

**ALLIED RESTRICTED**

**ACP 126(B)**

**COMMUNICATION INSTRUCTIONS  
TELETYPEWRITER (TELEPRINTER)  
PROCEDURES**

**ACP 126(B)**

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**THE JOINT CHIEFS OF STAFF  
WASHINGTON, D. C. 20301**

**MARCH 1974**

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**I**

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For the Joint Chiefs of Staff:



E. A. WILCOX  
Brigadier General, USMC  
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Enter Change or Correction in Appropriate Column

Identification of Change or Correction and Date of Same		Date Entered	By Whom Entered (Signature; rank, grade or rate; name of command)
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CHAPTER 1INTRODUCTIONSECTION IGENERAL101. Purpose.

a. The purpose of this manual is to prescribe the procedure for handling messages over manual teletypewriter facilities. It deals with the handling of messages by direct circuits, through teletypewriter switchboards and by teletypewriter broadcast.

b. The term "teletypewriter" is taken in this publication to include "teleprinter".

102. Operating Precautions.

a. The attainment of reliability, speed and security depends, to a large extent, on the operator. It is essential that he be well trained, maintain circuit discipline and understand thoroughly his responsibilities.

b. Adherence to prescribed procedure is mandatory. Unauthorized departures or variations in prescribed procedure invariably create confusion, reduce reliability and speed, and tend to nullify security precautions. If the procedure prescribed herein does not cover a specific operating requirement resort to initiative and common sense should suffice.

c. The following basic rules are essential to transmission security and shall be strictly enforced on all military circuits.

(1) No transmission shall be made which has not been authorized by proper authority.

(2) The following practices are specifically forbidden:

(a) Violation of radio silence.

(b) Unofficial conversation between operators.

(c) Transmitting in a directed net without permission.

## 102.c.(2) (Continued)

- (d) Excessive tuning and testing.
  - (e) Transmitting the operator's personal sign.
  - (f) Unauthorized use of plain language.
  - (g) Use of other than authorized prosigns.
  - (h) Unauthorized use of plain language in place of applicable prosigns or operating signals.
  - (i) Linkage or compromise of classified call signs and address groups by plain language disclosures or association with unclassified call signs.
  - (j) Profane, indecent or obscene language.
  - (k) Use of terminal teletypewriter/teleprinter equipment to produce additional page copies of classified messages unless disconnected from the signal line (circuit/channel).
- (3) The following practices are to be avoided:
- (a) Use of excessive transmitting power.
  - (b) Excessive time consumed in changing frequency or adjusting equipment.

SECTION IIMACHINE FUNCTIONS AND PUNCTUATION103. Machine Functions.

a. SHIFT - Operators must always depress the "LTRS" key when going from upper case to lower case and the "FIGS" key when going from lower case to upper case.

b. CARRIAGE RETURN - The carriage return function (CR) is employed to reset the machine to the left margin of the paper. Two carriage return functions are used to insure the proper return of the carriage.

c. LINE FEED - The line feed function (LF) is employed to advance the paper vertically on the page teletypewriter.

d. SPACE - The space function is employed to advance the typing unit laterally without printing a character on the page teletypewriter.

e. BELL SIGNAL - The bell signal is employed to attract the attention of the receiving operator where required and will be transmitted as a series of ten characters, upper case "J" and "S" as follows: "FIGS JJJJJSSSS LTRS".

f. WARNING LIGHT - Tape perforating equipment is equipped with a warning light to indicate approach of end of typing line.

g. MARGIN BELL - Page printers equipped with keyboard facilities capable of operating directly into the line provide a margin bell to indicate approach of end of typing line.

104. Message Alignment.

a. Specific machine functions are necessary to facilitate the handling of messages and to align receiving page teletypewriters.

(1) All transmissions must be preceded by five spaces, two carriage returns and one line feed.

(2) The end of line function will be two carriage returns and one line feed.

(3) The separative function between pages of long messages is two carriage returns and four line feeds.

## 104.a. (Continued)

(4) The end of message functions are two carriage returns, eight line feeds, the letter N repeated four times and twelve letters. When authorized by separate Service instructions the end of message functions may be altered to require two carriage returns and twelve line feeds.

(5) No line shall exceed 69 characters, including spaces, except when authorized for special purposes by separate service instructions.

105. Punctuation.

a. Punctuation is not used unless necessary to the sense of the message. When it is essential to employ punctuation, the following abbreviations and symbols are authorized.

<u>Punctuation</u>	<u>Abbreviation</u>	<u>Symbol</u>
Question Mark	QUES	?
Hyphen		-
Colon	CLN	:
Parenthesis Brackets	PAREN	( )
Period/Full Stop	PD	.
Comma	CMM	,
Slant/Oblique Stroke	SLANT	/
Paragraph	PARA	
Quotation Marks	QUOTE-UNQUOTE	

b. The letter "X" may be used in lieu of punctuation whenever exact punctuation is not considered essential but some separation in the text is necessary for clarity and this use of "X" is not ambiguous. The written phonetic equivalent of the letter "X" will not be used for this purpose.

c. When a message is written in free hand, it may often be advisable to encircle the symbols for periods/full stops and commas to make them more conspicuous.



SECTION IIIMESSAGES106. Plaindress.

a. A plaindress message is one in which the originator and addressee designations are indicated externally of the text.

b. A plaindress message contains all the components (unless the call serves as the address) as shown in the schematic diagram except that the prefix may be omitted. It must always include the following elements:

- (1) Precedence.
- (2) Date-time group.

c. The group count designation will be included when an accounting symbol is used.

107. Abbreviated Plaindress.

a. Operational requirements for speed of handling may require abbreviation of plaindress message headings. In such case any or all of the following may be omitted:

- (1) Precedence.
- (2) Date.
- (3) Date-time group.
- (4) Group count.

108. Codress.

A codress message carries in the encrypted text the entire address, i.e., originator and all addressees, except when address indicating groups are used. It contains all components shown in the schematic diagram except the address.

109. Service Messages - A service message is one between communications personnel pertaining to any phase of traffic handling, communication facilities, or circuit conditions.

a. An encrypted service message consisting of countable groups will always carry a numerical group count. An encrypted service message will be identified as a service message only within the encrypted text.

## 109. (Continued)

b. Plain language service messages are identified by the abbreviation SVC immediately following the classification.

c. Service messages are prepared and transmitted in plaindress, abbreviated plaindress or codress procedure. They generally concern messages originated at, destined to, or refiled by, that station and normally will be assigned a precedence equal to that of the message to which they refer.

d. A service message incident to a classified message which has been forwarded in plain language shall bear the same classification as the original message.

110. Book Messages.

Book messages are prepared in the same manner as Multiple Address messages with the exception that the operating signal "ZEX" (and ZEZ if appropriate) will appear in the message instructions. However, in order to reduce transmission time and enhance security, the address designations not required in a transmission may be segregated and eliminated at originating as well as relay stations, thus address designations not pertaining to a given transmission can be deleted from the address component of Book Messages.

SECTION IVSCHEMATIC DIAGRAM111. General.

a. Messages handled by teletypewriter will be prepared for transmission in either PLAINDRESS, ABBREVIATED PLAINDRESS or CODRESS, except when commercial or ICAO form is authorized.

b. Each message prepared in either PLAINDRESS, ABBREVIATED PLAINDRESS or CODRESS will have three "PARTS"

(1) Heading.

(2) Text.

(3) Ending.

c. Each message "PART" has certain "COMPONENTS" which are broken down into "ELEMENTS" and "CONTENTS".

(1) All message "PARTS" and a majority of the "COMPONENTS" and "ELEMENTS" have a standardized arrangement or sequential order of appearance.

(2) In the schematic diagram, Format Line 2, 3, 4, 14, 15 and 16 identify the procedural portion of the basic message format as designed for teletypewriter operation. The lines 5 through 13 are the nonchangeable components of the basic message format. All format lines do not necessarily appear in every message, however, when used, they will be in the order indicated. (See Diagram.)

112. Schematic Diagram.

PARTS	COMPONENTS	ELEMENTS	FORMAT LINE	CONTENTS	EXPLANATION
H	PROCEDURE		1	Not used in teletypewriter procedure except when working with tape relay nets.	Line 1 - See tape relay procedure.

E

Call	2	Designation of station(s) called; (prosign XMT, exempted calls).	Line 2 - Contains designation of the station(s) called; the prosign XMT and designation of exempted station(s). (Line 2 and 3 may appear as a single typed line.) It may also contain the repeated precedence prosign.** See paragraph 205b.
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A

	3	Prosign DE; designation of station calling; transmission identification (station serial number).	Line 3 - The prosign DE; the designation of the calling station and the transmission identification (station serial number). (Line 2 & 3 may appear as a single typed line.)
--	---	--	--

Transmission instructions	4	Prosign T; operating signals; address designations; routing indicators.	Line 4 - Contains the transmission instructions and will be identified by the appearance of the prosign T, operating signals, address designations; routing indicators as required.
---------------------------	---	---	---

D

PREAMBLE	Prece- dence; Date-time group; mes- sage in- structions	5	Precedence prosign; date and time ex- pressed in digits, and zone suffix followed by month indi- cated by the first three letters, and if required by national authorities, the year in- dicated by the last two digits; oper- ating sig- nal(s).	Line 5 - Will contain the appropriate precedence pro- sign once and in the case of dual precedence both will be shown separated by a space, the originator's date-time group and message in- structions in the form of op- erating signals as necessary.
----------	--	---	--	--

I

ADDRESS	a. Origi- nator's sign; Origi- nator	6	Prosign FM; Originator's designation.	Line 6 - Is iden- tified by the appearance of the prosign FM and contains the designation of the originator which may be in- dicated by plain language, call sign or address group.
---------	--	---	---	--

N

b. Action address- see sign; action addressee	7	Prosign TO; address des- ignation(s).	Line 7 - Is identified by the appearance of the prosign TO and contains the designation of the action addressee(s) in the form of plain language, address group(s), call sign(s); or routing indicators.
--	---	---	---

112. (Continued)

G

\*\* NOTE: If message is dual precedence, only one precedence is shown in this line. Precedence sign ZZ when appearing in this line is preceded by the bell signals.

- |    |  |   |  |
|----|--|---|--|
| c. | Infor- 8<br>mation<br>address-<br>see sign;<br>Infor-<br>mation<br>addressee | Prosign INFO;<br>address des-<br>ignation(s).   | Line 8 - Is<br>identified by<br>the appearance<br>of the prosign<br>INFO and con-<br>tains the des-<br>ignation of the<br>information<br>addressee(s)<br>in the form of<br>plain language,<br>address<br>group(s), call<br>sign(s); or<br>routing indi-<br>cators. A<br>collective des-<br>ignation or an<br>Address Indi-<br>cating Group<br>(AIG) in For-<br>mat line 7 may<br>include infor-<br>mation<br>addressees. |
| d. | Ex- 9<br>empted<br>address-<br>see   | Prosign XMT;<br>address<br>designa-<br>tion(s). | Line 9 - Is<br>identified by<br>the prosign<br>XMT and con-<br>tains the des-<br>ignation of the<br>addressee(s)<br>who is exemp-<br>ted from the<br>collective ad-<br>dress designa-<br>tion, when<br>such designa-<br>tion is em-<br>ployed in lines<br>7 & 8 or an AIG<br>is used in<br>Format line 7.  |

112. (Continued)

PREFIX	Account- 10 ing infor- mation; group designation	Accounting symbol; group count.	Line 10 - Is identified by the appear- ance of the group count prosign and contains ac- counting sym- bols (as re- quired) which precede the group count prosign.	
S E P A R A T I O N		11	Prosign BT.	Line 11 - Separates the heading of the message from the text.
T E X T	Subject matter	12	Internal in- structions; thought or idea ex- pressed by the origi- nator.	Line 12 - Is the text of the message and may con- tain internal instructions as well as the thought or idea expressed by the originator.
S E P A R A T I O N		13	Prosign BT.	Line 13 - Separates the text from the ending of the message.
PROCEDURE				
E	a. Time group	14	Hours and minutes ex- pressed in digits and zone suffix.	Line 14 - May contain a time group expressed in digits plus the zone suffix.

112. (Continued)

- |             |  |  |   |
|-------------|--|--|---|
| N           | b. Confirmation (as required)                        | Prosign CFN; confirmatory material.  | May contain the prosign CFN and confirmed portions of the message as necessary.   |
| D           | c. Cor- 15 rections filing time*; final instructions | Prosigns, operating signals; necessary corrections; date separated by slant from hour and minutes expressed in digits; plus zone suffix. | Line 15 - Is identified by the appearance of prosign C, operating signals and corrections as required; may contain date and time message was filed with the communication center; final instructions in form of prosigns B; AS; and station designation(s). |
| I<br>N<br>G | d. Ending 16 sign                                    | Prosign K; AR  | Line 16 - Is identified by the prosign K or AR as appropriate.  |

\* The date and time of filing will not be used on ship-ship, ship-shore or naval radio teletypewriter broadcast circuits.



CHAPTER 2OPERATING INSTRUCTIONSSECTION IGENERAL RULES201. Stations Designations.

a. The following station designations are authorized for use in calling and answering: radio call signs, international call signs, tactical call signs, collective call signs, net call signs, indefinite call signs.

b. When call signs are not assigned, address groups may be used as station designations.

c. When call signs are neither authorized nor assigned, station designators, consisting of theater routing indicators or other designations, may be assigned by proper authority. Such station designations will not be reflected outside the network in which assigned.

202. Calling.

a. In establishing communications a preliminary call may be required. The preliminary call may be a single, collective or multiple call. When collective call signs are employed the prosign XMT may be used in conjunction therewith.

b. Single Call - A single call consists of the transmission of the identification of the station(s) with whom communication is desired, the prosign DE, the identification of the station calling and the prosign K. A single call consists of the identification of a single station or a collective call sign representing more than one station.

Example A: (Single Station)

(5 SPACES)(2CR)(LF)  
PQ6 DE PW6 K (2CR)(LF)

Example B: (Collective Call)

(5 SPACES)(2CR)(LF)  
OPD DE PW6 K (2CR)(LF)

OPD is a collective call sign which represents 98N, PQ6 and 5G7. These stations will answer in alphabetical order.

202.b. (Continued)

**Example C: (Collective call with exempted station)**

(5 SPACES)(2CR)(LF)  
NLX XMT 3TW DE P3D K (2CR)(LF)

NLX is a collective call sign which represents A6L, B9T, 3TW, 4LG and 9TM. These stations will answer in alphabetical order with the exception of the exempted station 3TW who will not answer.

c. Multiple Call - A multiple call consists of the transmission of the identification of the stations with whom communication is desired, the prosign DE, the identification of the station calling and the prosign K. The station designations preceding the prosign DE will usually be arranged in alphabetical order in the form in which they are to be transmitted.\*

\* For this purpose, Figures 1 through 0 and / (slant sign) 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.

**Example: (Multiple call)**

(5 SPACES)(2CR)(LF)  
A6A B2A C5A 4AD DE A20 K (2CR)(LF)

The called stations will answer in the order called.

d. Call serving as address - In plaindress messages when the originator is in direct communication with the addressee(s) the call may serve as the address. (This is possible only when the call designations of the station used in calling and answering are the same as those assigned to the originator and addressee(s).)

**Example A: (When all addressees are action)**

(5 SPACES)(2CR)(LF)  
PW6 DE BF6 (2CR)(LF)  
R 161512Z (2CR)(LF)  
GR18 (2CR)(LF)  
BT etc.

## 202.d. (Continued)

## Example B:

When there are both action and information addressees.

In addition to being in the call line, the information addressee must be indicated by the operating signal ZFH2 followed by the designation of the information addressees.

(5 SPACES)(2CR)(LF)  
 PW6 6F2 DE BF6 (2CR)(LF)  
 ZFH2 6F2 (2CR)(LF)  
 R 161512Z (2CR)(LF)  
 GR18 (2CR)(LF)  
 BT etc.

