

CHAPTER 46

COMMUNICATIONS - EXTERIOR

46-3 VISUAL COMMUNICATIONS:-

(b) (cont'd.)

- (2) A complete log of all messages handled will be kept showing time of receipt or delivery with operator's signature.
- (3) Upon receipt of a message it will be forwarded to the radio room for further handling as prescribed for handling radio messages. A tactical situation often makes it necessary to route messages to officers concerned, prior to being forwarded to the radio room. However, it must be forwarded there for final routing and filing.
- (4) Outgoing messages will be handled in a similar manner as prescribed for handling radio dispatches.

46-4 RADIO COMMUNICATIONS:-

(a) Radio Equipment

The Radio Communication Equipment consists of one radio transmitter-receiver set with whip antenna and insulators.

(b) Procedure

- (1) Immediately after installation of radio equipment it will be calibrated on frequencies necessary for operation and will be calibrated at regular intervals thereafter to insure proper adjustment on authorized frequencies. (All radio personnel should be able to calibrate transmitters).
- (2) A continuous watch will be maintained on prescribed frequencies unless properly relieved by a designated radio guardship or station who assumes responsibility of answering calls for all ships that are

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46-4 RADIO COMMUNICATIONS:-

(b) (cont'd.)

- (2) guarded and delivering traffic to ships for whom the guardship or station is guarding. If the prescribed frequencies are unknown this information will be obtained from a superior command.
- (3) Prior to 0000 (GCT) of the following day, all call signs guarded will be encrypted and made immediately available to the radio operator.
- (4) Method of handling incoming traffic:

Log Traffic as follows:

Time (GCT).
Frequency.
Name of operator.
Date.
Actual transmission received.

Upon receipt of a message all call signs will be decrypted, messages typed in duplicate on a standard dispatch blank and one copy routed together with the decrypted heading to the Gunnery Officer (Communications Officer) for further handling and routing. If the message is encrypted the Gunnery Officer (Communications Officer) will decrypt same and route to officers concerned.

Routing will consist of presenting the message to the Commanding Officer, Executive Officer and the action or information officer. Every officer to whom a message is routed will acknowledge same by initialing the message.

All plain language versions of classified traffic will be handled by the Gunnery

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(b) (cont'd.)

- (4) Officer (Communications Officer), which will include typing, routing, filing and stowing.

The radio room will deliver one copy of all encrypted traffic to the Gunnery Officer (Communications Officer), retaining the other copy for the "Radio Station File." The Gunnery Officer (Communications Officer) will, after decrypting any incoming traffic, destroy the coded copy by burning. Coded copies and plain language versions will never be filed together.

Plain language versions of all classified traffic will be filed by the Gunnery Officer (Communications Officer) according to Date - Time group and afforded proper stowage. Never stow encrypted and plain versions together.

- (5) Method of handling outgoing dispatches:

Message is drafted in rough form by the originating Officer and presented to the Gunnery Officer (Communications Officer), for handling. The Gunnery Officer (Communications Officer) will note any deficiencies in drafting and prepare in smooth for releases. In preparing the message, the meaning will not be altered in any way.

It is the duty of the originating officer to judge whether or not the message could be handled by mailgram or speed-letter.

Before designating proper classification and precedence, the originating officer and the Gunnery Officer (Communications

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(b) (cont'd.)

- (5) Officer) should have carefully read Notes on Communication Security, CHAPTER 6, and Cominst, 1944 (DNC 5), CHAPTER 2.

The message shall then be submitted to the originator for final approval and signature, and submitted to the Commanding Officer for release.

After the message has been properly released:

Classified traffic shall be encoded by the Gunnery Officer (Communications Officer). The coded version with addressees and routing instructions will then go to the radio room for preparation of heading and transmittal. Before transmission the Gunnery Officer (Communications Officer) shall verify and approve radio heading to be transmitted. Upon completion of transmission the coded copy will be retained in the radio room for the "Radio Station File." The plain language version shall be handled in accordance with paragraph 4F.

Non-classified traffic shall be handled in the same manner as that outlined for classified traffic other than encryption which is not necessary.

Call signs, except as outlined in paragraph 2130 of Cominst, 1944 (DNC 5), shall always be encrypted. Special assigned calls as used on drill circuits need not be encrypted.

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