

RADIOTELEPHONE HANDBOOK

COMDTINST M2300.7A



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August 2008



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COMMANDANT INSTRUCTION M2300.7A

Subj: RADIOTELEPHONE HANDBOOK

1. PURPOSE. The purpose of this Manual is to consolidate correct voice radiotelephone procedures into a convenient and readily accessible handbook.
2. ACTION. Area district and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General and special staff elements at Headquarters shall ensure compliance with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Radiotelephone Handbook, COMDTINST M2300.7, is cancelled.
4. MAJOR CHANGES. The entire Manual has undergone a complete revision to bring it in compliance with current policy and regulations. As such, it is more beneficial for individual review than attempting to list all of the major changes.
5. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (CG-62); U. S. Coast Guard; 2100 2nd Street, SW, Room JR10-1819, Washington, DC 20593-0001.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined not to be applicable.

DISTRIBUTION – SDL No. 149

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	4	4	4	4	4	4		4	4	4	4	4	4	4	4	4	4	4	4	4						
B		4	20		12		5	5	2	2	2	50	2	50	2	2	2	100	2		5	2				
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NON-STANDARD DISTRIBUTION:

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7. FORMS/REPORTS. None.

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Technology

Table of Contents

Table of Contents	i
Basic Operating Rules	1-17
Forbidden Practices	1-17
Operating the Radiotelephone Set	1-17
Phonetic Alphabet.....	2-17
Pronunciation of Numerals	2-17
Decimal Points.....	3-17
Spelling.....	3-17
Coded Group	3-17
Mixed Letters and Numbers	3-17
Abbreviations	4-17
Dates	4-17
Initials	4-17
Roman Numerals	4-17
Punctuation	4-17
How to Call and Reply	4-17
Coast Guard Voice Call Signs	5-17
Authorized PROWORDS	7-17
Elements of Message Traffic	8-17
Message Elements	8-17
Announcing Message Traffic	8-17
Sending Message Traffic	8-17
Asking for Repetitions.....	8-17
Portions of a Message Not Received	9-17
Portions Between Two Words Not Received	9-17
Sections of a Message Not Received.....	9-17
Receipt of Messages	9-17
Time of Receipt (TOR)/Delivery (TOD).....	9-17
Canceling a Transmission.....	9-17
Keeping the Originator Informed	9-17
Radio Checks.....	10-17
Radio Silence.....	10-17
Voice Abbreviated Log	10-17
Communication Log Entries.....	10-17
Distress, Urgent and Safety Communications	11-17
Distress Communications	12-17
Distress Message Repetition.....	12-17
Attracting Attention to a Distress Call.....	12-17
Receipt of Distress Messages	12-17
Receipt of Distress Message by Ship or Aircraft.....	13-17
Station Responsibilities	14-17
Imposing Emergency Radio Silence.....	14-17
Distress Termination.....	15-17
Urgent Procedures	15-17
Urgent Message	16-17
Canceling Urgent Traffic.....	16-17
Safety Procedures	16-17
Distress Frequencies	17-17
List of Distress and Common Working Frequencies	17-17

Basic Operating Rules

Control of Communications

When you use your radiotelephone, you are speaking for, and with the Authority of the Command in which you are serving. The manner in which you use the radiotelephone reflects directly upon your Commanding Officer or Officer in Charge. Note: The purpose of this Manual is unclassified general radiotelephone procedures both military and civilian. For tactical military procedures, refer to Allied Communication Publication (ACP) 125 (series).

Sectors and Communication Stations monitor your conversations and maintain discipline on radiotelephone circuits in their area of responsibility. Their authority stems from their Sector and Area Commanders, respectively. It is their duty to ensure that the Coast Guard maintains high standards of service to the public.

Forbidden Practices

-
1. Violation of radio silence.
 2. Unofficial conversation between operators.
 3. Transmitting on a directed net without permission (except flash and immediate traffic).
 4. Excessive tuning or testing more than 10 seconds.
 5. Failure to listen first before transmitting.
 6. Transmitting the operator's personal sign or name.
 7. Unauthorized use of plain language.
 8. Use of other than authorized PROWORDS.
 9. Unauthorized use of plain language in place of applicable PROWORDS or operating signals.
 10. Linkage or compromise of classified call signs and address groups by plain language disclosures or association with unclassified call signs.
 11. Profane, indecent or obscene language.

