

NANTUCKET LORAN STATION

COMMUNICATIONS

INSTRUCTIONS

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CHANGE 3

U. S. Coast Guard LORAN A/C Station, Nantucket, Communications Instructions

1. This change transmits additional information for the above named publication; CHANGE THREE (3).

2. INSTRUCTIONS.

a. Remove page ii, Table of Contents (CHANGE 2) and insert new page ii (CHANGE 3).

b. Remove page iv, List of Effective Pages (CHANGE 2), and insert new page iv (CHANGE 3).

c. Remove page 1 (ORIGINAL) and insert new page 1 (CHANGE 3).

d. Remove page A-1 (ORIGINAL) and insert new page A-1 (CHANGE 3).

e. Remove page B-1 (ORIGINAL) and insert new page B-1 (CHANGE 3).

f. Remove page C-1 (ORIGINAL) and insert new page C-1 (CHANGE 3).

g. Remove page D-1 (ORIGINAL) and insert new page D-1 (CHANGE 3).

h. Remove page F-TAB B-2 (ORIGINAL) and insert new page F-TAB B-2 (CHANGE 3).

i. Remove page F-TAB B-3 (ORIGINAL) and insert new page F-TAB B-3 (CHANGE 3).

j. Immediately following page G-2, insert new page H-1 (CHANGE 3).

3. The following pen and ink corrections shall be made.

a) Page E-2 Para. 5. Strike out the work supervisor and insert the words "LORAN watchstander".

b) Page F-TAB A-1 Para. 1. Strike a line through the following line: "RADSTWASH-----RUEBJGA".


P. L. CORLEY
COMMUNICATIONS OFFICER

10554
23 May 1973

CHANGE 2

U. S. Coast Guard LORAN-A/C Station, Nantucket, Communications
Instructions

1. This change transmits additional information for the above
named publication, involving MINIMIZE instructions.

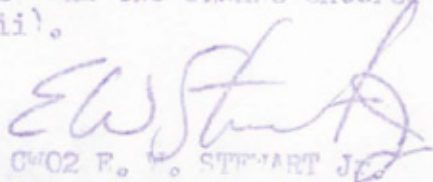
2. INSTRUCTIONS.

a. Remove page ii, Table of Contents (Change 1), and insert
new page ii (Change 2).

b. Remove page iv, List of Effective Pages (Change 1), and
insert new page iv (Change 2).

c. Immediately following page F-TAR P-5, insert new pages
G-1 and G-2 (Change 2).

3. These instructions shall be placed immediately after the
letter of promulgation (page i) and the change entered in the
record of corrections (page iii).


CWO2 E. W. STEWART JR.
Communications Officer

Distribution:

CG (1)
~~Waint~~ (1)
OOD (1)
YN (1)
~~PLC~~ (1)
~~PTC~~ (1)
LOR A (1)
LOR C (1)
~~RM~~ (1)

10554
20 April 1973

CHANGE 1

U. S. Coast Guard LORAN A/C Station, Nantucket Communications
Instructions

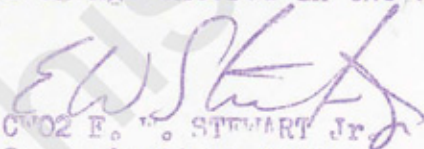
1. This change transmits updated information for the above named
publication.

2. INSTRUCTIONS. Remove pages iv (Original) and F-4 (Original) and
insert new pages iv (Change 1) and F-4 (Change 1).

3. The following pen and ink correction shall be made:

Page D-1, paragraph D.3. Delete all after "Western Union..." and
add "at 800-882-1646. For other inquiries call 800-882-1696."

4. These instructions shall be placed immediately after the letter
of promulgation (page i) and the change entered in the Record of
Corrections.


CWO2 E. W. STEWART Jr
Communications Officer

Distribution:

CO (1)
Maint (1)
OOD (1)
YN (1)
EMO (1)
FTC (1)
LOR A (1)
LOR C (1)
RM (1)

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RECORD OF CORRECTIONS

Change Nr.	Date entered	Signature
1	23 APRIL 1973	Plekseman, LT
2	23 MAY 1973	Plekseman, LT
3	18 oct 76	Plorey cwo-2

LIST OF EFFECTIVE PAGES

PAGE NUMBER	CHANGE
i	Original
ii	Change 3
iii	Original
iv	Change 3
1	Change 3
2	Original
A-1	Change 3
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B-2 through B-3	Original
C-1	Change 3
C-2	Original
D-1	Change 3
D-2 through D-3	Original
E-1 through E-3	Original
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E-5	Original
F-1 through F-6	Original
F-TAB A-1	Original
F-TAB B-1	Original
F-TAB B-2 through B-3	Change 3
F-TAB B-4 through B-5	Original
G-1 through G-2	Change 2
H-1	Change 3

COMMUNICATIONS FACILITIES

1. The communications facilities available to Coast Guard LORAN Station Nantucke are:

Northeast & Canadian

- a. TWPL leased landline teletype (East Coast LORAN C Net).
- ~~b. Radiotelephone, single sideband (East Coast LORAN C Net).~~
- c. Radiotelephone, VHF-FM handie talkies.
- ~~d. Tone shift single sideband radioteletype (East Coast LORAN C Net).~~
- e. Commercial telephone (257-6302 and 257-6303).
- f. FTS telephone (840-7301) *& 840-7337*

2. These facilities are designated for official use only. Personnel shall not use these facilities to conduct their private affairs. There is a pay station provided in the barracks (257-6379).

