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Logistics Operations School
Marine Corps Combat Service Support Schools
Training Command
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MTMOC 2505

STUDENT HANDOUT
CONVOY COMMUNICATIONS

1. GENERAL INSTRUCTIONS

- a. Write or plan messages before transmitting.
- b. Listen before transmitting.
- c. Speak clearly and slowly.
- d. Keep all transmissions as brief as possible.

2. PHONETICS

- a. Phonetic alphabet.

A - ALFA	J - JULIETT	S - SIERRA
B - BRAVO	K - KILO	T - TANGO
C - CHARLIE	L - LIMA	U - UNIFORM
D - DELTA	M - MIKE	V - VICTOR
E - ECHO	N - NOVEMBER	W - WHISKEY
F - FOXTROT	O - OSCAR	X - XRAY
G - GOLF	P - PAPA	Y - YANKEE
H - HOTEL	Q - QUEBEC	Z - ZULU
I - INDIA	R - ROMEO	

- b. Phonetic pronunciation of numerals.

0 - ZERO	4 - FO-WER	7 - SEVEN
1 - WUN	5 - FIFE	8 - AIT
2 - TOO	6 - SIX	9 - NINER
3 - TREE		

c. Transmit numbers digit by digit, except in the case of even thousands.

EXAMPLE: 136 - WUN TREE SIX
500 - FIFE ZERO ZERO
16000 - WUN SIX THOUSAND

d. Difficult or unusual words may be spelled using the phonetic alphabet preceded by the proword "I SPELL". If pronounceable the word is pronounced before the proword "I SPELL" and immediately following the phonetic spelling of the word.

3. PROCEDURE

a. Station Identification. Stations are identified by tactical call signs obtained from unit CEOI.

EXAMPLE: MISTY BLUE 07, LUSTY COLOR 42

b. Time. The originator's time of any message is always transmitted digit by digit.

EXAMPLE: TIME 2300 spoken as TIME TOO TREE ZERO ZERO.

4. STANDARD RADIO TRANSMISSION FORMAT

CALL

MESSAGE (This proword indicates message requires recording.)

PRECEDENCE

TIME (Followed by Date-Time Group)

FROM (Followed by Call Sign)

TO (Followed by Call Sign of Addressee)

BREAK

TEXT (May consist of plain language, code or cipher groups)

BREAK

ENDING (Must include either one of two terminating
prowords: OVER or OUT, but never both in the same transmission)

EXAMPLE: RED DOG 2 -- THIS IS -- RED DOG 67 -- MESSAGE --
PRIORITY -- TIME 181345Z -- BREAK -- FIGURES 6 STINGERS NEEDED
AT MY LOCATION ASAP -- BREAK -- OVER.

5. PROWORDS Prowords are pronounceable words or phrases which have been assigned meanings for the purpose of expediting message handling on circuits where radio-telephone procedure is employed.

<u>PROWORD</u>	<u>MEANING</u>
ALL AFTER	The portion of the message to which I have reference is all that which follows
.	
ALL BEFORE	The portion of the message to which I have reference is all that which precedes
.	
AUTHENTICATE challenge	The station called is to reply to the which follows.
BREAK text	I hereby indicate the separation of the from other portions of the message.
CORRECT transmitted	You are correct, or what you have is correct.
CORRECTION transmission.	An error has been made in this

word Transmission will continue with the last
correctly transmitted.

transmission An error has been made in this
(or message indicated). The correct version is__.

DISREGARD THIS This transmission is in error. Disregard
it. TRANSMISSION -This proword shall not be used to cancel
any message

that has been completely transmitted and
FIGURES Numerals or numbers follow.

FLASH Precedence FLASH.

FROM The originator of this message is indicated
by the
address designation immediately following.

GROUPS This message contains the number of
groups indic:

I AUTHENTICATE The group that follows is the reply to
your challenge to authenticate.

IMMEDIATE Precedence IMMEDIATE.

I READ BACK The following is my response to your

I SAY AGAIN I am repeating transmission or portion

I SPELL I shall spell the next word phonetically.

