

CHAPTER 4 – MISCELLANEOUS PROCEDURES

401. METHOD OF SYNCHRONIZING TIME

1. If an accurate time check is desired, it will be requested by using the proword "REQUEST TIME CHECK". The time at which the check is required may be indicated by the addition of a four-figure group, normally local zone time.

EXAMPLE:

1 requires to check his clock and transmits:

"Zero — THIS IS — One — REQUEST TIME CHECK — OVER".

0 transmits:

"Zero — TIME CHECK One Eight Zero Two — (Pause) — One Five seconds — One Zero seconds — Five — Four — Three — Two — One — TIME One Eight Zero Two — OVER".

1 transmits:

"One — ROGER — OUT".

2. Should the occasion arise when the control station desires to give an accurate time check to all stations on the net, he will pause a sufficient period of time between his warning phrase and the commencement of his count-down to allow all receiving operators to prepare their watches. The control station may announce his intention of transmitting a time check at a certain time, using the phrase "TIME CHECK at".

EXAMPLE:

0 transmits:

"All Stations — THIS IS — Zero — Time Check at One Nine Three Zero — (pause to allow operators time to prepare their watches) — One Five seconds — One Zero seconds — Five — Four - Three — Two — One — Time One Nine Three Zero — OVER".

1 transmits;

"One — ROGER — OUT".

2 transmits:

"Two — ROGER — OUT".

3 transmits:

"Three — ROGER — OUT".

4 transmits:

"Four — ROGER — OUT".

3. When a less accurate time check is required, the requesting station will use prowords "SEND TIME"; reply is given digit by digit accurate to the nearest minute.

402. "BEADWINDOW" PROCEDURE

1. BEADWINDOW is a simple, rapid procedure for use by circuit operators to police the security of non-secure voice networks. It brings to the immediate attention of operators the fact that an essential element of friendly information (EEFI) has been disclosed on the circuit;

additionally, the BEADWINDOW report serves to alert other operators on the net of the EEFI disclosure and thus acts as an educational aid, producing increased security awareness among operators and an overall improvement in the security of non-secure voice communications.

2. Use of BEADWINDOW in operations and exercises is not mandatory but its use is encouraged on all Maritime non-secure voice circuits as a minimum.

3. The BEADWINDOW procedure uses a code word (BEADWINDOW)-and-number combination which is transmitted immediately to the station disclosing an EEFI. When a station on the net transmits information listed in an EEFI, the net control operator (or any operator on the net in the event the net control operator fails to take action) transmits the code word "BEADWINDOW" followed by the number of the EEFI which has been disclosed.

EXAMPLE: If an operator discloses a unit's position, the net control operator will call the offending station and transmit "BEADWINDOW 1 OVER".

NOTE: The only authorized reply to a BEADWINDOW report is "ROGER —OUT".

4. Approved broad EEFIs for general use are listed below. An appropriate keyword or key phrase has been assigned to each EEFI for ease of training and rapid understanding of BEADWINDOW reports. Additional EEFIs for specific operations or exercises may be developed and broad EEFIs expanded by individual nations or by operational commanders and included in operations plans or orders. This may be accomplished by adding new EEFI categories (i.e., 8, 9, 10) or by expanding existing categories (e.g., 21 – Force Composition, 22 – Force Capabilities, 23 – Force Limitations, etc). The EEFI list should be posted in clear sight of the operator at all non-secure voice positions for rapid reference.

EEFI List:

Key No	Key Word	Definition
1	Position	Friendly or enemy position, movement or intended movement, position, course, speed, altitude, or destination of any air, sea, or ground element, unit or force.
2	Capabilities	Friendly or enemy capabilities or limitations, force compositions, or identity; capabilities limitations, or significant casualties to special equipment, weapons systems, sensors, units or personnel. Percentages of fuel or ammunition remaining.
3	Operations	Friendly or enemy operations – intentions, progress, or results. Operational or logistic intentions – assault objectives – mission participants – flying programs – mission situation reports – results of friendly or enemy operations.
4	EW	Friendly or enemy EW/EMCON – intentions, progress, or results, intention to employ ECM – results of friendly or enemy ECM – objectives of ECM – results of friendly or enemy ECCM – results of Electronic Warfare Support Measures (ESM) – present or intended EMCON policy – equipment affected by EMCON policy.
5	Personnel	Friendly or enemy key personnel. Movement or identity of friendly or enemy flag officers, distinguished visitors, unit commanders – movement of key maintenance personnel indicating equipment limitations.