## Example C:

When all addressees are information.

This is indicated by the inclusion of the operating signal ZFH2 with no address designations following.

(5 SPACES)(2CR)(LF)  
 PW6 6F2 DE BF6 (2CR)(LF)  
 ZFH2 (2CR)(LF)  
 R 161512Z (2CR)(LF)  
 GR18 (2CR)(LF)  
 BT etc.

203. Answering.

a. In answering a preliminary call, stations will transmit the identification of the calling station, the prosign DE, the identification of the answering station and the prosign K. When no confusion will result, however, the answer may consist of the prosign DE, the identification of the answering station and the prosign K. After a preliminary call has been made and answers thereto received, the transmitting station will make 2CR and 8LF before transmitting a message.

## Example A: (Answer)

(5 SPACES)(2CR)(LF)  
 PW6 DE PQ6 K (2CR)(LF)

## Example B: (Abbreviated answer)

(5 SPACES)(2CR)(LF)  
 DE PQ6 K (2CR)(LF)

203. (Continued)

b. If any station fails to answer in proper sequence when a multiple or collective call is employed, the next station waits 5 seconds and then answers. The station which fails to answer in proper order must wait until all other stations have answered or had time to answer.

Example: (Collective call)

(5 SPACES)(2CR)(LF)  
OPD DE PW6 K (2CR)(LF)

OPD represents PQ6, 5G7 and 98N. 5G7 fails to answer within 5 seconds.

Answer:

(5 SPACES)(2CR)(LF)  
PW6 DE PQ6 K (2CR)(LF) (answer from PQ6)

Five seconds pass and 5G7 fails to answer. 98N answers:

(5 SPACES)(2CR)(LF)  
PW6 DE 98N K (2CR)(LF) (answer from 98N)

5G7 is now ready to answer. 5G7 answers:

(5 SPACES)(2CR)(LF)  
PW6 DE 5G7 K (2CR)(LF)

c. When a station(s) which failed to answer in sequence, then fails to answer within 5 seconds after all other stations have answered, the calling station shall initiate a separate call (and attention arresting signals as required) to raise the station.

d. When any station included in a collective or multiple call is specifically directed to answer, no other station included in that call may answer until instructed to do so.

e. Testing circuits. When a station wishes to test a circuit which has just opened, a test may be transmitted as follows:

Example:

(5 SPACES)(2CR)(LF)  
PW6 DE PQ6  
TEST THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG





## 205.a.(3) (Continued)

(c) While the Standard Test Message is being run, all links in the circuit should be monitoring the test transmission and, since its exact composition will be known, the diagnosis and location of faults should be a simple matter subject to the following requirements:

1. Intelligent monitoring and interpretation of results obtained.

2. Good cooperation between all link positions concerned.

(d) Monitoring equipment is required at the transmitter stations, and at its remote control positions, and the receiving station and its remote control positions.

b. When the test transmission contained in subparagraph 2.(1)(b) above must be transmitted manually from the keyboard, the LTRS to permit tape splicing and the first line of "THE QUICK BROWN FOX" will be omitted.

206. Precedence.

a. Precedence of messages - The assignment of precedence to a message is the responsibility of the originator and is determined by the subject matter of the text and the time factor involved.

(1) Significance - Precedence designations are employed to indicate the relative order in which a message of one precedence designation is handled with respect to all other precedence designators. Precedence designations indicate:

(a) To the Originator - The required speed of delivery to the addressee.

(b) To Communications Personnel - The relative order of handling and delivery.

(c) To the Addressee - The relative order in which he should note the message.

(2) Single Precedence - The precedence shall be indicated by the appropriate precedence prosign and will appear as the first element of the preamble.

206.a. (Continued)

(3) Dual Precedence.

(a) Multiple address message having both action and information addressees may be assigned two precedences, one precedence for all action addressees and a lower precedence for all information addressees, and will appear as the first element of the preamble.

(b) Where dual precedence is indicated, the higher precedence will appear first and the two precedence prosigns will be separated by a space.

Example A: (Single precedence)

Routine to all addressees:

Plaindress:

(5 SPACES)(2CR)(LF)  
6F2 DE BF6 (2CR)(LF)  
T (2CR)(LF)  
R Ø51921Z MAR (2CR)(LF)  
FM BF6 (2CR)(LF)  
TO KRF (2CR)(LF)  
INFO MPQ (2CR)(LF)  
GR13 (2CR)(LF)

Abbreviated plaindress:

(5 SPACES)(2CR)(LF)  
A2D 6F2 DE BF6 (2CR)(LF)  
R 1421Z MAR (2CR)(LF)  
GR19 (2CR)(LF)

Example B: (Dual precedence)

IMMEDIATE to A2D and KFR; PRIORITY to MPQ, PW6, 6F2:

(5 SPACES)(2CR)(LF)  
K49 DE BF6 (2CR)(LF)  
O P 151635Z MAR (2CR)(LF)  
FM BF6 (2CR)(LF)  
TO A2D (2CR)(LF)  
KFR (2CR)(LF)  
INFO MPQ (2CR)(LF)  
PW6 (2CR)(LF)  
6F2 (2CR)(LF)  
GR16 etc. (2CR)(LF)



206. (Continued)

b. When authorized by separate Service instructions the repeated precedence prosign(s) may be additionally included at the beginning of line 2.

c. Precedence in a preliminary call - Precedence may be indicated in a preliminary call by use of the appropriate precedence prosign preceding the ending prosign. The bell signal (see paragraph 103.e) shall always be transmitted before and after FLASH precedence prosign in a preliminary call, followed by the prosign K.

(1) The precedence prosigns when used in a preliminary call mean:

Z indicates "I HAVE" Flash Precedence traffic to transmit.

O indicates "I HAVE" Immediate traffic to transmit.

P " " Priority " "

R " " Routine " "

Example:

6F2 tells BF6 "I have PRIORITY precedence traffic to transmit.

(5 SPACES)(2CR)(LF)  
BF6 DE 6F2 P K (2CR)(LF)

(2) When indicating traffic of different precedence in a preliminary call the operating signal "ZB0" is used and means, "I have (or \_\_\_ has) \_\_\_ message(s) (numeral indicating number of message(s) may be followed by Z, O, P, or R to indicate precedence) for you (or for \_\_\_)".

## 207. Precedence Designations and Communications Handling.

a. Messages will be handled in accordance with the precedence explained below.

(1) Flash precedence will be indicated by the prosign "Z". 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 a FLASH message is completed.

207.a. (Continued)

(2) Immediate precedence will be indicated by the pro-sign "O". Immediate messages are processed, transmitted and delivered in the order received and ahead of all messages of lower precedence. Processing and transmission of lower precedence messages already in progress will be interrupted unless interrupting and cancelling the lower precedence transmission will take longer than completing it.

(3) Priority precedence will be indicated by the pro-sign "P". 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 extra long.

(4) Routine precedence will be indicated by the pro-sign "R". Routine messages are processed, transmitted and delivered in the order received and after all messages of higher precedence.

208. Break-In.

a. When equipment permits, break-in procedure may be employed to interrupt the transmitting station to transmit a message of higher precedence, in accordance with the precedence policy, contained in paragraph 206, or to stop the transmitting station because of equipment or receiving difficulties.

b. On simplex circuits, in order to stop the transmitting station, a series of hyphens will be transmitted, thus: FIGS A FIGS A FIGS A etc. The interrupted station will immediately be apprised of the reason for the interruption if practicable. If the interruption is for the purpose of transmitting traffic of a higher precedence, the precedence of the traffic to be transmitted will be indicated as follows:

Example:

```
(5 SPACES)(2CR)(LF)
A2B DE A2R O K (2CR)(LF)
```

c. After an interruption, transmission should be resumed at the beginning of the line of copy in which the interruption was made, or, if necessary, the entire message may be retransmitted.

209. Tabulated Messages.

Messages received for transmission, the text of which is in tabulated form, should be transmitted in tabulated form. In some instances, however, heading of columns require more space than the data shown in the column. In these cases the headings should be written on several lines rather than on one line. The columns of data shall be as close to the left margin as possible in order to reduce transmission time.

210. Confirmation.

a. When fifty percent or less of a message consists of figures, unusual letter combinations, or figures and letter combinations, such groups may be confirmed. Unless for operational reasons, consequent additional transmissions should not be made and are prohibited.

b. It is the responsibility of the station called to compare the confirmation with the textual component to assure correctness prior to delivery or refile. (See paragraph 402.h, Use of Prosign CFN.)

SECTION IICORRECTIONS, REPETITIONS AND VERIFICATIONS211. Correction of Errors.

## a. Keyboard Transmission.

(1) When an error is detected during transmission the operator transmits the error prosign "EEEEEEEE" (eight E's) after the errored word or group and resumes transmission by repeating the last word or group transmitted correctly.

Example:

"IN ACCORDANCE WITH MESGAEeeeeeeee WITH MESSAGE SENT"

(2) Errors made in a message heading will be corrected by use of the error prosign followed by the last prosign or operating signal correctly sent.

## b. Tape Preparation.

(1) Errors made in preparing chad tapes will be corrected by backspacing the tape and "rubbing out" or "lettering out" the error by means of the "LTRS" key.

(2) Errors made in preparing chadless tapes will be corrected by use of the error prosign except that when errors occur in a message heading a new tape will be prepared.

## c. End of Message.

(1) If the transmitting operator discovers an error has been made which was not corrected as indicated above, the error may be corrected at the end of the message. Such corrections will be separated from the prosign BT by (2CR)(LF) and will be preceded by the prosign "C".

(2) When errors in the message heading are corrected in this manner, the entire element in which the error occurred must be repeated.

d. Multiple Page Messages - 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 words by (2CR)(LF) and will be preceded by the

## 211.d. (Continued)

prosign "C". In such cases, the end of the page functions (2CR)(4LF) shall be transmitted after the correction with the exception that the last page will be ended with the normal message ending and machine functions. In those instances, when the error was not noted prior to starting another page, the error shall be corrected at the end of the message.

212. Obtaining Corrections and Repetitions.

a. When used for repetitions and corrections, service messages may be assigned the precedence considered necessary to accomplish their purpose.

b. Service messages should be as brief as possible without being ambiguous.

c. Corrections involving discrepancies in station serial numbers, mutilations or garbles caused by mechanical difficulties are usually obtained from the station from which the transmission was received.

d. Corrections of errors, other than those enumerated in c above should be obtained from the station making the original transmission of the message.

e. Corrections or requests for corrections should contain identification, transmission identification, if any, and such other data as necessary to prevent confusion. If a word or group occurring more than once in a message is used to identify a part of that message, it is to be assumed that the first occurrence of that word or group is implied. If otherwise intended, amplifying data such as adjacent words or groups must be included.

f. When the transmission identification and the date-time group are in error, the message should be identified by quoting the message heading and, if necessary, a portion of the text.

g. If a message contains more than one error, all discrepancies in the same message should be cited in the same correction request.

h. In requesting repetitions of the heading of a message, if portions of more than one component are desired, a repetition of the entire heading must be requested. If portions of more than one element of the address component are desired, a repetition of the entire component must be requested. When

212.h. (Continued)

the repetition desired is within one element of the address component, the request for repetition must include the prosign of that element and the prosign of the next element. The answers to such requests must include the entire element and the prosign of the next element. The same applies to corrections sent without requests for repetition.

## i. Examples of Repetitions.

(1) Repetitions - When repetition of portions of a message containing the call is made, the original call must be repeated in such repetition except when only one station was called originally.

Original transmission by BF6:

```
(5 SPACES)(2CR)(LF)
6F2 DE BF6 (2CR)(LF)
T          (2CR)(LF)
R 281545Z MAR (2CR)(LF)
FM BF6     (2CR)(LF)
TO 6F2     (2CR)(LF)
INFO A2D   (2CR)(LF)
GR11      (2CR)(LF)
BT        (2CR)(LF)
JAPY BOQU LAJY LUPY FOQO MUCO KAWG GUXO XAVA RATU (2CR)(LF)
SOBO      (2CR)(LF)
BT        (2CR)(LF)
K          (2CR)(LF)
          (4Ns)(12LTRS)
```

(2) Repeat your last transmission. Request:

```
(5 SPACES)(2CR)(LF)
BF6 DE 6F2 IMI K (2CR)(LF)
```

Answer:

```
(5 SPACES)(2CR)(LF)
6F2 DE BF6 (2CR)(LF)
T          (2CR)(LF)
R 281545Z MAR (2CR)(LF)
M BF6     (2CR)(LF)
TO 6F2     (2CR)(LF)
INFO A2D   (2CR)(LF)
GR11      (2CR)(LF)
BT        (2CR)(LF)
```

212.i. (Continued)

JAPY BOQU LAJY LUPY FOQO MUCO KAWG GUXO XAVA RATU (2CR)(LF)  
 SOBO (2CR)(LF)  
 BT (2CR)(LF)  
 K (2CR)(8LF)  
 (4Ns)(12LTRS)

(3) Repeat all before the text of the last message.  
 Request:

(5 SPACES)(2CR)(LF)  
 BF6 DE 6F2 IMI AB BT K (2CR)(LF)

Answer:

(5 SPACES)(2CR)(LF)  
 6F2 DE BF6(2CR)(LF)  
 AB BT (2CR)(LF)  
 6F2 DE BF6(2CR)(LF)  
 T (2CR)(LF)  
 R 281545Z MAR (2CR)(LF)  
 FM BF6 (2CR)(LF)  
 TO 6F2 (2CR)(LF)  
 INFO A2D (2CR)(LF)  
 GR11 (2CR)(LF)  
 BT K (2CR)(LF)  
 (4Ns)(12LTRS)

(4) Repeat all between TO and INFO of the last message.  
 Request:

(5 SPACES)(2CR)(LF)  
 BF5 DE 6F2 IMI TO TO INFO K (2CR)(LF)

Answer:

(5 SPACES)(2CR)(LF)  
 6F2 DE BF6(2CR)(LF)  
 TO TO INFO (2CR)(LF)  
 TO 6F2 (2CR)(LF)  
 INFO K (2CR)(LF)  
 (4Ns)(12LTRS)

(5) Repeat all after the eighth group. Request:

(5 SPACES)(2CR)(LF)  
 BF6 DE 6F2 IMI AA 8 K (2CR)(LF)

212.i.(5) (Continued)

Answer:

(5 SPACES)(2CR)(LF)  
6F2 DE BF6 AA 8 XAVA RATU SOBO BT K (2CR)(LF)

(6) Repeat group 9 of last message. Request:

(5 SPACES)(2CR)(LF)  
BF6 DE 6F2 IMI 9 K (2CR)(LF)

Answer:

(5 SPACES)(2CR)(LF)  
6F2 DE BF6 9 XAVA K (2CR)(LF)

(7) Repeat groups 3 to 8 of last message. Request:

(5 SPACES)(2CR)(LF)  
BF6 DE 6F2 IMI 3 TO 8 K (2CR)(LF)

Answer:

(5 SPACES)(2CR)(LF)  
6F2 DE BF6 3 TO 8 LAJY LUPY FOQO MUCO KAWG GUXO K (2CR)(LF)

(8) Repeat group 3 and groups 6 to 8 of last message.  
Request:

(5 SPACES)(2CR)(LF)  
BF6 DE 6F2 IMI 3 6 TO 8 K (2CR)(LF)

Answer:

(5 SPACES)(2CR)(LF)  
6F2 DE BF6 3 LAJY 6 TO 8 MUCO KAWG GUXO K (2CR)(LF)

(9) 6F2 needs a repetition of the originator, date-time group, and action addressee(s) of last message. 6F2 requests repetition of entire heading and BF6 answers as in paragraph 210.i.(3).

(10) In plain language messages, portions of the text are identified as words rather than as group numbers.