MESSAGE A message which requires recording is
about to follow. Transmitted immediately after
the call.

OUT This is the end of my transmission to you
and no an:

OVER This is the end of my transmission to you
and a resj

PRIORITY Precedence PRIORITY.

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

ROGER I have received your last transmission
satisfactorily.

ROUTINE Precedence ROUTINE.

SAY AGAIN Repeat all of your last transmission.

SPEAK SLOWER Your transmission is at too fast a speed.
Reduce
speed of transmission.

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

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

TO The addressees immediately following are

UNKNOWN STATION The identity of the station with whom I
am attempting to establish communication is

WAIT I must pause for a few seconds.

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

WILCO I have received your signal, understand
it, and w:
prowords are n

WORD AFTER The word of the message to which I have
The word of the message to which I have

WORD BEFORE that which precedes _____.

ARM-AND-HAND SIGNALS FOR GROUND FORCES

1. GENERAL

Signals illustrated with a single arrowhead indicate that the signal is not continuously repeated; however, it may be repeated at intervals until acknowledged or the desired action is executed. Signals illustrated with double arrowheads are repeated continuously until acknowledged or the desired action is taken. Signals are illustrated as normally seen by the viewer. Some signals are illustrated in obliques, right angle, or overhead views for clarity.

2. SIGNALS TO CONTROL VEHICLE DRIVERS AND/OR CREWS

These are the arm-and-hand and light signals used to guide and direct vehicles. Flashlights are used at night to direct vehicles. Red filters should be used whenever possible in order to preserve the driver's night vision. Chemical lights can also be used and have less effect on the driver's night vision (Figures 1 through 22).

Extend the arm sideways,
slightly above the
horizontal; palm to the
front; wave the arm to and
from the head several times.

Figure 1. ATTENTION

Extend the arm toward the
person
being signaled; then raise
the arm
slightly above horizontal,
palm outward.

Figure 2. I AM READY, or READY TO MOVE, or ARE YOU
READY?

Two or three movements upward
with the open hand, palm
uppermost.

Figure 3. MOUNT

Raise both arms and cross
wrists above the head, palms
to the front.

Figure 4. DISREGARD PREVIOUS COMMAND, or AS YOU WERE.

Raise both arms sideward to the horizontal; bend both arms at the elbows and place both hands across the face, palms to the front.

Figure 5. I DO NOT UNDERSTAND.

DAY

Simulate cranking of engines by moving the arm, with the fist, in a circular motion at waist level.

NIGHT

Move a light to describe a horizontal figure 8 in a vertical plane in front of body.

Figure 6. START ENGINE, or PREPARE TO MOVE.

DAY

Raise the hand upward to the full extent of the arm, palm to the front. Hold that position until the signal is understood.

NIGHT

Move a light horizontally back and forth several times across the path of approaching traffic to stop vehicles. Use the same signal to stop engines.

Figure 7. HALT, or STOP.

VII-9

DAY

Raise the fist to shoulder level; thrust the fist upward to the full extent of the arm and back to shoulder level (rapidly) several times.

NIGHT

Move a light vertically several times in front of the body.

Figure 8. INCREASE SPEED.

VII-10

Face the direction of movement; hold the arm extended to the rear; swing the arm overhead and forward in the direction of movement (hold at the horizontal), palm down.

Figure 9. ADVANCE or MOVE OUT.

Extend the arms overhead, palms inward, then slowly lower to a horizontal position.

V-13

Figure 10. OPEN UP.

Extend both arms parallel to the ground, palms uppermost, then move the arms upward and inward toward the head.

Figure 11. CLOSE UP.

VII-11

DAY

Extend the arm horizontally to side, palm outward.

NIGHT

Rotate a light to describe a circle 12 to 18 inches in diameter in the direction of the turn.

Figure 12. RIGHT or LEFT TURN.

VII-12

DAY

Extend the arm horizontally sideward, palm to the front;

wave the arm slightly
downward several times,
keeping the arm straight. Do
not move arm above
horizontal.

