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Colin Hinson

In the village of Blunham, Bedfordshire.

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AIR PUBLICATION 1713

June, 1939

R.A.F.V.R. SIGNAL MANUAL

SIGNALLING PROCEDURE

Issued for the information and guidance of all concerned.

By Command of the Air Council,



AIR MINISTRY

INTRODUCTION

1. The instructions contained in R.A.F.V.R. Signal Manual, Signalling Procedure, govern the procedures to be employed by the R.A.F. Signal Service for all methods of communication.

2. The procedure laid down herein is to be adhered to strictly and no departure therefrom is permitted without Air Ministry Authority.

3. The W/T procedure is based on a common agreement between the Admiralty and Air Ministry, and is to be employed by R.A.F. W/T stations when communication is being carried out between—

(a) R.A.F. W/T stations.

(b) R.A.F. and Royal Navy W/T stations.

4. The instructions for V/S procedure are to be found in Chapter 35.

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CHAPTER 1

DEFINITIONS

1. **ABBREVIATED METHOD.**—A special method for controlling and answering.

2. **ABBREVIATED TITLE.**—The authorised abbreviation of an authority which may be used in the address or subject matter of a message. A list of these abbreviations will be found in R.A.F. Pocket Book, Appendix II.

3. **ACKNOWLEDGMENT.**—A message from an addressee informing the originator of a message that it is understood.

4. **ADDRESS.**—

- (i) **ADDRESS TO.**—An indication of the authorities to whom the message is addressed and repeated.
- (ii) **ADDRESS FROM.**—An indication of the authority from whom the message originates.
- (iii) **THE ADDRESS.**—The address consists of the Address to and the Address from.
- (iv) **TELEGRAPHIC ADDRESS.**—The Address inserted in the “To” space of the message form to indicate to the post office or telegraph company the address at which the message is to be delivered.

5. **ADDRESSED.**—As opposed to “Repeated,” denotes that the authority indicated is required to take all necessary action to carry out the purport of the message.

6. **ADDRESSEES.**—The authorities to whom a message is to be delivered, i.e., those to whom the message is addressed and those to whom it is repeated.

7. **ANSWER** (as opposed to “Reply”) refers to procedure signal made by a receiving station on receiving a call or message.

8. BATCH WORKING.—When there are a number of messages to be signalled in one direction, several of these messages may be sent by arrangement with the receiving station, without interrupting the transmission to obtain answers.

9. BROADCAST METHOD.—The method of transmitting a message without obtaining an answer.

10. CALL SIGN.—A wireless call sign is a special form of distinguishing signals allotted to stations and certain authorities.

11. CLEARED.—A message is said to be cleared when the responsibility for transmitting or delivering it ceases.

12. CODE.—A non-secret means of communication, with the exception of certain naval codes which are marked confidential, and which are to be treated as confidential by the other services.

13. CODE MESSAGE.—A message, the text of which consists entirely of code groups, with the exception of call signs, procedure signals, and reference numbers.

The distinction between code and cypher does not lie in the composition of the groups ; either may employ figure or letter groups.

14. CONTROL STATION.—The station which controls the working of a group of W/T stations.

15. CYPHER.—A secret means of communication.

16. CYPHER MESSAGE.—A message, the text of which consists entirely of cypher groups.

The distinction between code and cypher does not lie in the composition of the groups ; either may employ figure or letter groups.

17. D/F STATION.—See “ Wireless Station ” (Article 66).

18. DIRECT METHOD.—The method of transmitting a message to one or more stations which are required to answer.

19. **DUPLEX WORKING.**—When two W/T stations transmit simultaneously, each on its own wave frequency, and each receives the other's signals.

20. **“ F ” METHOD.**—The method of transmitting a message to one or more stations without requiring them to answer direct.

21. **FULL PROCEDURE.**—The procedure usually employed for W/T communication. It is the basis of all other forms of W/T procedure.

22. **GROUPS.**—Any number and combination of letters, figures or symbols signalled consecutively so as to form one entity is termed a group.

23. **GUARD STATION.**—A W/T station which is detailed to carry out W/T duties on behalf of another W/T station.

24. **“ I ” METHOD.**—The method of transmitting a message to a station for the sole purpose of its reception by other stations.

25. **“ IN COMPANY WITH.”**—This term signifies :—Aircraft or vehicles actually present with the leader.

In Navy messages :—

- (a) In harbour . . . “ At (or exercising in the vicinity of) the same base as.”
- (b) At sea . . . “ Operating with or under the orders of.”

26. **IN W/T COMPANY.**—

- (a) Aircraft in company with the leader of the formation or armoured cars in company with the leader of the half-section or larger tactical unit, are considered to be W/T company.
- (b) (Navy).—Ships in company with the Admiral are considered to be in W/T company unless otherwise ordered.

27. **LINKING STATION.**—A station through which a message is passed in the course of its transmission from one station to another.

28. **LISTENING IN.**—The process by which an operator hears signals emanating from his own aerial.

29. LISTENING OUT.—The process by which an operator, while he is not engaged in transmitting, hears signals emanating from an aerial other than his own.

30. LISTENING THROUGH.—The process by which an operator, while transmitting, hears (during the spaces of his own transmission) signals emanating from an aerial other than his own.

31. MESSAGE.—

- (i) **Message.**—Any communication sent in recognised official form by any signal system, by L/T, or as a postagram.
- (ii) **“ K ” Messages.**—General messages transmitted by the Air Ministry W/T station, by broadcast procedure, at routine times. They are distinguished by an originator’s number preceded by the letter “ K,” thus “ K76.”
- (iii) **Multiple-Address Message.**—A message addressed or repeated to more than one authority, irrespective of the method of transmission employed.
- (iv) **Single-Address Message.**—A message addressed to a single authority, irrespective of the method of transmission employed.
- (v) **“ IN ” Message.**—A message received in a station. An “ In ” message may also be a “ Through ” message.
- (vi) **“ OUT ” Message.**—A message transmitted from a station. An “ Out ” message may also be a “ Through ” message.
- (vii) **“ THROUGH ” Message.**—A message which has been received by a linking station for re-transmission. A “ Through ” message is both an “ In ” and an “ Out ” message.
- (viii) **“ L/T ” Message.**—A message communicated by cable, inland telegraph, or telephone.
- (ix) **“ V/S ” Message.**—A message communicated by sight or sound.
- (x) **“ W/T ” Message.**—A message communicated by electromagnetic waves, or by sound waves through water. Messages sent by W/T, R/T or sound telegraphy are all considered as W/T messages.

32. OFFICE OF ORIGIN.—The signal office or station at which the message was originally handed in for transmission.

33. OPERATING SIGNAL.—A special form of signal designed to expedite communication.

34. ORIGINATOR.—The authority from whom a message is sent.

35. ORIGINATOR'S NUMBER.—A number used in a message to enable the originator or addressee to refer to such message and in naval working to enable the addressee to ascertain by means of the numerical sequence whether all messages from the originator have been received.

36. PARAPHRASE.—The expression of the sense of a message, memorandum, etc., in other words.

37. PHONOGRAM (abbreviation “P/N”).—A message in official form passed by telephone.

38. PLAIN LANGUAGE (abbreviation “P/L”).—The method of expressing messages in any recognised language, whereby the real meaning is intelligible without the assistance of a decode (or decypher).

39. PLAIN LANGUAGE MESSAGE.—A message, the subject matter of which contains ANY WORD in plain language. A message, the subject matter of which is a combination of code and plain language, is considered to be a plain language message.

40. POSTAGRAM (abbreviation “P/G”).—A message in official form sent by post.

41. PROCEDURE.—The rules drawn up for the conduct of signalling.

42. PROCEDURE MESSAGE.—A message, the subject matter of which consists of one or more procedure and/or operating signals, together with any words or groups governed by or amplifying such signals.

43. PROCEDURE SIGNALS.—A signal designed to expedite the conduct of signalling.

44. RADIO TELEPHONY (abbreviation “R/T”).—The method of passing speech by means of electro-magnetic waves, which can only be rendered perceptible by electrical devices.

45. READER.—The operator who is responsible for the reception of the message.

46. RECEIVING STATION.—The station by which the message is actually being received.

47. REMOTE CONTROL.—Signifies that the W/T operator in the signal office is enabled to key a transmitter, situated at a distance, by land line connection or other means. The system can also be extended to embody switching and/or wave frequency changing devices.

48. REMOTE RECEPTION.—Signifies that the receiving apparatus is situated at a distance, and the received signals are made audible to the W/T operator in the signal office by land line connection or other means.

49. REPEATED. — Denotes that the message besides being “addressed” to certain authorities is also sent for information to the authorities indicated.

50. REPLY (as opposed to “Answer”).—A message originating out of, referring to, or replying to a previous message.

51. SENDER.—The operator who is responsible for transmitting the message.

52. SERIAL NUMBER (Navy term. Cabinet number).—A number given to every message for internal signal office use only.

53. SERIES NUMBER.—A number inserted in the call of a message by the signal staff of a station in order to identify a series of messages between that station and another station or group of stations. The numerical sequence of these numbers also serves to show whether all messages of the series have been received.

54. SIGNAL OFFICE.—A centre at which messages are dealt with by the signal personnel.

55. SONIC TELEGRAPHY (abbreviation “S/T”).—The method of passing messages through the water by means of sound waves.

56. SOUND SIGNALLING (abbreviation “S/S”).—The method of passing messages by means of syren, foghorn or whistle.

57. SUBJECT MATTER.—The subject matter of a message consists of the words or groups appearing in the subject matter component of the message.

58. TEXT.—The text of a message consists of the words or groups appearing in the text portion of the message.

59. TIME OF DESPATCH (abbreviation “T.O.D.”).—The time at which the receiving station completes the reception of the message. Thus, in a multiple address message there may be more than one time of despatch. For “Broadcast” messages or messages transmitted by the “F” method, the time of despatch is the time at which the transmitting station completes the transmission of the message.

60. TIME OF HANDING IN (abbreviation “T.H.I.”).—The time at which a message is received at the signal office for transmission.

61. TIME OF ORIGIN (abbreviation “T. of O.”) is the time at which a message is authorised, except in D/F and Enemy Reports (Naval Co-operation), when, in the absence of a definite statement to the contrary, it is the time at which the occurrence forming the subject of the report was actually observed.

62. TIME OF RECEIPT (abbreviation “T.O.R.”) is the time at which the receiving station completes the reception of the message.

63. TRANSMITTING STATION.—The station by which a message is actually being sent.

64. UP AND DOWN WORKING.—The alternate transmission and reception of messages by two stations in direct communication, only one message being made at each transmission.

65. VISUAL SIGNALLING (abbreviation “V/S”).—The method of signalling which is capable of being observed by eye, also messages transmitted by syren, foghorn or whistle.

66. WIRELESS STATION.—A station equipped with W/T apparatus for reception and/or transmission. A wireless station may be erected ashore or in a ship or aircraft.

(i) Wireless stations are classified under the following heads :—

- (a) **FIXED STATION.**—A station not capable of moving which communicates with one or more stations similarly established.
- (b) **LAND STATION.**—A station not capable of moving which performs a mobile service.
- (c) **COAST STATION.**—A land station performing a service with ship stations. It may be a fixed station assigned also for communication with ship stations ; it is then considered as a coast station only during the period of its service with ship stations.
- (d) **AERONAUTICAL STATION.**—A land station performing a service with aircraft stations. It may be a fixed station assigned also for communication with aircraft stations ; it is then considered as an aeronautical station only during the period of its service with aeronautical stations.
- (e) **MOBILE STATION.**—A station capable of moving which ordinarily does move.
- (f) **STATION ON BOARD.**—A station placed on board a ship not permanently moored or on board an aircraft.
- (g) **SHIP STATION.**—A station placed on board a ship not permanently moored.
- (h) **AIRCRAFT STATION.**—A station placed on board any aircraft.
- (i) **RADIOBEACON STATION.**—A special station of which the emissions are intended to enable a ship or aircraft station to determine its bearing or a direction in relation to the radiobeacon station, and, if practicable, also the distance which separates it from the latter.
- (j) **DIRECTION FINDING STATION** (abbreviation “ D/F Station ”).—A station provided with special apparatus intended to determine the direction of emissions of other stations.
- (k) **MULTIPLE STATION.**—Fixed stations at which there are two or more transmitters capable of operating simultaneously on different services.

67. WIRELESS TELEGRAPHY (abbreviation “ W/T ”).—The method of passing Morse signals by means of electro-magnetic waves which can only be rendered perceptible by electrical devices.

CHAPTER 2

THE MORSE CODE

80. CONSTRUCTION OF MORSE CODE.—The Morse code is composed of two elements, the “ dot ” (or “ short ”) and the “ dash ” (or “ long ”), which are signalled either singly or in combination to represent the letters of the alphabet and figures.

81. SPACING RULES FOR LETTERS, WORDS, AND GROUPS.—

(i) The dots and dashes, and spaces between them, should be made to bear the following ratio one to another as regards their duration :—

- (a) A dot is taken as the unit.
- (b) A dash is equal to three dots.
- (c) The space between any two of the elements which form the same letter, figure, or symbol, is equal to one dot.
- (d) The space between two letters, figures, or symbols, is equal to three dots.

(ii) Any number and combination of letters, figures, or symbols signalled thus consecutively so as to form one entity is termed a group. A group consisting of letters forming a word in plain language is termed a word.

- (a) The space between two words is equal to five dots.
- (b) The space between two groups of cypher or code, when a separative sign is not required, is equal to seven dots.

82. MORSE SYMBOLS.—The following tables show the symbols employed when the Morse code is used.

(ii) A bar over the letters expressing a sign denotes that the elements forming these letters are made as one Morse code symbol.

(iii) The term “ barred ” is used to denote any accent or modification over a letter. In describing a letter phonetically the term “ barred ” is used after the letter, e.g., “ A barred ” means an accented A, and is written “ \bar{a} .”

83.

ALPHABET

<i>Symbol.</i>	<i>Meaning.</i>	<i>Symbol.</i>	<i>Meaning.</i>
· —	A	— ·	N
· — · —	ā or “A barred”	— — · — —	n̄ or “N barred”
— · · ·	B	— — —	O
— · · · —	b̄ or “B barred”	— — — ·	ō or “O barred”
— · · · ·	C	· — — ·	P
— · · · · —	c̄ or “C barred”	· — — · —	p̄ or “P barred”
— — — — —	Ch	— — · —	Q
— · ·	D	· — ·	R
·	E	· · ·	S
· · — · ·	ē or “E barred”	—	T
· · — ·	F	· · —	U
— — ·	G	· · — —	u or “U barred”
· · · ·	H	· · · —	V
· ·	I	· — —	W
· · — — —	J	— · · —	X
— · —	K	— · · · ·	x̄ or “X barred”
· — · ·	L	— · — —	Y
— —	M	— — · ·	Z

84.