3. Message handling is the responsibility of the communicator, when either official or informal traffic is received the LORAN Watch shall be notified. He will determine the importance of such traffic and notify, if necessary the ETC, OOD, EMO, and/or the CO; ~~after which he will, if the message is formal traffic, type the message on "U. S. COAST GUARD OFFICIAL MESSAGE" blank (CG-2655), for distribution to the station office and files.~~ *copy info here* In the event the traffic is of a routine nature, NOT ROUTINE PRECEDENCE, either sent or received, the teletype copy serves as the file copy and such traffic is not required to be typed on form CG-2655.

4. Message logs are required to be maintained to provide a ready reference to all traffic setn or received by the various means available and consist of:

- a. Teletype Log. For all traffic sent or received via teletype.
- ~~b. Radiotelephone Log. For all radio communications, including radio checks and radiotelephone operations.~~
- c. Telephone Log. For all long distance telephone calls made in connection with LORAN operations.
- d. Message Log. For all messages sent or received.

5. Detailed information covering circuit discipline, procedures, and uses are contained in the appendicies to this instruction.

APPENDICES:

APPENDIX A: Telephone procedures
APPENDIX B: Radiotelephone procedures
APPENDIX C: Radioteletype procedures
APPENDIX D: TWPL teletype procedures
APPENDIX E: Message handling
APPENDIX F: Message structure and drafting

TAB A: Commonly used routing indicators

TAB B: Sample messages

APPENDIX A

TELEPHONE PROCEDURES

1. PURPOSE. The purpose of this appendix is to set forth proper procedures for the use of official commercial and FTS telephone lines.

2. Two commercial and ~~one~~ ^{TWO} FTS telephone lines ~~is~~ ^{ARE} provided this unit to conduct the necessary day to day business of the station. These ~~three~~ ^{FOUR} lines are station telephones and not for private use.

a. In addition there is a dial intercom telephone system. The dial intercom system interconnects all offices and housing units. This system is installed to enable the watchstander to contact necessary personnel in time of emergency. The intercom system is also intended for official use only and shall not be for private use.

3. During normal working hours these telephone lines will be answered by the Yeoman in the station office. After working hours, between 1600 and 2200 these telephones will be answered by either the OOD or the duty Seaman. Between the hours of 2200 and 0700 these phones will be answered by the LORAN Watchstander ~~OR THE OOD~~.

4. In all cases where the caller indicates that he has an official message for this unit the call will be transferred to the communicator at the operations building.

5. The telephones shall be answered in the following manner:

"Coast Guard LORAN Station, (Your name and rate.)"

6. TELEPHONE LOG.

a. A telephone log shall ~~be~~ maintained at ~~operations~~ ^{the various offices} for all long distance telephone calls concerning LORAN Operations. Appearing on this log shall be:

DATE*NUMBER CALLED*REASON CALLED*~~START TIME*END TIME*~~ ^{Time of Call}INITIALS

b. All remaining long distance telephone calls shall be recored on "TOLL/LONG DISTANCE TELEPHONE CALL AUTHORIZATION" (CG-4180). The only persons permitted to make calls without, first, the call being authorized by the Commanding Officer are department heads.

Change this to reflect log use in all offices

APPENDIX B

RADIOTELEPHONE PROCEDURES

1. PURPOSE. The purpose of this appendix is to set forth proper procedures for use on all U. S. Coast Guard Radiotelephone circuits.

2. CALL SIGNS. Call signs for use on radiotelephone circuits are as follows:

a. HF Radiotelephone

VOICE CALL SIGN

INTERNATIONAL CALL SIGN

Bermuda Monitor (Net Control Station)
 Carolina Beach LORAN
 Jupiter LORAN
 Nantucket LORAN
 Cape Race LORAN

NMN 4
 NMY 73
 NMA 7
 NMF 32
 VIB

b. VHF-FM Radiotelephone:

(1) Within the confines of the LORAN Station:

Operations	Nantucket LORAN 1
CO's Office	Nantucket LORAN 2
Fire Jeep or Party	Nantucket LORAN 3

(2) When one or more units are away from the station:

Operations or CO's Office	Nantucket LORAN
First party departing	Nantucket LORAN Mobile 1
Second party departing	Nantucket LORAN Mobile 2

3. FREQUENCIES. The below frequencies are available for use on HF single sideband radiotelephone circuits. These frequencies are for East Coast LORAN C Net.

2414.4 (2413)(less VIB)	7378.9 (7377.5)(less VIB)
3257.4 (3256)#(NMF-32, VIB only)	9279.9 (9278.5)
4049.9 (4048.5)	11514.9 (11513.5)
5314.4 (5313)	

* Daytime only
 # Nighttime only

The figures in parenthesis indicates the suppressed carrier frequency.

