3 | To help NL Cadets learn self-discipline and self-respect |
| Objective #4 | To instill in NL Cadets a sense of initiative and self-reliance |
| Objective #5 | To develop teamwork among cadets and encourage them to help others |
| Objective #6 | To encourage NL Cadets to learn about the sea and ships |
| Objective #7 | To give NL Cadets first aid training |
| Objective #8 | To create a healthy environment where NL Cadets can have fun |
| Objective #9 | To inform Cadets about the Canadian Cadet Movement |

**CTS 07.2.1 Naval Terminology and Phonetic Alphabet**

Navy League Cadet Workbook

# NAVAL TERMS

| Naval Term | Translation |
|---|---|
| aft | in the direction of the stern (rear) of a ship |
| aye aye | means "order understood and I will follow" |
| boatswain's stores | storeroom for cleaning gear |
| bulkhead | wall |
| colours | ceremony of hoisting the National Flag |
| coxswain | the senior petty officer on a ship |
| deck | floor |
| duty watch | division selected to look after corps preparation and clean up |
| fore | in the direction of the bow (front) of a ship |
| galley | kitchen |
| gangway | passageway (like a hallway) |
| gash-can | garbage can |
| heads | toilets |
| kye | hot chocolate |
| liberty boat | after being dismissed and are free to go "ashore" |
| out pipes | a pipe indicating the end of stand easy |
| pipe | sound produced from a Boatswain's Call; all pipes have meaning |
| pipe down | keep quiet |
| port | the left side |
| scran locker | lost and found |
| secure | to close up, put away gear |
| ship's company | refers to all personnel on a ship, or at a corps |
| stand easy | a break |
| starboard | the right side |
| stow | to put away |
| sunset | the ceremony of lowering the National Flag |

Navy League Cadet Workbook

# PHONETICAL ALPHABET

| | |
|---|---|
| Alpha | Bravo |
| Charlie | Delta |
| Echo | Foxtrot |
| Golf | Hotel |
| India | Juliet |
| Kilo | Lima |
| Mike | November |
| Oscar | Papa |
| Quebec | Romeo |
| Sierra | Tango |
| Uniform | Victor |
| Whiskey | X-ray |
| Yankee | Zulu |

| | | | |
|---|---|---|---|
| | ALPHA<br>Diver down; keep clear | | NOVEMBER<br>Negative |
| | BRAVO<br>Dangerous cargo | | OSCAR<br>Man overboard |
| | CHARLIE<br>Affirmative | | PAPA<br>Ready to sail |
| | DELTA<br>Keep Clear; Manoeuvring with Difficulty | | QUEBEC<br>Request free pratique |
| | ECHO<br>Altering course to starboard | | ROMEO |
| | FOXTROT<br>Disabled; communicate with me | | SIERRA<br>My engines are going astern |
| | GOLF<br>Require a pilot | | TANGO<br>Keep clear of me; I am engaged in pair trawling |
| | HOTEL<br>Pilot on board | | UNIFORM<br>You are running into danger |
| | INDIA<br>Altering course to port | | VICTOR<br>I require assistance |
| | JULIET<br>On fire; keep clear | | WHISKEY<br>I require medical assistance |
| | KILO<br>I wish to communicate with you | | XRAY<br>Stop your intention and watch for my signals |
| | LIMA<br>Stop instantly | | YANKEE<br>I am dragging my anchor |
| | MIKE<br>I am stopped | | ZULU<br>I require a tug |

