

LANCE 72-44

FOLDER 39
GROUP B

SUNDAY 0815

MONDAY 1700

TUESDAY 1700

WED " "

THUR " "

FRI " "

SUN 2345

MON " "

TUE " "

WED " "

THUR " "

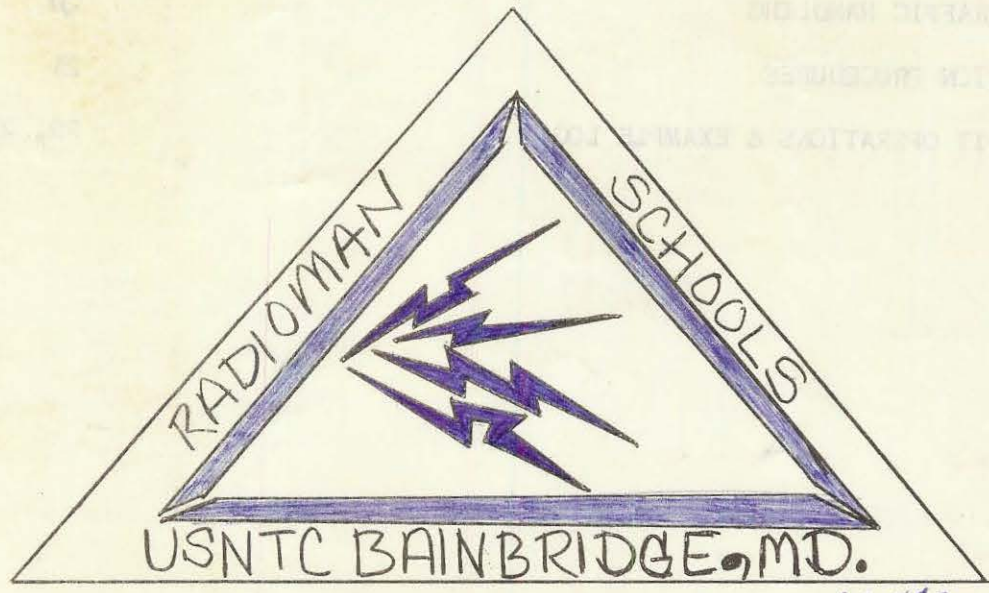
MON 0700

TUE 0700

WED FIELD DAY

WELCOME TO THE

Prac deck



call: 378-2121
ext. 236

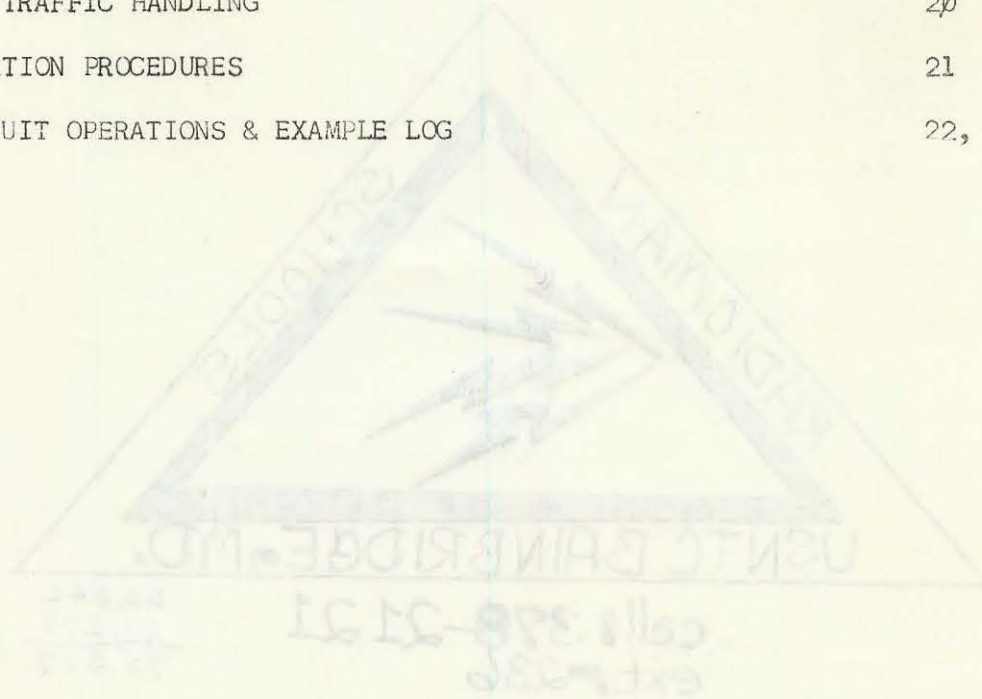
66.042
29.275
95.317

7.25
4.85
5.00
2.25
<hr/>
19.35
2.225
<hr/>
21.575

TABLE OF CONTENTS

PAGE

INTRODUCTION	1
PRAC-DECK SENTRY	2, 3, 4
MESSENGER	5
OUT-ROUTER	6
WRITE-UP MAN, DUTIES	7
MESSAGE WRITE-UP JOB SHEET	8, 9
FILE CLERK	10
IN-ROUTER	11, 12
MESSAGE PROCESSING AND BLOCK DIAGRAM	13
TELETYPE CIRCUIT OPERATIONS	14, 15, 16
EXAMPLE OF A MESSAGE TRANSMITTED IN THE AUTODIN SYSTEM	17
EXAMPLES OF PRELIMINARY CALLS AND SAMPLE MESSAGES FOR NON-AUTODIN CIRCUITS	18, 19
BROADCAST TRAFFIC HANDLING	20
AUTHENTICATION PROCEDURES	21
VOICE CIRCUIT OPERATIONS & EXAMPLE LOG	22, 23, 24



AA-55 RANGE

Handwritten notes in the bottom left corner, including '3/11/51' and '3/11/51'.

