



**WICEN**  
(Northern Rivers Region)

**AID MEMOIR  
FOR RADIO PROCEDURES**

**LISTEN BEFORE SENDING**

Use standard Prowords for Brevity, Accuracy and Simplicity

COMMON PROWORDS

**ENDING TRANSMISSION**

- OVER - My transmission is ended and I expect a reply ( NOT used with OUT).
- OUT - My transmission is ended and I do NOT expect a reply. ( NOT used with OVER).
- WAIT - I must pause for a few seconds.
- WAIT OUT - I must pause for longer than a few seconds. (This allows other stations to transmit.)

**MESSAGES**

- MESSAGE - I have a message which you will have to write down.
- SEND - Go ahead, send your message.
- TIME - Date-Time Group. Also in Time Checks.
- BREAK - I am about to transmit the text.
- MESSAGE ENDS - That completes the text of the message. (Usually followed by OVER).
- READ BACK - Repeat the entire transmission back to me exactly as received.

**RECEIPT OF MESSAGES**

- ROGER - I have received your message.
- WILCO - I have received your message, understand it and will comply with it. ( NOT used with ROGER ).

**REPEATS**

- SAY AGAIN - Repeat all your last transmission. ( or the parts indicated ).
- I SAY AGAIN - I am repeating my transmission.
- ALL AFTER / BEFORE - Used to indicate the portion of the message referred to. Normally used with 'SAY AGAIN' BEFORE
- WORD AFTER/ BEFORE - You are transmitting too fast for me to write legibly.
- SPEAK SLOWER - Say ( or I will say ) each word twice.
- WORDS TWICE - Your version is correct.
- CORRECT - An error has been made - the correct version is ....

**PARTICULAR PERSON**

- FETCH ..... - Please bring ..... to the set to speak.
- ..... LISTENING - ..... is ready to speak on the set

FOLD HERE

PHONETIC ALPHABET

- ALPHA NOVEMBER
- BRAVO OSCAR
- CHARLIE PAHPAH
- DELTA QUEBEC
- ECHO ROMEO
- FOXTROT SIERRA
- GOLF TANGO
- HOTEL UNIFORM
- INDIA VICTOR
- JULIETT WHISKEY
- KEELO X-RAY
- LEEMA YANKEE
- MIKE ZULU

FIGURES

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

**DISPLAN MESSAGE FORM**

**WICEN**



WICEN is a group of radio amateurs trained to provide radio communications assistance during a DISPLAN emergency.

VK2/JUNE 98

PRECEDENCE 2	WICEN SERIAL 3		
* PAN	DATE / TIME 4		
* URGENT		WICEN DISTRIBUTION RELAY TO 1	
* ROUTINE	FROM NAME/DESIGNATION ORGANISATION 5		
	TO NAME/DESIGNATION ORGANISATION 6		
		FROM	
		7	DATE/TIME ACCEPTED D
			DATE/TIME DESPATCHED
			SYSTEM
			OPERATOR
			DATE/TIME RECEIVED R
	ORIGINATORS SERIAL No. 8		SYSTEM
	SIGNATURE 9		OPERATOR
			ACTIONED

**Use of the Message Form WOF-08N**

It is essential to use the correct format to ensure accurate transmission and delivery of the message and to obtain the proper follow up or action taken.

Basically there are three sections.

**The first** part is for the **Originator** of the message for addresses and text.

**The second** is for the **Originator's** reference number and signature.

**The third** is for the **COMCEN** staff for tracing and logging.

1. The **ORIGINATOR** will enter the **PRECEDENCE (2)**, the **DATE/TIME (4)** when the message was written, who **FROM (5)** who **TO** and any **COPY (6)** addresses and his **Originator's Number (8)** eg. WEL015 or SES19 etc.
2. The **Originator** will write the **TEXT (7)** of the message **NOT** the **Operator**.
3. An Operator may assist if asked but the responsibility for the message text is the Originator's. Most Originators are not good message writers, too verbose.
4. An Operator **MUST NOT** alter any of the above without referring to the Originator. Do so if the message seems wrong, unclear or ambiguous etc.
5. **WICEN** staff will allocate the next sequential number from the WICEN register and place it in box **WICEN SERIAL (3)**. (Nothing above and to the right of the Thick Line is transmitted, this is for logging purposes only).
6. **RELAY TO (1)** is used by **WICEN** staff when a message is to be relayed to a station out of contact by the originating station. The path via and From is entered here. ie "VK2ASE this is VK2WIY, relay to VK2BGT - over".
7. The **Operator** will complete the **Despatched (D)** or **Received (R)** boxes.
8. The relevant details will be entered in the **Operator's Log Book** and the message filed / distributed as required.