All transmissions should be as clear and concise as possible

Operating the Radiotelephone Set

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1. Refer to your Standard Operating Procedure (SOP) or the guidelines set forth by the manufacturer.
 2. Know your equipment.
 3. Identify the function and correct position of each control knob.
 4. Be alert.
 5. Release your Push-to-talk button after each phrase or two to allow another station to break-in if necessary.
 6. **Practice this Rule!!** Ensure the receiver volume control (AF Gain) knob is turned up sufficiently such that a weak transmission might be heard but not so loud as to negatively impact operator hearing.
-

Phonetic Alphabet

The phonetic alphabet may be used to identify any letter of the Alphabet, or to spell a word or group of letters.

Letter	Phonetic	Spoken as:
A	ALFA	<i>AL FAH</i>
B	BRAVO	<i>BRAH VO</i>
C	CHARLIE	<i>CHAR LEE</i>
D	DELTA	<i>DELL TAH</i>
E	ECHO	<i>ECK OH</i>
F	FOXTROT	<i>FOKS TROT</i>
G	GOLF	GOLF
H	HOTEL	<i>HOH TELL</i>
I	INDIA	<i>IN DEE AH</i>
J	JULIETT	<i>JEW LEE ETT</i>
K	KILO	<i>KEY LOH</i>
L	LIMA	<i>LEE MAH</i>
M	MIKE	MIKE
N	NOVEMBER	<i>NO VEM BER</i>
O	OSCAR	<i>OSS CAH</i>
P	PAPA	<i>PAH PAH</i>
Q	QUEBEC	<i>KEH BECK</i>
R	ROMEO	<i>ROW ME OH</i>
S	SIERRA	<i>SEE AIR RAH</i>
T	TANGO	<i>TANG GO</i>
U	UNIFORM	<i>YOU NEE FORM</i>
V	VICTOR	<i>VIC TAH</i>
W	WHISKEY	<i>WISS KEY</i>
X	XRAY	<i>ECKS RAY</i>
Y	YANKEE	<i>YANG KEY</i>
Z	ZULU	<i>ZOO LOO</i>

Note: The syllables in italics carry the emphasis.

Pronunciation of Numerals

To distinguish numerals from words having the same meaning, the PROWORD "Figures" is used preceding such numbers.

Number	Spoken	Number	Spoken
0	<i>ZE-RO</i>	5	FIFE
1	WUN	6	SIX
2	TOO	7	<i>SEV-UN</i>
3	TREE	8	AIT
4	<i>FOW-ER</i>	9	<i>NIN-ER</i>

Note: A hyphen represents a pause.

Number	Spoken
44	FOW-ER FOW-ER
500	FIFE ZERO ZERO
7000	SEV-UN ZERO ZERO ZERO
16000	WUN SIX ZERO ZERO ZERO
14899	WUN FOW-ER AIT NIN-ER NIN-ER

Continued on next page

**Pronunciation
of Numerals (cont)**

*081400Z JUN 08 TIME - ZERO EIGHT ONE FOUR ZERO ZERO ZULU
JUNE ZERO EIGHT

*Date-time-groups are always sent digit by digit

Decimal Points

123.6 spoken as:

"FIGURES - WUN TOO TREE- DAY-SEE-MAL SIX"

Note: The PROWORD "FIGURES" is not used in transmitting message headings.

Spelling

Difficult words or groups within the text of plain text messages should be spelled using the phonetic alphabet preceded by the PROWORD "I SPELL." If you can pronounce the word to be spelled, do so before and after the spelling to identify the word.

!!Say It - Spell It - Say It Again!!

*"CANTENARY - I SPELL-CHARLIE ALFA NOVEMBER TANGO ECHO
NOVEMBER ALFA ROMEO YANKEE - CANTENARY"*

Say It - Spell It - Say It Again; If the word sounds the same but has a different meaning. Ex. To, Too, Two.

Coded Groups

If a message text contains coded groups or other words that cannot be pronounced, the phonetic equivalents of the individual letters should be transmitted, without the PROWORD I SPELL.