NIGHT

Hold a light at shoulder
level; blink it several times
toward the vehicle.

Figure 13. SLOW DOWN.

Move the hands and forearms
backward and forward, palms
toward the chest.

Figure 14. MOVE FORWARD.

VII-13

DAY

Face the vehicle(s) being signaled, raise the hands to shoulder level, palms to the front. Move the hands forward and backward.

NIGHT

Hold a light at shoulder level; blink it several times toward vehicle(s).

Figure 15. MOVE IN REVERSE (for stationary vehicles)

Face the vehicle(s) being signaled, extend the forearms to the front, palms inward and separated (width of the shoulders). Bring the palms together as the vehicle(s) approaches. The vehicle(s) must stop when the palms come together.

Figure 16. CLOSE DISTANCE BETWEEN VEHICLES AND STOP.

VII-14

Extend the arm parallel to ground, hand open, and move the arm across the body, in a throat-cutting action.

Figure 17. STOP ENGINES.

Extend the arms, make two or three movements up and down, hands open toward the ground.

V-18

Figure 18. DISMOUNT.

Cross the wrists at the throat; point the index finger in direction of steer. Make a fist of the other hand.

Figure 19. NEUTRAL STEER (track vehicles).

VII-15

Clasp the hands together, palms facing, at chin level.

NOTE: Alternate signal to stop vehicles, see Figure 7.

V-19

Figure 20. STOP (alternate signal to stop track vehicle).

For BUTTON UP, place both hands, one on top of the other, palms down, on top of the helmet. The arms are back and in the same plane as the body. For UNBUTTON, give BUTTON UP signal, then separate the hands, moving them to each side in a slicing motion; repeat.

Figure 21. BUTTON UP or UNBUTTON.

VII-16

V-20

Hold the fist out with thumb up.

Figure 22. MESSAGE ACKNOWLEDGED.

3. SIGNALS FOR CREW-SERVED WEAPONS

Members of crew-served weapons must communicate. Often, this is in environments where visual signals are the best means of transmitting information (Figures 23 through 28).

Extend one arm in the direction of the gunner concerned. Move the hand vigorously in the direction of desired correction (elevate, depress, right, or left). Flex the arm at the wrist and extend one finger for each mm (or for each 100

meters of range) of desired correction. For machine guns, an extended finger indicates 1 mm for tripod guns and 1 meter for bipod guns.

Figure 23. TRAVERSE RIGHT (LEFT), or ELEVATE (DEPRESS).

VII-17

Raise the hand (on the side toward the new direction) and move it across the body to the opposite shoulder, palm to the front; then swing the arm in a horizontal arc, extending the arm and hand to point in the new direction. For slight changes in direction, move the hand from the final position to the desired direction of movement.

Figure 24. MOVE OVER, or SHIFT FIRE.

Drop the arm sharply from the vertical position (usually from the ARE YOU READY signal position, Figure 2) to the side. When a single weapon (of a group) is to be fired, point, with the arm extended, to that particular weapon, and then drop the arm sharply to the side. The signal is usually used as a fire command for indirect fire weapons.

Figure 25. FIRE.

VII-18

Extend the arm in front of the body, palm down, and move it through a wide horizontal arc several times. For machine guns, when giving the signal again, moving the arm faster means to change to the next higher rate of fire. To slow the rate of fire, move the arm slower. This signal

V-23

is used primarily for direct fire weapons.

Figure 26. COMMENCE FIRING.

Raise the hand in front of the forehead, palm to the front, and swing the hand and forearm up and down several times in front of the face.

Figure 27. CEASE FIRING.

Strike the fist of one hand several times in rapid succession against the palm of the other hand.

Figure 28. OUT OF ACTION.

VII-19

4. SIGNALS FOR COMBAT FORMATIONS AND BATTLE DRILLS

a. Signals, General (Figures 29 through 57).

(1) Leaders of dismounted units use arm-and-hand signals to control the movement of individuals, teams, and squads. These signals are used by infantry and also by combat support and combat service support elements organized for infantry missions (Figures 29 through 45).

