{TESS+} VHF Training

Module 3:
Standard radio procedures and callsigns

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Session objectives

- Standard UN radio procedures

- Explain the use of callsigns and SelV ID

- Assign VHF callsigns and SelV IDs for UN and NGO

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Using the radio in a professional manner

- 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.

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Using the radio in a professional manner

- 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).

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Phonetic alphabet

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

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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

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Radio check

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.

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Example - radio check conversation

Person1: **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.**

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Radio check – signal report

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

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Example - radio conversation

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.**

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UN callsign - format

UN agency identifiers

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

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UN agency identifiers

- 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!

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UN callsigns

- 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

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UN callsign allocation sheet

VHF UN Individual Callsign

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

VHF UN Individual Selcall (9-tones)

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

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UN callsign allocation sheet

UN callsign allocation sheet

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

UN callsign allocation sheet

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	

Function:
1. Management
2. Finance/Admin
3. Logistics
4. Program
5. Security
6. Agency spec.
7. Driver
8. Tech support
9. Guest

	AGENCY (4d)		DEPARTMENT (6)		INDIVIDUAL
		UN common	0	Base	00
61	Alpha	FAO	1	Management	01
62	Bravo	Worldbank/FMI/BAD	2	Finance/Admin	02
63	Charlie	UNICEF	3	Logistics	03
64	Delta	UNDP /UNWOMEN	4	Program	04
65	Echo		5	Security	I
66	Foxtrot	WFP		Agency spec.	-to-
				Driver	I
			8	Tech support	98
			9	Agency spec.	99

VEHICLE (VHF)	
001-999	
If possible, last 3 digits from the HF selcal if available otherwise last 3 digits from the number plate	

		ONOPS	
		OCHA	
		UNFPA	
	Quebec		
	Romeo	UNHCR	001
79	Sierra	UNDSS	002
80	Tango		003
81	Uniform	MINUSCA	004
82	Victor	ONUSIDA	005
83	Whiskey		006
84	X-ray	NGO	007
85	Yankee	NGO	I
86	Zulu	NGO	-to-
87			I
88		Reserved WFP	998
89			999
90			
91			
-to-	96	WFP mobiles	
99			

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

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UN callsign allocation sheet

UN vehicle callsigns

- 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.

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SelV (Sel-5)

- SelV defines a unique ID for each radio in the network

- Every radio must be programmed with a SelV ID

- A SelV ID is 8-digit in length.

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SeIV ID - format

4 01 06 8 01

Location

Department

Country   Agency   Individual

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SelV

- Use the callsign allocation sheet to allocate the SelV ID

- Follow the same process as you do to assign a callsign but SelV IDs are all numbers instead.

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SelV

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**

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Now, let's practice together

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

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Let's practice some more

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

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Student resources

- UN callsign allocation sheet

Questions and remarks