

ERC-East / International Civil Aviation Organization International Telecommunications Union Radiotelephone Operating Procedures

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This list of International Civil Aviation Organization (ICAO) procedure words and phrases used by the International Telecommunications Union (ITU) for radiotelephone communications has been in use a long time. It is important for all of us to periodically review these terms, especially those who should use them in EmComm situations.

RADIOTELEPHONE PROCEDURE WORDS AND PHRASES:

Acknowledge	Let me know that you have received and understood this message
Affirmative	Yes or permission granted
Break	I hereby indicate the separation between portions of the message. (To be used when there is no clear distinction between the text and other portions of the message.)
Correction	An error has been made in the transmission (or message indicated). The correct version is...
Go Ahead	Proceed with your message
How Do You Read	Unreadable, readable now and then, readable but with difficulty, readable, perfectly readable
I Say Again	Self-explanatory
Negative	No" or "permission not granted" or "That is not correct
Over	My transmission ended, and I expect a response from you
Out	This conversation is ended and no response is expected
Read Back	Repeat all, or the specified part, of this message back to me exactly as received
Roger	I have received all of your last transmission. (Under no circumstances to be used as an affirmative.)
Roger That	Affirmative

Say Again	Say again (repeat all), or the part following _____, of your last transmission
Speak Slower	Self-explanatory
Standby	Self-explanatory
That Is Correct	Self-explanatory
Verify	Check coding, check text with the originator and send correct version
Wilco	Your last message (or message indicated), received, understood, and will be complied with
Words Twice	(1) As a request: "Communication is difficult. Please send every word twice." (2) As information: "Since communication is difficult, every word in this message will be sent twice."

NOTE: "Please repeat" and "I repeat" are seldom used by skilled operators since the word "repeat" can be easily mistaken for "received." In military circles "repeat" is used for a second Artillery barrage.