Key No	Key Word	Definition
6	COMSEC	Friendly or enemy COMSEC breaches – linkage of codes or codewords with plain language – compromise of changing frequencies or linkage with line numbers/circuit designators – linkage of changing call signs with previous call signs or units – compromise of encrypted/classified call signs – incorrect authentication procedure.
7	WRONG Circuit	Inappropriate transmission. Information requested. Transmitted or about to be transmitted which should not be passed on subject circuit because it either requires greater security protection or is not appropriate to the purpose for which the circuit is provided.
8	As Required	For assignments as required.
9	As Required	For assignments as required.
10	As Required	For assignments as required.

403. DELEGATING AND ASSUMING CONTROL

1. All instructions dealing with the assumption and passing of control should, where possible, be passed by secure means. Where this is not possible the following procedure is to be used; if there is any suspicion that the orders to delegate or assume control may not be genuine, authentication is to be employed.

2. Delegation to/Assumption by an Alternative HQ Vehicle:

- a. Control may wish to delegate his responsibilities. He may or may not give an explanation. He selects a

substation or an alternative headquarters vehicle and instructs that station to assume control.

EXAMPLE:

Control transmits:

"Two — THIS IS — 0 — ASSUME CONTROL — OVER".

2 transmits:

"Two — WILCO — OUT".

The new control, 2B, then may ask all stations for a radio check, using the call sign 2 for this and subsequent transmissions. The original control station answers such calls with the call sign 2A (or 2C, etc., as appropriate).

- b. Control may break down or otherwise cease to function. In this event, control of the net then devolves on the previously designated substation or, if none, on the senior substation. Substations first check that control is no longer on the air.

EXAMPLE:

2B transmits:

"ALL STATIONS — THIS IS — Two Bravo — Have you heard anything from call sign Zero OVER".

Stations reply in order:

"Two Charlie — NO — OUT".

"Two One — NO — OUT".

"Two Two — NO — OUT".

"Two Three — NO — OUT".

After a five-second pause for control to answer, if able, 28 then transmits:

"ALL STATIONS — THIS IS — Two Bravo — I AM ASSUMING CONTROL — OUT".

While acting as control, 2B uses the call sign 2 and not 2B.

- c. If control returns to the net to reassume control, he uses his own call sign, 2A in this case.

EXAMPLE:

2A transmits:

"ALL STATIONS — THIS IS — Two Alfa — I AM ASSUMING CONTROL — RADIO CHECK — OVER".

In subsequent transmissions he uses the call sign 2, instead of 2A, and the deposed control reverts to 2B.

- d. A substation with authority on the net, (e.g., CO's rover) may wish to assume control.

EXAMPLE:

9 transmits:

"ALL STATIONS THIS IS — Nine — I AM
ASSUMING CONTROL RADIO CHECK OVER".

3. **Formation Nets.** When control is being delegated to, or assumed by, a substation for only a short time, call signs are not to be changed. Where, however, a formation is moving its headquarters and has sent out a step-up headquarters station, a permanent change of control takes place when command passes from the old to the new location. The executive order for this change is normally given by secure means or code word. The station that was the step-up assumes the call sign previously used by control; the old control, if it remains on the net, adopts the call sign previously used by the step-up.

404. CODE WORDS

1. A code word is a single word used to provide security cover for reference to a particular classified matter. The issue and withdrawal of code words are registered, and when promulgated they are assigned meanings. Both the code word and its meaning are registered and are given an appropriate security classification. Frequently, the meaning may be classified higher than the code word itself.

2. Code words may be used as names for plans, projects, operations, trials and exercises, or for designated geographical locations in conjunction with these.

405. NICKNAMES

1. A nickname consists of two separate words neither of which may be a color. In no case may the second word be "ROUTE", "ROOT", or any other

similar sounding word. Nicknames may be used for convenience in intercommunication, for reference to unclassified matters, target indication, and in reference to geographical locations. They must not be used to indicate personalities, to identify units or formations, or to provide security cover in any other way.