LOZWT in text

"LIMA OSCAR ZULU WHISKEY TANGO"

**Mixed Letters and
Numbers**

If the message text contains mixed letters and numbers they will be spoken as:

12A9B Spoken

"FIGURES - ONE TWO ALFA NINER BRAVO"

TS67R Spoken

"I SPELL - TANGO SIERRA SIX SEVEN ROMEO"

Abbreviations

Abbreviations in the text, initials used alone or in conjunction with short titles shall be spoken phonetically.

Spoken as "*ALFA PERIOD*" or ACP spoken as "*I SPELL - ALFA CHARLIE PAPA*".

Abbreviations frequently used in normal speech may be used in the same manner when transmitted by voice.

NATO spoken as "*NATO*."

USCGC DALLAS spoken as "*UNITED STATES COAST GUARD CUTTER DALLAS - I SPELL - UNIFORM SIERRA CHARLIE GOLF CHARLIE - USCGC DALLAS*."

Dates

Dates are spoken digit by digit using the full month's name

20 AUG spoken as "*TOO ZERO AUGUST*."

Initials

Personal initials shall be spoken phonetically, prefixed by the word "*INITIALS*."

W.E. LEWIS spoken as "*INITIALS WHISKEY ECHO LEWIS*"

Roman Numerals

Transmitted as the corresponding Arabic numerals preceded by the word, "*ROMAN NUMERALS*."

Note: Spelling of words lengthens the time of transmission, thus increasing on-air time. Avoid spelling words unnecessarily.

Punctuation

Spoken as:

Comma	" <i>COMMA</i> "
Period	" <i>PERIOD OR FULL STOP</i> "
Parenthesis	" <i>BRACKETS ON/ BRACKETS OFF</i> "
Oblique Stroke	" <i>SLANT</i> "
Hyphen	" <i>HYPHEN</i> "
Semicolon	" <i>SEMI-COLON</i> "
Colon	" <i>COLON</i> "
Question Mark	" <i>QUESTION MARK</i> "
Decimal point	" <i>DAY-SEE-MAL</i> "

Note: Do not use "*Symbol For*"

How to Call and Reply

Transmitting and receiving on a voice circuit will be accomplished in the following manner. Keep in mind proper circuit discipline.

Step

Action

- 1 Check your transmitter/receiver settings and verify the proper transmit/receive frequency is dialed in.

Continued on next page

**How to Call and Reply
(cont)**

-
- 2 Listen to the frequency to ensure you will not interfere with another transmission in progress.
 - 3 Speak clearly in a normal tone of voice, holding the microphone no more than an inch from your mouth.
 - 4 Avoid excessive calling and unofficial transmissions. Call signs should be transmitted only once when conditions are favorable and twice when unfavorable.
 - 5 If three attempts to contact a station are unsuccessful, send the PROWORD "*Nothing Heard*". Attempt to establish communications with another station and request their assistance in contacting the original unit. Continue your call-up at reasonable intervals.
 - 6 Message transmissions should be sent at such a speed as to allow accurate copying of the message. Send phrase by phrase, un-keying the microphone at regular intervals.
 - 7 Every transmission shall end with an ending PROWORD. The authorized PROWORDS are:
 - "OVER" Response required
 - "OUT" No response required
 - "WAIT" The pause is for a few seconds
 - "WAIT OUT" The pause is more than a few seconds
-

**Coast Guard Voice Call
Signs**

Coast Guard units need to be addressed in a certain manner by all personnel while speaking on the radiotelephone.

Step	Action/Info
1	Identify the type of unit you are calling or that is calling you.
2	Land Unit - Insert "COAST GUARD" followed by a brief descriptive of the type of unit and geographical area. " <i>COAST GUARD SECTOR SAN FRANCISCO</i> " " <i>COAST GUARD AIRSTA KODIAK</i> " " <i>COAST GUARD CAMSLANT CHESAPEAKE</i> " " <i>COAST GUARD ATLANTIC AREA</i> "
3	Vessel - Insert "COAST GUARD CUTTER" followed by the name of the vessel. " <i>COAST GUARD CUTTER JARVIS</i> " Aircraft and small boats - Units that use their numbers as part of their call signs. " <i>COAST GUARD 1500</i> " OR " <i>COAST GUARD 41203</i> "

**Coast Guard Voice Call
Signs (cont)**

Aircraft and small boats engaged in SAR - Insert "RESCUE" as part of their call signs.