Example:

(5 SPACES)(2CR)(LF)  
BF6 DE 6F2 IMI WA CARRY K (2CR)(LF)



## 212.i.(10) (Continued)

Answer:

(5 SPACES)(2CR)(LF)  
6F2 DE BF6 WA CARRY OUT K (2CR)(LF)

Example:

(5 SPACES)(2CR)(LF)  
BF6 DE 6F2 IMI CARRY TO SIXTEEN K (2CR)(LF)

Answer:

(5 SPACES)(2CR)(LF)  
6F2 DE BF6 CARRY TO SIXTEEN CARRY OUT PLAN SIXTEEN K (2CR)(LF)

j. Examples of Corrections.

See paragraph 402.g.

213. Messages Forwarded Subject to Correction.

a. If corrections and repetitions cannot be obtained immediately, messages received with portions missing or portions of doubtful accuracy shall be delivered or forwarded subject to correction if the precedence is IMMEDIATE or higher or the operational situation dictates. Discretion should be exercised, however, in forwarding or delivering transmissions that are so garbled as to be of no value.

(1) In local delivery, the missing or doubtful portions will be indicated by appropriate notation on the message.

(2) In forwarding, the appropriate operating signals (ZDG, ZEH, ZEP) will be included in the transmission instructions. In addition, ZEP will also appear in the message text where portions are missing.

b. A station delivering or forwarding a message "Subject to Correction" is responsible for obtaining and forwarding corrections.

214. Verifications.

a. Requests for verifications are initiated by addressees only and may be made by service or regular message.

214. (Continued)

b. The prosign J may be used to request verification of the heading, or portions of the heading of any message; the entire text of any message or a portion of the text of a plain language message. J may be used to request verifications of portions of encrypted messages only when the crypto system employed permits. When J is used for this purpose, numerals are used to indicate the groups desired verified.

SECTION III  
CANCELLATIONS

215. Cancellation of Messages.

A message may be cancelled only by the originator.

216. Cancellation of a Transmission.

a. While it is in progress a transmission may be cancelled by use of the error prosign EEEEEEEE and the ending prosign AR. Each letter of the error sign must be separated by a space.

Example:

NOW IS THE (2CR)(LF)  
E E E E E E E AR

b. The prosign EEEEEEEE and AR shall not be used to cancel a transmission after a receipt has been given. A service message containing operating signals or a service message must be used for this purpose.

c. A station cancelling a transmission is responsible for any further action necessary in connection with the message involved.

SECTION IVCLASSIFIED MESSAGES IN PLAIN LANGUAGE217. Classified Messages Transmitted in Plain Language.

a. Transmitted over approved circuits - When classified messages are transmitted in plain language over approved teletypewriter circuits, the security classification will appear as the first word of the text, i.e., R E S T R I C T E D. Each letter of the security classification will be separated by a space.

b. Transmitted over non-approved circuits - In tactical situations, when speed of delivery is so essential that time cannot be spared for encryption and the transmitted information cannot be acted upon by the enemy in time to influence the situation in question, a Commanding Officer may authorize the transmission in the clear of messages of any classification except TOP SECRET, over any NON-APPROVED wire or radio circuit or combination thereof.

SECTION VACKNOWLEDGEMENTS218. Acknowledgements on Other Than Tactical Circuits.

Acknowledgements are handled in accordance with the procedure outlined for any message.

219. Acknowledgements on Tactical Circuits.

a. Acknowledgements on tactical circuits may be handled as above or as set forth in the following examples.

(1) PW6 sends PQ6 a message, 061532Z, without requiring an acknowledgement. After receipt, PW6 desires an acknowledgement and transmits:

```
(5 SPACES)(2CR)(LF)
PQ6 DE PW6 (2CR)(LF)
INT ZEV 061532Z K (2CR)(LF)
```

PQ6 receipts:

```
(5 SPACES)(2CR)(LF)
PW6 DE PQ6 R AR (2CR)(8LF)
```

PQ6 acknowledges:

```
(5 SPACES)(1CR)(LF)
PW6 DE PQ6 (2CR)(LF)
ZEV 061532Z AR (2CR)(8LF)
```

(2) The operating signal ZEV meaning "Acknowledge this message", may be placed in the last element of the preamble.

BF6 transmits a message and includes in the heading a request for acknowledgement:

```
(5 SPACES)(2CR)(LF)
A2D DE BF6 ZEV (2CR)(LF)
BT (2CR)(LF)
GEORGE BAKER (2CR)(LF)
BT (2CR)(LF)
K (2CR)(8LF)
(4Ns)(12LTRS)
```

SECTION VI

COUNTING AND CHECKING GROUPS

220. Rules for Counting Groups.

a. Groups are counted in accordance with the following rules:

(1) Count text groups only.

(2) Punctuations and symbols are not counted unless spelled out or abbreviated.

(3) Sequence of characters not interrupted by a space is counted as one group.

(4) The letter "X" when used in lieu of punctuation is counted as one group.

(5) The proper names of countries, cities, or streets consisting of two or more separate words should normally be written and counted as one group, i.e., SanSalvador, SanDiego, SaltLakeCity, but when written separately, they will be transmitted and counted as separate groups, i.e., Fifth Avenue.

(6) The following text is counted as 20 groups:

SHIPMENT BRAY HYPHEN CORBIE SHOULD HAVE BEEN  
MARKED BRAY-CORBIE. FUTURE SHIPMENTS FOR PAREN  
FRANCE PAREN SHOULD BE MARKED /FRANCE/PERIOD

(7) Examples:

	<u>Group Count</u>
BRAY HYPHEN CORBIE . . . . .	3
BRAY-CORBIE. . . . .	1
NEWYORK. . . . .	1
XFUY . . . . .	1
CNYR NKLY JVRN . . . . .	3
/FRANCE/ . . . . .	1
PAREN FRANCE PAREN . . . . .	3
125/3. . . . .	1
CG . . . . .	1
125-3/3-55/X56 . . . . .	1
35 DASH 567P . . . . .	3
MR C D ADAMS . . . . .	4
BF6 311845Z. . . . .	2
/124.0-130-6/. . . . .	1

221. Checking Group Count.

a. GR preceded by INT and followed by a numeral means "is the number of groups as indicated?" When the number of groups received does not correspond with Group Count transmitted, the receiving station will immediately question the transmitting station by using INT GR followed by a numeral.

Example:

(5 SPACES)(2CR)(LF)  
 BF6 DE PW6 INT GR8 K (2CR)(LF)

If, after rechecking the message, the transmitting station finds that the receiving station is correct, the transmitting station sends "C":

(5 SPACES)(2CR)(LF)  
 PW6 DE BF6 C K (2CR)(LF)

b. For all plain language text messages, and encrypted text messages where the group count does not exceed 50 groups: If the receiving station is considered to be incorrect, the transmitting station repeats the original group count and transmits the first character of each word or group in the text in succession.

Example:

(5 SPACES)(2CR)(LF)	
PW6 DE BF6	(2CR)(LF)
R 272113Z MAR	(2CR)(LF)
GR10	(2CR)(LF)
BT	(2CR)(LF)
RECEIVED SHIPMENT TWENTYONE TRUCKS FROM PARIS	(2CR)(LF)
PAREN FRANCE PAREN TODAY	(2CR)(LF)
BT	(2CR)(LF)
K	(2CR)(8LF)
	(4Ns)(12LTRS)

PW6 then questions the group count:

(5 SPACES)(2CR)(LF)  
 BF6 DE PW6 INT GR11 K (2CR)(LF)

BF6 checks and finds the group count correct as transmitted, then transmits:

(5 SPACES)(2CR)(LF)  
 PW6 DE BF6 GR10 BT R S T T F P P F P T BT K (2CR)(LF)

221. (Continued)

c. For encrypted text messages with a group count of over 50 groups: If the receiving station is considered to be incorrect, the transmitting station repeats the original group count and transmits the identity of the first, eleventh, and every subsequent tenth group followed by the initial letter of that group (the identity of the group will be separated from the initial letter of that group by a hyphen sign).

Example:

BF6 transmits a message to PW6 containing 76 groups.  
PW6 questions the group count:

(5 SPACES)(2CR)(LF)  
BF6 DE PW6 INT GR75 K (2CR)(LF)

BF6 checks and finds the group count correct as transmitted, then transmits:

(5 SPACES)(2CR)(LF)  
PW6 DE BF6 GR75 BT 1-D 11-L 21-H 31-P 41-Q 51-M 61-W  
71-F BT K (2CR)(LF)

PW6 then requests a repetition of the ten groups in which he has a miscount:

(5 SPACES)(2CR)(LF)  
BF6 DE PW6 IMI 30 T0 40 K (2CR)(LF)

d. Subject to the above checking of the group count (lettering), the group count of the transmitting station is final.



CHAPTER 3TRANSMISSION OF MESSAGESSECTION IGENERAL301. Message Transmission.

a. Messages shall be transmitted exactly as written. Abbreviations shall not be substituted for full words or full words for abbreviations without the approval of the originator.

b. A station receiving a message is responsible for the message until a receipt is obtained from another station or delivery is accomplished. (Messages forwarded by the broadcast services are considered received when transmitted.) Instructions to take no further action in regards to a message, relieves that station of any further forwarding responsibility.

302. Corrections Prior to Delivery.

The called station(s) is responsible for making any corrections indicated in the correction line prior to delivery or refile. Instances where the time element is such that immediate delivery is warranted, without making all indicated corrections, the addressee should be apprised of the correction(s).

303. Preparation.

a. The number of characters and spaces typed on one line should not exceed 69. Sending operators should perforate or type the message in such a manner that a long word falling at the end of a line will not be hyphenated. In order to prevent hyphenating a word at the end of a line, strict attention must be paid to the "end-of-line indicators" (warning light or margin bell, depending upon the type of transmitting equipment used).

b. The examples shown herein are for illustration purposes only and do not necessarily reflect actual routing indicator, call sign or address group assignments, or the appropriate use of abbreviations in the message address. The format of the examples, however, shows the proper sequence of the message elements and the line functions to be employed. The examples are prepared as they would appear when reproduced on a page printer set on "single space".

SECTION IITRANSMISSION OF PLAINDRESS MESSAGES304. Single Address Message.

## a. Example of a single address plaindress message.

(5 SPACES)	(2CR)(LF)	
(Line 2)	RFHT	(2CR)(LF)
(Line 3)	DE RFG NR 114	(2CR)(LF)
(Line 5)	R 151412Z MAR	(2CR)(LF)
(Line 6)	FM CG FIFTH CORPS	(2CR)(LF)
(Line 7)	TO CG THIRD INFDIV	(2CR)(LF)
(Line 10)	WD GRNC	(2CR)(LF)
(Line 11)	BT	(2CR)(LF)
(Line 12)	PLAINDRESS SINGLE ADDRESS	(2CR)(LF)
	MESSAGES WILL BE TRANSMITTED	(2CR)(LF)
	OVER TELETYPEWRITER CIRCUITS	(2CR)(LF)
	AS INDICATED IN THIS EXAMPLE	(2CR)(LF)
(Line 13)	BT	(2CR)(LF)
(Line 15)	C WA OVER TELETYPEWRITER	(2CR)(LF)
(Line 16)	K	(2CR)(8LF)
		(4Ns)(12LTRS)

b. Explanation - The example shows a routine single address message originated by Headquarters Fifth Corps and addressed to Headquarters Third Infantry Division. The contents of each line are explained as follows:

(1) Line 2. "RFHT" is the designation of the station called who is responsible for refile or delivery to the addressee.

(2) Line 3. "DE" is the prosign meaning this transmission is from the station whose designation follows. "RFG NR 114" is the designation of the station making the transmission and the station serial number.

(3) Line 5. "R" is the precedence prosign. "151412Z MAR" is the date-time group.

(4) Line 6. "FM" is the originator's sign. "CG FIFTH CORPS" is the designation of the originator.

(5) Line 7. "TO" is the action addressee sign. "CG THIRD INFDIV" is the designation of the action addressee.

(6) Line 10. "WD" is the accounting symbol. "GRNC" is the prosign meaning the groups of this message have not been counted.

304.b. (Continued)

(7) Line 11. "BT" is the separation between the heading and the text.

(8) Line 12. "PLAINDRESS etc." is the text.

(9) Line 13. "BT" is the separation between the text and the ending.

(10) Line 15. "C WA OVER TELETYPEWRITER" corrects a portion of the text.

(11) Line 16. "K" is the ending prosign meaning "go ahead".

c. Example of a single address abbreviated plaindress message.

(5 SPACES)	(2CR)(LF)	
(Lines 2 & 3)	APX DE PHS NR 120	(2CR)(LF)
(Line 5)	P 022320Z MAR	(2CR)(LF)
(Line 6)	FM CG SAC	(2CR)(LF)
(Line 7)	TO CG AFTWO	(2CR)(LF)
(Line 11)	BT	(2CR)(LF)
(Line 12)	THIS IS AN ABBREVIATED	(2CR)(LF)
	PLAINDRESS MESSAGE IN WHICH	(2CR)(LF)
	THE CALL DOES NOT SERVE	(2CR)(LF)
	AS THE ADDRESS	(2CR)(LF)
(Line 13)	BT	(2CR)(LF)
(Line 16)	K	(2CR)(8LF)
		(4Ns)(12LTRS)

d. Explanation - The example shows a PRIORITY abbreviated plaindress message originated by Headquarters Strategic Air Command. The contents of each line are explained as follows:

(1) Lines 2 & 3. "APX" is the designation of the station called. "DE" is the prosign meaning "from". "PHS NR 120" is the designation of the station making the transmission and the station serial number. (Note: In this example, lines 2 and 3 are transmitted in the same line of type. This is optional and is normal when few stations are called.)

(2) Line 5. "P" is the precedence prosign. "022320Z MAR" is the date-time group.

(3) Line 6. "FM" is the originator's sign. "CG SAC" is the designation of the originator.

304.d. (Continued)

(4) Line 7. "T0" is the action addressee sign. "CG SAC" is the designation of the action addressee.

(5) Line 11. "BT" is the separation between the heading and the text.

(6) Line 12. "THIS IS etc" is the text.

(7) Line 13. "BT" is the separation between the text and the ending.

(8) Line 16. "K" is the ending prosign meaning "go ahead".

e. Example of an abbreviated plaindress message with the call serving as the address.

(5 SPACES)	(2CR)(LF)	
(Lines 2 & 3	BF6 DE 8R2	(2CR)(LF)
(Line 11)	BT	(2CR)(LF)
(Line 12)	THIS IS AN ABBREVIATED	(2CR)(LF)
	PLAINDRESS MESSAGE WHERE THE	(2CR)(LF)
	CALL SERVES AS THE ADDRESS	(2CR)(LF)
(Line 13)	BT	(2CR)(LF)
(Line 14)	0735Z	(2CR)(LF)
(Line 16)	K	(2CR)(8LF)
		(4Ns)(12LTRS)

f. Explanation - The example shows a routine abbreviated plaindress message from station 8R2 to station BF6. The contents of each line are explained as follows:

(1) Lines 2 & 3. "BF6" is the designation of the station called and the action addressee. "DE" is the prosign meaning "from". "8R2" is the designation of the station making the transmission and of the originator.

(2) Line 11. "BT" is the separation between the heading and the text.

(3) Line 12. "THIS IS etc" is the text.

(4) Line 13. "BT" is the separation between the text and the ending.

(5) Line 14. "0735Z" is a time group used in place of a date-time group in line 5.

305. Multiple Address Message.

a. A multiple address message is one that is destined for two or more addressees, each of whom is informed of all the addressees. The addressees are indicated as ACTION, INFORMATION, or both.

b. Example of a multiple address plaindress message.

