

# {TESS+} VHF Training

## Module 3: Standard radio procedures and callsigns

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Read more about {TESS+}: [www.wfp.org/telecommunications-security-standards](http://www.wfp.org/telecommunications-security-standards)

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# Session objectives

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- Standard UN radio procedures
- Explain the use of callsigns and SelV ID
- Assign VHF callsigns and SelV IDs for UN and NGO

# Using the radio in a professional manner

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- Be clear on what you want to send before pressing PTT, if necessary write the message down first
- When transmitting a long message, divide it into sensible phrases and pause to allow your message to be understood
- Check if the channel is available before transmitting
- Press the PTT button two seconds before speaking
- Hold the radio about 5cm from your mouth while speaking.



# Using the radio in a professional manner

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- Identify yourself on the radio network with your callsign
- Never transmit personal details via the radio (names, addresses, phone numbers etc.)
- Only use the UN working language (eg. English, French..)
- Speak clearly and concisely – do not shout
- Before starting your mission, confirm your radio is operational (e.g. battery charged, power on, volume up).

# Phonetic alphabet

	Phonetic	Spoken as		Phonetic	Spoken as
A	Alpha	<b>AL FAH</b>	N	November	<b>NO VEM BER</b>
B	Bravo	<b>BRAH VOH</b>	O	Oscar	<b>OSS CAH</b>
C	Charlie	<b>CHAR LEE</b>	P	Papa	<b>PAH PAH</b>
D	Delta	<b>DELL TAH</b>	Q	Quebec	<b>KEH BECK</b>
E	Echo	<b>ECK OH</b>	R	Romeo	<b>ROW ME OH</b>
F	Foxtrot	<b>FOXS TROT</b>	S	Sierra	<b>SEE AIR RAH</b>
G	Golf	<b>GOLF</b>	T	Tango	<b>TANG GO</b>
H	Hotel	<b>HOH TELL</b>	U	Uniform	<b>YOU NEE FORM</b>
I	India	<b>IN DEE AH</b>	V	Victor	<b>VIC TAH</b>
J	Juliet	<b>JEW LEE ETT</b>	W	Whiskey	<b>WISS KEY</b>
K	Kilo	<b>KEY LOH</b>	X	X-ray	<b>ECKS RAY</b>
L	Lima	<b>LEE MAH</b>	Y	Yankee	<b>YANK KEY</b>
M	Mike	<b>MIKE</b>	Z	Zulu	<b>ZOO LOO</b>



# Pro-words / phrases

- Procedure words or “**pro-words**” are easily pronounced words that have been assigned special meanings to speed up message handling on radio networks.

Pro-word / phrase	Meaning
Over	End of my transmission, invitation to reply
Out	End of transmission, no answer is required or expected
This is	Identifies sending station
Roger	Acknowledge or confirm
Affirmative	Yes
Negative	No
Correction	Indicates that an error has been made and the message will be repeated from the last correctly transmitted word
Break	Interruption to a transmission
Go to channel	Change channel (e.g. move to working channel)
Radio check	Request report on radio reception

# Pro-words / phrases

Pro-word / phrase	Meaning
Repeat all before	Repeat all before a certain word or key phrase
Say again	Repeat message or part there of
Send	Send your message
Standby	Wait on this channel
Standby on channel	Wait on channel number
End of message	No more information to send
Message received	Confirm receipt of a message
Nothing heard	If receiving no answer when performing radio check

# Radio check

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Why do we do radio checks?

- To make sure that all radios in the network are on, reachable, functional and ready to receive or transmit
- Ensure mission members are listening to the radio channel
- Check coverage of the radio network at your location.





