

CHAPTER 4

WEAPON ENGINEERING DEPARTMENT STANDING ORDERS

COMMUNICATIONS

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COMMUNICATIONS

0401. Tactical Radio Communications

- a. The RIC of the MCO is responsible for providing all circuits required by the Command or Complan/DISPLAN in force.
- b. The PO(CIS) is authorised to release setting and ceasing watch signals.
- c. Any unscheduled changes to the watch being kept are to be reported to the SCO and the PO(CIS).

0402. Cryptography

- a. Operators are to take great care that unauthorised ratings are not given access to Cypher equipment or consoles when equipment is set up or cryptography is being carried out, even when these ratings are authorised to enter the MCO.
- b. Great care is to be taken that all cryptographic material taken from the safe is returned immediately to the safe after use. On no account is cryptographic material to be left lying around or unguarded.
- c. A separate log will be kept within the MCO for Special Handling Signals. If a signal is removed from a message file, an F.Sigs 231 (Message Withdrawal Slip) or an acquaint chit is to be inserted in its place.
- d. **Corrupt Messages.** The processing of corrupt messages is not to be delayed until checks and repetitions have been obtained. The PO(CIS)s are to be informed when a message cannot be decrypted and whenever it is necessary to originate a Cryptoservice request.

0403. Readiness of Equipment/Liaison

- a. All equipment not being repaired or maintained is under the control of the RIC MCO. Equipment not in use should be tuned and left on the most commonly used frequency.
- b. Should a circuit be reported defective by a user, an immediate check is to be made on the equipment. Should matters not improve or if a defect is discovered, alternative equipment is to be made available. The PO(CIS) is to be informed.
- c. Daily SOC's are to be carried out as directed by the Ship's Daily Programme.
- d. Equipment for serials, practices and trials is to be tuned and checked from remote positions at least 30 minutes before start time or as ordered by the daily Complan/DISPLAN.
- e. A good working relationship is essential with all outside departments to whom circuits are provided to ensure smooth and efficient operation.

0404. Emergency Communications

Arrangements for emergency communications differ by ship type. Arrangements peculiar to each ship type are to be promulgated separately. Full details are contained in BRd 222 Vol.2 Chapter 20.

0405. SAR/Submarine Distress Organisation

The communications organisation for SUBLOOK/SUBMISS/SUBSUNK/SMASHEX and SAR will be in accordance with RNCPd 1 Chapter 7. A copy of the Complan/DISPLAN is also held in the RIC Information Pack. In the event of receiving a distress call the following action is to be taken:

- a. Pass ALL such messages directly to the Command or the on watch PWO/OOW.
- b. If equipment fitted, obtain an immediate DF bearing.
- c. DO NOT ACKNOWLEDGE receipt of the distress call without specific instructions to do so from the Command.
- d. Set listening watch on the relevant GMDSS distress frequency/Channel.

0406. Signal Message Distribution and Handling

- a. **Releasing Signals.** Only officers authorised by CTM may release signals. Specimen signatures of authorised releasing officers is to be held within the MCO. At Sea and during minimise the Captain will release all signals iaw CSOs. Additionally any signal praising or criticising another unit is to be approved by the Captain. Service messages may be released by the PO(CIS)s/RIC.
- b. **Message Handling Systems (MHS).** A PO(CIS) will be detailed to be responsible to the SCO for the organisation of the MHS. Any problems relating to this are to be brought to his/her attention immediately. A PO(CIS) will be detailed for the MHS message handling organisation. Any problems relating to this are to be brought to his/her attention immediately.
- c. **Message Distribution.** Message distribution is to be based on the Standard Internal Distribution Indicators System (SIDIS) found in RNCPd 9, each Officer being given a two letter indicator from their departments eg OO - Operations Officer, EE - MEO etc.
- d. **Subject Indicator Codes (SICs).** SICs are laid down in APP-3(A). A guide to their use together with a complete list of Action Officers will be held by the RIC in the MCO.
- e. **Routine Distribution of Signals.** When manual distribution is in force, copies of each signal should be distributed as follows:

- (1) Captain.
- (2) Action/Releasing Officer.
- (3) Officers' Daily Reading File (Dependent on SMA).
- (4) Fair File.