"COAST GUARD RESCUE 1500"

The phrase COAST GUARD may be dropped once communications has been established.

"CUTTER JARVIS"

"SECTOR SAN FRANCISCO"

"COMMSTA KODIAK"

"CAMSPAC POINT REYES" OR "CAMSPAC"

"ATLANTIC AREA" OR "LANTAREA"

"203" OR "1500"

"RESCUE 5494" OR "RESCUE 94"

Authorized PROWORDS

PROWORDS are words or phrases having assigned meaning. Do not substitute PROWORDS in the text of a message. Refer to Allied Communication Publication (ACP) 125 (series) for a complete list of PROWORDS.

ALL AFTER: Refers to everything following a specific word or number.

ALL BEFORE: Refers to everything before a specific word or number.

BREAK: Indicates the separation of the text from other portions of the message.

CORRECT: You are correct

CORRECTION: An error has been made. Transmission will continue with the last word sent correctly.

DISREGARD THIS TRANSMISSION: This transmission is in error, disregard it.

FIGURES: Numerals follow

FROM: The originator of this message.

IMMEDIATE: Precedence immediate

INFO: Addressees designated for information.

I READ BACK: The following is my response to your instructions to read back.

I SAY AGAIN: I am repeating transmission or portion indicated at your request.

I SPELL: I shall spell the next word phonetically MESSAGE A message that requires recording is about to follow.

MORE TO FOLLOW: Transmitting station has additional traffic for the receiving station

NEGATIVE: No.

OUT: End of transmission no reply necessary.

OVER: End of transmission respond back

PRIORITY: Precedence priority.

READ BACK: Repeat this entire message back to me exactly as received.

RELAY TO: Transmit this message to all addressees indicated.

ROGER: I have received your transmission satisfactorily.

ROUTINE: Precedence routine.

SAY AGAIN: Repeat all your last transmission.

SILENCE: Cease transmissions immediately.

SILENCE LIFTED: Resume normal transmissions.

SPEAK SLOWER: Reduce speed of transmission.

THIS IS: This transmission is from the station whose designation immediately follows.

TIME: That which follows is the time or date-time-group of message.

TO: The addressees whose designations immediately follow are to take action on this message.

WAIT: I must pause for a few seconds.

WAIT OUT: I must pause longer than a few seconds.

WILCO: I have received your message. I understand and I will comply. To only be used by the addressee; ROGER and WILCO should never be used together..

WORD AFTER: Refers to one word directly after a specific word or number.

WORD BEFORE: Refers to one word directly before a specific word or number.

WORDS TWICE: Communications are difficult. Transmit each phrase (or code group) twice.

WRONG: Your last transmission was incorrect. The correct version is.

Elements of Message Traffic

Message Elements

Messages shall be transmitted in the following order:

"(CALL SIGN) - *THIS IS* - (CALL SIGN) - (ANNOUNCE TRAFFIC) - *OVER*"

"(CALL SIGN) - *THIS IS* - (CALL SIGN) - *OVER*"

"(CALL SIGN) - *THIS IS* - (CALL SIGN)"

"(Precedence) (Time) Date-Time-Group

FROM

TO

INFO

BREAK

CLASSIFICATION LINE

TEXT

BREAK

OVER"

Note: All PLA's may be read as abbreviated call signs – COMCOGARD
SECTOR SAN FRANCISCO CA - Spoken as: "*SECTOR SAN
FRANCISCO*"

Announcing Message Traffic

"*COAST GUARD CUTTER MUNRO - THIS IS COAST GUARD SECTOR
SAN FRANCISCO ROUTINE- OVER*"

"*COAST GUARD SECTOR SAN FRANCISCO - THIS IS COAST
GUARD CUTTER MUNRO - OVER*"

Sending Message Traffic

"*CUTTER MUNRO - THIS IS SECTOR SAN FRANCISCO - ROUTINE - TIME
WUN-TOO-ZERO-AIT-WUN-ZERO ZULU ZERO-EIGHT
FROM SECTOR SAN FRANCISCO*

TO CUTTER MUNRO

INFO DISTRICT ELEVEN

BREAK

UNCLAS

(TEXT)

BREAK

(ENDING PROWORD)"

Note: When an error is made by the sending station, the PROWORD
"CORRECTION" is transmitted followed by the last word, group, PROWORD
or phrase correctly sent.