# Example - radio check conversation

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*Person 1:* **BS base, this is BF 8.5, radio check, OVER.**

*Person 2:* **BF 8.5, this is BS base, I read you loud and clear, OVER.**

*Person 1:* **This is BF 8.5, you are loud and clear as well, OUT.**



# Radio check – signal report

	Signal strength		Readability
<b>1</b>	<b>Weak</b> (very weak signal)	<b>1</b>	<b>Unreadable</b> (unreadable)
<b>2</b>	<b>Weak</b> (weak signal)	<b>2</b>	<b>Readable</b> (barely readable)
<b>3</b>	(fair signal)	<b>3</b>	(readable with slight difficulty)
<b>4</b>	(moderately strong signal)	<b>4</b>	(readable without difficulty)
<b>5</b>	<b>Load</b> (very strong signal)	<b>5</b>	<b>Clear</b> (perfectly readable)

# Example - radio conversation

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*Person 1:* **BS base this is BF 5, message, OVER.**

*Person 2:* **This is BS base, send your message, OVER.**

*Person 1:* **This is BF 5, leaving from office to airport with passengers BF 8 and BF 8.5, end of message, OVER.**

*Person 2:* **This is BS base, ROGER, OUT.**





# UN agency identifiers

Identifier	Agency	Identifier	Agency
Alpha	<b>FAO</b>	November	<b>UNFPA</b>
Bravo	<b>Worldbank</b>	Oscar	<b>OCHA / UNDAC</b>
Charlie	<b>UNICEF</b>	Papa	<b>UNOPS</b>
Delta	<b>UNDP</b>	Quebec	<b>UNDPKO / FALD</b>
Echo	<b>UNESCO</b>	Romeo	<b>UNHCR</b>
Foxtrot	<b>WFP</b>	Sierra	<b>UNDSS</b>
Golf	<b>UNAIDS</b>	Tango	<b>UNCHS / Habitat</b>
Hotel	<b>WHO</b>	Uniform	<b>UN Secretariat</b>
India	<b>UNIDO</b>	Victor	<b>OHCHR</b>
Juliet	<b>IMF</b>	Whiskey	<b>UNRWA</b>
Kilo	<b>UNIC</b>	X-ray	<b>NGO</b>
Lima	<b>ILO</b>	Yankee	<b>NGO</b>
Mike	<b>IOM</b>	Zulu	<b>NGO</b>

# UN agency identifiers

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- Fixed identifiers:
  - 1 = Management and MSC senior staff
  - 2 = Finance and Administration
  - 5 = Staff Security, Wardens
  - 8 = Technical support staff – ICT (Telecoms, IT, Electricity...)
  
- Recommended identifiers:
  - 3 = Logistics/Supply
  - 4 = Programme/CS/field
  - 6 = Agency specific (in UNHCR: PRT/RST/REG)
  - 7 = Drivers / Transport
  - 9 = Visitors / Agency specific!

# UN callsigns

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- Assign callsigns for UN and NGO personnel using the UN callsign allocation sheet
- Callsign examples:
  - Individual:           AF 8.1
  - Mobile:                Mobile F 123
  - Base:                  AF Base

# UN callsign allocation sheet

## VHF UN Individual Callsign

I	Country letter (optional)	Location letter	UN letters	Department number	Individual number	
	Table 2b	Table 3d	Table 4d	Table 6	00 to 99	
e.g.	<b>(Juliet)</b>	<b>Alpha</b>	<b>Romeo</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<i>Jordan</i>	<i>Amman</i>	<i>UNHCR</i>	<i>Admin</i>	<i>Head of Admin</i>	

## VHF UN Individual Selcall (9-tones)

II	Sel-V feature	Country number	Location letter		UN number		Department number	Individual number	
	Table 0	Table 2a	Table 3a		Table 4a		Table 6	00 to 99	
Analogue	<b>1</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>
	<i>Call</i>	<i>Jordan</i>	<i>Amman</i>		<i>UNHCR</i>		<i>Admin</i>	<i>Head of Admin</i>	