NUMERALS

<i>Symbol.</i>	<i>Meaning.</i>	<i>Symbol.</i>	<i>Meaning.</i>
· — — — —	1	— · · · ·	6
· · — — —	2	— — · · ·	7
· · · — —	3	— — — · ·	8
· · · · —	4	— — — — ·	9
· · · · ·	5	— — — — —	0

NOTE.—The figure “0” (nought) is to be signalled as “T” when occurring in the text of a figure cypher or code message. In all other cases, such as Time of Origin, Time of Receipt, Originator’s Reference Number and Dates, Procedure Messages, etc., it is to be signalled in full.

85.

PUNCTUATION SYMBOLS

<i>Symbol.</i>	<i>Sign.</i>	<i>Meaning.</i>
• — • — • —	<u>AAA</u>	Full Stop. .
— • — • — •	<u>CN</u>	Semicolon. ;
— • • • —	<u>DU</u>	Hyphen.
• — • — • —	<u>EX</u>	Fraction Separative Sign.
• • — • • •	<u>FI</u>	Decimal point.
• • • • •	III	Comma. ,
• • — • — •	<u>IMI</u>	Note of Interrogation. ?
— • — • — •	<u>KK</u>	Parenthesis (before and after the words concerned).
— — • • — —	<u>GW</u>	Exclamation. !
— — • — • •	<u>OS</u>	Colon. :
• — • • — •	<u>RR</u>	Inverted Commas (before and after words concerned).
• • — • — •	<u>UK</u>	Underline or Block letters (before and after words concerned).
• — — — — •	<u>WG</u>	Apostrophe. ’
— • • — • •	<u>XE</u>	Oblique Stroke.

86. TWO- AND THREE-LETTER PROCEDURE SIGNALS

(See Chapter 10.)

<i>Symbols.</i>	<i>Sign.</i>	<i>Meaning.</i>
• — • —	AA	“All After” } Used in connection with “All Before” } repetitions and corrections.
• — — • • •	AB	
— — • • — •	GR	Group signal.
— • • — •	NR	Number signal.
— — — — • — •	TOR	Time of Receipt signal.
• — — • —	WA	“ Word or Group After ” } Used in connection with repetitions and corrections.
• — — — • • •	WB	

87.

PROCEDURE SIGNS

(See Chapter 11.)

<i>Symbol.</i>	<i>Sign.</i>	<i>Meaning.</i>
• — • — • —	<u>AAA</u>	“ Full Stop ” sign.
• — • — •	<u>AR</u>	“ Ending ” sign.
— • • • —	<u>BT</u>	“ Long Break ” sign.
— • • • — •	<u>DC</u>	“ Difficult communication ” sign.
• • • • — —	<u>HM</u>	“ Silence ” sign.
• • • •	II	“ Separative ” sign.
• • • • •	III	“ Comma ” sign.
• • — — • •	<u>IMI</u>	“ Repeat ” sign.
• • — — — —	<u>UO</u>	“ Negative Silence ” sign.
• • • • —	<u>VA</u>	“ No message ” sign.
• • • • •	<u>VE</u>	“ Commencing ” sign.
5 second dash	5 secs.	“ Executive ” sign.
— • • • — —	<u>NW</u>	“ Readiness ” sign. (Used in H.S. procedure, see Chapter 38.)

88.

MISCELLANEOUS SIGNS

(See Chapter 12.)

<i>Symbol.</i>	<i>Sign.</i>	<i>Meaning.</i>
— • • • • — • • • —	<u>DDDT</u>	“ Service work ” sign.
• • • • • • • •	<u>EEEEEEEE</u>	“ Erase ” sign.
• • — • • •	<u>FI</u>	“ Numeral ” sign.
• • — • —	<u>INT</u>	“ Interrogative ” sign.
— • — — —	<u>NO</u>	“ Negative ” sign.
— — — •	<u>OE</u>	“ Preparative ” sign.
• — • • • — — •	PAN	“ Urgency Signal ” for aircraft.
• • • — — • • •	<u>SOS</u>	“ Distress ” sign.
• • — — • •	<u>UK</u>	“ Block letter ” sign.
— — —	TTT	“ Safety ” signal.
— • • — — • • — • • • —	XXX	“ Urgency ” signal.

89. SIGNS USED IN COMMERCIAL PROCEDURE

(Differing from or in addition to those in R.A.F. procedure.)

<i>Symbol.</i>	<i>Sign.</i>	<i>Meaning</i>
— — — — — etc.	(Dashes for 1 Min.)	Automatic Alarm Signal.
• — • • •	\overline{AS}	Wait.
— • — • —	\overline{CT}	Commencing sign.
• • • — • —	\overline{VA}	End of Work sign.
• — • —	ä	
• — — • —	à	

90. ABBREVIATED NUMERALS

(See Article 485.)

<i>Symbol.</i>	<i>Meaning.</i>	<i>Symbol.</i>	<i>Meaning.</i>
• —	1	— • • • •	6
• • —	2	— • • •	7
• • • —	3	— • •	8
• • • • —	4	— •	9
• • • • •	5	—	0

CHAPTER 3

COMPONENT PARTS OF A MESSAGE

TABLE SHOWING FORM OF THE

1.	2.	3.	4.	5.
		Name.	Contents.	Code W/T Message.
The Call.		Call.	Commencing Sign. Call Signs of Transmitting and Receiving Stations. Series Numbers.	Call Signs NR.....
The Body.	The Preface.	Originator's Instructions.	For Exercise. Degree of priority. NOTWT. NODECO. PERSONAL	Procedure letter. } Procedure letter. Self-evident words uncoded.
		Delivery Instructions.	Instructions to "Repeat Back." Instructions "Not to be answered." Route Instructions.	Procedure letter. Procedure letter. Procedure Signals and Call Signs.
		Number of Words or Groups.	Group Sign.....	GR....uncoded.
	The Text.	Address.	Addressed to..... Repeated to..... From Instructions to Acknowledge.	Procedure Signals and Call Signs.*
		Subject Matter.	Subject Matter.	Code Groups.
Time of Origin.		Time Message originated.	4 figures uncoded.	
		Ending.	Time of receipt. Final Instructions Ending Sign.	—

* Address may also be

VARIOUS PARTS OF A MESSAGE

6.	7.	8.
Plain Language W/T Message.	Inland Telegrams. Code.	P/L.
Call Signs NR.....	Telegraphic Address.	Telegraphic Address.
Procedure letter. Procedure letter. —	P/L. P/L. } Self-evident words uncoded.	P/L. P/L. Self-evident word.
Procedure letter. Procedure letter. Procedure Signals and Call Signs.	— — Plain language.	— — Plain language.
GR.....	GR....uncoded.	GR.....
Procedure Signals and Call Signs.*	P/L.	P/L.
Plain Language.	Code Groups.	P/L.
4 figures.	4 figures uncoded.	4 figures.
	"	

wholly or partly in P/L.

COMPONENT PARTS OF A MESSAGE

96. THE CALL and the BODY.—A W/T message is divided into two main parts :—The Call and the Body.

97. THE CALL : COMPONENT 1. “ THE COMMENCING SIGN.”—The commencing sign “ \overline{VE} ” is to be used at the beginning of every transmission, except when other special procedures are employed.

98. “ CALL SIGNS AND SERIES NUMBERS.”—(i) In a W/T message made by full procedure the call consists of the commencing sign, the call sign-s of the receiving station-s, the procedure letter “ V ” (from), the call sign of the transmitting station followed by the series number of the transmitting station. In a multiple call the call signs of the receiving stations are arranged in alphabetical order.

Instructions as to the use of multiple and collective call signs and as to the number of times the call sign-s of the receiving station-s should be made, are given in Chapters 17 and 18.

In a L/T message the telegraphic address of the receiving station will be employed in this component.

(ii) The series number of the transmitting station is a number employed to indicate the sequence of messages passing between a W/T station and each one of the W/T stations with which it is in direct communication in the course of a day, and to enable any particular receiving station to ascertain whether all messages of that series have been received.

The series number is always preceded by the procedure signal “ NR ”, and may consist of figures or figures preceded by a letter.

The series number must follow immediately after the call sign of the transmitting station.

(iii) In cases where messages are transmitted by a W/T station to two or more receiving stations simultaneously, separate series numbers are employed for each receiving station, the series number will follow immediately after the call sign of the transmitting station in the sequence of the call signs of the receiving stations to which they apply. The series numbers concern only the stations actually sending and receiving a message and will never be re-transmitted by a linking station. Special orders regarding the re-transmission of series numbers by W/T guards are contained in Article 197, para. (iv).

(iv) Series numbers will be employed by R.A.F. W/T stations on all messages passing between them and other W/T stations of the Royal Air Force, Navy or Army, except in the following cases :—

- (a) Distress messages.
- (b) D/F reports.
- (c) Procedure messages.
- (d) Messages referring to repetitions and corrections of previous messages.
- (e) Messages dealing with the conduct of a W/T exercise made during such an exercise.
- (f) Aircraft safety position reports.

(v) Series numbers will commence at every W/T station at 0001 hours daily, except in the case of certain series numbers used in the broadcast method for special classes of messages ; these series start at 1 and continue to 999, and consist of a letter followed by a numeral.

(vi) It is the responsibility of the receiving station to ascertain that the series numbers on received messages are consecutive.

(vii) In the case of G.R. aircraft on reconnaissance duties, Series Numbers are only to be used with Enemy Reports.

99. **THE BODY.**—The Body is divided into the “ Preface ” and the “ Text.” Components 2 to 4 are included in the Preface of a message. Components 5 to 7 are included in the Text of a message.

100. **THE PREFACE.**—The Preface will contain all the instruction for handling the message, and is the portion of the message affecting the Signal Staff. It will be changed as necessary during the progress of the message via signal links.

101. **COMPONENT 2. ORIGINATOR'S INSTRUCTIONS.**—(i) These are instructions from the originator of the message, viz.:—

- (a) The procedure signal “ X ” (for exercise).
- (b) Degree of Priority. The degree of priority, if any, which the originator may assign to the message is indicated by the procedure letter “ D ”, “ P ”, “ O ”, “ O-A ”, or “ O-U.” The letter “ S ” (Signal Service Message), when employed, is inserted in this component, and may be preceded by the procedure letters “ D ” or “ P ”, if it is desired to give the message priority.
- (c) The special instruction “ NOTWT ” meaning that the message is not to be transmitted by W/T or R/T over any part of its route, nor may its subject matter be referred to in any W/T or R/T message.
- (d) The special instruction “ SECRET—NOTWT ” meaning that the message is not to be transmitted by any method except R.A.F. teleprinter and that the contents of the message are to be treated as secret.

(e) The special instruction “**NODECO**”, meaning “**Not to be decoded except by a commissioned officer.**” (This instruction is not used in Naval Signalling.)

(f) The special instruction “**PERSONAL**”, meaning that the message is to be distributed only to the addressee-s personally.

(ii) In cases of messages being passed via linking stations, the originator’s instruction contained in component 2 are to be re-transmitted throughout all stages of its route.

102. COMPONENT 3. DELIVERY INSTRUCTIONS.—(i) The signal staff of the transmitting station must express the Delivery Instructions so that no ambiguity is possible.

(ii) Plain language cannot be used in the Delivery Instructions.

103. AUTOMATIC RESPONSIBILITY.—(i) Any station to whom a message is passed is automatically responsible, without the inclusion of delivery instructions, for all authorities borne in that station who may be included in the address.

(ii) Certain fixed W/T stations are automatically responsible for the disposal of messages received there, addressed or repeated to the authorities at their headquarters, and also for other authorities in the same locality.

Air Ministry W/T station is automatically responsible for the disposal of messages received there, addressed or repeated to the Air Ministry, and individual authorities and departments of the Air Ministry.

(iii) *Examples* :—

(a) A P/L message addressed to Air Ministry (P2D) from A.O.C., Mediterranean (C3T), being passed from Malta (GFZ) to Air Ministry W/T station (GFJ).

$\overline{\text{VE}}$ GFJ. v GFZ NR6 - GR35 - Z - P2D v C3T, etc.

(b) A P/L message addressed to Coastal Area Command Headquarters (K2G) from Leuchars (K6W) being passed to Lee-on-the-Solent W/T station (D4B).

$\overline{\text{VE}}$ D4B. D4B v K6W NR12 - GR21 - Z - K2G v K6W, etc.

(iv) Automatic responsibility must not be confused with “responsibility” covered by procedure signal “L.”

104. GENERAL.—Instructions to the receiving stations as regards repeating back or not answering are expressed by procedure letters “G” (repeat back) and “F” (not to be answered) preceded when necessary by the call signs of the stations concerned.

- (ii) Instructions regarding the route of the message are expressed by—
- The procedure signal “M” (pass via) followed by the call signs of the linking stations,
 - the procedure signal “T” (pass to) followed, when necessary, by the call signs of the stations to which the message is required to be re-transmitted,
 - the procedure signal “L” (pass to those of the addressees for whom you are responsible),
 - and certain operating signals, together with any call signs, wave frequencies, etc., amplifying them, giving instructions for the re-transmission of the message.

105. ROUTE INSTRUCTIONS.—A route is a consecutive series of signal links through which a message is ordered to be passed to some or all of the addressees. The final signal link is the signal link which actually passes the message to an addressee (or to a W/T station automatically responsible for an addressee).

(ii) A signal link may also be an addressee (or automatically responsible for an addressee), in which case the fact that the message passes through such signal link ensures its reception by such addressee without the inclusion of further instructions.

(iii) When more than one final signal link is required, two or more complete routes must be included in the Delivery Instructions. Each route must be completely defined from the receiving station concerned up to and including the instructions to the final signal link in that route.

The instructions for each route are to commence with the call sign of the appropriate receiving station (paragraph v, example (a)), except when there is only one receiving station, when its call sign is omitted before the first route only (paragraph v, example (d)).

(iv) The sequence of instructions in each route is as follows (the examples assume a message with only one route) :—

- (a) Instructions to the receiving stations with regard to repeating back or not answering :—

Example :—

$\overline{\text{VE}} \text{ GFX } \vee \text{ GFJ NR1 - G - etc.}$

- (b) **Instructions to the receiving stations as to the route by which the message is to be passed. The order of the call signs of the signal links indicates the sequence in which they are to be employed in passing the message.**

Example :—

\overline{VE} GFX \vee GFJ NR1 - G - **M** - **GFV** GFW etc.

- (c) **The procedure letters “ G ” and “ F ” are only intended to convey instructions to the receiving stations and are NOT to be used to convey instructions to further links in the transmission.**

(v) *Further examples :—*

- (a) **A message with more than one route passed through two receiving stations.**

\overline{VE} GFV GFX \vee GFJ NR3 NR2 - GFV - T - GFW -
GFX - G - T - GEO etc.

- (b) **A message passed to two receiving stations, one of these being an addressee.**

\overline{VE} GFV GFX \vee GFJ NR4 NR3 - GFV - T - GFW -
GR45 - Z - GFW - W - GFX \vee GFJ etc.