Asking for Repetitions

(TEXT)...UNCLAS CONDUCT SEA TRIALS
IMMEDIATELY...

Request:

"*SECTOR SAN FRANCISCO - THIS IS - CUTTER MUNRO - SAY
AGAIN WORD AFTER SEA - OVER*"

Reply:

"*CUTTER MUNRO - THIS IS – SECTOR SAN FRANCISCO - I
SAY AGAIN WORD AFTER SEA TRIALS OVER*"

Portions of a Message Not Received**Request:**

"COMMSTA KODIAK - THIS IS - CUTTER SHERMAN - SAY AGAIN UNCLAS TO TRIALS OVER"

Portions Between Two Words Not Received**Request:**

*"COMMSTA KODIAK - THIS IS - CUTTER JARVIS SAY AGAIN ALL BEFORE BREAK OVER" OR
"COMMSTA KODIAK - THIS IS - CUTTER JARVIS SAY AGAIN ALL AFTER BREAK OVER"*

Sections of a Message Not Received**Request:**

"CAMSLANT - THIS IS CUTTER DURABLE - SAY AGAIN - FROM INFO TO BREAK OVER"

Receipt of Messages

Messages are receipted to document their delivery. Do not "Roger" for a message until you are sure it is received correctly and completely.

**Time of Receipt (TOR)/
Delivery (TOD)**

A unit in receipt of a message must record the time of receipt (TOR) in their radio log. A unit that sent a message must record the time of delivery (TOD) in their radio log.

Time of Receipt Entry:

Date-Time-Group/Sending Unit/Frequency received on/OPSIGN

Time of Delivery Entry

Date-Time-Group/Receiving Unit/Frequency sent on/OPSIGN

Canceling a Transmission

A transmission in progress may be canceled by using the PROWORD *"DISREGARD THIS TRANSMISSION"*. If the message was sent in error and receipted for, a cancellation message must be transmitted.

Keeping the Originator Informed

It is important to keep originators informed of "non-delivery" message traffic. Operational Commanders establish procedures within their commands to notify originators of "non-delivery" messages. Refer to your Standard Operating Procedure (SOP) at your unit.

Radio Checks

Radio checks should be conducted when communications with a unit are doubtful. They shall be made on Coast Guard working frequencies after a preliminary call on the International call and distress frequency.

"UNITED STATES COAST GUARD CUTTER CHASE - THIS IS - UNITED STATES COAST GUARD SECTOR SAN FRANCISCO CA - RADIO CHECK - OVER

"SECTOR SAN FRANCISCO - THIS IS - CUTTER CHASE - ROGER (OR) NOTHING HEARD"

Other replies are:

Signal Strength

Loud: Strong signal
Good: Good signal
Weak: Can hear with difficulty
Very Weak: Can hear with great difficulty
Fading: Signal coming in strong then weak

Readability

Clear: Excellent quality
Readable: Good quality
Distorted: Trouble copying
With Interference: Trouble copying you due to interference
Intermittent: Signal at times good and other times unreadable

Radio silence may be imposed or lifted by a station only when authorized by a competent authority, ie. Sector Commander

Radio Silence

Silence Imposed:

"ALL STATIONS - THIS IS UNITED STATES COAST GUARD SECTOR SAN FRANCISCO CA - SILENCE SILENCE SILENCE - 2670 kHz OUT"

Silence Lifted:

"ALL STATIONS - THIS IS UNITED STATES COAST GUARD SECTOR SAN FRANCISCO CA - SILENCE LIFTED - OUT"

Voice Abbreviated Log

A log that is a record of all transmitted and received signals that pertain to the unit. If the unit is equipped with a Digital Voice log, then log entries need not be verbatim and may be abbreviated and in narrative form.