*This section remains
for general use and
training purposes
only*

4. RADIOTELEPHONE. The radiotelephone procedures set forth in the following sub-paragraphs will be adhered to by all members of this station when using any radiotelephone equipment available to them, including the VHF-FM equipment (AN/PRC-59 or FM-5).

a. Transmissions shall be as short and concise as practicable, consistent with clarity.

b. Transmissions shall be clear with natural emphasis on words except the prescribed pronunciation of numerals, and should be spoken in natural phrases, not word by word.

c. During the transmission of a message, you shall pause after each natural phrase and interrupt your transmission (carrier - unkey the transmitter) to allow the other station to break in, if necessary.

d. A station is understood to have good strength and readability unless otherwise notified.

e. A station that wishes to inform another of his signal strength and readability will do so by means of actual reception reports such as "weak but readable", "loud and clear" etc.; reports such as "five by five" will not be used.

f. PROWORDS. Prowords are used in radiotelephone communications so there will be no misunderstanding between operators. The below list of prowords will be used on all radiotelephone circuits:

PROWORDS	MEANING
Loud	Your signal is strong. Interference will not bother my copying.
Good	Your signal is good.
Weak	I can hear you only with difficulty.
Very weak	I can hear you only with great difficulty.
Clear	Excellent quality.
Readable	Quality good; no difficulty reading you.
Distorted	Having trouble reading you

PROWORD	MEANING
With interference	I am having trouble reading you due to interference.
Roger	I have received your transmission satisfactorily.
Wait	Standby, I am unable to accept your traffic at this time
Over	Invitation for other station to transmit.
Out	End of transmission. I have nothing further for you.

5. VOICE CALLING PROCEDURE. The correct procedure for voice calling is:

"BERMUDA MONITOR, BERMUDA MONITOR THIS IS NANTUCKET LORAN, NANTUCKET LORAN RADIO CHECK, OVER."

Bermuda should answer.

"NANTUCKET LORAN THIS IS BERMUDA MONITOR LOUD AND CLEAR, OUT."

Under normal conditions, after initial communications have been established, there is no need to give the other station more than a single call i.e.

"BERMUDA MONITOR THIS IS NANTUCKET LORAN."

To use other than a single call not only wastes your time but it also wastes valuable circuit time.

6. RADIOTELEPHONE LOG. Federal Communications Commission and Coast Guard regulations require that a log be maintained of each transmission made with any radio equipment. Operators are required to enter all messages and communications checks, in the radiotelephone log; which at this unit is an abbreviated log. This log is used when making out the monthly Communications Summary and must be complete.

APPENDIX C

RADIOTELETYPE PROCEDURES

1. PURPOSE. The purpose of this appendix is to set forth proper procedures to be followed on Coast Guard radioteletype circuits.
2. CALL SIGNS. Call signs for use on radioteletype circuits aboard this unit are as follows:

CALL SIGN	STATION
NMN 4	BERNUDA MONITOR (Net Control Sta.)
NMF 32	NANTUCKET LORAN
NNN 73	CAROLINA BEACH LORAN
VDB	CAPE RACE LORAN

3. FREQUENCIES. The below frequencies are available for use on HF single sideband radioteletype circuits. Tone shifts shall be used on these frequencies for radioteletype. The frequencies are for use on the East Coast LORAN C net.

2415 (2413)(Less VDB)	7375 (7377.5)*(Less VIB)
3258 (3256)#(NMF 32, VDB only)	92805 (9278.5)
4050.5 (4048.5)	11515.5 (11513.5)
5315 (5313)	

*Daytime only
#Nighttime only

Figures in parenthesis indicate the suppressed carrier frequency.

4. RADIOTELETYPE PROCEDURES. The procedures set forth in the following pages apply to all radioteletype circuits aboard this unit. These procedures shall be followed by all station personnel when operating any radioteletype equipment on this unit.

- a. Permission must be obtained from the net control station prior to transmitting.

- b. The use of "Q" and "Z" signals is authorized, to reduce operating time and speed up exchange of information. Unless you understand "Q" and "Z" signals, and you are sure that the other person does, use them, if not, they are NOT to be used.

- c. Operators will sign on and off watch on the LORAN C narrative log.

5. PROSIGNS. Prosigns are used in radioteletype communications much the same as for radiotelephone communications. Listed below is a group of the most commonly used prosigns:

PROSIGH

MEANING

~~EEEEEEEE~~

I have made an error. (Repeat last complete correct word or group that you sent.)

R

I have received your transmission satisfactorily

AS(number of minutes)

delete
I can not accept your traffic at this time, I will be free in (number of minutes).

K

Invitation for other station to transmit.

AR

End of transmission. I have nothing further.

6. RADIOTELETYPE LOG. The page sheet or perforated tape is considered to be the teletype log and a separate log is not required. It is therefore absolutely necessary that the operator at the end of each transmission include the time, zulu, at the end of each transmission.

c. The use of abbreviations is authorized providing that you are sure the operator at the other end understands what you are saying.

d. This circuit is intended for the passing of official traffic only.

e. Each Operator shall sign their initials immediately after the text of their transmission, preceding the "K".

f. The time of transmission shall be typed after the final transmission of a series.

g. When you are ready to send a message the first thing is to request permission to transmit from the net control station. When permission is granted you then call each station that is included in the message heading, that is on the net, following the below example:

CB DE NA NR 01
RD DE NA NR 04
RC DE NA

(1) It is necessary for the operator to keep track of the number of messages sent and received from each station on a daily basis, starting at 0001. (Note: there is no such time as 0000 it is 2400.) The abbreviation NR stands for number which is followed by the consecutive number of the message sent to that station during the current radio day.

(2) If you receive a message, say from Carolina Beach and the operator indicated that it is consecutive number two for you and you don't have number one ask him for the date/time group of number one. If you find you don't have the message request that he send it to you again.

