DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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1 October 1959

LETTER OF PROMULGATION

1. Change No. 1 to DNC 5(B), U.S. NAVAL COMMUNICATION INSTRUCTIONS is an unclassified, nonregistered publication issued by the Chief of Naval Operations for use within the U.S. Navy and U.S. Marine Corps.

2. Change No. 1 to DNC 5(B) is effective upon receipt. Insert new pages in numerical sequence and check the List of Effective Pages. Destroy all superseded pages of DNC 5(B) and the remaining pages of Change No. 1, including the Letter of Promulgation to Change No. 1, after all corrections and new pages have been inserted. Appropriate entry shall be made on the Record of Changes page that Change No. 1 has been entered.

3. Symbols have been used in this change to denote the following:

● means that the material is new.

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5. This publication may be carried in aircraft for use therein.

Frank Virden

FRANK VIRDEN
Rear Admiral, U.S. Navy
Director, Naval Communications

CHANGES AND INSTRUCTIONS

1. This change contains the following pages:

Letter of Promulgation . . . . Page 1 of 5

Changes and Instructions . . . Pages 2 of 5 through 5 of 5(Reverse Blank)

New and Reprint Pages:

V, VI
VII(Reverse Blank)
3-9(Reverse Blank)
4-9, 4-10
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10-1(Reverse Blank)
10-5 through 10-7(Reverse Blank)
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13-1 through 13-2a(Reverse Blank)
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13-21 through 13-24
13-31 through 13-66
A-1(Reverse Blank)
A-3 through A-11(Reverse Blank)
B-1(Reverse Blank)
B-3 through B-6
Index-1 through Index-18

2. Insert new pages and make pen and ink corrections in accordance with instructions:

a. Insert pages:

Page	
V, VI	Remove and replace with Change No. 1 pages.
VII(RB)	Remove and replace with Change No. 1 page.
3-9(RB)	Remove and replace with Change No. 1 page.
4-9, 4-10	Remove and replace with Change No. 1 pages.
6-27, 6-28	Remove and replace with Change No. 1 pages.
7-1 through 7-8	Remove and replace with Change No. 1 pages.
7-23 through 7-25(RB)	Remove and replace with Change No. 1 pages 7-23 through 7-28.
8-7, 8-8	Remove and replace with Change No. 1 pages.
8-13 through 8-16	Remove and replace with Change No. 1 pages 8-13 through 8-16a(Reverse Blank).
8-17, 8-18	Remove and replace with Change No. 1 pages.
9-7 through 9-10	Remove and replace with Change No. 1 pages.
9-35, 9-36	Remove and replace with Change No. 1 page.
9-51, 9-52	Remove and replace with Change No. 1 pages.
10-1(RB)	Remove and replace with Change No. 1 page.
10-5 through 10-7(RB)	Remove and replace with Change No. 1 pages.
12-19, 12-20	Remove and replace with Change No. 1 pages.
13-1, 13-2	Remove and replace with Change No. 1 pages 13-1 through 13-2a(Reverse Blank).
13-7, 13-8	Remove and replace with Change No. 1 pages.

CHANGES AND INSTRUCTIONS (Continued)

Page	
13-21 through 13-24	Remove and replace with Change No. 1 pages.
13-31 through 13-60	Remove and replace with Change No. 1 pages 13-31 through 13-66.
A-1(RB)	Remove and replace with Change No. 1 page.
A-3 through A-10	Remove and replace with Change No. 1 pages A-3 through A-11(Reverse Blank).
B-1(RB)	Remove and replace with Change No. 1 page.
B-3 through B-5(RB)	Remove and replace with Change No. 1 pages B-3 through B-6.
C-1(RB)	Remove without replacement. (This material now appears in new Annex B.)
C-3 through C-6	Remove without replacement. (This material now appears in new Annex B.)
D-1(RB)	Remove without replacement.
D-3 through D-5(RB)	Remove without replacement.
Index-1 through Index-18	Remove and replace with Change No. 1 pages.

b. Pen and ink changes:

III	Below para. 5, insert cut-out No. 1 on page 5 of 5.
3-7	Art. 3015.2, second line, after "day," change to read "using Greenwich Mean Time. (Indicate local zone description at the top of each page.)" Under Example change "R Time" to read "Time".
5-11	Art. 5113.6, lines 10 and 12, delete "(Op-28)".
5-12	Art. 5115.2, last line, delete "Article 314". Art. 5121.4, delete "Articles 227 and 317 through 320 of".
5-13	Art. 5124.1, delete "Article 227 of".
7-9	Opposite ALSTAOUT and JANAFPAC, in column 16, insert "X".
7-16	Art. 7053.4, change "(See Annex Charlie)" to read "(See Annex Bravo)".
7-22	Art. 7074.4, change "(See Annex Charlie)" to read "(See Annex Bravo)".
8-1	Table of Articles, opposite Art. 8052, change page number to read "8-16a".
9-26	Art. 9099.2(a), second line in example, after 171525Z add separative sign.
9-29	Art. 9105.3, first line in example, after PKWN add separative sign.
9-30	Art. 9107.1, first line, between "visual" and "procedures", insert "nondirectional"; second line, after "teletype" add comma and insert "visual directional".
9-32	Art. 9118.2(a), third line in example, after 311615Z add separative sign.
9-33	Upper right corner, insert "DNC 5(B)". Art. 9118.3(a), third line in example, after 161813Z add separative sign.
9-34	Art. 9122.1, first line in example under "In the address", after 121617Z add separative sign.
	Art. 9131.2(a), second line in example, after 161512Z, delete separative sign.

CHANGES AND INSTRUCTIONS (Continued)

Page 9-37 Art. 9134.1, second line in example, after 221421Z, delete separative sign.

Art. 9134.1(a), second line in example, after 221445Z, add separative sign.

Art. 9134.2(a), fourth line in example, after INFO NWFD, add separative sign.

9-38 Art. 9136.4, second line in example, after 231314Z, delete separative sign.

Art. 9136.4(a), third line in example, after 231314Z, delete separative sign.

Art. 9136.5, second line in example, after NUBJ NUYO, add separative sign.

9-39 Art. 9136.5(a), fifth line in example, after INFO NWFD, add separative sign.

9-45 Art. 9159.1(a), second line in example, after 281545Z, delete separative sign.

Art. 9159.1(b), second line in example under "Answer", after "BT" delete separative sign.

9-48 Art. 9173.4, below last sentence insert cut-out No. 2 on page 5 of 5.

9-50 Art. 9175.2(a), first line in example, after NTSY, add separative sign.

Art. 9175.2(a), first line in example under second "NOTE", add separative sign before "P" and after 1Ø2725Z

11-11 Delete Art. 11022.2.

12-14 Art. 12025.2, second line, delete "often".

CHECK THE LIST OF EFFECTIVE PAGES

3. Change No. 1 pages 1 of 5 through 4 of 5, and the following pages which have been removed incident to the entry of this change, shall be destroyed by burning. No report of destruction is required.

V,VI (Original)
VII(RB)(Original)
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6-27, 6-28(Original)
7-1 through 7-8(Original)
7-23 through 7-25(RB)(Original)
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8-13 through 8-18(Original)
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B-3 through B-5(RB)(Original)
C-1(RB)(Original)
C-3 through C-6(Original)
D-1(RB)(Original)
D-3 through D-5(RB)(Original)
Index-1 through Index-18(Original)

CHANGES AND INSTRUCTIONS (CONTINUED)

Cut-out No. 1 Page III

6. The following symbols have been used in this publication to denote textual information which has been added, deleted or changed:

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Cut-out Change No. 1 to DNC 5(B)

Cut-out No. 2 Page 9-48

For purposes of alphabetical order, the /(slant sign) and figures 1 through Ø will be considered the twenty-seventh through thirty-seventh letters of the alphabet. Care must be exercised to avoid separating groups of related call signs and/or conjunctive address groups which are interdependent.

Cut-out Change No. 1 to DNC 5(B)

LIST OF EFFECTIVE PAGES

Subject Matter	Page Numbers	Change in Effect
Title Page	I (Reverse Blank)	ORIGINAL
Letter of Promulgation dated 21 October 1958	III (Reverse Blank)	ORIGINAL
List of Effective Pages	V, VI	CHANGE NO. 1
Table of Contents	VII (Reverse Blank)	CHANGE NO. 1
Record of Corrections	IX, X	ORIGINAL
Chapter One	1-1 (Reverse Blank)	ORIGINAL
	1-3 through 1-6	ORIGINAL
Chapter Two	2-1 (Reverse Blank)	ORIGINAL
	2-3 through 2-21 (Reverse Blank)	ORIGINAL
Chapter Three	3-1 (Reverse Blank)	ORIGINAL
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Chapter Four	4-1 through 4-8	ORIGINAL
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Chapter Five	5-1 through 5-24	ORIGINAL
Chapter Six	6-1 through 6-3 (Reverse Blank)	ORIGINAL
	6-5 through 6-26	ORIGINAL
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Chapter Seven	7-1 through 7-8	CHANGE NO. 1
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Chapter Eight	8-1 through 8-6	ORIGINAL
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Chapter Nine	9-1 through 9-3 (Reverse Blank)	ORIGINAL
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Chapter Ten	10-1 (Reverse Blank)	CHANGE NO. 1
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	10-5 through 10-7 (Reverse Blank)	CHANGE NO. 1

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Chapter Thirteen	13-1 through 13-2a (Reverse Blank)	CHANGE NO. 1
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Annex Alfa	A-1 (Reverse Blank)	CHANGE NO. 1
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U.S. NAVAL COMMUNICATION INSTRUCTIONS

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KIND OF MATERIAL	DISPOSAL
10. Station files, including radiophoto and radio station and visual station files; circuit copy of each message received, addressed to, transmitted by, or relayed.	Destroy when six months old.
11. Broadcast files. Usually maintained on a monthly basis since serial numbers of broadcast messages start with NR 1 the first day of each month. If more than one broadcast schedule is guarded during the month, appropriate notation is made in the file showing the station from which each broadcast was received, and the inclusive serial numbers of messages from each station.	Ships over 1000 tons, destroy when two months old. Ships 1000 tons or under, destroy when one month old. (Ships and other commands being inactivated may destroy broadcast files and logs upon decommissioning or inactivation.)
12. Logs or record sheets or registers of incoming and outgoing messages. Includes radio circuit logs and signal logs.	
a. Radio circuit logs relating to distress or disaster.	Destroy when three years old.
b. Logs of historical or continuing interest.	Retain.
c. All other logs.	Destroy when six months old.
13. Facsimile files:	
a. Messages incident to distress or disaster.	Destroy when three years old.
★ b. Messages of continuing or historical interest.	Retain.
c. All other messages.	Destroy when one year old.
d. Meteorological maps and summaries.	Destroy when 48 hours old. (Naval weather stations receiving and filing meteorological maps and summaries comply the disposal instructions contained in OPNAV INSTRUCTIONS 3140.32 and 5212.7)
14. Radiophoto negatives.	Retain.
15. Tape relay station monitor tapes or page copies of outgoing messages and service desk rerun records (primary relay station log record of all messages).	Destroy when 60 days old.
16. Monitor tape or page copy of incoming messages (Relay Stations).	Destroy when 24 hours old.
17. Multiple log file: Relay station logs of incoming messages with multiple message addressees.	Destroy when six months old.

4013.2 (Continued)

(b) Determine military characteristics, adequacy, ownership, operation and usage of telephone and other landline systems. He shall approve minor changes or recommend major changes, as applicable, to telephone systems under his cognizance.

(c) Procure all leased and commercial facilities for activities which are not included under naval communications.

.3 As the district communication officer, he shall prorate the cost of landline services within the district among joint users.

.4 As the commanding officer, he shall exercise within his district those management and financial responsibilities directed by the Chief of Naval Operations (DNC).

4014. INSPECTIONS, ANALYSES AND STUDIES

★ .1 As the District Communication Officer, he shall conduct inspections at the times when continuing surveys are scheduled by the Commandant, and more frequently if circumstances dictate, of all district communication activities and make a report on the:

(a) Adequacy and effectiveness of personnel and material.

(b) Ability to meet operational requirements.

(c) Conformance with established standards of service.

.2 As the district communication officer, he shall make traffic studies and analyses in order to keep the Chief of Naval Operations and the commandant informed of the status and adequacy of communication personnel and equipment.

.3 As the district communication officer he shall make recommendations on requests for increases or decreases of personnel and material allowances from individual commands, insuring maximum utilization of personnel and facilities, as determined by operational needs.

4015. LIAISON

.1 As the district communication officer, he shall maintain liaison with Operating Forces' headquarters ashore within the district to ensure that adequate communication support is provided to fleet units and other elements of the Operating Forces. He shall effect coordination of communication requirements between fleet units and the Shore Establishment. He shall also maintain liaison with the Army, Air Force, Coast Guard, other Government departments and civilian organizations in the district in communication matters, including the preparation of joint plans.

4016. PUBLICATIONS AND SECURITY

.1 As the district communication officer, he shall coordinate:

(a) Activities of the Registered Publication System.

(b) Activities of the Naval Security Group.

.2 As the district communication officer, in accordance with current allowance lists and in coordination with the district director of training, he shall direct the issuance of RPS-distributed publications to Naval Reserve activities specifically authorized by the Commandant

4016.2 (Continued)

to hold publications.

4017. TRAINING

.1 As the district communication officer, he shall advise and assist the director of training in the communication training within the district.

.2 As the district communication officer, he shall exercise technical control of the Naval Reserve communication networks within the district.

.3 As the district communication officer, he shall advise the district officer for Naval Reserve Security Group activities as necessary in exercising the management and technical control of such components. He shall assist the director of training with the training of such components.

.4 As district communication officer, he shall process all requests for annual training duty from communication personnel of the Naval Reserve.

4018. FUNDS

.1 As commanding officer, he shall administer the funds allotted for communication facilities.

4020. STAFF COMMUNICATION OFFICERS

4021. DUTIES OF THE STAFF COMMUNICATION OFFICER

.1 The senior officer of the communication division is the staff communication officer or assistant chief of staff for communications, who is directly responsible to the chief of staff as described in The Navy Staff, NWP 12. His primary responsibility is the efficiency of naval communications within the command. To meet this responsibility, the staff communication officer has the following duties:

(a) Advise the commander and his staff on communication matters.

(b) Formulate communication plans and directives for the approval of the commander.

(c) Direct subordinate communication officers in communication matters.

(d) Establish and maintain efficient communications for the commander.

(e) Initiate training and operational methods designed to improve the efficiency of communications within the command.

(f) Enforce strict radio and visual communication discipline over the circuits within the command.

(g) Maintain a high state of communication readiness within the command, and ensure compliance with existing instructions and regulations.

(h) Appraise and maintain the state of communication security within the command and report the situation to the commander at frequent intervals.

6221.1 (Continued)

weather broadcast schedules are not specifically addressed (i.e. the broadcast station transmits to a general call - CQ) whereas MERCASTS and press schedules are specifically addressed (i.e. station transmits to a specific call sign - NUKO, NERK, ETC.).

6222. HYDROGRAPHIC INFORMATION

.1 Hydrographic information relating to Western Atlantic waters is broadcast in the HYDROLANT series, either numbered or unnumbered, according to general or local interests. A similar series, HYDROPAC, is issued for Pacific waters.

6223. MERCHANT SHIP BROADCASTS (MERCAST)

.1 The MERCAST schedules are used primarily for delivering messages to ships of the Military Sea Transportation Service while at sea; to merchant ships routed by the Naval Control of Shipping Organization, or when prior arrangements have been made.

.2 Unless otherwise directed, MERCAST schedules are not copied by:

(a) MSTS contract operated tankers, which shall be governed by the Tanker Operating Instructions (TANKOPINS). MSTS contract operated tankers follow commercial practices, hence their communications are governed generally by commercial procedures.

(b) Alien manned MSTS ships. Detailed instructions shall be issued by the appropriate MSTS authority.

.3 Due to the operating requirements peculiar to the several categories of ships copying MERCAST schedule, the method of conducting these broadcasts differs from that followed by specifically addressed broadcasts in the following:

(a) Use of a traffic list. The traffic list is normally the first item to be transmitted, and consists of the call sign and date time group (transmitted twice) of each message awaiting transmission, listed in order of precedence. Ships directed to copy MERCAST will copy the traffic list of all appropriate schedules. When all messages addressed to the ship, as indicated by the traffic list, have been copied or if no messages addressed to the ship are included in the traffic list, the ship may cease copying this schedule.

(b) Use of different message forms. MSTS ships-in-commission (USS) and MSTS ships-in-service (USNS) (Civil Service Manned) (CS) use both the naval and international commercial form. MSTS ships-in-service (USNS) (Contract operated tankers, Alien manned ships), and merchant ships sailing under NCSORG control or other arrangements use the international commercial form only.

★ (c) Messages normally will be transmitted at a speed between 17 and 29 words per minute.

(d) Restriction of the use of operating signals. Operating signals taken from the military portion of ACP 131 ("Z" signals), as well as international "Q" signals, may be used for traffic addressed only to MSTS ships in commission (USS). International "Q" signals will be employed for traffic addressed to all other categories of MSTS ships and merchant ships. The following table will serve as a guide in transmitting messages on MERCAST to the several categories of MSTS ships:

6223. (Continued)

	AUTHENTICATION	ADDRESS GROUPS	PLAIN LANGUAGE	Z SIGNALS	JANAP 195
MSTS SHIPS:					
Commissioned (USS)	YES	YES	YES	YES	YES
	Copy MERCAST at sea. Make guardship or other arrangements while in port.				
Non-commissioned					
Civilian-manned (USNS) (CS)	NO	YES	YES	NO	NO
	Copy MERCAST at sea. Permitted to secure in port if suitable arrangements for delivery of traffic are made locally.				
Contract-operated Tankers (USNS)	NO	NO	YES	NO	NO
	Copy MERCAST only when routed by NCSORG or when operating under other special conditions. All other times guard commercial facilities. The extent of MERCAST coverage is contained in the movement report.				
Alien-manned (USNS)	NO	NO	YES	NO	NO
	Copy MERCAST only when directed by cognizant area commander. Detailed instructions will be promulgated.				
MERCHANT SHIPS (SS):					
Time chartered or Voyage chartered	NO	NO	YES	NO	NO
	Normally copies established commercial facilities. When special operations require it, arrangements will be made to augment or replace the commercial facilities by providing for the use of Navy facilities, in which case all activities concerned will be informed.				
Space chartered	NO	NO	YES	NO	NO
	Copy MERCAST only in emergencies as listed in HO 205, Appendix A, Sections 1 and 2.				

.4 MSTS commissioned ships (USS), in addition to copying MERCAST, also copy the general message schedules of the fleet broadcast appropriate to the area.

6224. PRESS

.1 Press is transmitted on General Broadcasts at scheduled times. This material is purchased by the Navy from the press associations with the general provision that it will not be placed into competition with the normal press association outlets and commercial subscribers of the associations. The press may be copied by any U.S. Naval ship, including USNS MSTS ships for consumption by members of the Armed Forces, their dependents, other passengers sponsored by the Department of Defense who are being transported in ships of the Military Sea Transportation Service, and Civil Service crewmen of USNS ships. It may also be used by naval personnel at remote shore activities outside the Continental U.S., provided no source of commercial press is available.

CHAPTER SEVEN

PREPARATION OF MESSAGES

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CHAPTER SEVEN

PREPARATION OF MESSAGES

7000. NAVAL MESSAGES

7001. DEFINITION

.1 A message is any thought or idea expressed briefly in plain or cryptic language, prepared in a form suitable for transmission by any means of communication.

.2 Communications requiring expeditious delivery normally are prepared for transmission as brief and concise messages. They contain three principal parts; heading, text and ending.

7002. SPURIOUS MESSAGES

.1 No person shall knowingly or willfully originate, accept for transmission or transmit a spurious message, or deliver or cause to be delivered to any person or persons a message falsely purporting to have been received by naval communications.

7003. ACCEPTANCE OF MESSAGES

.1 Certain parts of a message are fixed by the originator and may not be changed by any other person, except when the authority of censorship is exercised by command. They are:

(a) Preamble.
(b) Address.
(c) Prefix (Additional accounting symbols may be added).
(d) Text.
(e) Time-group in the message ending.

.2 Any message requiring alteration before transmission shall be referred back to the originator. However, the originator may authorize communication personnel to perform normal communication processing functions which do not change the sense of the message, such as converting numeral figures to words.

.3 The station accepting a message for transmission is responsible for the message until it has been relayed onward, or it is delivered to the addressee. When a station is unable to deliver a message accepted for retransmission, the originating station or station from which the message was received should be notified by service message or appropriate operating signal. Messages forwarded by broadcast method are considered received when transmitted. Instructions to take no further action in regards to a message relieve the accepting station of any further forwarding responsibility.

.4 A station identified in the routing call line of a message is responsible for preparing a page copy for local delivery and/or refile. Any indicated corrections shall be made prior to delivery unless the time element is such that immediate delivery is warranted. In such instances, the addressee should be advised of any discrepancy.

7004. MINIMIZE

.1 In an emergency situation, the Chief of Naval Operations or Commanders-in-Chief may order MINIMIZE in accordance with ACP 121.

.2 The word MINIMIZE has the following signification: "It is now vital that normal message and telephone traffic be drastically reduced in order that messages connected with the present emergency shall not be delayed."

.3 The Chief of Naval Operations will be informed when MINIMIZE is imposed by a Commander-in-Chief. The Chief of Naval Operations will disseminate the MINIMIZE information, as necessary, by appropriate general message.

7010. CLASSES OF MESSAGES

7011. ADMINISTRATIVE CLASSES

.1 For administrative purposes, particularly accounting, messages handled by naval communications are divided into classes as follows:

★ (a) Government messages:

Class A. Messages and replies thereto, originated by the Department of Defense entering naval communications. Class A traffic will be handled by naval communications in accordance with the PRINCIPLES FOR JOINT COMMUNICATIONS set forth in Annex Bravo.

Class B. Messages of the U.S. Government's departments and agencies other than the Department of Defense (Coast Guard is included under Class B except when operating as a part of the Navy). Class B traffic may be handled by naval communications to the extent that it will not cause any need for increase in facilities above military requirements. Such traffic will take precedence with, but after, Class A traffic. It will be carried free of charge over naval nets and circuits.

Class C. Broadcast messages in special arbitrary forms available to ships of all nationalities and data consisting of special services, such as hydrographic notices, weather forecasts and time signals. Class C traffic will be handled free of charge by naval communications.

★ (b) Non-Government messages:

Class D. Commercial messages involving tolls, including press and radio photo. All Class D messages are private (unofficial) messages on which all charges are collected from the sender, including:

(1) Ship transmission charge.

(2) Shore station receiving charge.

(3) Tolls involved in the landline or cable transmission to effect final delivery.

Class E. Acceptable personal messages to or from naval personnel and specifically authorized civilian personnel stationed on naval vessels or overseas naval stations to or from addressees in the continental U.S. Class E messages are handled over Navy circuits without charge but originators in the continental U.S. should forward such messages by commercial facilities or mail to the only authorized points of acceptance, as follows:

Pacific, Alaska, and Far East Areas--NAVCOMMSTA, San Francisco.

Atlantic (less Newport and Norfolk Broadcast Areas), Mediterranean, and Caribbean Areas--NAVCOMMSTA, Washington.

Newport Broadcast Area--NAVCOMMSTA, Newport.

Norfolk Broadcast Area--NAVCOMMSTA, Norfolk.

7011.1(b) (Continued)

Relay of Class E messages between Navy coastal radio stations on the same coast is authorized when a Naval ship travels from one broadcast area into another. Relay of Class E messages between Atlantic and Pacific coastal radio stations by Naval communications is prohibited.

A modified version of the Class E message privilege is provided to addressees outside the continental U.S. Such messages are designated as Class D. They are handled over Navy circuits without charge.

7012. NAVAL STATIONS OPEN TO COMMERCIAL MESSAGES

.1 The following naval shore radio stations are open to commercial messages (Class D) between ship and shore:

★ (a) Kodiak (NHB).