2. Nicknames for intercommunication are usually allocated for:
 - a. Changing frequency;
 - b. Imposing, breaking and lifting radio silence;
 - c. Closing down; and
 - d. Rebroadcasting a net.
3. It is important when using nicknames in intercommunication, that the originating station make certain that all recipient stations have correctly received the nickname. When a transmission consists simply of a nickname, it will be read back by all recipients.

EXAMPLE:

0 transmits:

"All Stations — THIS IS — Zero — TOP HAT — OVER".

Substations answer in order of seniority:

"One — TOP HAT — OVER".

"Two — TOP HAT — OVER".

"Three — TOP HAT — OVER".

"Four — TOP HAT — OVER".

0 transmits:

"Zero — TOP HAT — Now — OUT".

4. How often nicknames should change, is not specifically laid down, but once used over the air nicknames have no security value whatsoever.

406. RADIO SILENCE

1. Radio silence may be imposed or lifted by the control station on the net, or nets, for which it is responsible.
2. Radio silence may be predetermined or may occur in an emergency. When predetermined, instructions for imposing, lifting, or breaking radio silence are to be passed by any secure means available.
3. Radio silence is to be imposed in accordance with the instructions given. This will normally be by the use of nicknames, or other predetermined designator. Lifting or breaking radio silence may be achieved in the same way, or by the use of transmission.

EXAMPLE: (The control station has been authorized to lift radio silence. The nickname assigned for lifting radio silence is “TOP HAT”.)

0 transmits:

“ALL STATIONS — THIS IS — Zero — TOP HAT — OVER”.

Substations answer in Alphabetical sequence:

“One — TOP HAT — Over”.

“Two — TOP HAT — OVER”.

“Three — TOP HAT — OVER”.

“Four — TOP HAT — OVER”.

0 transmits:

“ALL STATIONS — THIS IS — Zero — TOP HAT — NOW
OUT”.

4. Radio Silence may be broken by any station, subject to the conditions laid down in the original instruction. The remainder of the net maintains radio silence; a break by one station does not lift radio silence.

EXAMPLE:

2 transmits:

“Zero — THIS IS — Two — HAT FRAME — Enemy tanks
entering wood — OVER”.

0 transmits:

“Zero — ROGER — OUT”.

407. CHANGING FREQUENCY

1. Frequency changes are of two kinds:

- a. Security; and
- b. Technical and tactical.

2. Security Changes:

- a. These are large-scale, pre-arranged changes intended to deceive the enemy. Such changes are organized by higher formation. Security changes include the simultaneous change of all frequencies in the formation, at specified times or intervals; and
- b. Full details of security changes must be notified in advance to all concerned, and must include the exact time at which the frequency change is to take place. This time is decided by the theatre commander and is also the time at which daily changing call signs, net identification signs and operators change. No warning transmission is made in connection with security changes, and they are affected solely on time.

3. Technical and Tactical Changes:

- a. These changes may be ordered because of deterioration of working conditions or regrouping of forces. Causes of deterioration include:
 - (1) Changes in radio conditions.
 - (2) Changes in range, and

- (3) Interference or jamming.
- b. Technical and tactical frequency changes normally involve the use of alternative frequencies. Each frequency within a unit's or formation's assignment is allocated a nickname for reference purposes. The order to change to a designated frequency is given by simply quoting the nickname appropriate to that frequency; all recipient stations then read back as laid down in art 405-3. The following additional points should be noted:
- (1) Only control may order a change of frequency, except that by delegated authority a step-up station may order certain stations to change.
 - (2) The substations do not act upon the preparatory order, other than by reading it back in the manner shown in art 405.
 - (3) Control normally delays giving the executive order until he is satisfied that all substations have correctly received the preparatory order. Only in exceptional circumstances does control give the executive order before being so satisfied.
- c. The procedure to be adopted by a substation which has not, after a specified period, been contacted on the new frequency is to be laid down in local SOPs. The normal procedure is that the substation reverts to the old frequency and awaits a call. In order to avoid fruitless and undesirable calling on the old frequency, SOPs must clearly specify that, on reversion to the old

frequency, the initial duty of a substation is to listen out and not to call. On re-establishing communication on the old frequency, the order to change is repeated and substation(s) try again. Further action, after a second failure and second reversion to the old frequency, will require a decision by the responsible Signal Officer or NCO at the control station. Control may order a spare radio set (or a substation) to reopen on the old frequency to give further instructions.