Navy League Cadet Workbook

# Match the flag with its meaning

I require medical assistance

I require a tug

Man Overboard

Maneuvering

On Fire; Keep Clear

Diver Down

You are running into danger

I require assistance

Navy League Cadet Workbook

# Decode the following words

_____

_____

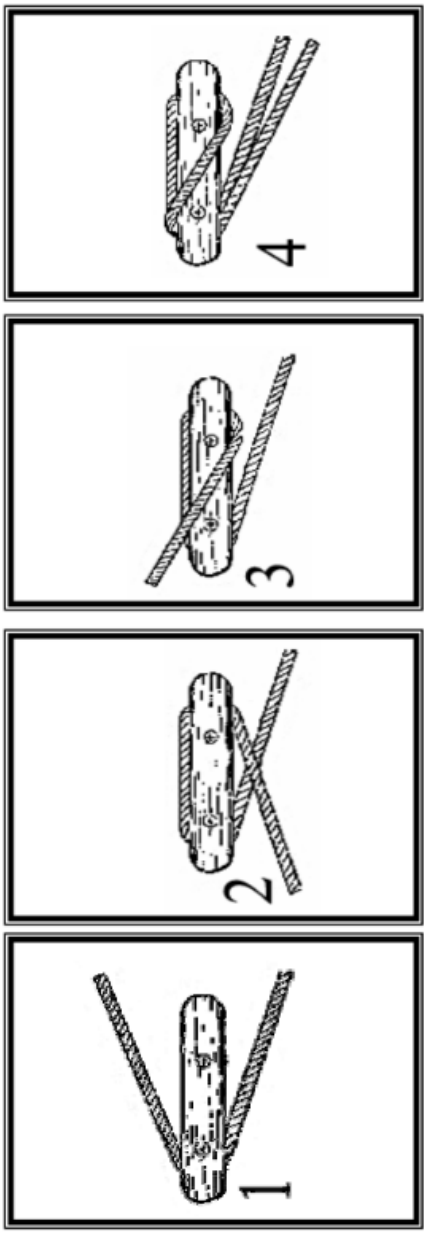
_____

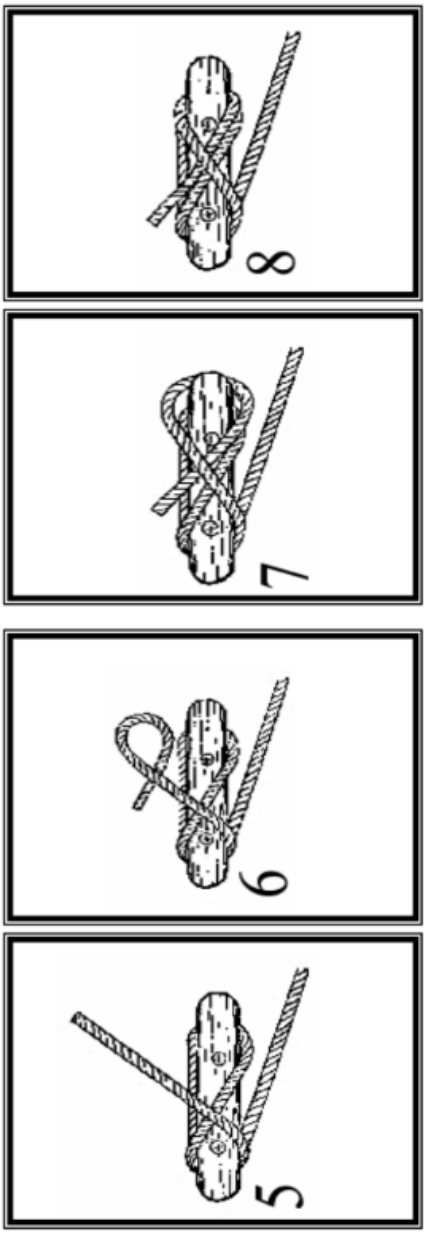
_____

**CTS 06.2.1 Knots and Hitches I**

Navy League Cadet Workbook

# The Cleat Hitch

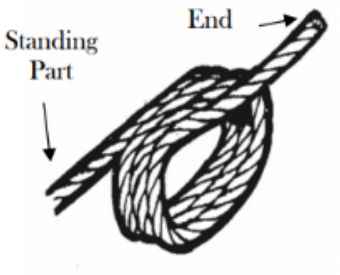


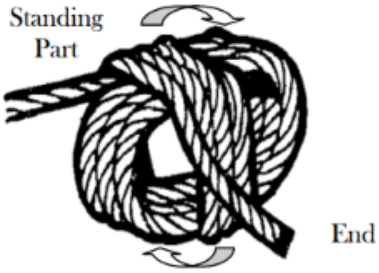

CTS 06 - Seamanship

Navy League Cadet Workbook

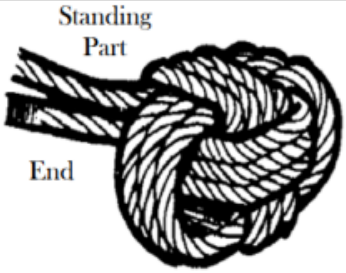
# THE MONKEY'S FIST




Wind three turns around the hand.