(b) Balboa (NBA).

(c) Guam (NPM).

7013. RED CROSS MESSAGES

.1 The American Red Cross is entitled to use, without charge, the facilities of naval communications for sending and receiving messages regarding Red Cross administration and emergency welfare in connection with Red Cross activities, functions, and duties as prescribed in Article 0738 of U.S. NAVY REGULATIONS.

.2 In each specific case this privilege is subject to the approval of the commanding officer having cognizance of the communication office to which a message is presented for transmission. He shall refuse to accept such messages for transmission or relay when, in his opinion, the handling of such messages would be detrimental to naval administration or operations.

.3 Red Cross messages normally are handled as Class B messages--plain text, DEFERRED precedence. However, Red Cross messages handled by naval communications during a civilian disaster where the Navy is assisting, may be given equal precedence with military traffic at the discretion of the senior officer present at the scene of disaster.

★ .4 Red Cross messages shall not be accepted for transmission unless delivery can be effected entirely by naval communications, except as provided below.

.5 When emergencies or disasters occur involving relief work by the Red Cross, the district commandant or senior officer in the area affected may forward Red Cross messages over naval circuits whether in the interest of armed forces personnel or not, provided such messages will not involve other line charges and are handled as directed. If other line charges are involved, commanders should take such action as deemed appropriate and necessary to ensure delivery, advising the Chief of Naval Operations of the pertinent details of his action.

7020. GENERAL MESSAGES

7021. DEFINITION

.1 A general message is one which has a wide standard distribution. It is assigned an identifying title. Each message of a given title carries a serial number in a sequence which covers a calendar year.

.2 While the commands directly concerned receive general messages as action addressees, it is their responsibility to determine what action, if any, need be taken.

.3 Addressees not under the jurisdiction of the originator, or in an area outside the one covered by a general message, receive copies purely for information.

.4 A copy of each general message appropriate to the command is placed in the general message file, segregated by types and file according to serial numbers.

.5 General messages shall be retained until canceled or superseded. It is the responsibility of the originating office to cancel each general message it has initiated as soon as it is practicable.

.6 Except for general message series incorporated into the Navy Directive System and those incorporated into RPM or CSPM, originators of each series of general messages shall promulgate, as the first message of that series for the calendar year, a list of the previously issued messages of that series which remain effective. This message shall be unclassified even if some of the messages listed are category B, unless classification is necessary because of other information in the message.

★ (a) General messages incorporated into the Navy Directive System in accordance with SECNAVINST 5215.1, i.e. ALNAV, ALNAVSTA, ALSTACON, ALSTAOUT, NAVACT, NAVOP and such others as may be prescribed by issuing authorities are canceled as follows:

(1) By a superseding message or directive.

(2) By cancellation date indicated in the text of the message.

(3) At the expiration of 90 days from the release date if neither (1) nor (2), above, has occurred.

(b) Those general messages whose contents have been incorporated into RPM or CSPM shall be considered canceled.

.7 Distribution of general messages shall be in accordance with the charts on pages 7-8 and 7-9. The Chief of Naval Operations will be accorded automatic distribution on all general messages contained in the charts mentioned above. The Chief of Naval Operations may be accorded distribution of those general messages authorized by Article 7023 at the discretion of the originating authority.

7022. TYPES OF GENERAL MESSAGES

.1 Types of general messages are as follows:

(a) ALCOAST. Originated by the Commandant, Coast Guard. ALCOAST is the Coast Guard equivalent to ALNAV. The Navy is responsible for delivery to Coast Guard units operating directly with the Navy.

(b) ALCOM. (To all commands) Originated by the Chief of Naval Operations (usually DNC). ALCOM designates those general messages which were designed for, but not restricted to, the promulgation

7022.1(b) (Continued)

of communication information. ALCOMs will not be sent by rapid means to naval missions, advisory groups, aid groups, attaches or liaison officers unless specifically requested by the drafter or releasing officer. When distribution of a classified ALCOM to any of the above activities is considered unnecessary or undesirable, the drafter or releasing officer will specifically indicate this fact and an unclassified filler sheet rather than the ALCOM will be mailed to the nonreceiving activity.

(c) ALCOMLANT. Originated by the Chief of Naval Operations (usually DNC). ALCOMLANT is a subdivision of the ALCOM series for the Atlantic-Mediterranean areas.

(d) ALCOMPAC. Originated by the Chief of Naval Operations (usually DNC). ALCOMPAC is a subdivision of the ALCOM series for the Pacific area.

(e) ALDIST. Originated by the Commandant, Coast Guard, to provide instructions including those of policy level, or information of limited applicability, primarily to Coast Guard district commanders.

(f) ALJAP. Originated by Communications Electronics Directorate/Joint Staff. ALJAP designates those general messages which promulgate information pertaining to CED/JS-adopted publications when rapid dissemination to all branches of the armed forces is required. (Ordinarily, when information from the CED/JS is peculiar to a single service, such information is promulgated by the service concerned).

(g) ALLANTFLT. Originated by CINCLANTFLT. ALLANTFLT is the equivalent of the ALNAV or NAVOP within the commands under CINCLANTFLT.

(h) ALMAR. Originated by the Commandant of the Marine Corps to all Marine Corps activities.

(i) ALMARCON. Originated by the Commandant of the Marine Corps to Marine Corps activities within the continental United States.

(j) ALNAV. Originated by the Secretary of the Navy (SECNAV). ALNAV designates those general messages which normally concern the functions of the Naval Establishment, including the Marine Corps. ALNAVs are unclassified.

(k) ALNAVSTA. Originated by the Secretary of the Navy. ALNAVSTA designates those general messages, similar to ALNAV in content, which require wide dissemination to the shore establishment of the Navy and Marine Corps, including the shore-based elements of the operating forces. ALNAVSTAs are unclassified.

(l) ALPACFLT. Originated by CINCPACFLT. ALPACFLT is the equivalent of the ALNAV or NAVOP within the commands under CINCPACFLT.

(m) ALSTACON. Originated by the Secretary of the Navy. ALSTACON designates those general messages which contain administrative information requiring wide dissemination to all stations within the continental U.S. ALSTACONs normally are unclassified.

(n) ALSTAOUT. Originated by the Secretary of the Navy. ALSTAOUT designates those general messages which contain administrative information requiring wide dissemination to all stations outside the continental U.S. ALSTAOUTs are unclassified.

(o) JANAFPAC. Originated by CINCPAC. Addressed to U.S. commanders within the Pacific Command on matters of joint interest. Redistribution is accomplished at the discretion of the receiving U.S. Major Commands.

(Article 7022 continued on Page 7-10)

LINE	COMMAND OR ACTIVITY
1.	OPERATING FORCES UNDER OPERATIONAL AND/OR ADMINISTRATIVE CONTROL OF CINCLANTFLT/CINCPACFLT. COMMANDERS OF ALL: FLEETS, FORCES AND TYPES; TASK, FORCES, GROUPS, UNITS AND ELEMENTS: SPECIAL COMMANDS, GROUPS, UNITS AND DETACHMENTS; ADMINISTRATIVE COMMANDS AND UNITS, FLOTILLAS, GROUPS, SQUADRONS AND DIVISIONS: FLEET AIR COMMANDS, WINGS, TASK GROUPS, GROUPS, SQUADRONS, UNITS AND DETACHMENTS; COMMISSIONED VESSELS; COMDT MARINE CORPS, COMDT COAST GUARD.
2.	FLEET MARINE FORCE UNITS (AIR/GROUND).
3.	PROSPECTIVE COMMANDING OFFICERS OF VESSELS FITTING OUT.
4.	BASEGRAM DELIVERY AUTHORITIES.
5.	NAVAL MISSIONS, ADVISORY GROUPS, AID GROUPS, ATTACHES AND LIAISON OFFICERS.
6.	NAVAL BASES, OPERATING BASES, STATIONS AND FLEET ACTIVITIES.
7.	BUREAUS AND OFFICES OF THE NAVY DEPARTMENT.
8.	NAVAL COMMUNICATION CENTERS, STATIONS, FACILITIES, UNITS; RADIO STATIONS AND FACILITIES; SECURITY STATIONS.
9.	MARINE CORPS ACTIVITIES.
10.	NAVAL AIR BASES AND STATIONS.
11.	NCSO's
12.	COMSTS.
13.	MSTS COMMANDS AND OFFICES.
14.	ALL MSTS SHIPS; ALL COs MILITARY DEPARTMENTS (SEE ARTICLE 1.9 COMSTS INSTRUCTION 2110.2).
15.	COMEASTSEAFRON AND SECTORS.
16.	COMWESTSEAFRON.
17.	COMCARIBSEAFRON AND SECTORS.
18.	COMALSEAFRON, COMHAWSEAFRON.
19.	COMs 1, 3, 4, 5, 6, 8, PRNC, SRNC.
20.	COM 9.
21.	COM 10.
22.	COMs 11, 12, 13.
23.	COMs 14, 17.
24.	COM 15.
25.	CINCLANFLT.
26.	CINCPACFLT.
27.	CINCARIB (SEE ALSO LINE 29), CINCAL.
28.	CINCNELM.
29.	CINCLANT, CINCARIB (SEE ALSO LINE 27), CINCNE.
30.	CINCPAC.
31.	COMEASTAREACOGARD.
32.	COMWESTAREACOGARD.
33.	COGARDISTCOMs 1, 2, 3, 5, 7, 8, 9.
34.	COGARDISTCOMs 11, 12, 13, 17.
35.	COGARDISTCOM 14.
★ 36.	SPECIAL ADDITIONAL DISTRIBUTION FOR JANAFPAC ONLY: CINCUSARPAC, CINCPACAF, COMUSKOREA, COMUSJAPAN, COMTAIWANDEFCOM(US), CINCPACREP RYUKYUS, CINCPACREP MARBO, CINCPACREP PHILIPPINES, CHMAAG JAPAN, CHMAAG TAIWAN, CHJUSMAGPHIL, CHMAAG VIETNAM, CHMAAG CAMBODIA, CHJUSMAG THAILAND. INFO: CNO, DEPTAR, DEPTAF, JCS.

★ (b) When reference is made to the date-time group of other than the current calendar month or year, the month and year (if non-current) shall be added. When reference is made to the originator's reference number of other than the current calendar month or year, the day, month and year (if non-current) shall be added. The month will be abbreviated by use of the first three letters and the year by the last two digits.

EXAMPLE: MY/141512Z JUN 51

(c) When referring to a message which has been readdressed, only the original date-time group will be used for reference purposes.

(d) When references are placed in a message destined for several addressees, care must be taken that such references are available to all addressees. In cases where a reference is not held by all and the originator determines that those addressees do not need it, the abbreviation NOTAL, meaning "not to, nor needed by, all addressees" shall follow the reference. When the referenced message has been transmitted by rapid means to some adees and mailed to others the abbreviation SOMAIL, meaning "Some addressees By Mail" shall be used following the date-time group of the referenced message.

★ (e) When referring to messages originated by or sent to other services, nations or Allied commands, and the referenced message has an originator's reference number, the date-time group and the originator's reference number followed by the day, month and year (if non-current) will both be listed as elements of reference.

★ .3 A message is classified according to its own content, and therefore may be given a lower classification than the message to which it refers. Unclassified replies to classified messages are discussed in Article 437.b.3, NWIP 16-1. Originator's reference numbers, commonly called "Cite numbers", are not authorized for intra-Navy use.

7078. DATE AND TIME IN TEXT

.1 When it is necessary to indicate a date alone in a message, it will be expressed by one or two figures indicating the day of the month followed by the first three letters of the name of the month and the last two figures of the year, when necessary.

EXAMPLE: 9 OCT or 9 OCT 50

.2 A night will be described by the two dates over which it extends.

EXAMPLES: NIGHT 29/30 SEP 50; NIGHT 30 SEP/1 OCT 50

.3 Times included in the text of a message will be supplemented by the designation letter for the time zone used.

.4 When several times of the same zone are used in a message, a covering phrase may be used in lieu of individual zone designators when no confusion will result.

EXAMPLE: ALL TIMES DELTA

7080. INTERNAL ROUTING OF MESSAGES

7081. INVIOLABILITY OF MESSAGES

.1 Internal routing of messages and the location of message files must be such as to prevent the contents of any message from being divulged to any persons other than those who need to know.

.2 Messages, both for delivery and for filing, should be placed on covered boards.

7081. (Continued)

.3 Messengers shall be instructed not to allow under any circumstances the contents of messages which they are distributing to be seen by persons other than those authorized.

.4 Unclassified messages are considered official Navy business and as such all copies except those required for files shall be destroyed when no longer required by those to whom delivered. Classified messages shall be accounted for and destroyed in a manner commensurate with the classification, content or special marking, as applicable.

7082. DESIGNATION OF ACTION AND INFORMATION OFFICERS

.1 A list of cognizant officers should be prepared and made available to the communication watch officer to enable him to select the appropriate action officer for internal routing purposes.

.2 Some message centers, particularly those at large shore stations, maintain a file of routing cards arranged according to subject matter to facilitate accurate internal routing. Each card shows which activities are interested primarily in that subject. Also each card indicates those activities which need such messages for information.

.3 If a mistake has been made in selecting the action officer, the officer first so designated should indicate immediately the correct action officer so that the message may be delivered for action without further delay. In many commands the original action officer is further responsible for obtaining the concurrence of the one he considers to be the correct action officer.

.4 The action officer should inform the CWO if any officers not designated in the routing require the knowledge of the message.

.5 If action is required by more than one officer, the one with paramount interest should be designated as action officer. This officer is then responsible for the cooperation of all concerned in the prompt preparation of the reply or execution of the necessary action.

7083. COPIES OF MESSAGES

.1 The organization should provide for copies of messages in sufficient number to ensure that the information is disseminated to all officers who need to know. In large ships or stations, it generally is considered sufficient if one copy is made for the head of a department or office. If additional copies of category A messages, classified no higher than CONFIDENTIAL are desired, they should be prepared within the department or office itself. Additional copies of category B messages of any classification shall be made only by the cryptocenter and shall be serially numbered, receipted for, and subject to instructions prescribed for their accountability.

7084. TICKLER SYSTEM

.1 While the action officer is responsible for taking all action which a message may require, the communication center should maintain a tickler system on messages requiring acknowledgment or reply. After a reasonable time, if the action has not been taken, the action officer should be notified.

7084. (Continued)

.2 Incoming Messages Requiring Reply. The file copy should be stamped or marked ACTION REQUIRED and routed to the action officer for initialing. A flimsy should be inserted in the tickler file. When action is completed, the date-time group or serial number of the reply should be noted on the file copy of the incoming message.

.3 Outgoing Messages Requiring Reply. The original copy should be stamped or marked ACTION REQUIRED. A flimsy should be inserted in the tickler file. When action is completed, the reference number of the reply should be noted on the original copy of the outgoing message.

.4 Flimsy copies of messages are retained in the tickler file until appropriate action has been taken.

7085. EMERGENCY OR FLASH MESSAGES

.1 Emergency or flash messages must be delivered with maximum speed to the action officer or the sending operator, as appropriate. The communication organization must be such as to provide the by-passing of usual channels of internal routing and routine recording of such messages. In such cases, the necessary recording, filing and any additional internal routing to information officers should be accomplished later.

.2 Delivery by telephone to the officer who must take action often is the most rapid means of delivery of emergency messages. In this regard, communication personnel must be indoctrinated to recognize the fact that incoming messages sometimes must be accorded more rapid internal handling than would be necessitated by their indicated precedence.

NOTE: On shore stations the telephone used for this purpose must be approved for the highest classification of messages so transmitted.

7090. OPERATOR ENDORSEMENTS

7091. MESSAGE ENDORSEMENTS

.1 Message endorsements are required in order that responsibility in the handling of messages may be established. Circumstances may arise which require explanation regarding delays resulting from traffic mishandling. In such cases, message endorsements afford a means for operating personnel to review the circumstances which existed at the time and supply appropriate explanations. Any unusual circumstances which arise in the handling of messages should be recorded in logs and, in certain instances, on the face of the message or reverse side thereof.

.2 The endorsement should be neat and legible and placed in such a position so as not to obliterate or mutilate any portion of the message.

7092. PERSONAL SIGNS

.1 Personal signs usually are assigned to all operating and supervisory personnel. They are used when endorsing station records and messages to indicate individual responsibility.

.2 Personal signs are composed of two letters, frequently initials. No two signs should be alike within a station. Personal signs must not conflict with channel designations or prosigns.

.3 Personal signs shall not be transmitted.

7093. TRANSMISSION ENDORSEMENTS

.1 The time of transmission and personal sign should be endorsed on the transmission page copy by the transmitting operator. When it becomes necessary to transmit a correction, rerun or repunch, the time of retransmission and the reason should be endorsed or included with the original message, page copy or appropriate log.

EXAMPLES:

(a) Radio. The supervisor in radio central will cross the outgoing message blank and enter the ship or station to be called, and the frequency in kilocycles or megacycles. After transmission the operator will enter his personal sign and the TOD as follows:

HEADING

TEXT

Station Called	Frequency
NAH	2844
Personal Sign	**TOD (GMT)**
XW	1314/15

(b) Visual. The signal supervisor will cross the outgoing message blank and enter the exchange of calls and routing. The operator enters the method, time of delivery (TOD), his sign and the date. The supervisor's initial and date is entered in the lower right corner of the space for the text as follows:

Calls and Routing	Method of Delivery
(R32 DE R47) - T -	FL
	DJH 12 Jan
Personal Sign	**TOD (GMT)**
WHC	1256/12

(1) Abbreviations used to denote methods of visual transmission:

FL - Small signal searchlight	SEM - Semaphore
SL - Large signal searchlight	FH - Flaghoist
BK - Yardarm blinker	BKG - Blinker gun
NAN- Nancy (To be used to supplement the actual visual tool employed)	

.2 In tape relay operation, the time of transmission and personal sign may appear on the number sheets.

7094. RECEIVING ENDORSEMENTS

.1 Received messages always shall show the date and time of receipt, and such other data as may be prescribed.

EXAMPLES:

(a) Radio. On incoming radio messages the operator will enter below the completed text the date, the TOR (GMT), his sign, and the frequency in kilocycles or megacycles, as follows:

7094.1(a) (Continued)

Time (GMT)	Personal Sign	Frequency
1402	XW	847Ø

(b) Visual. The procedure is the same as for outgoing messages except the TOR is used instead of the TOD.

.2 In tape relay operation, the TOR and personal sign may appear on the number sheets.

7100. TRACER PROCEDURE

7101. TRACER MESSAGES

.1 Within the Navy tracer proceedings normally will be handled by speedletter.

.2 Tracer action is initiated by the originator of a message on which non-delivery or inordinate delay is claimed either on his own initiative or upon request of the addressee. Tracing a message entails considerable work and time. Every effort should be made to determine that non-delivery or delay has occurred before tracer proceedings are initiated.

.3 Depending upon the urgency and/or importance of the message being traced, it is often advisable to retransmit the message as a SUSPECTED DUPLICATE before the tracer action is initiated. Only when the circumstances require rapid determination of the message handling will the tracer action be conducted by electrical facilities. When tracer action is handled by the Communication Center, the following procedure will be used:

(a) The text of tracer messages shall contain the following:

(1) The station reporting non-delivery and/or delay and all the addressees involved.

(2) Complete Format Lines Two and Three of the message being traced.

(3) Channel number, date and time message transmitted along the line of relay.

(4) Date-time group of the message being traced.

(5) Additional matter pertinent to the tracer action.

EXAMPLE:

```
MM RBWPC
DE RBWPGG76B
MM 191919Z
FM COMWESTSEAFRON
TO NAVCOMMSTA SFRAN
BT
RBWPGG CLAIMS NON DLY TO RUEPC MSG MM RBATC RBEKC RBWKC RJHPB
RBHPE RUEPC FM RBWPGG 28B/COMWESTSEAFRON 052150Z SENT TO
RBWP AT 052215Z TRACE TO DESTINATION AND ADVISE
BT
19/1921Z
```

7101. (Continued)

.4 If the primary relay station (RBWP) has properly relayed the message, the continuing tracer action would be as follows:

```
MM RUWPCS RBWPGG
DE RBWPC 46A
M 192119Z
FM NAVCOMMSTA SFRAN
TO RUWPCS/SVC SEC SIXTH ARMY COMMCEN
INFO RBWPGG/COMWESTSEAFRON
BT
RBWPGG CLAIMS NON DLY TO RUEPC MSG MM RBATC RBEKC RBWKC RJHPB RBHPE
RUEPC FM RBWPGG 28B/COMWESTSEAFRON 052150Z SENT RUWP AS WBA079 052315Z
TRACE TO DESTINATION AND ADVISE
19/2120Z
```

.5 Successive relay stations will continue this process until destination is reached or station mishandling is determined.

.6 The station at fault will advise all stations concerned as follows:

EXAMPLE:

```
MM RUWP ZVA
MM RBWPC RBWPGG RUEPCS
DE RUWPC 66B
M 192230Z
FM RUWPCS
TO RBWPC
RBWPGG
RUEPCS
BT
6TH ARMY RELAY STA RESPONSIBLE FOR NON DELIVERY MSG RBWPGG/28B
COMWESTSEAFRON 052150Z DUE MISHANDLING WITHIN STA
BT
19/2232Z
```

8012.5(b) (Continued)

(7) Light stations and light attendant stations.

(8) Captains of the port.

(9) Mobile.

.6 Individual four letter assignments are made to all U.S. naval ships as determined by the Chief of Naval Operations.

.7 Instructions for the assignment of tactical call signs are contained in effective call sign publications.

8013. CALL SIGN ALLOCATION PLAN FOR COMMUNICATION RESERVE

.1 The following call sign allocation plan is set up for the guidance of responsible commanders in assigning call signs to the Communication Reserve systems within their jurisdiction. These call signs for use in reserve communications transmitted by radio, wire or visual systems, will be assigned to Air Force, Army, Coast Guard, Marine Corps, Navy or Joint Reserve circuits (communication nets) as prescribed herein:

★ (a) U.S. Air Force - The Director of Communications-Electronics, Department of the Air Force, will assign and promulgate call signs as required by Air Force organizations in accordance with the following plan:

(1) Continental United States - The letters "AF", "AFA", "AFB" or "AG" followed by a digit and two or three letters. The digit indicates the area corresponding to the Federal Communications Commission (FCC) Amateur District within the U.S., thus:

AFØAA to AF9ZZ	AFØAAA to AF9ZZZ
AFAØAA to AFA9ZZ	AFAØAAA to AFA9ZZZ
AFBØAA to AFB9ZZ	AFBØAAA to AFB9ZZZ
AGØAA to AG9ZZ	AGØAAA to AG9ZZZ

(2) Overseas - The letters "AH", "AI", "AJ" or "AK" followed by a digit and two or three letters as follows:

AHØAA to AH9ZZZ, Caribbean Air Command
AIØAA to AI9ZZZ, Pacific Air Forces
AJØAA to AJ9ZZZ, U.S. Air Forces in Europe
AKØAA to AK9ZZZ, Alaskan Air Command

(b) U.S. Army The Chief Signal Officer, Department of the Army, will assign and promulgate call signs as required by Army organizations in accordance with the following plan:

(1) Continental United States - The single letter "A" or the two letters "AA" followed by a digit and two or three letters. The digit indicates the area corresponding to the FCC Amateur District within the U.S., thus:

AØAA to AØZZ	AAØAA to AAØZZ
A1AA to A9ZZ	AA1AA to AA9ZZ
AØAAA to AØZZZ	AØAAA to AAØZZZ
A1AAA to A9ZZZ	AA1AAA to AA9ZZZ

(2) Overseas - Two letters other than "AA" followed by a digit and two or three letters as follows:

ABØAA to AB9ZZZ, U.S. Army, Pacific
ACØAA to AC9ZZZ, U.S. Army, Caribbean
ADØAA to AD9ZZZ, U.S. Army, Pacific

8013.(b)(2) (Continued)

AEØAA to AE9ZZZ, U.S. Army, European Command
ALØAA to AL9ZZZ, U.S. Army, Alaskan Command

(c) U.S. Coast Guard - Coast Guard District Commanders will assign and promulgate call signs as required by Coast Guard organizations in accordance with the following plan: The two letters "NA" followed by one or two digits and two letters. The digits indicate the Coast Guard District, thus:

NA1AA to NA1ZZ - 1st CG District NA17AA to NZ17ZZ - 17th CG District

(d) U.S. Navy and Marine Corps - Commandants of Naval Districts and River Commands will assign and promulgate call signs as required by Navy and Marine Corps organizations in accordance with the following plan: The letter "N" followed by a digit and three letters. The digits indicate the Naval District, thus:

N1AAA to N1MZZ - 1st NAVDIST	N6AAA to N6ZZZ - 6th NAVDIST
N1NAA to N1ZZZ - 11th NAVDIST	N7AAA to N7ZZZ - 17th NAVDIST
N2AAA to N2ZZZ - 12th NAVDIST	N8AAA to N8ZZZ - 8th NAVDIST
N3AAA to N3MZZ - 3rd NAVDIST	N9AAA to N9ZZZ - 9th NAVDIST
N3NAA to N3ZZZ - 13th NAVDIST	NØAAA to NØAZZ - Unassigned
N4AAA to N4MZZ - 4th NAVDIST	NØBAA to NØBZZ - Severn River Naval Command
N4NAA to N4ZZZ - 14th NAVDIST	
N5AAA to N5MZZ - 5th NAVDIST	NØCAA to NØDZZ - 10th NAVDIST
N5NAA to N5ZZZ - 15th NAVDIST	NØEAA to NØZZZ - Unassigned

8014. VOICE CALL SIGNS

.1 General - Voice call signs are assigned to elements of the Naval Establishment including the U.S. Marine Corps and U.S. Coast Guard having a requirement for conducting tactical voice communications.