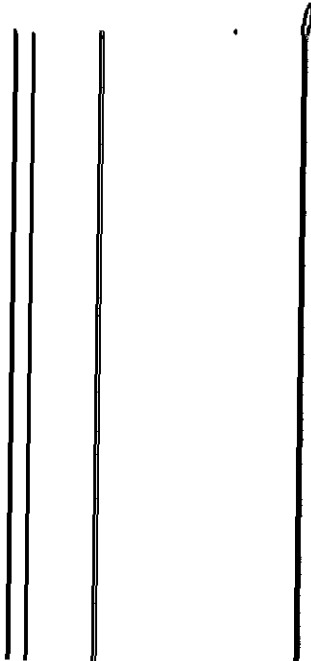
INTRODUCTION

1. This folder is designed to provide you with information that will assist you in performing the duties you will have during your three weeks of watchstanding on the Prac-Deck. At your first opportunity read all of the enclosed Information and Job sheets thoroughly and carefully. REMEMBER, IT WILL REFLECT ON YOUR GRADE.
2. You are personally responsible for the contents of this folder while you are assigned to the Prac-Deck. STUDY IT THOROUGHLY BOTH ON AND OFF WATCH. Do not write in or mutilate it in any way. BRING IT WITH YOU EACH TIME YOU HAVE A WATCH.
3. When you are on watch, you are encouraged to refer often to the appropriate Information and/or Job sheet that covers your particular assignment. It should answer many of your questions. If it doesn't, feel free to ASK your instructor.
4. You will be graded on your performance during the last two weeks of your watches. You will be informed of your grade at the end of each watch.
5. REMEMBER - Your three weeks of watchstanding on the Prac-Deck are designed to help you become familiar with shipboard communications systems and procedures. It may very well be your most valuable and rewarding three weeks at RM "A" School. Like anything that's worthwhile, the more you put into it, the more you will get out of it.
6. Your final grade from the Prac-Deck will be added to your grade from the first eleven weeks of the school. The Prac-Deck grade is worth 30 points. These 30 points are broken down in this manner:

Circuit construction and block diagram	10 points
Circuit operation	10 points
Administrative performance	5 points
Circuit maintenance (troubleshooting)	5 points
TOTAL:	<u>30 points</u>

GOOD LUCK !

READ RM 3#2 pp 31-42
216-218, 222-225



PRAC DECK SENTRY

INFORMATION SHEET

A. INTRODUCTION

1. As Prac-Deck Sentry, you have a job which is more than just a drill. You are assigned to protect actual classified material. Mistakes on the Prac-Deck, such as a teletype circuit operator might make, can be tolerated because the circuits are drill circuits only. As Sentry, however, your mistakes can be very harmful to the security of the United States. Learn your duties and stand a taught watch.
2. Your duty as Sentry will be for one-half of your watch only. You will be assigned duties of Write-up man during the other half.
3. Sometime during your watch you will be tested on construction of the FOXTROT system.

B. SUBJECT MATTER

- STEP 1: Read quickly the remainder of this sheet and the Standing Orders for the Prac-Deck Sentry.
- STEP 2: Maintain the physical security of the Prac-Deck, utilizing procedures given in the Standing Orders. Maintain the Sentry Log in accordance with general Navy standards.
- STEP 3: Apprehend anyone who attempts to break physical security. Report such attempts to the section chief.
- STEP 4: When properly relieved, not before, sign out in the log. Clean up the area before you leave.

YOU WILL BE OBSERVED IN THE PERFORMANCE OF YOUR DUTIES AS PRAC-DECK SENTRY.

1. This information sheet is designed to provide you with the information needed for your assignment as messenger of the watch. The messenger is a vital link in naval communications. Messages arrive at your station over some very complicated circuits - they still need to be hand carried, by you the messenger, to the officer who will take action or needs information on the messages you receive.

2. Sometime during your watch you will be tested on the construction of the FOXTROT system.

SUBJECT MATTER

1. After a message has been written up, or in the case of FLASH or IMMEDIATE messages (which are routed in the rough), the in-router will give the message to the messenger, who will route it to the officer(s) indicated at the bottom of the message.

2. Upon approaching an officer with a message, the messenger should inform him that he has a message, either action or info, to his department. Also state the precedence and classification of the message. EXAMPLE: A message of priority precedence, confidential, about spare parts for a radar repeater would be action to the supply officer. Upon approaching the supply officer you should pass the following info: "Sir, I have a priority classified message action to your department."

3. Normally, the instructors will act as the shipboard officers, however, we occasionally have student officers on watch acting as the Communication Watch Officer (CWO). If this is the case, all messages will be routed to the CWO first; he will check the message for accuracy and initial it in the appropriate space provided in the internal routing block. Then route the message to the action or releasing officer. After the message has been routed, return it to the in-router.

4. There are two message boards provided for routing. One is marked CLASSIFIED and one marked UNCLASSIFIED. Always make sure you use the right board and if more than one message is being routed, make sure the messages of higher precedence are on top.

5. If you have any questions during your watch - ask the instructor.

STANDING ORDERS FOR THE
PRAC DECK SENTRY

From: Prac Deck Coordinator
To: Prac Deck Sentry

Subj: Prac-Deck Sentry; duties of

1. The Prac-Deck Sentry, under the cognizance of the Prac-Deck section chief, is directly responsible for the physical security of the Prac-Deck.

2. The Prac-Deck Sentry shall control access to the Prac-Deck in accordance with the following guidelines:

A. Check all persons desiring access to the Prac-Deck to determine whether they have in fact been granted access:

1. Staff (instructors, maintenance men, and administrators) have blue badges with pictures. Ensure picture on badge agrees with the face of wearer. If a staff member does not have a badge, he may still be admitted by comparing his ID card with the Prac-Deck access listing. Some staff members do not have badges, and it is duly noted on his/her access card.

2. Visitors should be directed to the Prac-Deck office where, if they are qualified to enter, they will be issued a pink badge. The fact that a man has a pink badge does not grant him access. He must be authorized by the Crypto Security Officer, Director RM "A" School, or the CO Service School Command. All visitors must be logged in and out.

3. Student Personnel

(1) Students are authorized entry to the Prac-Deck by an access list posted near the Sentry Desk. Before granting access, you must check the signature on the students ID card with his signature on the access list. This must be done each time entry is granted, whether the students are initially coming on watch or whether they are returning to watch after a break or head call.

(2) After the class has initially assumed the watch, each time a student leaves the Prac-Deck for any reason, you are required to see that he signs out in the "Check Out/In Log" provided. When he comes back he must log his time of return.

3. The Prac-Deck Sentry shall maintain the physical security of the Prac-Deck:

A. Printed material and equipment

1. Prevent all trainees from bringing mail, books, or periodicals into the Prac-Deck.

2. Prevent all trainees from removing any publications, notes or equipment from the Prac-Deck unless under the direct supervision of a staff member.

3. Prac-Deck staff members are allowed to enter or leave the Prac-Deck

TITLE: DUTIES OF THE COMMUNICATIONS MESSENGER

INTRODUCTION

1. This information sheet is designed to provide you with the information needed for your assignment as messenger of the watch. The messenger is a vital link in naval communications. Messages arrive at your station over some very complicated circuits - they still need to be hand carried, by you the messenger, to the officer who will take action or needs information on the messages you receive.
2. Sometime during your watch you will be tested on the construction of the FOXTROT system.

