

“BASIC EMCOMM PROCEDURES”

“10 Suggestions on being a better operator”

- 1) To transmit in the voice mode, always remember to **TALK ACROSS THE FACE OF THE MICROPHONE!** This technique makes the communication more understandable.
- 2) Speak slowly, distinctly, and clearly.
- 3) On FM, hold the transmit button down for at least a second before beginning your message, if you are on a link system then wait at least two seconds after you key the mike before you speak.
- 4) Know what you are going to say before you push the mike button.
- 5) Make sure you are not on the air with someone else. Listen before transmitting.
- 6) On VHF or UHF frequencies, don't walk around while talking on an HT.
- 7) If you are relaying a message for another person, be sure you repeat the message exactly, word-for-word, as it is given to you.
- 8) Do not act as a “relay station” unless the NCS, or another radio station, has asks for a relay or for help with relays and you can fulfill the requirement at your station.
- 9) If there is a proper name or any difficult words to be transmitted, always spell them out using the ITU Standard phonetic alphabet. Do not improvise a phonetic alphabet; if you don't know the ITU-recommended phonetics, learn it, or keep a copy in front of you handy for reference.
- 10) **ONLY TRANSMIT FACTS.** Do not clutter up the air with non-essential information. Be careful what you say on the air!

These suggestions are intended to help you become a better EMCOMM operator, however many of them will help you become a better operator all together if followed.