.2 Purpose - The basic purpose of voice call signs is to facilitate voice communications by utilizing spoken words which can be transmitted and understood more rapidly and more effectively than the actual command titles or the phonetic equivalent of assigned radiotelegraph call signs. Voice call sign words are selected on the basis of pronunciation and syllable length.

.3 Source - The words utilized in the voice call sign book are derived entirely from the English language and are shared by the three U.S. Services. The limitation on the number of words available makes it necessary that voice call signs be assigned at random and without consideration of the actual word meaning. The voice call sign has no individual connotation or meaning other than to identify the name of a command for voice transmission purposes.

.4 Assignment - Voice call signs are assigned and promulgated by the Chief of Naval Operations. Blocks of call signs, in list form, are provided in the JANAP 119 series for the purpose of making local assignments by delegated authorities. Instructions for making local assignments are included in the appropriate sections of the JANAP 119 series.

.5 Reassignment - In the interest of precluding unnecessary administrative correspondence and promulgation of changes, requests for voice call sign changes should not be submitted unless a definite communications requirement exists. The Chief of Naval Operations will effect and promulgate reassignment of voice call signs. Reassignment of voice call signs is justified as a result of:

(a) A change of military organization.
(b) Duplicate assignment.
(c) Similarity in sound with another voice call or a tactical signal.

8022. (Continued)

.5 When it is required to retransmit by other means a message which was originated employing visual or voice call signs, the station accomplishing the retransmission shall convert the visual or voice call signs in the address portion of the message to appropriate station and address designators authorized for use on the circuit over which onward transmission is to be accomplished.

.6 Amplifying instructions on the use of call signs, including procedures for the expansion of basic call sign assignments, are contained in the effective editions of the individual call sign publications.

8023. USE OF ADDRESS GROUPS

.1 Address groups are used primarily for the addressing of communications. However, in military communications, address groups may in some instances be used as call signs for establishing and maintaining communications, e.g. by naval commands afloat. In non-military communications, where the use of address groups is obviously not appropriate, either internationally recognized call signs or appropriate plain language should be used.

.2 When using conjunctive address groups, care must be exercised to ensure that the meaning is completed by the addition of the address group denoting a specific command or location.

.3 Geographic address groups should be included as a part of an address designation only when necessary to complete the titles of addresses or originators, in which case they are used in combination with a conjunctive address group. Geographic address groups shall never be associated with the names of naval ships or the titles of commands afloat.

8024. USE OF ROUTING INDICATORS

.1 The use of routing indicators is discussed in Subsection 13100 (Tape Relay Procedures).

8030. PLAIN LANGUAGE ADDRESS DESIGNATORS

8031. AFLOAT

★ .1 Except as authorized in section 8040, plain language designators in the headings of messages originated by or addressed to the forces afloat are prohibited.

.2 When it is necessary to address an activity which has not been assigned a call sign or address group, the message will be addressed to a command in the vicinity or to the addressee's immediate senior with the necessary passing instructions in the text, including whether the message is being passed for action or information.

Example of passing instructions in a message from BUAER to PCO HELRON 16:

From: BUAER
To: NAS NORVA
BT NAS NORVA NOT ADEE PASS TO PCO HELRON ONE SIX FOR ACTION X ...

8032. ASHORE

★ .1 Subject to the requirements of any call sign encryption plan in effect, plain language designators may be used:

(a) In the transmission instructions and address component of messages originated by and addressed only to activities ashore including fleet activities based ashore.

(b) In the transmission instructions and address component of messages transmitted on circuits which are secure by on-line cryptographic equipment.

(c) In the encrypted address component of a message prepared in codress form (i.e., when address is encrypted within the text).

.2 Plain language designators may not be mixed with call signs and/or address groups in the same address component. An address component must contain all plain language designators or all call signs and/or address groups.

.3 Although plain language is authorized in the address component of encrypted plaindress messages, each such use should be contingent upon security considerations. When commercial refile is necessary, the full plain language address may be included in the text of the commercial message. In this case, the commercial message should be addressed to the naval communications activity serving the activity involved.

.4 The use of plain language address designators in the heading of encrypted messages in codress format is prohibited, except when commercial (non-military) refile is involved. If necessary to refile a codress message to one or more of its addressees by commercial means, the plain language designators of only such addressees which the commercial company must serve shall appear in the message heading. the plain language designator of the station filing the message may be shown as the message signature, if this is required by the commercial company's rule.

8033. COMPOSITION

★ .1 Plain language designators are normally confined to the abbreviated title of those commands and activities listed in the Standard Navy Distribution List. When using plain language abbreviated short titles containing numerals, the numerals shall be spelled out. Numbers greater than twenty (20) shall normally be spelled out digit for digit.

EXAMPLES:

Commandant 14th Naval District	COMFOURTEEN
Commander Destroyer Squadron 10	COMDESRON TEN
Submarine Division 21	SUBDIV TWO ONE
Marine Transport Squadron 352	MARTRANSRON THREE FIVE TWO

.2 (a) Those department heads, and other subordinates, who have been assigned joint routing indicators separate from the routing indicators assigned the parent commands (see JANAP 117) may be designated by plain language.

EXAMPLE: SUPO NAS JAX

(b) Other than this, section/code numbers and other subordinate organizational designators will not be used in the address component.

8033. (Continued)

.3 When a conjunctive title other than a geographical location is used in connection with a parent command or activity the conjunctive title so employed shall immediately precede the abbreviated title of the parent command or activity.

EXAMPLE: ADCOM NAVTRACEN BAIN

.4 The abbreviation CO (or OIC) as a prefix to the abbreviated title of a command or activity will not be used. Messages are automatically intended for the Commanding Officer.

EXAMPLE: From: NAS QUONSET
To: ASD NORVA
Info: MCAS QUANTICO
NAS ANACOSTIA

.5 No geographical location will be used except when necessary to complete the title.

8034. CONVERTING PLAIN LANGUAGE ADDRESS DESIGNATIONS

★ .1 Extreme care must be exercised in converting plain language address designations to call signs or address groups and vice versa, especially when encryption is employed. Inasmuch as International call signs or column 1 naval address groups are considered to be the same as plain language, no loss of security is involved in changing plain language address designations to unencrypted International call signs or address groups or vice versa. Therefore, when readdressing messages to other than forces afloat, unencrypted naval address groups or International call signs may be converted to plain language or vice versa prior to transmission.

8040. USE OF STATION AND ADDRESS DESIGNATORS ON LOCAL HARBOR VOICE NETS

8041. SECURITY OF ADDRESS NOT REQUIRED

.1 When security of address is not required for messages transmitted on local harbor voice nets the following procedure is prescribed:

(a) U.S. and U.S.-controlled ports:

(1) Ships' names and abbreviations of unclassified administrative command titles will be used as voice call signs. As a general rule, the "USS" prefix, hull designations and numbers, and first names and/or initials of ships need not be included in the voice call unless essential for clarity (such as initial contact with control authority). When their use is essential for clarity, phonetic equivalents for letters and initials are unnecessary.

(2) In the interest of standardization, authorities (ashore and afloat) controlling local harbor common voice nets will be identified by the word CONTROL. When communications on such circuits extend beyond the harbor boundaries and a possibility of confusion may exist, the appropriate geographical place name of the harbor will precede the words CONTROL.

(3) Similarly, on local harbor voice nets established for other specific purposes, such as for degaussing, tug, and shipyard services, the controlling authority will be identified by the word CONTROL preceded by the appropriate functional word describing the service.

8041.1(a) (Continued)

(4) Examples of varying combinations:

(NORFOLK) CONTROL THIS IS (*USS) ROANOKE
COMDESRON TWELVE THIS IS (NORFOLK) DEGAUSSING CONTROL
(NEWPORT) CONTROL THIS IS (*WC) LAWE
(PORTSMOUTH) SHIPYARD CONTROL THIS IS (*USS) FORRESTAL
(FRANKLIN *D) ROOSEVELT THIS IS (CHARLESTON) CONTROL
(NEW YORK) TUG CONTROL THIS IS *LSM ONE SIX ZERO
(NORFOLK) FUEL CONTROL THIS IS (*USNS) ROANOKE

NOTE: Words in parentheses should not be used unless essential for clarity or to avoid ambiguity. Portions of examples marked with an asterisk (*) are spoken without phonetics.

(b) Other than U.S.-controlled ports:

(1) Unless otherwise directed by the cognizant port authority, U.S. naval ships will conform with existing international practice by utilizing phoneticized international call signs on voice nets.

(2) Since international call signs are not assigned to U.S. administrative commands and task organizations, identification of these command titles when required shall be placed in the address component of the message. The call-up will contain the international call sign of the ship in which the command is embarked.

(c) Task organization components

Task organization component identities should normally be avoided on local harbor voice circuits unless exclusive tactical circuits are employed. When circumstances warrant the disclosure of task organization identities on local harbor voice circuits, voice call signs from JANAP 119 series may be employed to preclude using lengthy and cumbersome plain language equivalents.

(d) Sortie and entry under direction of a U.S. OTC

The foregoing procedures are also applicable during routine and emergency sortie and entry of ships, unless the OTC at his discretion directs the use of voice call signs from JANAP 119 series in order to facilitate communications.

8042. SECURITY OF ADDRESS REQUIRED

.1 When security of address is required for messages originated by ships and commands in a harbor, the initial delivery of such messages should be accomplished by communication means which will not disclose that portion of the address component requiring protection. Under these circumstances, delivery by hand to the local shore radio station, or in the absence thereof, to the designated guardship provides sufficient security protection.

8050. EMBARKED FLAG

8051. USE OF THE COMMANDER'S ADDRESS GROUP

.1 When a flag officer or other commander to whom an address group has been assigned is embarked in a ship, such address group will be employed by the ship for calling and answering on all military circuits except those which the flagship may be guarding while functioning as an individual unit. Task organization or tactical call signs when

8051.1 (Continued)

assigned to the ship or to an embarked commander will be used in a like manner where appropriate.

.2 When a commander temporarily shifts his flagship, he may designate specific nets and circuits on which the temporary flagship will use his address group for calling and answering. The permanent flagship will use its international call sign on those specified nets and circuits. On any given net, one station and one station only will use the commander's address group for calling and answering.

8052. USE OF CONJUNCTIVE ADDRESS GROUP "ADMINISTRATIVE OFFICE OF _____"

.1 When a commander is temporarily absent from his flagship or headquarters, leaving his administration behind, his administrative staff shall retain the use of his address group (and/or routing indicator) and all traffic addressed to the commander shall be routed to the administrative flagship/headquarters by communication activities concerned.

.2 The administrative staff is responsible for the proper screening of all traffic and for forwarding messages which require the commander's personal attention. Such traffic destined for the commander shall be transmitted to the ship or station at which he is temporarily located, with appropriate passing instructions in the heading or text.

8052. (Continued)

.3 The conjunctive address group meaning "Administrative Office of_____" will be used only:

(a) As the originator's address group in messages originated by the administrative staff.

(b) As an action or information addressee in a message originated by the commander which he desires his administrative staff to receive.

.4 The conjunctive address group meaning "Administrative Office of_____" will not be used in any form or combination for calling or answering on a circuit or net.

8053. SPECIAL ARRANGEMENTS

.1 When, in the judgment of the commander, the above arrangement will not suffice, he may prescribe such special arrangements as are necessary to insure the expeditious delivery of traffic. In such a case consideration must be given to the possibility of non-delivery and to the additional load imposed upon naval communications by deviation from established procedures.

.2 It is the responsibility of the commander to inform all who need to know, including the communication activities serving or expected to serve him, of such special arrangements.

8060. ADDRESS INDICATING GROUPS (AIGs)

8061. DEFINITION AND PURPOSE

.1 An Address Indicating Group (AIG) is a form of address designator representing a predetermined list of specific and frequently occurring combinations of action and/or information addressees. The identity of the originator may also be included if the AIG is frequently addressed by any one originator. An address group is assigned for use in the message address component. In addition, each AIG is also numbered for ease of identification and use as a plain language address designator.

.2 The purpose of AIGs is to increase the speed of traffic handling. The types of messages regularly originated by given commands to a fixed set of addressees and which may use an assigned AIG to advantage include the following:

(a) Air Defense Alert
(b) Emergency Storm Warning
(c) Notice to Airmen (NOTAM)
(d) Notice to Mariners
(e) Operational Intelligence Report
(f) CONELRAD Alert
(g) Ship Movement Summary
(h) Movement Report

8062. ADVANTAGES

.1 AIGs shorten the address component of messages by providing an address group to represent a number of addressees, thus eliminating individual address designators for each addressee. In cases where codress procedure is used, the message text is also shortened by use of AIG (NR) in the text to represent the address component.

8063. COMPOSITION

★ .1 AIGs are allocated by blocks to allied nations, and to allied commands. AIGs assigned by the U.S. Navy from its block are for exclusive intra-USN use by Navy commands and authorities. They are normally composed of combinations of not less than five U.S. Navy addressees, one of which may be the originator. Commands and authorities of the other U.S. military services are not to be included in Navy AIGs unless prior assurance is obtained from the respective service that it can and will handle an AIG addressed message through its route to the appropriate addressees. Titles and organizations of other non-military government agencies or civilian activities are not to be included in U.S. Navy AIGs. Traffic to such agencies should be addressed in accordance with approved commercial procedures or by placing responsibility for passing upon the appropriate Naval addressee included in the AIG.

.2 AIGs consist of two major types--those of permanent composition for recording in appropriate communication publications, and those of temporary composition such as for specific exercises. The latter type is usually assigned for a period of short duration, promulgated locally, and recorded in operation orders.

★ .3 AIGs of a permanent composition should be confined to addressees of a permanent nature. Certain afloat commands which are subject to move from area to area and thus subject to a change of operational control should not be included as permanent addressees in AIGs assigned primarily for addressing a combination of fixed addressees. The requirement for addressing such afloat commands, for example, individual ships or aircraft squadrons, by means of a particular AIG message, is accomplished as follows:

(a) When relatively few afloat commands require infrequent receipt of a particular AIG addressed message, the provisions of paragraph 8067 below are applied.

(b) If it is anticipated that a large number of afloat commands will require frequent or constant receipt of a specific AIG addressed message containing combinations of fixed addressees, the phrase, "All commands afloat, copying this broadcast, concerned with (or interested in) the type message described in Column 5 of this AIG" may be added in either the action or information column. The originator of the AIG designates the appropriate broadcast by use of operating signals in the transmission instructions.

.4 Collective types of addressees other than those reached by broadcast methods shall not be included by collective title alone since they cause additional communication workload and delays. If it is desired to address messages to all addressees of a collective type, it is permissible to list the collective title, provided all addressees thereof are listed individually below the collective title in the AIG.

.5 A concise AIG descriptive title which does not reveal the AIG addressees should be included.

8064. REQUESTS FOR AIG ASSIGNMENT

★ .1 Responsible commands and authorities, after a review of message traffic under their cognizance, may consider that certain recurring types of messages addressed to stereotyped combinations of addressees could be handled to better advantage by assignment of an AIG. Requests for AIG assignments shall be forwarded through the normal chain of command to the Chief of Naval Operations. Such requests shall include full particulars regarding the specific composition of the AIG and estimated frequency of usage. Requests forwarding AIG compositions containing commands and authorities of the other U.S. Services as addressees, shall include a statement that the proposed AIG has been coordinated with those commands or authorities.

9014. SERVICE MESSAGE (SVC)

.1 Service messages are messages pertaining to any phase of traffic handling, communication facilities, or circuit conditions. Generally, they concern messages originated at, destined to, or refiled by the station.

.2 Service messages are prepared and transmitted as regular messages.

.3 Plain language service messages are identified by one or more of the following:

(a) Reference to another service message.

(b) The abbreviation SVC in the prefix.

(c) An address to a specific communication center.

.4 Encrypted service messages will always carry a numerical group count and will be identified as service messages only within the encrypted text.

9020. COMPONENTS OF MESSAGES

9021. BASIC MESSAGE FORMAT

★ .1 A message will contain such components and elements of the basic message format as required by the particular means of communication employed. For example, in tape relay and RATT broadcast procedure only 15 format lines are employed. The ending sign is not used because the receiving station is not required to receipt for the message or to be notified by the transmitting station that the message has ended.

.2 In the following diagram, it should be noted that every element is indicated in the order of appearance in the message, but the contents of the various elements are not necessarily indicated as they will appear. (Diagram on following page).

PARTS	COMPONENTS	ELEMENTS	FORMAT LINE	CONTENTS
HEADING		Handling Instructions	1	(See ACP 127 P1-13).
	Procedure	Call	2,3	Station(s) called (Prosign XMT, exempted calls). Prosign DE and station calling.
		Transmission identification		Station serial number.
		Transmission instructions	4	Prosign T; G; F; L; Operating signals; Call signs; Address groups, plain language. (Routing Indicators*).
HEADING	Preamble	Precedence: date-time group; message instructions	5	Precedence prosign; date and time expressed in digits, and zone suffix; operating signals and prosign IX.
	Address	Originator's sign; originator	6	Prosign FM; Originator's designation. (Address group, call sign, plain language).
		Action addressee sign; action addressee	7	Prosign TO; (routing indicator*) action addressee designation. (Address groups, call signs, plain language).
HEADING		Information addressee sign; information addressee	8	Prosign INFO; (routing indicator*) information addressee designation. (Address groups, call signs, plain language).
		Exempted addressee sign; exempted addressee	9	Prosign XMT; exempted addressee designation. (Address Groups, call signs, plain language).
	Prefix	Accounting information; group count; SVC	10	Accounting symbol; group count; SVC.
BREAK			11	Prosign BT
TEXT	Text	Subject Matter	12	Internal instructions; basic idea of the originator
BREAK			13	Prosign BT
ENDING	Procedure	Time Group	14	Hours and minutes expressed in digits and zone suffix, when appropriate.
		Final instructions	15	Prosigns B; AS; C; Operating Signals
		Ending sign	16	Prosign K; AR

*May be used only as prescribed in Article 13122.

9030. PROCEDURE AND PREAMBLE COMPONENTS OF MESSAGES

9031. HANDLING INSTRUCTIONS

.1 This element is used only in tape relay procedure.

9032. CALL

✱ .1 This element will contain the call sign(s) of the station(s) called, the prosign XMT and exempted call signs if required, the prosign DE and the call sign of the calling station.

9033. TRANSMISSION IDENTIFICATION

.1 Transmission identification is a number assigned by operating personnel to a message to facilitate its identification and handling while it is in transit.

.2 Transmission identification is employed only on fixed station circuits, broadcast schedules and ship-shore circuits. It is not used in ship-to-ship communications and harbor nets. It is not used when indefinite call signs or encrypted call signs are included in the message heading.

.3 In radiotelegraph, the transmission identification is called the station serial number. In tape relay it is called the channel number.

9034. STATION SERIAL NUMBER

.1 Ship-shore. A station serial number is assigned consecutively to each outgoing message on a given circuit to a given station. A new set of station serial numbers is begun at ØØØØZ each day.

.2 Broadcast. A station serial number is assigned to each message broadcast. The numbers run consecutively for a month.

.3 Fixed station nets. The controlling station will prescribe whether transmission identification will be used. When used, each station will assign a consecutive serial number to each outgoing message without regard to the station to which the message is transmitted. A new set of station serial numbers is begun at ØØØØZ each day.

9035. CHANNEL NUMBER

.1 See Article 13104.2.

9036. TRANSMISSION INSTRUCTIONS

.1 Transmission instructions consist of prosigns, address designations and operating signals concerning the routing, relaying and delivery of a message.

.2 When not in direct communication with all addressees, transmission instructions must be used except as stated below.

.3 Transmission instructions are not required when the transmission will be handled entirely by NTX, and routing indicators are assigned to all addressees.

.4 Transmission instructions are not required when the station called has fixed responsibility for delivery to the addressees concerned.

.5 Transmission instructions are not required when passing instructions are contained in the text.

9037. PRECEDENCE

.1 Precedence is indicated by the appropriate prosign. Article 7064 contains a discussion of precedence. For emphasis, the action required of operators is repeated here:

(a) FLASH messages will be hand carried, processed, transmitted and delivered in the order received and ahead of all other messages. Messages of lower precedence will be interrupted on all circuits involved until handling of the FLASH message is completed.

(b) EMERGENCY messages are processed, transmitted and delivered in the order received and ahead of all messages of lower precedence, even to the extent of interrupting the processing and transmission of lower precedence messages already in progress.

(c) OPERATIONAL IMMEDIATE messages are processed, transmitted and delivered in the order received and ahead of all messages of lower precedence, even to the extent of interrupting the processing and transmission of lower precedence messages already in progress.

(d) PRIORITY messages are processed, transmitted and delivered in the order received and ahead of all messages of lower precedence. ROUTINE messages being transmitted should not be interrupted unless they are exceptionally long.

(e) ROUTINE messages are processed, transmitted and delivered in the order received and after all messages of higher precedence.

(f) DEFERRED messages are processed and transmitted in such order as will clear traffic with due regard for messages of a higher precedence.

.2 When a message is assigned dual precedence the prosign of the higher precedence, (for action addressees) is indicated first, followed by the separative sign and the prosign of the lower precedence (for information addressees).

9038. TIME OF ORIGIN

.1 Greenwich Mean Time (GMT - ZULU Time) normally will be employed to indicate the time of origin of naval communications.