4. PROSIGNS. Prosigns are used on the TWPL teletype net much the same as the radioteletype net, in most instances these will be the same prosigns. For easy reference they are listed below:

PROSIGN	MEANING
EEEEEEEE	Error.
R	I have received your transmission satisfactorily.
AS (number of minutes)	Wait.
K	Invitation for other station to transmit.
AR	End of transmission. I have nothing further.

5. TWPL TELETYPE LOG. The page sheet or perforated tape is considered to be the TWPL teletype log and a separate log is not required.

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APPENDIX E

MESSAGE HANDLING

1. PURPOSE. The purpose of this appendix is to set forth instructions covering the proper procedures to be used for handling all messages that are received or transmitted by this unit.

2. DEFINITIONS. For purposes of clarity and understanding the below definitions are listed:

a. ORIGINATOR. The person who holds the command title of a unit,

b. DRAFTER. The person who actually composes a message for release by the originator or releasing officer.

c. RELEASING OFFICER. A properly designated individual who may authorize the transmission of a message for and in the name of the originator.

d. COMMUNICATOR/OPERATOR. The person who actually copies an incoming message or sends an outgoing message.

e. MESSAGE. Any official communication between other units in the Coast Guard, or other armed force, including the civilian populace; but will usually have a date/time group.

3. PROCEDURES. For the purpose of easy reference the below procedures have been divided into those procedures concerning incoming traffic and outgoing traffic:

a. INCOMING.

(1) All messages will be copied exactly as sent. Operators shall not make any corrections to the text, date/time group, or other parts of a message. If you are not sure of a word or group have the other operator spell it phonetically for you. Remember maybe you think there is an error but that apparent error might mean something to the person receiving the message.

(2) All messages will be received by the communicator or Loran Watch ~~stander~~ *stander*. ~~The only exceptions to this are that during the work day the RV will receive all incoming messages by telephone or in the of emergency anyone who is available.~~ If someone other than the communicator or Loran Watch ~~stander~~ *stander* receives a message, it is the responsibility of the person copying the message to see that it is delivered to the communicator for processing and distribution.

(3) Messages of a non-routine nature, regardless of the precedence will be transmitted immediately to the OOD. The OOD will determine if other personnel need to be informed of the message. The OOD shall be responsible for being certain that the Commanding Officer is informed of all messages of a non-routine nature with a precedence of Priority or higher, and in his absence the EMO shall be so notified.

(4) The incoming message will be typed in triplicate, *copies* three copies, for distribution. All supply and personnel messages will be typed in quadruplet, four copies, with the extra copy being sent to the YN in the station office. The only exception to the typing of incoming messages will be that it is not necessary to type routine operational messages, i.e. control, dailies etc., on an official message blank, or messages that are received for relay to another station.

(5) The ~~supervisor~~ *and receiving the traffic* will stamp ALL incoming messages and initial in the Rec'd block. This stamp shall appear in the lower right hand corner of the message.

↓ (6) Incoming messages ~~of a routine operational nature that are not typed on a message blank~~ shall be run out of the teletype until they are the length of a message blank, for ease in handling.

(7) Incoming messages shall be held until normal working hours, for routing with the original and copies placed on the appropriate board for distribution. This does not mean that the personnel referred to in paragraph (3) shall not be notified.

~~(8) When an incoming message is typed on an official message blank the yellow, teletype, copy shall NOT be placed on the board in addition to the typed copy.~~

(8) All incoming messages are considered to be confidential, if the Commanding Officer or his representative, desire the information received disseminated throughout the station, he will pass the word.

(9) The OOD shall inform the Commanding Officer, EMO and other members of the crypto board, in the case of all encrypted traffic immediately.

(10) The TOR (Time of receipt) shall appear two lines following the break (BT) after the text. For a message received via teletype the example below is the correct form:

TOD 291756Z CU K
DE NA R XL AR

(11) When the incoming message is received via teletype the abbreviation TOD (time of delivery) shall be changed to TOR ~~when the message is typed on an official message blank~~.

(12) All messages received via teletype will be rogered for in the order that the stations are called during the initial call up.

(13) Messages received for that arrive by telephone shall be in similar format to those received by teletype and shall appear as shown:

TOR: 26L436Z/BRANT POINT/FONE/UR/IM

(14) In the case of messages received by telephone the initials of the operator sending you the message shall appear first in the TOR.

(15) When a message is received both by teletype and telephone the message with the earliest TOR should be ~~typed and distributed~~ ^{ed}. ~~There is no necessity to type up the message received later.~~

(16) When a message is received that contains a ^{message} reference in the text, the reference shall be looked up in the message file, and a synopsis of the text shall be typed below the TOR.

b. OUTGOING..

(1) The originator/drafter of a message has certain definite responsibilities in connection with originating the message. These are:

(a) Determine if a message is necessary. A message is not to be used when a letter or other form of communication will suffice.

(b) Determine the addressee(s) and the type of message.

(c) Use the correct message form. This does not release the operator from the responsibility of being certain that the message is in the correct format, or mean that the originator is required to include routing indicators for use on AUTODIN circuits.

(d) Determine the security classification.

(e) Determine the precedence for information and action addressees.

(f) Insure that the message is signed by the releasing officer.

(g) Forward the message to the communicator for transmission.