(2) Leaders of mounted units use arm-and-hand signals to control individual vehicles and platoon movement. When distances between vehicles increase, flags (wrapped and tied) can be used as an extension of the arm to give the signals. From some vehicles (for example, Bradley, M2), the arm-and-hand signals will be distorted (Figures 46 through 50).

(3) Signals for drills are illustrated in Figures 51 through 57.

Extend either arm vertically overhead; wave the arm and hand to the front, left, right, and rear, with the palm toward the direction of each movement.

Figure 29. DISPERSE.

Raise the arm vertically overhead, palm to the front, and wave in large, horizontal circles.

NOTE: Signal is normally followed by the signaler pointing to the assembly or rally site.

Figure 30. ASSEMBLE or RALLY.

VII-20

Point toward person(s) or unit(s); beckon by holding the arm horizontally to the front, palm up, and motioning toward the body.

Figure 31. JOIN ME, FOLLOW ME, or COME FORWARD.

Simulate the movement of the right hand in removing the bayonet from the scabbard and fixing it on the rifle.

Figure 32. FIX BAYONETS.

Raise the fist to the shoulder; thrust the fist upward to the full extent of the arm and back to shoulder level; do this rapidly several times.

Figure 33. INCREASED SPEED, DOUBLE TIME, or RUSH.

VII-21

Extend the arm horizontally sideward, palm to the front, and wave the arm slightly downward several times, keeping the arm straight. Do not move the arm above the horizontal.

NOTE: This is the same signal as SLOW DOWN when directing vehicles (Figure 13). The difference in meaning must be understood from the context in which they are used.

Figure 34. QUICK TIME.

Hold the rifle in the ready position at shoulder level. Point the rifle in the direction of the enemy.

Figure 35. ENEMY IN SIGHT.

Extend the arm at a 45 degree angle from the side, above the horizontal, palm down, and then lower the arm to the side.

Figure 36. TAKE COVER.

VII-22

Extend the arms downward and to the sides at an angle of 45 degrees below the

horizontal, palms to the front.

Figure 37. WEDGE.

Raise the arms and extend them 45 degrees above the horizontal.

Figure 38. VEE.

Extend the arms parallel to the ground.

Figure 39. LINE.

VII-23

Raise one arm above the head
and rotate it in a small
circle.

Figure 40. COIL.

Extend the right arm and
raise it 45 degrees above the
shoulder. Extend the left
arm 45 degrees below the
horizontal and point toward
the ground.

Figure 41. ECHELON LEFT.

Extend the left arm and raise it 45 degrees above the shoulder. Extend the right arm 45 degrees below the horizontal and point toward the ground.

Figure 42. ECHELON RIGHT.

VII-24

Extend the arms so that the upper arms are parallel to the ground and the forearms are perpendicular. Raise the arms so they are fully extended above the head. Repeat.

Figure 43. STAGGERED COLUMN.

Raise and extend the arm overhead. Move it to the

V-31

right and left. Continue until the formation is executed.

Figure 44. COLUMN.

Extend the arms parallel to ground. Bend the arms until the forearms are perpendicular. Repeat.

Figure 45. HERRINGBONE.

b. Mechanized Movement Techniques. Signals for movement techniques are used by mechanized units to indicate which manner of traversing terrain will be used by a unit (Figures 46 through 50).

VII-25

Extend the arm overhead and swing it in a circle from the shoulder.

V-32

Figure 46. TRAVELING.

Extend both arms and raise them up and down.

Figure 47. TRAVELING OVERWATCH.

Extend one arm to a 45 degree angle. Bend the arm and tap the helmet. Repeat.

Figure 48. BOUNDING OVERWATCH. COVER MY MOVE.

Extend the arm to the left
and raise it up and down.

Figure 49. MOVE TO LEFT.

Extend the arm to the right
and raise it up and down.

Figure 50. MOVE TO RIGHT.

c. Drills. Drills are a rapid, reflexive response executed by a small unit. These signals are used to initiate drills (Figures 51 through 57).