Pass a second set of three turns across and around the first three, in the direction indicated by the arrows.




Pass a third three turns round and across the second three, but inside the first set. If the knot is correctly made the end will come out alongside the standing part.

To finish the knot, tie an overhand knot in the end and hide it by tucking it inside the monkey fist, then work all parts taut.

# CHAIN SENNIT

**1.** Cast a counter-clockwise overhand loop with a long working end.

**2.** Lay the working end beneath the loop and pull a bight through it; pull the resulting knot tight.

**3.** Pull a second bight in the working end through the first bight and pull tight.

**4.** Similarly, pull a third bight through the second bight and pull it tight.

**5.** Continue pulling, bight through bight, tightening each stage before going on to the next.

**6.** To finish the chain, simply tuck the working end through the preceding bight.

**7.** In order to transform the chain into an anklet or bracelet, cut each end to a desired length, wrap around wrist (or ankle), and secure the ends with a reef knot. (Be sure that it is not too tight!)

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# SQUARE PLAIT

**1.** Middle two lengths of rope or cord, looping one over the other (as shown), and separating the four strands into a left-handed and a right-hand pair.

**2.** Simultaneously, cross the left-handed pair of strands (left over right) and the right-handed pair (also left over right).

**3.** Cross the innermost two strands (right over left).

**4.** Repeat steps 2 and 3, with tension and tightness to ensure a symmetrical pattern develops.

**5.** Continue this process until the desired length has been reached. Bind the ends together.

# PORTUGESE SENNIT

**1**. Place the right hand (darker) cord over the two core (white) cords. Place it under the left hand (lighter) cord.

**2**. Bring the left hand cord under the two core cords and up through the loop formed by the core cord and the darker cord. Tighten by pulling gently on the knotting cords.

**3**. The second half of the square knot is the reverse of the first half. Bring the lighter cord (which is now on the right hand side) behind the two core cords. Bring it over the left hand (darker) cord.

**4**. Place the darker cord into the right hand loop by going over the core cords and under the lighter cord. Tighten by gently pulling on the knotting cord.

You can create a flat Portuguese Sennit (left picture) by repeating steps 1-4. In order to create a spiral Portuguese Sennit (right picture), only repeat steps 1 and 2 until the desired length has been reached.

Navy League Cadet Workbook

# Seamanship Word Search

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| T | N | L | S | H | E | N | N | H | P | C | M |
| O | R | I | D | I | S | J | I | U | H | L | O |
| N | E | O | N | T | E | M | A | E | Z | E | N |
| K | T | C | A | C | G | X | H | G | L | A | K |
| Y | T | A | R | H | U | P | C | F | U | T | E |
| G | A | D | T | B | T | E | L | V | X | T | Y |
| K | P | L | S | D | R | T | W | A | N | W | L |
| Y | I | R | Z | B | O | B | I | Y | I | E | F |
| K | B | Y | H | E | P | X | X | N | N | T | R |
| G | N | I | D | N | A | T | S | G | N | O | D |
| X | F | V | D | U | K | F | H | N | P | E | I |
| B | I | G | H | T | W | T | P | E | D | J | S |

| | | |
|---|---|---|
| BIGHT | CHAIN | CLEAT |
| COIL | HITCH | KNOT |
| LENGTH | MONKEY | PATTERN |
| PLAIT | PORTUGESE | ROPE |
| SENNIT | STANDING | STRANDS |

**CTS 07.2.3 Bells and Watches**

Navy League Cadet Workbook

Match the times with the proper watches

| | |
|---|---|
| 1200 – 1600 | Last Dog Watch |
| 0400 – 0800 | First Watch |
| 2000 – 2359 | Forenoon Watch |
| 2359 – 0400 | First Dog Watch |
| 1600 – 1800 | Afternoon Watch |
| 0800 – 1200 | Morning Watch |
| 1800 – 2000 | Middle Watch |