SUBJECT MATTER

1. After a message has been written up, or in the case of FLASH or IMMEDIATE messages (which are routed in the rough), the in-router will give the message to the messenger, who will route it to the officer(s) indicated at the bottom of the message.
2. Upon approaching an officer with a message, the messenger should inform him that he has a message, either action or info, to his department. Also state the precedence and classification of the message. EXAMPLE: A message of priority precedence, confidential, about spare parts for a radar repeater would be action to the supply officer. Upon approaching the supply officer you should pass the following info: "Sir, I have a priority classified message action to your department."
3. Normally, the instructors will act as the shipboard officers, however, we occasionally have student officers on watch acting as the Communication Watch Officer (CWO). If this is the case, all messages will be routed to the CWO first; he will check the message for accuracy and initial it in the appropriate space provided in the internal routing block. Then route the message to the action or releasing officer. After the message has been routed, return it to the in-router.
4. There are two message boards provided for routing. One is marked CLASSIFIED and one marked UNCLASSIFIED. Always make sure you use the right board and if more than one message is being routed, make sure the messages of higher precedence are on top.
5. If you have any questions during your watch - ask the instructor.

INFORMATION SHEET

TITLE: INSTRUCTIONS FOR THE OUT-ROUTER

INTRODUCTION

1. This information sheet is designed to assist you in performing your duties as Out-Router. It contains information on inventory, publication use and maintenance of publications.
2. Sometime during your watch you will be tested on construction of the GOLF system.

SUBJECT MATTER

1. Inventory: Immediately upon assuming the watch you will inventory all publications, using the standard watch-to-watch inventory sheet. Sign your name upon completion of the inventory and inform your instructor of any discrepancies.
2. Repair of Publications: When a publication has loose or ripped pages, immediately effect repairs. Use scotch tape or paper re-enforcements.
3. Use of Publications: Publications you must use for normal traffic handling are listed below. On all incoming voice messages you must break the call signs. On outgoing voice messages you must assign call signs. On outgoing AUTODIN teletype messages you must assign routing indicators to all the action and info addrees. After you have broken or assigned the necessary call signs or routing indicators, return the message to the in-router.* There are many publications on your ship other than those listed here. During your spare time, browse through them and try to get familiar with their contents.

JANAP 119	- VOICE CALL SIGNS (EX. JAGUAR)
ACP 100 series	- ADDRESS GROUPS, AIG's, CALL SIGNS, ETC... (EX. EWBH)
ACP 112	- TASK ORGANIZATION (EX. T6TO)
ACP 113	- SHIPS' CALL SIGNS (EX. NBIO)
ACP 117	- SHORE COMMAND ROUTING INDICATORS (EX. RUCGRMA)
FLEET LOCATOR	- MOBILE AND SHIPS ROUTING INDICATORS
GEOGRAPHICAL LOCATOR LIST	- LOCATION OF MAJOR COMMANDS

*NOTE: Avoid a security compromise. Do not list a classified call sign or address group with its breakdown on the same piece of paper. Use a separate sheet and paper clip it to the message.

TITLE: DUTIES OF THE WRITE-UP MAN ON THE PRAC-DECK

INTRODUCTION

1. This information sheet is designed to provide you with the information necessary for you to perform your assignment as write-up man on the Prac-Deck. Written-up copies of messages must be CORRECT and NEAT. Speed in writing up is important, however, it is secondary.
2. Sometime during your watch you will be tested on construction of the GOLF system.

SUBJECT MATTER

1. All messages to your station must be written up in a standard form prior to routing with the exception of FLASH or IMMEDIATE traffic, which must be routed in the rough. After being routed in the rough, they will be written up with a notation placed at the bottom center of the message blank "R in R." (Routed in the Rough).
2. a. Outgoing messages will normally arrive in radio central released and ready for transmission.
b. Incoming messages may be received with call signs in the headings, operating signals, garbles, etc. Call signs and other communication data mean nothing to non-communication personnel. They must be broken down by the out-router and their meanings typed on the message blank in their place. As for garbles, underline the garbled portion on the message blank and make a notation at the bottom "UNDERLINED PORTION AS RECEIVED WILL SVC UPON REQUEST." If you have any doubts as to garbles, abbreviations, etc., check with your instructor before you write the message up. Make no attempt to figure out garbles.
3. The write-up man will select the message from the write-up basket with the highest precedence and write it up. When it has been written up, return it, along with the rough, to the in-router.
4. By following exactly the example message on the following pages, you can perform your duties as write-up man with the high degree of reliability required by Naval Communications.

JOB SHEET

TITLE: MESSAGE WRITE-UP

INTRODUCTION

This job sheet will provide you with step by step procedures in writing up messages on the Prac-Deck. Follow it carefully.

SUBJECT MATTER

1. Select message from write-up basket.
2. Check classification and select one page of the proper message blank for write-up.
3. Place the message blank in the typewriter.
4. Refer to the sample message attached and the legend below and type up the message with information provided on the rough copy.

<u>BLOCK</u>	<u>TYPE</u>
1	Name and rank of officer who released the message (outgoing only).
2	Name and rank of person who drafted the message (outgoing only).
3	Leave blank.
4	If a message is too long to type on one sheet, additional sheets must be used and numbered accordingly. Example: Message requires 3 sheets. The first would be numbered- Page of Pages, next Page of Pages, and Page of Pages. 1 3 2 3 3 3
5	Date, Month and Year that message is being written up.
6	TOR/TOD - taken from rough copy.
7	Leave blank.
8	Leave blank.
9	Number from central message log - taken from rough copy.
10	Date-Time-Group from message heading.
11a	Precedence of message. Precedence for action addees.
11b	Precedence of message. Precedence for information addees.
12a	Prosign FM: Followed by name of originating station.
12b	Prosign TO: Followed by action addees seperated by a slant sign.
12c	Prosign INFO: Followed by info addees seperated by a slant sign.
13	Text of message, double line feed starting with the classification. The classification will be doubled spaced, when appropriate.
14	Means by which message was received or transmitted.
15	R in R (Routed in the Rough). Only when message has been R in R.
16	Write up man's personal sign preceeded by WU (write-up).
17	Internal routing from rough copy. Indicate Action officer by (A) and Drafter by (D).
18	Date-Time-Group of message.

5. Initial rough copy and indicate it has been written up. (Ex. WU/SDK)
Return both rough copy and write up copy to the in-router.