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Figure 4-1: Loss of Contact — Clock Method

NOTE: The inner circle is for nets with two frequencies, the outer circle is for nets with three frequencies.

- d. If because of interference a change of frequency is required and the order to change cannot be given using normal procedure, stations may adopt loss-of-contact procedure and change frequency automatically by using the clock method (see Figure 4-1):
- (1) All frequency changes are to be made on the even 10 minutes after the hour to the next frequency listed; and
 - (2) Remain on the new frequency until contacted by the control station or until the next 10-minute interval is reached.

408. CLOSING DOWN

1. No net will close down without prior permission from the control station. The greatest possible care must be taken by the control station never to close down a net without being completely satisfied that substations know or will know the time and frequency of opening up again. The necessary orders will always be given by the most secure means available. In an emergency, the orders may have to be sent over the radio by a voice code before the net closes down.

2. When the control station has satisfied himself regarding arrangements for opening up again, he will order the net to close down by the use of a nickname.

EXAMPLE:

0 transmits:

"All Stations — THIS IS — Zero — HOUSE BOAT —
OVER".

The substations answer in alphabetical sequence:

"One — HOUSE BOAT — OVER".

"Two — HOUSE BOAT — OVER".

"Three — HOUSE BOAT — OVER".

"Four — HOUSE BOAT — OVER".

0 transmits:

"Zero — HOUSE BOAT — Now — OUT".

NOTE: The procedure cannot be distinguished from the procedure for changing frequency or imposing radio silence.

3. When an individual station for technical reasons wishes to close down, permission will be requested by secure means.
4. Rover stations must request permission to close down in their own headquarters. When away from their own headquarters, they will normally stay on listening watch; however, if necessary, they will inform the station of the headquarters they are in, who will act as guard station, before closing down.

409. REBROADCAST PROCEDURES

1. A condition frequently arises in which one or more stations on a net are in such a geographic location or are at such a distance from the remainder of the net, and particularly from the control station, that communication becomes impossible. By using a rebroadcast station it is often possible to maintain communications.

2. Dependent on the type of equipment used, rebroadcast stations may operate automatically or may be switched manually.
3. The procedures for establishing rebroadcast on a net depend to a large extent on the net organization, equipment available, and type of rebroadcast required, and are, therefore, beyond the scope of this publication.
4. To offer maximum availability to the staff, however, transmissions to and from the rebroadcast station itself should be severely restricted and should be entirely unnecessary provided the following points are clearly defined in unit Standing Operating Procedures:
 - a. All tactical, engineering and administrative instructions for the rebroadcast station are to be pre-planned or given by liaison visit to the detachment;
 - b. If this cannot be done, urgent instructions may be given via other means; and
 - c. Only where other means fail, and time does not permit a liaison visit, is direct contact made to the rebroadcast station.
5. If the time for the rebroadcast station to commence operation has been pre-determined, the rebroadcast station will advise the net when he has commenced rebroadcast by transmitting the phrase "This is a rebroadcast net — OUT".
6. If the time the rebroadcast is to commence is unknown, the control station will transmit the proword "REBROADCAST YOUR NET" to the rebroadcast station at the desired time.

7. When rebroadcast is no longer required, the control station will transmit the proword "STOP REBROADCASTING" and the net will resume normal working.

8. On unit nets (covered in Chap 3) the procedure for establishing rebroadcast should be as above.

EXAMPLE A: (When a nickname is used):

The control station directs 91B to operate in the rebroadcast mode.

0 transmits:

"Nine One Bravo — THIS IS — Zero — TOP HAT
(Rebroadcast your net) — OVER".

91 B transmits:

"Nine One Bravo — TOP HAT — OVER".

0 transmits:

"Zero — TOP HAT — Now — OUT".

91B informs the stations concerned to change to the rebroadcast frequency.

Once the stations are established on the RRB frequency, 91B transmits on the control station frequency:

"Zero — THIS IS — Nine One Bravo — LUCKY DAY (This is a rebroadcast net) — OVER".

0 transmits:

"Zero — LUCKY DAY — OVER".

91B transmits:

"Nine One Bravo — LUCKY DAY — Now — OUT".

91B advises those stations on the RRB frequency that the rebroadcast net is established.