Communication Log Entries

BEGIN NEW COMM DAY. OS1 L.M. HINES ON WATCH. EQP NML. TFC CLR	ZUB	0000Z
OPNOTE: CONDUCTED SATISFACTORY RDO CK WITH CGC HAMILTON	4125	0015Z
OPNOTE: POWER FAILURE (SPVR NTFD)	ZUB	0025Z
OPNOTE: POWER RESTORED (SPVR NTFD)	ZUB	0028Z
WATCH RELIEVED BY OS1J.P. HALOGIN. EQP NML. TFC CLR	ZUB	0045Z

OS1 L.M. HINES

NOTE: Refer to Telecommunications Manual, COMDTINST M2000.3 (series) for log policy and the OS "A" School for additional log keeping procedures.

Distress, Urgent and Safety Communications

Distress Communications

People in distress have a variety of methods, ranging from sophisticated electronic devices to waving a piece of cloth, for alerting others they are in danger. Because it would be impossible to describe every situation you may encounter, what follows is a "text book" example of handling distress communications. THE DISTRESS CALLS HAS ABSOLUTE PRIORITY OVER ALL OTHER TRANSMISSIONS

Step	Action/Info
1	Listen for the distress signal MAYDAY. This indicates that a ship, aircraft, or other vehicle is threatened by grave and imminent danger and requests immediate assistance.
2	The distress call has absolute priority over all other transmissions and shall not be addressed to a particular station.
3	All stations hearing a distress call shall immediately cease transmissions capable of interfering with the distress traffic and shall continue to listen on the frequency on which the call was heard.
4	Distress transmissions are normally made on the frequencies 156.8 MHz (channel 16) or 2182 kHz, but maybe heard over any channel or frequency.
5	Most small vessels will not follow prescribed procedures during a distress of their vessel. It is quite probable that they may call MAYDAY, or an individual unit of the Coast Guard. In any event it may become necessary for a Coast Guard unit to assume control of the distress.
6	The radiotelephone alarm signal is for the purpose of attracting the attention of on-watch personnel or to actuate automatic devices which would alert personnel. The signal consists of two audible tones of different producing a warbling sound. An automatic device prior to the distress call transmits it when possible.
7	The distress call consists of: <ul style="list-style-type: none"> A. The distress signal MAYDAY, spoken three times. B. The PROWORDS THIS IS C. The call sign of the distressed unit, spoken three times. <p><i>"MAYDAY MAYDAY MAYDAY - THIS IS - SWAMPER SWAMPER SWAMPER"</i></p> <p>Be prepared to copy the distress message that will normally immediately follow.</p>

Continued on next page

Distress Communications (cont)

-
- 8** The distress message consists of:
- A. The distress signal MAYDAY.
 - B. The distressed unit's name or call sign.
 - C. The distressed unit's position, nature of distress, type of assistance needed, description, persons on board, and any information that might facilitate the rescue.
- "MAYDAY - SWAMPER - MY POSITION IS 2 MILES 126 DEGREES TRUE FROM WINDY POINT - I LOST MY POWER AND THE SEAS ARE GETTING ROUGH - REQUEST COAST GUARD ASSISTANCE - I'M A 42 FOOT CABIN CRUISER - WHITE HULL WITH BLUE TRIM - THREE PERSONS ONBOARD - OVER"*
-

Distress Message Repetition

A mariner or boater in an emergency situation may make as many calls as necessary to get an acknowledgement that their transmission was heard. If they do not receive a reply, they may use any frequency available or any means available to attract attention.

Attracting Attention to a Distress Call

Any Coast Guard unit hearing a distress call and is unable to establish communications, is required to take all possible action in locating a station that can provide assistance. This may be by way of the distress frequency itself, cellular, or Inmarsat.

Receipt of Distress Messages

When a distressed unit is in your vicinity, receipt for the message immediately. However, if the unit is determined to be some distance from you, pause a few moments to allow ships or stations nearer the scene to answer. In areas where communications with one or more shore stations are practicable, ships should wait a short period of time to allow them to acknowledge receipt.

Step	Action/Info
1	Transmit the following: <ul style="list-style-type: none"> A. Distress signal "MAYDAY" B. The call sign of the unit in distress C. The PROWORD "THIS IS" D. The call sign of the unit acknowledging receipt E. The words "RECEIVED MAYDAY" Request essential information (position, nature of emergency, vessel description) to affect a successful rescue. You may obtain less important information in later transmissions.
2	When directed, inform the distressed unit of any Coast Guard assistance being dispatched and to stand by.
3	Vessels and shore stations receiving distress traffic should be forwarded by the most rapid means.