RELEASED BY (1)	DRAFTED BY (2)	PHONE NR. (3)	PAGE 1	OF 1	PAGES 1 (4)
DATE (5) 13 Jun 72	TOR/TOD (6) 13/0039Z	ROUTED BY (7)	CHECKED BY (8)		
MESSAGE NR (9) 129	DATE-TIME-GROUP (10) 122235Z JUN 72	PRECEDENCE ACTION 11a INFO 11b	FLASH	IMMEDIATE	PRIOR XXXX
					ROUT XXXX

12a FM: USS KEPPLER

12b TO: USS WASP / USS ENTERPRISE / USS NEVERSAIL / COMDESRON 24

12c INFO: USS ROBERT K HUNTINGTON / CTG 20.1 / CTU 20.1.2

(4 LINE FEEDS)

13 UNCLAS //N04632//

SUPPLY MATERIAL

1 BAG OFFICE MATERIAL NR 2071 DEPARTED THIS DAY ON UNITED FLT 462
FOR SDIEGO REQ. .\$\$% !) (&5 -5 -840945

**UNDERLINED PORTION AS RECEIVED. WILL SVC UPON REQUEST

(14) ^{OUTGOING} INCOMING VIA CKT 4A (15) (16) WU/SDB

DISTRIBUTION (PAGE ONE ONLY)

(17) CO _____ XO _____ OPS _____ COMM ^(D) _____ SUPP(A) _____

DATE-TIME-GROUP (19) 122235Z JUN 72

UNCLASSIFIED

INFORMATION SHEET

TITLE: DUTIES OF THE FILE CLERK:

INTRODUCTION

1. This information sheet is designed to provide you with the information you need to perform your assignment as file clerk on the Prac-Deck. All of your files must be maintained in the correct order to make it possible to find any one particular message, out of perhaps hundreds that were handled, during the course of one radio day. A radioman, with a neat and complete file system, should be able to locate any message held by his station in two minutes or less.
2. Sometime during your watch you will be tested on construction of the GOLF system.

SUBJECT MATTER

1. After a message has been written up and routed internally, the in-router will place it in a file basket. The file clerk then files the message in the appropriate place in his files.
2. There are two file boards you will be responsible for. One is for the CURRENT month and one for the PREVIOUS month. For EXAMPLE: You are on watch on the 15th of June. All messages with DTG's starting 01 thru 15 JUN will be filed on the CURRENT months board. You will also receive messages with DTG's beginning with 16 thru 31, which cannot possibly be of the current month. These messages will be filed on the PREVIOUS month's board.
3. Messages will be filed in DTG order. Lowest DTG's on the bottom and the latest on top.
4. Prior to filing messages, ensure that:
 - A. Outgoing messages have a releasing SIGNATURE.
 - B. Messages have been initialed by the action officer or drafter, as appropriate.
5. You should be able to locate any message in your files in two minutes or less.
6. Assist the write-up man during peak traffic periods.
7. Just prior to the end of your watch give both boards to your instructor for evaluation.
8. If you have any questions as to your duties during your watch, ask your instructor.
9. At the end of the ZULU day, obtain the appropriate file folder from the file cabinet and follow the instructions on the folder as to the correct filing procedures.

TITLE: IN-ROUTER

INTRODUCTION

1. This information sheet is designed to give the in-router the information that he needs in order to properly process incoming and outgoing messages.
2. Sometime during your watch you will be tested on construction of the BRAVO system.

SUBJECT MATTER

1. INCOMING MESSAGES

A. Upon receipt of an incoming message from any of the circuits on the ship you will be required to:

1. Check the message for correctness (header, heading, text, ending, proper operator endorsement, relay instructions).
2. Assign message number from the central message log and fill in as much information as possible.
3. Route to out-router to break all call signs, if necessary.
4. Fill in additional information on the central message log and assign internal routing. An "Internal Routing Guide" is provided. *CO-XO-OPS (6) COMM*
5. If the message is immediate or above, have the messenger route the message immediately in the rough. If the message is priority or below, pass it to the write-up man for write up.
6. Pass the message to the messenger for internal routing.
7. Check the message for completed routing. If complete, initial the central message log in the file column.
8. Give the message to the file clerk for proper filing.
9. After internal routing of an immediate or flash message, complete steps 5 thru 8.
10. If the message is from the broadcast, return rough to the broadcast operator.

IMMEDIATE OR UP HAS TO BE ROUTED TWICE

2. OUTGOING MESSAGES

A. Upon receipt of an outgoing message from your command, you will be required to:

1. Verify releasing officers signature. If not released, route to releasing officer before taking any further action.
2. Check message for completeness - classification, precedence, addrees...
3. Assign date-time-group.
4. Log in central message log.
5. Assign station serial number, if required (AUTODIN circuits).
6. Assign to circuit(s).
7. Assign internal routing. *CO-XO-OPS (6) COMM*
8. Pass message to out-router for call signs or routing indicators. *(PAGE 6)*
9. Out-router passes message back for you to check for proper use of call signs or routing indicators (i.e. international call signs are not used for a voice circuit).
10. Give message to messenger to deliver to proper circuit operator.
11. After message has been sent and receipted for, circuit operator *NIC* will return it to you (keep track of messages). Check operators endorsement and enter TOD(s) on central message log. *4A*
1 AUG 21 50Z
12. Pass message to write-up man for write up.