91B transmits:

"Two — THIS IS -- Nine One Bravo — LUCKY DAY — OVER".

2 transmits:

"Two — LCCKY DAY — OVER".

91B transmits:

"Nine One Bravo — LUCKY DAY — Now — OUT".

EXAMPLE B: (When a nickname is not used):

The control station directs 91B to operate in the rebroadcast mode.

0 transmits:

"Nine One Bravo — THIS IS — Zero — REBROADCAST YOUR NET — OVER".

91B transmits:

"Nine One Bravo — ROGER OUT".

91B informs the stations concerned to change to the rebroadcast frequency. Once the stations are established on the RRB frequency, 91B transmits on the control station frequency:

"Zero — THIS IS — Nine One Bravo — This is a rebroadcast net — OVER".

0 transmits:

"Zero — ROGER — OUT".

91B advises those stations on the RRB frequency that the rebroadcast net is established.

91B transmits:

"Two — THIS IS — Nine One Bravo — This is a rebroadcast net — OVER".

2 transmits:

"Two — ROGER — OUT".

410. LONG-MESSAGE PROCEDURE

1. If a message takes more than 30 seconds to send, the following procedure will be used:
 - a. A preliminary call will be made offering the message, using the proword "LONG MESSAGE";

- b. It will be sent in sections;
- c. Each section will last approximately 30 seconds and terminate with the proword "MORE TO FOLLOW";
- d. Receiving stations will answer in turn and, if necessary, ask for repetitions;
- e. After obtaining receipts from all receiving stations, the sender will pause for five seconds, to allow any other station to transmit an urgent message;
- f. The next or subsequent section of the message will be preceded by the last word or phrase of the section previously transmitted, using the proword "ALL AFTER"; and
- g. This procedure will be repeated until the message is cleared.

EXAMPLE A:

0 transmits:

"One — Two — THIS IS — Zero — LONG MESSAGE — OVER".

1 transmits:

"One — SEND — OVER".

2 transmits:

"Two — SEND — OVER".

0 transmits:

"Zero — Tanks advancing from wood — GRID Six Seven Four Two — supported by infantry — full stop — mortar firing on buildings — GRID Six Eight One Four Two Three — MORE TO FOLLOW — OVER".

1 transmits:

"One — ROGER — OVER".

2 transmits:

"Two — ROGER — OVER".

(Five-second pause)

0 transmits:

"(One — Two) — (THIS IS) — Zero — ALL AFTER GRID Six Eight One Four Two Three — No indication of attack from that direction — OVER".

1 transmits:

"One — ROGER — OUT".

2 transmits:

"Two — ROGER — OUT".

EXAMPLE B: (Call Sign 3 has an urgent message, therefore interrupts):

0 transmits:

"One — Two — THIS IS — Zero — LONG MESSAGE — OVER".

1 transmits:

"One — SEND — OVER".

2 transmits:

"Two — SEND — OVER".

0 transmits:

"Zero — Tanks advancing from wood — GRID Six Seven Four Two — supported by infantry — MORE TO FOLLOW — OVER".

1 transmits:

"One — ROGER — OVER".

2 transmits:

"Two — ROGER — OVER".

(Five-second pause)

3 breaks in to transmit an urgent message:

"Zero — THIS IS — Three — At STORE FRONT
now — OVER".

0 transmits:

"Zero — ROGER — OUT".

(Five-second pause)

0 transmits:

"One — Two — THIS IS — Zero — ALL AFTER
Infantry — full stop — Mortar firing on building
GRID Six Eight One Four Two Three — OVER".

1 transmits:

"One — ROGER — OUT".

2 transmits:

"Two — ROGER — OUT".

EXAMPLE C: (Call Sign 0 transmitting a long message to Call Sign 1 and is handed an urgent message to transmit to Call Sign 4, therefore interrupts his own transmission):

0 transmits:

"One — THIS IS — Zero — LONG MESSAGE — OVER".

1 transmits:

"One — SEND — OVER".

0 transmits:

"Zero — Tanks advancing from wood — GRID Six Seven Four Two — supported — WAIT OUT".

"Four — THIS IS — Zero — Move to ACE HIGH — OVER".

4 transmits:

"Four — ROGER — OUT".