Extend the left arm parallel
to the ground. Bend the arm

until the forearm is
perpendicular. Repeat.

Figure 51. CONTACT LEFT.

VII-27

Extend the right arm parallel
to the ground. Bend the arm
until the forearm is
perpendicular. Repeat.

Figure 52. CONTACT RIGHT.

Extend both arms parallel to
the ground. Raise the right
arm until it is overhead.
Repeat.

Figure 53. ACTION LEFT.

Extend both arms parallel to the ground. Raise the left arm until it is overhead. Repeat.

Figure 54. ACTION RIGHT.

VII-28

Raise the fist to shoulder level and thrust it several times in the desired direction of action.

Figure 55. ACTION FRONT (RIGHT,LEFT or REAR), FIGHT ON FOOT, or ASSAULT FIRE (DISMOUNTED TROOPS).

V-36

Bend the arms with forearms
at a 45 degree angle. The
forearms are crossed. Repeat.

Figure 56. AIR ATTACK.

Extend the arms and fists.
Bend the arms to the
shoulders. Repeat.

Figure 57. NUCLEAR, BIOLOGICAL, CHEMICAL ATTACK.

VII-29

5. PATROLLING ARM-AND-HAND SIGNALS

Patrolling is conducted by many type units. Infantry units patrol in order to conduct combat operations. Other units patrol for reconnaissance and security. Successful patrols require clearly understood communication signals among members of a patrol (Figures 58 through 63).

Point at the palm of one hand
with the index finger of the
other hand.

Figure 58. MAP CHECK.

Tap the heel of boot
repeatedly with an open hand.

Figure 59. PACE COUNT.

Raise the hand to the ear
with the thumb and little
finger extended.

Figure 60. RADIOTELEPHONE OPERATOR FORWARD.

VII-30

Tap the back of the helmet repeatedly with an open hand.

Figure 61. HEAD COUNT.

Draw the right hand, palm down, across the neck in a throat-cutting motion from left to right.

NOTE: This movement is the same as Figure 17, STOP ENGINES. The difference in meanings is understood from the context in which it is used.

Figure 62. DANGER AREA.

Raise the fist to head level.

Figure 63. FREEZE.

VII-31

6. SIGNAL TO CONTROL CONVOYS

a. Traffic Control. These signals are normally used by authorized officials (civilian and military police, and personnel at traffic control points) to direct traffic. At night, these signals are given with a flashlight or a lighted wand (Figures 64 through 68).

Stand facing traffic with the arms raised, palms open, in the same plane as the shoulders.

Figure 64. LEFT AND RIGHT TRAFFIC STOP.

Stand facing traffic with the arm raised, palm open.

Figure 65. FRONT TRAFFIC STOP.

Stand with the back to traffic, the arm raised, palm open. Rotate the upper body so the palm faces traffic.

Figure 66. REAR TRAFFIC STOP.

VII-32

Stand with the right side facing traffic, left arm extended, palm open. The right arm is parallel to the ground and bent with the palm at shoulder level.

Figure 67. TRAFFIC FROM RIGHT, GO.

Stand with the left side facing traffic, right arm extended, palm open. The left arm is parallel to the ground with the palm at shoulder level.

Figure 68. TRAFFIC FROM LEFT, GO.

b. Convoy Control. In addition to traffic control personnel, convoy commanders can use arm-and-hand signals to convey messages (Figures 69 through 72).

Extend the left arm horizontally to the side, palm to the front, then move the arm downward to an angle 45 degrees below horizontal. Repeat several times.

Figure 69. OPEN UP (EXTEND DISTANCE BETWEEN VEHICLES).

Extend the left arm sideward to the horizontal, palm up, and raise it to the vertical. Repeat several times.

Figure 70. CLOSE UP.

Extend the left arm horizontally to the side, palm to the front, and describe large circles to the front by rotating the arm clockwise from the elbow.

Figure 71. PASS AND KEEP GOING.

VII-34

Face
the unit being signaled and
raise the hand to shoulder
level in front of the body,
palm to the front; extend the
arm forward to its full
extent in a pushing motion,
keeping the palm to the
front.