TABLE OF TIME ZONES

Zone Description				Designation Letter			
$7\frac{1}{2}$W to $7\frac{1}{2}$E		Ø		Z			
$7\frac{1}{2}$E to $22\frac{1}{2}$E	-1	A		$7\frac{1}{2}$W to $22\frac{1}{2}$W	/1	N	
$22\frac{1}{2}$E to $37\frac{1}{2}$E	-2	B		$22\frac{1}{2}$W to $37\frac{1}{2}$W	/2	O	
$37\frac{1}{2}$E to $52\frac{1}{2}$E	-3	C		$37\frac{1}{2}$W to $52\frac{1}{2}$W	/3	P	
$52\frac{1}{2}$E to $67\frac{1}{2}$E	-4	D		$52\frac{1}{2}$W to $67\frac{1}{2}$W	/4	Q	
$67\frac{1}{2}$E to $82\frac{1}{2}$E	-5	E		$67\frac{1}{2}$W to $82\frac{1}{2}$W	/5	R	
$82\frac{1}{2}$E to $97\frac{1}{2}$E	-6	F		$82\frac{1}{2}$W to $97\frac{1}{2}$W	/6	S	
$97\frac{1}{2}$E to $112\frac{1}{2}$E	-7	G		$97\frac{1}{2}$W to $112\frac{1}{2}$W	/7	T	
$112\frac{1}{2}$E to $127\frac{1}{2}$E	-8	H		$112\frac{1}{2}$W to $127\frac{1}{2}$W	/8	U	
$127\frac{1}{2}$E to $142\frac{1}{2}$E	-9	I		$127\frac{1}{2}$W to $142\frac{1}{2}$W	/9	V	
$142\frac{1}{2}$E to $157\frac{1}{2}$E	-1Ø	K		$142\frac{1}{2}$W to $157\frac{1}{2}$W	/1Ø	W	
$157\frac{1}{2}$E to $172\frac{1}{2}$E	-11	L		$157\frac{1}{2}$W to $172\frac{1}{2}$W	/11	X	
$172\frac{1}{2}$E to 180	-12	M		$172\frac{1}{2}$W to 180	/12	Y	

NOTE: Letter N is also used to designate zone -13; this is to provide for a ship in zone -12 keeping Daylight Saving Time.

9131.2 (Continued)

(b) When there are both action and information addressees in the call line, the information addressees must be indicated additionally in the transmission instructions by use of the operating signal ZFH2, followed by the designation of the information addressees.

NCFX NUYO DE NTSY -
ZFH2 NUYO -
R - 161512Z
GR18
BT

(c) When all addressees are information addressees they are indicated by the inclusion of the operating signal ZFH2 with no address designations following.

NCFX NUYO DE NTSY -
ZFH2 -
R - 161512Z
GR18
BT

NOTE: ZFH2 means THIS MESSAGE IS PASSED TO YOU FOR INFORMATION.

.3 For sake of expediency, call sign and/or address groups need not be arranged in alphabetical order in the address component of intra-Navy messages.

9132. READDRESSING MESSAGES

.1 An addressee may readdress a message to others not included in the original address, provided no alteration is made to the precedence, message instructions, address, prefix or text of the original message.

.2 PROCEDURE:

(a) A supplementary heading is added to the message preceding the original preamble. The supplementary heading will show the re-addressing addressee as the originator and will contain action and/or information addressees, a precedence prosign, a date-time group and, when necessary, message instructions and transmission instructions.

(b) Only that part of the original message preceding the preamble is omitted.

(c) The new precedence assigned applies to the supplementary address.

(d) The preamble of the original message indicates the beginning of the original message as received by the addressee who is readdressing it.

(e) If an encrypted message with encrypted address designations is to be readdressed, the original encryption of the address must not be altered. Address designations in the supplementary heading also shall be encrypted.

(f) When readdressing CODRESS messages, the originator and addressees of the readdressed heading will be indicated by call signs or address groups.

(g) Readdressed messages are filed under the original DTG. The re-addressal DTG will not be used as a textual reference.

9132. (Continued)

.3 If the message to be readdressed carries a DTG which is other than the current month, the abbreviation of the month of origin may be added to the original DTG. This is the only alteration permitted to the preamble, address, prefix or text of an original message.

(a) Message as received (18 June)

NABC DE CUSP - T - P - 181900Z
FM CUSP TO PINK GR 131
BT text BT AR

Message later readdressed (19 July)

NSS DE PINK - T - M - 192101Z
FM PINK INFO STAR - P -
181900Z JUN FM CUSP TO PINK GR 131 BT text BT K

.4 If the readdressal authority knows that all new addressees hold the original message in their files, the operating signals ZEW1 and/or ZEW2 should be used rather than retransmitting the original message.

NSS DE PINK - T - M - 192101Z
FM PINK INFO STAR BT ZEW2 WR NR 1136 BT K

.5 If it is considered necessary to inform the original originator of the readdressal, a brief service message should be used rather than including him as an information addressee in the supplementary heading.

.6 An originator desiring to add addressees to a message he has already transmitted will normally do so by procedure message correcting the heading, rather than by readdressal.

.7 If an addressee finds it necessary to repeatedly readdress messages, the originator should be advised of the new addressees appropriate for inclusion in the address of such messages.

9133. USE OF OPERATING SIGNALS TO READDRESS OR INVITE ATTENTION TO MESSAGES

.1 The operating signals ZFH and ZEW may be used in procedure messages to disseminate messages to non-addressees.

.2 The passing authority must be an addressee of the message he desires to pass.

.3 A date-time group will not be used in such procedure messages when in direct communication.

.4 EXAMPLES:

(a) PKWN DE NABT ZFH1
- P - 061942Z FM STAR
TO NABT
GR 138 BT
TEXT
BT K

(b) Using a transmission identification number:

NJSS DE SPQX ZEW2
NR 836 K

9176.2 (Continued)

(b) A full or an abbreviated call must be employed when the reason for an interruption is for other than to request immediate repetition of a missed word.

NTSY is transmitting to NUYO:
AND WILL PROCEED IMMEDIATELY

NUYO has trouble with the receiver and desires NTSY to wait.
---NTSY DE NUYO AS

When ready to receive NUYO transmits:
DE NUYO IMI AA PROCEED K

NTSY then transmits:
DE NTSY AA PROCEED - IMMEDIATELY etc.

Meantime, if other stations have been using the net, it will be necessary for NUYO to use a full call, identify the message and give NTSY the last word received correctly.

.3 Any station may break in on a transmission in order to transmit a message of a higher precedence under conditions indicated in article 9037.

(a) NTSY is transmitting a long DEFERRED message to NUYO and has completed only a short portion of the text. NWLV has been handed an OPERATIONAL IMMEDIATE for transmission and desires to break-in.

NWLV transmits:
---0

Upon hearing the succession of dashes, NTSY immediately ceases transmitting. NWLV continues:

NTSY DE NWLV -
0 - 1Ø1516Z etc.

9180. EXECUTIVE METHOD

9181. EMPLOYMENT OF EXECUTIVE METHOD

.1 The executive method is used when the originator desires that all addressees of a message take action at the same moment. The executive method is usually employed with tactical signals.

.2 Abbreviated plaindress is used with the executive method.

.3 An executive method message carries the prosign IX (proword EXECUTE TO FOLLOW) as message instructions.

.4 The signal of execution is the prosign IX followed by a five-second dash (prowords STANDBY; EXECUTE).

9182. TYPES

.1 There are two types of executive method: delayed executive and immediate executive.

.2 In the delayed method the message to be executed is sent and desired receipts obtained. At the time for execution another transmission is made carrying the signal of execution.

.3 In the immediate method, the text is sent twice and the signal of execution is transmitted in the message ending.

.4 Because there is no opportunity to obtain repetitions and verifications prior to execution, messages to be executed by the immediate method should be carefully worded to avoid any possibility of misinterpretation.

9183. EXAMPLES

.1 Delayed executive method. Example shown in CW. Message to be executed:

OMNY DE PKWN
IX BT FORM QUEBEC
1ØØ TACK SPEED 16 BT
1248R NIQE NJSS K

Designated stations receipt:

DE NIQE R AR
DE NJSS R AR

PKWN executes:

OMNY DE PKWN 1248R IX
(five-second dash) AR

★ .2 Immediate executive method. The immediate executive method is not authorized for use on CW circuits. If it is desired to execute a signal immediately, the delayed executive procedure should be used followed as rapidly as desired by the executive signal.

9184. IDENTIFICATION

.1 Identification of an EXECUTE TO FOLLOW message will be transmitted with the executive signal whenever:

(a) It is one of several unexecuted EXECUTE TO FOLLOW.

(b) A considerable time has elapsed between the transmission of the EXECUTE TO FOLLOW message and the transmission of the executive signal.

CHAPTER TEN

RADIOTELEGRAPH PROCEDURE

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10013.3 (Continued)

(a) When a message must carry double transmission identification data, it will appear as W NR162/S154 to indicate Washington primary fleet broadcast message serial number 162; submarine serial number 154.

.4 Correction of errors.

(a) To correct errors made in the text during transmission employing automatic equipment the error sign (EEEEEEEE) will be made by hand followed by a repetition of the last group correctly transmitted and the group in which the error was made. This group will be followed by IMI a repetition of the group in which the error was made and the next succeeding group and IMI transmitted by hand. Automatic transmission will be resumed by repeating the last group transmitted by hand. Example:

(Auto) DCHAV MCGKO PUITR COBD

(Hand) EEEEEEEE PUITR COVDA IMI COVDA XGSWY IMI

(Auto) XGSWY RUQPF MZHSL etc. etc.

(b) When two or more groups have been transmitted before discovering the error, the correction shall be made by the use of the prosign C upon completion of the transmission of the message and prior to transmitting AR.

10014. COMMENCING INTERCEPT SCHEDULES

.1 The intercept method is defined in Article 6203.

.2 Precisely at the scheduled time, and assuming that neither station has a message to transmit, NBA begins the schedule, using BRAVO transmission identification numbers:

NPL DE NBA B NR228 B NR228 K

NPL, using KILO transmission identification numbers, transmits:

NBA DE NPL - NPL DE NBA B NR228 B NR228 - NBA DE NPL
K NR287 K NR287 K

NBA transmits:

NPL DE NBA C - NBA DE NPL K NR287 K NR287 K

NPL indicates that the schedule is completed:

NBA DE NPL C AR

.3 Precisely at the time for the next schedule, and assuming that NBA has two messages arranged for transmission in order and NPL has one message awaiting transmission, NBA begins:

NPL DE NBA
B NR229 B NR229 -
P P - Ø31Ø56Z Ø31Ø56Z -
FM FM NTSY NTSY -
TO TO NTFJ NTFJ
NUYO NUYO
GR15 GR15 BT
(TEXT) BT AR (Continued on next page)

10014.3 (Continued)

B NR23Ø B NR23Ø
M M - Ø31115Z Ø31115Z -
FM FM NCFX NCFX
TO TO NAYS NAYS
GR25 GR25 $\overline{BT}$
(TEXT) $\overline{BT}$ K

NPL transmits:

NBA DE NPL -
NPL DE NBA B NR229 B NR229 -
P P - Ø31Ø56Z Ø31Ø56Z -
FM FM NTSY NTSY
TO TO NTFJ NTFJ
GR15 GR15 $\overline{BT}$
(TEXT) $\overline{BT}$ $\overline{AR}$
B NR23Ø B NR23Ø
M M - Ø31115Z Ø31115Z -
FM FM NCFX NCFX -
TO TO NAYS NAYS
GR25 GR25 $\overline{BT}$
(TEXT) $\overline{BT}$ $\overline{AR}$
NBA DE NPL K NR288 K NR288 -
M M - Ø31118Z Ø31118Z -
FM FM NWFD NWFD -
TO TO NUYO NUYO
GR18 GR18 $\overline{BT}$
(TEXT) $\overline{BT}$ K

NBA transmits:

NPL DE NBA C -
NBA DE NPL K NR288 K NR288
M M - Ø31118Z Ø31118Z -
FM FM NWFD NWFD -
TO TO NUYO NUYO
GR18 GR18 $\overline{BT}$
(TEXT) $\overline{BT}$ K

NPL transmits:

NBA DE NPL C $\overline{AR}$

10020. AIR-GROUND COMMUNICATIONS

10021. TERMINATING AIR-GROUND TRANSMISSIONS

.1 When a ground station is communicating with several aircraft on a common frequency, it is often impossible for one aircraft to determine when communication between other aircraft and the ground station has terminated. Because of these difficulties, the following rules, when prescribed, will apply to air-ground communications:

(a) Every sequence of transmission between a ground station and aircraft must conclude with a final transmission, ending in the prosign $\overline{AR}$ by the ground station even when the last transmission made by the aircraft ended with the prosign $\overline{AR}$. Thus, if the aircraft transmits R $\overline{AR}$, the ground station will reply R $\overline{AR}$.

(b) In air-ground communication, a ground station, from time to time, may indicate to all stations on this frequency that no transmissions are in progress, and that it is free to communicate with any station by transmitting the prosign DE and its call sign followed by the prosign $\overline{AR}$.

10030. SPECIALIZED FUNCTIONAL PROCEDURE

10031. EXPLANATION

.1 Specialized procedures may be prescribed for use on functional CW nets. These procedures use to the maximum extent abbreviated CW equivalents of the voice brevity code (ACP 165), shortened calls and "round-robin" series of transmissions from stations in the net.

10032. PICKET REPORTING NET

.1 The Picket Reporting Net is the CW or RATT equivalent of a voice air defense net for exchanging raid and ECM information.

.2 The net will be guarded by all pickets in the inner and intermediate picket lines of the sector and controlled by the sector AD ship. The force AD ship, the other sector AD ships, and the guided missile ships will listen and thus be able to maintain their air summary plots. Once the net is established by the sector AD ship, each picket will transmit all raid information on hand, ending the message with AR. The next station will take his turn on the net; if he has nothing to send, he will identify himself and transmit an AR. When a complete round of reports indicates that all ships have nothing to report, the sector AD ship may transmit SR (meaning "stop reports"). The circuit will remain manned and ready, and when any ship sends a report, the sequence reporting starts again. Each ship should wait 5-10 seconds after receiving AR before it starts its transmission. The major portion of traffic on the picket reporting net will be raid and ECM information. However, to coordinate raid information between adjacent pickets and to clarify raid reports, brief messages may be sent by units during their turn in the cycle. The answer will come back in sequence. In order to achieve rapidity of communications, a brevity code will be used to the maximum extent possible.

.3 All raid reports sent via the picket reporting net will be in the following form:

From_____

Raid designation_____

Grid posit_____

Course, speed, size, altitude_____

Time_____

If, for example, a ship occupying picket station Bravo wished to report a bogey which she had designated "Bravo thirteen", and which was located at Golf position NKDL4119, on course 215, speed 490 knots, composed of few aircraft at an altitude of 36,000 feet, at 1442 local time, the report would be drafted as follows:

PB B13 NKDL4119 C215S49FBA36 T42 AR

.4 If it is desired to report a number of bogies, which will normally be the case, the individual bogey reports will be separated by "Slant" and AR transmitted at the end of the report.

.5 Friendly posit reports and ECM reports will be sent via this net.

12036. (Continued)

★ .4 Relaying signals from ships other than the OTC to ships other than the OTC is accomplished as follows:

(a) The originating ship hoists FIRST SUBSTITUTE followed by her call sign, the call sign of the addressee and the text. If the identity of the originator will be evident to all ships within visual communication range, FIRST SUBSTITUTE followed by the call sign of the originator need not be hoisted.

(b) The relaying ship hoists the FIRST SUBSTITUTE above the call sign of the originator, the call sign of the addressee and the text.

EXAMPLE of USS Baltimore (C68) originating a signal to be relayed via USS Pittsburgh (C72) to USS Alabama (B6Ø):

C68 hoists:	C72 hoists:	B6Ø hoists:
Close up 1st C p6 p8		
Close up B p6 pØ D X	Close up 1st C p6 p8	
	At dip B p6 pØ D X	Close up 1st C p6 p8
		At dip B p6 pØ D X
		Close up to acknowledge
	Close up to show addressees acknowledgement	
Hauls down	Hauls down	Hauls down

.5 Signals from individual ships to the OTC are relayed as in 4 above except that the call sign of the OTC is considered understood and is omitted. See Article 12024.1(a).

12040. INFRA-RED

12041. INFRA-RED COMMUNICATIONS

.1 Infra-red is the most secure means of visual communications.

.2 Infra-red communication is a night visual system with the added complication that the receiver, unlike the human eye, is directional. This complication introduces the necessity for a somewhat rigid system of visual responsibility, and a necessity for the transmitting operator to control the circuit as is done in radio.

.3 Infra-red communication is divided into two basic forms:

(a) Directional, using the standard signal searchlights with filters, or special purpose equipment.

(1) Commencing at scheduled time or when alerted by radiotelephone, ships having traffic will turn on the point-of-train light, locate the ships for whom responsible or with whom they wish to communicate, and go ahead with directional infra-red searchlights, using the procedure prescribed in Article 12005.

(b) Nondirectional, using a large infra-red yardarm blinker, with nondirectional flashing light procedure as described in Article 12007.

(1) Infra-red broadcast procedure is the same as nondirectional flashing light procedure. This procedure will be principally used for multiple addressed messages.

.4 To reduce interference, infra-red communications between separate ships generally are directional. An officer in tactical command having traffic for wide distribution will use nondirectional procedure.

12042. INFRA-RED GUARDSHIPS

.1 The commander prescribing a disposition or formation will designate the infra-red guardships and promulgate the chain of visual responsibility. If no instructions are given it will be assumed that the general rules for visual responsibility set forth in Article 6044 apply.

12043. USE OF CODE WORD

.1 Signal personnel must be kept alert for calls on infra-red equipment. If such calls are not received, the station being called may be alerted by means of a code word by radiotelephone. The called ship then will switch on her point-of-train light, locate the calling ship in the same way, and prepare to receive.

12044. POINT-OF-TRAIN LIGHT

.1 The point-of-train light (POT) is a steady infra-red light used to assist the sender in locating the receiving station and in keeping his light properly trained. It is turned on to indicate that a station is communicating, or is ready to communicate with infra-red. It is turned off at other times.

12045. CALLING PERIODS FOR INFRA-RED COMMUNICATIONS

.1 Calling periods commence at the beginning of each hour during hours of darkness.

CHAPTER THIRTEEN

TELETYPEWRITER AND TAPE RELAY PROCEDURE

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13012. (Continued)

.2 When corrections are necessary in multiple-page messages, which were not corrected by lettering out or by use of the error prosign the corrections will be made following the last text group of the page in which the error appears. Such corrections will be separated from the last text word by (2CR) (LF) and will be preceded by the prosign C. In such cases the end of the page functions (2CR) (LF) shall be transmitted after the correction.

13020. BROADCAST METHOD

13021. SCHEDULED TRANSMISSIONS

.1 General practices for conducting broadcast method transmissions are set forth in Article 6204.

.2 It is necessary that all stations conducting scheduled transmissions commence their transmissions on time. Each station prior to commencing a schedule normally shall make a preliminary test.

13022. CALL TAPES

★ .1 Call tapes consist of the designation of the called station made 3 times, the prosign DE (made once), the designation of the calling station made 3 times, a letter designation (broadcast designation) when used, made 3 times, followed by one line of R(LTRS)Y(LTRS). and one line of S(LTRS) G(LTRS). Call tapes should be run for five minutes prior to each scheduled time.

EXAMPLE:

NERK NERK NERK DE NPM NPM NPM H H H	(2CR) (LF)
R(LTRS)Y(LTRS)R(LTRS)Y(LTRS) etc.	(2CR) (LF)
S(LTRS)G(LTRS)S(LTRS)G(LTRS) etc.	(2CR) (LF)

13023. COMMENCING BROADCAST SCHEDULES

★ .1 After running the call tape for approximately five minutes, precisely at the prescribed time, NPM begins the transmission:

(5 Spaces) (2CR) (LF)	(2CR) (8LF)
NERK NERK NERK DE NPM NPM NPM	(2CR) (LF)
HR NR432	(2CR) (LF)
R 091517Z	(2CR) (LF)
FM SEEK	(2CR) (LF)
TO CAGL	(2CR) (LF
INFO NFDR	(2CR) (LF)
GR15	(2CR) (LF)
BT	(2CR) (LF)
THIS IS AN EXAMPLE OF A MESSAGE	(2CR) (LF)
PREPARED FOR RADIOTELETYPEWRITER	(2CR) (LF)
TRANSMISSION BY THE BROADCAST METHOD	(2CR) (LF)
BT	(2CR) (LF)
C (when necessary)	(2CR) (LF)
(5 Spaces) (2CR) (8LF)	(2CR) (LF)
HR NR433	(2CR) (LF)
DAMP	(2CR) (LF)
M 091434Z	(2CR) (LF)

13023.1 (Continued)

GR75	(2CR) (LF)
BT	(2CR) (LF)
(TEXT)	(2CR) (LF)
BT	(2CR) (LF)
(5 Spaces) (2CR) (LF)	(16 LTRS)
NERK NERK NERK DE NPM NPM NPM HR HR HR	(2CR) (LF)

13024. INTERRUPTION OF CALL TAPES

.1 When during the period of continuous operation, or on a definitely assigned period basis, the call tape is employed as outlined in Article 13022, a call shall be employed prior to resuming transmission of messages. After the call tape has been interrupted, NPM transmits:

(2CR) (LF)
NERK NERK NERK DE NPM NPM NPM ZUJ (2CR) (LF)

NOTE: Transmission of the message then proceeds as outlined in Article 13023, starting with the station serial number.

13030. MANUAL SWITCHING SYSTEMS

13031. MANUAL SWITCHING CENTRALS

.1 Manual switching systems are engineered in such a manner that each station connected to a switching central switchboard can communicate with other stations connected to the same switchboard by manual cross connection or patching.

.2 Several switching centrals may be connected together through trunk or tie lines and a station connected to one switching central can communicate with other stations connected to several switching centrals by appropriate patching procedure.

.3 The procedure for handling messages through switching centrals is the same as in other methods of manual teletypewriter operation except for the requirements contained in paragraphs 1 and 2 above which are explained herein.

13032. SPECIAL ABBREVIATIONS

.1 The following special abbreviations are authorized for use to and by manual teletypewriter switchboards:

BKD (Booked) - Your call has been booked. Used by switchboards after BOOK has been requested.

BOOK (Book) - It is requested that this call be booked. Followed by the precedence of the message awaiting transmission and used to book call when the called station is engaged.

ENGD (Engaged) - The station called is engaged. Used by switchboards to indicate to the calling station that the connection it requires cannot be made because the called station is engaged. The calling station then may transmit BOOK followed by the precedence of the message it wishes to transmit.

OOO (Out of order) - The circuits to the station called are out of order. Used by switchboards to indicate to the calling station that the connection it requires cannot be made because the circuits are out of order.

13045. CLASSIFICATION OF MATERIAL

.1 Teletypewriter conferences may be scheduled with security classifications up to and including TOP SECRET. The security classification of the conference will be determined by the highest classified item to be transmitted and the conference facilities available at the conferring activities. Classified information will not be transmitted during unclassified conferences. The principal conferee is responsible for ensuring that TELECON personnel are advised when material to be transmitted contains information which must be paraphrased as prescribed by current instructions.

.2 The principal conferee is the security classifying authority. He is responsible for assigning proper security classification to TELECON items. He also shall assure that conferees present have necessary security clearance. The crypto-security officers of the conferring activities will assure that all conference operating personnel have necessary security clearance. When conferees are present at either terminus who should not see specific items, it is the responsibility of the principal conferee to discontinue transmissions at both terminal locations until security requirements are met. Conferees are not authorized to enter workrooms or view operational facilities containing security equipment.

.3 TELECON conferees will be limited in number to the essential minimum.

13046. CONFERENCE POSTPONEMENT OR CANCELLATION

.1 When unavoidable circumstances make it impossible for conferees to be present for a scheduled conference, the principal conferee, or his representative, will advise the communication activity handling TELECON facilities serving the area. A new schedule will be agreed upon at that time or the TELECON canceled. This is mandatory in order that appropriate notice may be furnished the distant terminal.

13047. OPERATING INSTRUCTIONS

.1 To start the conference all material prepared in advance will be transmitted simultaneously from both ends of the circuit. Extemporaneous questions and answers may be transmitted as required. To facilitate reference to questions and answers, transmitted material will be itemized and all paragraphs numbered.

(a) Each cryptographic section is a PART (numbered consecutively).

(b) The third paragraph of PART FOUR is numbered 4-3; the fourth paragraph is numbered 4-4, etc.

.2 Receipt of a part is acknowledged by transmitting, unencrypted: ROGER YOUR PART (number). In case of a garble transmit: YOUR PART (number) UNDECIPHERABLE—RERUN.

.3 The conference circuit is secured by transmitting unencrypted instructions to secure and notify all concerned.