- (c) **A message in which one of the signal links is automatically responsible for an addressee.**

\overline{VE} GFX \vee GFJ NR4 - M - GFV GFW - T - G2W -
GR32 - Z - K3Y G2W \vee J2P etc.

(“ GFV ” is assumed to be automatically responsible for “ K3Y.”)

- (d) **A message with more than one route passed to one receiving station.**

\overline{VE} GFX \vee GFJ NR5 - M - GFV - T - GFW - GFX -
M - GFQ - T - GEO - GR30 - Z - GEO GFW \vee GFJ
etc.

- (e) **Instructions to signal links as regards the re-transmission of a message may also be expressed by operating signal, which follow the call sign of the signal link concerned.**

\overline{VE} GFX \vee GFJ NR6 - M - GEO - X419 - S4T - X212
etc.

(X419 is assumed to mean “ Pass this message to — by —”).
(X212 is assumed to mean “ V/S ”).

- (f) When a signal link is instructed to pass a message to all the addressees, the call signs of the addressees are to be omitted after the procedure signal “ T.”

\overline{VE} GFX v GFJ NR7 - T - GR20 - Z - GFV GFW v GFJ etc.

106. USE OF PROCEDURE SIGNAL “ L.”—When the final signal link or links in any route are known to be responsible for all the addressees in that route, the procedure signal “ L ” may be employed.

Example :—

\overline{VE} D4B v J2P NR7 - L - GR30 - Z - S9L v J2P etc.
(D4B is known to be responsible for a portion of the stations included in the collective call sign S9L.)

See also Article 182.

107. RULES FOR EXPRESSING DELIVERY INSTRUCTIONS WHEN THE ADDRESS CANNOT BE EXPRESSED COMPLETELY IN CALL SIGNS.

(It is desirable that the instructions for expressing the Address given in Chapter 16 should first be studied.)

(i) **WHEN SOME OF THE ADDRESSEES HAVE CALL SIGNS.**—When a final signal link is to be made responsible (example (a) below) or is known to be responsible (example (b) below) for passing the message to all the addressees, the procedure signal “ T ” or “ L ” respectively are to be employed.

Examples :—

(a) \overline{VE} Y8C v U4K NR4 - T - GR31 - Z - KD8 \overline{UK} SS0 \overline{UK} v J4P etc.

(b) \overline{VE} Y8C v U4K NR5 - M - J6Q - L - GR19 - Z - V8H \overline{UK} SS0 \overline{UK} v J4P etc.

(ii) In other cases where one or more of the addressees concerned in a particular route have no call signs the instructions to the first signal link of that route are normally expressed by operating signal. Instructions to the same link in another route are not necessarily affected.

Example :—

\overline{VE} Y8C v U4K NR6 - M - J6Q - T - V8H - Y8C - M - G7A - X013* - GR29 - Z - S4T V8H \overline{UK} SS0 \overline{UK} v J4P etc.

* X013 is assumed to mean “ Pass to 1st and 3rd addressees.”

(iii) Another method, which is sometimes possible, is to complete the route up to a station known to be automatically responsible for these addressees.

Example :—

$\overline{\text{VE}}$ Y8C v U4K NR7 - T - G7A - Y8C - $\overline{\text{M}}$ - J6Q - T -
S4T - GR24 - Z - S4T V8H $\overline{\text{UK}}$ SS0 $\overline{\text{UK}}$ v J4P etc.

(G7A is assumed to be automatically responsible for V8H and "SS0.")

(iv) **WHEN NONE OF THE ADDRESSEES HAVE CALL SIGNS.—**

When no call signs are employed in the address, the instructions to a final link regarding re-transmission to an addressee may be expressed by operating signal or by the procedure signals "T" or "L" or by completing the route of the message up to the station, which is automatically responsible for that addressee, where this is applicable.

Examples :—

$\overline{\text{VE}}$ GFV v GFW NR7 - T - GFX - X00* - GR35 - Under Secretary of State, Port Said, from Secretary Air Ministry, etc.

$\overline{\text{VE}}$ ZLF v GFJ NR9 - T - GR45 - Premier from Deputy, etc.

$\overline{\text{VE}}$ GEO v GFJ NR4 - T - VJR - GR60 - Airboard from Austair, etc.

Note.—VJR is automatically responsible for Airboard.

X00* is assumed to mean "Pass to all addressees."

108. USE OF OPERATING SIGNALS IN PLACE OF THE LETTER "T."—The operating signals (e.g., "Pass to addressees") may be employed at any time in place of the letter "T" and call signs, when the use of the operating signal(s) will simplify or abbreviate the procedure.

109. COMPONENT 4. NUMBER OF WORDS OR GROUPS IN THE MESSAGE.—(i) The number of words or groups in the message (see Chapter 13) is indicated by figures preceded by the procedure signal "GR".

(ii) The use of this component is obligatory in all R.A.F. messages and all inter-service messages, with the following exceptions :—

- (a) Distress messages.
- (b) Enemy reports.
- (c) D/F reports.
- (d) Procedure messages.
- (e) Messages made during a W/T exercise, dealing with the conduct of the exercise.
- (f) Messages giving corrections to previous messages or giving repetitions.

110. THE TEXT.—The address is dealt with by the signal staff, call signs and procedure signals being used.

111. COMPONENT 5. THE ADDRESS.—(i) This component consists of :—

- (a) Addressed to
- Repeated to
- From

(b) The instructions to acknowledge.

(ii) This component is expressed by call signs and procedure signals, and the following rules apply :—

(a) The Address.

In W/T messages this portion of component 5 may be omitted provided that it is indicated in the call.

In single address L/T messages, sent direct to the addressee, this portion of component 5 need only consist of “ from ” (originator).

In multiple address messages, the call signs of the addressees are arranged in alphabetical order.

The address, and the order in which the addressees appear in this portion of component 5 must remain unchanged through whatever W/T route the message subsequently passed or repeated.

When the whole address can be indicated by call signs, it is always preceded by the procedure letter “ Z ” (addressed) followed by the call sign-s of the addressee-s, to whom the message is addressed.

The procedure letter “ W ” (repeated) followed by the call sign-s of the addressee-s to whom the message is repeated to for information, may follow.

The procedure letter “ V ” (from) followed by the call sign of the originator concludes the address.

(b) The instructions for the use of an address, which cannot all be expressed in call signs, are found in Chapter 16.

(c) The instructions to acknowledge. (See Articles 207 and 292.)

112. THE LONG BREAK SIGN “ BT ” OR FULL-STOP SIGN AAA is to be used to separate the address from the subject matter.

113. COMPONENT 6. THE SUBJECT MATTER.—The subject matter of a message may consist of—

(a) Groups of cypher or code.

(b) Plain language.

(c) A combination of non-confidential code and plain language.

(d) Procedure and/or operating signals together with any groups governed by or amplifying such signals.

114. **THE LONG BREAK SIGN “ $\overline{\text{BT}}$ ”** is used to separate the subject matter from the time of origin.

115. **COMPONENT 7. THE TIME OF ORIGIN** (Abbreviation “T. of O.”).—(i) The time of origin is appended to the message by the originator, and indicates the time at which he authorised the message.

(ii) The time of origin is indicated by four figures. For counting purposes it is regarded as the last group of the message.

(iii) The time of origin may be followed by a date (from which it should be separated by the oblique stroke) in cases where there may be any doubt during transmission or re-transmission as to the date of origin. Whenever the delivery of a message is not completed on the same day as that on which the message was originated, the signal staff holding the message at midnight on the day of origin will add the date to the time of origin. The date may similarly be added when referring to the identity of a back message by a time of origin, e.g., 1425/17/5.

(iv) The time of origin may be followed by a letter indicating the **ZONE** time employed, e.g., 1530B.

(v) A time of origin will follow the subject matter of every message except in the following cases :—

- (a) In repetitions and corrections of parts of messages.
- (b) In messages which are to be followed by the executive signal.
- (c) Messages containing the silence or negative silence sign.
- (d) After the executive signal.
- (e) Procedure messages. (See Article 148 (vi) Example (c).)

(vi) The time of origin of a message is in no circumstances to be altered in the course of its transmission, but is to remain unchanged throughout its route, unless the message has to be paraphrased.

(vii) The signal staff is responsible that no two messages to the same addressee bear the same time of origin. In the case of two or more messages, bearing the same time of origin, being handed in for transmission to the same addressee, the signal staff is to alter the last figure of the time of origin of one or more of the messages. The originator is to be informed of the alteration.

Example :—

“ Three messages, addressed to the same addressee, are handed in for transmission, bearing the time of origin 1500.”

The signal staff is to amend the times of origin to read 1500, 1501 and 1502.

Under no circumstances is the signal staff to alter the time of origin for any other purpose.

116. COMPONENT 8. THE ENDING :—THE TIME OF RECEIPT (Abbreviation “T. of R”).—(i) The time of receipt is denoted by the procedure signal “TOR” followed by four figures which may be followed by a date, as in the case of the time of origin. It is NOT counted as a group.

(ii) The time of receipt is employed by a transmitting station to indicate to a receiving station the time at which the transmitting station received the message from another station, and will only be employed when the difference between it and the time of despatch at the linking station exceeds 30 minutes.

(iii) No message will be signalled with more than one time of receipt at any stage of its route. If, therefore, a signal link receives a “Through” message bearing a time of receipt and, under the orders in paragraph (ii), wishes to append its own time of receipt when re-transmitting the message, it will delete the time of receipt received with the message and substitute its own.

(iv) A time of receipt is obligatory when a station is passing-in “Intercepted Messages” (see Article 330).

(v) A time of receipt is obligatory when a station is passing in messages to another station for which it has been acting as W/T guard, except that no time of receipt is appended to messages bearing the indication of priority “P”, “O”, “O-A” or “O-U.”

(vi) See Article 227.

117. THE FINAL INSTRUCTIONS.—The transmitting station may transmit in this component, before sending the ending sign.

- (a) Procedure or operating signals giving instructions to the receiving station-s in connection with the answering of the message or in connection with further messages to follow, e.g., procedure signals “B”, “E”, “Q”, “K” and “DC.” Where applicable the stations concerned may be denoted by their call signs.
- (b) Operating signals referring to technical details in connection with the communication, such as strength of signals, wave frequency, note, interference, etc., which may also be added here if desired in preference to transmitting them as a separate message. If such operating signals are added, however, the receiving station must not delay its answer in order to ascertain their signification.
- (c) Any corrections which may have come to hand or any errors which have been noticed during the transmission of the message.

118. THE ENDING SIGN.—(i) The ending sign “ $\overline{\text{AR}}$ ” is to terminate every transmission, except in certain cases where other special procedures are employed.

(ii) The receiving station, if required to answer, must await the transmission of the ending sign before answering.

(iii) See Article 233.

119. EXAMPLES OF COMPONENT

1.	2.	3.	4.	5.
		No. of the Com- ponent.	Name of the Component.	Code Message.
The Call.		1	Commencing sign.	$\overline{\text{VE}}$
			Call Signs and Series Number.	GFWvGFJ NR4-
The Body	The Preface	2	Originator's Instructions.	D-
		3	Delivery Instructions.	
		4	Number of Groups or Words.	GR30-
	The Text.	5	Address	Z-G2WvQ6A- Y
			Long Break Sign or Full-Stop Sign.	=
		6	Subject Matter	21-14/3- DOTER etc.
			Long Break Sign	=
		7	Time of Origin	1100-
			Time of Receipt	
	8	Final Instructions	B2	
		Ending Sign	+	

PARTS OF A MESSAGE

6.	7.	8.	9.	10.
P/L Message.	P/L Message.	P/L Message.	P/L Message.	Procedure Message.
\overline{VE}	\overline{VE}	\overline{VE}	\overline{VE}	\overline{VE}
H2K.K6W .vD4B NR2 NR6-	GFYvGFJ NR8-	B3NvH8Y-	G8Q.Y8C vU4K NR6 NR4-	K6WvD4B
	D-	X-D-		
K6W-T- O3R-	T-		Y8C-X013†-	
GR25-	GR60-	GR20	GR35-	
Z-H2K. K6W- W-O3Rv K2G	Z-X3TvJ2P -M4G-Y		Z-KD8.G8Q. \overline{UK} S.S.O. \overline{UK} vJ4P	
\overline{AAA}	\overline{AAA}	\overline{AAA}	\overline{AAA}	
M26-16/4. Following Airmen, etc.	S21-21/5. W/T Exercise ordered for, etc.	Carry out, etc.	A10-20/5. Orders despatched, etc.	B NR7-
=	=	=	=	
1130-	1200	1215-	1300	
H2K-B		Q		X273*
+	+	+	+	+

† X013 is assumed to mean " Pass to 1st and 3rd Addresses."

* X273 is assumed to mean " Increase Strength of Signals."

CHAPTER 4

SEPARATIVE SIGN (alternative title, “BREAK”)

Letters II made separately (. . .)

129. **USE OF THE SEPARATIVE SIGN.**—(i) The Separative sign is used in general to emphasise the space in a W/T message between independent groups, other than words in P/L, in order to avoid the possibility of mistakes in reception due to letters or figures of adjacent groups being written together so as to form one group.

(ii) The Separative sign has no other signification, is not counted as a group, and is not normally required to be written, but when necessary it may be represented by a short dash, thus :—

T - GR20 - Z - K6W - W - O3R v K2G.

(iii) In this manual the separative sign is shown as a short dash.

130. The Separative sign is inserted, throughout a W/T message, between groups having distinct significations, **EXCEPT** in the following cases :—

(i) In the call.

(ii) Between call signs in the address.

(iii) Between call signs governed by the same procedure signal or operating signal.

(iv) Before or after “ \overline{VE} ”, “ V ”, “ \overline{AAA} ”, “ \overline{BT} ” and “ \overline{AR} ”.

(v) Before or after “ \overline{IMI} ” when making a message through twice.

Example :—

\overline{VE} D4B Y3G v J2P NR6 NR8 - P - L - GR5 - Z -

R7B v J2P - Y = 20 - 25 $\overline{XE5}$ - HAVEO

DECCO = 1010 \overline{IMI} D4B. Y3G v J2P NR6 NR8 - P - L - GR5 - Z -

R7B v J2P - Y = 20 - 25 $\overline{XE5}$ - HAVEO DECCO = 1010 +

(vi) Before or after any word spelt in P/L.

(vii) Before or after any punctuation symbol, or the “ \overline{UK} ” sign in the subject matter.

Example :—

\overline{VE} D4B v K6W NR3 - GR18 - Z - D4B v O3R \overline{AAA}

Q21 - 18 $\overline{XE5}$ Following stores required

Despatch by fast goods train III Section 3A \overline{XE} 423 - 10

\overline{AAA} 10A \overline{XE} 7428 - 2 = 1020 +

(viii) Before the subject matter of a procedure message when the subject matter follows immediately after the call.