(2) The communicator/operator has definite responsibilities in connection with transmitting a message. These are:

(a) Transmit the message as expeditiously as possible. As a guideline the below listed times for transmission are listed:

Immediate or higher precedence	within 5 minutes
Priority	30 minutes
Routine	2 hours

(b) In a case where a message cannot be sent by any means in the above time frame inform the drafter/originator. If it wasn't important he wouldn't have used a message or the precedence he used.

(c) Determine the correct AUTODIN routing indicators for all addressees that are off the LORAN C net. If the message is transmitted by telephone don't include the routing indicators as this is the responsibility of the teletype operator.

(d) DO NOT transmit any message that has not been released. All outgoing messages must be released by the Commanding Officer, or personnel authorized by him to release messages. The Electronics Material Officer, being second in Command of this unit, is authorized, during the absence of the Commanding Officer, to release all messages required in the execution of his duties. Further he may release messages of a general routine nature pertaining to immediate LORAN operations and emergency situations requiring immediate action or reply. All other personnel authorized to release messages will be so designated by letter from the Commanding Officer. The letter will designate the types of messages that the named person is authorized to release. A copy of this letter for each person shall be kept on file at Operations.

~~(e) The message will be typed on an official message blank following the same general rules as those for incoming messages. See paragraph 3.a.(4) through 3.a.(8).~~

(f) The TOD (Time Of Delivery) shall appear two lines following the break (BT) after the text. These will take the same form and appearance of those listed for incoming messages.

4. MESSAGE ROUTING. Normal message routing for traffic leaving this unit is via TTY Circuit 04-GT-0025. The exceptions to this routing are listed below:

a. All messages concerning LORAN C will be sent over the LORAN C teletype net. If commands other than those on the LORAN C net are information addressees Carolina Beach can relay over AUTODIN networks.

b. All LORAN A messages will be sent via the normal routing except messages addressed to Cape Hatteras. Be sure to utilize the ZFN prosign, as discussed in APPENDIX F.

Change E-4

5. MESSAGE LOG. A log of all messages sent or received will be maintained. Entered in this log will be:

- a. Date/time group of the message.
- b. The originator of the message.
- c. The station to whom the message was sent for delivery or relay, or the station who you received the message from.
- d. The time of receipt or delivery.
- e. The operators initials. Both the sending operators or receiving operators and yours.

APPENDIX F

MESSAGE STRUCTURE AND DRAFTING

1. PURPOSE. The purpose of this appendix is to set forth instructions and guidelines of message structure and drafting.

2. MESSAGE CATEGORIES. There are three types or general categories of messages:

a. Operational. Operational messages are those having to do with the operational mission of a unit. Such as: Milstrip requisitions for spares, abnormalities occurring to Lorain rates, or reports of warning of grave natural disaster, i.e. hurricanes, etc.

b. Administrative. Administrative messages are those which deal primarily with matters which do not directly affect the operational mission of a unit. Examples of administrative messages are those dealing with personnel, logistics, etc.

c. Service. Service messages are those which correct or amend a message which has been previously transmitted and an error was found.

3. DRAFTING. The following guidelines should be followed in drafting any message.

a. Be brief. All messages should be as brief as possible without losing any meaning in the text.

b. It should be necessary. If other means of communications are available, and an answer is not required by message, use the mail system.

c. Use authorized abbreviations. Use of unauthorized abbreviations causes delays and misunderstanding. If an abbreviation would cause an ambiguity, write out the word, or words in full.

d. Use the correct format. The operator should receive the message from the drafter/originator in the correct format. It will then be necessary for the operator to include the additional information in the format that is not usually readily available to the drafter/originator.

(1) AUTODIN format. The format for cutting a tape for use on AUTODIN circuits is shown on the following pages. In view of the fact that eventually any teletype message might end up on an AUTODIN circuit only this format will be discussed or used.

(2) The below sample is for reference of both the operator and the drafter/originator:

Line number	Content	Machine function
1	Call signs	2 CR 2 LF
2		15 LTRS
3	Precedence date/time group	2CR 1 LF
4	Originator	2 CR 1 LF
5	Delivery responsibility/Action addressee	2 CR 1 LF
6	Delivery responsibility/Information addressee	2 CR 1 LF
7	Group Count	2 CR 1 LF
8	BT	2 CR 1 LF
9	Classification	2 CR 1 LF
10	Staff symbols	2 CR 1 LF
11	References	2 CR 1 LF
12	Text	2 CR 1 LF after each and every line
13		12 LTRS
14	BT	2 CR 2 LF
15		
16	TOD/TOR	

Machine function abbreviations: (these concern the operator only)

CR	Carrage Return
LF	Line Feed
LTRS	Letters

e. Explanation of lines for drafter/originator:

(1) Line 1. See under operator.

(2) Line 2. See under operator.

(3) Line 3. Prosign for precedence assigned. Dual precedence may be used, in which case the two prosigns shall be separated by a space; they indicate the precedence of all action and all information addressees respectively. There shall also be on space between the precedence prosign and the actual date/time group.

(a) Precedence prosigns.

Z - Flash - Easy contact reports, air defense warnings.

O - Immediate - Requests for aircraft flight info, flight plans and changes, aircraft movements etc.

P - Priority - SAR situation reports (SITREPS), A/N deficiencies, important weather information etc.

R - Routine - Normal operational messages, ship movements, and administrative matters requiring rapid transmission.

(b) Date time/group. The date time group shall be expressed in ZULU time, indicated by the prosign Z immediately following the six digits indicating the date and time. The month, abbreviated with the authorized three letter abbreviation, shall follow the date and time separated by one space. The last two digits of the year will follow the month separated from the month by one space.