(a) The principal conferee will orginate a message, as follows:

NO FURTHER QUESTIONS X IF YOU HAVE NOTHING MORE SUGGEST WE SECURE CONFERENCE

(b) If the conference is to be concluded, the other station replies:

READY TO SECURE

13047.3 (Continued)

(c) The conference officer then sends:

WE ARE SECURING CIRCUIT

.4 A conference room log will be maintained by local conference officers. The log will include such items as:

(a) Time of commencing and securing drills and conferences.

(b) Circuit and equipment failure.

(c) Corrective action taken on material failures.

(d) Names of conferees at stations involved.

(e) Classification of conference.

(f) Type of equipment used.

(g) Comments on operations.

.5 Communication officers shall require the TELECON officer to submit a monthly report summarizing the details of all conferences. The conference log shall be submitted to the commanding officer of the communications activity.

13100. TAPE RELAY PROCEDURE

13101. OPTIONAL PROCEDURES

.1 ACP 127 allows some variation in tape relay procedures by individual armed services. The following are the optional provisions which require clarification by each service:

(a) The prosigns GR and GRNC are optional, except that the group count designation is always required when the accounting symbol is employed or the text is encrypted.

(b) The confirmation line is optional.

(c) The abbreviation of the month and the routing indicator of the station preparing the tape in the message ending are optional.

(d) The routing indicators and the operating signal indicating delivery by other means in the address component of message are optional.

(e) There are provisions for several methods of routing procedure, namely, predetermined routing, specific routing and routing line segregation.

.2 The U.S. Navy will operate under these options as follows:

(a) Prosigns GR and GRNC will not be used except when an accounting symbol is employed or the groups are actually counted. The group count will always be included on encrypted messages.

(b) A confirmation line will be used.

★ (c) The month and the routing indicator in the message ending will not be used.

13101.2 (Continued)

(d) Routing indicators will not be used in the address component of intra-navy multiple-address and book messages. The operating signal indicating delivery by other means will not be used in the address component of intra-navy multiple-address and book messages. Routing indicators will be employed in the address component of joint and combined multiple-address messages.

★ (e) The U.S. Navy will use routing line segregation in accordance with ACP 127, and it will be accomplished by relay stations, employing only those routing indicators in the routing line applicable to that transmission.

13102. STATION DESIGNATIONS

.1 Calling and routing in tape relay networks will be accomplished by the use of authorized routing indicators.

.2 Routing indicators are the only tape relay station designations authorized for use in format lines one, two and three.

.3 Routing indicators to be used in the headings of messages transmitted over world-wide tape relay networks will be selected from ACP 117 and supplements thereto.

.4 Routing indicators may be used in lieu of address designations in procedure messages and service messages (except cryptoservice messages) addressed to activities within tape relay networks. When refiled commercially, however, the address must be complete.

.5 Routing indicators are never encrypted.

13103. CALLED STATIONS

.1 The station called in the routing line is responsible for local delivery and/or refile and is also responsible for making all indicated corrections prior to delivery or refile.

.2 In multiple-address and book messages the stations called in format line two are responsible for local delivery and/or refile as indicated either by the routing indicators preceding the addressee designations, by transmission instructions, or by predetermined delivery responsibility. When delivery to an addressee in a multiple-address message has been accomplished prior to introducing the message into a tape relay network, the station originating the message tape will indicate such delivery by the operating signal ZEN preceding the designation of that addressee, except when transmission instructions or predetermined delivery responsibility is employed. When a station is given specific transmission instructions, that station is not relieved of delivery responsibility to other addressees in the message address for whom the station has predetermined responsibility except on misrouted multiple-addressed messages. In that case a station called in the routing line is responsible for delivery to those addresses following the transmission instructions only.

13104. TRANSMISSION IDENTIFICATION

.1 Station serial number is a number assigned by a station to identify a transmission or message and may contain a combination of letters and numbers. Station serial numbers shall be assigned to messages in consecutive order at the point of entry into a tape relay network, regardless of destination, starting with number one at 0001Z daily. Such numbers shall be recorded on the message file copy.

13104.1 (Continued)

(a) When there is more than one channel or perforating position, a separate numerical series followed by a letter designation for each channel or perforating position may be employed as follows:

(1) When transmitted on first channel or position:

DE RJWBAB 167A

(2) When transmitted on second channel or position:

DE RJWBAB 167B

(b) When required, the station serial number may include a date, expressed in digits, separated from the number by a slant:

DE RJWBAB 167/09

.2 Channel numbers will be employed by stations to provide a method whereby a number sequence check-off system may be maintained between stations to protect the continuity of service. Where other than automatic numbering devices are employed, the appropriate number tab will be transmitted ahead of each message tape. In the case of a tributary station, the station serial number may serve as the channel number of the transmission to the relay station.

.3 Channel numbers will be prepared as follows:

(a) By stations operating into fully automatic switching centers:

(1) Using automatic numbering devices, automatic number rolls, or, where authorized, manual keyboard numbering:

(1 BLANK) (START OF MESSAGE INDICATOR ZCZC) (2 STATION DESIGNATION LETTERS) (1 CHANNEL LETTER) (FIGS) (3 NUMERAL CHARACTERS) (1 LTR)

(2) Using tab number rolls:

(1 BLANK) (START OF MESSAGE INDICATOR ZCZC) (2 STATION DESIGNATION LETTERS) (1 CHANNEL LETTER)(FIGS) (3 NUMERAL CHARACTERS) (8 LTRS)

(b) By stations operating into semi-automatic relay stations:

(1) Using automatic numbering devices, automatic number rolls, or, where authorized, manual keyboard numbering:

(5 BLANKS) (2 or more* STATION DESIGNATION LETTERS) (1 CHANNEL LETTER) (FIGS) (3 NUMERAL CHARACTERS) (1 LTR)

(2) Using tab number rolls:

(5 BLANKS) (2 or more* STATION DESIGNATION LETTERS) (1 CHANNEL LETTER) (FIGS) (3 NUMERAL CHARACTERS) (8 LTRS)

* Tape relay station routing indicator less "R" may be used.

13116.4(b)(Continued)

(1) Format lines two and three of the message as normally prepared and forwarded by RBEPCR -

MM RBEKC RBFLC RBHPB RBHPCR (2CR) (LF)
DE RBEPCR 21A etc.....

(2) Format lines two and three of the message as prepared by RBEPCR when routing line segregation is employed by the originating station. Three transmissions would be made. The normal basic routing line is altered as follows:

MM RBEKC (2CR) (LF)
DE RBEPCR 21A etc.....

MM RBFLC (2CR) (LF)
DE RBEPCR 21A etc.....

MM RBHPB RBHPCR (2CR) (LF)
DE RBEPCR 21A etc.....

13120. ROUTING DOCTRINE

13121. BASIC ROUTING DOCTRINE

.1 Routing Doctrine.

(a) Messages shall normally be transmitted over the most direct channel to the addressee, routing being:

(1) To local relay stations to which a direct circuit exists and to local tributary stations.

(2) To the primary relay station (to the major relay station in some instances) of the originator's area for relay to relay station to which no direct circuit exists.

★ .2 Under normal routing conditions the primary or major relay station shall route messages as indicated in the following tables when traffic is routed to Navy routing indicators only:

ORIGINATING RELAY STATION:	ROUTE DIRECT TO:	ROUTE ALL OTHER OUTBOUND TRAFFIC TO:
(a) Eastern U.S. Area Stations -		
RBEG	RBEK RBEP RBWD RBWP	RBEP, except for RBEG, RBEK, RBWD and RBWP
RBEJ	RBEP	RBEP, except for RBEJ
RBEK	RBEG RBEP	RBEP, except for RBEG and RBEK
RBEP	RBEG RBEK RBEJ RBEY RBDL RBTP RBHP RBLP RBWD RBWP *RBFY	RBTP for RBTP, RBQA and RBFR RBHP for RBAT, RBHP, RBMF and RBMP RBWP for RBKA and RBWP
RBEY	RBEP	RBEP, except for RBEY

* When Activated.

13121.2 (Continued)

ORIGINATING RELAY STATION:	ROUTE DIRECT TO:	ROUTE ALL OTHER OUTBOUND TRAFFIC TO:
(b) European and African Area Station -		
RBDL	RBEP RBTP	RBTP for RBTP, RBFR, RBMF, *RBFY and RBQA RBEP, except for RBDL, RBTP, RBMF, *RBFY, RBFR and RBQA
RBTP	RBEP RBDL RBFR RBQA *RBFY	RBQA for RBQA and RBMF RBEP except RBTP, RBDL, RBFR, RBMF, *RBFY and RBQA
RBFR	RBTP	RBTP except for RBFR
*RBFY	RBEP RBTP	RBTP for RBTP, RBFR, RBDL and RBQA RBEP except for RBTP, RBDL, RBFR, RBQA and *RBFY
RBQA	RBTP RBMF	RBMF for RBMF, RBMP, RBHP and RBAT RBTP, except for RBMF, RBQA, RBMP, RBHP and RBAT
* (When Activated)		
(c) Pacific Area Station -		
RBHP	RBEP RBMP RBWP RBAT RBKA	RBMP for RBMP, RBMF and RBQA RBWP for RBWP and RBWD RBEP except for RBMP, RBMF, RBAT, RBHP, RBQA, RBWD, RBWP, and RBKA
(d) Southwest Pacific Area Stations -		
RBMF	RBMP RBQA	RBQA for RBQA, RBTP, RBFR and RBDL RBMP except for RBQA, RBTP, RBFR, RBDL and RBMF
RBMP	RBHP RBAT RBMF	RBMF for RBQA and RBMF RBHP except for RBAT, RBMF, RBQA and RBMP
(e) Alaskan and Aleutians Area Station -		
RBKA	RBWP RBHP	RBHP for RBHP, RBMF, RBMP, RBAT RBWP except for RBKA, RBHP, RBMF, RBMP and RBAT
(f) Caribbean and South American Area Station -		
RBLP	RBEP	RBEP, except for RBLP

13121.2 (Continued)

(g) Western United States Area Stations -

RBWD	RBWP RBEP RBEG	RBWP for RBHP, RBMF, RBKA, RBMP, RBAT and RBWP RBEP except for RBEG, RBKA, RBHP, RBMF, RBMP, RBAT, RBWP and RBWD
RBWP	RBEG, RBEP RBHP, RBKA RBWD	RBHP for RBHP, RBMF, RBMP and RBAT RBEP except for RBWP, RBHP, RBMF, RBAT, RBKA, RBEG, RBMP, and RBWD

(h) Asiatic Area Station -

RBAT	RBHP RBMP	RBMP for RBMP, RBMF and RBQA RBHP, except for RBMP, RBMF, RBQA and RBAT

★13122. JOINT INTERSERVICE ALTERNATIVE ROUTING

.1 When it is desired to alternatively route traffic through the tape-relay facilities of another U.S. service, a procedure message shall be transmitted to the particular relay station through which alternative routing is desired to determine the capabilities of the station to accept such traffic.

.2 The indicator letters J and O have been allocated to the U.S. Air Force; U to the U.S. Army.

.3 Since routing line segregation is employed by Army, Navy and Air Force on joint transfer circuits, ZOY pilots need no longer be utilized on traffic to be alternatively routed via facilities of another service. Messages received by Navy stations from Army and Air Force stations will be protected to all stations called in format line 2 and vice versa.

★13123. ALTERNATIVE INTRA-NAVY ROUTING PROCEDURE

.1 Alternative routing may be employed within the Navy Teletypewriter Network in the event of circuit outage or overload as hereinafter outlined.

.2 The station which desires to alternatively route traffic through another station must first ascertain whether that station has sufficient circuit capacity available to handle the alternatively routed traffic. Upon receipt of information that circuit capacity is available the station will be notified that alternative routing is commencing and will also be notified when the alternative routing is completed.

.3 Since routing line segregation is employed within the U.S. Navy, ZOY pilots need no longer be employed on traffic to be alternatively routed via Naval Communication facilities. Messages received by a Navy Station from another Navy Station will be protected to all stations called in format line two.

13124. GENERAL ROUTING INSTRUCTIONS

.1 All inter and intra-service multiple-address messages originated within the Navy Teletypewriter Network (NTX) will be prepared and transferred in accordance with the procedures contained in ACP 127.

13125. BASIC INTERSERVICE (U.S.) ROUTING DOCTRINE

.1 Joint single and multiple-address messages originated within the NTX will be relayed to appropriate transfer points in accordance with the routing doctrine hereinafter outlined.

.2 Transfer circuits are circuits connecting specifically designated transfer points authorized to transfer traffic between the tape relay networks of the various services. Transfer points are designated and authorized only by CNO (DNC) in collaboration with U.S. Army or USAF authorities. Transfer circuits shall not be established or disestablished except as directed by the CNO (DNC).

★ .3 Routing doctrine for traffic routed to U.S. Army, U.S. Air Force, Canadian and NATO routing indicators follows:

RELAY TO FOR TRANSFER

AREA OF ORIGINATOR	AREA OF DESTINATION	ALL U.S. ARMY ROUTING INDICATORS	ALL U.S. AIR FORCE ROUTING INDICATORS	ALL CANADIAN ROUTING INDICATORS	ALL NATO ROUTING INDICATORS
ALL	A	RBAT	RBAT		
ALL	D	RBDL	RBDL		RBEKHC
ALL	E	RBEP	RBEP	RBEP	RBEKHC
Q,T and F	F	RBFR	RBTP	RBEP	RBFR
ALL others except Q, T and F	F	RBDL	RBDL	RBEP	RBFR
ALL	H	RBHP	RBHP		
ALL	K	RBKA	RBKA		
ALL	L(Puerto Rico only)	RBEJ	RBEJ		
ALL	L(Except Puerto Rico)	RBLP	RBLP		
ALL	M (Guam only)		RBMP		
ALL	M (Except Guam)	RBMF	RBMF		
ALL	Q	RBQA	RBTP		
ALL	T	RBQA	RBTP		
ALL	W	RBWP	RBWP	RBWPKT	

13126. UNITED STATES-CANADA WORKING AGREEMENT

.1 The transfer of multiple-call traffic between Canadian transfer stations and U.S. transfer stations will be accomplished in accordance with ACP 127. When the operating signal ZVA is employed it shall be followed by all routing indicators for which transfer is intended. In order to avoid delay in delivery, such messages shall be relayed from the point of entry into the NTX to the Navy routing indicators in the specific routing pilot in accordance with current routing doctrine and without reprocessing or further piloting.

.2 Traffic between Canada and the United States will be handled only through established transfer stations.

13126. (Continued)

.3 Traffic originated at or destined for locations outside the geographical limits of Canada, the United States, and Alaska will be handled over th facilities of the originating country when such facilities exist. When facilities do not exist special arrangements are required.

.4 When the communication centers serving the originator and addressees hold a common cryptosystem, encrypted traffic will be routed in accordance with the crypto routing column in the JANAP/ACP 117 series. When the communication centers serving the originator and addressees do not hold a common cryptosystem, traffic will be directed to the common crypto holder nearest the addressee for processing and forwarding.

.5 In the absence of a Canadian-United States approved circuit policy, classified traffic exchanged between Canada and the United States will be encrypted.

.6 Military traffic which will incur commercial charges will not be reflected into the communication facilities of the other country except when local arrangements provide for direct billing by the commerical carrier to a representative of the country of origin, or when other provisions have been preventing obligation of funds other than those of the originating country.

.7 The address portion of messages exchanged between the two countries shall contain only address groups, international call signs, complete plain language address, or mutually understood short titles.

.8 Special characters to be employed in messages will be as authorized in the ACP 127 series. It is noted that certain equipment used by the Canadian services has the bell signal on the upper case J but it is considered that no appreciable traffic handling difficulties will be encountered since the Canadian services are in the process of converting the teletypewriter equipment to actuate the bell signal on the upper case S in all instances.

13127. TWX ROUTING INDICATORS

.1 All messages addressed to activities served by TWX, including service messages, must bear a complete address.

.2 An inspection of messages addressed to or originated by activities assigned a TWX routing indicator will reveal whether or not they carry address designation. If not, such traffic will be held at TWX positions, and a service message will be sent to the originator to determine to whom the message should be delivered.

.3 The city or telephone number will not be introduced into the tape relay network nor will it be shown in format line three on messages originated by TWX activities. Only the TWX routing indicator assigned and station serial number will be shown in format line three.

* 13130. AUTOMATIC SWITCHING PROCEDURES

13131. OPERATING PROCEDURES FOR AUTOMATIC TELETYPEWRITER STATIONS

.1 Procedures for the operation of the Automatic Switching Network will be in accordance with instructions contained in ACP 127(B), DNC 5(B), JANAP 117(C) and chapters 6 and 7 of JANAP 127(A) except for the supplementary instructions contained in this annex.

* New article inserted - subsequent articles renumbered.

13131. (Continued)

.2 In certain critical portions of messag s, the Automatic Teletypewriter Switching equipment senses all characters to determine message routes requir d; and to guard against non-delivery resulting from character garbling or improper sequence. Examples of the sequences of letter, numeral and machine function characters required for automatic system operation in a message originated at a tributary station are as follows:

Line 1

(BLANK) ZCZCDYM (FIGS) 123 (LTRS)
Automatically generated by Station Control Unit (2CR)(LF)

Line 2

PP (SPACE) RBEPC (SPACE) RBEPYA (SPACE) RBEPG (SPACE)
RBEPH (2CR)(LF)
Routing line as prepared by station operator.

Line 3

D)e or Z)___ ____ RBEPYM 10

(NOTE) Two carriage returns and one line feed at the end of format line 2 must be followed immediately by "D" or "Z" as appropriate to disconnect switching action.

Line 4 thru 14 as shown in ACP 127(B).

Line 15

09/1654Z APR RBEPYM (2CR)(8LF)(4 N's)

Line 2

(FIGS)JJJJJSSSSS(LTRS)ZZ(SPACE)RBEPH (2CR)(LF)

This example shows a variation of format line 2 required for messages bearing FLASH or EMERGENCY precedence.

Line 2

(MM(SPACE)RBEPH(SPACE)RBEPC(SPACE)RBEPT(SPACE)RBLKC(SPACE)
RBEBC(SPACE)RBWPC(SPACE)RBWKC(SPACE)RBMPC(SPACE)RBEGC (2CR)(LF)
RBATC (2CR)(LF)

This example shows a variation of format line 2 required when that line contains more than nine routing indicators.

.3 Sections underlined and enclosed in parentheses in the above examples indicate those portions of a message where any deviation from prescribed format and sequence will prevent automatic relay of a message. Any deviation (omission or insertion of machine functions) from the prescribed machine functions outlined in the examples in .2 above will require operator action at the relay station, and in most cases, will entail complete reprocessing of the message.

13132. ROUTING LINE SEGREGATION

.1 Automatic switching employs the process of routing line segregation. Routing indicators in the routing line of multiple-call messages will be segregated or distributed in accordance with the desired transmission channel in the switching process. Under this method of operation, only the routing indicator(s) applicable to a particular transmission will appear in the routing line.

(a) Messages received at a station on a multi-station line will also contain the routing indicator(s) of other station(s) addressed and connected to the same line.

(b) Messages received at a station which has further relay responsibility will contain the routing indicator(s) for which that station has relay responsibility.

.2 Relay stations which are not directly connected to the automatic switching system will use routing line segregation procedure on relayed messages, even though such messages are not intended for ultimate entry into the Automatic Switching System.

13133. RECEIPTS FOR FLASH AND EMERGENCY TRAFFIC

.1 Station to station receipts for FLASH and EMERGENCY traffic are not practical in a full automatic system. Receipts for FLASH and EMERGENCY messages will be as follows:

(a) Messages originated by a station within the automatic switching network and addressed to another station(s) within the automatic switching network: Receipt will be from addressee(s) to originator.

(b) Messages originated by a station within the automatic switching network and addressed to other than a station within the automatic switching network: Receipt will be made from the station transferring the message from the automatic switching network (Gate-way(refile) station) to the originator. All messages transmitted outside the automatic switching network will be receipted for, station to station.

(c) Messages originated outside the automatic network destined for addressee(s) within the automatic network will be receipted for station to station from originator to Gate-way (refile) station. No receipt will be required of such messages after entry into automatic network, unless a report of acknowledgement is requested.

13134. REINTRODUCING MESSAGES AT A RELAY STATION

.1 Messages intentionally intercepted at a relay station will include a start of message function (ZCZC) followed by the channel number under which the message was transmitted to the relay station. Such messages will be reintroduced at the relay station send position without addition of a station channel number or other change in format. However, an outgoing number will be picked up automatically as the message is transmitted from the relay station. NOTE: The reason for not manually adding a channel number when the message is reintroduced into the net at the relay station is that only the last two channel numbers are retained on a message after each relay in the automatic net. Therefore, the addition of the extra, and unnecessary, channel number would automatically delete the original incoming channel number, which is desirable for retention.

13134. (Continued)

.2 Messages appearing at the miscellaneous intercept position will include, as the first two characters, the incoming switching identification code followed by the channel number under which the message was transmitted to the relay station and the complete message as received at the relay station in preparing the message for reintroduction, the start of message function "ZCZC" will be manually punched in the repaired tape followed, without intervening characters, by the channel number under which the message was transmitted to the relay station. The message, when repaired, will be reintroduced at the relay station send position without addition of a station channel number. An outgoing channel number will automatically be added at the outgoing position of the relay station.

.3 Messages removed from monitor rolls for re-run purposes will be reintroduced from the relay station send position, with re-run pilot employing the following format:

(BLANK) ZCZCPRA171 (Automatically generated)	(2CR)(LF)
RR RBEPH	(2CR)(LF)
DE RBEPR 123	(2CR)(LF)
ZDK RHA 134 etc.	(2CR)(LF)

13135. RECEIPT OF AN INCOMPLETE MESSAGE BY A TRIBUTARY STATION

.1 The receipt of an incomplete message by a tributary station, with or without the end of message function, (EOM), will normally be as a result of operator action at a relay station. Service action (re-run request) at the tributary station should be deferred at least 30 minutes except on a high precedence message, in which case the wait should not exceed 10 minutes to allow the relay station time to send a procedure message (ZFR) canceling transmission. It is the ultimate responsibility of the tributary station to obtain a cancel transmission (or re-run) of any incompletely received message.

13136. RECEIPT OF A MESSAGE BY A TRIBUTARY STATION THAT CARRIES A CANCEL TRANSMISSION.

.1 A message partially received by a tributary station followed by a cancel transmission using the ERROR sign (2CR)(LF) E E E E E E E E AR (2CR)(8LF)(4N's) will be retained for number continuity only. It is the responsibility of the relay station originating the cancel transmission to protect delivery to those stations to which the cancel transmission was routed.

.2 Tributary stations shall not introduce a cancel transmission using ERROR sign (2CR)(LF) E E E E E E E E AR (2CR)(8LF)(4N's) into the Automatic Switching System.

13137. REQUESTS FOR RE-RUNS

.1 All stations within the tape relay section of the Naval Communication System, which handle messages in tape form, shall take all possible steps to avoid servicing messages which contain obvious errors that can be corrected locally. Such mechanical errors as false carriage returns, lack of carriage returns, false line feeds, lack of line feeds, upper case for lower case and vice versa, etc., can, in many cases, be corrected locally without the need of requesting a re-run.

.2 In instances where the errors can not be corrected locally, a procedure or SVC MSG should be sent to the originating station, rather than to the transmitting station (Relay Station) from which received, requesting a re-run of the message or a portion of the message as necessary.

13137.2 (Continued)

In many such cases, requests to the originator, in lieu of to an automatic relay station will result in much faster speed of service. When it is obvious that errors are occurring between the receiving station and the transmitting station, immediate steps (corrective action) shall be taken to eliminate the cause.

.3 When it becomes necessary to request re-runs, such requests shall be addressed as follows:

(a) To the originating or tape cutting station.

(b) To the Communication Center serving a TWX originator.

.4 In those instances, where all channel numbers are retained on the message tape until after receipt by the first automatic relay station, such as on messages originated outside the continental United States and forwarded by overseas radio circuits, it may be possible for that relay station to request re-runs from the last overseas relay station which transmitted the message.