Examples :—

- (a) \overline{VE} K6W K6W v D4B. X241 X265 +
- (b) \overline{VE} K6W v D4B R +
- (c) \overline{VE} K6W K6W v D4B B NR7 - X259 +

(ix) In an identity :—

Examples :—

- (a) \overline{VE} D4B v K6W R 1045 O3R v D4B +
- (b)B.1040 v K2G

(x) In a part identity. BUT the Separative sign is used between part identities and between an identity and a part identity.

Examples :—

- (a)1045 O3R v K2G - AB1
- (b) 4 - 7 to 12 - AA19

(xi) Between the identity or part identity of a message and the procedure signal governing such identity or part identity.

Examples :—

- (a)C WA 2098.....
- (b)A 1030 K6W v D4B.....
- (c) \overline{IMI} 1030 K6W v D4B - WA Report - log
to headquarters - AA when.....

(xii)* In the subject matter of a code message except when the groups are not uniform in construction.

(xiii)* In the subject matter of a procedure message between groups of a uniform construction. (See example viii (a).)

131. The Separative sign is used between letters or between figures in P/L messages where a mistake in reception might occur if they were not separated. It is only used in the subject matter of code messages when the formation of groups is not uniform.

Examples :—

- (a)Your Q21 - 19 $\overline{XE5}$ - 20 cases
- (b)Reference P - M - G
- (c)Section 10A \overline{XE} 212 - 2.....
- (d)AX2B7Q - RAQURPTQ - PR6.....

* In these cases separative signs may be ordered to be inserted if reception would be facilitated thereby.

132. The Separative sign, repeated as necessary, precedes the executive sign when it is desired temporarily to delay the transmission of the executive sign, such as when making a timing signal for correcting clocks (Article 244). The Separative sign always follows the erase sign, except in P/L messages and when the erase sign is followed by the ending sign ($\overline{\text{AR}}$).

133. Further examples of the use of the Separative sign :—

- (a) $\overline{\text{VE}}$ K6W \vee D4B NR4 - D - G - T - GR6 - Z - K6W - W -
O3R \vee K2G = .20 - 18 $\overline{\text{XE5}}$ - HOB OH DECOH
FIFIT = 1100 +
- (b) $\overline{\text{VE}}$ G8Q Y8C \vee U4K $\overline{\text{NR6}}$ NR4 - Y8C - X013 - $\overline{\text{GR35}}$ - Z -
ZDS G8Q $\overline{\text{UK}}$ SSO $\overline{\text{UK}}$ \vee J4P AAA A10 - 20 $\overline{\text{XE5}}$ Orders
despatched, etc. = 1300 - G8Q - B +
- (c) $\overline{\text{VE}}$ K6W. L9O O3R \vee D4B NR5 $\overline{\text{NR7}}$ NR6 - GR25 -
L9O. O3R - Y AAA S21 - 18 $\overline{\text{XE5}}$ Following W/T
Organization, etc. = 1310 +
- (d) $\overline{\text{VE}}$ K6W \vee D4B C 1030 K6W \vee K2G - AA4 etc.....
(" 1030 K6W \vee K2G " is an identity and " AA4 " is a part
identity, all governed by the procedure signal " C " and
separated from each other by the separative sign.)
- (e) $\overline{\text{VE}}$ K6W \vee D4B - 2 - KOFIT - 7 - HUPIC +

CHAPTER 5

SCALE OF NOTATION FOR STRENGTH OF SIGNALS OR INTERFERENCE

138. For use with procedure signals “ K ”, “ R ”, or “ X ”, and as a separate group with certain operating signals.

1	Just audible.
2	Very faint, unreadable.
3	Just readable.
4	Faint.
5	Rather faint.
6	Fair.
7	Good.
8	Strong.
9	Very strong.

CHAPTER 6

PROCEDURE AND OPERATING SIGNALS

140. PROCEDURE SIGNALS.—A procedure signal is designed to expedite the conduct of signalling. It consists of the following types :—

- (a) Single letters (R, B, K, J, \bar{N} , etc.)
- (b) Two or three letters (WA, GR, NR, TOR, etc.)
- (c) Signs (\overline{IMI} , \overline{BT} , \overline{AR} , \overline{HM} , etc.)
- (d) The “ Executive Sign.”

141. OPERATING SIGNALS.—Operating signals (used by all three Services) consist of signals designed, similarly to procedure signals, to expedite the conduct of signalling. In addition these signals provide a rapid means of transmitting messages dealing with technical and other requirements in wireless communication. An operating signal is distinguished by the letter “ X ” followed by two or more numerals. It may be followed by separate groups expressing a time, wave frequency, call sign, etc.

142. EMPLOYMENT OF PROCEDURE SIGNALS.—(i) These signals may be employed as follows :—

- (a) In the appropriate component part of the message. Each procedure signal so used forms a separate group, except the procedure signals “ GR ” and “ NR.” Either of these signals, together with the numerals necessary to complete its meaning, is signalled as one group.
- (b) In requesting repetitions and transmitting corrections. (See Article 165 and Chapters 21 and 22.)
- (c) To form the subject matter of a message by themselves, in which case the message is termed a **PROCEDURE MESSAGE**. Thus, an answer to a message is a procedure message in its most simple form.

143. EMPLOYMENT OF OPERATING SIGNALS.—Certain operating signals may be employed as in Article 142, para (i) (a). The majority are employed to form the subject matter of a procedure message as in Article 142, para. (i) (c).

(ii) Operating signals are not employed in the text of a message, except by stations passing-in intercepted messages for the purpose of indicating groups that have been missed. (See Article 330, para. (iv).)

CHAPTER 7

PROCEDURE MESSAGES

148. COMPOSITION.—A procedure message may contain, if required, any of the component parts used in other messages.

(ii) The time of origin is usually omitted (but see example (v) (c) below) : a procedure message can thus, with few exceptions, be identified by its time of receipt only.

(iii) The subject matter of a procedure message, other than a repetition or correction, is not separated from the address in any way.

(iv) Repetitions and corrections are classed as procedure messages, but certain special instructions apply to them. These are fully dealt with in Chapters 21 and 22.

(v) **Examples of procedure messages :—**

(a) $\overline{\text{VE}}$ K6W v D4B - T - Z - O3R v K3G B1020 +

(b) $\overline{\text{VE}}$ D4B v K6W - Z - D4B v O3R J1000 - 6 to 15 +

(b) $\overline{\text{VE}}$ D4B v K6W Y1201 = 1330 +

(*Note.*—A time of origin has been inserted to show when the acknowledgment was authorised.)

CHAPTER 8

THE IDENTITY OF A MESSAGE

151. MEANS OF IDENTIFYING A MESSAGE.—(i) When it is necessary to refer to a message, it is identified by quoting one of the following :—

- (a) The series number.
- (b) The time of origin.
- (c) The time of receipt (only used when (a) or (b) are not available, and not to be used for referring to messages made by manœuvring procedure).
- (d) When a message can be identified in more than one way, it is permissible for a signal link to substitute an alternative identity if this will facilitate the tracing of the message by receiving stations.

(ii) (a) and (c) above may be amplified by the addition of the whole or part of the call and the degree of priority (if any) ; (b) above may be amplified by the addition of the whole or part of the address (in a code or P/L message) and the degree of priority (if any).

(iii) As a general rule the time of origin method will be employed for identifying previous messages. The series number method should, however, be used by stations carrying out batch working and between stations in direct communication.

(iv) If the call signs of the receiving stations or addressees are included in the identity of the whole or part of a message, they must all be included, i.e.,

1030 GFV GFY – W – GFW v GFJ.
or 1030 v GFJ.

152. MEANS OF IDENTIFYING A PART OF A MESSAGE.—When it is necessary to refer to a part of a message, the part required is identified in one of the following ways :—

- (a) By quoting the number of the groups required if the text of the message is in code or cypher.

(b) By quoting the number of the groups, or the actual groups, or the words on either side of the part required, separated by the word " TO ".

(c) By using the procedure signals " AA ", " AB ", " WA ", or " WB ", together with the number of the group, or the group, or the word necessary to complete their meaning.

(ii) In cases where ambiguity may arise owing to the word or group quoted appearing more than once in the message, the next word or group should be added to the part identity.

(iii) (a) The call and preface is always identified as a whole, the procedure signal " AB1 " or " AB ", followed by the first group of the text, being used for this purpose. (See Article 221.)

(b) Except when correcting the number of words or groups in a P/L or code message (see Chapter 14), the call, preface and address is always identified as a whole, the procedure signal " AB1 " or " AB ", followed by the first word or group of the subject matter, being used for this purpose. (See Article 221.)

(c) See examples in Article 332, para. (iv) (b) and para. (v) (b).

153. EXAMPLES OF IDENTIFYING A MESSAGE OR A PART OF A MESSAGE.—

Examples :—

(i) $\overline{\text{VE}}$ GFW v GFA NR6 - GR6 = 4172 6071 8196
 1047 4172 = 1030 +

The above message may be identified as :—

(a) By GFA or GFW as :—
 NR6
 or 1030

(b) By any other station as :—
 1030 GFW v GFA
 or 1030 v GFA

(c) Had this message borne a degree of priority, they could have been added, thus :—
 1030 GFW v GFA - D.

(ii) $\overline{\text{VE}}$ GFW v GFA NR7 - T - GR5 - Z - G2W v R9T =
 FOSOL BITIT SUPUP RITUL = 1045 +

The above message was transmitted at 1100 by GFA and may be identified as :—

(a) NR7

(b) 1045

or 1045/10/4

or 1045 G2W v R9T

or 1045 v R9T

or 1045/10/4 G2W v R9T

or 1045/10/4 v R9T.

(c) Should the series number and time of origin have been missed the message may be identified as :—

TOR 1100 v GFA

or TOR 1100 GFW v GFA.

(iii) In the message shown in (ii) the second group could be identified as :—

(a) 2.

(b) WA. FOSOL.

(c) WB. SUPUP.

(iv) In the message shown in (ii) the second, third, and fourth groups could be identified as :—

(a) 2 to 4.

(b) FOSOL to 1045 (*i.e.*, first to fifth group).

NOTE.—Example (b) is permissible, but should not be resorted to normally.

(v) In the message shown in (ii) the part of the message after the group “BITIT” could be identified as :—

(a) AA 2.

(b) AA. BITIT.

154. EXAMPLES OF IDENTIFYING A MESSAGE AND A PART OF A MESSAGE.—(i) When it is desired to identify a part of any particular message, a combination of the procedure shown in Article 153 (i) and (ii) and (iii) to (v) is to be employed.

Examples :—

(a) NR7 - AB1.

(b) 1045 - 4 to 6.

(c) 1045 G2W v R9T - WA FOSOL.

(d) 1045/10/4 - AA 4.

(e) 1045/10/4 v R9T - 1 - 3 to 5.

(ii) GFA has transmitted the following cypher message to GFW :—

$\overline{\text{VE}}$ GFW v GFA NRS - GR6 = 2184 9031 7102 4361
2184 = 1100 +

The identification of the message, by GFA and GFW, and the part denoted is done as follows :—

- (a) All or any portion of the call and preface
NR8 – AB1
or NR8 – AB 2184
- (b) All after the second group
NR8 – AA2
or NR8 – AA 9031
- (c) All before the third group
NR8 – AB3
or NR8 – AB 7102
- (d) All between the 1st and 4th groups
NR8 – 2 – 3
or NR8 – 1 to 4
or NR8 – 2184 to 4361
- (e) The group “ 9031 ”
NR8 – 2
or NR8 – WA1
or NR8 – WB3
or NR8 – WA2184
or NR8 – WB7102
- (f) Group 1 and Groups 3 to 5
NR8 – 1 – 3 to 5
or NR8 – 1 – 9031 to 2184
- (g) In each of the above cases the message can also be identified by the time of origin.

(iii) GFA transmitted the following P/L message to GFW at 1120 :—

\overline{VE} GFW v GFA NR9 – GR13 \overline{AAA}

Signal copy of W/T log of 20 Apl. period 2000 to 2130 = 1115 +

The identification of the message, by GFA and GFW, and the part denoted can be done as follows :—

- (a) All or any portion of the call, preface and address
NR9 – AB1
or NR9 – AB Signal
- (b) All after the word “ log ”
NR9 – AA Log
- (c) All before the word “ Copy ”
NR9 – AB Copy
- (d) All between the words “ Copy ” and “ Period ”
NR9 – Copy to period
- (e) The word “ W/T ”
NR9 – Copy of to Log
or NR9 – WA Copy of
or NR9 – WB log

(f) The word “Signal” and the words between “copy of” and “period”

NR9 – WB Copy – Copy of to period
or NR9 – WA AAA – Copy of to period

(g) The time of origin

NR9 – WA 2130
or NR9 – AA 2130

Note.—If there is any doubt about identifying a word, two words may be given.

(h) In each of the above cases, the message can also be identified by the time of origin.

(iv) The messages shown in (ii) and (iii) above can also be identified as follows :—

(a) Message in (ii)

1100 v GFA – AA2
1100 GFW v GFA – WA 2184

(b) Message in (iii)

1115 v GFA – AB Copy
TOR 1120 v GFA – WA 2130
TOR 1120 GFW v GFA – AA 2130

155. MEANS OF IDENTIFYING A SERIES OF MESSAGES.—(i) When it is necessary to refer to a consecutive series of message (e.g., in batch-working) they are identified by quoting the first and last series numbers, separated by the word “TO.”

(ii) Example of identifying messages bearing series numbers 10, 11, 12, and 13 :—

NR10 to NR13

(See also Chapter 23. Batch working.)

156. IDENTIFYING A MESSAGE IN CONJUNCTION WITH THE “G” SIGN.—(See Article 276.)

CHAPTER 9

SINGLE LETTER PROCEDURE SIGNALS

“ A ”

160. THE LETTER “A” USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE signifies “Verify, check from the decode and repeat,” when referring to code and cypher messages, or “Verify and repeat” when referring to P/L messages.

(ii) The letter “A” includes the action required under “J,” but further entails reference back to the originator of the message himself, in order that he may verify and confirm the message as originally written.

(iii) It is to be employed for this purpose, as laid down in Chapter 22.

(iv) **USED IN CONJUNCTION WITH THE LETTER “O” IN THE ORIGINATOR’S INSTRUCTIONS OR IN A PRELIMINARY CALL,** signifies “Emergency—Air Attack.” (See Article 188.)

“ B ”

161. THE LETTER “B” USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE signifies “Has message been received.” The identity of the message, however expressed, is immediately preceded by the letter “B”.

(ii) *Examples* :—

(a) **D4B wishes to know whether K2W has received message NR15.**

D4B makes—

$\overline{\text{VE}}$ K2W v D4B B NR15 +

K2W answers—

* $\overline{\text{VE}}$ D4B v K2W R +

Or, if able to reply at once, makes—

$\overline{\text{VE}}$ D4B v K2W R (or $\overline{\text{N}}$) NR15 +

D4B answers—

$\overline{\text{VE}}$ K2W v D4B R +

* It is particularly to be noted that this answer refers only to the receipt of the procedure message, and has no bearing on the information asked for in that procedure message.