NOTE: This is done when the
commander's vehicle has
halted.

Figure 72. MOVE IN REVERSE.

7. SIGNALS FOR RECOVERY OPERATIONS

Although recovery operations normally involve maintenance personnel who know the arm-and-hand signals required, all Marines should be familiar with some basic signals in order to assist in recovery (Figures 73 through 80).

Extend the arm to the side and bend it upward at the elbow. Extend the index finger from the fist, rotate the hand slowly.

Figure 73. RAISE THE HOIST WINCH CABLE.

VII-35

Hold the arm downward and out slightly from the side. Extend the index finger from the fist, rotate the hand slightly.

Figure 74. LOWER THE HOIST WINCH CABLE.

V-45

Extend the arm and fist
toward the operator, thumb
pointing up.

Figure 75. RAISE THE BOOM.

Extend the arm and fist,
thumb pointing down.

Figure 76. LOWER THE BOOM.

VII-36

Point at the operator with the index finger. Rotate the arm in a circular motion.

Figure 77. IN HAUL THE MAIN WINCH.

Bend the arm, bringing the hand in front of the chest. Move the hand down and away from the body at belt level, circling back to the chest. Repeat until the signal to stop.

Figure 78. PAY OUT THE MAIN WINCH.

VII-37

Point at the spade with the index finger of the left hand. While pointing with the left hand, extend the right arm and fist toward the operator, thumb pointing down.

Figure 79. LOWER THE SPADE.

Point at the spade with the index finger of the left hand. While pointing with the left hand, extend the right arm and fist toward the operator, thumb pointing up.

Figure 80. RAISE THE SPADE.

FLAG SIGNALS FOR ARMORED AND MECHANIZED UNITS

1. GENERAL

a. Flags are issued to armored and mechanized units for control purposes and as an alternate means of communication within these units. Each combat vehicle is equipped with a flag set consisting of one red, one yellow, and one green flag. Flag signals may be given by using a single flag, or a combination of two or three flags, according to a prearranged code. Flag signals, when understood, are repeated and executed at once (Figures 1 through 7).

VII-38

b. Flags are used to:

(1) Mark vehicle positions. For example, a quartering party member uses colored flags in an assembly area to mark positions.

(2) Identify disabled vehicles.

(3) Warn friendly elements of an advancing enemy. For example, an observation post uses a flag to signal a platoon to move to its fighting position.

(4) Control movement. Flags serve as an extension of arm-and-hand signals when distances between vehicles become too great.

c. When used alone, flag colors have the following meanings:

(1) Red - DANGER, or ENEMY IN SIGHT.

(2) Green - ALL CLEAR, READY, or UNDERSTOOD.

(3) Yellow - DISREGARD, or VEHICLE OUT OF ACTION.

d. During periods of limited visibility flashlights with colored filters or colored chemical lights may be substituted for flags.

Figure 1. Use of a Single Signal Flag.

Figure 2. MOUNT.

VII-39

Figure 3. DISMOUNT.

Figure 4. DISMOUNT AND ASSAULT.

Figure 5. ASSEMBLE or CLOSE.

VII-40

V-51

Figure 6. MOVE OUT.

Figure 7. NUCLEAR, BIOLOGICAL, CHEMICAL HAZARD
PRESENT.

2. FIRING RANGE FLAG SIGNALS

Signal flags are used on firing ranges for tanks or fighting vehicles to indicate the status of the range and the status of the individual vehicle. A red flag at the control point indicates that firing may be conducted, while a green flag indicates that it may not (Figure 8 through 12).

VII-41

Figure 8. ALL WEAPONS CLEAR (guns elevated).

Figure 9. CONDUCTING LIVE FIRE.

V-53

Figure 10. CONDUCTING PREPARE-TO-FIRE or NONFIRING
EXERCISES.
Ammunition is uploaded and the system is on safe.

Figure 11. MALFUNCTION-WEAPONS CLEAR.

Figure 12. MALFUNCTION-WEAPONS LOADED.