(5 SPACES)	(2CR)(LF)	
(Lines 2 & 3)	RFB DE RFH NR 193A	(2CR)(LF)
(Line 4)	T	(2CR)(LF)
(Line 5)	O 150903Z MAR	(2CR)(LF)
(Line 6)	FM TENTH ARMY	(2CR)(LF)
(Line 7)	TO 909TH ORD REGT	(2CR)(LF)
	501ST ORD DEPOT	(2CR)(LF)
	502D ORD DEPOT	(2CR)(LF)
(Line 8)	INFO SECOND CORPS	(2CR)(LF)
(Line 11)	BT	(2CR)(LF)
(Line 12)	THIS IS A PLAINDRESS	(2CR)(LF)
	MULTIPLE ADDRESS MESSAGE	(2CR)(LF)
(Line 13)	BT	(2CR)(LF)
(Line 16)	K	(2CR)(8LF)
		(4Ns)(12LTRS)

c. Explanation - The example shows an Immediate multiple address plaindress message originated by the Tenth Army, addressed to the 909th Ordnance Regiment, the 501st and 502d Ordnance Depots for action and the Second Corps for information. A single station is responsible for refile or delivery to all addressees. The contents of each line are explained as follows:

(1) Lines 2 & 3. "RFB" is the designation of the station called who is responsible for refile or delivery to the addressees. "DE" is the prosign meaning this transmission is from the station whose designation follows: "RFH NR 193A" is the designation of the station making the transmission and the station serial number.

(2) Line 4. "T" is the prosign, which, if used as above, means station called transmit this message to all addressees.

(3) Line 5. "O" is the precedence prosign. "150903Z MAR" is the date-time group.

(4) Line 6. "FM" is the originator's sign. "TENTH ARMY" is the designation of the originator.

305.c. (Continued)

(5) Line 7. "TO" is the action addressee sign. "909TH ORD REGT", "501ST ORD DEPOT", "502D ORD DEPOT" are the designations of the action addressees.

(6) Line 8. "INFO" is the information addressee sign. "SECOND CORPS" is the designation of the information addressee.

(7) Line 11. "BT" is the separation between the heading and the text.

(8) Line 12. "THIS IS etc" is the text.

(9) Line 13. "BT" is the separation between the text and the ending.

(10) Line 16. "K" is the ending prosign meaning "go ahead".

SECTION IIITRANSMISSION OF CODRESS MESSAGES306. General.

a. Codress is used when address security is desired in a greater degree than is afforded by plaindress forms and other message types (Plaindress and abbreviated plaindress). In order to assure protection in the processing of messages prepared in Codress, extreme care should be exercised in preparation of the message heading. In a Codress heading when a station called is required to effect relay and is also required to decrypt the message, its call sign must also be included in the transmission instructions. In the absence of transmission instructions all stations called are required to decrypt the message.

## b. Example of a Codress message:

(5 SPACES)	(2CR)(LF)	
(Lines 2 & 3)	9VR DE LP2 NR GF203	(2CR)(LF)
(Line 4)	T AT3 9VR	(2CR)(LF)
(Line 5)	P 271005Z MAR	(2CR)(LF)
(Line 10)	GR63	(2CR)(LF)
(Line 11)	BT	(2CR)(LF)
(Line 12)	SIXTY-THREE ENCRYPTED	(2CR)(LF)
	GROUPS	(2CR)(LF)
(Line 13)	BT	(2CR)(LF)
(Line 16)	K	(2CR)(8LF)
		(4Ns)(12LTRS)

c. Explanation - The example shows a PRIORITY Codress message. The station called is to decrypt the message and to relay it to AT3. The contents of each line are explained as follows:

(1) Lines 2 & 3. "9VR" is the designation of the station called who is responsible for relay and decryption as indicated in the transmission instructions. "DE" is the prosign meaning this transmission is from the station whose designation follows. "LP2 NR GF203" is the designation of the station making the transmission and the station serial number.

(2) Line 4. "T" is the prosign which, if followed by station designations, means station called transmit this message to the stations whose designations follow. "AT3 9VR" are the designations of the stations to which the message is to be passed for decryption.

306.c. (Continued)

(3) Line 5. "P" is the precedence prosign. "271005Z MAR" is the date-time group.

(4) Line 10. "GR63" is the group count prosign followed by the number of groups in the text.

(5) Line 11. "BT" is the separation between the heading and the text.

(6) Line 12. "SIXTY-THREE ENCRYPTED GROUPS". This is the textual component.

(7) Line 13. "BT" is the separation between the text and the ending.

(8) Line 16. "K" is the ending prosign meaning "go ahead".

d. Instructions for indicating DUAL precedence with CODRESS messages are given in paragraph 308.



SECTION IVAPPLICATION OF DUAL PRECEDENCE307. General.

Multiple address messages having both action and information addressees may either be assigned a single precedence, in which case it indicates the precedence for all addressees, or they may be assigned two precedences, one precedence for all action addressees and a lower precedence for all information addressees.

308. Indicating DUAL Precedence in Message Headings.

a. When the message originator has assigned two precedences to a message, the information will be conveyed in the message heading as follows:

## (1) In PLAINDRESS messages:

(a) The two precedence prosigns will be included in the preamble. The higher precedence will be placed first.

(b) The status (action or information) of each addressee will be indicated in the address component of the heading.

## (c) Example:

(5 SPACES)	(2CR)(LF)	
(Lines 2 & 3)	RFB RFC RFD DE RFH NR 193A	(2CR)(LF)
(Line 5)	O R 150903Z MAR 71	(2CR)(LF)
(Line 6)	FM TENTH ARMY	(2CR)(LF)
(Line 7)	TO 909TH ORD REGT	(2CR)(LF)
(Line 8)	INFO 501ST ORD DEPOT	(2CR)(LF)
	502D ORD DEPOT	(2CR)(LF)
(Line 11)	BT	(2CR)(LF)
(Line 12)	THIS IS A PLAINDRESS	(2CR)(LF)
	MULTIPLE ADDRESS DUAL	(2CR)(LF)
	PRECEDENCE MESSAGE	(2CR)(LF)
(Line 13)	BT	(2CR)(LF)
(Line 16)	K	(2CR)(8LF)
		(4Ns)(12LTRS)

## (2) In CODRESS messages:

(a) When a message is routed to a crypto guard which serves all the addressees, the higher precedence prosign

308a.(2)(a) (Continued)

only will be included in the preamble. The lower precedence will be included in the encrypted text in the form ". . . . . (Lower precedence) for information addressees".

(b) When encrypted messages are not routed and transmitted directly from the crypto centre, each encrypted version of a CODRESS message passed by the crypto centre to the communication centre for transmission shall have attached a list containing only the addressees to whom that version is to be transmitted and an indication of the status (action or information) of each addressee if it is all or part of a multiple address message.

(c) When preparing CODRESS messages for transmission in the communication centre:

1 The external heading of each transmission shall contain only those call signs, routing indicators, or address groups required to route the message to the stations which serve the addressees of that particular transmission.

2 Both precedence prosigns shall appear in format line 5 the higher precedence appearing first.

3 If the particular transmission involves both action and information addressees, or information addressees only, addressees who are to receive the message at the lower precedence shall be indicated in format line 4 (see example below) and both precedence prosigns, the higher first, shall be shown in format line 5.

(d) Example:

1 List of addressees received with encrypted version from the crypto centre:

TO	CINCSOUTH	(RXE)
INFO	SACEUR	(RXA)
	CINCENT	(RXO)

Precedence: Priority for Action and Routine for Information Addressees.

2 Message heading prepared by Communication Centre:

(5 SPACES) (2CR)(LF)  
(Lines 2 & 3) RXE RXA RXO DE RXH NR104A (2CR)(LF)

308.a.(2)(d)2 (Continued)

(Line 4) *	ZOT RXA RXD	(2CR)(LF)
(Line 5) -	P R 100718Z MAR	(2CR)(LF)
(Line 10)	GR175	(2CR)(LF)
(Line 11)	BT	(2CR)(LF)

\* - Operating signal assumed to mean: "Transmit or  
- handle this message at the lower precedence to  
the station(s)/address designator(s) which  
follow(s)."

SECTION V

TRANSMISSION OF MULTIPLE PAGE MESSAGES

309. Multiple Page Messages.

a. Messages containing more than twenty (20) lines of heading and text will be divided into pages for transmission as follows:

(1) The number of pages of message text in any transmission shall not exceed five. A page consisting of part heading and part text shall not count as a textual page.

(2) The first page shall consist of not more than 20 lines and shall begin with format line 5, counting from format line 5 of the message heading and continue for a total of 20 lines.

(3) All succeeding pages shall contain 20 lines of text, except the last page, which may contain less.

(4) "CFN" and "C" may be used at the end of each page as necessary.

(5) The second and succeeding pages shall be identified by the page number, the routing indicator or designation and the station serial number of the originating station. When the message text is transmitted in plain language, the security classification or the abbreviation UNCLAS will also be included as part of the page identification on each page. Page identification shall appear on a separate line and shall not be included in the line count.

(6) The machine functions between pages will be 2CR and 4LF.

Example of paging:

PAGE 2 RUEPCR 3333 UNCLAS	(2CR)(LF)
TEXT.....(20 lines)	(2CR)(4LF)
PAGE 3 RUEPCR 3333 UNCLAS	(2CR)(LF)
TEXT.....(Remaining lines)	(2CR)(LF)
BT	(2CR)(LF)
29/1405Z	(2CR)(8LF)
NNNN	(12LTRS)

SECTION VITRANSMISSION OF LONG MESSAGES310. Long Messages.

a. Messages which exceed five teletypewriter pages, are considered to be long messages. Such messages shall be divided into transmission sections. A transmission section shall not exceed five teletypewriter pages.

b. Since long messages monopolizes circuit time when transmitted in their entirety, it is sometimes advisable to separate them into transmission sections even though they may be below the prescribed length. They must be divided into transmission sections if they exceed the prescribed length. An exception may be made in certain instances where non-group cipher is employed.

c. Transmission sections are not to be confused with crypto parts as employed in encrypted messages.

d. Messages to be forwarded in transmission sections will be divided as follows:

(1) At a convenient point, but not beyond the maximum number of pages prescribed, separate the text at the end of a sentence or cryptopart.

(2) Unencrypted Messages - Prior to the text, or following the security classification, if any, insert the plain language: "SECTION ONE OF \_\_\_\_". Each additional transmission section will be preceded by an identical message heading except that it will contain a different station serial number and group count (if employed) for that particular transmission section. At the beginning of the text insert the security classification, if any, and, in plain language: "SECTION \_\_\_\_ of \_\_\_\_". Repeat the process as required. The final transmission section is identified "FINAL SECTION OF \_\_\_\_".

(3) Encrypted Messages - Prior to the text, insert the plain language: "SECTION ONE OF \_\_\_\_ PART ONE OF \_\_\_\_". A transmission section may contain more than one cryptopart, e.g., the second transmission may read: "SECTION TWO OF \_\_\_\_ PART FOUR OF \_\_\_\_".

e. The section number inserted at the beginning of the text will differ for each transmission section. The first transmission of a message separated into two sections would appear: "SECTION ONE OF TWO".

310. (Continued)

f. The following example shows the manner in which a 1600 group message may be separated into two transmission sections:

## Example of a Long Message.

(5 SPACES)		(2CR)(LF)
(Lines 2 & 3)	NSS DE NFGJ NR6	(2CR)(LF)
(Line 4)	T	(2CR)(LF)
(Line 5)	0 211704Z MAR 71	(2CR)(LF)
(Line 6)	FM USS BATAAN	(2CR)(LF)
(Line 7)	TO COMNAVAIRPAC	(2CR)(LF)
	COMNAVFORJAPAN	(2CR)(LF)
	CINCPACFLT	(2CR)(LF)
(Line 8)	INFO CNO	(2CR)(LF)
	COMFOURTEEN	(2CR)(LF)
(Line 10)	GR750	(2CR)(LF)
(Line 11)	BT	(2CR)(LF)
(Line 12)	SECTION ONE OF TWO.....	(2CR)(LF)
	TWENTY LINES OF HEADING	(2CR)(LF)
	AND TEXT	(2CR)(4LF)
	PAGE TWO NFGJ NR6	(2CR)(LF)
	TWENTY LINES OF TEXT	(2CR)(4LF)

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

(Line 12)	PAGE FIVE NFGJ NR6	(2CR)(LF)
	FINAL LINES OF TEXT	(2CR)(LF)
	SECTION ONE	(2CR)(LF)
(Line 13)	BT	(2CR)(LF)
(Line 16)	K	(2CR)(8LF)
		(4Ns)(12LTRS)

The second and final transmission section would appear:

(5 SPACES)		(2CR)(LF)
(Lines 2 & 3)	NSS DE NFGJ NR7	(2CR)(LF)
(Line 4)	T	(2CR)(LF)
(Line 5)	0 211704Z MAR 71	(2CR)(LF)
(Line 6)	FM USS BATAAN	(2CR)(LF)
(Line 7)	TO COMNAVAIRPAC	(2CR)(LF)
	COMNAVFORJAPAN	(2CR)(LF)
	CINCPACFLT	(2CR)(LF)
(Line 8)	INFO CNO	(2CR)(LF)
	COMFOURTEEN	(2CR)(LF)
(Line 10)	GR850	(2CR)(LF)
(Line 11)	BT	(2CR)(LF)

## 310.f. (Continued)

(Line 12) FINAL SECTION OF TWO..... (2CR)(LF)  
 TWENTY LINES OF HEADING (2CR)(LF)  
 AND TEXT (2CR)(4LF)

(Line 12) PAGE TWO NFGJ NR7 (2CR)(LF)  
 TWENTY LINES OF TEXT (2CR)(4LF)

(Note: Succeeding pages of this transmission section  
 would appear as shown above.)

(Final page is shown below.)

(Line 12) PAGE FIVE NFGJ NR7 (2CR)(LF)  
 FINAL LINES OF TEXT (2CR)(LF)  
 SECTION TWO (2CR)(LF)  
 (Line 13) BT (2CR)(LF)  
 (Line 16) K (2CR)(8LF)  
 (4Ns)(12LTRS)

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

- (1) A separate station serial number is used.
- (2) The group count, when used, may differ.
- (3) The section number at the beginning of the text  
 will differ.

(THIS PAGE CONTAINS NO CLASSIFIED INFORMATION.)



CHAPTER 4PROSIGNS401. Prosign Meanings.

a. The following prosigns are authorized for use on manual teletypewriter circuits.

<u>PROSIGNS</u>	<u>DEFINITION AND MEANING</u>
AA	All After.
AB	All Before.
AR	End of transmission - "This is the end of my transmission to you, and no response is required or expected."
AS	Wait -  (1) AS made during a transmission and without an ending sign indicates a pause for a few seconds.  (2) AS followed by AR indicates "You are to wait" or "I am obliged to wait", as applicable.
B	More to follow.
BT	Long Break - "Indicates the separation of the text from other portions of the message or portions indicated."
C	(1) "C" alone means "You are correct."  (2) "C" followed by identification data means, "This is a correct version of the message or portions indicated."  (3) Always used when replying to prosign J.
CFN	Confirmation - "The following confirms a portion of the text."

401.a. (Continued)

PROSIGNSDEFINITION AND MEANING

DE	From - "This transmission is from the station whose designation follows."
EEEEEEEE	Error - A succession of 8 E's indicates that an error has been made. The error sign will be followed by the last word, group or prosign which was correctly transmitted.
F	Do not answer - "Stations called are not to answer this call or receipt for this message or otherwise transmit in connection with this transmission."
FM	Originator's Sign - "The originator of this message is indicated by the designation immediately following."
G	Repeat back - "Repeat this entire transmission back to me exactly as received."
GR	Groups - GR followed by numeral(s) means, "This message contains the number of groups indicated."
GRNC	"The groups in this message have not been counted."
HM	(Made 3 times.) Emergency silence sign. "Silence."
IMI	Repeat.
INFO	Information addressee sign.
INT	Interrogatory - Preceding operating signals and prosigns, indicates that the matter to follow is in the form of a question. INT preceding a portion of a message means "Is my reception of this correct?"
IX	"Action on the message or signal which follows is to be carried out upon receipt of "EXECUTE."