- (b) **D4B wishes to know whether K2W has received message 1030 K2W v K2G.**

D4B makes :—

$$\overline{\text{VE}} \text{ K2W v D4B B1030 K2W v K2G +}$$

K2W answers :—

$$\overline{\text{VE}} \text{ D4B v K2W R +}$$

or, if able to reply at once, makes :—

$$\overline{\text{VE}} \text{ D4B v K2W R (or } \overline{\text{N}}) \text{ 1030 K2W v K2G +}$$

D4B answers :—

$$\overline{\text{VE}} \text{ K2W v D4B R +}$$

- (c) **D4B wishes to know whether K2W has received message 1300 D4B K2W v L90 transmitted by L90 to D4B to pass to K2W.**

D4B makes :—

$$\overline{\text{VE}} \text{ K2W v D4B B1300 D4B K2W v L90 +}$$

K2W answers :—

$$\overline{\text{VE}} \text{ D4B v K2W R +}$$

or, if able to reply at once, makes :—

$$\overline{\text{VE}} \text{ D4B v K2W R (or } \overline{\text{N}}) \text{ 1300 D4B K2W v L90 +}$$

D4B answers :—

$$\overline{\text{VE}} \text{ K2W v D4B R +}$$

- (d) **Should a message bear a degree of priority, this may be added :—**

Example :—

D4B wishes to know whether K2W has received
“ Important message 1200 K2W v K2G ”

D4B makes :—

$$\overline{\text{VE}} \text{ K2W v D4B B1200 K2W v K2G - D +}$$

K2W answers as usual.

- (e) **In each of the above examples if K2W has made “ $\overline{\text{N}}$ ” and if it is desired to pass the message to K2W, and D4B is able to do so at once, D4B transmits the message instead of answering.**

- (f) **D4B wishes to know whether K2W has received the following messages : NR15 K2W v D4B. 1040 K2W v K2G. NRK641 S9L v GFA. 1035 O3R v K2G.**

D4B makes :—

$$\overline{\text{VE}} \text{ K2W v D4B BNR15 - B1040 v K2G - B NR K641 v GFA - B1035 O3R v K2G +}$$

K2W answers :—

$$\overline{\text{VE}} \text{ D4B v K2W R +}$$

or, if able to reply at once, makes :—

$$\overline{\text{VE}} \text{ D4B v K2W R (or } \overline{\text{N}} \text{) NR15 - R (or } \overline{\text{N}} \text{) 1040 v K2G - R (or } \overline{\text{N}} \text{) NR K641 v GFA - R (or } \overline{\text{N}} \text{) O3R v K2G +}$$

D4B answers :—

$$\overline{\text{VE}} \text{ K2W v D4B R +}$$

D4B may then give K2W each message in turn, to which K2W has given “ $\overline{\text{N}}$,” waiting for “R” from K2W before proceeding with the next message.

- (g) **D4B having transmitted message NR17 to K2W and having received no answer makes :—**

$$\overline{\text{VE}} \text{ K2W v D4B } \overline{\text{N}} \text{ - B NR17 +}$$

(iii) The letter “B” may also be replied to by the operating signal denoting “Message—was incompletely received” and by “IMI.” (See Article 333, para. (iv) (c).)

162. THE USE OF LETTER “B” WHEN TRANSMITTING A MESSAGE IN PORTIONS.—The letter “B” followed by a number indicating the number of groups or words already transmitted is used at the end of each portion (except the last) to signify “This concludes the portion just transmitted (up to and including word or group No.).”

(ii) *Examples :—*

- (a) **C2W has a long cypher message for X4A. C2W transmits the message in suitable portions. (See Chapter 24.)**

C2W makes :—

$$\overline{\text{VE}} \text{ X4A v C2W NR3 - GR63 = 2716 (remainder of first 40 groups) - B40 +}$$

X4A having received the first 40 groups makes :—

$$\overline{\text{VE}} \text{ C2W v X4A K +}$$

Should X4A require any repetitions, these are asked for and given before “K” is made.

C2W then transmits the remainder of the message :—

$\overline{\text{VE}}$ X4A v C2W – (remainder of the subject matter)
= 0915 +

X4A having received the message makes :—

$\overline{\text{VE}}$ C2W v X4A R +

(b) C2W has a long P/L message for X4A. C2W transmits the message in suitable portions. (See Chapter 24.)

C2W makes :—

$\overline{\text{VE}}$ X4A v C2W NR4 – GR145 $\overline{\text{AAA}}$ Q16 – 16/5
(First portion of the subject matter) – B50 –

X4A having received this first portion makes :—

$\overline{\text{VE}}$ C2W v X4A K +

Should X4A require any repetitions, these are asked for and given before “K” is made.

C2W then transmits the second portion :—

$\overline{\text{VE}}$ X4A v C2W – (second portion of subject matter)
– B100 +

X4A having received this second portion makes :—

$\overline{\text{VE}}$ C2W v X4A K +

C2W then completes the message :—

$\overline{\text{VE}}$ X4A v C2W – (last portion of subject matter) –
1015 +

X4A having received this last portion makes :—

$\overline{\text{VE}}$ C2W v X4A R +

(iii) (a) When messages are transmitted in portions, the receiving station must be certain of the correct reception of each portion, before giving “K” for the next portion.

(b) Receiving stations must count the number of words or groups in each portion to ascertain that it agrees with the figure given by the transmitting station after the letter “B.”

(c) For this purpose, in examples (a) and (b) above, the receiving station would be permitted to answer with the procedure letter “H,” to indicate that the number of words or groups is being counted, or by the method shown in Chapter 14, if the number of words or groups is in doubt.

(iv) *Example* :—

C2W has made the first portion of a long cypher message to **X4A**. **X4A** requires a repetition of the 6th group.

X4A makes :—

$\overline{\text{VE}}$ C2W v X4A $\overline{\text{IMI}}$ 6 +

C2W makes :—

$\overline{\text{VE}}$ X4A v C2W - 6 - 7162 - B +

X4A makes :—

$\overline{\text{VE}}$ C2W v X4A K +

C2W then proceeds with the transmission of the next portion.

(v) An example of the use of the letter “B,” when making in portions a message to be repeated back, is shown in Article 175, para. (viii).

163. THE LETTER “B” USED IN THE FINAL INSTRUCTIONS signifies “Have a further message, or number of messages indicated, for you or for the stations whose call signs are indicated.”

(ii) *Examples* :—

(a) **D4B** transmits a message to **K6W** and wishes to tell **K6W** that there is a further message for that station.

D4B makes :—

$\overline{\text{VE}}$ K6W v D4B NR2 - GR2 = KAPOC = 1030 - B +

K6W having received the message NR2 and being ready to receive the further message, makes :—

$\overline{\text{VE}}$ D4B v K6W R - K +

(b) **D4B** has a message for a section (collective call sign **W8P**) and a further message for two stations, **H2K** and **K6W**, of that section.

D4B makes :—

$\overline{\text{VE}}$ W8P v D4B NR1 NR3 NR2 NR1 NR3 NR1 - GR2 = KOPAC = 1035 - H2K K6W - B +

The stations of the section addressed answer :—

$\overline{\text{VE}}$ D4B v H2K R - K +

$\overline{\text{VE}}$ D4B v H8Y R +

$\overline{\text{VE}}$ D4B v J3P R +

$\overline{\text{VE}}$ D4B v K6O R +

$\overline{\text{VE}}$ D4B v K6W R - K +

$\overline{\text{VE}}$ D4B v L9O R +

(iii) The letter “ B ” is not used in the final instructions of a message containing “ G ” in the delivery instructions to the receiving station.

In this case, the transmitting station waits until the receiving station has repeated back correctly before making “ B.”

Example (d) :—

D4B has two messages for transmission to K6W, the first of which is to be repeated back : D4B does not send “ B ” in the final instructions of the first message, but after AB has repeated back correctly makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B C - B +}$$

K6W, if ready to take the message, makes :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W K +}$$

D4B then proceeds with the transmission of the second message.

(iv) The letter “ B ” is used in the final instructions by a receiving station, which has just completed the reception of a message, and wishes to inform the transmitting station that a message is awaiting transmission.

Example (e) :—

D4B has transmitted a message to K6W, who wishes to answer the message and also to inform D4B that a message awaits transmission to D4B.

K6W makes :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W R - B +}$$

D4B, if ready to receive the message, makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B K +}$$

K6W then proceeds with the transmission of his message.

“ C ”

164. THE LETTER “ C ” USED AS THE SUBJECT MATTER OF A PROCEDURE MESSAGE signifies “ You are correct.” It is not answered.

(ii) *Example :—*

K6W, having repeated back correctly, using full procedure, a message from D4B which contained “ G ” (repeat back) in the delivery instructions.

D4B makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B C } +$$

K6W does not answer.

165. THE LETTER “ C ” IN THE FINAL INSTRUCTIONS.—The letter “ C,” usually accompanied by an identity of a part of a message, is used in the final instructions (or at the end of a portion, when transmitting a message in portions) by a transmitting station, which has discovered an error during the actual transmission of that message.

When used for this purpose, the signification is “ Following is the correct version of..... ”

(ii) *Examples* :—

(a) **D4B** is transmitting the following cypher message to **K6W** :—

$$\begin{array}{r} \overline{\text{VE}} \text{ K6W } \vee \text{ D4B NR1 - GR5} = 4172 \quad 7136 \quad 3186 \\ 9012 = 1230 + \end{array}$$

While **D4B** is transmitting the group “ 9012 ” it is found that the second group “ 7136 ” should read “ 7126.”

D4B makes :—

$$\begin{array}{r} \overline{\text{VE}} \text{ K6W } \vee \text{ D4B NR1 - GR5} = 4172 \quad 7136 \\ 3186 \quad 9012 = 1230 - \text{C2} - 7126 + \end{array}$$

K6W answers :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W R } +$$

(b) **D4B** is transmitting the following cypher message to **K6W** :—

$$\begin{array}{r} \overline{\text{VE}} \text{ K6W } \vee \text{ D4B NR2 - GR5} = 1706 \quad 8931 \quad 7314 \\ 3147 = 1245 + \end{array}$$

While **D4B** is transmitting the third group, it is found that in writing out the message a group has been omitted between the first and second groups.

D4B makes :—

$$\begin{array}{r} \overline{\text{VE}} \text{ K6W } \vee \text{ D4B NR2 - GR5} = 1706 \quad 8931 \\ 7314 \quad 3147 = 1245 - \text{C AB1} - \text{K6W } \vee \text{ D4B} \\ \text{NR2 - GR6 - C2 - 2198 - 3 - 8931 } + \end{array}$$

K6W answers :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W R } +$$

(c) **D4B** is transmitting the following code message to **K6W** :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B NR3 - D - T - GR3 - Z - O3R } \vee \\ \text{D4B} = \text{S72 - AOFIT} = 1250 +$$

While **D4B** is transmitting the subject matter it is desired to correct the address to read “**Z - K6W O3R v D4B.**”

D4B makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B NR3 - D - T - GR3 - Z - O3R } \vee \\ \text{D4B} = \text{S72 - AOFIT} = 1250 - \text{C AB1 -} \\ \text{K6W } \vee \text{ D4B NR3 - D - T - GR3 - Z - K6W.} \\ \text{O3R } \vee \text{ D4B} +$$

K6W answers :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W R} +$$

(d) **D4B** is transmitting the following cypher message to **K6W** :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B NR5 - G - GR5 } \quad 2189 \quad 4163 \quad 6148 \\ 7130 = 1310 +$$

While **D4B** is transmitting the third group it is found that the first group should read “**2199.**”

D4B makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B NR5 - G - GR5} = 2189 - 4163 - \\ 6148 \quad 7130 = 1310 - \text{C1} - 2199 +$$

K6W repeats back :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W - K6W } \vee \text{ D4B NR5 - G - GR5} = \\ 2199 \quad 4163 \quad 6148 \quad 7130 = 1310 +$$

D4B answers :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B C} +$$

(e) **D4B** is transmitting the following P/L message to **K6W** :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B NR6 - GR13 } \overline{\text{AAA}} \text{ A29 - 17/9} \\ \text{Line three should read “to two too many in all”} = \\ 1320 +$$

D4B, while transmitting the subject matter, notices that he has omitted the word “two.”

D4B makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B NR6 - GR13 } \overline{\text{AAA}} \text{ A29 - 17/9} \\ \text{Line three should read } \overline{\text{RR}} \text{ to two too many in all} \\ \overline{\text{RR}} = 1320 - \text{C} - \text{read } \overline{\text{RR}} \text{ to two too many} +$$

K6W answers as usual.

166. THE LETTER "C" USED WITH THE IDENTITY (and, if necessary, part identity) **OF A MESSAGE**, signifies "Correct version of message is"

The instructions for the use of "C" in this respect are given in Chapter 22.

167. (i) Use of the letter "C" in the "Initial Check Method." (See Article 277.)

(ii) Use of the letter "C" in reply to "INT GR." (See Article 275.)

(iii) The letter "C" is NOT used for correcting mistakes when repeating back a message. (See Article 175, para. (ix).)

168. THE LETTER "C" IS USED IN REPLY TO THE LETTERS "A" (verify, check from the decode, and repeat) **AND "J"** (check from the decode and repeat). (See Chapter 22.)

" D "

169. THE LETTER "D" USED IN THE ORIGINATOR'S INSTRUCTIONS of a message signifies "IMPORTANT."

(ii) The use of the letter "D" in the originator's instructions of a message gives that message precedence over others which have no degree of priority.

(iii) Instructions regarding the classes of messages which will be graded as "IMPORTANT," and regarding the authority required to originate "IMPORTANT" messages, are given in R.A.F. Signal Manual, Part I.

170. THE LETTER "D" USED IN A PRELIMINARY CALL.—The letter "D" may be used in a preliminary call to indicate that the station calling has an important message to transmit.

(ii) *Examples* :—

(a) **K6W** wishes to make a preliminary call to **D4B** and to inform **D4B** that an important message awaits transmission.

K6W makes :—

VE D4B D4B v K6W D +

(b) If the controlling station has ordered **K6W** to wait, **K6W** may use the following special preliminary call :—

VE D D D v K6W +

(See Article 299.)

“ \bar{E} ”

171. THE LETTER “ \bar{E} ” IS USED ONLY IN THE FINAL INSTRUCTIONS and signifies “ Am about to transmit a further message without waiting for an answer to this message.”

(ii) When batch working is employed, the letter “ \bar{E} ” is made in the final instructions of each message, except the last message in each batch. (See Chapter 23.)

(iii) The letter “ \bar{E} ” must not be used with “ DC ” method. (See Chapter 25.)

(iv) See Article 346.