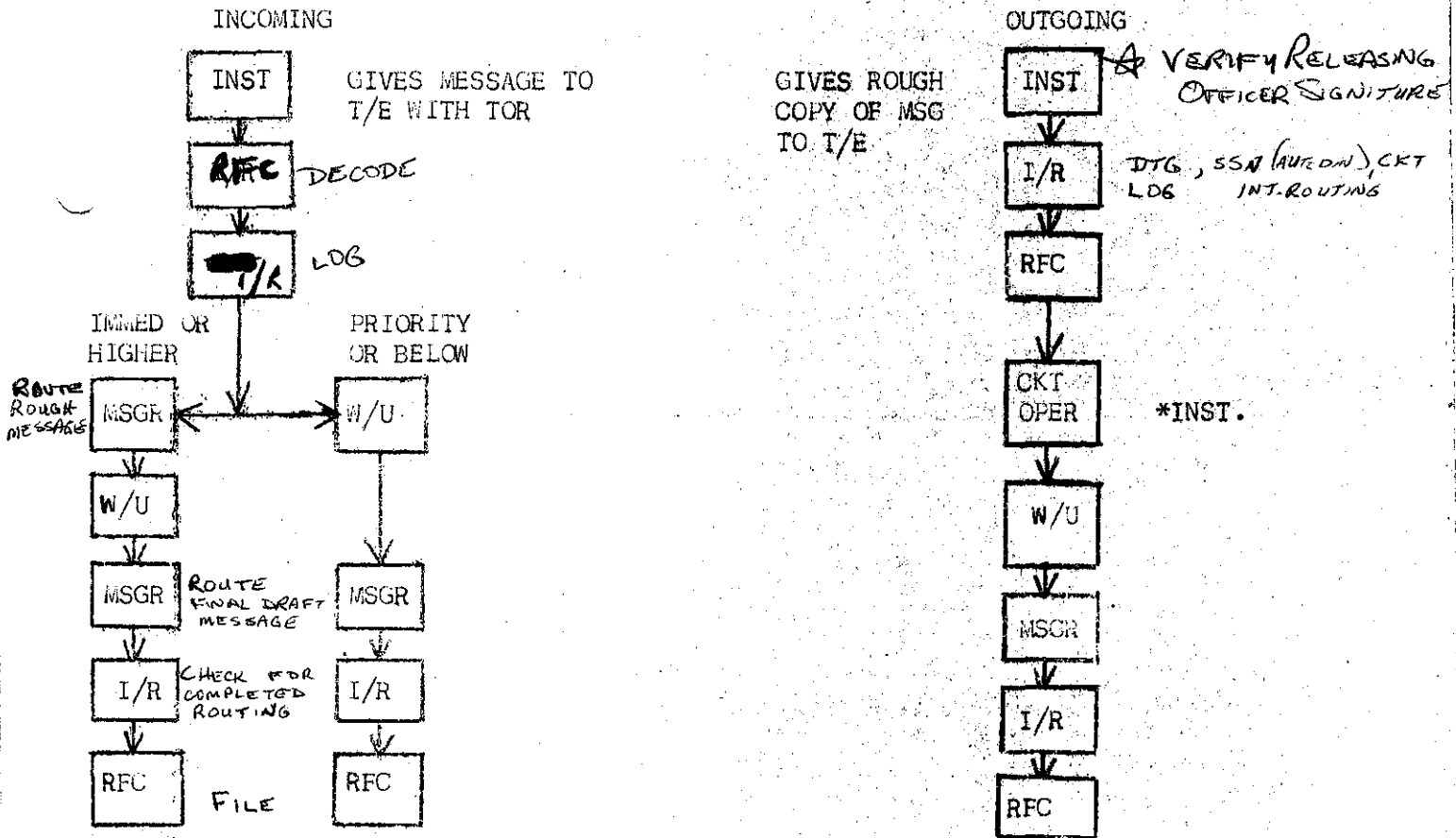
IN-ROUTER (con't)

13. Pass the message to the messenger for internal routing.
14. Upon completion of the internal routing, check the message again. If the internal routing is complete, pass the message to the file clerk to be filed in the Communication Center files. Then initial the file block of the central message log.

MESSAGE PROCESSING SYSTEM

1. The message processing system is the cycle of incoming and outgoing messages which are originated by, or addressed to the ship or any embarked unit, or intended for relay to other ships or units. This task includes internal and external routing, preparation for transmission, transmission, reception, logging, checking, filing, reproduction and distribution.
2. When you are assigned this duty for grade (ADMIN) you will be required to process two incoming and one outgoing message.
3. Refer to the "Message Process Block Diagrams" and other applicable pages in this folder for assistance in performing these duties.
4. Your instructor will simulate sending and receiving the messages, however, you are responsible for performing correctly the remaining duties contained in paragraph one above.

MESSAGE PROCESSING BLOCK DIAGRAM



Inform instructor when you have completed processing of each message.

INFORMATION SHEET

TITLE: TELETYPE CIRCUIT OPERATION

INTRODUCTION

This information sheet is designed to assist you in performing your duties as TTY circuit operator on the Frac-Deck. Proper circuit operation and observation of circuit discipline is a must for the smooth flow of traffic on your circuit. Read this sheet carefully. If you have any questions, ask your instructor.

SUBJECT MATTER

I. AUTODIN CIRCUITS

A. Outgoing messages:

1. Upon receipt of an outgoing message from the in-router, the operator will cut a tape of the message using JANAP-128 procedures. See page 17 for a sample message.
2. When cutting your tape, your machine must be in the K-T or T position and the red REC button depressed.
3. All tapes must be checked by your instructor before transmission.
4. Prior to transmission of the message the operator must give the receiving station a preliminary call indicating he has a message for transmission. (Example: 5 sp 2 cr 1 lf Ø141Z NTC DE NBIO P K 2 cr 1 lf).
5. When you have received a K (go ahead) from the receiving station, place your tape in the TD, give a preliminary call (Example: 5 sp 2 cr 1 lf Ø142Z NTC DE NBIO 2 cr 1 lf) then send your message.
6. Log the message DTG on your transmit circuit log adjacent to the channel number that you used (i.e. Ø15 131836Z).
7. When the shore station has receipted for the message, place a TOD on the TTY copy, leave carbon copy on the TTY (This is your OFFICIAL LOG). Return message rough and original TTY copy to the in-router.

B. Incoming messages:

1. Upon receipt of a message, check it thoroughly (header, heading, text and ending) for completeness.
2. When it is complete and correct, acknowledge receipt of the message. (Example: Ø331Z NTC DE NBIO R AR --or-- Message identification can be used, i.e. R 131922Z AR).
3. Log the message DTG on your receive circuit log adjacent to the channel number that the transmitting station used (i.e. Ø24 131922Z).
4. Place a TOR on the TTY copy of the message. Tear off the original TTY copy, leave carbon copy on TTY (This is your OFFICIAL LOG). Pass the message to the in-router.

II. NON-AUTODIN CIRCUITS

A. Outgoing messages:

1. Upon receipt of an outgoing message from the in-router, the operator will cut a tape of the message using ACP-126 procedure. See pages 18 & 19 for sample messages and sample calling and answering procedures.
2. When cutting your tape, your machine must be in the K-T or T position and the red REC button depressed.
3. All tapes must be checked by your instructor before transmission.