13138. RE-RUNS

.1 Re-runs will be in accordance with the procedures as outlined in ACP 127(B), and in all cases will be transmitted under a new channel number employing the following format:

(2CR)(LF)	
RR RBEPR	(2CR)(LF)
DE RBEPH 123	(2CR)(LF)
ZDK PHA 003/10 etc.	

.2 When a new channel number is put on a re-run, the receiving station should log the message under the new number as well as the number(s) which was (were) re-run.

13139. INSURING CONTINUITY OF SERVICE

.1 The relay station shall make an hourly check of all incoming lines to insure continuity of service. If no traffic has been received within the past hour over a trunk or single-station channel, the relay station will originate a channel check to the station(s) involved.

EXAMPLE:

(2CR)(LF)	
RR RBEPH	(2CR)(LF)
DE RBEPR 061	(2CR)(LF)
CHANNEL CHECK	(2CR)(LF)
09/0909Z	(2CR)(8LF)(4N's)

Station(s) receiving a channel check will originate a procedure message to the originator of the check stating last number sent and received.

EXAMPLE:

(2CR)(LF)	
RR RBEPR	(2CR)(LF)
DE RBEPH 021	(2CR)(LF)
ZIC 022/ZID 061/	(2CR)(LF)
09/0909Z	(2CR)(8LF)(4N's)

13139.1 (Continued)

This procedure will not be required on multi-station lines due to the automatic self-checking feature employed on this type circuit.

.2 Tributary station(s) will not be required to send number comparisons. If no traffic has been received by a tributary station for 30 minutes, that station will originate and transmit a channel check message routed to its own station.

EXAMPLE:

(2CR)(LF)	
RR RBEPG	(2CR)(LF)
DE RBEPG (station serial number optional)	(2CR)(LF)
CHANNEL CHECK	(2CR)(LF)
09/1000Z	(2CR)(8LF)(4N's)

If this message is not returned on the received channel within 5 minutes after transmission, trouble is to be suspected and the telephone company test room serving that station should be notified immediately.

13140. CHANGING NUMBER SEQUENCES

.1 Relay station to tributary stations.

(a) The relay station will, at 2330Z daily, after recording the last number transmitted, commence resetting all tributary station outgoing channel numbers to 001.

(b) All tributary stations, except those on secured or unattended service, upon receipt of channel number 001 from the relay station or at 2400Z, whichever is earlier, will reset number comparator for the tributary station channel number to 001 and originate a procedure message to the relay station, stating the last number sent and received for that day. This procedure message shall be sent under channel number 001 for the new day.

EXAMPLE:

(2CR)(LF)	
RR RBEPR	(2CR)(LF)
DE RBEPH 001	(2CR)(LF)
ZIC 077/09 ZID 032/09	(2CR)(LF)
10/0001Z	(2CR)(8LF)(4N's)

.2 Relay station to relay station.

(a) Each relay station will, at 2330Z daily, or as near as practicable, after recording the last number transmitted; commence resetting all trunk circuit outgoing channel numbers to 001.

(b) Relay stations, upon receipt of channel number 001 from another relay station, will reset the incoming channel number for that particular channel to 001 and originate a procedure message to that relay station, stating the last number sent and received for that day. In case of multi-channel circuits one procedure message may be used to report all circuits.

13140.2(b) (Continued)

EXAMPLE:

(2CR)(LF) RR RBEPR	(2CR)(LF)
DE RBWPR 001 (or appropriate number)	(2CR)(LF)
ALFA ZIC 456/09 ZID 543/09 BRAVO ZIC 429/09 ZID 654/09 CHARLIE ZIC 238/09 ZID 472/09	(2CR)(8LF)(4N's)

13141. CLOSE OUT COMPARISONS

.1 Close out comparisons for those stations on secured service.

(a) Procedures for station securing before 2400Z:

(1) Ten minutes before a Tributary Station is scheduled to close, the Relay Station will place that station on INTENTIONAL INTERCEPT.

(2) At closing time, a Tributary Station will originate and transmit as the last number of the day, a "Close Out Notice". Immediately upon transmission of this message, the Tributary Station shall reset channel numbers to 001 and secure equipment.

(3) Upon receipt of a Close Out Notice from:

a. A Tributary on a multi-point circuit:

The Relay Station operator will place station on "SKIP" and remove any messages in the outgoing transmitter for later transmission to the station. Care should be taken to insure that the multi-station outgoing number originally assigned by the Relay Station is not transmitted to Intentional Intercept.

b. A single station line:

Any messages in the outgoing transmitter for the closed station will be removed and routed to Intentional Intercept for later transmission to the station.

(b) Procedures for stations securing and reopening the same day:

(1) Regular 2400Z change of number sequence procedure will be followed by a Tributary Station which secures and reopens during a current number series. Channel numbers will not be reset, but a Close Out Notice will be sent. The station will continue with the next number when it resumes service.

(2) The Relay Station will perform its functions as in subparagraph (a) above.

.2 Close out procedure for stations employing unattended service.

(a) At the time of the close down period, the Tributary Station will originate and transmit a service message to the Relay Station serving it, advising the Relay Station that his station is shifting to unattended service. Immediately upon transmission of this message, the following actions shall be accomplished:

13141.2(a) (Continued)

(1) Before leaving the premises the operator should:

a. Insure that an adequate supply of paper and tape is left in each machine during the unattended period.

b. Replace any worn or damaged ribbons.

c. Inspect all machines to make certain that the feeding of paper and tape through the machine is normal and that there is no obstruction to the feedout.

(2) At stations on multi-station lines, power switches on all receiving only machines connected to the line and the power switch on the control panel must be left in the ON position. This is necessary to insure proper operation of the system and receipt of all traffic addressed to the station.

(3) At stations on single-station lines, power switches must be left in the ON position for only those receiving machines connected to the line. The power to the sending machine and control panel may be turned off.

(4) As a precaution against transmission of extraneous characters on either a multi-station or single-station line, the REG and AUX XMTR HOLD keys associated with the sending machine should be in the HOLD position prior to turning the power off.

(5) Appropriate local regulations regarding notification of responsible authorities and handling of messages during the unattended period should be followed.

(b) No comparison of numbers will be made at this time. Those stations shifting to unattended service at 2400Z will change number sequences, following the procedure for changing number sequences before shifting to unattended service.

(c) Upon resuming attended service, the Tributary Station will send, as his first transmission, a procedure message stating that his station is resuming attended service and including ZIC ZID information for the previous day's traffic, or in the case of a Tributary Station resuming service during the current number series, the procedure message will contain ZIC ZID information for the period since the last change of number sequence.

13142. MISROUTES

.1 When a station receives a misrouted message, that station shall assume the responsibility for forwarding the message to the correct station (re-routing) by preparing a pilot consisting of the appropriate precedence, routing indicator(s) of the station(s) called to effect delivery, the operating signal "ZOV", the routing indicator and serial number when required, of the station preparing the pilot, and appropriate transmission instructions. Transmission instructions are not required when forwarding single-address misrouted messages.

13142.1 (Continued)

EXAMPLE:

```
ZCZCPCA123                          (2CR)(LF)
RR RBWPC                            (2CR)(LF)
ZOV RBEPC 135A                      (2CR)(LF)
T USS MILWAUKEE                     (2CR)(LF)
KWA 456PCB567                       (2CR)(LF)
RR RBEPC                            (2CR)(LF)
DE RBEKC 432                        (2CR)(LF)
R121212Z                            (2CR)(LF)
FM NAVCOMMSTA NORVA                 (2CR)(LF)
TO USS HELENA                       (2CR)(LF)
USS MILWAUKEE                       (2CR)(LF)
INFO USS MISSISSIPPI                (2CR)(LF)
BT                                  (2CR)(LF)
etc.....
```

.2 With routing line segregation it will not always be possible for the station receiving a misrouted multiple-address message to determine the correct station (routing) to which the message should be routed since in most instances only his routing indicator will appear in procedure line two. In these instances, the station receiving the misrouted message will prepare and transmit a SVC MSG to the originating station, stating that the message was received by his station due to incorrect routing and action taken (i.e. we file).

EXAMPLE:

```
ZCZCKCA123                          (2CR)(LF)
RR RBEPC                            (2CR)(LF)
DE RBEKC 234                        (2CR)(LF)
ZUI RBEPC 123Z/NAVCOMMSTA NORVA 121212Z RECEIVED WITH RBEKC
IN ROUTING LINE X NO DELIVERY RESPONSIBILITY INDICATED X NOT
ADDRESSED X
WE FILE                             (2CR)(LF)
12/1500Z                            (2CR)(8LF)(4N's)
```

Upon receipt of the SVC MSG, RBEPC is to determine, where possible, the intended routing and transmit a SUSPECTED DUPLICATE to that station. Where not possible to determine the intended routing, RBEPC must retransmit the message as a SUSPECTED DUPLICATE to all addressees of the original transmission.

.3 Messages containing call signs or address groups routed to a tributary station not equipped to handle such traffic are misroutes. The station receiving this type misroute shall prepare and transmit a SVC MSG to the originating station stating the condition under which the message was received and action taken.

EXAMPLE:

```
ZCZCPHA123                          (2CR)(LF)
RR RBEKC                            (2CR)(LF)
DE RBEPH 234                        (2CR)(LF)
ZUI RBEKC 345/MISM 121212Z X RECEIVED WITH CALL SIGNS (OR
ADDRESS GROUPS)
IN HEADING THIS STATION NOT
EQUIPPED TO                         (2CR)(LF)
HANDLE X WE FILE                    (2CR)(LF)
12/1500Z                            (2CR)(8LF)(4N's)
```

In the above example it becomes the responsibility of RBEKC to correctly reroute the message to the MSG CEN serving RBEPH.

13142. (Continued)

.4 In cases where the encrypted message is originated by other than a Navy activity, i.e., Army or Air Force, the tributary station will reroute the message to the station or command that is cryptoguard for that station.

.5 When a station receives a multiple-address message with its own routing indicator appearing twice in the routing line it becomes this station's responsibility to inform the originator of the message tape of the situation. The originator will take appropriate action to insure delivery to all intended addressees.

EXAMPLE:

```
ZCZCPHA123                                  (2CR)(LF)
RR RBEPC                                    (2CR)(LF)
DE RBEPH 234                                (2CR)(LF)
ZUI RBEPC 456/NAVCOMMSTA WASHDC 121234Z RECEIVED WITH RBEPH
APPEARING TWICE IN ROUTING LINE X WE PROTECT FOR BUPERS (OR
BUPERS AND BUSANDA ETC) ONLY                (2CR)(LF)
12/1500Z                                    (2CR)(8LF)(4N's)
```

13143. MISSENTS (Mis-directed messages)

.1 All messages received at a relay station are automatically examined for correctness of a valid routing indicator and the determination by the DIRECTOR of the cross office path required for onward transmission. The cross office path is accomplished by the assignment by the DIRECTOR of a two letter code for a single station or trunk line and a two-letter code plus a one-letter (A, S, I, D or R) connect code for a station on a multi-station line. Once these code(s) are assigned, the messages will be transmitted to the outgoing line of the respective circuit(s).

Missents may occur under two conditions:

(a) SINGLE STATION OR TRUNK LINE: The assigned two-letter code is garbled or misread in cross office transmission.

(b) MULTI-STATION LINE: The assigned two-letter code and/or the one-letter connect code is garbled or misread in cross office transmission.

.2 The action required by the station receiving a missent message differs, depending on the type station receiving the missent message, as explained below:

(a) TRUNK LINE: No action. The message will automatically be routed back to the correct station.

(b) SINGLE-STATION LINE: The station receiving a missent message must reintroduce the message exactly as received plus the addition of a start of message indicator (ZCZC) and the channel number of the station reintroducing the message.

EXAMPLE: (Message received at BUPERS (RBEPH) from the Relay Station at Cheltenham. Message addressed to NAVCOMMSTA NORFOLK (RBEKC)

```
PHA123PCB234                                (2CR)(LF)
RR RBEKC                                    (2CR)(LF)
DE RBEPC 534                                (2CR)(LF)
etc.....
```

13143.2(b) (Continued)

(Messages as BUPERS (RBEPH) reintroduces)

ZCZCPHA231PHA123PCB234 (2CR)(LF)
RR RBEKC (2CR)(LF)
DE RBEPC 534 (2CR)(LF)
etc.....

Note: The first two letters of a channel designator for a Tributary Station is always the last two letters of the routing indicator of the Tributary Station and is used by the switching center as well as the Tributary Station as a channel designator. The third letter designated the channel, i.e., ALFA, BRAVO, etc.....

(c) MULTI-STATION LINE

(1) As a result of the two-letter cross office code being garbled or misread, the missent will be received by the station of this channel which is assigned the connect code (A,S,I,D, or R) corresponding to the connect code assigned the station of the correct addressee on his respective multi-station line.

(2) In the case of (c)(1) above, the station receiving the missent will reintroduce the message in the same manner for a single-station line. (.2(b) above).

(3) A station receiving a missent will reintroduce the message preceded by a pilot routed to the station intended and the operating signal (ZOV) and the routing indicator of the station reintroducing the message.

EXAMPLE: (Message intended for RBEPG received by RBEPYG)

YPG123WBA231 (2CR)(LF)
RR RBEPG (2CR)(LF)
DE RBEPC 543 (2CR)(LF)
etc.....

(Message as reintroduced by RBEPYG)

ZCZCAYC241 (2CR)(LF)
RR RBEPG (2CR)(LF)
ZOV RBEPYG 242 (2CR)(LF)
YPG123WBA231 (2CR)(LF)
RR RBEPG (2CR)(LF)
DE RBEPC 543 (2CR)(LF)
etc.....

Station RBEPG will upon receipt of message clear his receive log by marking off number 123 as if received direct from the Relay Station.

13144. SUSPECTED DUPLICATES

.1 When a Tributary Station receives a duplicate transmission of a multiple-address message, and the message is not marked SUSPECTED DUPLICATE, it shall be the responsibility of the Tributary Station to inform the originator of the message tape of the duplicate delivery.

13144.1 (Continued)

EXAMPLE:

```
ZCZCPHA123                          (2CR)(LF)
RR RBWPC                            (2CR)(LF)
DE RBEPH 234                        (2CR)(LF)
ZUI RBWPC 456/NAVCOMMSTA SAN FRANCISCO
121212Z X DUPLICATE TRANSMISSIONS
RECEIVED                            (2CR)(LF)
12/1500Z                            (2CR)(8LF)(4N's)
```

.2 Upon being informed of a duplicate delivery, the station originating the message tape shall retransmit the message as a SUSPECTED DUPLICATE using OPSIG "ZFD" to all addressees of the original transmission except those known, unquestionably, to have received the message.

13145. PROCEDURE FOR HANDLING PART-TIME CIRCUITS

.1 A part-time circuit is a channel or channels arranged to operate for periods less than 24 hours daily.

.2 The activation and deactivation of part-time circuits should be the responsibility of the Relay Station supervisor and closely coordinated with the Telephone Company to insure no interruption to service or loss of messages being sent over the circuits. Since this type of circuit must, according to regulations, be terminated by the Telephone Company Testroom within a specified time after the close of service hours, it is conceivable that messages could become lost if the deactivation is not properly handled. This immediately suggests that some prescribed method for handling should prevail, keeping in mind that at all times a close coordination between the Telephone Company and the Relay Station must exist.

.3 The procedure for handling part-time circuits deals for the most part with the outgoing cabinets. The outgoing machines may serve the part-time circuit either, (1) individually or, (2) alternately and the procedure for handling the deactivation should be as follows:

(a) Where the part-time circuit is served by only one (individual) outgoing machine.

(1) Suspend receipt of messages from cross-office by operating the BUSY key prior to turn down time so there will be no accumulation of messages for transmission from the particular machine.

(2) After all messages waiting have been sent, operate the XMTR key to STOP.

(3) At the turn down time, operate the appropriate SVC key under the hinged panel to the OUT position.

(b) Where the part-time circuit is served by more than one machine on an alternating basis:

(1) On or before close down time, operate to the HOLD position, the XMTR keys of all machines that are transmitting.

(2) Operate the remaining machines XMTR keys to STOP.

(3) When all machines have ceased transmitting, operate the appropriate SVC key under the hinged panel to the OUT position.

(4) Restore all XMTR keys to NORMAL.

13145. (Continued)

.4 The operation of the SVC key to the OUT position prevents the selection of the part-time circuit by any machines. Once the circuit is made busy, the machines may continue to transmit over the remaining regular circuits.

.5 If for any reason a part-time circuit is to be extended beyond its contract period, a request for overtime use must be forwarded to the Telephone Company Testroom. When the overtime request has been acknowledged by the Telephone Company, the Relay Station may continue to make use of the part-time circuit. When the circuit is no longer required and after it has been made busy by the Relay Station, the Telephone Company Testroom must be notified.

.6 If an incoming channel to the center is involved as a result of the deactivation of a part-time circuit, no action is necessary by the operating personnel at the Relay Station. If, however, the incoming machine servicing the particular circuit begins to run over, notify the Telephone Company Testroom at once.

.7 To activate or turn up a part-time circuit, close coordination between the Telephone Company Testroom and the Relay Station is again essential. When advised by the Telephone Company Testroom that the part-time circuit is available for message transmission, the Relay Station supervisor may take the necessary steps to make the part time circuit accessible to the serving machines. Accordingly, the procedure for handling the turn up is simply the operation of the SVC key to the IN position and the restoration of any XMTR and BUSY keys that were operated at the previous deactivation.

.8 Upon request, the Telephone Company maintenance man will advise as to the appropriate SVC key to be operated in handling part-time circuits.

13146. MASTER STATION

.1 A station on a multi-station circuit will be designated as Master Station. Misdirected messages received by Master Stations shall be handled in accordance with the procedure outlined in paragraph 131314. Operating instructions for Master Stations are contained in 82B1 Tributary Instruction Manual under "Misdirected Message."

13147. THE OPERATING SIGNAL ZOT WITH ASSIGNED MEANING

.1 "Unable to relay message_____ in present form. We file. Transmit a correctly prepared tape under a new number to all adees (or to_____)". Is authorized for intra-Navy use by NAVCOMMU TRENTON and NAVCOMMSTA's Washington, Norfolk, San Diego, and San Francisco pending assignment of an appropriate OPSIG in ACP 131. The OPSIG ZOT will not be used when the messages involved are assigned "ZZ" or "YY" precedence.

13150. MESSAGES

13151. PLAINDRESS EXAMPLE

.1 The following example shows a PLAINDRESS multiple-address message in which one of the addressees has received the message by other means, another will receive it via the tape relay network under predetermined delivery responsibility, and the remainder require transmission instructions for delivery or further relay. The message employs format line two routing, required in NTX.

EXAMPLE

(5 SPACES)	(2 CR) (LF)	
(Line 2)	MM RBATC RBEPC RBHPC RBWPC	(2CR) (LF)
(Line 3)	DE RBMPC 98	(2CR) (LF)
(Line 4)	NPM ZON3	(2CR) (LF)
	NPG T NALK	(2CR) (LF)
	NDT T NESP	(2CR) (LF)
(Line 5)	M 101400Z	(2CR) (LF)
(Line 6)	FM NFDR	(2CR) (LF)
(Line 7)	TO NALK	(2CR) (LF)
	NAPN	(2CR) (LF)
	NARL	(2CR) (LF)
	NELT	(2CR) (LF)
	NESP	(2CR) (LF)
	NORL	(2CR) (LF)
	NUSX	(2CR) (LF)
(Line 8)	INFO MUSK	(2CR) (LF)
(Line 10)	GR75	(2CR) (LF)
(Line 11)	BT	(2CR) (LF)
(Line 12)	TEXT	(2CR) (LF)
(Line 13)	BT	(2CR) (LF)
(Line 15)	10/1430Z	(2CR) (8LF)
	(4N's)	(12 LTRS)

EXPLANATION: The contents of each line are as follows:

(5 SPACES) (2CR) (LF)

The five spaces are necessary to facilitate handling of the message tape in relay stations.

The carriage return (CR) and line feed (LF) function are necessary to reset the receiving teletypewriter at the ultimate destination where the message will be received in page copy form.

(Line 1)

A specific routing pilot is not employed.

(Line 2) MM RBATC RBEPC RBHPC RBWPC is the basic routing line and consists of the precedence prosign and routing indicators of the stations that are to effect refile or delivery of the message.

MM is the repeated precedence prosign.

RBATC RBEPC RBHPC RBWPC are the routing indicators of the stations called to effect delivery or refile to the addressees.

(Line 3) DE RBMPC 98

DE is the prosign which means this transmission is from the station whose designation follows.

13151.1 (Continued)

RBMPC 98 is th routing indicator and station serial number of the station originating th messag tape.

(Line 4) NPM ZON3
NPG T NALK
NDT T NESP - are transmission instructions indicating:

NPM ZON3 - NPM(RBHPC) is to place the message of the NPM Primary Fleet Broadcast.

NPG T NALK - NPG(RBWPC) is to transmit to NALK.

NDT T NESP - NDT(RBATC) is to transmit to NESP.

NOTE: In this example, RBMPC has determined that NAPN, NARL, NELT and NORL are copying NPM Primary Fleet Broadcast. RBEPC, being the guard for MUSK, has predetermined responsibility and will effect delivery to MUSK without further instructions. The absence of any specific transmitting instructions for NUSX indicates that he has received or is to receive the message by other means from either NFDR or RBMPC.

13152. BOOK MESSAGE

.1 A book message is one which is destined for two or more addressees and is of such nature that the originator considers that no addressees need to be informed of any other addressees. Each addressee must be indicated as action or information.

.2 Addressees of book messages are divided into groups according to the relay stations which serve them. For each group of addressees a separate message is prepared and transmitted. Each book is assigned a new station serial number but the same date-time group is used for all books.

.3 A receiving relay station may further reduce the book message to a single-address message to its tributary stations if desired. Book messages requiring refile with commercial carriers (including relay via TWX) should always be handled as such, including reduction to single-address messages if delivery to only one addressee is required. This applies whether the message is delivered by rapid means or by mail, which would include confirmation copies.

.4 The operating signal ZEX means: THIS IS A BOOK MESSAGE AND MAY BE DELIVERED AS A SINGLE-ADDRESS MESSAGE TO ADDRESSEES FOR WHOM YOU ARE RESPONSIBLE. Addressees shall not readdress book messages outside their area of responsibility.

★ .5 The following is an example of book message handling. The Bureau of Aeronautics message center has a message for transmission to 38 addressees in various naval districts. The BUAER message center obtains the originator's permission to transmit the message as a book message. Since two of the 38 addressees are served by the Pearl Primary Relay Station, the book message for those two addressees is prepared as follows:

(a) MM RBHPS RBHPC
DE RBEPD 17
M 271332Z ZEX
FM BUAER
TO COMFAIRHAW
NAS FORD ISLAND
GRNC
BT
TEXT TEXT TEXT ETC.....

13152. (Continued)

(b) If the Pearl relay station desires to deliver to each of the addressees as a single-address message, it may effect delivery to each of the addressees, as to NAS FORD ISLAND, for instance, as follows:

```
MM RBHPC
DE RBEPD 17
M 271332Z ZEX
FM BUAER
TO NAS FORD ISLAND
GRNC
BT
TEXT TEXT TEXT ETC.....
```

13153. PROCESSING OF TRANSMISSION SECTIONS

.1 Division of long messages into transmission sections is discussed in Subsection 9050.

★ .2 The following examples show the manner in which a 1600-word message may be separated into two transmission sections:

(5 SPACES)	(2CR) (LF)	
(Line 2)	MM RBMPC	(2CR) (LF)
(Line 3)	DE RBEPC 98	(2CR) (LF)
(Line 5)	M 091745Z	(2CR) (LF)
(Line 6)	FM NFDR	(2CR) (LF)
(Line 7)	TO NPN	(2CR) (LF)
(Line 10)	GR750	(2CR) (LF)
(Line 11)	BT	(2CR) (LF)
(Line 12)	SECTION ONE OF TWO...TEN	(2CR) (LF)
	LINES OF TEXT	(2CR) (8LF)
(Line 12)	PAGE TWO RBEPC 98....TWENTY	(2CR) (LF)
	LINES OF TEXT	(2CR) (8LF)

NOTE: Succeeding pages of this transmission section would appear as shown above.