“ F ”

172. THE LETTER “ F ” USED IN THE DELIVERY INSTRUCTIONS SIGNIFIES “ NOT TO BE ANSWERED.”—The letter “ F ” is only to be used to convey instructions to the receiving station-s and is NOT to be used to convey instructions for further linking stations in the transmission.

(ii) Messages transmitted by full procedure with “ F ” in the delivery instructions are always made twice through, except P/L messages concerning the conduct of W/T exercises, which may be made once. The receiving stations do not answer and may only request repetitions, checks or verifications with the Commanding Officer’s authority.

(iii) *Examples :—*

(a) **D4B has a message for W9G. W9G is not to answer.**

D4B makes :—

$$\bar{V}\bar{E} \text{ W9G W9G } \vee \text{ D4B NR1 - F - GR10} = (\text{Text}) = 1030$$

$$\bar{I}\bar{M}\bar{I} \text{ W9G W9G } \vee \text{ D4B NR1 - F - GR10} = (\text{Text}) = 1030 +$$

(b) **D4B has a message for C6Z and D7A. D7A is not to answer.**

D4B makes :—

$$\bar{V}\bar{E} \text{ C6Z C6Z D7A D7A } \vee \text{ D4B NR2 NR3 - D7A - F - GR10} = (\text{Text}) = 1035$$

$$\bar{I}\bar{M}\bar{I} \text{ C6Z C6Z D7A D7A } \vee \text{ D4B NR2 NR3 - D7A - F - GR10} = (\text{Text}) = 1035 +$$

C6Z answers :—

$$\bar{V}\bar{E} \text{ D4B } \vee \text{ C6Z R } +$$

- (c) **D4B** has a procedure message for a squadron **B3N** (collective call sign), **T8H** and **V4R**, two aircraft of the squadron, are not to answer.

D4B makes :—

$$\overline{\text{VE}} \text{ B3N B3N } \vee \text{ D4B - T8H V4R - F - X530}$$

$$\overline{\text{IMI}} \text{ B3N B3N } \vee \text{ D4B - T8H V4R - F - X530 +}$$

The aircraft of the squadron (except **T8H** and **V4R**) answer in alphabetical order of their call signs :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ W2X* R +}$$

$$\overline{\text{VE}} \text{ D4B } \vee \text{ R4M R +}$$

$$\overline{\text{VE}} \text{ D4B } \vee \text{ S9U R +}$$

$$\overline{\text{VE}} \text{ D4B } \vee \text{ U8Z R +}$$

- (d) **D4B** has a message for **W2X**, which has to be made in portions. **W2X** is not to answer.

D4B makes :—

$$\overline{\text{VE}} \text{ W2X W2X } \vee \text{ D4B NR6 - F - GR80 = (first portion of the text)}$$

$$\overline{\text{IMI}} \text{ W2X W2X } \vee \text{ D4B NR6 - F - GR80 = (first portion of the text) - B +}$$

D4B waits a short pause and then continues with the next portion :—

$$\overline{\text{VE}} \text{ W2X W2X } \vee \text{ D4B - (last portion of the text) = 1330}$$

$$\overline{\text{IMI}} \text{ W2X W2X } \vee \text{ D4B - (last portion of the text) = 1330 +}$$

(iv) The letter “ F ” may be used in a preliminary call before a message transmitted by the Broadcast method.

The receiving stations do not answer such a call, which is transmitted to attract their attention.

Example :—

$$\overline{\text{VE}} \text{ O3R O3R } \vee \text{ D4B - F } \overline{\text{IMI}} \text{ O3R O3R } \vee \text{ D4B - F +}$$

- (v) For further examples see Article 316, para. (iii) and Article 365.

* Squadron Commander.

173. USE OF THE LETTERS “ A ” AND “ J ” WITH “ F.”—Before requesting a verification on a check of the coding of a message transmitted by “ F ” method, the authority of the Commanding Officer must be obtained.

(ii) *Example* :—

U4K has transmitted a message, time of origin 0930, to J4A by the “ F ” method.

J4A decodes the message and finds that the subject matter does not make sense. Having obtained the Commanding Officer's authority,

J4A makes :—

$\overline{\text{VE}}$ U4K U4K v J4A, J0930 +

U4K answers as usual, and having checked the coding of the message, transmits the correction as shown in Chapter 22.

174. THE USE OF THE LETTER “ F ” WITH “ DC ” METHOD IS SHOWN IN ARTICLE 358.

“ G ”

175. THE LETTER “ G ” USED IN THE DELIVERY INSTRUCTIONS SIGNIFIES “ REPEAT BACK.”

(ii) The letter “ G ” is only used to convey instructions to the receiving stations and is NOT to be used to convey instructions to further linking stations in the transmission.

(iii) When repeating back, the message is only made once, even though the original message was made twice through, unless “ DC ” method is being used.

(iv) Similarly, when correcting repetitions of a message, the corrections are only made once, unless “ DC ” method is being used.

(v) The station repeating back makes the call, followed by the original message exactly as transmitted (except as in para. (iii) above), with the commencing sign omitted.

The message being repeated back is preceded by the separative sign, and the call signs of the receiving stations are only made once.

(vi) *Example* :—

D4B has a message for K6W. K6W is to repeat back.

D4B makes :—

$$\overline{\text{VE}} \text{ K6W K6W } \vee \text{ D4B NR5 - G - GR25 = } \\ \text{(Text) = 0930 +}$$

K6W repeats back, thus :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W - K6W } \vee \text{ D4B NR5 - G - GR25 = } \\ \text{(Text) = 0930 +}$$

If message has been repeated back correctly D4B makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B C +}$$

(vii) When certain receiving stations are to answer a message and others are directed to repeat back, stations will answer or repeat back according to the alphabetical order of their call signs (Article 282).

The transmitting station will not give “C” until all stations have answered or repeated back. (See also para. (x) below.)

Examples :—

(a) **D4B has a message for K6W and L9O. L9O is to repeat back.**

D4B makes :—

$$\overline{\text{VE}} \text{ K6W K6W L9O L9O } \vee \text{ D4B NR7 NR2 - L9O - } \\ \text{G - GR30 = (Text) = 1000 +}$$

K6W answers :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W R +}$$

L9O repeats back thus :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ L9O - K6W L9O } \vee \text{ D4B NR7 NR2 - } \\ \text{L9O - G - GR30 = (Text) = 1000 +}$$

If message has been repeated back correctly, D4B makes :—

$$\overline{\text{VE}} \text{ L9O } \vee \text{ D4B C +}$$

(b) **D4B has a message for a Section W8P (collective call sign) K6O, one station of the section, is to repeat back.**

D4B makes :—

$$\overline{\text{VE}} \text{ W8P W8P } \vee \text{ D4B NR1 NR1 NR3 NR2 NR8 } \\ \text{NR3 - K6O - G - GR27 = (Text) = 1010 +}$$

The stations of the section answer (except K6O, who repeats back) in alphabetical order of call signs.

$\overline{\text{VE}}$ D4B v H2K R +

$\overline{\text{VE}}$ D4B v H8Y R +

$\overline{\text{VE}}$ D4B v J3P R +

$\overline{\text{VE}}$ D4B v K6O - W8P v D4B NR1 NR1 NR3 NR2
NR8 NR3 - K6O - G - GR27 = (Text)
= 1010 +

$\overline{\text{VE}}$ D4B v K6W R +

$\overline{\text{VE}}$ D4B v L9O R +

If message has been repeated back correctly, D4B makes :—

$\overline{\text{VE}}$ K6O v D4B C +

(viii) When messages which have been sent in portions (see Article 162) contain the letter " G " in the delivery instructions, each portion is to be repeated back correctly before proceeding to the next portion.

Example :—

(a) **D4B** has a message for **K6W** which has to be made in portions. **K6W** is to repeat back.

D4B makes :—

$\overline{\text{VE}}$ K6W K6W v D4B NR9 - G - GR60 = (first
portion of the text) - B30 +

K6W repeats back :—

$\overline{\text{VE}}$ D4B v K6W - K6W v D4B NR9 - G - GR60
= (first portion of the text) - K +

If the first portion of the message has been repeated back correctly, D4B continues with the next portion :—

$\overline{\text{VE}}$ K6W v D4B - (last portion of the text) =
1030 +

K6W repeats back :—

$\overline{\text{VE}}$ D4B v K6W - (last portion of the text) =
1030 +

If the last portion has been repeated back correctly, D4B makes :—

$\overline{\text{VE}}$ K6W v D4B C +

(ix) The procedure letter " C " is not used for correcting mistakes, when repeating back a message, and the receiving station repeats back the correction, although the letter " G " is not inserted after the new call.

Examples :—

(a) **D4B has an immediate message for K6W. K6W is to repeat back. K6W repeats back incorrectly.**

D4B makes :—

$$\overline{\text{VE}} \text{ K6W K6W } \vee \text{ D4B NR10 - P - G - GR6 = } \\ 1072 \ 7021 \ 8463 \ 9081 \ 4306 = 1040 \ +$$

K6W repeats back making mistakes in the call and preface :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W - K6W } \vee \text{ D4B NR11 - G - GR6 = } \\ 1072 \ 7021 \ 8463 \ 9081 \ 4306 = 1040 \ +$$

D4B corrects the mistake :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B - AB1 - K6W } \vee \text{ D4B NR10 - P - } \\ \text{G - GR6} \ +$$

K6W repeats back :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W - AB1 - K6W } \vee \text{ D4B NR10 - P - } \\ \text{G - GR6} \ +$$

K6W having now repeated back the whole message correctly, D4B makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B C} \ +$$

(b) **D4B has a P/L message for K6W which he decides to make in portions. K6W is to repeat back. K6W repeats back the first portion incorrectly.**

D4B makes :—

$$\overline{\text{VE}} \text{ K6W K6W } \vee \text{ D4B NR11 - G - GR120 - Z - } \\ \text{K6W } \vee \text{ K2G AAA A18 - 9/7 Your A42 - } \\ \text{30/6 following information required before } \\ \text{supplies can be, etc. . . . - B60} \ +$$

K6W repeats back incorrectly after the word "supplies" :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W - K6W } \vee \text{ D4B NR11 - G - GR120 - } \\ \text{Z - K6W } \vee \text{ K2G AAA A18 - 9/7 Your A42 - } \\ \text{30/6 following information required before } \\ \text{supplies, etc. . . . (repeated back incorrectly)} \\ \text{- K} \ +$$

D4B corrects the mistake :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B - AA supplies - can be, etc. } \\ \text{. . . - B60} \ +$$

K6W repeats back correctly :—

$\overline{\text{VE}}$ D4B v K6W - AA supplies - can be, etc.
 . . . - K +

D4B then proceeds with the next portion as shown in example (viii) (a).

(x) When more than one receiving station has to repeat back a message the transmitting station is to be guided by the circumstances in deciding whether to correct mistakes in repetition immediately after a station has repeated back incorrectly or to wait until all stations have repeated back.

Example :—

D4B has a message for a Section W8P (collective call sign). All stations of the section are to repeat back. Some stations repeat back incorrectly.

D4B makes :—

$\overline{\text{VE}}$ W8P W8P v D4B NR2 NR2 NR4 NR3 NR12
 NR4 - G - GR5 = 2106 7132 8417
 9136 = 1045 +

The stations of the section repeat back in alphabetical order :—

$\overline{\text{VE}}$ D4B v H2K - W8P v D4B NR2 NR2 NR4
 NR3 NR12 NR4 - G - GR5 = 2196 7132
 8417 9136 = 1045 +

$\overline{\text{VE}}$ D4B v H8Y - W8P v D4B NR2 NR2 NR4
 NR3 NR12 NR4 - G - GR5 = 2106 7132
 8417 9136 = 1045 +

$\overline{\text{VE}}$ D4B v J3P - W8P v D4B NR2 NR2 NR4 NR3
 NR12 NR4 - G - GR5 = 2106 7132 8427
 9136 = 1045 +

$\overline{\text{VE}}$ D4B v K6O - W8P v D4B NR2 NR2 NR4
 NR3 NR12 NR4 - G - GR5 = 2106 7132
 8417 9136 = 1045 +

$\overline{\text{VE}}$ D4B v K6W - W8P v D4B - ditto -

$\overline{\text{VE}}$ D4B v L9O - W8P v D4B - ditto -

D4B corrects the two mistakes :—

$\overline{\text{VE}}$ H2K J3P v D4B - I - 2106 - 3 - 8417 +

H2K repeats back :—

$\overline{\text{VE}}$ D4B v H2K - I - 2106 - 3 - 8417 +

J3P repeats back :—

$\overline{\text{VE}}$ D4B v J3P - I - 2106 - 3 - 8417 +

All stations having now repeated back correctly, D4B makes :—

$\overline{\text{VE}}$ W8P v D4B C +

(xi) **D4B** has a message for **K6W**. **K6W** is to repeat back. **K6W** having missed or being uncertain of the reception of certain portions of the message has to ask for a repetition of those portions before repeating back.

D4B makes :—

$\overline{\text{VE}}$ K6W K6W v D4B NR13 - G - GR4 =
1036 7128 9090 = 1100 +

K6W having missed the second group makes :—

$\overline{\text{VE}}$ D4B v K6W $\overline{\text{IMI}}$ 2 +

D4B makes :—

$\overline{\text{VE}}$ K6W v D4B - 2 - 7128 +

K6W repeats back the message :—

$\overline{\text{VE}}$ D4B v K6W - K6W v D4B NR13 - G - GR4 =
1036 7128 9090 = 1100 +

D4B makes :—

$\overline{\text{VE}}$ K6W v D4B C +

176. THE LETTER “ G ” USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE, and followed by the identity of a message, signifies “ Repeat back message indicated.”

(ii) *Examples* :—

(a) **D4B** having made to **K6W** :—

$\overline{\text{VE}}$ K6W K6W v D4B NR14 - GR6 = 3601
2901 9167 8041 7063 = 1120 +

Subsequently wishes **K6W** to repeat back the message.

D4B makes :—

$\overline{\text{VE}}$ K6W v D4B G NR14 +

or $\overline{\text{VE}}$ K6W v D4B G 1120 +

K6W, if not in a position to repeat back immediately, makes :—

$\overline{\text{VE}}$ D4B v K6W R +

When ready to repeat back, K6W makes :—

$\overline{\text{VE}}$ D4B D4B v K6W - K6W v D4B NR14 -
 GR6 = 3601 2901 9167 8041 7063 =
 1120 +

D4B makes :—

$\overline{\text{VE}}$ K6W v D4B C +

- (b) **D4B wishes another station, K6O, who is keeping watch on the same frequency as K6W and who should have read the message in example (a) to “Repeat back.”**

D4B makes :—

$\overline{\text{VE}}$ K6O K6O v D4B G1120 K6W v D4B +

K6O, if not in a position to repeat back immediately makes :—

$\overline{\text{VE}}$ D4B v K6O R +

When ready to repeat back, K6O makes :—

$\overline{\text{VE}}$ D4B D4B v K6O - K6W v D4B NR14 -
 GR4 = 3601 2901 9167 8041 7063 =
 1120 +

D4B makes :—

$\overline{\text{VE}}$ K6O v D4B C +

177. THE LETTER “G” USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE, and followed by the identity and part identity of a message, signifies “Repeat back portion of message indicated.”

