

COMMUNICATIONS - EXTERIOR

46-5 FILES AND LOG KEEPING:-
(ARTICLES 3210 TO 3229 COMINST 1944)

- (a) The Radio Station File shall be kept in the radio room and shall consist of a copy of all INCOMING and OUTGOING visual and radio traffic handled.
- (b) The General Message Files shall consist of ALNAVS, ALLANTS, ALCONS, etc. filed in numerical order. These shall be kept in the radio room.
- (c) Radio Telephone logs shall be kept in a suitable ledger and an abbreviated version of all receptions and transmissions logged therein.
- (d) Radio Telegraph Logs shall be kept in accordance with Article 3214 and 3215, Cominst, 1944. These become a part of the "Radio Station Files."
- (e) Radio Material Log shall be kept in a large ledger and will record all repairs and adjustments made on radio equipment.
- (f) The Visual Log shall be kept in a suitable ledger and shall contain all flag hoist signals sent and received. This log shall also contain a reference of all messages sent and received by semaphore, flashing light, or other means.
- (g) Radar Material Log shall be kept in a large ledger and will record all repairs and adjustments made on radar equipment.
- (h) Radar Operating Log shall be kept in a large ledger and will contain at top of each page; the operator's name, date, type of equipment, etc.; on each page will be four columns headed:-
Time, Bearing, Range and Object.
- (i) Battery Tray Record Log will be kept on NBS form 151.

March 1, 1944