Final Page.

(Line 12)	PAGE FIVE RBEPC 98....FINAL	(2CR) (LF)
	LINES OF TEXT OF	(2CR) (LF)
	SECTION ONE	(2CR) (LF)
(Line 13)	BT	(2CR) (LF)
(Line 15)	09/1800Z	(2CR) (8LF)
	(4Ns)	(12 LTRS)

The second and final transmission section would appear:

13153.2 (Continued)

(5 SPACES)	(2CR) (LF)	
(Line 2)	MM RBMPC	(2CR) (LF)
(Line 3)	DE RBEPC 99	(2CR) (LF)
(Line 5)	M 091745Z	(2CR) (LF)
(Line 6)	FM NFDR	(2CR) (LF)
(Line 7)	TO NPN	(2CR) (LF)
(Line 10)	GR850	(2CR) (LF)
(Line 11)	BT	(2CR) (LF)
(Line 12)	FINAL SECTION OF TWO...TEN LINES OF TEXT	(2CR) (LF) (2CR) (8LF)
(Line 12)	PAGE TWO RBEPC 99.....TWENTY LINES OF TEXT	(2CR) (LF) (2CR) (8LF)

NOTE: Succeeding pages of this transmission section would appear as shown above. Final page is shown below.

(Line 12)	PAGE FOUR RBEPC 99...FINAL	(2CR) (LF)
	LINES OF TEXT OF	(2CR) (LF)
	SECTION TWO	(2CR) (LF)
(Line 13)	BT	(2CR) (LF)
(Line 15)	09/1800Z	(2CR) (8LF) (4Ns) (12 LTRS)

NOTE: The two transmission sections are prepared in the same manner with these variations:

(a) A separate station serial number is affixed.

(b) The group count, if a numerical group is employed, may differ.

(c) The section number at the beginning of the text will differ.

13160. DISCREPANCIES IN TRANSMISSIONS

13161. NUMBER COMPARISONS

.1 Periodic number comparisons will ensure that all traffic transmitted has been received and that circuit continuity is maintained. The procedure outlined hereinafter is applicable to the method of periodic number comparisons normally used on all trunk circuits and private line circuits which are equipped with either automatic or tab station serial numbering devices.

(a) Each primary relay station shall exchange with each other primary relay station with which it is in direct communication number comparisons hourly on the hour over each of their respective circuits whether wire or radio.

(b) Each primary relay station shall initiate a sent number comparison to each major relay station with which they are in direct communication each even hour GMT and each major relay station shall initiate a similar comparison to their respective primary relay station each off hour GMT.

(c) Primary and major relay stations may arrange their own schedule for number comparisons with minor relay or tributary stations but in no case will such comparisons be more than one hour apart.

13161. (Continued)

(d) A final number comparison shall be made by all stations maintaining a continuous 24-hour circuit at 2400Z daily.

(e) The responsibility for continuity of received numbers rests with the station receiving the traffic. Open numbers shall be requested as they occur and every 15 minutes thereafter until received.

(f) Number comparisons between the other services will be handled in accordance with Article 13107.

(g) The following are examples of the form to be used for periodic number comparisons:

EXAMPLE of the form to be used between primary relay stations:

RBEP B37
RBHP SUPVR RBEP BRAVO COMP 1600

and

RBHP B42
RBEP SUPVR RBEP BRAVO COMP 1600

EXAMPLE of the form to be used between primary and major relay stations:

RBEP A37

RBEK SUPVR RBEP ABLE COMP 1600

and

RBEK A42

RBEP SUPVR RBEK ABLE COMP 1700

EXAMPLE of the form to be used between primary and major to minor or tributary station and minor or tributary station to primary or major station:

RBEP 37

RBEPM SUPVR RBEP COMP 1600

and

RBEPM 42
RBEP SUPVR RBEPM COMP 1600

.2 Final Number Comparisons. The following are examples of the form to be used for final number comparison:

EXAMPLE of the form to be used by all stations for final at 2400Z daily:

RBEP A46

RBHP SUPVR RBEP ALFA FINAL 2400

and

13161.2 (Continued)

RBHP A38

RBEP SUPVR RBHP ALFA FINAL 2400

NOTE: Tabs can be prepared in advance for the above forms and thus expedite this routine.

.3 Closing Number Comparisons. Close out comparisons for those offices where 24-hour circuit operation is not maintained will be made on the RETURN TAPE BASIS.

(a) The office preparing to close out will initiate the close out comparison.

(b) The controlling station receiving a close out comparison will verify receipt of all messages up to the channel number on the close out comparison and return to the closing office using the next consecutive channel number to that office.

(e) The office closing verifies receipt of all numbers up to the channel number on the returned close out tape and transmits to the controlling station a CLOSED tape with time of closing.

.4 The following are examples of the form to be used by the controlling station receiving close out comparison and the office closing.

EXAMPLE of the form to be used by office initiating close out comparison:

RBEPD A77

RBEP SUPVR RBEPD ALFA CLOSE OUT 2000

EXAMPLE of the form to be used by the controlling station receiving close out comparison:

RBEP A87

RBEPD A77

RBEP SUPVR RBEPD ALFA CLOSE OUT 2000

EXAMPLE of the form to be used by the office closing:

RBEPD A78

RBEP SUPVR RBEPD ALFA CLOSED 2010

13162. DISCREPANCY HANDLING

.1 Discrepancies made in the tape relay network should be brought to the attention of the originating station as soon as possible. Discrepancies will decrease in number if corrective action is taken without delay.

.2 All users of the tape relay component of the Naval Communication System are encouraged to exchange copies of misroutes and discrepancies. A page copy containing discrepancies should be mailed without delay directly to the station responsible, with a notation as to the nature of the discrepancy and the appropriate reference made to pertinent publications containing instructions covering the correct procedure. Formal letters or memoranda are not required. This also applies to discrepancies made by various bureau message centers in the Navy Department. The latter should be mailed directly to the communication officer of the cognizant bureau and not to the relay station.

13162. (Continued)

.3 Flagrant violations and major discrepancies may be forwarded to the Chief of Naval Operations (DNC) when it appears that further study and investigation is required, or when corrective action is indicated. Discrepancies made by the Army, Air Force or services of other nations should be forwarded directly to the Chief of Naval Operations (DNC).

13163. GARBLED OR MUTILATED TAPES

.1 When a relay station notes that a tape is garbled or mutilated, that station immediately shall request correction from the preceding station, but shall not delay messages awaiting corrections more than a reasonable period (normally not to exceed one hour) consistent with backlog and circuit conditions. If excessive delay is involved in obtaining corrections, such tapes shall be forwarded SUBJECT TO CORRECTION. A relay station forwarding a message SUBJECT TO CORRECTION then shall request the preceding station to forward the correction directly to the station to whom the message was relayed SUBJECT TO CORRECTION.

.2 When the preceding station is unable to furnish the desired correction that station may take further action as follows:

(a) Transmit the request for correction to the station originating the tape with instructions to forward the correction directly to the station to whom the message was relayed SUBJECT TO CORRECTION, and notify the station making the initial request of the action taken. The station originating the message tape then will be responsible for providing the requested correction. The addressee station receiving a SUBJECT TO CORRECTION message shall accomplish delivery, and/or refile but shall keep records open until corrections have been received. If corrections are not received within a reasonable period, the addressee station shall request corrections from the originating station.

(b) Pass the initial request to the next preceding station. This procedure shall be repeated until correction is achieved. The station providing the correction shall forward it to the station to whom the message was relayed SUBJECT TO CORRECTION. The addressee station receiving a SUBJECT TO CORRECTION message shall accomplish delivery and/or refile but shall keep reords open until corrections have been received. If corrections are not received within a reasonable period, depending upon precedence of message in question and traffic conditions, the addressee station shall request corrections from the originating station.

.3 Tapes normally shall not be forwarded SUBJECT TO CORRECTION between service networks. In those instances where such action is necessary, the transfer station of the service network making the transfer shall be responsible for furnishing corrections to the other service network at point of transfer.

.4 When corrections are not available immediately, tapes which have a precedence of Operational Immediate or higher shall be relayed to the called station SUBJECT TO CORRECTION without delay.

.5 Caution should be exercised to assure that message tapes of lower precedence are not relayed if garbled or mutilated to an extent that the information contained therein apparently is valueless.

.6 No message should be forwarded with garbles or mutilations in the heading which will cause misroutes or nondeliveries.

13163.6 (Continued)

EXAMPLE of a multiple-call message employing format line two routing:

(5 SPACES) (2CR) (LF)
00 RBEP
ZDG (2CR) (LF)
EPA187
00 RUEAC RUEPFC RUFPC RUWPC RUWYC RBEPC (2CR) (LF)
RBWPC RJEPC RJEXC (2CR) (LF)
DE RBEPAR 153 etc.....

13164. CORRECTED COPIES

.1 When a station provides a corrected copy of a message which has been forwarded SUBJECT TO CORRECTION the transmission will be preceded by a CORRECTED COPY pilot.

EXAMPLE of a multiple call message employing format line two routing:

(5 SPACES) (2CR) (LF)
00 RBEP
ZEL (2CR) (LF)
EPA187
00 RUEAC RUEPFC RUFPC RUWYC RBEPC RBWPC (2CR) (LF)
RJEPC RJEXC (2CR) (LF)
DE RBEPAR 153 etc.....

.2 It is the responsibility of the station called in the routing line to ensure that forwarding action is accomplished and that the addressee is informed that the message is a CORRECTED COPY of a message received previously.

13165. MISROUTED AND MISSENT MESSAGES

.1 A misrouted message is one bearing incorrect routing instruction. A missent message is one bearing the correct routing instruction but has been transmitted to a station other than that indicated.

.2 A tape relay tributary station is responsible for delivery of every message received, even though the message was transmitted to it through error. This is a fundamental policy and must be understood thoroughly by all personnel connected with the communication organization.

.3 Occasionally a message will be received in error due to an incorrect routing indicator. The originator may have made this error or it may have resulted from mechanical trouble in the system. In some cases, the routing indicator may be correct but the relay station may transmit it over the wrong circuit (MISSENT). While the final relay station jointly is responsible with the tributary station for checking routing indicators against the plain language address, this does not relieve a tributary station which receives a misrouted or missent message from responsibility for taking action as outlined in paragraphs 4 and 5 below.

.4 Misrouted Messages

(a) When a tributary station receives a misrouted message that station shall:

(1) If tapes are received on an incoming circuit, handle the message as a misrouted message as outlined in sub-paragraph (c) below.

13165.4 (Continued)

(2) If tapes are not received, notify the relay station which will obtain the transmitted tape of the referenced message, cancel the transmission to the tributary station, and forward the message as outlined in sub-paragraph (c) below. In circumstances where the transmitted tape is not available, the tributary station shall be instructed to forward the message.

(b) When a tributary station forwards a misrouted message, it shall be handled as outlined in sub-paragraph (c) below.

(c) Prior to forwarding a misrouted message, a station shall prepare a pilot consisting of the appropriate precedence, routing indicator of the station to effect delivery, the operating signal ZOV, the routing indicator of the station preparing the pilot, and appropriate transmission instructions. Transmission instructions are not required when forwarding single-address misrouted messages.

EXAMPLE of a multiple-call message employing format line two routing:

EPA071
RR RBEPC RBHPC (2CR) (LF)
DE RBEGC 76A (2CR) (LF)
R 101950Z (2CR) (LF)
FM NITR (2CR) (LF)
TO NISM (2CR) (LF)
NISL (2CR) (LF)
NITP (2CR) (LF)
NISN (2CR) (LF)
GR20 etc.....

As rerouted by RBEPC

RR RBWPC RBMPC (2CR) (LF)
ZOV RBEPC 17A (2CR) (LF)
NPG T NISM (2CR) (LF)
NPN T NISL (2CR) (LF)
EPA071
RR RBEPC RBHPC (2CR) (LF)
DE RBEGC 76A (2CR) (LF)
R 101850Z (2CR) (LF)
FM NITR (2CR) (LF)
TO NISM (2CR) (LF)
NISL (2CR) (LF)
NITP (2CR) (LF)
NISN (2CR) (LF)
GR20 etc.....

(d) The station receiving a message addressed to more than one activity which contains a MISROUTE pilot is responsible for effecting delivery only to those addressees indicated by the designations which follow the prosign T in the pilot. The delivery responsibilities appearing in the message address will be disregarded. The station rerouting the message will notify the station which originated the message tape with the incorrect routing indicator of the action taken and the correct routing. When messages involving mobile units are directed to a guard station, and require rerouting to another station for delivery or further relay, they are handled as misrouted messages. In this case, it is not necessary to advise the originating station.

13165. (Continued)

(e) In instances where the tributary station is forwarding a misrouted message and the tributary station serial number serves as the channel number, the MISROUTE pilot shall include a station serial number immediately following the tributary station's routing indicator.

EXAMPLE:

```
PP RUHPLE                                   (2CR) (LF)
ZOV RUWPLE 10A                              (2CR) (LF)
WUA 096
EUA 075
PP RUWPLE                                   (2CR) (LF)
PP RUWPLE RUHPC RUAPC                       (2CR) (LF)
DE RUEPC 78B etc.....
```

.5 Missent Messages -

(a) When a tributary station receives a missent message, that station shall notify the relay station from which the message was received. The relay station shall cancel the transmission to the tributary station and retransmit the message tape over the proper channel.

(b) When a relay station employing format line two routing receives a missent message, that station shall notify the relay station from which the message was received. The relay station which missent the message shall cancel the transmission and retransmit the message tape over the proper channel.

13166. HANDLING OF SUSPECTED DUPLICATE MESSAGES

.1 Messages forwarded as SUSPECTED DUPLICATE messages are discussed in Article 9062.

.2 When a tape relay station has cause to suspect that a message may have been previously transmitted but definite indication of prior transmission is not immediately available, the following procedure is applicable:

As received by RBWP -

```
EPA053
EPA039                                      (2CR) (LF)
PP RBWKE RBWPLE                             (2CR) (LF)
DE RBEPAR 16B                               (2CR) (LF)
P 141630Z                                   (2CR) (LF)
FM NURL                                     (2CR) (LF)
TO RBWKE/HURT                               (2CR) (LF)
INFO RBWPLE/HAPP etc....
```

As forwarded by RBWP -

```
PP RBWKE RBWPLE                             (2CR) (LF)
ZFD RBWP                                    (2CR) (LF)
EPA053
EPA039
PP RBWKE RBWPLE                             (2CR) (LF)
DE RBEPAR 16B etc.....
```

As originally prepared by RBEPAR -

13166.2 (Continued)

(5 SPACES) (2CR) (LF)
PP RBWKE RBWPLE (2CR) (LF)
DE RBEPAR 16B (2CR) (LF)
P 141630Z (2CR) (LF)
FM NURL (2CR) (LF)
TO RBWKE/HURT (2CR) (LF)
INFO RBWPLE/HAPP etc..... (2CR) (LF)

As forwarded by RBEPAR to RBWKE -

(5 SPACES) (2CR) (LF)
PP RBWKE (2CR) (LF)
ZFD RBAPAR 48B (2CR) (LF)
PP RBWKE RBWPLE (2CR) (LF)
DE RBEPAR 16B etc....

As forwarded by RBEPAR to RBWKE **and** RBWPLE -

(5 SPACES) (2CR) (LF)
PP RBWKE RBWPLE (2CR) (LF)
ZFD RBEPAR 72B (2CR) (LF)
PP RBWKE RBWPLE (2CR) (LF)
DE RBEPAR 16B etc....

13167. TWO TAPES WITH THE SAME NUMBER

.1 When a tape relay station is notified that two transmissions have been received with identical channel numbers, an examination of the sent tapes or monitor reel should be made. If two tapes are found with the same number, a correction message will be initiated to indicate the proper number under which the second transmission is to be forwarded.

EXAMPLE:

ERA192 (2CR) (LF)
RR RBWP (2CR) (LF)
DE RBEP (2CR) (LF)
ZFQ EPA150 101400Z (2CR) (LF)
10/1500Z (2CR) (8LF) (4Ns) (12 LTRS)

NOTE: The operating signal ZFQ means TWO MESSAGES RECEIVED AS CHANNEL OR STATION SERIAL NUMBER_____. HOLDING MESSAGE_____. ADVISE DISPOSITION_____.

Reply -

WPA156 (2CR) (LF)
RR RBEP (2CR) (LF)
DE RBWP (2CR) (LF)
ZFS EPA150 101400Z (2CR) (LF)
10/1510Z (2CR) (8LF) (4Ns) (12 LTRS)

NOTE: The operating signal ZFS means MAKE MESSAGE_____ SAME CHANNEL OR STATION SERIAL NUMBER AS THIS PROCEDURE MESSAGE.

.2 When a tributary station is notified that two message tapes have been received with identical station serial numbers, an examination of the sent message file is made. If two messages have been transmitted with the same number, the tributary station will cancel the second transmission made under the duplicated number and retransmit the message under a new station serial number.

13167.2 (Continued)

EXAMPLE:

EPA076 (2CR) (LF)
RR RBEPD (2CR) (LF)
DE RBEP (2CR) (LF)
ZFQ RBEPD 43 091600Z (2CR) (LF)
09/1640Z (2CR) (8LF) (4Ns) (12 LTRS)

Reply -

(5 SPACES) (2CR) (LF)
RR RBEP (2CR) (LF)
DE RBEPD 48 (2CR) (LF)
ZFR 091600Z RBEPD 43 (2CR) (LF)
09/1650Z (2CR) (8LF) (4Ns) (12 LTRS)

13168. DISCREPANCIES IN CHANNEL NUMBERS

.1 When a tape relay station is notified that it has transmitted a message tape with two channel numbers which appear at the leader end of the tape, the following action shall be taken:

(a) Check transmitted tapes to ensure no transmission has been lost. If a transmission has been lost, the tape shall be rerun immediately to the distant station.

(b) If no transmission has been lost, the distant station shall be advised to BLANK the lower number and release the tape under the higher number.

NOTE: When numbers have been BLANKED from tapes containing more than one number, extreme care must be exercised to ensure that the message is forwarded under the remaining number. A Transmission cannot be canceled by blanking a number.

EXAMPLE:

Message tape as received at RBEC from RBEP:

RBEP75
RBEP76 (2CR) (LF)
MM RBECC (2CR) (LF)
DE RBEPC 95B etc....

Correction requests:

(2CR) (LF)
MM RBEP (2CR) (LF)
DE RBEC (2CR) (LF)
ZFU RBEP 75 RBEP 76 RBEPC 95B (2CR) (LF)
10/1930Z (2CR) (8LF) (4Ns) (12 LTRS)

NOTE: The operating signal ZFU means CHANNEL NUMBER(S) _____PRECEDE MESSAGE_____.

Reply:

(2CR) (LF)
MM RBEC (2CR) (LF)
DE RBEP (2CR) (LF)
ZFW RBEP 75 RBEPC 95B RBEP 76 (2CR) (LF)
10/1940Z (2CR) (8LF) (4Ns) (12 LTRS)

13168.1 (Continued)

NOTE: The operating signal ZFW means BLANK CHANNEL NUMBER(S)_____. FORWARD MESSAGE_____AS CHANNEL NUMBER_____.

.2 When a tape relay station is notified that it has transmitted a message tape with two channel numbers and the numbers are separated by portions of the message, the distant station will be advised to cancel the transmission under the lower number and BLANK the higher number. The message tape will be corrected and resent under a new channel number.

EXAMPLE:

Message tape as received at RBEC from RBEP:

RBEP 75 (2CR) (LF)
MM RBEGC (2CR) (LF)
DE RBEPC 95B (2CR) (LF)
P 101845Z (2CR) (LF)
FM HKAF (2CR) (LF)
TO HRBL (2CR) (LF)
RBEP 76 (2CR) (LF)
BT etc.....

Correction requests -

(2CR) (LF)
MM RBEP (2CR) (LF)
DE RBEG (2CR) (LF)
ZFV RBEPC 95B RBEP 75 RBEP 76 (2CR) (LF)
10/1910Z (2CR) (8LF) (4Ns) (12 LTRS)

NOTE: The operating signal ZFV means MESSAGE_____CONTAINS CHANNEL NUMBERS_____SEPARATED BY PORTIONS OF THE MESSAGE. ADVISE DISPOSITION.

Reply -

(2CR) (LF)
MM RBEG (2CR) (LF)
DE RBEP (2CR) (LF)
ZFR RBEPC 95B RBEP 75 ZFW RBEP 76 (2CR) (LF)
10/1915Z (2CR) (8LF) (4Ns) (12 LTRS)

NOTE: The operating signal ZFR means CANCEL TRANSMISSION _____(MADE UNDER CHANNEL OR STATION SERIAL NUMBER_____).

.3 The station canceling a transmission is responsible for the retransmission of the message involved.

.4 Never cancel a number. Always BLANK numbers.

.5 Never BLANK a transmission. Always cancel transmissions.

.6 When a station receives a message without a sequential channel number, known as a "straggler", from a station that uses channel numbering, that station shall so inform the station which made the transmission and the station which made the transmission either shall assign the proper number under which the message is to be released or cancel the transmission.

13168.6 (Continued)

EXAMPLE:

	(2CR) (LF)
RR RBEP	(2CR) (LF)
DE RBEPD	(2CR) (LF)
ZFT RBEBPB 4 EPA150	(2CR) (LF)
09/1030Z	(2CR) (8LF) (4Ns) (12 LTRS)

NOTE: The operating signal ZFT means MESSAGE_____ RECEIVED WITHOUT CHANNEL OR STATION SERIAL NUMBER FOLLOWING CHANNEL OR STATION SERIAL NUMBER_____. ADVISE DISPOSITION.

Reply -

	(2CR) (LF)
RR RBEPD	(2CR) (LF)
DE RBEP	(2CR) (LF)
ZFS RBEBPB 4	(2CR) (LF)
09/1040Z	(2CR) (8LF) (4Ns) (12 LTRS)

or

	(2CR) (LF)
RR RBEPD	(2CR) (LF)
DE RBEP	(2CR) (LF)
ZFR RBEBPB 4	(2CR) (LF)
09/1040Z	(2CR) (8LF) (4Ns) (12 LTRS)

★ .7 OPEN NUMBER is a sequential channel number of the received number sheet for which a transmission bearing a corresponding number has not been received.

(a) When a station discovers an OPEN NUMBER, that station shall initiate a procedure message informing the transmitting station. Upon receipt of a report of an OPEN NUMBER from a station, the transmission forwarded under that number shall be retransmitted, preceded by an appropriate pilot. Tributary stations shall blank reported open numbers to relay stations by operating signal. If a message was previously transmitted under the blanked number, retransmission shall be effected to all addressees as a suspected duplicate, unless it is definitely known that an addressee has received the message.

EXAMPLE:

Correction request -

	(2CR) (LF)
RR RUEP	(2CR) (LF)
DE RUWP	(2CR) (LF)
ZFX EUA185	(2CR) (LF)
10/1040Z	(2CR) (8LF) (4Ns) (12 LTRS)

NOTE: The operating signal ZFX means CHANNEL OR STATION SERIAL NUMBER_____ IS OPEN. ADVISE.

Reply -

	(2CR) (LF)
RR RUWP	(2CR) (LF)
DE RUEP	(2CR) (LF)
ZUI (identification) ZDK	(2CR) (LF)
EUA185	
RR RUWPTD	(2CR) (LF)
DE RUEPLT 96B etc.....	

13168.7 (Continued)

NOTE: The operating signal ZUI means YOUR ATTENTION IS INVITED TO _____: ZDK means FOLLOWING REPETITION (OF_____) IS MADE IN ACCORDANCE WITH YOUR REQUEST.

(b) If it is determined that no transmission was made under the number reported as an OPEN NUMBER, a correction message BLANKING the number will be transmitted to the station making the report.

