

RESTRICTED

WAR DEPARTMENT PAMPHLET

No. 24-2

RADIO TELEPHONE PROCEDURE

(Extracted from FM 24-9)

WAR DEPARTMENT,
Washington 25, D. C., 14 April 1944.

War Department Pamphlet No. 24-2 is published for the information and guidance of all concerned.
(AG 300.5 (22 Oct 43).)

By order of the Secretary of War:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

Proper use of radiotelephone equipment, now widely distributed throughout the Army, necessitates employment of correct radiotelephone procedure. Failure to use correct procedure results in delay and inaccuracy and often gives valuable information to the enemy.

All officers and all enlisted men who use radiotelephone equipment will be required to become proficient in the use of the phonetic alphabet and of radiotelephone procedure as prescribed in FM 24-9, Combined Radiotelephone Procedure, 28 December 1942. Appropriate commanders will prescribe such instruction and tests as will insure prompt compliance with this directive.

OPERATING PROCEDURE

1. GENERAL INSTRUCTIONS

To attain speed and accuracy, personnel using radio-telephone sets must conform to the following instructions:

(a) Write or plan messages before transmitting. Speak clearly and slowly. If the receiver must write, allow time for copying.

(b) Transmit separate letters using the phonetic alphabet. Speak only the word representing the letter, as LOVE, ZEBRA, etc., and not L as in LOVE or L for LOVE.

2. PHONETIC ALPHABET

Letter	Spoken as	Letter	Spoken as	Letter	Spoken as
A	ABLE	J	JIG	S	SUGAR
B	BAKER	K	KING	T	TARE
C	CHARLIE	L	LOVE	U	UNCLE
D	DOG	M	MIKE	V	VICTOR
E	EASY	N	NAN	W	WILLIAM
F	FOX	O	OBOE	X	XRAY
G	GEORGE	P	PETER	Y	YOKE
H	HOW	Q	QUEEN	Z	ZEBRA
I	ITEM	R	ROGER		

3. NUMERALS

Spoken as	Spoken as	Spoken as			
0	ZERO	3	THUH-REE	7	SEVEN
1	WUN	4	FO-WER	8	ATE
2	TOO	5	FI-YIV	9	NINER
		6	SIX		

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4. TRANSMISSION

(a) **Difficult Words.**—When transmitting speak the word and, using the phrase "I spell," follow with the spelling in the phonetic alphabet, and repeat the word.

EXAMPLE:

".....MOVE TO GAFSA—I SPELL GEORGE ABLE FOX SUGAR ABLE—GAFSA....."

(b) **Numbers.**—Transmit numbers by pronouncing each separate digit, except in the case of even hundreds or thousands.

EXAMPLE:

40—FO-WEER ZERO
2300—TOO THUH-REE HUNDRED

5. PROCEDURE

(a) **Station Identification.**—Stations are identified by call signs consisting of letters, numerals, or words as L&M or BUFFALO.

(b) **Call.**—Contact between stations is established by preceding each transmission with a call, consisting of:

- (1) CALL SIGN OF CALLED STATION.
- (2) THIS IS.
- (3) CALL SIGN OF CALLING STATION.

EXAMPLES:

LOVE MIKE THIS IS KING UNCLE or BUFFALO THIS IS BOSTON.

The call may be abbreviated after initial contact has been made by omitting the call sign of the called station in each successive reply.

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EXAMPLES:

**THIS IS LOVE MIKE.....; or THIS IS BUF-
FALO.**

(c) Text.—The text or subject matter is transmitted by the use of general principles prescribed above. The originator's time signed by writer, is preceded by the word **TIME**. The time itself is pronounced in separate digits.

EXAMPLE:

**TIME 2300Q..... TIME TWO THREE ZERO
ZERO QUEEN.**

(d) Ending.—Every transmission will end with one of the following procedure words:

Ending:

Meaning:

OVER

My transmission to you is ended and I expect a response from you.

OUT

My transmission to you is ended and no response is required or expected.

(e) Procedure Words or Phrases.

Word or phrase

Meaning

ROGER

Your last transmission received.

WILCO

Your last message received and will be complied with.

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Word or phrase	Meaning
MESSAGE FOR YOU	I wish to transmit a message to you.
SEND YOUR MESSAGE	I am ready to receive your message.
WORDS TWICE	(1) As a request—Communication is difficult, send each phrase (or code group) twice. (2) As information (before text)—Since communication is difficult, each phrase (or code group) in this message will be sent twice.
CORRECTION	I have made an error in transmission; the correct version is
SAY AGAIN	Repeat.
I SAY AGAIN	I will repeat.

NOTE.—Except when constituting a part of the text of a message, the word “repeat” will never be used in radiotelephone communication since it has a distinct operational meaning to the British Army. For example, when used by the Royal Artillery, it means that the salvo last ordered will be fired again at the same range. The meaning of such other prescribed words or phrases as, How do you hear me?, Speak more slowly, Wait, That is correct, Wrong, etc., which are also used in normal procedure, is self-evident.

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SUBJECT: Cryptographic Security.

TO : All Concerned.

1. The following listed words and types of words are a compilation of several lists of stereotyped words which are to be avoided in the beginnings and endings of all messages to be encrypted. Other words may become stereotyped between dates of issue of stereotyped word lists. For the latest information contact the Message Center Officer, (Phone 11), this headquarters.

Types of Words:

Compass directions - (north, east, etc)
Correspondence symbols - (SPSIC, etc)
Month and dates (July, etc)
Numbers (one, two, etc)
Phonetic alphabet components (Able, baker, etc)
Ranks, grades, titles (Commanding General, captain, private, etc)
"Re" words (Reurad, retel, reference, reply, requests, receipt, received, recommend, refer, report, etc.) at the beginning of message. All words beginning with "Re".

Individual Words:

Acknowledge	End of Message	Package
Action	Enemy	Paraphrase
Advise	Equipment	Paren
Attention	Estimated	Period
Authority	Ending a part or a multipart message with "comma"	Please
Advance	Following	Personnel
Arrive	For	Port
Accompanying	From	Present
Ar a	Headquarters	Pursuant to
By	Information	Quote
Cite	In reply	Radio
Condition	In compliance with	Shipment
Commanding	In	Signed
Confirm	Issue	Stop
Date	Main	System
Desired	Movement	Staging
Duty	Message	Station
Depart		This
Designation		This headquarters

Ltr Hqs 97th Inf Div, file 311.5 GMI/FN, dated 7 Sep 44, subject; "Cryptographic Security," (Cont'd).

Detachment
Effective
and

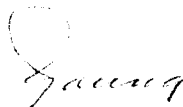
Our
Only
Organization

That this message
Taken
To
Your
Unquote

2. This list supersedes all others previously issued by this headquarters.

By command of Brig Gen HALSEY:

OFFICIAL:


YOUNG
Asst G-3

WOLF
C of S