Continued on next page

**Receipt of Distress
Messages (cont)**

-
- 4 Forward the information to the appropriate CG Command Center (CC).
 - 5 Set a communication schedule (COMMSKED) with the distressed unit. Time between COMMS checks shall be per the CC and shall continue until the CC gives permission to cease.
 - 6 Complete a SAR check off sheet as time allows.
 - 7 Maintain a distress communication log.
 - 8 Keep the CC informed of new developments in the case.
 - 9 Place additional people on watch if necessary. Obtain radio direction finder bearing of distressed unit if equipment and conditions permit.

**Receipt of Distress
Messages by Ship or
Aircraft**

Every Coast Guard ship or aircraft that acknowledges receipt of distress messages, ensuring it will not interfere with stations in a better position to render immediate assistance, shall on the order of the Commanding Officer or Officer-In-Charge, transmit as soon as possible the following information to the unit in distress.

Step	Action/Info
1	Acknowledgement of unit's name and position.
2	Speed of advance of assisting unit to scene.
3	Estimated time of arrival at scene.
4	Keep the distressed unit informed of any circumstances that may affect your assistance to them such as speed, sea conditions, etc. Speak in a tone of voice that expresses confidence.
5	After receiving a distress call or information pertaining to one, Coast Guard units shall, within equipment capabilities, set a continuous radio guard on the frequency of the distressed unit, or set up a radio schedule if the distressed unit is unable to stand a continuous watch.

Caution: Shifting frequencies while working a SAR case may result in a loss of communications; avoid doing so unless ABSOLUTELY necessary!!!

Station Responsibilities

It is the responsibility of a unit in distress or the station that sent the original distress message to control all distress traffic, unless the control is delegated to another station.

The Coast Guard has no statutory authority to assume control of distress traffic.

Any station aware of, but not taking part in a distress case shall follow the progress of the distress traffic.

Stations finding it necessary to pass traffic concerning other than the distress at hand must transmit on frequencies other than those being used for the current distress traffic.

Any station determined to be causing interference to distress traffic shall cease transmitting immediately and shall maintain a listening watch on the distress stations frequency.

**Imposing Emergency
Radio Silence**

The distressed unit or controlling station can impose radio silence on stations causing interference on the frequency being utilized for distress traffic. Transmit the following over the circuit.

Step

Action/Info

- 1 The distress signal "*SEELONCE MAYDAY*"
- 2 Call sign of interfering stations spoken 3 times or the words "*ALL STATIONS*"
- 3 The PROWORD "*THIS IS*" call sign of the unit in distress or controlling station
- 4 The PROWORDS "*OUT*"
- 5 If necessary any station may impose SILENCE by making the following transmission:
"ALL STATIONS – SEELONCE MAYDAY - THIS IS COAST GUARD CUTTER CHASE -OUT"

NOTE: The distress signal, spoken once, shall precede the call in all traffic between the distressed and assisting units pertaining to the distress case.

Distress Termination

When distress traffic has ended or there is no further requirement of observing radio silence, the controlling station shall transmit on the distress frequency, and if necessary, the frequency utilized for passing distress traffic, a message addressed to ALL STATIONS indicating all distress traffic has ceased. The following procedure shall be used:

Step	Action/Info
1	The distress signal " <i>MAYDAY</i> ".
2	The words " <i>ALL STATIONS</i> "
3	The PROWORD " <i>THIS IS</i> "
4	The (Call Sign) of the distressed unit or control stations
5	The time of termination Greenwich Mean Time (GMT)
6	The (Name) and (Call Sign) of the distressed station.
7	The words " <i>SEELONCE FEENEE</i> " meaning Silence Finished.
8	The PROWORD " <i>OUT</i> " <i>"MAYDAY - ALL STATIONS THIS IS - UNITED STATES COAST GUARD SECTOR JACKSONVILLE FL - 150800 UTC SWAMPER WL333 SEELONCE FEENEE - OUT"</i>

Urgent Procedures

The urgency signal PAN-PAN (pronounced "*PAWN*" twice) indicates that the calling station has a very urgent message to transmit concerning the safety of a ship, aircraft, or other vehicle, or the safety of a person

Step	Action/Info
1	The urgency signal has priority over all other communications except distress traffic.
2	The urgency signal and the following message shall be sent on one or more of the international distress frequencies: 2182 kHz, 156.8 MHz, for a maximum duration of one minute, or any other frequency that may be used in case of distress.
3	Amplifying information shall be used passed on the working frequencies.

