

03 July 1989

MEMORANDUM

To: All NATI Personnel

From: Jim Dusley *JWD*

Subj: Radio Procedure

This is a reminder on proper radio techniques and procedures.

1. Always use call signs - never use proper names. If the individual does not have a call sign, use initials only. Use the phonetic alphabet, i.e., alpha, bravo, etc.
  2. Always use code names or numbers for locations.
  3. Always use code letters for the aircraft. Never use FP#s or N#s.
  4. Do not talk in long sentences. Make sure your party is reading you. Say "over" at the end of each transmission - use "roger" or "affirmative" and "negative" instead of "yes" or "no".
  5. Speak loudly, clearly and slowly.
  6. Enunciate numbers.
  7. Do not discuss tactical weaknesses on the radio; i.e., "we are very low on personnel at this location and are almost out of water". Instead, you could say, "we need additional people to augment present staff and send 10 additional jugs of water." This may be a fine line but the enemy is looking for any way to disrupt your operation. It doesn't make sense to do his work for him.
  8. Think security - anybody can listen to our conversation.
- copy to: Caesar Bernal, NAU Director  
Peter Grootendorst, NAU Aviation Advisor  
Robert Hildreth, NAU Aviation Advisor