401.a. (Continued)

PROSIGNSDEFINITION AND MEANING

J	Verify and repeat - "Verify the entire message (or portion indicated) with the originator and send correct version."
K	Go ahead - "This is the end of my transmission to you and a response is necessary. Go ahead; transmit."
NR	Number.
O	Immediate - "The precedence of this message is IMMEDIATE."
P	Priority - "The precedence of this message is PRIORITY."
R	Received - "I have received your last transmission (or messages indicated)."
R	Routine - "The precedence of this message is ROUTINE."
T	Transmit to.
TO	Action addressee sign.
WA	Word after.
WB	Word before.
XMT	Exempt - "Addressees indicated by designation immediately following are exempted from the collective call or address designation."
Z	Flash - "The precedence of this message is FLASH."

402. Description and use of Prosigns.

Machine functions are not included in these examples.

a. AA "All After" - Used after IMI, C, J and certain operating signals to identify a portion of a message.

402.a. (Continued)

Example:

DE BF6  
IMI AA proceed to K

b. AB "All Before" - Used in same manner as AA.

c. AR "End of Transmission" - This prosign means, "This is the end of my transmission to you and no response is required or expected."

Example A:

BF6 DE 6F2 R AR

Example B:

BF6 DE 6F2  
R 131415Z MAR  
BT  
ROL ANYZ  
BT  
AR

d. AS "Wait."

(1) AS made during a transmission and without an ending sign indicates a short pause.

Example:

A2D DE BF6  
R 102030Z MAR  
GR5  
BT  
JOIN CONVOY AT POINT  
AS

(2) AS followed by AR means, "You are to wait", or "I am obliged to wait", as applicable.

Example:

A2D DE BF6 AS AR

(3) A station having received AS shall wait for K before transmitting, unless in the meantime he has been given a message of high precedence to transmit or it appears he has been overlooked.

402. (Continued)

e. B "More to follow".

(1) In the final instructions, B means, "More to follow".

Example A:

BF6 indicates that he has more to send to PW6, transmits:

```
PW6 DE BF6
R 1009320Z MAR
GR37
BT
TEXT
BT
B
K
```

Example B:

A2D has just received a message from BF6. When receipting, A2D indicates that he has traffic to send to BF6 as follows:

```
BF6 DE A2D R B K
```

Example C:

A precedence prosign, except R, may follow B to indicate the precedence of the message on hand.

```
BF6 DE A2D R B P K
```

(2) In the final instructions, B followed by call sign(s) means, "More to follow to station(s) indicated."

Example:

A2D, BF6, PW6 and 6F2 are in the same net. PW6 transmits a message to BF6 and 6F2 for which he requires a receipt and at the same time indicates to A2D and BF6 that more to follow is for them.

```
BF6 6F2 DE PW6
R 261017Z MAR
GR37
BT
```

402.e.(2) (Continued)

TEXT  
BT  
B A2D BF6  
K

(3) During a transmission, B followed by a numeral means, "More to follow, total number of groups transmitted thus far is as indicated."

Example:

PW6 transmitting a message of 160 groups to 6F2, stops after transmitting the 100th group, indicates that there is more to follow and requests a receipt for the portion transmitted, as follows:

6F2 DE PW6  
R 242322Z MAR  
GR160  
BT  
(.....FIRST 100 groups)  
B 100  
K

6F2 having received the portion, transmits:

DE 6F2 R K

Should 6F2 require any repetitions, these are asked for and given before the prosign R and K are transmitted by 6F2. PW6 then sends the number of the first group with which the portion begins and completes the transmission as follows:

6F2 DE PW6 101  
TEXT (101 to 160 inclusive)  
BT  
K

f. BT "Break". BT is used to separate the text from other parts of a message. It immediately precedes and follows the text.

g. C "Correct".

(1) C used alone means, "You are correct."

402.g. (Continued)

Example A:

PW6 transmits a message to BF6 who questions the accuracy of group five.

PW6 DE BF6 INT 5 XABMO K

If the questioned group is correct, PW6 transmits:

BF6 DE PW6 C K

Example B:

PW6 transmits a "repeat back" (G) message to BF6. After BF6 repeats the message back correctly, PW6 transmits:

BF6 DE PW6 C AR

(2) C followed by identification data means, "This is a correct version of the message, or portions indicated."

Example A:

While transmitting a message to BF6, PW6 finds that he incorrectly transmitted the second group which should have been 2199. In the final instructions PW6 transmits:

BT  
C 2 2199  
K

Example B:

After receiving a message from BF6, PW6 questions his reception of the 5th group:

BF6 DE PW6 INT 5 BATIO K

BF6 checks and finds the group is incorrect. He transmits:

PW6 DE BF6 C 5 BATSO K

Example C:

Correcting a portion of the message in format line 15:

402.g.(2) (Continued)

32 Galons of oil  
BT  
C WA 32 gallons  
AR

h. CFN "Confirmation" - The following confirms a portion of the text.

Example A:

Station RAB confirms figures, and figures and letter combination:

RABAT DE RAB NR12  
R 181545Z MAR 71  
FM CG NINTH CORPS  
TO CG SECOND DIV  
BT  
FORWARD 15 BOXES ZEROX PAPER WEIGHT 200 W NEXT  
COURIER  
BT  
CFN 15 200E  
K

Example B:

Before acknowledging receipt, the operator at RABT discovers a discrepancy between the text and confirmation. RABT requests confirmation of word after "weight":

ZDL2 INT WA WEIGHT K

Example C:

After acknowledging receipt, the operator at RABT finds a discrepancy between the text and confirmation. RABT services RAB for the correct portion:

RAB DE RABT SVC ZUI 181545Z ZDL2 INT WA WEIGHT K

i. DE "From" - DE is used only in the call and means, "This transmission is from the station whose identification follows."



402.i. (Continued)

Example:

A complete preliminary call (to establish communication).

A2D DE BF6 K

j. EEEEEEEE "Error".

(1) To correct errors, a succession of eight or more E's is transmitted and means, "An error in transmission has just been made." (The phrase "eight or more E's" is intended to facilitate operations and shall not be construed as permitting transmission of an excessive number of E's.) In correcting errors in the heading, the error sign will be followed by the last prosign or operating signal correctly sent. Within the text the error sign will be followed by the last word or group correctly sent. The operator then continues with the correct version.

Example A:

BF6, transmitting a message, makes and corrects a mistake in the heading:

A2D DE BF6  
R 130830Z MAR 71  
FM NBA  
TO BF6  
6F3 EEEEEEEE  
TO BF6  
6F2  
INFO A2D  
BT  
GR18 etc.

Example B:

PW6, transmitting a message to 98N, makes and corrects a mistake in the text:

98N DE PW6  
R 201827Z MAR  
GR14  
BT  
AOB0 SELA VOD EEEEEEEE SELA VOB0 NULU etc.

402.j.(1) (Continued)

## Example C:

PQ6 transmitting to PW6, makes and corrects a mistake in the text of a procedure message:

PW6 DE PQ6 IMI AB 2 AA 4 EEEEEEEE AA 32 K

(2) E E E E E E E E AR "This transmission is in error. Disregard it." - To cancel a transmission while in progress, a succession of eight E's followed by the prosign AR is used; each E being separated from the following E by a space.

## Example:

BF6 while transmitting a message to PW6, discovers that the message should not be sent and cancels the transmission:

PW6 DE BF6  
R 171525Z MAR  
FM BF6  
TO A2D  
6F2  
BT  
GR  
E E E E E E E E AR

This method of cancelling a transmission cannot be used after a receipt has been given.

k. F "Do not Answer" - F used in the transmission instructions means, "Stations called are not to answer this call or to receipt for this message or otherwise to transmit in connection with this transmission."

## Example:

BF6 transmits to A2D and does not desire station called to transmit for any purpose whatsoever in response:

A2D DE BF6  
F  
R 211627Z MAR 71  
FM NBA  
TO A2D  
GR16

402.k. (Continued)

BT  
TEXT  
BT  
AR

l. FM "Originator's Sign" - FM means "The originator of this message is indicated by the designation immediately following."

m. G "Repeat Back" - G means, "Repeat back the entire message", and is placed in the transmission instructions.

Example:

BF6 desires 6F2 to "repeat back" a message, transmits:

6F2 DE BF6  
G  
O 221813Z MAR  
GR10  
BT  
TEXT  
BT  
K

6F2 complies as follows:

BF6 DE 6F2  
6F2 DE BF6  
G  
O 221813Z MAR  
GR10  
BT  
TEXT  
BT  
K

BF6 transmits:

6F2 DE BF6 C AR

n. GR (numeral) "Group Count" - GR followed by numeral(s) is the group count and means, "This message contains the number of groups indicated." A numerical group count will always be included on encrypted messages consisting of countable groups.

402.n. (Continued)

Example:

6F2 transmits a message containing 8 groups to G94,  
for which a receipt is desired:

```
G94 DE 6F2
R 282113Z MAR
GR8
BT
KAHO TUON GREU AHID XOYO DEAK FCLB DUTA
BT
K
```

o. GR preceded by INT and followed by numeral(s) means,  
"Is the indicated group count correct?"

Example:

```
PW6 DE BF6
INT GR20
K
```

p. GRNC "Groups Not Counted" - GRNC means, "The groups  
in this message have not been counted."

(1) This prosign is included in the prefix if it is  
necessary to indicate that the groups have not been counted.  
It will be included in messages bearing an accounting symbol  
when groups are not counted.

(2) When it is desired that a message contains a  
numerical group count and the group count has not been deter-  
mined prior to transmission, the prosign GRNC may be employed  
in the message heading and the actual group count transmitted  
in the final instructions.

q. HM (Emergency Silence Sign).

(1) Emergency Silence may be imposed or lifted by a  
station only when authorized by competent authority.

(2) When an authentication system is in force, a  
station must always authenticate a transmission which:

(a) Imposes emergency silence.

(b) Lifts emergency silence.

(c) Calls a station(s) during a period of  
emergency silence.

402.q. (Continued)

(3) Stations do not answer or receipt for a transmission imposing emergency silence. Thereafter, until directed to resume, stations may transmit only as directed by competent authority.

(4) "HM" transmitted three times means: "Cease transmissions immediately. Silence will be maintained until directed to resume."

(a) After a call HM HM HM means "Station(s) addressed cease all transmissions on this net immediately."

Example:

To impose Emergency Silence on the net BF6 transmits:

K49 DE BF6  
HM HM HM ZNB\* \_\_\_\_\_ AR

(b) After a call HM HM HM followed by a frequency or a frequency designator means, "Station(s) addressed cease all transmissions immediately frequency ..... (or that indicated by frequency indicator)."

Example:

To silence 6F2 on 2700 kcs only, BF6 transmits:

6F2 DE BF6  
HM HM HM 2700 ZNB\* \_\_\_\_\_ AR

To silence 6F2 on frequency indicated by designator B4, BF6 transmits:

6F2 DE BF6  
HM HM HM B4 ZNB\* \_\_\_\_\_ AR

ZNB\* is assumed to mean "Authentication is \_\_\_\_\_."

(5) Emergency silence is lifted by addressing the station(s) concerned and transmitting the operating signal meaning, "Negative" followed by HM HM HM.

Example:

To lift Emergency Silence on the net BF6 transmits:

402.q.(5) (Continued)

K49 DE BF6  
ZUG\*\* HM HM HM ZNB \_\_\_\_\_ AR

ZUG\*\* is assumed to mean "Negative" (NO).

To lift Emergency Silence for 6F2 on 2700 kcs only,  
BF6 transmits:

6F2 DE BF6  
ZUG HM HM HM 2700 ZNB \_\_\_\_\_ AR

To lift Emergency Silence for 6F2 on frequency indi-  
cated by designator C7A, BF6 transmits:

6F2 DE BF6  
ZUG HM HM HM C7A ZNB \_\_\_\_\_ AR

r. IMI "Repeat" - IMI means, "Repeat, or I repeat, mes-  
sage or portions of a message as indicated."

(1) IMI without identification data means repeat all  
of your last transmission.

Example:

PW6 requests a repetition of the entire transmission  
just completed by 6F2:

6F2 DE PW6 IMI K

(2) IMI followed by identification data, means,  
"Repeat the indicated portion of your transmission."

Example A:

A2D DE BF6 IMI AB BATSO K

Example B:

BF6 desires a repeat of that portion of the heading  
between the prosign TO and INFO:

A2D DE BF6 IMI TO TO INFO K

(3) In the text of a plain language message IMI  
means, "I am going to repeat the difficult portion just  
transmitted."

402.r.(3) (Continued)

Example:

A2D DE BF6  
R 311211Z MAR  
BT  
TRANSFER GILROY ZCHCHZISKI IMI ZCHCHZISKI JOHN  
ELMER SMITH etc.

(4) Between the first and second transmission of a message being sent twice, IMI means, "I am going to repeat this message."

Example:

K49 DE BF6  
R 161822Z MAR  
GR22  
BT  
TEXT  
BT  
IMI  
K49 DE BF6  
R 161822Z MAR  
GR22  
BT  
TEXT  
BT  
AR

(5) IMI cannot be used to obtain a repetition of a message or a portion thereof for which a receipt has been given. A service message containing an operating signal or a service message will be used for this purpose.

(6) IMI shall not be used to correct an error in transmission.

s. INFO "Information Addressee Sign."

t. INT "Interrogatory."

(1) INT preceding an operating signal or prosign indicates that the transmission is in the form of a question.

Example:

PW6 desires to know if BF6 has traffic for him,  
transmits:

402.t.(1) (Continued)

BF6 DE PW6 INT QRU K

(2) INT preceding a portion of a message means, "Is my reception of this correct?"

Example:

A2D asks PW6, "Is the date-time group as indicated?"

PW6 DE A2D INT 310126Z K

(3) INT cannot be used to question any part of a message for which a receipt has been given. A service message containing an operating signal or a service message will be used for this purpose.

u. IX "Execute to Follow" - (To be employed only with the Executive Method.)

v. J "Verify with Originator and Repeat" - Use only as prescribed in paragraph 212.

Example:

BF6 wishes to request A2D to verify and repeat a message. BF6 is not in direct communication with A2D. PW6 is the relaying station.

PW6 DE BF6  
T  
FM BF6  
TO A2D  
J (identifying data)  
K

w. K "Invitation to Transmit" - K means, "Invitation to transmit" or "This is the end of my transmission to you and a response is necessary."

(1) When used in calling and answering, the prosign K is sent by both stations to terminate their transmissions.

Example:

A2D calls BF6:

BF6 DE A2D K



402.w. (Continued)

(2) When a station receipting for a message knows that the other station has additional traffic to transmit to him, he receipts and then indicates his readiness to receive the additional traffic by transmitting the prosign K.

Example:

BF6 receipts to A2D for message and tells him to go ahead:

A2D DE BF6 R K

x. NR "Number."

(1) NR followed by numerals or a combination of letters and numerals indicates the station serial number assigned to a message by a transmitting station. The use of the prosign NR to precede the station serial number is optional.

Example:

6F2 DE BF6 NR72  
R 182230Z MAR  
BT  
GR16

(2) In a multiple call transmission the station serial number applicable to each called station is given in the same sequence as the call signs in the call.

Example:

A2D 6F2 DE BF6 NR16 NR13  
R 211421Z MAR

(3) NR preceded by INT means, "Is the station serial number of the last message as indicated?"

Example:

BF6 DE A2D INT NR14 K

- y. O "Immediate" - Means, "Immediate Message."
- z. P "Priority" - Means, "Priority Message."
- aa. R "Routine" - Means, "Routine Message."