TITLE: TELETYPE CIRCUIT OPERATION (con't)

4. a) Free net - Prior to transmission of the message, the operator must give the receiving station a preliminary call indicating he has a message for transmission. (Example: 5 sp 2 cr 1 lf 1231Z NHKM DE NBIO P K 2 cr 1 lf).
- b) Directed net - Permission must be obtained from the Net Control Station prior to preliminary communications with the receiving station. (Example: 5 sp 2 cr 1 lf 1345Z T6TO DE NBIO P NHKM K 2 cr 1 lf).
5. When you have received a K (go ahead) from the receiving station, place your tape in the TD, give a preliminary call (Example: 5 sp 2 cr 1 lf 1233Z NHKM DE NBIO 2 cr 1 lf) then send your message.
6. Outgoing messages ARE NOT logged in circuit logs on non-autodin circuits.
7. When the station has receipted for the message, place a TOR on the TTY copy, leave carbon copy on the TTY (This is your OFFICIAL LOG). Return message rough and original TTY copy to the in-router.

B. Incoming messages:

1. Upon receipt of a message, check it thoroughly (heading, text and ending) for completeness.
2. When it is complete and correct, acknowledge receipt of the message. (Example: 1445Z NHKM DE NBIO R AR --or-- Message identification can be used, i.e. R 131333Z AR).
3. Log in the message in the circuit log as follows:
 - (1) Enter the first message received on the radio day in the space in the log opposite number 01. The CALL SIGN of the transmitting station and the Date-Time-Group will be entered.
 - (2) Enter succeeding messages as they are received.
 - (3) Transcribe the number used on the message record form to the face of the received message.
4. Place a TOR on the TTY copy of the message. Tear off the original TTY copy, leave carbon on TTY (This is your OFFICIAL LOG). Pass the message to the in-router.

III. General Operating notes and procedures.

- A. Listen and ensure circuit is clear before transmitting. Use your audio monitor.
- B. Transmit a 8-10 second phase prior to each transmission (ORESTES).
- C. Depress the RPT and LTRS keys prior to the P&I light going out. Keep RPT and LTRS keys depressed for approximately two (2) to three (3) seconds after P&I light goes out, then start with your beginning procedure, i.e., 5 sp 2 cr 1 lf, etc....
- D. Use time entries prior to each transmission.
- E. Remove carrier from the air when transmission is complete.
- F. USE PROPER CIRCUIT PROCEDURE - prosigns, op-sigs, etc...remember the correct use of IMI and INT. THINK. USE ACP-131.
- G. Bring high precedence incoming traffic (Immediate and above) to the attention of the in-router immediately.
- H. Maintain that portion of the status board that pertains to your circuit.
- I. Keep your instructor and the in-router informed of changes in the operational status of your circuit.

TITLE: TELETYPE CIRCUIT OPERATION (con't)



J. It is normal for your TTY to garble after receiving a transmission on a simplex ORESTES circuit. This can be rectified by momentarily depressing the send button on the KWX-8.

① BE ABLE TO TROUBLE SHOOT B, F, G, N SYSTEM ON BLOCK DIAGRAM

STEPS IN TROUBLESHOOTING

① ISOLATE PROBLEM AT YOUR POSITION

- ① Check UGC-6 for running open, running closed, garbling
- ② Check KWX-8 - Lights (green), ^{push} send button (flashing light on)
- ③ C-1004 - Power on light (red), Carrier light (green)
- ④ AUDIO MONITOR - Listen for carrier ^{or} signal

B = ① ② & ④

G = ① ② ③ ④

F = ① ② ③ ④

N = ①

② LIST POSSIBLE FAULTY COMPONENTS USING BLOCK DIAGRAM

③ CORRECT TROUBLE BY ~~CORRECTING~~ ^{CHECKING} COMPONENTS [ONLY] LISTED IN STEP ②

N
CONVERTOR OFF - CH 3 TTY ~~LOCKED UP~~ ^{LOCKED UP}
POWER SUPPLY " CH 4 TTY GARBLES

LOOSE INPUT TO CH 4 - GARBLE } BOTH - ALL TO RIGHT OF CRYPTO
" " " CH 3 - CLOSED } R1/S1 (OFF RF GAIN, STD BY FUSE)
" " " " " 12/3 (3/S) 973 (MISS PATCH)
" " " " " " R1/S1 OFF, ETC)

BOTH GARBLE - 3A972 + R1/S1
BOTH RUN OPEN - P/S 12/3
CH 3 NORMAL, CH 4 RUNS OPEN - 12/3 PATCH, FUSE H
TTY INTERNAL LOOP - GARBLE

G
TTY - LINE OR TEST? (CARRIER & PHASE, NO SIGNAL OUT)
CARRIER READY, PHASE, SIGNAL OUT.
POWER LGT.

B
TTY RUNS OPEN - ALL TO LEFT OF 12/3 EXCEPT E3
NO READY LGT - E3 & 7
TTY GARBLES - 973, 12/3, ~~TRR~~ 27 (OFF FREQ)

IF TTY DOESN'T SEND OUT (KEYBOARD LOCKED), PUSH SEND BUTTON ON KEYBOARD.

EXAMPLE OF A MESSAGE TRANSMITTED IN THE AUTODIN SYSTEM

Assume that Preliminary communications has been established.

VZCZHKC001
PTTCZYU/ RUCGHRM0022 3611210-CCCC--RUCGRMA RUEBHQA.
ZNY CCCCC
P 211210Z JUN 72
FM USS ROBERT K HUNTINGTON
TO RUCGRMA/NAVCO MSTA BAINBRIDGE MD
INFO RUEBHQA/USS ENTERPRISE
BT
CONFIDENTIAL //N03406//
(TEXT)
CDS 78
BT
0022

NNNN

AUTODIN HEADER

At least 2 inches of letters

VZCZC(1) ↑ (2) ↓ <<≡ 6 OR MORE (SS), 6 OR MORE LTRS (↓)
(3) IT(4) ZYUW (5) (6) (7) ↓ (8) ↑ -- ↓ (9) ↑ ↓ <<≡
(10) (11) (<<≡)

-
1. CIRCUIT CHANNEL DESIGNATOR
 2. CHANNEL NUMBER, 3 DIGITS, (TAKEN FROM CIRCUIT SEND LOT)
 3. PRECEDENCE
 4. CLASSIFICATION
 5. SENDING STATIONS ROUTING INDICATOR.
 6. STATION SERIAL NUMBER, FOUR DIGITS.
 7. JULIAN DATE AND TIME OF FILE, (TOTAL 7 DIGITS COMBINED).
 8. CLASSIFICATION, FOUR TIMES.
 9. ADDRESSEE(S) ROUTING INDICATOR(S) (MAX FOUR FIRST LINE)
 10. SECURITY WARNING SIGNAL (ZNR/ZNY)
 11. CLASSIFICATION-5 TIMES
 12. STATION SERIAL NUMBER
-

FOLLOWED BY FORMAT LINES 5 THROUGH 12

BT (<<≡↑)
(12) (↓ <<≡≡≡≡≡≡≡≡)
NNNN (FOLLOWED BY AT LEAST 12 LTRS)