CTS 07 – Naval Knowledge

Each watch as a name and a specific time it occurs:

First Watch - 2000 hrs to 0000 hrs
Middle Watch - 0000 hrs to 0400 hrs
Morning Watch - 0400 hrs to 0800 hrs
Forenoon Watch - 0800 hrs to 1200 hrs
Afternoon Watch - 1200 hrs to 1600 hrs
First Dog Watch - 1600 hrs to 1800 hrs
Last Dog Watch - 1800 hrs to 2000 hrs

All of the watches are 4 hours long except for the Dog Watches which are 2 hours to allow sailors on both of them to have dinner

## Morse Code

| Letter | Morse Code | Letter | Morse Code |
|---|---|---|---|
| A | . - | N | - . |
| B | - . . . | O | - - - |
| C | - . - . | P | . - - . |
| D | - . . | Q | - - . - |
| E | . | R | . - . |
| F | . . - . | S | . . . |
| G | - - . | T | - |
| H | . . . . | U | . . - |
| I | . . | V | . . . - |
| J | . - - - | W | . - - |
| K | - . - | X | - . . - |
| L | . - . . | Y | - . - - |
| M | - - | Z | - - . . |

| Digit | Morse Code |
|---|---|
| 0 | - - - - - |
| 1 | . - - - - |
| 2 | . . - - - |
| 3 | . . . - - |
| 4 | . . . . - |
| 5 | . . . . . |
| 6 | - . . . . |
| 7 | - - . . . |
| 8 | - - - . . |
| 9 | - - - - . |

| Punctuation | Morse Code |
|---|---|
| Full-Stop (Period) | . - . - . - |
| Comma | - - . . - - |
| Question Mark | . . - - . . |

# PROCEDURAL WORDS

| | |
|---|---|
| **Over** | Invitation to transmit |
| **Roger** | Message was received and understood. Can be used with the words over and out. |
| **Say again** | Repeat all of your last transmission |
| **Say all after** | Repeat all after a certain word or key phrase |
| **Standby** | Wait for a short period and I will get back to you |
| **Wait over** | Wait for a short period and I will get back to you |
| **Wait out** | The waiting period is longer than "wait over". I will call you as soon as possible. |
| **Affirmative** | Normally used when a question is asked and the reply is YES |
| **Break, Break** | Interruption to a transmission |
| **Figures** | Numbers to follow |
| **I spell** | Next word will be spelt out using the phonetic alphabet |
| **I say again** | I am repeating my transmission or portion requested |
| **Negative** | Normally used when a question is asked and the reply is NO |
| **Out** | End of transmission, no answer is required or expected |

# Voice Procedures

Voice procedure is a set of rules designed to provide SECURITY, ACCURACY AND DISCIPLINE when speaking on the radio. If you neglect these rules, then it will be SAD.

## SECURITY

Think before you speak

Use correct procedure

Be brief

## ACCURACY

The necessity for clear speech on two-way radios cannot be over-emphasised. Therefore the RSVP system should be used to enhance better voice procedure and technique.

| | | | |
|---|---|---|---|
| R | Rhythm | = | Adequate pauses |
| S | Speed | = | Slower than normal conversation |
| V | Volume | = | Speak directly into the microphone |
| P | Pitch | = | The voice should be pitched at a higher level than for normal conversation. |

## DISCIPLINE

Radio discipline is the responsibility of ever operator, and should be adhere to the following:

Listen before you speak

Use correct voice procedure

Answer all calls promptly

Keep the airways fee of unnecessary talk

Be brief and to the point

## Time and Date

The twenty-four-hour clock system should be used to express time during radio communications. Time should be expressed and transmitted by means of four figures, the first two denoting the hour past midnight and the last two the minutes past the hour.

## Radio Discipline

Radio discipline is the responsibility of every user.

Listen before you speak so you don't interrupt an ongoing conversation

Ensure that Priority calls are not interrupted

Use correct voice procedure

Maintain constant radio watch

Answer all calls promptly

Be brief and to the point and keep the airways free of unnecessary talk

Remember…everyone is listening

## Call Format

Always say who you are calling first.

Always say who you are by using the Proword THIS IS.

When an answer is anticipated use the Proword OVER.

End the communication with the Proword OUT.