(c) If a monitor reel is employed and a number appears on the monitor reel tape without a message following it, and a portion of unperforated tape appears after the number, the original transmitted tapes will be retrieved and compared with the tape on the monitor reel. When a message tape is found among the original transmitted tapes which does not appear on the monitor reel tape, the number reported as open will be BLANKED and the tape so found resent under a new channel number as a SUSPECTED DUPLICATE.

(d) When a relay station receives a rerun as a result of an open number having been reported, but the definite indication of prior transmission is not available immediately, the station will forward the tape as a SUSPECTED DUPLICATE.

(e) When a tributary station receives a rerun as a result of an open number having been reported, that station shall determine whether that message was previously received. If the message is located, the duplicate transmission will be filed. If the message cannot be located, the rerun will be released as a SUSPECTED DUPLICATE.

13169. DISCREPANCIES IN STATION SERIAL NUMBERS

.1 When the first relay station receives a message from a tributary station without a station serial number, necessary correction will be accomplished before the message is forwarded. If the omission is inadvertently overlooked by the first relay station and is noted by an intermediate relay station, no action will be taken to correct the discrepancy. Such a message will be forwarded to the called station in the normal manner. The called station will obtain the omitted station serial number by procedure message from the originating station, if required.

13170. CORRECTION OF ERRORS

13171. MECHANICAL AND NONMECHANICAL ERRORS

.1 Message errors encountered in the NTX network are the result of mechanical failures (including electrical) causing garble, dropping of carriage return, overlining, etc.; and nonmechanical errors, causing misroutes, missent messages, misaddressed messages, transposed characters, punching errors, etc. Some mechanical failures may be attributed to changes in pulse repetition rate due to atmospheric conditions. Nonmechanical errors are generally personnel errors.

.2 It is difficult, in many instances, for a station to determine with accuracy whether an error is mechanical or nonmechanical. However, sound judgement and experience will contribute materially to a correct determination. If it is determined that an error is due to mechanical failure a supervisory wire should be sent to the station from which the transmission was received, provided it cannot be corrected locally. Nonmechanical errors should be handled by service message to the originating message center.

13172. KEYBOARD TRANSMISSION

.1 When the sending operator detects an error during transmission of the message text or ending, the operator transmits the error prosign E E E E E E E E after the incorrect word or group and resumes transmission from the last correctly transmitted word or group.

EXAMPLE:

An operator is transmitting the words IN ACCORDANCE WITH MESSAGE SENT and makes an error in the word MESSAGE: IN ACCORDANCE WITH MESSG E E E E E E E E WITH MESSAGE SENT.

.2 Errors made in the message heading are not to be corrected in the above manner. The incorrect transmission is canceled by transmitting the prosign E E E E E E E E AR, two carriage returns, eight line feeds, four Ns and twelve LTRS. Transmission then commences from the beginning of the heading.

13173. CORRECTIONS AT END OF MESSAGES

.1 If the transmitting operator discovers that an error has been made in the textual portion, the error may be corrected at the end of the message. Such corrections will be separated from the last text group, or confirmation (if any), by (2CR) (LF) and will be preceded by the prosign C and identifying data. Headings and security classifications shall not be corrected in this manner.

13174. CORRECTIONS IN MULTIPLE-PAGE MESSAGES

.1 When corrections are necessary in multiple-page messages which cannot be made either by the rub-out or E E E E E E E E method, the correction shall be made following the last text group of the page in which the error appears. Such corrections will be separated from the last text word or confirmation by (2CR) (LF) and will be preceded by the prosign C and identifying data. In such cases the end of page sequence, (2CR) (LF), shall be transmitted after the correction, with the exception that the last page will be ended with the normal message ending and machine functions (2CR) (8LF) (4Ns) (12 LTRS). In those instances where the error was not noted prior to starting another page, the error shall be corrected at the end of the message.

13175. CORRECTION REQUESTS AND REPLIES

.1 Corrections involving group errors, incorrect group counts, omitted portions of messages, nonmechanical errors, etc., are obtained by addressing service or procedure messages to the station which originated the message tapes.

.2 Correction for discrepancies in channel numbers, unintelligible station serial numbers, incompleted messages, or mutilations and garbles caused by mechanical difficulties are obtained by addressing a correction request to the station from which the transmission was received or the originating station.

.3 When sending a correction request to a relay station regarding a message which was relayed through the station, reference will always be made to the channel number and further identifying and explanatory data as required.

13175.3 (Continued)

EXAMPLE:

(5 SPACES) (2CR) (LF)
RR RUEP (2CR) (LF)
DE RJEP (2CR) (LF)
INT ZDK EUA046 (reason)_____. (2CR) (LF)
09/1600 JAN RJEP (2CR) (8LF) (4Ns) (12 LTRS)

NOTE: The operating signal INT ZDK means WILL YOU REPEAT MESSAGE ___(OR PORTION_____)? OR RERUN NO._____.

★ .4 When sending a correction request to a station regarding a message originating at that station, reference must always be made to the station, serial number and further identifying and explanatory data as required.

EXAMPLE:

(5 SPACES) (2CR) (LF)
RR RUEPAR (2CR) (LF)
DE RUEP (2CR) (LF)
INT ZDK RUEPAR 96B 091420Z (reason) (2CR) (LF)
09/1600Z (2CR) (8LF) (4Ns) (12 LTRS)

.5 In the event that both the channel number and station serial number are in error, the message should be identified by quoting the message heading and if necessary a portion of the text.

.6 If a message contains more than one error, all questions concerning the same message should be incorporated in one service or procedure message.

.7 In all instances, the station initiating a correction request is responsible for following up the original request until an answer is received. When a second or succeeding correction request or reply is originated, it will be so identified. Each correction request shall be answered even though a previous reply has been made.

EXAMPLE:

(5 SPACES) (2CR) (LF)
RR RUEP (2CR) (LF)
DE RJEZ (2CR) (LF)
ZUI (identification)ZDK RJEC A290 (2CR) (LF)

(5 BLANKS)
RJEZ A290 (2CR) (LF)
RR RUEPC (2CR) (LF)
DE RJEXL 16B (2CR) (LF)
etc.....

.8 Procedure and service messages will be used to make corrections when it is not necessary to retransmit the message.

.9 The date and time of origin, separated by the slant sign, will end each procedure message used for this purpose, except when preceding retransmission of a message. In this instance, the pilot will be separated from the message retransmission by two carriage returns and one line feed.

13176. METHODS OF CANCELING TRANSMISSIONS

.1 Messages may be canceled only by the originator as set forth in Article 9152.

13176. (Continued)

.2 Transmissions may be canceled between stations as outlined below:

(a) When a message has not been completely transmitted and prior to any further transmission, the operator may notify the distant station to disregard the incomplete transmission by transmitting (2CR) (LF) and the prosign E E E E E E E E followed by (2CR) (8LF) (4Ns) (12LTRS). Each letter of the error prosign shall be separated by a space.

(b) When station serial numbers serve as channel numbers, the station serial number of a canceled transmission shall be filled in by utilizing the number on a succeeding message, preferably on the next message.

(c) When incomplete transmissions result from mechanical difficulties at tape relay stations, they will be canceled by a procedure message quoting the channel number and station serial number appearing on the transmission to be canceled. The same channel number shall not be used on a succeeding transmission. A record of cancellation shall be made.

EXAMPLE:

	(2CR) (LF)
RR RBEPA	(2CR) (LF)
DE RBEP	(2CR) (LF)
ZFR EPA108 RUEPAR 96B	(2CR) (LF)
9/1645Z (2CR) (8LF) (4Ns) (12 LTRS)	

.3 When it is necessary to inform a station to take no forwarding action on a completed transmission which has been questioned, the transmission will be canceled as indicated in (c) above.

.4 It is the responsibility of the station canceling a transmission to ensure accomplishment of any further handling of the message that may be required.

.5 In service messages, phrases such as FILE WITHOUT FORWARDING, FILE WITHOUT ACTION, DELIVERY PROTECTED or other appropriate phrases may be used to avoid violations of the above.

.6 The term CANCEL AND FILE (CAF) is not authorized.

13200. UNATTENDED AND SECURED SERVICE

13201. UNATTENDED AND SECURED SERVICE

.1 There are two types of service provided to Naval Teletypewriter and tape relay tributaries where traffic volume and/or personnel limitations preclude a 24-hour communication watch. These are:

(a) Unattended service - Traffic is routed to these activities as if they maintained a 24-hour communication watch. If messages are received at times other than normal working hours, these messages continue to be transmitted to the receiving teletypewriter machines for processing by communication personnel at the commencement of the next working day.

(b) Secured service - Traffic is routed to these activities in the normal manner during working hours. At the conclusion of normal working hours the relay station switches these stations to an intentional intercept position. The relay station intercepts all traffic and reintroduces into the Automatic Switching System at the commencement of regular working hours.

13201. (Continued)

.2 Screening of traffic by relay stations for those stations employing "unattended service" or "secured service" is not practicable. Personnel and facilities will not be available at the automatic relay stations to provide the required screening and notification of addressees.

.3 Action is required by commands concerned as follows:

(a) Commands employing unattended service must ensure that duty personnel periodically check incoming machines or accept responsibility for traffic delays occasioned by the use of unattended service.

(b) Commands employing secured service must accept delays in delivery occasioned by that service.

ANNEX ALFA

NAVY TWX DIRECTORY

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★ ANNEX ALFA

NAVY TWX DIRECTORY

A-1. SCHEDULING OF TWX CONNECTIONS:

.1 If the volume of traffic justifies and the facility situation permits, a Teletypewriter Exchange Service (TWX) station should be directed by the relay station to handle its traffic with the relay station on a scheduled basis, placing calls at a predetermined time.

.2 Normally the relay station will arrange the schedule so that the various activities place their TWX calls at different times, thus reducing to a minimum the amount of terminal equipment required and insuring a uniform traffic load.

.3 The scheduled calls will normally be initiated by the TWX station. In case there is no traffic on file for transmission, no call should be placed. If the relay station has traffic on hand and no call is received within ten minutes after the scheduled time, the relay station will initiate the call.

.4 Immediately after establishment of the connection, all traffic on hand at the TWX station should be transmitted to the relay station. To prevent the originator from disconnecting, the relay station should indicate whether it has any traffic to transmit by some phrase such as "MSG TO FOLLOW" before receipting. After receipting, the relay station should transmit the message it has on hand.

.5 If tape transmission is used, all TWX messages filed for transmission during the interval between schedules should be punched and made ready for transmission at the scheduled time.

.6 Where manual operation is used, the messages should be processed completely prior to transmission so that there will be no delay once the connection has been established.

.7 Grouping of messages on scheduled connections results in a reduction of charges as well as more efficient handling of traffic because connections of less than three minutes are reduced to a minimum. The TWX rate is based on a minimum of three minutes per connection. Two messages of average length can be transmitted in one three-minute connection, and each additional minute is charged for at 25% of the initial 3-minute rate.

.8 High precedence traffic is, of course, transmitted as soon as possible, irrespective of schedules.

★A-2. ASSIGNMENT OF TWX INDICATORS:

.1 Routing indicators assigned the activities listed in this Annex are listed in JANAP 117, and were assigned according to the following plan:

(a) When the assigned indicator ends with the letters CX it indicates that the activity is equipped only with TWX facilities. The letters preceding the letters CX in each of these routing indicators is the basic indicator of the primary, major, minor relay stations or tributary station that will effect transfer of traffic originated by and addressed to the TWX activity, when the Naval Teletypewriter Network (NTX) service is used for handling such traffic.

(b) The information contained in this Annex is listed in the following order:

A-2.1(b) (Continued)

(1) The city and name of the activity.

(2) The TWX number assigned the activity.

★A-3. ROUTING OF TWX TRAFFIC:

.1 Routing of traffic via TWX facilities will be accomplished as follows:

(a) Activities using TWX as primary means of communications will transmit originated messages requiring entry into the NTX system to the relay station serving the activity. In the event that the addressee of a single addressed message is served by TWX from the same relay station as the originator, transmission shall be made direct to the addressee. In case of a multiple address transmission shall be made to the relay station serving the originator.

(b) Messages (including service messages) addressed to activities served by TWX must bear a complete address. The TWX routing indicator only routes the message tape to the TWX tape relay section of a relay station where the TWX tape relay operator must read the address portion of the tape to determine the destination.

A-4. WESTERN UNION AND TWX

.1 Refile points shall use TWX to effect delivery of messages requiring commercial refile to those commercial companies which have a TWX installation when such addressees can be served thereby more economically than by Western Union. Retention of deferred traffic for transmission in strings is also appropriate. However, due care should be exercised not to impose excessive delay.

.2 Those messages requiring refile with Western Union received after the end of the working day addressed to commercial companies and naval activities who do not maintain a 24-hour watch shall be transmitted as night letters whenever practicable.

.3 All originators are requested to phrase their messages with the minimum number of words consistent with clarity and to assign appropriate precedence.

A-5. UNATTENDED TWX SERVICE

.1 Teletypewriter machines may be equipped for unattended service which permits an incoming call to be completed without an operator in attendance. This service is not generally advocated for naval activities because of the possibility of fouling up of paper, tearing and jamming of ribbons, or mechanical trouble while the machine is unattended. It may be used, however, between an NTX relay station and an individual user after the user's closing hour.

.2 Unattended service should not be used for TWX calls between naval activities, except when a receipt can be obtained for messages so transmitted immediately after the opening of the station the following morning. This is accomplished at no additional cost to the TWX user, as outlined below:

(a) When transmitting to unattended TWX stations, two or three messages will normally be saved for transmission within one (1) hour after the opening of the TWX station, and the unattended station will receipt for all traffic received during the unattended period on this connection. This makes use of all time charged for, instead of wasting more than two (2) minutes as would be the case if a three-minute call is placed merely to obtain a receipt.

A-5.2 (Continued)

(b) If, for any reason, the relay station has no need to establish a connection within one (1) hour after the opening of the TWX station, a special call should be made by the relay station to obtain receipts for these messages, unless previously receipted on a call originated by the unattended station.

.3 Traffic received on an unattended basis should be carefully checked immediately upon the reopening of a station. The receipt should be made on the first connection established with the relay station by referring to the originator's routing indicator and identifying serial number of each message received. If the messages are channel-numbered by the relay station, reference may be made to the channel numbers. "UNAT" indicates that the messages were received on an unattended basis.

★A-6. CORRECTIONS TO TWX LISTINGS:

.1 The Chief of Naval Operations (DNC) should be notified immediately concerning additions, deletions or changes to the listing in this Annex Chief of Naval Operations will then promulgate the information.

★A-7. ALPHABETICAL LISTINGS OF TWX FACILITIES:

.1

Albany, N.Y.	
Navy Recruiting Station	AL 552
Albuquerque, N. Mex.	
Field Command, Armed Forces Special Weapons Project	AQ 89
Athens, Ga.	
U.S. Naval Supply Corps School	ATHENS GA 1171
Baltimore, Md.	
Bureau of Aeronautics Representative (Middle River)	ESSEX MD 89
Inspector of Naval Material (Accepts traffic for unlisted activities Baltimore and vicinity)	BA 562
Director of Navy Recruiting Second Navy Recruiting Area	BA 365
Bath, Maine	
Supervisor of Shipbuilding and Inspector of Ordnance	BATH 293
Boston, Mass.	
Captain of the Port (COTP)	BS 313
Coast Guard Repair Base	BS 313
District Coast Guard Office	BS 313
District Headquarters Message Center	BS 371
Office of Naval Intelligence	BS 513
Bremerton, Washington	
Harbor Defense Unit	PORT TOWNSEND 408

A-7.1 (Continued)

Butte, Montana	
Navy Recruiting Station	BT 13
Camden, N.J.	
Supervisor of Shipbuilding and Inspector of Ordnance	CAMDEN 390
Cedar Rapids, Iowa	
Inspector of Naval Material	CR 27
Charleston, S.C.	
Commander Charleston Section Seventh Coast Guard District	CS 293
District Headquarters, Message Center	CS 288
District Intelligence Officer	CS 287
Chicago, Illinois	
District Intelligence Officer, Ninth Naval District	CG 950
Representative, Ninth Coast Guard District	CG 1494
Cleveland, Ohio	
Commander Ninth Coast Guard District	CV 333
Corona, California	
Naval Ordnance Lab	CORONA 9066
Denver, Colorado	
Airway Manual	DN 245
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ANNEX BRAVO

USE OF ABBREVIATIONS

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ANNEX BRAVO

USE OF ABBREVIATIONS

B-1. ABBREVIATIONS AND SHORT TITLES --- DEFINITION

.1 The word abbreviation, as used in this annex, means a shortened form of a word or phrase which will, in its condensed form, convey the same unmistakable meaning as though the word or phrase itself were used.

.2 The term short title, as used here, refers to the condensed form of those proper names which together make up the title of a command, document, or device. An example of a short title would be SECDEF, meaning Secretary of Defense.

B-2. THE USE OF ABBREVIATIONS AND SHORT TITLES

.1 Abbreviations and short titles are intended for use in correspondence and messages in order to shorten the text, thereby saving time and material. They provide an easy-to-read and easy-to-say symbol for oft-repeated phrases and long and cumbersome titles. Many abbreviations and short titles can be spoken as single words, and may carry over into oral use. It is much easier to say CINCNELM, for example, than Commander-in-Chief, U.S. Naval Forces, Eastern Atlantic and Mediterranean.

.2 Although abbreviations shorten messages and are intended to ease communications, indiscriminate, injudicious and excessive use results in loss of intelligibility. Over-usage of abbreviations places brevity above clarity with a resultant loss of exactness in communications. The brevity and economy being sought is more than offset by the error, delay and misunderstanding that stem from an excessively abbreviated message.

.3 Use of abbreviations must be limited and kept within the confines of assured intelligibility. The increase in preparation and transmitting time brought about by restricting the use of abbreviations is acceptable, since such restriction will eliminate the administrative effort and circuit time inevitably lost in sending service messages, requesting repetitions, and clearing garbles resulting from over-abbreviating.

B-3. NAVY POLICY

.1 The policy prescribed here will be followed by drafters and originators when drafting correspondence and messages addressed to activities and commands within the U.S. Navy and U.S. Marine Corps. Brevity in message texts will not be de-emphasized as a result of this policy. Rather, brevity will be achieved through the proper choice of words and good writing techniques.

.2 Well-recognized abbreviations which definitely fall into one of the following categories may be used in the preparation of correspondence and messages when they will serve a useful purpose.

(a) Abbreviations for medals, badges, or other marks of distinction.

(b) Abbreviations for points of the compass and map coordinates.

(c) Authorized model designations and symbols for common types of aircraft, ships, or vehicles.

(d) Abbreviations for titles, ranks, and grades.

B-3.2 (Continued)

(e) Abbreviations commonly used for geographical locations and standard English dictionary abbreviations.

(f) Other technical abbreviations customarily used by specialists and technicians when communicating with activities or persons in the same field as that of the originator, and to no others.

.3 Abbreviations other than those outlined above may be used in the text of correspondence or messages after they have been initially spelled out and identified in each item of correspondence or message. For example, the abbreviation ICAO could be used in a letter, but only if that letter's first reference to the organization read: International Civil Aviation Organization (ICAO).

.4 Abbreviations and short titles which have, through years of joint usage, become self-evident, unequivocal, and universally known, will be accepted for joint use within and among the Services. Even then, an abbreviation will not be used if there is any doubt that it will be easily and readily understood. Such abbreviations peculiar to the U.S. Navy and U.S. Marine Corps may be used under the same conditions, but only within the Navy Department.

.5 The usage of abbreviations will at all times be governed by the principle of immediate comprehension. Abbreviations will not be used in correspondence and messages unless the originator can reasonably assume that the meaning of the abbreviation will be immediately clear to the addressee.

B-4. JOINT POLICY

.1 The policy on the use of abbreviations prescribed for Joint use is identical to that prescribed for Navy and Marine Corps use. Drafters and originators of correspondence or messages will be guided by the principles laid down in Article C-3 of this annex when addressing material to the other U.S. Services.

B-5. ALLIED PROCEDURE

.1 Since there is no Allied Policy on the use of abbreviations and since the abbreviations concerned are normally taken from the English language, originators of correspondence or messages to other than U.S. Services must restrict themselves to abbreviations and short titles which are universally understood. Abbreviations will not be used in Allied communications unless the originator is certain that the abbreviations will be immediately clear to the addressee.

B-6. AUTHORIZED ABBREVIATIONS

.1 As noted in Article C-3, there are six categories of words which may be abbreviated in correspondence or messages if the abbreviation will serve a useful purpose. Here are some examples of such acceptable abbreviations:

(a) Medals and badges.

CMH -- Congressional Medal of Honor
PUC -- Presidential Unit Citation
DSC -- Distinguished Service Cross

B-6.1 (Continued)

(b) Compass and map directions.

N -- North
SE -- Southeast
WSW -- West-southwest
LAT -- Latitude
LONG -- Longitude

(c) Designations for the more common aircraft, ships, or vehicles.

DD -- Destroyer
CV -- Aircraft Carrier
AO -- Fuel Oil Tanker

(d) Titles, ranks, and grades.

VADM -- Vice Admiral
LTJG -- Lieutenant (junior grade)
YNC -- Chief Yeoman
XO -- Executive Officer
CINCPAC -- Commander-in-Chief, Pacific

(e) Well known geographical locations and standard dictionary abbreviations.

LANT -- Atlantic
CALIF -- California
ART -- Article
PAREN -- Parenthesis
GAL -- Gallon
JAN -- January

(f) Technical abbreviations, used within a special field. The following for example, would be permissible in the promulgation of personnel orders which will not be seen by persons unfamiliar with the terms.

ACDU -- Active duty
HELREC -- Health record
PROIMREP -- Proceed immediately to (ship or station) and upon arrival report for duty or purpose indicated.

Similarly, the following could appear in flight plan instructions or weather reports where personnel reading them worked in the same field and would find them easily recognizable.

OBSC -- Obscure
CAVU -- Ceiling and visibility unlimited
DFSTN -- Direction finding station
ABV -- Above

B-7. FORMATION OF SHORT TITLES

.1 The short title or compound abbreviation is normally formed by combining the appropriate abbreviations of several words of a proper title into one word or symbol.

B-7. (Continued)

.2 Rules for the formation of short titles are:

(a) A full word will be used if a satisfactory abbreviation does not exist.

(b) An abbreviation for every word in the proper title need not be included in the short title.

(c) The abbreviations for force (FOR), fleet (FLT or FLE), and United States (US) normally will be omitted when superfluous in compound abbreviations, e.g., Commander Service Force United States Pacific Fleet - COMSERVPAC.

(d) The abbreviation for command (COM) normally will be omitted when such omission will not lead to confusion between a command title and a collective title. For example, a command such as the Naval Communication Station at Washington, D.C., being a single unit in itself and not comprising a group of individual subordinate commands has no collective connotation -- therefore the abbreviation NAVCOMMSTA WASHDC is sufficient to denote the commander of that activity. In the case of Commander of the Sixth Fleet, the abbreviation must read COMSIXTHFLT to distinguish from the collective title SIXTHFLT.

(e) When double letters occur in the formation of a compound abbreviation, one letter is normally dropped.

(f) The word "fleet" is abbreviated as either FLT or FLE, depending on its position in the short title, to make the title pronounceable.

(g) Prior to combining two or more abbreviations into a short title, the originator should determine whether or not a separate abbreviation has already been formulated for the proper title in question. This information can be found in the Catalog of Naval Shore Activities (OPNAV P213-105) and the Standard Navy Distribution List (OPNAV P213-107).

.3 Some examples of short titles are:

SECNAV -- Secretary of the Navy
ACTSECDEF -- Acting Secretary of Defense
COMWESTSEAFRON -- Commander Western Sea Frontier
CGARMYTHREE -- Commanding General Third Army
COMINRON -- Commander Mine Squadron
COMSERVLANT -- Commander Service Force United States Atlantic Fleet
FLETRACEN -- Fleet Training Center
SACEUR -- Supreme Allied Commander Europe
COMSTS -- Commander Military Sea Transport Service

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