402. (Continued)

bb. R "Received."

(1) After a call R means, "I have received your last transmission."

Example:

BF6 DE A2D R AR

(2) After a call, R preceded by INT means, "Have you received my last transmission?"

Example:

BF6 DE A2D INT R K

(3) After a call, R preceded by INT and followed by identification data means, "Have you received the message indicated?"

Example:

BF6 asks A2D, "Have you received 6F2's 121416Z?"

A2D DE BF6 INT R 6F2 121416Z K

(4) A call followed by R and identification data means, "I have received the message(s) indicated."

Example A:

A2D indicates to BF6 he has received 6F2's 121416Z:

BF6 DE A2D R 6F2 121416Z AR

Example B:

6F2 receipts for numbers 40 TO 45 inclusive:

BF6 DE 6F2 R NR 40 to NR45 AR

cc. T "Transmit To" - T, when used shall appear in the transmission instructions.

(1) T alone means, "Station called transmit this message to all addressees in the address component."

402.cc.(1) (Continued)

Example:

BF6 directs 6F2 to transmit to all addressees:

6F2 DE BF6  
 T  
 R 311615Z MAR  
 FM BF6  
 TO 2SN  
 6F2  
 GR6

(2) T followed by an address designation(s) means, "Station called transmit this message to the addressee(s) whose address designation(s) follow."

Example:

6F2 DE BF6  
 T 2SN  
 R 161813Z MAR  
 FM BF6  
 TO 2SN  
 INFO 5G7  
 GR18

(3) T preceded by a call sign and followed by an address designation(s) means, "Station whose call sign precedes 'T', transmit this message to the addressee(s) whose address designation(s) follow(s) 'T'." When more than one called station is directed to relay a message, the transmission instructions for each such station must appear on a separate typed line.

Example:

KFR calls both MPQ and 6F2, and requests MPQ to transmit message to A2D, and 6F2 to transmit message to BF6.

MPQ 6F2 DE KFR  
 MPQ T A2D  
 6F2 T BF6  
 R 181927Z MAR  
 FM KFR  
 TO BF6  
 MPQ

402.cc.(3) (Continued)

6F2  
INFO A2D  
GR29

(4) T instructions may be modified by use of the operating signal ZWL to denote that no forwarding action is required to the addressee designation(s) which immediately follows ZWL.

Example:

6F2 DE PW6  
T ZWL 98N  
R 151617Z MAR  
FM PW6  
TO G94  
KFR  
MPQ  
98N  
GR16

dd. TO "Action Addressee" - Means, "Addressees indicated by the designation immediately following are addressed for action."

ee. WA "Word After" - Means, "Word after". This prosign is used after IMI, C, J and certain operating signals to identify a portion of a plain language message. Used in the same manner as AA and AB.

ff. WB "Word Before" - Means, "Word before". Used in the same manner as WA.

gg. XMT "Exempt" - XMT means, "The station(s) or addressee(s) immediately following is exempted from the collective call or address."

(1) In the call:

2SN XMT KFR DE 6F2  
R 151617Z MAR

(2) In the address:

R 121617Z MAR  
FM BF6  
TO K49

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402.gg.(2) (Continued)

2SN  
XMT KFR  
GR20

hh. Z "Flash" - Means, "Flash Message."

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CHAPTER 5MANUAL SWITCHING SYSTEMS501. General.

The difference in switchboard and teletypewriter equipment used by the various nations precludes a combined manual switching procedure.

502. Procedures.

The manual switching procedures used by each nation are contained in the National Annex to this publication.

503. Combined Working.

For combined working, local arrangements should be made for all stations to use the calling and operating procedure prescribed by the nation to whose switchboard they are connected. As far as possible, these arrangements should provide for establishing trunk connections through two or more switchboards. Where this is not practicable, messages should be "tabled out" at the switchboard at which further connection is found to be impracticable, i.e., passed to a local reperforator or teletypewriter for onward transmission in the procedure applicable to that part of the network.

504. Special Abbreviations.

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 he requires cannot be made because the called station is engaged. The calling

## 504. (Continued)

station may then transmit "BOOK" followed by the precedence of the message he wishes to transmit.

000 "Out of Order" - The circuit(s) to the station called is out of order. Used by switchboards to indicate to the calling station that the connection he requires cannot be made because the circuit(s) is out of order.

505. Tabling Out.

The word "LOCAL" following the call sign of a teletypewriter switchboard indicates the tabling out position.

## Example A:

CRXA requests connection to the tabling out position at switchboard MHA:

MHA LOCAL DE CRXA K

## Example B:

MHA tells CRXA he is connected to the tabling out position:

DE MHA LOCAL K



CHAPTER 6RULES FOR REFILING AND READDRESSING MESSAGESSECTION IREFILING MESSAGES601. Messages in Basic Message Format.

a. Messages which have been received in the basic message format employing a procedure other than manual teletypewriter procedure (e.g., tape relay, radiotelegraph, etc.) will require reprocessing before they are forwarded over a circuit which uses procedures outlined in this publication. Such reprocessing is accomplished as outlined below:

(1) Delete the procedure component in the heading and insert a new component, including such transmission instructions as may be required, as outlined in this publication.

(2) Normally, the routing indicators and operating signals when appearing in format lines 7 and 8 will be deleted. This will always be accomplished prior to transmission of the message on a naval radioteletypewriter broadcast, but in order to expedite transmission on other circuits, may be retained in cases where the incoming tape is utilized for the relay. In such cases all stations called by the transmission ignore the routing indicators or operating signals appearing in these lines.

(3) Confirmatory information, when appearing, will be compared with the text and then deleted prior to retransmission on ship-ship, ship-shore or naval radio teletypewriter broadcast circuits. When a difference is noted between the confirmation line and the comparable portion in the text, the message will be relayed to the addressee with the operating signal "ZDL2", meaning, "Confirmation differs from text." The operating signal thus employed will appear as the first portion of the final instructions (line 15) and will be followed by the portion of the confirmation line which is at variance with the text. This operating signal will remain a portion of the final instructions to final destination. When refiling messages received not employing confirmation, such confirmation will be added on those circuits which require the confirmation line.

(4) Corrections, when appearing, will be made as appropriate within the text, and then deleted, except when the incoming tape is utilized for onward transmission.

## 601.a. (Continued)

(5) Time of filing, when appearing, will be deleted prior to transmission over ship-ship, ship-shore, or naval radioteletypewriter broadcast circuits. The original time of filing will be carried on other circuits when required. When refiling messages received over means not employing time of filing, the Time of Receipt of the message will be used as the Time of Filing over circuits which require Filing Time (Line 16).

(6) The appropriate procedure lines, as prescribed (paragraph 112) will be inserted in the heading and ending components of the message prior to retransmission.

(7) Visual and voice call signs should not normally be used in the address portion of messages which are to be passed over teletypewriter circuits. If a message is received from a visual or radiotelephone circuit employing visual or radiotelephone call signs, these call signs shall be converted (if the appropriate call books are available) to the appropriate call signs and/or address groups authorized for use on manual teletypewriter circuits prior to onward transmission.

b. In order to eliminate confusion resulting from attempting to transmit a refiled message containing incomplete groups, the slant/oblique stroke will be used to indicate the missing character(s). Care should be exercised, however, to insure that confusion does not result from use of the slant/oblique stroke in plain language messages. When employing the slant/oblique stroke in this manner, it will appear as follows:

(1) **When the** location of the missing character(s) cannot be readily determined, the slant/oblique stroke will be transmitted at the beginning of the questionable group.

c. In order to reduce reprocessing, messages in tape relay procedure may be handled, without reprocessing, over a manual teletypewriter circuit if such circuit serves as a link in a tape relay network.

SECTION IIREADDRESSING MESSAGES602. Additional Authorities.

Circumstances may arise in which it becomes necessary to readdress a message to additional authorities not originally included in the address.

603. Responsibilities of Readdressing Authority.

The readdressing authority must originate a message which will accomplish delivery of the previously transmitted message to the desired additional authorities. Thereafter, the readdressed message is handled in the same manner as other messages.

a. The readdressing authority will initiate a request to the appropriate authority for readdressal, identifying the message he wishes readdressed by indicating the originator, date-time group and internal reference number (if any). He will also specify the additional addressees to whom the message is to be delivered, and will indicate whether it is for their action or information.

b. If the communication center no longer holds a copy of the message in question, the readdressing authority will either furnish a copy of the message to be readdressed or will accomplish the readdressal by originating a new message.

604. Rules for Readdressing Messages.

The following general rules for readdressing messages apply:

a. If the message being readdressed is not in the files of the communication center(s) serving the readdressing authority, a copy of the message concerned must be furnished to that communication center by the readdressing authority.

b. If the message being readdressed is held in the files of the communication center(s) serving the additional addressees, the readdressal may be accomplished by a service message containing appropriate operating signals.

c. If the message being readdressed is not held in the files of the communication center(s) serving the additional addressee(s) it will be processed as follows:

## 604.c. (Continued)

(1) A supplementary heading is inserted in front of the original preamble. The supplementary heading will include all procedure lines, one (1) through ten (10) as required.

(2) All parts of the original message heading preceding the preamble are omitted. It will be insured that under no circumstances is the original date-time group either omitted or altered. If the message being readdressed is of a previous month, the abbreviation of the month of origin may be inserted following the original date-time group.

(3) The precedence indicated by the readdressing authority will be used in the supplementary heading.

(4) A new date-time group will be assigned by the readdressing authority and will appear in format line 5 of the supplementary heading.

(5) The designation of the readdressing authority (new originator) will appear in format line 6 of the supplementary heading.

(6) The addressee(s) to whom the message is readdressed will appear in format lines 7 and/or 8 as appropriate.

(7) The accounting symbol of the readdressing authority will appear in the supplementary heading in procedure line 10.

d. A message cannot be readdressed if any alteration is made to its original preamble, address, prefix or text, except when a readdressed message is to be forwarded to the new addressees as a book message, all addressees except the readdressing authority may be deleted from the original address component.

e. Encrypted messages will not be readdressed without prior reference to the crypto center. Nations, services or allied commanders may prohibit the practice by issuing instructions to their cryptocenters specifying that such messages must be reencrypted.

f. If the readdressing authority determines that certain of the original addressees or the originator should be informed of the additional addressees, notification may be accomplished as follows:

604.f. (Continued)

(1) In the case of plaindress, through use of the operating signal ZFH (and appropriate numeral) or by use of a separate message, according to National, Service or Allied Command procedure.

(2) In the case of codress, the originator, and/or other addressees of the message may be informed of the readdressal by a separate codress message or by being included as information addressees in the message which accomplished the readdressal.

g. Examples of readdressed messages:

(1) Message as received by AQD from ALZ:

AQD DE ALZ NR27  
R 012345Z MAR  
FM ALZ  
TO AQD  
GR71  
BT

(2) Above message readdressed in plaindress format by AQD to AYA for action and AZE for information:

AYA AZE DE AQD NR16  
R 020100Z MAR  
FM AQD  
TO AYA  
INFO AZE  
R 012345Z MAR  
FM ALZ  
TO AQD  
GR71  
BT

(3) Notification by AQD to ALZ message number 27 was readdressed:

ALZ DE AQD NR17  
R 020101Z MAR  
FM AQD  
TO ALZ  
GRNC  
BT  
ALZ NR27 DTG 012345Z MAR ZFH1 AYA ZFH2 AZE  
BT  
K

604.g. (Continued)

(4) Message in (1) above received in codress format:

AQD DE ALZ NR27  
R 012345Z MAR  
GR71  
BT

(5) Above message as readdressed in plaindress format by AQD to AYA for action and AZE for information:

AYA AZE DE AQD NR16  
R 020100Z MAR  
FM AQD  
TO AYA  
INFO AZE  
R 012345Z MAR  
GR71  
BT

(6) Message in (4) above readdressed by using operating signal ZFH:

AYA AZE DE AQD NR16  
R 020100Z MAR ZFH1 AYA ZFH2 AZE  
R 012345Z MAR  
GR71  
BT

h. Where National, Service or Allied Command instructions prohibit use either of the methods in 604.g.(5) and (6), the readdressal may be effected by use of a separate classified message as follows:

(1) Message in 604.g.(4) readdressed in codress format by AQD to AYA for action and AZE for information:

AYA AZE DE AQD NR16  
R 020100Z MAR  
R 012345Z MAR  
GR71  
BT

Followed by a separate message:

AYA AZE DE AQD NR17  
R 020109Z MAR  
GR23  
BT

604.h.(1) (Continued)

Encrypted text which when decrypted reads:

SECRET ALZ NR27 DTG 012345Z MAR READDRESSED TO  
AYA FOR ACTION AND TO AZE FOR INFORMATION  
BT  
K

(2) Notification in codress format by AQD to ALZ that  
ALZ message Number 27 was readdressed:

ALZ DE AQD NR18  
R 020102Z MAR  
GR9  
BT  
Text decrypted: ALZ NR27 DTG 012345Z MAR ZFH1  
ZFH2 AZE  
BT  
K

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## 102.a.(1) (Continued)

absence of alternate frequencies, or alternate transmitting stations, the station required to copy may, after guarding the frequency one-half hour, secure until the next regularly scheduled broadcast.

(2) Before resuming the transmission of a message after it has been interrupted for any reason, a definite indication showing the point at which transmission will be resumed must first be transmitted.

Example:

Transmission of 543 is interrupted after the 50th group in order to transmit a message of higher precedence.

SBQNP LATHY BGGXT DQTXO	(2CR)(LF)
(FIGS) (3 BELLS) (2 LTRS)	(2CR)(8LF)
NAWS DE PBC	(2CR)(LF)
ZUJ ZUJ 0 0 AS AS	(2CR)(8LF)
ZIA N11A 546	(2CR)(LF)

(and continues as outlined in paragraph 206).

When ready to resume transmission of the message which has been interrupted.

(2CR)(8LF)	
N11A 543 AA 50	(2CR)(LF)

(and continue with the remainder of 543).

ZUJ operating signal assumed to mean "Standby".

ZIA operating signal assumed to mean "This message is being passed out of proper sequence of station serial number."

(3) Whenever transmission is interrupted, it is important that the transmission be resumed at a point sufficiently far back to preclude any possibility of loss of reception by units copying the schedule.

103. Use of Operating Signals and Prosigns.

a. When no traffic is on hand for transmission, or at the completion of the transmission of all traffic, the operating signal QRU shall be sent immediately preceding the prosign AR.

## 103.a. (Continued)

## Example A:

No traffic on hand.

NAWS NAWS NAWS DE PBC PBC PBC (2CR)(LF)  
N11A 672 QRU AR (2CR)(LF)

## Example B:

Completion of broadcast.

NAWS NAWS NAWS DE PBC PBC PBC QRU AR (2CR)(LF)

b. When transmitting messages, the prosign AR will be used at the end of each message to indicate completion of transmission of that message. All scheduled transmissions shall end with the prosign AR.

104. Transmitting Multiple Page or Long Messages.

Multiple page and long messages shall be transmitted in accordance with paragraphs 309 and 310, as appropriate.

105. Indicating Precedence.

a. If messages of Flash Precedence are to be transmitted, they shall be preceded by:

FLASH FLASH FLASH (2FIGS) (5BELLS) (2LTRS) (2CR)(LF)

b. Rerun FLASH messages 30 minutes after the initial transmission.