(ii) *Example :—*

D4B has transmitted the following P/L message to U8Z, bearing series number 2: “After re-fuelling rejoin Squadron at Lerwick III Report ETA as soon as possible = 1130 +.”

U8Z has given R, but D4B wishes U8Z to repeat back the word Lerwick.

D4B makes :—

$\overline{\text{VE}}$ U8Z v D4B GNR2 - at to report +

U8Z repeats back :—

$\overline{\text{VE}}$ D4B v U8Z - at Lerwick III report +

D4B makes :—

$\overline{\text{VE}}$ U8Z v D4B C +

178. USE OF THE LETTER “S” WITH THE LETTER “G.”—
 (See Article 197, para. (viii).)

(vi) The correct use of the letter “H,” as above, prevents departure from the rule that in “normal up and down” working the receiving station transmits an answer to, or requests a repetition of, a message immediately the transmitting station makes the ending sign.

(vii) With messages made in portions, the letter “H” may be used in the same manner as shown above as each portion is received.

(viii) *Example* :—

D4B has transmitted the following portion of a P/L message to **K6W**.

$\overline{\text{VE}}$ K6W K6W v D4B NR15 - GR120 $\overline{\text{AAA}}$ (first portion of P/L subject matter) - B60 +

K6W has read the complete portion, but requires time to check the number of words indicated (60) against the number read.

K6W at once makes :—

$\overline{\text{VE}}$ D4B v K6W H +

When **K6W** has counted the words and found that the number agrees with the number indicated,

K6W makes :—

$\overline{\text{VE}}$ D4B v K6W K +

D4B then makes the last portion of the message :—

$\overline{\text{VE}}$ K6W v D4B - (last portion of P/L subject matter) = 1400 +

K6W has read the complete message, but requires time to check that the number of words received in the whole message agrees with the number indicated (120).

K6W at once makes :—

$\overline{\text{VE}}$ D4B v K6W H +

When **K6W** has counted the words in the whole message and found that the number received agrees with the number indicated,

K6W makes :—

$\overline{\text{VE}}$ D4B v K6W R +

“ J ”

180. THE LETTER “J” USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE signifies “Check from the decode and repeat.”

(ii) It is employed as shown in Chapter 22.

“ K ”

181. THE LETTER “ K ” USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE, signifies “ Go on.”

(ii) The letter “ K,” when used in answering calls, is always followed by a number, so as to form one group, indicating the strength of signals.

A number may also be added to “ K ” on other occasions, when the receiving station wishes to inform the transmitting station that signals have changed from their original strength.

(iii) *Examples* :—

(a) GFJ makes a preliminary call to GFY.

$$\overline{\text{VE}} \text{ GFY GFY } \vee \text{ GFJ } +$$

GFY answers :—

$$\overline{\text{VE}} \text{ GFJ } \vee \text{ GFY K6 } +$$

(or whatever the strength of GFJ'S signals is to GFY, *See* Chapter 5).

GFJ then proceeds with his message.

Should GFY make “ K4 ” or “ K9,” GFJ should use discretion as to increasing or reducing power, before proceeding with the message, according to whether the “ I ” or direct method is being used, and according to the degree of interference, etc.

(b) GFJ has two messages for GFY. GFY has made “ K7 ” to GFJ.

GFJ makes the first message thus :—

$$\begin{array}{r} \overline{\text{VE}} \text{ GFY } \vee \text{ GFJ NR20 - GR6 = 2108 } \quad 9176 \\ 2130 \quad 1001 \quad 2108 = 1208 - B + \end{array}$$

If ready to receive the next message, GFY makes :—

$$\overline{\text{VE}} \text{ GFJ } \vee \text{ GFY R - K5 } +$$

indicating that GFJ's signals have decreased in strength.

(iv) The letter “ K,” used in the subject matter of a procedure message preceded by the interrogative sign “ INT,” signifies “ May I go on.” Examples are shown in Articles 191 and 252.

(v) For the procedure for the use of “ K ” with messages made in portions, see Articles 162 and 175, paras. (viii) and (ix).

“ L ”

182. THE LETTER “ L ” USED IN THE DELIVERY INSTRUCTIONS, signifies “ Pass this message to those of the addressees for whom you are responsible.”

(ii) See Articles 103 to 108 (Delivery Instructions).

(iii) When more than one linking station is indicated, the letter “ L ” conveys instructions to ALL the linking stations to re-transmit the message to the addressees for whom they are responsible, unless otherwise indicated.

(iv) The letter “ L ” is used principally by the main control stations for disposing of multiple address or general messages via control stations of sections, and effects a considerable saving over the procedure required with the letter “ T ” under such circumstances.

(v) *Examples* :—

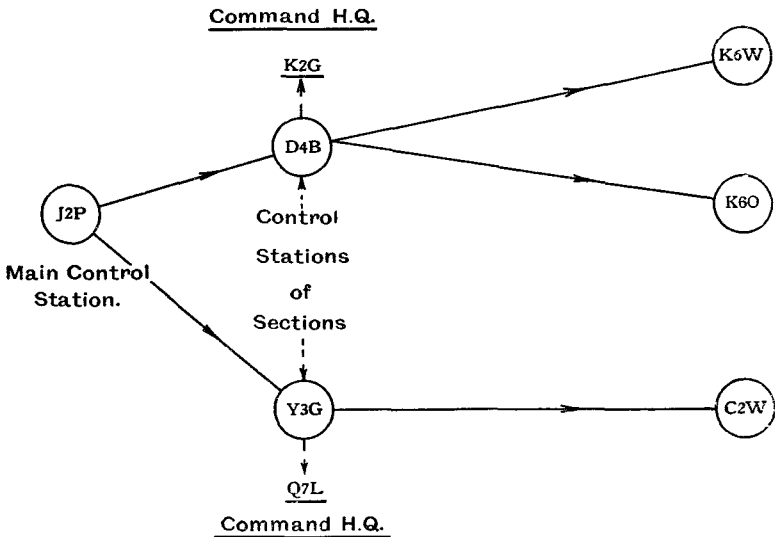
(a) J2P has a P/L message to pass to D4B and Y3G for C2W, K6O, K6W, K2G, and Q7L.

D4B is responsible for K6O and K6W (two stations in D4B’s section).

D4B is automatically responsible for K2G.

Y3G is responsible for C2W (a station in Y3G’s section).

Y3G is automatically responsible for Q7L.



It is assumed that J2P, D4B, and Y3G are on the same frequency.

J2P makes :—

$\overline{\text{VE}}$ D4B D4B Y3G Y3G v J2P NR4 NR6 - L - GR35 - Z - $\overline{\text{C2W}}$ K6O K6W - W - K2G Q7L v J2P - Y $\overline{\text{AAA}}$ (subject matter) = 1415 +

D4B answers :—

$\overline{\text{VE}}$ J2P v D4B R +

Y3G answers :—

$\overline{\text{VE}}$ J2P v Y3G R +

D4B re-transmits the message to K6O and K6W thus :—

$\overline{\text{VE}}$ K6O K6O K6W K6W v D4B NR16 NR3 -
GR35 - Z - C2W K6O K6W - W - K2G
Q7L v J2P - Y $\overline{\text{AAA}}$ (subject matter) = 1415 +

K6O answers :—

$\overline{\text{VE}}$ D4B v K6O R +

K6W answers :—

$\overline{\text{VE}}$ D4B v K6W R +

Y3G re-transmits the message to C2W thus :—

$\overline{\text{VE}}$ C2W C2W v Y3G NR6 - GR35 - Z - C2W
K6O K6W - W - K2G Q7L v J2P - Y $\overline{\text{AAA}}$
(subject matter) = 1415 +

C2W answers :—

$\overline{\text{VE}}$ Y3G v C2W R +

- (b) **GFJ has a general P/L message from J2P to all stations W7K (multiple collective call sign).**

GFJ transmits the message to all commands thus :—

$\overline{\text{VE}}$ GEO GFQ CFV CFW CFX GFZ v GFJ NR10
NR6 NR4 NR7 NR8 NR16 - L - GR55 - Z -
W7K v J2P $\overline{\text{AAA}}$ (subject matter) = 1500 +

Stations answer, thus :—

$\overline{\text{VE}}$ GFJ v GEO R +

$\overline{\text{VE}}$ GFJ v GFQ R +

$\overline{\text{VE}}$ GFJ v GFV R +

$\overline{\text{VE}}$ GFJ v GFW R +

$\overline{\text{VE}}$ GFJ v GFX R +

$\overline{\text{VE}}$ GFJ v GFZ R +

The stations addressed re-transmit the message to those stations for which they are responsible in the same manner as shown in example (a).

- (c) **GFJ wishes to pass a P/L message from J2P, via GFX to GFV and GFW for M8G and Q3D.**

GFV is responsible for M8G.

GFW is responsible for Q3D.

GFJ makes :—

$\overline{\text{VE}}$ GFX v GFJ NR9 - T - GFV, GFW - L -
GR30 - Z - M8G. Q3D v J2P $\overline{\text{AAA}}$ (subject
matter) = 1600 +

GFX answers :—

$\overline{\text{VE}}$ GFJ v GFX R +

GFX re-transmits the message to GFV and GFW,
thus :—

$\overline{\text{VE}}$ GFV GFW v GFX NR6 NR4 - L - GR30 -
Z - M8G. Q3D v J2P $\overline{\text{AAA}}$ (subject matter) =
1600 +

GFV and GFW answer :—

$\overline{\text{VE}}$ GFX v GFV R +
 $\overline{\text{VE}}$ GFX v GFW R +

**GFX and GFW re-transmit the message as shown in
example (a).**

“ M ”

183. The letter “ M ” used in the delivery instructions signifies
“ Pass via.”

(ii) When more than one call sign follows the procedure letter “ M,”
the message is to be passed through the linking stations in the sequence in
which their call signs appear in the delivery instructions.

(iii) *Example* :—

**GFJ has a P/L message from an authority J2P for V8H and
wishes to pass it through GFX, GEO, and A8W in that order.**



GFJ makes :—

$\overline{\text{VE}}$ GFX v GFJ NR20 - M - GEO A8W - T -
GR15 - Z - V8H v J2P $\overline{\text{AAA}}$ (subject matter)
= 0900 +

GFX answers :—

$\overline{\text{VE}}$ GFJ v GFX R +

GFX re-transmits the message, thus :—

$$\overline{\text{VE}} \text{ GEO } \vee \text{ GFX NR6 - M - A8W - T - GR15 - Z - V8H } \vee \text{ J2P } \overline{\text{AAA}} \text{ (subject matter) = 0900 +}$$

GEO answers :—

$$\overline{\text{VE}} \text{ GFX } \vee \text{ GEO R +}$$

GEO re-transmits the message, thus :—

$$\overline{\text{VE}} \text{ A8W } \vee \text{ GEO NR2 - T - GR15 - Z - V8H } \vee \text{ J2P } \overline{\text{AAA}} \text{ (subject matter) = 0900 +}$$

A8W answers :—

$$\overline{\text{VE}} \text{ GEO } \vee \text{ A8W R +}$$

A8W re-transmits the message, thus :—

$$\overline{\text{VE}} \text{ V8H } \vee \text{ A8W NR1 - GR15 - Z - V8H } \vee \text{ J2P } \overline{\text{AAA}} \text{ (subject matter) = 0900 +}$$

V8H answers :—

$$\overline{\text{VE}} \text{ A8W } \vee \text{ V8H R +}$$

(iv) For further examples see Articles 103 to 108 (Delivery Instructions).

184. THE LETTER “ M ” FOLLOWED BY A TIME OF ORIGIN, AND USED AS THE FIRST GROUP OF THE SUBJECT MATTER OF “ ENEMY REPORT ” MESSAGES, refers to a previous message and signifies “ With reference to my message bearing time of origin ”

(ii) *Example* :—

Aircraft **H6J** has made an enemy report to **D4B** (time of origin **0930**). **H6J** now wishes to make a further report, and to refer to the previous message.

H6J makes :—

$$\begin{aligned} \overline{\text{VE}} \text{ D4B D4B } \vee \text{ H6J NR2 - O - A } &= \text{M0930 -} \\ & \text{*20196 - MRK21A52 = 0935 } \overline{\text{IMI}} \text{ D4B.} \\ \text{D4B } \vee \text{ H6J NR2 - O - A } &= \text{M0930 - *20196 -} \\ \text{MRK21A52} &= \text{0935 +} \end{aligned}$$

D4B answers :—

$$\overline{\text{VE}} \text{ H6J } \vee \text{ D4B R +}$$

(iii) In naval signalling the above method is used to refer to any message.

* Imaginary enemy report group.

“ \bar{N} ”

185. THE LETTER “ \bar{N} ” USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE signifies “Nothing received.” When followed by the identity of a message signifies “Message . . . has not been received.”

(ii) *Example* :—

(a) **GFJ makes a preliminary call to GFX.**

$\bar{V}\bar{E}$ GFX GFX v GFJ +

GFX answers :—

$\bar{V}\bar{E}$ GFJ v GFX K7 +

GFJ fails to proceed with the message.

GFX makes :—

$\bar{V}\bar{E}$ GFJ v GFX \bar{N} - K7 +

(b) **GFJ transmits the following message to GFX.**

$\bar{V}\bar{E}$ GFX v GFJ NR21 - GR4 = 2184 1062
7139 = 1030

GFX fails to answer.

GFJ makes :—

$\bar{V}\bar{E}$ GFX v GFJ \bar{N} +

or $\bar{V}\bar{E}$ GFX v GFJ \bar{N} - B NR21 +

(c) **GFX wishes to inform GFJ that message bearing Series Number 21 from GFJ has not been received.**

GFX makes :—

$\bar{V}\bar{E}$ GFJ v GFX \bar{N} NR21 +

GFJ answers :—

$\bar{V}\bar{E}$ GFX v GFJ R +

(d) **GFV wishes to inform GFJ that message 1030 GED V GFJ has not been received.**

GFV makes :—

$\bar{V}\bar{E}$ GFJ v GFV \bar{N} 1030 GEO v GFJ +

GFJ answers :—

$\bar{V}\bar{E}$ GFV v GFJ R +

(e) **K6W** wishes to inform **D4B** that the following messages have not been received.

NR15
NR K103 R7B v J2P
1030 K6O v D4B

K6W makes :—

$\bar{V}\bar{E}$ D4B v K6W \bar{N} NR15 - \bar{N} NR K103 R7B v
J2P - \bar{N} 1030 K6O v D4B +

D4B answers :—

$\bar{V}\bar{E}$ K63 v D4B R +

“ O ”

186. THE LETTER “ O ” USED IN THE ORIGINATOR’S INSTRUCTIONS signifies “ Emergency.” Its use is reserved to distinguish messages of the utmost importance concerning operations or the enemy. Instructions as to the application and the authority required for the use of this degree of priority are contained in R.A.F. Signal Manual, Part I.