(5) Additional copies should be produced as required but the aim should always be to distribute the minimum number of copies min number of copies and make full use of the Automated Message Handling System, through automated delivery.

f. **NOTAMs.** These are to be distributed direct to the Flight Cdrs Vetro, and when not embarked, the HCs Vetro.

g. **Weather Signals.** In harbour these are to be distributed direct to the OOD (and one to Captain's Vetro). At sea one copy direct to MET Officer (when embarked).

h. **Intelligence Signals.** These are to be recorded in the classified message register according to their classification. The PO(EW) or the on watch EWD is to be informed when these messages arrive.

i. **Descriptors.** All signals bearing descriptors, ie Staff, Medical etc (including sensitive signals), regardless of precedence, are to be treated as Priority and are to be rushed to the CO and Action Officer. A copy is NOT to be placed on Officers' Reading Logs.

j. **Service Messages.** These are to be filed in the SVC log (when all action has been taken). They are never to be distributed outside the MCO unless specifically ordered.

k. **Operational Distribution.** This distribution may vary depending on the Exercise or Operation the Ship is involved in but will be based on the following, although others may be added depending on signal content or on the instructions of the Operations Officer:

- (1) Captain.
- (2) OO.
- (3) OPS RM x 2 via tail.
- (4) CPO(CIS)/PO(CIS).
- (5) FF.
- (6) Reading Logs.
- (7) Bridge Copy.

l. **Operations Room Log.** A Log/Electronic Log, to be controlled by the PO(AWT) and will be provided in the Operations Room to be read by the following:

- (1) PWOs
- (2) FLT CDR.
- (3) CPO(AWT).
- (4) CPO(AWW).
- (5) CPO(UW).
- (6) PO(EW).

(7) Senior Rates detailed.

m. **Rush Distribution.** Rush distribution is carried out in advance of the normal distribution for signals deemed to be very important, and is always followed up by a normal distribution.

(1) In harbour all signals priority and above are to be rushed as follows:

(a) During working hours to the Action Officer concerned.

(b) Out of working hours to the Officer of the Day.

(2) At sea all signals (except Storedems) precedence priority and above are to be rushed as follows:

(a) During working hours to the Captain (if appropriate) and to the Action Officer.

(b) During silent hours to be shown to the on watch PWO or if stood down, the OOW, who will decide on any further action.

n. **Protected Document Register.** In the event that SECRET documents require printing (for accounting of Secret and above signals) (See SGOs). All copies of documents/signals protectively marked SECRET and above are to be sequentially numbered and recorded in the Protected Document Register. Officers removing such documents/signals from the MCO are to have these documents/signals entered in a MOD Form 102. Once signed for, the documents/signal is to be correctly recorded in a local MOD Form 102 and when no longer required destroyed iaw JSP 440. This register is subject to frequent spot checks. A record of spot checks carried out is to be maintained. The register is to be presented to the SCO weekly for inspection.

0407. Message Files

a. Message Files will be kept iaw ACP 121 Comm Supp 1(b) Annex C.

b. Owing to the protective marking (Secret) and sensitivity (Descriptor) of the contents access to the files is to be limited to the Communications staff.

c. RICs of watches are responsible for ensuring signals are filed in DTG order and that the correct changeover of files occurs at 0001Z.

0408. General Messages

General message files will be kept as required. Messages are to be recorded in the General Message register and one copy is to be placed in the appropriate file; or as appropriate an electronic copy is to be placed in the appropriate file within the SIS domain under the respectively named folder for public viewing. The PO(CIS) is to ensure that any messages missing from the numbered sequence are to be obtained as quickly as possible (RNCPd 9 refers).

0409. Hand Messages

a. The required number of outgoing hand messages are to be produced. Outgoing messages should be prepared for transmission as determined in accordance with the requirements of the transmitting Commcen (See RNCPd 3). The details are to be entered in the hand message register and a receipt note prepared. Care is to be taken that signals and receipt note are legible.

- b. Stations that fail to return receipt notes within two weeks are to be sent a hastener to ensure that delivery has been achieved.
- c. Incoming hand messages are to be logged as normal for incoming signals. The receipt note is to be signed and returned without delay.