SECTION II

PROCEDURE FOR CONDUCTING BROADCAST

106. General.

After running the call tape for approximately ten minutes, precisely at the prescribed time, the transmission begins:

(5 SPACES)	(2CR)(LF)	
NAWS NAWS NAWS DE PBC PBC PBC		(2CR)(8LF)
N11A 432		(2CR)(LF)
P 091517Z MAR		(2CR)(LF)
FM YJZD		(2CR)(LF)
TO HDZR		(2CR)(LF)
INFO EWBK		(2CR)(LF)
GR15		(2CR)(LF)
BT		(2CR)(LF)
THIS IS AN EXAMPLE OF A MESSAGE PREPARED		(2CR)(LF)
FOR RADIOTELETYPEWRITER TRANSMISSION BY		(2CR)(LF)
THE BROADCAST METHOD		(2CR)(LF)
BT		(2CR)(LF)
C (when necessary)		(2CR)(LF)
AR		(2CR)(LF)
(5 SPACES)	(2CR)(8LF)	
N11A 433		(2CR)(LF)
DAMP		(2CR)(LF)
R 091434Z MAR		(2CR)(LF)
GR75		(2CR)(LF)
BT		(2CR)(LF)
(TEXT - CODRESS FORM)		(2CR)(LF)
BT		(2CR)(LF)
AR		(2CR)(8LF) (16LTRS)
(5 SPACES)	(2CR)(LF)	
NAWS NAWS NAWS DE PBC PBC PBC QRU AR		

107. Interruption of Call Tape.

When, during the period of continuous operation, or on a definitely assigned period basis, the call tape is employed as outlined in paragraph 101.a., a call shall be employed prior to resuming transmission of message.

107. (Continued)

Example:

The call tape shall be interrupted, and the following transmission made:

(2CR)(LF)  
NAWS NAWS NAWS DE PBC PBC PBC ZUJ (2CR)(LF)

(Transmission of the message then proceeds as outlined in paragraph 106, starting with the station serial number.)

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CHAPTER 2MANUAL SWITCHING SYSTEMSSECTION IMANUAL SWITCHING CENTRALS201. General.

a. 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.

b. 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.

c. Establishing communication, making and terminating connections and "tabling out" (switching central accepting messages for future delivery to other stations temporarily engaged or inoperative) require a different procedure than that required for other methods of manual teletypewriter operation.

d. 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 b and c above which are explained in this chapter.

SECTION IIACTION BY TERMINAL STATIONS202. Placing Calls.

a. When a station desires to transmit traffic to another station(s) through a teletypewriter switchboard (Switching Central), the following applies:

(1) Station operator calls the switchboard operator by depressing the break switch for two seconds.

(2) When the answer is received from the switchboard operator, the originating station transmits a preliminary call indicating the station(s) with whom communication is desired. This call consists of the identification of the called station(s), the prosign DE, the identification of the station initiating the call, the precedence prosign and the prosign K. If the precedence is FLASH, 5 bells will be sounded after the prosign K.

(3) After the switchboard operator(s) has completed the connection between the calling and called station(s), repeated the preliminary call and an answer(s) has been received by the station initiating the call, transmission of traffic will begin.

203. Answering Calls.

a. A station called in a preliminary call answers by transmission of the prosign DE, station identification and the prosign K.

b. When multiple calls are employed, stations called will answer in the order called.

204. Transmission of Traffic.

a. When a connection is complete, traffic is transmitted in the same manner as if there were no switchboards involved.

b. If necessary to interrupt a transmission, the space bar will be used in lieu of the break switch. Use of the break switch (signal) recalls the switchboard operator(s).

205. Recalling Switchboard Operator.

a. During a connection, the switchboard operator may be recalled by depressing the break switch for two seconds.



## 205. (Continued)

b. When an answer is received from the switchboard operator, the recalling station should immediately transmit the reason for the recall.

206. Disconnection.

a. When ready to terminate the connection, the station which initiated the call recalls the switchboard operator(s) by transmitting a two-second break.

b. To terminate the connection, the calling station will transmit the prosign DE, station identification and the prosign AR.

c. When a station desires to retain a connection for transmission of traffic to the station originating the call, this will be indicated by the use of the prosign B in the receipt. In such instances, it is the responsibility of the station originating the initial call to instruct the switching centrals to retain the desired connection when authorizing disconnection of other stations contained in the original call.

SECTION IIIACTION BY SWITCHING CENTRAL207. General Connecting Procedure.

a. The switchboard operator answers a call appearing on the switchboard by connecting a teletypewriter to the signaling line, transmitting the prosign DE, the switchboard station identification and the prosign K.

b. The switchboard operator, irrespective of whether the call is an initial call or recall, acts on the instructions received in response to his answer to the switchboard signal by making the necessary connections. The calling instructions, as repeated by the switching centrals, vary in accordance with the type of connections required, i.e., single local call, multiple local call, single call involving trunk circuit(s), and combinations thereof.

c. After making the necessary connections and, repeating complete calling instructions, the switchboard operator notes the responses from all desired stations and disconnects his teletypewriter when the calling operator begins transmission of his messages.

208. Recall and Disconnection.

a. All switchboard signals are answered in the same manner whether the signal indicates a call being placed, a recall, or an accidental break signal.

(1) If the switchboard operator finds traffic in progress when he connects his teletypewriter in response to a signal, he checks the traffic to determine if his service is desired and, if not desired, disconnects his teletypewriter without interrupting the transmission.

(2) If traffic not in progress, the switchboard operator will answer by transmitting the prosign DE, station identification and the prosign K. If more than one switchboard is involved, each will answer in turn. The switchboard operator(s) will terminate the connection(s) on receipt of the prosign AR from the calling station.

209. Making Local Connection.

The switchboard operator connects all desired local stations, repeats the complete call, receives answers from all desired stations, and then disconnects his teletypewriter when traffic starts.

210. Making Trunk Connections Between Two Stations.

The switchboard operator connects the necessary trunk to the local station. When the distant switchboard answers, the call, or that portion appropriate to the connection, is repeated. The distant switchboard operator connects the called station(s) to the calling station and repeats the call, or that portion appropriate to the connection(s). When the answer from the desired station(s) is received, the switchboard operator(s) disconnects monitor teletypewriter from the connection.

211. Making Connections Involving Both Trunks and Local Station.

The most complicated trunk portion of a connection will normally be made first, followed by the connection of the local station desired. Only that portion of a complete call necessary for the station or stations to be connected over a trunk will be transmitted upon receipt of the distant switching central answer. If other trunk connections are required after completion of a portion of a connection, the switchboard operator informs the station already connected to wait by transmitting the prosign DE, station identification and the prosign AS. After completion of all connections, including any local stations, the switchboard operator repeats the complete call and disconnects his teletypewriter when traffic starts.

212. Connection to Called Station Not Possible.

a. When one or more of the desired stations or a necessary trunk is busy, the switchboard operator informs the station placing the call that the call cannot be completed. The switchboard operator, however, may interrupt transmission in progress for higher priority traffic in accordance with the precedence policy or accept the message for subsequent retransmission.

b. If the message in question is not of sufficiently high precedence to warrant interruption of the message(s) being transmitted, the switchboard operator will transmit the prosign DE, the switching central identification, identification of the station which cannot be reached, the abbreviation ENGD and the prosign K.

c. The switching central(s) will not disconnect until the prosign AR is received from the station originating the call. Where reperforator equipment is available, or in instances where it is expedient to accept traffic in any form for subsequent relay to a temporarily inoperative or busy station, the switching central may accept the message and assume responsibility for delivery. When this is the case, the switching central would answer by transmitting the prosign DE, the switching central identification, identification of the called inoperative or busy station, the abbreviation ENGD, LOCAL and the prosign K.

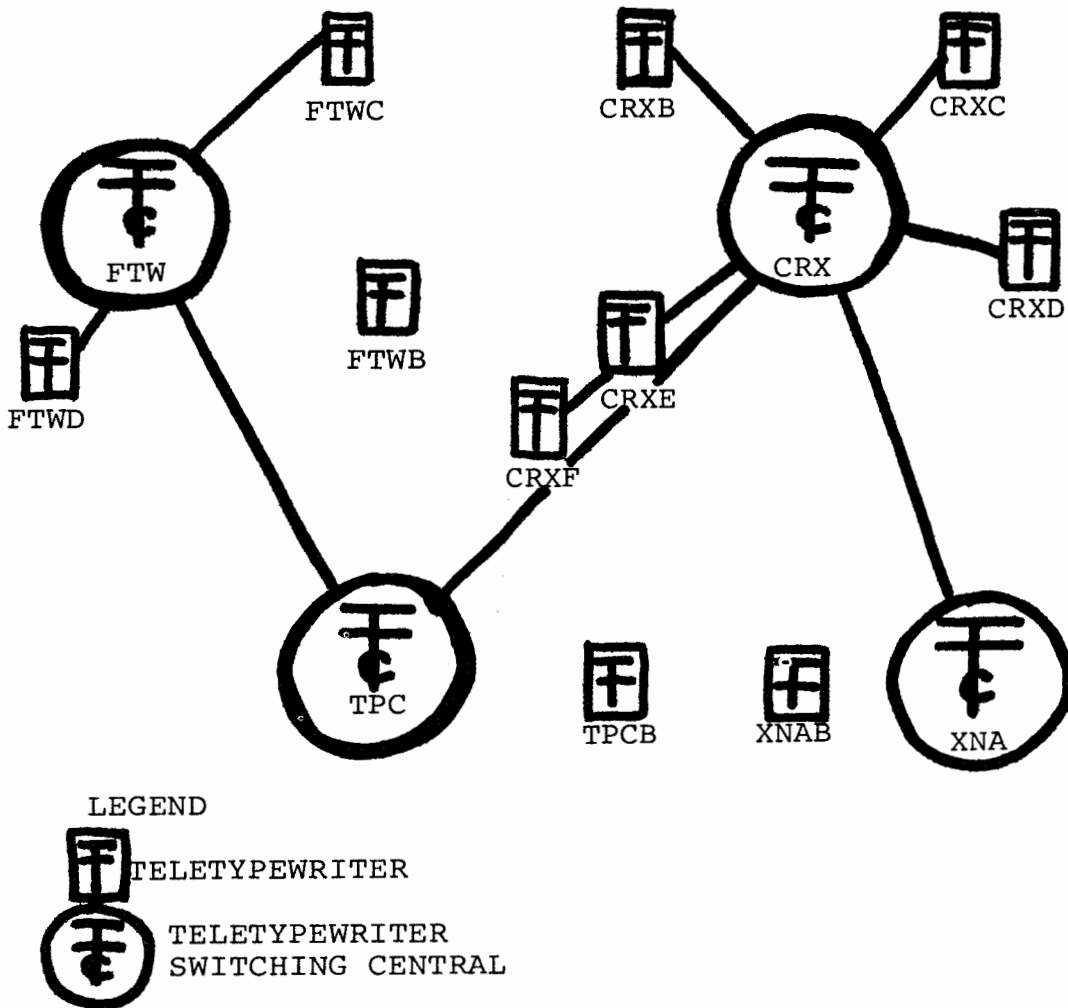
SECTION IV

SWITCHED NETWORK EXAMPLES

213. Examples of Complete Transmission in a Switched Network.

a. The following examples of switched connections show the step-by-step action of the station and switchboard operators and the corresponding line of typed copy as it would appear at the station placing the call. Action and line of copy are numbered to correspond. It is assumed that lines of copy are single spaced. If an action causes no corresponding typed lines, it is not numbered but is listed in proper sequence. All traffic exchange takes place over the network shown in Figure 1.

SWITCHED TELETYPEWRITER NETWORK



LEGEND

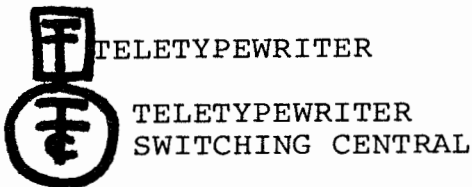


FIGURE 1

213.a. (Continued)

(1) Connection between two local stations. Station CRXB transmits priority message to CRXD.

Action of Station and Switch-board Operators

Line of Typed Copy

- CRXB transmits two-second break signal to light lamp at CRX.
- 1. CRX answers lamp signal. . . 1. DE CRX K
- 2. CRXB transmits calling instructions (preliminary call). . . . . 2. CRXD DE CRXB P K  
CRX patches CRXD to CRXB
- 3. CRX repeats calling instructions . . . . . 3. CRXD DE CRXB P K
- 4. CRXD answers . . . . . 4. DE CRXD K
- 5. CRXB transmits "Tear Here" abbreviation . . . . . 5. TR  
CRX, noting start of traffic, disconnects monitor.
- 6.-7. CRXB transmits two line feeds. . . . . 6.  
7.
- 8.-22. CRXB starts message transmission . . . . . 8. CRXD  
9. DE CRXB 2  
10. Transmission instructions as required.  
11. P 031445Z  
12. FM CRXB  
13. TO CRXD

213.a.(1) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

- 14. GRNC
- 15. BT
- 16. TEXT OF MESSAGE
- 17. BT
- 18. CFN (confirmation as required)
- 19. C (correction as required)
- 20. Time group, if used and one additional Line Feed or
- 21. TWO LINE FEEDS
- 22. K

23. CRXD receipts for the message. . . . . 23. DE CRXD R \*2 AR

24.-31. CRXB transmits 8 line feed functions . . . . . 24-31.8 Line Feeds.

CRXB transmits two-second break signal to light lamp at CRX

32. CRX answers lamp signal. . 32. DE CRX K

33. CRXB transmits clearing signal . . . . . 33. DE CRXB AR

CRX disconnects patch cord  
CRXB and CRXD shut off  
their machines.

\* When station serial numbers are not employed, the date-time group will appear.

213.a. (Continued)

(2) Connection between four local stations. Station CRXB transmits a message to stations CRXC, CRXD, and CRXE. Note that CRXE is a party line.

Action of Station and Switch-board Operators

Line of Typed Copy

- CRXB transmits a two-second break to light lamp at CRX
- 1. CRX answers. . . . . 1. DE CRX K
- 2. CRXB transmits calling instructions (preliminary call). . . . . 2. CRXC CRXD CRXE DE CRXB R K  
 CRX patches CRXC to CRXB, CRXD to CRXC and CRXE to CRXD
- 3. CRX repeats calling instructions . . . . . 3. CRXC CRXD CRXE DE CRXB R K
- 4.-6. CRXC, CRXD and CRXE answer in sequence called . . . . 4. DE CRXC K  
 5. DE CRXD K  
 6. DE CRXE K
- 7. CRXB transmits "Tear Here" abbreviation TR 7. TR  
 CRX, noting the start of traffic, disconnects monitor
- 8.-9. CRXB transmits two line feeds. . . . . 8.  
 9.
- 10.-26. CRXB transmits message . . 10. CRXC CRXD CRXE  
 11. DE CRXB 1-5-3  
 12. Transmission instructions as required

213.a.(2) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

- 13. R 031537Z
- 14. FM CRXB
- 15. TO CRXC
- 16. CRXD
- 17. INFO CRXE
- 18. GR14
- 19. BT
- 20. TEXT OF MESSAGE
- 21. BT
- 22. CFN (confirmation as required)
- 23. C (corrections as required)
- 24. Time group, if used, and one additional line feed, or
- 25. Two line feeds
- 26. K
- 27.-29. CRXC, CRXD, CRXE receipts in order for message . . .
- 27. DE CRXC R \*1 AR
- 28. DE CRXD R \*5 AR
- 29. DE CRXE R \*3 AR
- 30.-37. CRXB transmits 8 line feeds. . . . .
- 30.-
- 37. 8 Line Feeds

\* When station serial numbers are not employed, the date-time group will appear.



213.a.(2) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

CRXB transmits two-second break signal to light lamp at CRX

38. CRX answers lamp signal. . 38. DE CRX K

39. CRXB transmits clearing signal . . . . . 39. DE CRXB AR

CRX disconnects all patch cords. All stations shut off machines.

(3) Connection between two stations connected over a trunks. Station CRXB transmits an urgent message to station XNAB.