TITLE: EXAMPLES OF PRELIMINARY CALLS AND SAMPLE MESSAGES FOR NON-AUTODIN CIRCUITS

I. Sample preliminary calls for transmission in ACP-126 procedure.

- A. Situation: Directed net
T6TO CTG TWO ZERO PT ONE — Net Control
NHKM USS ROBERT K HUNTINGTON
NBIO USS MEREDITH

Example #1:

NBIO has a priority message for NHKM

1825Z T6TO DE NBIO P NHKM K
1825Z NBIO DE T6TO QRY1 AR
1826Z NHKM DE NBIO P K
1826Z NBIO DE NHKM K
1826Z NHKM DE NBIO (START TAPE HERE)

Example #2:

NHKM has an immediate message for T6TO and NBIO

1917Z T6TO DE NHKM O T6TO NBIO K
1917Z NHKM DE T6TO K
1918Z NHKM DE NBIO K
1919Z T6TO NBIO DE NHKM (START TAPE HERE)

Example #3:

T6TO has a routine message for NBIO

~~00~~43Z NBIO DE T6TO R K
~~00~~43Z T6TO DE NBIO K
~~00~~44Z NBIO DE T6TO (START TAPE HERE)

- B. Situation: Free net
NHKM USS ROBERT K HUNTINGTON
NBIO USS MEREDITH

Example #1:

NBIO has a routine message for NHKM

2221Z NHKM DE NBIO R K
2221Z NBIO DE NHKM K
2222Z NHKM DE NBIO (START TAPE HERE)

II. Sample messages prepared for transmission in ACP-126 procedure:

Example #1:

Message prepared for transmission when sending station is in DIRECT communications with all addrees. Assume preliminary communications has already been established.

TITLE: SAMPLE MESSAGE (con't)

ACTION - CTG 20.1 INFO - USS ROBERT K HUNTINGTON

(12 or more LTRS, 5 sp 2 cr 1 lf)

NHKM T6TO DE NBIO

NHKM ZFH2

O 251444Z MAY 72

BT

(TEXT)

BT

K (2 cr 8 lf)

NNNN (12 or more LTRS)

Example #2:

Message prepared for transmission when sending station is not in direct communications with all addrees but will protect via another circuit for those addrees. Assume preliminary communications has already been established.

(12 or more LTRS, 5 sp 2 cr 1 lf)

P 290322Z MAY 72

FM USS ROBERT K HUNTINGTON

TO USS MEREDITH

ZEN/CTF TWO ZERO

ZEN/USS AMERICA

BT

(TEXT)

BT

K (2 cr, 8 lf)

NNNN (12 or more LTRS)

Example #3:

Message prepared for transmission when sending station is not in direct communications with all addrees and the receiving station is required to relay. Assume preliminary communications has already been established.

(12 or more LTRS, 5 sp 2 cr 1 lf)

T

R 261433Z MAY 72

FM USS ROBERT K HUNTINGTON

TO CTG TWO ZERO PT ZERO

INFO USS MEREDITH

BT

(TEXT)

BT

K (2 cr, 8 lf)

NNNN (12 or more LTRS)

INFORMATION SHEET

TITLE: BROADCAST TRAFFIC HANDLING

INTRODUCTION

This information sheet is designed to provide basic information on the handling of messages received on the fleet broadcast. A thorough understanding of this information is essential for proper maintenance of the broadcast file.

SUBJECT MATTER

1. The BROADCAST OPERATOR receives incoming traffic from the fleet broadcast, maintaining number continuity on each channel.
2. As messages are received, the operator checks each addressee in the heading with those on the guard list to determine if the message is to be pulled (Messages concerning your command).
 - a. Messages of no concern to the command need only be initialed and filed in numerical order.
NOTE: Messages may be allowed to accumulate on the teletype until the length of the paper is 12 to 18 inches. Then at the end of a message, tear off the paper and file on the broadcast file board. DO NOT tear off the paper in the middle of a message. If a message is extremely long, fold the bottom under.
 - b. (1) Messages to be pulled are taken from the teletype as received. The operator places the TOR consisting of Time/Date/Initials (i.e. TOR: 1717Z/15 JUN 72/SB) on this copy. Make the following notation on the bottom of the message received just before the message pulled: BUSA #__ (or BUSN #__ PULLED FOR W/U). Also indicate the DTG and ORIGINATOR of the pulled message (i.e. BUSA #112 PULLED FOR W/U, 151725Z JUN 72 FM CNO).
(2) Deliver pulled message to the in-router.
(3) After the message has been processed, the in-router will return it to you. File it in the appropriate place in the broadcast files.
3. Number continuity is maintained using the BROADCAST NUMBER CHECK-OFF SHEET as follows:
 - a. As Broadcast Numbers are received, circle the classification for the corresponding number.
 - b. If the message is of concern, circle the number in the log.
 - c. Black out the number on the log after the message has been returned to you and you have filed it.
 - d. Missing numbers will be listed on a separate missing numbers list and brought to the attention of the in-router IMMEDIATELY.
4. Messages received with no broadcast number (stragglers) are handled the same as any other messages but with an indication on the message as to what broadcast number it followed. No indication is necessary on the check-off sheet.
5. Numbers not received due to bad reception, faulty equipment, etc., (missing numbers) are NOT checked off on the broadcast check-off sheet. Messages received with unreadable headings are classified as missing numbers. Numbers not received due to misnumbering at the shore station (open numbers) are indicated as missing on the check-off sheet. ALL OPEN OR MISSING NUMBERS WILL BE BROUGHT TO THE ATTENTION OF THE IN-ROUTER AS THEY OCCUR AND LISTED ON THE MISSING NUMBERS LIST.
6. Re-run (ZFG) traffic may be discarded after determining that it has already been received.
7. AT THE END OF A 100 SERIES OF NUMBERS (i.e. 301 to 400), PLACE THE CHECK-OFF SHEET ON TOP OF THE MESSAGES, CLAMP OVER THE FASTENERS AND TAKE IT TO YOUR INSTRUCTOR FOR CHECKING AND FILING INSTRUCTIONS.

DONT FILE RY'S

TITLE: AUTHENTICATION PROCEDURES

INTRODUCTION

This information sheet is designed to re-enforce what you have already learned about authentication procedures. Authentication is mandatory on all uncovered circuits on the Prac-Deck.

SUBJECT MATTER

1. The procedures for authentication are basically the same on all types of circuits (Voice, CW, etc.). For the purpose of illustration a voice circuit will be used.