(Five-second pause)

0 transmits:

"One — THIS IS — Zero — ALL AFTER GRID Six Seven Four Two — supported by infantry — OVER".

1 transmits:

"One — ROGER — OUT".

411. APPOINTMENT TITLES

1. Appointment titles are used to refer to officers in command or to other holders of service appointments. Although they have no security value in themselves, appointment titles disguise the level at which the appointment is held. When the same appointment title is used by two or more components, it broadly equates similar functions between components; this avoids confusion or misunderstanding arising from the use of a single title. The titles used and their appointments are shown at Annex A to this chapter.

2. The title designates the senior representative or title holder of the branch of the headquarters or unit concerned:

- a. The titles are not to be qualified in any way, except that:
 - (1) To indicate junior appointments, MIONR may be added;
 - (2) “My”, “your”, “his”, “our”, “their”, may be used before the title; and
 - (3) call sign may follow the title.
- b. The following examples illustrate the use of appointment titles:
 - (1) SEAGULL MINOR – a member of the G Staff and, in a DIV HQ, the SO2 Ops; SEAGULL being the SSO Ops; and
 - (2) SUNRAYMINOR CALL SIGN ONE – the 2IC at the sub-unit.

3. One appointment title is not to be used to qualify another or as an adjective. The term "SUNRAY FOXHOUND" or "FOXHOUND Unit" has no security value whatever. Making reference to tanks as "IRONSIDES", infantry as "FOXHOUNDS", or artillery support as "SHELDRAKE Support", affords no security and is a misuse of the titles.

412. ARRANGING A RADIOTELEPHONE CONVERSATION

1. The user can speak to a nominated individual at another station by calling the person concerned to the set. The user is to arrange this by telling his operator the radio appointment title of the individual to whom he wishes to speak, e.g., "I want to speak to SUNRAY CALLSIGN 3".

2. The operator is then to call the distant station and say, "FETCH SUNRAY". If the appointment title can be dispensed with, then the term "OFFICER" may be used. If SUNRAY is not near the set, the distant operator replies with "WAIT OUT".

3. When the nominated individual has come to the set and is ready to begin the conversation, he is to give his identity, e.g., "SUNRAY SPEAKING"; the user at the calling station is then to give his identity, e.g., "SEAGULL SPEAKING", and then start his message or conversation.

EXAMPLE: (The Armour representative wishes to speak to the Infantry representative):

1 transmits:

"Two THIS IS — One — FETCH FOXHOUND — OVER".

2 transmits:

"Two — WAIT — OUT".

(Pause while the Infantry Officer is brought to the radio.)

2 transmits:

"One — THIS IS — Two — FOXHOUND SPEAKING — OVER".

1 transmits:

"One — IRONSIDE SPEAKING (conversation continues)".

413. JOINING A PREVIOUSLY ESTABLISHED NET

1. When a station is required to operate on more than one net, a call sign will normally be assigned for each net the station is required to work on.

2. Control will advise a new station joining the net the order in which he will answer.

EXAMPLE:

4 transmits:

"Zero — THIS IS — Four — REPORTING IN TO NET — OVER".

0 transmits:

"Zero — ROGER — ANSWER AFTER.....OUT".

3. When an authentication system is in force, the joining station may be made to authenticate.

414. ORDERS AND REPORTS

1. When orders are given over radio it is desirable that they should be received by a responsible person and often they must be written down. Reports invariably are required to be written down on a pro forma. When orders and reports are given over radio, a preliminary call should be made and the appropriate phrase, e.g., ORDERS, BOMREP, SHELLREP, MORTREP, SITREP, etc., included in place of the proword message. For a detailed listing of standardized reports and return see Standing Operation Procedures for Land Operations.

2. If the person responsible for taking orders is not handy to the radio, the operator will use the proword "WAIT OUT", and send someone to fetch the officer, etc.

3. If the orders to be given are lengthy, long-message procedure should be employed as explained in art 411.

EXAMPLE:

0 transmits:

"All Stations Zero — THIS IS — Zero — ORDERS — OVER".

(Substations answer in alphabetical/ numerical sequence.)

"One — SEND — OVER".

"Two — WAIT — OUT".

"Three —.SEND — OVER".

"Four — SEND — OVER".

(Slight pause)

"Two — SEND — OVER".

"Zero — ORDERS — etc.

(415 to 499 not allocated)