(4) Line 4. Prosign FM followed by name or authorized abbreviation of originator in plain language.

(5) Line 5. Prosign TO followed by name or authorized abbreviation for the action addressee(s).

(6) Line 6. Prosign INFO followed by the name or authorized abbreviation for the information addressee(s).

(7) Line 7. See under operator.

(8) Line 8. Prosign BT to separate text from message heading.

(9) Line 9. Classification, indicated by the authorized abbreviation for the classification. Under normal circumstances the message will be unclassified and the abbreviation UNCLAS shall appear in line 9. The only time that a classified message will be sent in plain language is when it is of FLASH precedence.

(10) Line 10. Staff symbols. The authorized abbreviation for the office within the action addressees command. Staff symbols are used ONLY when the Commandant of the District Command is the action addressee. Then and only then when there are no addressees outside the Coast Guard.

(11) Line 11. References will normally consist of YOUR, MY or the name or authorized abbreviation for the command who originated the message or letter to which you are referring followed by the date/time group of the message.

(a) If the reference was originated in other than the current month it is required that the month and year be included as part of the date/time group reference line.

(b) The precedence prosign shall not be used in the reference line in connection with the date/time group.

(c) The prosign NOTAI will be used in the reference line, immediately following the date/time group, if all of the addressees included in the message were not included on the message to which you are referring.

(12) Line 12. Line twelve is the body of the text of your message.

(13) Line 13. See under operator.

(14) Line 14. Prosign BT to indicate the end of the message.

(15) Line 15. See under operator.

(16) Line 16. See under operator.

f. Explanation of lines for operator.

(1) Line 1. Call signs of the stations the message is addressed to for action and information on the Loran C net. See example below:

(a) Call up example:

CB DE NA NR Ø1
BD DE NA NR Ø2

(b) To enable this unit to keep track of the number of messages sent and received, for monthly reporting purposes, it is necessary that the operator include the consecutive number of messages sent to each station on a daily basis. The period is from 0001Z to 2400Z.

(2) Line 2. Insert fifteen letters functions for AUTODIN switching information that is added later in the relay process. The insertion of the machine functions saves time for the relay operator as he does not have to prepare a new tape for relay. Just figure your average preparation time for a message and figure that a message will be relayed four times and the number of hours to get a message where it is going is quite extensive.

(3) Line 5. If the message is going off the Loran C net the operator must insert the routing indicators after the prosign TO, separated by one space. The routing indicator shall be followed by a slash (/) and the name or authorized abbreviation of the command with no intervening spaces.

(a) Prosign ZEN. When there are multiple addressees in a message heading and the message is sent via two different means, i.e. when the First District is the action addressee and Carolina Beach is the information addressee and the message is sent to the First District by telephone and to Carolina Beach by teletype, ZEN shall precede Carolina Beach in the message sent to the First District and ZEN shall precede the First District on the message sent to Carolina Beach. This provides the other station operators with the information that they have no relay responsibility. See the below example for clarification:

(1) The message heading sent by telephone to the First District should appear as below:

P 121314Z JAN 76
FM COGARD LORSTA NANTUCKET
TO CCGDONE
INFO ZEN/COGARD LORSTA CAROLINA BEACH
BT

(2) The message heading sent by teletype to Carolina Beach should appear as below:

P 121314Z JAN 76
FM COGARD LORSTA NANTUCKET
TO ZEN/CCGDONE
INFO COGARD LORSTA CAROLINA BEACH
BT

(4) Line 6. The same comments apply here as for line five.

(5) Line 7. The prosign GR followed by the number of groups in the text of the message. Group count is only required on off-line encrypted messages. When the group count is not required the PROSIGN is left out of the message heading. Off-line encrypted messages are the type we normally receive.

(a) Before you receipt for a message with a group count be certain that the number of groups you have is the same as the number indicated.

(6) Line 13. Insert 12 letters functions for AUTODIN switching information.

(7) Line 15. This line contains no information, it provides separation between the message ending and the TOD.

(8) Line 16. Insert the TOD or TOR information in accordance with APPENDIX E to this section.

g. Additional information that the operator should be aware of and check for.

(1) Unnecessary machine functions, i.e. several letters in the body of a message, should be avoided.

(2) Exactly two carriage returns are required at the end of each line. Spacing over, to fill in left out characters will cause garble when passed through AUTODIN equipment, necessitating repeated transmissions and delay of delivery to addressees, not to mention the additional work load required from the station that has to repeat the transmission.

(3) There should be no indentation any place in the message heading.

(4) It is the responsibility of the operator who first places the message on a teletype circuit to include the routing indicators and be certain the message is in AUTODIN format. If the message is sent by telephone don't include routing indicators.

TAB A TO APPENDIX F

COMMONLY USED ROUTING INDICATORS

1. Listed below are the most commonly used routing indicators, included are the authorized abbreviation for the addressee.