2. CHALLENGE AND REPLY

A. The station being called is the only station authorized to initiate a challenge.

B. The Challenge: Randomly select any two letters or number letter combination as the challenge. Do not use your initials, girl friends initials, etc. Do Not repeat the same challenge.

C. The Reply: Using the appropriate time block from the KTA-230A training table and the KLI-12, determine the reply as follows:

First letter - windows one or two
Second letter - windows two or three

DO NOT SELECT both letters from the same window.

D. Verification: The challenging station must then verify the reply.

EXAMPLE: JAGUAR DE RELENTLESS - COME UP CIRCUIT THREE BRAVO OVER
RELENTLESS DE JAGUAR - INT ZNB G S K
JAGUAR DE RELENTLESS - ZNB Y N K
RELENTLESS DE JAGUAR - R AR

REFERENCE: KTA-230

TITLE: DUTIES OF THE VOICE CIRCUIT OPERATOR

INTRODUCTION

1. This information sheet is designed to assist you in performing your duties as the Voice Circuit Operator on the Prac-Deck. Proper circuit operation and observation of the circuit discipline is a must for the smooth flow of traffic on your circuit. A thorough knowledge and proper use of radiotelephone procedures by the radiomen aboard your ship or station is one of the quickest ways to establish a good communication reputation for your command.
2. Sometime during your watch you will be tested on construction of the NOVEMBER system.

SUBJECT MATTER

1. PURPOSE

- A. The primary purpose of the voice circuit, as used on the Prac-Deck, is ~~as~~ communication co-ordination.

- (1) Problems may arise that make it difficult or impossible to communicate on one of the several teletype circuits your ship is guarding. With a direct voice link between ships, or your ship and shore stations, many of these problems can be resolved in a matter of minutes.

- (2) Such things as frequencies in use, equipment status, estimated down time on a circuit, etc., are the most common types of communications passed on coordination nets. Be security conscious at all times. Remember this is an UNCLASSIFIED circuit.

B. MESSAGE TRAFFIC

- (1) Official messages, both tactical and administrative, are often sent on the voice circuit.

- (2) It is your responsibility to send and receive these messages accurately on your circuit, using correct radiotelephone procedures.

- (3) ACP 125 is your reference publication.

C. CIRCUIT LOGS

- (1) Complete circuit logs must be maintained by the voice operator. This includes circuit outages, frequency changes, etc.

- (2) Use the "Sample Message Log" to refresh yourself on proper Log-Keeping procedures.

- (3) Circuit Logs are FILED AT THE END OF THE ZULU DAY AND NEW ONES STARTED.

D. GENERAL OPERATING PROCEDURES

- (1) Speak slowly and clearly into the handset.

- (2) Spell phonetically difficult words and un-pronounceable abbreviations

- (3) Request radio checks when you think communications may have been lost, but not more often than every fifteen minutes.

- (4) Notify your instructor and in-router immediately of any change in circuit status.

- (5) Challenge and reply authentication must be used at all times.

TITLE: DUTIES OF THE VOICE CIRCUIT OPERATOR (con't)

F. OUTGOING MESSAGES

- (1) Upon receipt of an outgoing message from the in-router:
 - a. Check to see that it is in proper format and is UNCLASSIFIED.
 - b. Obtain a turn from net control.
 - c. Send the message.
 - d. After a receipt is obtained, make the proper operator endorsement on the message.
 - e. Maintain your log properly.
 - f. Return the message to the in-router.

G. INCOMING MESSAGES

- (1) Copy the heading of the message in your log.
- (2) Insert a clean half-sheet of paper in your typewriter and copy the text of the message.
- (3) Obtain repetitions as needed until you are sure you have a complete and correct message.
- (4) Check all voice call signs for validity (JANAP-119).
- (5) Receipt for the message.
- (6) Place the proper operators endorsement on the message.
- (7) Maintain your log properly.
- (8) Turn in the complete message to the in-router.

H. IF YOU HAVE ANY QUESTIONS -- ASK YOUR INSTRUCTOR.

NOTE: If a message is sent to two or more addressees on the voice circuit and one station challenges the station sending the message and the reply (authentication) is correct, it is not necessary for the other station to challenge.

REFERENCE: ACP-125

567

SAMPLE VOICE LOG

RADIO LOG
OPNAV FORM 2810-1 (REV 11-58)

ACTIVITY:	OPERATOR	CREW	CIRCUIT	FREQUENCY
USS MEREDITH	RMSN JOHN Q DOE	3	COMM/COORD VOICE	2716 KHZ

5
7.5
7.5
5.0
25.0

TIME	TRANSMISSION		
1500	SET WATCH THIS CIRCUIT - ALL TIMES ZULU		
1504	JAG DE REL RDO CK K		
	REL DE JAG R K		
1504	JAG DE REL R AR		
1509	JAG DE REL R K		
	REL DE JAG K		
	JAG DE REL R 131440Z JUN 72		6.925 } 90
	FM FASTCHARGER TO JAGUAR INFO CUSPIDOR BT		89
	(SEE FILES) BT K		98
			10 } 100
			2100
1515	REL DE JAG IMI WA ASSIST K		
	JAG DE REL IMI WA ASSIST IN K	1	4.85 97(5)
1517	REL DE JAG INT ZNB AQ K		
	JAG DE REL ZNB IY K	90	5 200
	REL DE JAG R 131440Z AR	89	
1519	REL DE JAG	98	
1524	NO SIGNALS	3198	
1529	NO SIGNALS	277	
1534	REL DE JAG P K	25	16.925
	JAG DE REL K	1385	39.85
1538	REL DE JAG P 131411Z JUN 72	554	26.775
	FM JAGUAR TO RELENTLESS INFO AMERICAN	6925	2.30
	CHIEF BT (SEE FILES) BT K		28.275
1543	JAG DE REL INT ZNB DZ K		
	REL DE JAG ZNB KT K		
1545	JAG DE REL R 131411Z AR		
1549	CIRCUIT SECURED BY (PERSON WHO AUTHORIZED SHUTDOWN) ZKJ1 ZKJ2		

SIGNED John Q Doe
RMSN JOHN Q DOE

*** NOTE: USE PROSIGNS/ACP-131 WHENEVER POSSIBLE FOR BREVITY AND NEATNESS. USE ONLY RECOGNIZED ABBREVIATIONS SO THE LOG IS UNDERSTANDABLE.

DATE	PAGE NR
13 JUN 72	01

4
2.5
89
225
200
2.225

CH4 BRDLST.

4
2.5
98
205
275.0