# UN callsign allocation sheet

-1 & -2 digit		1 digit		2 digit				3 digit				4 digit				5 digit		6 digit		7 digit		8 digit	
Feature		COUNTRY		LOCATION / TOWN				AGENCY				DEPARTMENT		INDIVIDUAL									
0-9		0-9		00-52				00-26				0-9		00-99									
0		2a	2b	3a	3b	3c	3d	4a	4b	4c	4d	6											
				00			Mobile	00				0		Base		00							
1	Call		Alpha	01	31	61	Alpha	Bambari	01	31	61	Alpha	FAO	1	Management		01						
2	Stun		Bravo	02	32	62	Bravo	Bangui	02	32	62	Bravo	Worldbank/FMVBAD	2	Finance/Admin		02						
3	Unstun	1	Charlie	03	33	63	Charlie	Camot	03	33	63	Charlie	UNICEF	3	Logistics		03						
4	Silent Interr	7	Delta	04	34		Delta	Ndele	04	34	64	Delta	UNDP /UNWOMEN	4	Program		04						
6	Emergency	3	Echo	05	35		Echo	Berberati	05	35	65	Echo		5	Security		05						
91	Auto acknowledge		Foxtrot	06	36		Foxtrot		06	36	66	Foxtrot	WFP	6	Agency spec.		-to-						
		2	Golf	07	37		Golf	Bossangoa	07	37	67	Golf		7	Driver		07						
			Hotel	08	38		Hotel		08	38	68	Hotel	WHO	8	Tech support		98						
		6	India	09	39		India		09	39	69	India	CPI	9	Agency spec.		99						
			Juliet	10	40		Juliet		10	40	70	Juliet											
			Kilo	11	41		Kilo	Kaga Bando	11	41	71	Kilo											
			Lima	12	42		Lima	Batallimo	12	42	72	Lima											
8			Mike	13	43		Mike	Mbaiki	13	43	73	Mike	OIM										
0		4	November	14	44		November	Nola	14	44	74	November	UNOPS										

**Location / Town:**  
 First letter, if taken then last letter,  
 if taken then second letter,  
 if taken then second to last letter...

dated - 21 juillet 20

		INDIVIDUAL	
		0-9	
		0	
		1	
		2	
		3	Logistics
		4	Program
		5	Security
		6	Agency spec
		7	Driver
		8	Tech support
		9	Agency spec

  

401	Yankee Alpha	3	Logistics
-to-	-to-	4	Program
426	Yankee Alpha	5	Security
		6	Agency spec
		7	Driver
501	Zulu Papa	8	Tech support
-to-	-to-	9	Agency spec
526	Zulu Zulu		



# UN callsign allocation sheet

-1 & -2 digit		1 digit		2 digit				3 digit		4 digit				5 digit		6 digit		7 digit		8 digit	
Feature		COUNTRY		LOCATION / TOWN				AGENCY				DEPARTMENT		INDIVIDUAL							
0-9		0-9		00-52				00-26				0-9		00-99							
0		2a	2b	3a	3b	3c	3d	4a	4b	4c	4d	6									
				00			Mobile	00						0	Base			00			
							Bambari	01	31	61	Alpha	FAO	UN common	1	Management			01			
							Bangui	02	32	62	Bravo	Worldbank/FMIBAD		2	Finance/Admin			02			
							Camot	03	33	63	Charlie	UNICEF		3	Logistics			03			
							Diouala	04	34	64	Delta	UNDP / UNWOMEN		4	Program			04			
								05	35	65	Echo			5	Security			I			
								06	36	66	Foxtrot	WFP		6	Agency spec.			-to-			
								07	37	67	Golf			7	Driver			I			
								08	38	68	Hotel	WHO		8	Tech support			98			
								09	39	69	India	CPI		9	Agency spec.			99			
								10	40	70	Juliet										
							Laga Bando	11	41	71	Kilo										
							Satallimo	12	42	72	Lima										
							Mbali	13	43	73	Mike	OIM									
							Nola	14	44	74	November	UNOPS									
							Paouar	15	45	75	Oscar	OCHA									
							Paoua	16	46	76	Papa	UNFPA									
								17	47	77	Quebec										
							Yita	18	48	78	Romeo	UNHCR		001							
							Sibut	19	49	79	Sierra	UNOSS		002							
								20	50	80	Tango			003							
							Bangassou	21	51	81	Uniform	MINUSCA		004							
								22	52	82	Victor	ONUSIDA		005							
8			Victor	22	52	82	Victor	23	53	83	Whiskey		006								
9			Whiskey	23	53	83	Whiskey	24	54	84	X-ray	NGO	007								
			X-ray	24	54	84	X-ray	25	55	85	Yankee	NGO	I								
		7	Yankee	25	55	85	Yankee	26	56	86	Zulu	NGO	-to-								
			Zulu	26	56	86	Zulu	27	57	87			I								
				27	57	87		28	58	88			998								
				28	58	88		29	59	89			999								
								30	60	90											
										91											
										-to-	96	WFP mobiles									
										99											