0410. Internal Distribution of Signals

- a. The protective marking is to be stamped in red ink at the top and bottom of the signal.
- b. Distribution is to be in accordance with the distribution guide. If in doubt about the correct distribution ask the MCO LS(CIS)/PO(CIS).
- c. Ensure all signals are logged and filed correctly (DTG order).
- d. Signals received garbled must still be shown to the action officer. Do not delay distribution until a good copy is received.
- e. The aim is to provide a fast and efficient signal distribution service to the Command and all ship's departments.

0411. Out Logs Sheets/Traffic Check Lists

The MCO RIC is responsible for checking that outgoing signals have been correctly maintained, and that all necessary columns are properly completed (this includes Totes TOR/OPS No). Totes are to be filed in the Daily Fair file.

- a. **Traffic Check Lists/Totes.** These are to be checked against the outgoing signal logs, and where applicable filed within an appropriate electronic file, or as applicable checked against the out record sheets by the RIC. On completion checklists are to be filed.
- b. **In Record Sheets.** Are to be filed down at 0001z and placed in the MCO fair file with the current days signals.

0412. Portable Radio Equipment

- a. The department holds portable radio equipment in accordance with BR 8783.
- b. When not in use portables are to be kept in a suitable secure stowage.
- c. Officers or Ratings requiring the loan of a Portable equipment are to sign the Temporary Loan Register (S1092) held in the MCO. It is the responsibility of the RIC of the Watch (At Sea) or Senior Duty AB1/2(CIS) (In Harbour) to ensure that the S1092 is completed correctly. On return, the RIC or Senior Duty AB1/2(CIS) is to check that the equipment is switched off and that all ancillaries are accounted for and are intact. Any discrepancies or defects are to be reported to the PO(CIS) as soon as possible.
- d. The AB1/2(CIS) detailed to be in charge of portables is to look after the batteries and battery charging facilities, keeping an up to date log of batteries charged, on charge, defective or awaiting charge.
- e. The PRR/Entel/2cni/UKPRC 329 are reliable pieces of equipment, so long as they are kept dry and treated with care. They should be switched off when not in use.

f. At Action Stations the AB1/2(CIS) detailed is to establish the secondary communications post iaw these orders.

g. Any defective portable equipment is to be exchanged at the Command Radio Pool at earliest opportunity. Details of pools are contained in RNCPd 3.

0413. Over The Air Distribution (Otad) of Crypto Keying Material

a. OTAD is to be taken as directed by the PO(CIS). Clear instructions will be left in the RIC Turnover Log stating the ship's OTAD requirements for that particular day. The procedures for carrying out OTAD are laid down in RNCPd 1 Chapter 8 and are to be fully complied with.

b. Failure to receive an OTAD schedule directly affects the ships Operational Communications capability. The PO(CIS) is to be informed at the earliest opportunity of difficulties that may prevent successful receipt of OTAD.

0414. Cellular Radio Telephones – Policy

a. Details of Official Cellular Radio Telephones are contained in RNCP 1.

b. Full details of the registration and use of private cellphones are contained in SGOs.

0415. Secondary Communications Position (SCP)

a. When the ship is operating in Continuous Defence Watches and pre-planned Actions Stations, the nominated (CIS) rating is to ensure that the following equipment is available and placed at the SCP at Action Stations:

- (1) Mini SOC's Cards.
- (2) In force EMCON Plans.
- (3) UK/PRC 329 (HF).
- (4) 2CNI (UHF).
- (5) Ancillaries Bag for 329/2CNI.
- (6) Signal Pads and Pencils.
- (7) Daily Callsign List/AWW/INDEF.
- (8) Daily COMPLAN/AJC/SERIALISED
- (9) Current Days Authentication/NUCO.
- (10) Circuit Operator's Log.
- (11) Chinagraph Pencils.
- (12) HF Radio – RF Hazard.
- (13) Headset.
- (14) RNCP 1 extract.

- (15) SCP Circuit Priorities.
 - (16) Daily Written Brief (if required).
 - (17) Body armour
 - (18) Kevlar helmet
- b. Portable equipment on the SCP should be set to frequencies nominated on the Complan as the command's highest priorities. These may be amended according to situation requirements.
- c. Spare batteries for the Portable radios are kept in the ancillaries bag. It should be noted that battery life will be extended by the use of only essential transmissions.
- d. The aim of establishing an SCP is that should it be possible after an attack to remain with the force and maintain communications