COMDT COGARD	RUEBJGA
CCGDONE	RUEDDHA
CCGD TWO	RUEZHLA
CCGDTHREE	RUEQELA
CCGDFIVE	RUEBNSA
CCGDSEVEN	RUCLFOA
CCGDEIGHT	RUDONBA
CCGDSEVENTEEN	RUKKMJA
RADSTAWASH	RUEBJGA
SPACE DIS FOR CEN ESSA, BOULDER COL	RUWTGPA
SOLAR FOR CEN NORAD, CHEYENNE MOUNT COMPLEX	RUWRMOA
COMCOGARDACTEUR	RUDONBA
SUPCEN BROOKLYN	RUEDEEA
LORMONSTA KEFLAVIK	RUDISDM
LORSTA SANDUR	RUDISDM
LORMONSTA ST. ANTHONY	RUDISDM
LORSTA ANGISSOC	RUDISDM
LORSTA EJDE	RUDISDM
LORSTA BACCARO NS	RCEPVM
COGARD RECEN WILDWOOD	RUEDEEA
EGLIN AFB	RUCLFMA
USNAVOBS	RUEBPAA

TAB B TO APPENDIX F

SAMPLE MESSAGES

1. PURPOSE. The purpose of this tab is to provide drafters and operators with sample message formats. For additional information on message drafting readers are referred to Coast Guard Communications Manual (CG-233) sections 1321 through 1326.

SAMPLE MESSAGE

SERVICE

R 131313Z AUG 76
FM COGARD LORSTA NANTUCKET MA
TO CCGDONE BOSTON MA
COGARD LORSTA CAROLINA BEACH NC
BT
UNCLAS
1. ZUI MY 131212Z AUG 76
2. C WA 1. M-X VICE M-Y
BT

NOTE: A SERVICE MESSAGE IS SENT ONLY IF NEEDED TO CORRECT A MESSAGE WHICH HAS BEEN SENT INCORRECTLY. ALL ADDRESSEES WHO WERE SENT ON THE ORIGINAL MESSAGE WILL BE SENT AS ACTION(TO) ADDRESSEES ON THE SERVICE, THERE ARE NO ADDRESSEES ON THE SERVICE MESSAGE AS THE MESSAGE IS SENT TO CORRECT THE ORIGINAL MESSAGE .. A SERVICE MESSAGE WILL ALWAYS HAVE THE SAME PRECEDENCE AS THE ORIGINAL MESSAGE.

SECURITY CLASSIFICATION-

DEPARTMENT OF
TRANSPORTATION
U. S. COAST GUARD
CG-2655 (Rev.3-67)

U. S. COAST GUARD - OFFICIAL MESSAGE

UNIT

4 NANTUCKET

DATE

18 AUG 76

SAMPLE MESSAGE

LORAN C DAILY

R 130100Z AUG 76
 FM COGARD LORSTA NANTUCKET MA
 TO COGARD LORSTA CAROLINA BEACH NC
 BT
 UNCLAS
 LORAN C DAILY REPORT FOR 12 AUG 76

1.	TINO	MXTD	ECD
	49399.68	37776.89	NEG .63

2. N/A
 3. NONE
 4. NONE
 5. AVG Ø TO PEAK 60.0 ANT 25.0 TOT CATH 1.45 PLATE 15.5
 OPER XMTR S/N 24
 6. NONE
 7. NONE
 8. CS 622-284 POS .026/.128
 CS 622-384 NEG .026/.129
 9. VALID COMMANDS 12 BLINK 0.0 OFF AIR 0.0
 BT

181311Z AUG 76

PREFERENCE

INFO

DRAFTED BY:

I FUNK

RELEASED BY:

I FUNK

SECURITY CLASSIFICATION-

DEPARTMENT OF
TRANSPORTATION
U. S. COAST GUARD
CG-2655 (Rev.3-67)

U. S. COAST GUARD - OFFICIAL MESSAGE

UNIT
COGARD LORSTA NANTUCKET

DATE
18 AUG 70

S A M P L E M E S S A G E

LORAN C ABNORMALITY

P 181730Z AUG 70
FM COGARD LORSTA NANTUCKET
TO COGARD LORSTA CAROLINA BEACH
INFO CCGDONE

BT

UNCLAS

LORAN C ABNORMALITY

1. SS-7 Y (INSERT UNSTABLE, OFF AIR AS THE CASE MAY BE)
FM (ENTER SIX DIGIT DATE AND TIME) TO (ENTER SIX DIGIT
DATE AND TIME) DUE (INSERT REASON - IF IT TAKES MORE
THAN FIVE MINUTES TO GET BACK IN SYNC EXPLAIN REASON THERE
WAS NO SWITCH OF EQUIPMENTS).

2. WATCHSTANDER (ENTER RATE AND LAST NAME OF THE WATCH-
STANDER) SUPERVISOR (ENTER RATE AND LAST NAME OF WATCH
SUPERVISOR).

BT

TOD 181735Z AUG 70/CB/IMU

DATE-TIME GROUP

PRECEDENCE

ACTION

PPP

181730Z AUG 70

INFO PPP

DRAFTED BY:

RELEASED BY:

ABSEE

URFINE

SECURITY CLASSIFICATION-

DEPARTMENT OF
TRANSPORTATION
U. S. COAST GUARD
CG-2655 (Rev. 3-67)

U. S. COAST GUARD - OFFICIAL MESSAGE

UNIT COGARD LORSTA NANTUCKET

DATE 18 NOV 70

S A M P L E M E S S A G E

SERVICE

R 181818Z NOV 70
FM COGARD LORSTA NANTUCKET
TO COGARD LORSTA CAROLINA BEACH
CCGDONE
BT
UNCLAS
SVC
1. ZUI MY 181715Z NOV 70: C NA L. M-X VICE M-Y.
BT

TOD 181830Z NOV 70/CB/IMU

NOTE: A SERVICE MESSAGE IS SENT ONLY IF NEEDED TO CORRECT A MESSAGE WHICH HAS BEEN SENT INCORRECTLY. ALL ADDRESSEES WHO WERE SENT THE ORIGINAL MESSAGE WILL BE SENT AS ACTION (IO) ADDRESSEES ON THE SERVICE, THERE ARE NO INFORMATION ADDRESSEES ON A SERVICE MESSAGE AS THE MESSAGE IS SENT TO CORRECT THE ORIGINAL MESSAGE. A SERVICE MESSAGE WILL ALWAYS HAVE THE SAME PRECEDENCE AS THE ORIGINAL MESSAGE.