Action of Station and Switch-board Operators

Line of Typed Copy

1. CRX answers lamp signal. . 1. DE CRX K

2. CRXB transmits calling instructions (preliminary call). . . . . 2. XNAB DE CRXB O K

CRX patches XNA to CRXB

3. XNA answers lamp signal. . 3. DE XNA K

4. CRX repeats calling instructions . . . . . 4. XNAB DE CRXB O K

XNA patches XNAB to trunk from CRXB

5. XNA repeats calling instructions . . . . . 5. XNAB DE CRXB O K

6. XNAB answers calling instructions . . . . . 6. DE XNAB K

7. CRXB transmits "Tear Here" abbreviation TR. . . . . 7. TR

CRX and XNA noting the start of traffic, disconnects monitors

213.a.(3) (Continued)

- 8.-9. CRXB transmits two line feeds as separative function . . . . . 8.
- 9.
- 10.-24. CRXB transmits message . . 10. XNAB
- 11. DE CRXB 9
- 12. Transmission instructions as required
- 13. O 031709Z
- 14. FM CRXB
- 15. TO XNAB
- 16. GR5
- 17. BT
- 18. TEXT OF MESSAGE
- 19. BT
- 20. CFN (confirmation as required)
- 21. C (corrections as required)
- 22. Time group, if any, and one additional line feed, or
- 23. Two Line Feeds
- 24. K
- 25. XNAB receipts for the message. . . . . 25. DE XNAB R \*9 AR
- 26.-33. CRXB transmits 8 line feeds. . . . . 26.-
- 33.8 Line Feeds

\* When station serial numbers are not employed, the date-time group will appear.

213.a.(3) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

- 34.-35. CRX and XNA answer lamp signal . . . . . 34. DE CRX K
- 35. DE XNA K
- 36. CRXB transmits clearing signal . . . . . 36. DE CRXB AR
- CRX and XNA disconnect patch cords
- CRXB and XNAB shut off their machines

(4) Connections between two stations connected over two trunks. Station CRXB transmits a message to station FTWB.

Action of Station and Switch-board Operators

Line of Typed Copy

CRXB transmits a two-second break signal to light lamp at CRX

- 1. CRX answers lamp signal. . 1. DE CRX K
- 2. CRXB transmits calling instructions . . . . . 2. FTWB DE CRXB R K
- CRX patches TPC to CRXB
- 3. TPC answers lamp signal. . 3. DE TPC K
- 4. CRX repeats calling instructions to FTW. . . . 4. FTWB DE CRXB R K
- TPC patches a trunk circuit from FTW to trunk circuit from CRX
- 5. FTW answers lamp signal. . 5. DE FTW K
- 6. TPC repeats calling instructions to FTW. . . . 6. FTWB DE CRXB R K

213.a.(4) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

TPC, having finished his portion of the connection, disconnects his monitor machine

FTW patches FTWB to trunk circuit from TPC

- 7. FTW repeats calling instructions to FTWB . . . 7. FTWB DE CRXB R K
- 8. FTWB answers . . . . . 8. DE FTWB K
- 9. CRXB transmits "Tear Here" abbreviation TR. . . . . 9. TR

CRX and FTW disconnect their monitor machines

- 10.-11. CRXB transmits two extra line feed functions. . . . 10.

11.

- 12.-26. CRXB transmits message . . 12. FTWB

13. DE CRXB 13

14. Transmission instructions as required

15. R 031833Z

16. FM CRXB

17. TO FTWB

18. GR11

19. BT

20. TEXT OF MESSAGE

21. BT

213.a.(4) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

- 22. CFN (confirmation as required)
- 23. C (corrections as required)
- 24. Time group, if any, and one additional line feed, or
- 25. Two Line Feeds
- 26. K
- 27. FTWB receipts for message. 27. DE FTWB R \*13 AR
- 28.-35. CRXB transmits 8 extra line feeds . . . . . 28.-  
35. 8 Line Feeds
- CRXB transmits two-second break signal to light lamp at CRX, TPC and FTW
- 36.-38. CRX, TPC and FTW answer lamp signals . . . . . 36. DE CRX K  
37. DE TPC K  
38. DE FTW K
- 39. CRXB transmits clearing signal . . . . . 39. DE CRXB AR
- CRX, TPC and FTW disconnect patch cords
- CRXB and FTWB shut off their machines

\* When station serial numbers are not employed, the date-time group will appear.

(5) Connection between three stations over different trunks. Station TPCB transmits a message to stations FTWB and XNAB.

213.a.(5) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

TPCB transmits two-second break signal to light lamp at TPC

- 1. TPC answers lamp signal. . . 1. DE TPC K
- 2. TPCB transmits calling instructions . . . . . 2. FTWB XNAB DE TPCB R K

TPC patches trunk from CRX to TPCB

- 3. CRX answers lamp signal. . . 3. DE CRX K
- 4. TPC repeats CRX portion of calling instructions. . . 4. XNAB DE TPCB R K

CRX patches trunk from CRX to TPCB

- 5. XNA answers lamp signal. . . 5. DE XNA K
- 6. CRX repeats calling instructions for XNAB. . . 6. XNAB DE TPCB R K

XNA patches XNAB to trunk from CRX

- 7. XNA repeats calling instructions for XNAB. . . 7. XNAB DE TPCB R K

CRX disconnects his monitor machine

- 8. XNAB answers . . . . . 8. DE XNAB K
- 9. TPC tells XNAB to wait . . . 9. DE TPC AS

XNA disconnects his monitor machine

TPC patches trunk from FTW to trunk from CRX

213.a.(5) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

- 10. FTW answers lamp signal. . . 10. DE FTW K
- 11. TPC repeats FTW portion of calling instructions. . . 11. FTWB DE TPCB R K  
 FTW patches FTWB to trunk from TPC
- 12. FTW repeats calling instructions for FTWB. . . 12. FTWB DE TPCB R K
- 13. FTWB answers . . . . . 13. DE FTWB K
- 14. TPC repeats complete calling instructions . . . 14. FTWB XNAB DE TPCB R K  
 FTW disconnects his monitor machine
- 15.-16. FTWB and XNAB answer . . . 15. DE FTWB K  
 16. DE XNAB K
- 17. TPCB transmits "Tear Here" abbreviation TR. . . . . 17. TR  
 TPC disconnects his monitor machine
- 18.-19. TPCB transmits two extra line feeds . . . . . 18.  
 19.
- 20.-33. TPCB transmits message . . 20. FTWB XNAB  
 21. DE TPCB 4-2  
 22. Transmission instructions as required.  
 23. R Ø31912Z  
 24. FM TPCB

213.a.(5) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

- 25. TO XNAB
- 26. INFO FTWB
- 27. GR15
- 28. BT
- 29. TEXT OF MESSAGE
- 30. BT
- 31. Time group, if any, and one addition line feed, or
- 32. Two Line Feeds
- 33. K
- 34.-35. FTWB and XNAB receipt for message. . . . . 34. DE FTWB R \*4 AR  
35. DE XNAB R \*2 AR
- 36.-43. TPCB transmits 8 extra line feeds . . . . . 36.-  
43. 8 Line Feeds
- TPCB transmits two-second signal to light lamps
- 44.-47. TPC, CRX, XNA and FTW answer lamp signals. . . . 44. DE TPC K  
45. DE CRX K  
46. DE XNA K  
47. DE FTW K

\* When station serial numbers are not employed, the date-time group will appear.



213.a.(5) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

48. TPCB transmits prosign AR as a clearing signal. . 48. DE TPCB AR

TPC, CRX, XNA and FTW disconnect patch cords

TPCB, FTWB and XNAB shut off their machines

(6) Connection between three local stations and a distant station over a trunk. Station CRXB transmits a message to stations CRXC, CRXD and TPCB.

Action of Station and Switch-board Operators

Line of Typed Copy

CRXB transmits a two-second break signal to light lamp at CRX

1. CRX answers lamp signal. . 1. DE CRX K

2. CRXB transmits calling instructions . . . . . 2. CRXC CRXD TPCB DE CRXB R K

CRX patches trunk from TPC to CRXB

3. TPC answers lamp signal. . 3. DE TPC K

4. CRX repeats portion of calling instructions to TPC . . . . . 4. TPCB DE CRXB R K

TPC patches TPCB to trunk from CRX

5. TPC repeats portion of calling instructions . . . 5. TPCB DE CRXB R K

6. TPCB answers . . . . . 6. DE TPCB K

CRX patches CRXC to trunk from TPC and CRXD to CRXC

213.a.(6) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

- 7. CRX repeats complete calling instructions . . . . . 7. CRXC CRXD TPCB DE CRXB R K  
 TPC Disconnects his monitor machine
- 8.-10. CRXC, CRXD and TPCB answer in turn . . . . . 8. DE CRXC K  
 9. DE CRXD K  
 10. DE TPCB K
- 11. CRXB transmits "Tear Here" abbreviation TR. . . . . 11. TR
- 12.-13. CRXB transmits two extra line feeds . . . . . 12.  
 13.
- 14.-30. CRXB transmits message . . . . . 14. CRXC CRXD TPCB  
 15. DE CRXB 3-8-12  
 16. Transmission instructions as required.  
 17. R 031925Z  
 18. FM CRXB  
 19. TO TPCB  
 20. INFO CRXC  
 21. CRXD  
 22. GR18  
 23. BT  
 24. TEXT OF MESSAGE  
 25. BT

213.a.(6) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

- 26. CFN (confirmation as required)
- 27. C (corrections as required)
- 28. Time group, if any, and one additional line feed, or
- 29. Two Line Feeds
- 30. K
- 31.-33. CRXC, CRXD and TPCB receipt for message . . . . .
  - 31. DE CRXC R \*3 AR
  - 32. DE CRXD R \*8 AR
  - 33. DE TPCB R \*12 AR
- 34-41. CRXB transmits 8 extra line feeds. . . . . 34.-
  - 41.8 Line Feeds

CRXB transmits two-second break signal to light lamps
- 42.-43. CRX and TPC answer lamp signal . . . . .
  - 42. DE CRX K
  - 43. DE TPC K
- 44. CRXB transmits prosign AR as a clearing signal . . . . . 44. DE CRXB AR
 

CRX and TPC disconnect CRXC, CRXD, TPCB and CRXB shut off their machines

\* When station serial numbers are not employed, the date-time group will appear.

213.a. (Continued)

(7) Complicated connection involving trunks and local stations, one of which is engaged. Switching central FTW serving FTWC, the engaged station, is equipped with typing reperforator equipment. Station CRXB transmits a message to stations CRXC, FTWB, FTWC, TPCB and XNAB.

Action of Station and Switch-board Operators

Line of Typed Copy

CRXB transmits two-second break signal to light lamp at CRX.

1. CRX answers lamp signal. . . 1. DE CRX K

2. CRXB transmits calling instructions . . . . . 2. CRXC FTWB FTWC TPCB XNAB DE CRXB P K

CRX patches trunk from TPC to CRXB.

3. TPC answers lamp signal. . . 3. DE TPC K

4. CRX repeats portion of calling instructions . . . 4. FTWB FTWC TPCB DE CRXB P K

TPC patches trunk from FTW to trunk from CRX

5. FTW answers lamp signal. . . 5. DE FTW K

6. TPC repeats portion of calling instructions . . . 6. FTWB FTWC DE CRXB P K

FTW patches FTWB to trunk from TPC and, finding FTWC ENGD patches local reperforator to FTWB CONNECTION

7. FTW repeats portion of calling instructions . . . 7. FTWB FTWC DE CRXB P K

8.-10. FTWB and FTWC (responsibility for FTWC transmission is assumed by FTW) answer . . . . . 8. DE FTWB K

213.a.(7) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

- |  |   |
|--|---|
|  | 9. DE FTW                                   |
|  | 10. FTWC ENGD LOCAL K                       |
| 11. TPC advises FTWB and FTWC to wait . . . . .  | 11. DE TPC AS                               |
| FTW disconnects his monitor machine, REPERF connection remains to accept message for FTWC. TPC patches TPCB to trunk from FTW. |   |
| 12. TPC repeats portion of calling instructions . . .  | 12. TPCB DE CRXB P K                        |
| 13. TPCB answers . . . . .   | 13. DE TPCB K                               |
| 14. CRX advises FTWB, FTWC and TPCB to wait . . . . .  | 14. DE CRX AS                               |
| TPC disconnects his monitor machine. CRX patches trunk from XNA to trunk from TPC.   |   |
| 15. XNA answers lamp signal. .   | 15. DE XNA K                                |
| 16. CRX repeats portion of calling instructions . . .  | 16. XNAB DE CRXB P K                        |
| XNA patches XNAB to trunk from CRX   |   |
| 17. XNA repeats portion of calling instructions . . .  | 17. XNAB DE CRXB P K                        |
| 18. XNAB answers . . . . .   | 18. DE XNAB K                               |
| CRX patches CRXC to trunk from XNA   |   |
| 19. CRX repeats complete calling instructions . . .  | 19. CRXC FTWB FTWC TPCB<br>XNAB DE CRXB P K |

213.a.(7) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

XNA disconnects his monitor machine

- 20.-25. ALL STATIONS answer in turn . . . . . 20. DE CRXC K
- 21. DE FTWB K
- 22. DE FTW
- 23. FTWC ENGD LOCAL K
- 24. DE TPCB K
- 25. DE XNAB K
  
- 26. CRXB transmits "Tear Here" abbreviation TR. . . . . 26. TR
  
- CRX disconnects his monitor machine
- 27.-28. CRXB transmits two extra line feeds . . . . . 27.
- 28.
  
- 29.-47. CRXB transmits message . . 29. CRXC FTWB FTWC TPCB XNAB
- 30. DE CRXB 6-4-2-14-13
- 31. Transmission instructions as required
- 32. P 032047Z
- 33. FM CRXB
- 34. TO FTWB
- 35. TPCB
- 36. XNAB
- 37. INFO CRXC

213.a.(7) (Continued)

Action of Station and Switch-board Operators

Line of Typed Copy

- 38. FTWC
- 39. GR25
- 40. BT
- 41. TEXT OF MESSAGE
- 42. BT
- 43. CFN (confirmation as required)
- 44. C (corrections as required)
- 45. Time group, if any, and one additional line feed, or
- 46. Two Line Feeds
- 47. K

48.-53. CRXC, FTWB, FTWC, TPCB and XNAB receipt in order for the message. . .

- 48. DE CRXC R \*6 AR
- 49. DE FTWB R \*4 AR
- 50. DE FTW
- 51. FTWC ENGD LOCAL R \*2 AR
- 52. DE TPCB R \*14 AR
- 53. DE XNAB R \*13 AR

54.-61. CRXB transmits 8 line feeds. . . . .

- 54.-
- 61.8 Line Feeds

CRXB transmits two-second break signal to light lamps

\* When station serial numbers are not employed, the date-time group will appear.

ALLIED RESTRICTED

ANNEX A TO ACP 126(B)

213.a.(7) (Continued)

Action of Station and Switch-  
board Operators

Line of Typed Copy

62.-65. ALL Switchboards answer. .	62. DE CRX K
	63. DE TPC K
	64. DE FTW K
	65. DE XNA K
66. CRXB transmits prosign AR as clearing signal. . .	66. DE CRXB AR

All switchboards  
disconnect

All stations shut off  
their machines

ALLIED RESTRICTED

A2-26

ORIGINAL



## LIST OF EFFECTIVE PAGES

Page Numbers	Change in Effect	Page Numbers	Change in Effect
I (Reverse Blank)	Original		
III (Reverse Blank)	Original		
V, VI	Original		
VII, VIII	Original		
IX, X, XI, XII	Original		
1-1 to 1-12	Original		
2-1 to 2-24	Original		
3-1 to 3-16	Original		
4-1 to 4-22	Original		
5-1 to 5-2	Original		
6-1 to 6-8	Original		
A1-1 to A1-6	Original		
A2-1 to A2-26	Original		
LEP-1 (Reverse Blank)	Original		