**Organisation:**  
One character for UN agencies

**Organisation:**  
Two characters for non-UN (NGO)

NGO / IP Agency		DEPARTMENT		INDIVIDUAL	
301 - 326 ; 401 - 426 ; 501 - 526		0-9		0-9	
5a	5b	6			
301	X-ray Alpha	0	Base		0
-to-	-to-	1	Management		1
326	X-ray Zulu	2	Finance/Adm		2
		3	Logistics		3
	Yankee Alpha	4	Program		4
	-to-	5	Security		5
426	Yankee Alpha	6	Agency spec		6
		7	Driver		7
501	Zulu Papa	8	Tech support		8
-to-	-to-	9	Agency spec		9
526	Zulu Zulu				





# UN callsign allocation sheet

-1 & -2 digit		1 digit		2 digit				3 digit				4 digit				5 digit		6 digit		7 digit		8 digit	
Feature 0-9		COUNTRY 0-9		LOCATION / TOWN 00-52				AGENCY 00-26				DEPARTMENT 0-9		INDIVIDUAL 00-99									
		2a	2b	3a	3b	3c	3d	4a	4b	4c	4d	6		00-99									
0				00			Mobile	00						0	Base	00							
1	Call		Alpha	01	31	61	Alpha	Bambart	01	31	61	Alpha	FAO	1	Management	01							
2	Stun		Bravo	02	32	62	Bravo	Bangul	02	32	62	Bravo	Worldbank/FMVBAD	2	Finance/Admin	02							
3	Unstun	1	Charlie	03	33	63	Charlie	Camot	03	33	63	Charlie	UNICEF	3	Logistics	03							
4	Silent Interr	7	Delta	04	34	64	Delta	Ndele	04	34	64	Delta	UNDP / UNWOMEN	4	Program	04							
6	Emergency	3	Echo	05	35	65	Echo	Berberati	05	35	65	Echo		5	Security								
91	Auto acknowledge		Foxtrot	06	36	66	Foxtrot		06	36	66	Foxtrot	WFP	6	Agency spec.	-to-							
		2	Golf	07	37	67	Golf	Bossangoa	07	37	67	Golf		7	Driver								
			Hotel	08	38	68	Hotel		08	38	68	Hotel	WHO	8	Tech support	98							
		6	India	09	39	69	India		09	39	69	India	CPI	9	Agency spec.	99							
			Jullet	10	40	70	Jullet		10	40	70	Jullet											
			Kilo	11	41	71	Kilo	Kaga Bando	11	41	71	Kilo											
			Lima	12	42	72	Lima	Batalimo	12	42	72	Lima											
8			Mike	13	43	73	Mike		13	43	73	Mike	OIM										
0		4	November	14	44	74	November		14	44	74	November	UNOPS										
1	Cameroon		Oscar	15	45	75	Oscar		15	45	75	Oscar	OCHA										
2	Gabon		Papa	16	46	76	Papa		16	46	76	Papa	UNFPA										
3	Guatorial Guinea		Quebec	17	47	77	Quebec		17	47	77	Quebec											
4	Nigeria		Romeo	18	48	78	Romeo		18	48	78	Romeo	UNHCR	001									
5	Sao Tome	5	Sierra	19	49	79	Sierra		19	49	79	Sierra	UNDSS	002									
6	CAR		Tango	20	50	80	Tango		20	50	80	Tango		003									
7	Chad		Uniform	21	51	81	Uniform		21	51	81	Uniform	MINUSCA	004									
8			Victor	22	52	82	Victor		22	52	82	Victor											
9			Whiskey	23	53	83	Whiskey		23	53	83	Whiskey											
			X-ray	24	54	84	X-ray		24	54	84	X-ray											
		7	Yankee	25	55	85	Yankee		25	55	85	Yankee											
			Zulu	26	56	86	Zulu		26	56	86	Zulu											
				27																			
				28																			
				29																			
				30	60	90			30	60	90												
				91																			
				92																			
				93						96			WFP mobiles										
				94																			
				95																			
				96																			
				97																			
				98																			
				99																			