DATE-TIME GROUP
181818Z NOV 70

PRECEDENCE

ACTION^{RRR}

INFO

DRAFTED BY:

IMUNDER

RELEASED BY:
IMUNDER

SECURITY CLASSIFICATION

DEPARTMENT OF
TRANSPORTATION
U. S. COAST GUARD
CG-2655 (Rev.3-67)

U. S. COAST GUARD - OFFICIAL MESSAGE

UNIT

COGARD LORSTA NANTUCKET

DATE

14 SEP 70

S A M P L E M E S S A G E

LORAN C ROUTINE OFF AIR REQUEST

R 051725Z SEP 70
 FM COGARD LORSTA NANTUCKET
 TO ZEN/COGARD LORSTA CAROLINA BEACH
 INFO CCGDONE
 ZEN/COMDT COGARD
 ZEN/CCGDFIVE
 BT
 UNCLAS
 OFF AIR REQUEST
 1. REQUEST OFF AIR FM 271400Z TO 271600Z OCT FOR ANT
 MAINT. ALTERNATE DATE OF 30 OCT REQUESTED IN CASE
 OF INCLEMENT WEATHER.
 BT
 BOB 052000Z / INT/FCNE/1MU/SBK

DATE-TIME GROUP

051726Z SEP 70

PRECEDENCE

ACTION RRR

INFO RRR

DRAFTED BY:

RELEASED BY:

JFW

JFW

F-TAB 3-5

ORIGINAL

APPENDIX G

MINIMIZE

1. MINIMIZE is an order to reduce and control message and telephone traffic for reason of an actual, anticipated, or simulated emergency. This action of reducing the volume of message and long distance telephone traffic over a communication system facilitates the prompt transmission of vital traffic. Vital traffic is defined as that traffic, of any precedence, which must be transmitted electrically in order for the command(s) or unit(s) to accomplish effectively their mission under prevailing, or anticipated, emergency conditions.

a. It is emphasized that MINIMIZE is actually imposed by commands upon users and not upon communications networks. This reduction in traffic is achieved by promulgation of the one word order, MINIMIZE.

(1) Sample message:

FROM: JCS
TO: ALMILACT
BT
UNCLAS
MINIMIZE WORLD WIDE
BT

2. Message Exemptions. Originators of certain types of messages are exempted from MINIMIZE in order to preclude any interruption of important operations. The following types of messages are exempted:

(1) Messages containing critical intelligence.

(2) Messages containing status information or instructions pertaining to the communication system affected by MINIMIZE.

(3) Messages relating to aircraft movements.

(4) Messages relating to movement of fleet units.

(5) Messages relating to movement of troops.

(6) Messages containing perishable weather information.

(7) Messages relating to continuing R&D programs vital to the national interest.

(8) Messages pertaining to logistical and statistical activities having a bearing on operational readiness.

(9) Messages relating to serious illness, accident, or death involving Coast Guard or DON personnel and members of their immediate families.

(10) Messages over local tactical telephone systems.

3. Upon receiving a MINIMIZE message, the Commanding Officer, Electronics Material Officer, and all Department Heads are to be notified. Until MINIMIZE is removed, all message and long distance telephone traffic will be kept to an absolute minimum, using the above material as a guideline.

MAIL HANDLING

1. PURPOSE. The purpose of this appendix is to set forth proper procedures to be followed in handling mail.

2. MAIL ORDERLIES. All official and personal mail will be handled by the authorized mail orderly only. Such mail orderlies will be designated in writing. A copy of the letter designating mail orderlies will be on file with the Post master, U. S. Post Office, Siasconset, Massachusetts. All mail orderlies will be issued form DD-285 which is to be presented to the Postmaster on demand.

3. The official U. S. Mail Box at this unit is located in the new wing vestibule of the barracks. The mail will be picked up from this box at the following times:

Monday thru Friday	0930 and 1300
Saturday	1100
Sundays and Holidays	None

4. The official mailing address of this unit is as follows:

USCG LORAN A/C Station
Siasconset, MA 02564

all personnel will use this as a return address and inform others who might have the occasion to write them of this address and avoid mail being sent to the wrong unit.

5. Mail runs will be made at the same time as those listed in the paragraph number 3.

6. Mail received at this unit will be handled as follows:

- a. The mail orderly will turn over all mail to the OOD.
- b. The OOD will be responsible for all registered/insured mail and will notify the YN, EMO or CO upon receipt of this type of mail.
- c. The OOD or YN will sort out the personal mail and place it in the boxes provided.
- d. The YN will place any and all official mail on the CO's desk during weekdays. On Saturdays the OOD will place all official mail on the YN's desk.

7. A directory file, and a registered and insured mail log will be maintained by the YN and be available in the station office.

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