

ROYAL OBSERVER CORPS
INSTRUCTIONS FOR WRITING/SPEAKING INFORMATION

PHONETIC ALPHABET

1. Information passed by speech over telephone circuits or radio is liable to distortion by interference of a technical nature or to misunderstanding through variations in pronunciation. To lessen these risks, words are substituted for individual letters of the alphabet when these have to be spoken separately.

2. The following phonetic alphabet was adopted for international use on 1 March 1956.

Letter	Phonetic Equivalent	Pronunciation
A	ALFA	AL-FAH
B	BRAVO	BRAH-VOH
C	CHARLIE	CHAR-LEE
D	DELTA	DELL-TAH
E	ECHO	ECK-OH
F	FOXTROT	FOX-TROT
G	GOLF	GOLF
H	HOTEL	HOH-TELL
I	INDIA	IN-DEE-AH
J	JULIET	JEW-LEE-ETT
K	KILO	KEY-LOH
L	LIMA	LEE-MAH
M	MIKE	MIKE
N	NOVEMBER	NO-VEM-BER
O	OSCAR	OSS-CAH
P	PAPA	PAR-PAH
Q	QUEBEC	KWEE-BECK (or KEY-BECK)
R	ROMEO	ROH-ME-OH
S	SIERRA	SEE-AIR-RAH
T	TANGO	TANG-GO
U	UNIFORM	YOU-NEE-FORM
V	VICTOR	VIC-TAH
W	WHISKY	WISS-KEY
X	X-RAY	ECKS-RAY
Y	YANKEE	YANG-KEY
Z	ZULU	ZOO-LOO

3. Figures are written in the normal manner.

4. Figures are spoken in the normal manner.

5. Numbers consisting of more than one figure are normally spoken as a series of individual figures, eg 10 as ONE ZERO, 5749 as FIVE SEVEN FOUR NINE. The exceptions are times and Post numbers (see paras 15-17).

ANNEX A

BPI and GZI INFORMATION

6. BPI Pressures:

- a. Write as two figures (prefix with zero if less than 10), eg 02, 10, 27, 50+.
- b. Speak as two figures, eg 02 as ZERO TWO, 10 as ONE ZERO, 27 as TWO SEVEN, or 50+ as FIVE ZERO PLUS.

7. Degrees of Bearing:

- a. Write as three figures (prefix with two zeros if the bearing is less than 10), eg 002; prefix with a single zero if the bearing is less than 100, eg 098. Write true north as 360.
- b. Speak as three separate figures, eg 002 as ZERO ZERO TWO, 098 as ZERO NINE EIGHT, 360 as THREE SIX ZERO.

8. Degrees of Elevation:

- a. Write as two figures (prefix with a zero if the elevation is less than 10). Write zero elevation as 00.
- b. Speak as two separate figures, eg 00 as ZERO ZERO, 04 as ZERO FOUR, 15 as ONE FIVE.

9. Degrees of Spot Size:

- a. Write as two figures (prefix with a zero if the spot size is less than 10, eg 08).
- b. Speak as two separate figures, eg 05 as ZERO FIVE, 10 as ONE ZERO, 12 as ONE TWO.

NOTE: The abbreviation kPa, the word "degrees" and the "degree" symbol ($^{\circ}$) are NOT to be used when writing or speaking BPI and GZI information.

RADIATION READINGS

10. Readings from zero to 9.9:

- a. Write as two figures, separated by a "x" for the decimal point, eg 0.1 as 0x1, 1.2 as 1x2, 5.0 as 5x0, 9.5 as 9x5.
- b. Speak as two figures separated by the word POINT etc, 0x1 as ZERO POINT ONE, 1x2 as ONE POINT TWO, 5x0 as FIVE POINT ZERO, 9x5 as NINE POINT FIVE.

11. Readings from 10 to 300:

- a. Write as three or four figures, exactly as seen on the FSM, eg 10x1, 153x5, 231x8.
- b. Speak as two or three separate figures, to the next highest whole number, eg 10x1 as ONE ONE, 153x5 as ONE FIVE FOUR, 231x8 as TWO THREE TWO.

12. Readings from 300 to 999:

- a. Write as three figures, eg 350, 508, 956.
- b. Speak as three separate figures, eg 350 as THREE FIVE ZERO, 508 as FIVE ZERO EIGHT, 956 as NINE FIVE SIX.

13. Readings from 1000 to 30000:

- a. Write as four or five figures, eg 1000, 2500, 30000.
- b. Speak as four or five separate figures, eg 1000 as ONE ZERO ZERO ZERO, 2500 as TWO FIVE ZERO ZERO, 30000 as THREE ZERO ZERO ZERO ZERO.

14. Readings in excess of 30000:

- a. Write as 30000+.
- b. Speak as THREE ZERO ZERO ZERO ZERO PLUS.

TIME

15. Times are to be quoted in local time by reference to the 24 hour clock:

a. Hours:

(1) Write as a whole number, eg 15; if less than ten, prefix with a zero, eg 08; if less than one, write as 00.

(2) Speak as a whole number, eg FIFTEEN; if less than ten, prefix with the word OH, eg OH EIGHT; if less than one, speak as OH OH.

b. Minutes:

(1) Write as a whole number, eg 23; if the minutes are less than ten, prefix with a zero, eg 05; if the time is on the hour, write the minutes as 00.

(2) Speak as a whole number, eg TWENTY THREE: if the minutes are less than ten, prefix with the word OH, eg OH FIVE; if the time is on the hour, use the word HUNDRED, eg OH FOUR HUNDRED.

c. Midnight:

(1) Write as 2400.

(2) Speak as TWENTY FOUR HUNDRED.

ANNEX A

EXAMPLES:

Time:	Write as:	Speak as:
Ten minutes after midnight	0010	OH OH TEN
1.17 am	0117	OH ONE SEVENTEEN
9 am	0900	OH NINE HUNDRED
3 pm	1500	FIFTEEN HUNDRED
9.42 pm	2142	TWENTY ONE FORTY TWO
11.02 pm	2302	TWENTY THREE OH TWO

POST NUMBERS

16. Each Post is identified by a two-figure operational number. These numbers are to be written and spoken as whole numbers, eg written as 15, spoken as FIFTEEN; written as 65, spoken as SIXTY FIVE etc.

17. When spoken as part of a reporting sequence or message between a Post and the Control, the number is to be followed by the word POST.