Continued on next page

Urgent Procedures (cont)

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- 4 If you hear the signal, listen on that frequency for a period of at least 3 minutes. If nothing is heard following the urgency signal you may resume normal communications.

Note: Care must be exercised not to interfere with urgent traffic. Normal work may continue on frequencies other than that on which the urgency signal was heard provided the message were not addressed to All Stations.

Urgent Message

The message preceded by the urgency signal is usually addressed to a specific station, but may be addressed to All Stations. The urgent message should contain all details concerning the particular case and be in plain language form. Any station receiving the urgent message will by the most rapid means deliver it to the nearest CC unless a Coast Guard Communications Station is broadcasting the message. For CG urgent broadcasts, transmit the preliminary announcement and on the working frequencies in the following formats :

Channel 16/2182kHz - *"PAN-PAN (3 Times) ALL STATIONS (3 Times) - THIS IS – (Voice Call Sign 3 times) (Brief Identifying Data) LISTEN (2670kHz/Channel 22A) - OUT"*

2670kHz/Channel 22A - *"PAN-PAN (3 Times) ALL STATIONS (3 Times) - THIS IS – (Voice Call Sign 3 times) (Text of Urgent Broadcast) THIS IS (Voice Call Sign) - OUT"*

Canceling Urgent Traffic

Cancellation of urgent traffic. Once the urgent broadcast has been cancelled, the responsible station(s) shall notify all concerned by transmitting the following signal:

Channel 16/2182kHz - *"PAN-PAN (3 Times) - ALL STATIONS (3 Times) - THIS IS – (Voice Call Sign 3 Times) – BREAK PLEASE CANCEL URGENCY MESSAGE OF 181520 GMT (Brief Description) BREAK THIS IS (Voice Call Sign once) - OUT"*

Safety Procedures

Safety broadcasts work just like an Urgent broadcast with the Preliminary on the distress frequency then shifting to a working frequency. *SECURITE* is pronounced as (Say-Cure-I-Tay).

Step

Action/Info

- 1 **Channel 16/2182kHz** - *"SECURITE (3 TIMES) ALL STATIONS (3 Times) - THIS IS - (Voice Call Sign 3 Times) COAST GUARD MARINE INFORMATION or HURRICANE ADVISORY /STORM WARNING/THUNDERSTORM WARNING LISTEN 2670 kHz OR CHANNEL 22A OUT"*
- 2 **Channel 16/2182kHz** - *"SECURITE (3 TIMES) ALL STATIONS (3 Times) - THIS IS - (Voice Call Sign 3 times) BREAK (Text of Safety Broadcast) BREAK THIS IS (Voice Call Sign once) OUT"*
- 3 All stations hearing the safety signal shall listen to the safety message until they are satisfied the message is of no concern to them. They shall not make any transmission likely to interfere with the message.
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Distress Frequencies

2182 kHz and 156.8 MHz (channel 16) are frequencies used to establish communications involving emergency, urgent, or safety situations.

For normal operational traffic you should establish communications on the calling frequency then shift over to a working frequency. Emergency traffic should be passed in the same manner to allow other units to use the distress frequency.

Distress and Common Working Frequencies**List of Distress and Common Working Frequencies**

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1. 2182 kHz International Distress and Calling frequency
 2. 2670 kHz Working Frequency for 2182 kHz
 3. 156.8 MHz (channel 16) International Distress and Calling frequency
 4. 157.1 MHz (channel 22A) Coast Guard and non Coast Guard working frequency
 5. 156.45MHz (channel 9) Used to relieve congestion on channel 16
 6. 156.65 MHz (channel 13) Bridge to bridge navigation
 7. 121.5 MHz Civilian aircraft emergency frequency
 8. 243.0 MHz Military Aircraft common emergency frequency
 9. GMDSS MF/HF International Voice Distress frequencies:
2182kHz/4125kHz/6215kHz/8291kHz/12290kHz/16420kHz
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