**Mobile:**

**IMPORTANT**

Callsigns = Country / Location / Agency

Seccall = Region / Country / Agency / Location

Seccall number representing an agency specific mobile

Updated - 21 July 20

NGO / IP Agency				DEPARTMENT	INDIVIDUAL
301 - 326 ; 401 - 426 ; 501 - 526				0-9	0-9
5a		5b		6	
301				0	Base
-to-				1	Management
326				2	Finance/Admin
				3	Logistics
				4	Program
				5	Security
				6	Agency spec
				7	Driver
				8	Tech support
				9	Agency spec
401				0	Base
-to-				1	Management
426				2	Finance/Admin
				3	Logistics
				4	Program
				5	Security
				6	Agency spec
				7	Driver
				8	Tech support
				9	Agency spec
501				0	Base
-to-				1	Management
526				2	Finance/Admin
				3	Logistics
				4	Program
				5	Security
				6	Agency spec
				7	Driver
				8	Tech support
				9	Agency spec



# UN vehicle callsigns

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- When using a vehicle radio the personal callsign of the caller should be used
- Vehicle radios are still programmed with a callsign and SelV ID based on the UN callsign allocation sheet (for identification and stun/un-stun features)
- Vehicle radio callsigns are usually the 3 last digits of the vehicle number-plate but can also be assigned with numbering (001 – 999)
- Example: Mobile 001, 002 etc.

# SeIV (Sel-5)

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- SeIV defines a unique ID for each radio in the network
- Every radio must be programmed with a SeIV ID
- A SeIV ID is 8-digit in length.

# SeIV ID - format

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# SeIV

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- Use the callsign allocation sheet to allocate the SeIV ID
- Follow the same process as you do to assign a callsign but SeIV IDs are all numbers instead.

# SelV

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For individual SelV IDs:

- **DF 8** SelV ID ends with **800**
- **DF 8.1** SelV ID ends with **801**
- **DF 8.1.1** SelV ID ends with **811**

# Now, let's practice together

<b>Location, Agency, Position</b>	<b>Callsign</b>	<b>SeIV ID</b>
Bangui, UNDP, Head of ICT	<b>BD 8</b>	<b>6 02 04 8 00</b>
Mbaiki, WHO, Security Officer	<b>MH 5</b>	<b>6 13 08 5 00</b>
Batalimo, IOM, Security Assistant	<b>LM 5.2</b>	<b>6 12 13 5 02</b>
Nola, WFP, Driver	<b>NF 7.1</b>	<b>4 14 06 7 01</b>

# Let's practice some more

<b>Callsign</b>	<b>Location, Agency, Position</b>	<b>SeIV ID</b>
RC 8.1	<b>Bria, UNICEF, Deputy Head of ICT</b>	<b>6 18 03 8 01</b>
GR 3.1	<b>Bossangoa, UNHCR Logistics Officer</b>	<b>6 07 18 3 01</b>
US 5.2	<b>Bangassou, UNDSS, Security Assistant</b>	<b>6 21 19 5 02</b>
KF 7.1	<b>Kaga Bando, WFP Driver</b>	<b>6 11 06 7 01</b>

# Student resources

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- UN callsign allocation sheet

# Questions and remarks

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