(ii) *Examples* :—

(a) **GFW** transmits an emergency message to **GFJ**, thus :—

$\bar{V}\bar{E}$ GFJ v GFW NR6 - O - GR6 = 4107 2109
9163 4763 4107 = 1400 +

GFJ answers :—

$\bar{V}\bar{E}$ GFW v GFJ R +

(b) **Aircraft H6J** transmits an emergency enemy report to **D4B**, thus :—

$\bar{V}\bar{E}$ D4B D4B v H6J NR2 - O = KKJMMD† -
225ZZ25 = 1500 $\bar{I}\bar{M}\bar{I}$ D4B. D4B v H6J
NR2 - O = KKJMMD† - 225ZZ25 = 1500 +

D4B answers :—

$\bar{V}\bar{E}$ H6J v D4B R +

† Imaginary enemy report.

187. THE LETTER "O" USED IN A PRELIMINARY CALL, signifies, "Have an emergency message for transmission."

(ii) *Example* :—

GFW has an emergency message for GFJ.

GFW makes :—

$\overline{\text{VE}}$ GFJ GFJ v GFW O +

GFJ answers :—

$\overline{\text{VE}}$ GFW v GFJ K6 +

GFW then transmits the message as shown in Article 186, para. (ii). (See also Article 299.)

(iii) A special preliminary call may be employed in accordance with the instructions contained in Article 299, in which the degree of priority made three times is substituted for the call sign of the receiving station. This special preliminary call may be used only with the authority of the officer authorising the use of this degree of priority.

(iv) *Example* :—

Aircraft H6J has an enemy report bearing the degree of priority "Emergency," but is unable to transmit it owing to W/T congestion from friendly aircraft and stations transmitting less important reports. The W/T operator having obtained the authority detailed in (iii) above,

H6J makes :—

$\overline{\text{VE}}$ O O O v H6J +

The subsequent report is transmitted in the usual manner (See also Article 299, para. (iv).)

" O - U "

" O - A "

188. In addition to the use of "O" in the Originator's Instructions, the letter "O" may be followed by one of the letters "U" or "A" to form a degree of priority for use exclusively in certain classes of emergency

messages. These degrees of priority are given below in the order of their relative importance ; the instructions as to the authority required for their use are contained in R.A.F. Signal Manual, Part I.

<i>Degree of Priority.</i>	<i>Signification.</i>	<i>Occasion when employed.</i>
“ O – U ”	.. Most immediate ..	For messages of vital importance, and only to be used in times of strained relation or in war.
“ O – A ”	.. Emergency — Air.. attack.	For reports of imminent air attack by formations and to be employed for no other purpose.

(ii) The procedure for the use of these degrees of priority is exactly similar to that given above for the use of “ O.”

(iii) A station, having a message with either “ O,” “ O – A,” or “ O – U ” in the originator’s instructions transmits the message notwithstanding that “ Q ” has been made.

(iv) (See also Article 299, para. (iv).)

“ P ”

189. THE LETTER “ P ” USED IN THE ORIGINATOR’S INSTRUCTIONS, signifies “ Immediate.” It is used to distinguish messages of extreme importance which do not, however, fall under the heading “ Emergency.” Instructions as to the application and the authority required for the use of this degree of priority are contained in R.A.F. Signal Manual, Part I.

(ii) *Examples :—*

(a) GFW transmits an immediate message to GFJ, thus :—

$$\overline{\text{VE}} \text{ GFJ } \vee \text{ GFW NR7 - P - GR4} = 1470 \quad 0912$$

$$7643 = 1500 + \quad .$$

GFJ answers :—

$$\overline{\text{VE}} \text{ GFW } \vee \text{ GFJ R, +}$$

- (b) Aircraft H6J transmits an immediate enemy report to D4B, thus :—

$$\overline{\text{VE}} \text{ D4B } \overline{\text{D4B}} \vee \text{ H6J NR3 - P - 420* - 180ZZ15 = } \\ 1600 \overline{\text{IMI}} \text{ D4B } \overline{\text{D4B}} \vee \text{ H6J NR3 - P - 420* - } \\ 180ZZ15 = 1600 +$$

D4B answers :—

$$\overline{\text{VE}} \text{ H6J } \vee \text{ D4B R } +$$

190. THE LETTER “ P ” USED IN A PRELIMINARY CALL signifies “ Have an immediate message for transmission ”.

- (ii) *Example* :—

GFW has an immediate message for GFJ.

GFW makes :—

$$\overline{\text{VE}} \text{ GFJ } \overline{\text{GFJ}} \vee \text{ GFW P } +$$

GFJ answers :—

$$\overline{\text{VE}} \text{ GFW } \vee \text{ GFJ K6 } +$$

GFW then transmits the message as shown in Article 190, para. (iii). (See also Article 299.)

(iii) A special preliminary call may be employed in accordance with the instructions contained in Article 299, in which the indication of priority made three times is substituted for the call sign of the receiving station. The call is assumed to be addressed to the control station, and is answered in the usual manner. For examples, see Articles 299, para. (iii), and 191, para. (v) (c).

“ Q ”

191. THE LETTER “ Q ” USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE signifies “ Wait.”

(ii) Whenever the controlling station makes “ Q ” the stations addressed are not to answer nor to recommence signalling, except to answer the controlling station, until they are directed to “ GO ON.”

(iii) Should, however, any such station have a message with either “ D ” or “ P ” in the originator’s instructions, that station makes the special preliminary call and then waits permission to proceed. A station

* Imaginary enemy report.

having a message with either “O,” “O-A,” or “O-U” in the originator’s instructions, transmits the message notwithstanding that “Q” has been made (see Article 299).

(iv) The controlling station, having made “Q” to a station or stations, makes “K” to them as soon as the state of communications permits.

(v) *Examples* :—

- (a) **K6W** calls up **D4B**. **D4B** is unable to attend to **K6W** at the moment.

K6W makes :—

$\overline{\text{VE}} \text{ D4B D4B } \vee \text{ K6W } +$

D4B, being unable to attend to **K6W**, makes :—

$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B Q } +$

K6W does not answer.

When ready to attend to **K6W**, **D4B** makes :—

$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B K6 } +$

NOTE.—**D4B** denotes the strength of signals, as the instruction to **K6W** to “Go on” is in effect the answer to **K6W**’s preliminary call. (See Article 181.)

- (b) **The controlling station D4B is in communication with K6W when K6O commences communication with O3R and causes interference.**

D4B makes :—

$\overline{\text{VE}} \text{ K6O K6O } \vee \text{ D4B Q } +$

or $\overline{\text{VE}} \text{ K6O K6O O3R O3R } \vee \text{ D4B Q } +$

Stations do not answer.

When ready to allow **K6O** and **O3R** to communicate, **D4B** makes :—

$\overline{\text{VE}} \text{ K6O } \vee \text{ D4B K } +$

or $\overline{\text{VE}} \text{ K6O O3R } \vee \text{ D4B K } +$

- (c) **The controlling station D4B has told the Section W8P (collective call) to wait, thus :—**

$\overline{\text{VE}} \text{ W8P W8P } \vee \text{ D4B Q } +$

K6W, a station included in that Section, has an immediate message for transmission.

K6W makes :—

$\overline{\text{VE}} \text{ P P P } \vee \text{ K6W } +$

(See Article 299.)

If **D4B** does not wish **K6W** to transmit the message, **D4B** makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B Q } +$$

If **D4B** wishes **K6W** to transmit the message, **D4B** makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B K } +$$

K6W does not answer, but proceeds at once with the immediate message.

In the event of the immediate message being for another station of the Section other than the control station, the permission given to the transmitting station is to be taken as authorising the receiving station to answer the message or ask for repetitions. After the message has been transmitted and answered, both stations are again under the order to wait.

- (d) The controlling station **D4B** has told the section **W8P** (collective call) to wait.

Later **D4B** decides that the state of communications is such that the order to wait is no longer necessary.

D4B makes :—

$$\overline{\text{VE}} \text{ W8P W8P } \vee \text{ D4B K } +$$

Stations do not answer, but are at liberty to continue communications as requisite.

- (e) The controlling station **D4B** has told the section **W8P** (collective call) to wait, and appears to have overlooked the fact that the section has not since been given a “**K**.”

K6W has a message bearing no degree of priority to transmit, and after a reasonable interval has elapsed from the time “**Q**” was made to the section, and there being no apparent reason for the station still having to wait, **K6W** may make :—

$$\overline{\text{VE}} \text{ D4B D4B } \vee \text{ K6W } \overline{\text{INT}} \text{ K } +$$

(See Article 252, para. (iv).)

If **D4B** has overlooked the fact that the section **W8P** has not given “**K**,” **D4B** makes :—

$$\overline{\text{VE}} \text{ W8P W8P } \vee \text{ D4B K } +$$

K6W then transmits the message.

If **D4B** has not overlooked the fact that the section **W8P** has been told to wait, and still requires these stations to wait, **D4B** makes :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B Q } +$$

IF SOME CONSIDERABLE TIME HAS ELAPSED between **K6W** breaking off communication and wanting to continue it again, it may be necessary to repeat the series number, in order that **D4B** can identify the message.

In the above case, under these circumstances, **K6W** makes :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W NR 7 - 15 - 9061 2184 etc. 1799 } \\ 1010 +$$

D4B answers :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ D4B R } +$$

(iii) The same procedure may be adopted in the case of Plain Language Messages, but if the number of the word is not indicated, the last few words transmitted are repeated to indicate where the continuation of the message commences.

(iv) The letter “**Q**” used in this sense does not convey an order to the receiving station to wait.

193. THE LETTER “Q” USED IN THE FINAL INSTRUCTIONS directs all receiving stations, or those indicated, to wait. The stations so directed are not to answer until the transmitting station makes “**K**.”

(ii) *Examples* :—

- (a) The controlling station **D4B** has a message for **H2K**, **K60**, and **L90**, and wishes them all to wait at the conclusion of the transmission.

D4B makes :—

$$\overline{\text{VE}} \text{ H2K K60 L90 } \vee \text{ D4B NR7 NR2 NR6 - etc. } \\ = 1300 - \text{Q} +$$

When **D4B** wishes **H2K**, **K60**, and **L90** to answer, **D4B** makes :—

$$\overline{\text{VE}} \text{ H2K K60 L90 } \vee \text{ D4B K } +$$

Stations answer as usual.

- (b) The controlling station **D4B** has a message for **H2K**, **K60**, and **L90**. **D4B** wishes **H2K** and **K60** to answer, and wishes **L90** to wait at the conclusion of the transmission

D4B makes :—

$$\overline{\text{VE}} \text{ H2K K60 L90 } \vee \text{ D4B NR8 NR3 NR7 - } \\ \text{etc.} = 1400 - \text{L90} - \text{Q} +$$

H2K and **K60** answer thus :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ H2K R } +$$

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K60 R } +$$

When **D4B** wishes **L9O** to answer, **D4B** makes :—

$\overline{\text{VE}}$ L9O v D4B K +

L9O answers :—

$\overline{\text{VE}}$ D4B v L9O R +

(iii) See also Articles 399 and 400 for use of “**Q**” in abbreviated method.

“**R**”

194. THE LETTER “R” USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE signifies “Message received.” When certain of the reception of the whole of a message (i.e., when no further repetitions are required and when it has been verified that the number of groups received is the same as that indicated by the G.R. signal), the receiving station must answer (if the procedure employed by the station transmitting the message requires an answer) by making “**R**.”

(ii) The letter “**R**” used alone in the subject matter of a procedure message is never answered.

(iii) *Example* :—

D4B transmits a message to **K6W**.

$\overline{\text{VE}}$ K6W v D4B NR9 - GR45 = (Text) = 0900 +

K6W having received the message and having ascertained that the number of groups received is the same as that indicated by the “**GR**” signal, answers :—

$\overline{\text{VE}}$ D4B v K6W R +

195. THE LETTER “R” FOLLOWED BY THE IDENTITY OF A MESSAGE AND USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE, “Message received.”

(ii) It is used thus, when it is necessary for a receiving station to identify to a transmitting station the particular message, which has been received, e.g., in batch working. (See Article 345.)

(iii) In all cases, except “batch working,” a procedure message, consisting of the letter “**R**” and the identity of a message, is answered in the usual way.

(iv) *Example* :—

(a) **K6W** wishes to inform **D4B** that message bearing Series Number 8 has been received.

K6W makes :—

$\overline{\text{VE}}$ D4B v K6W R NRS +

D4B answers :—

$\overline{\text{VE}}$ K6W v D4B R +

(b) **D4B** wishes to inform **RN** that message 1030 to **D4B** from **RN** has been received.

D4B makes :—

$\overline{\text{VE}}$ RN v D4B R 1030 +

RN answers :—

$\overline{\text{VE}}$ D4B v RN R +

(c) **K6W** wishes to inform **D4B** that the following messages have been received :—

NR6

NR K236 R7B v J2P

1030 K6W v K2G

1110 K6O v K2G

K6W makes :—

$\overline{\text{VE}}$ D4B v K6W R NR6 - R NR K236 R7B v
J2P - R 1030 v K2G - R 1100 K6O v K2G +

D4B answers :—

$\overline{\text{VE}}$ K6W v D4B R +

(v) The letter “R” is used before the identities of a consecutive series of messages (see Article 155), thus :—

R NR10 to NR 13.

196. THE LETTER “R” FOLLOWED BY A NUMBER AND USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE signifies “Your signals are of the strength indicated.” (See Chapters 5 and 17.)

(ii) When the receiving station answers a preliminary call with “R,” it directs the calling station to re-adjust the strength of signal, if possible, and re-transmit the preliminary call.

(iii) *Example* :—

D4B has transmitted a message to **L90** without a preliminary call. **L90** is unable to receive the message owing to the weakness of signals or on account of interference.

L90 may make :—

$\overline{\text{VE}} \text{ D4B } \vee \text{ L90 } \overline{\text{IMI}} - \text{R2} +$

or $\overline{\text{VE}} \text{ D4B } \vee \text{ L90 } \overline{\text{IMI}} - \text{R4} - \text{X} +$

D4B does not answer, but increases power if possible and then makes a preliminary call.

D4B does not re-transmit the message until he receives “**K**” from **L90**.

“**S**”

197. THE LETTER “S” USED IN THE SUBJECT MATTER OF A PROCEDURE MESSAGE signifies “Am W/T guard on the frequency you are using for the station(s) you have called (or for).

(ii) The call sign following the letter “**S**” denotes the stations addressed for which the W/T guard is responsible. Call signs are only used thus, when the W/T guard answering is not responsible for **ALL** the stations called. (See Example (vii) (c) below.)

(iii) A transmitting station, whose preliminary call has been answered by a W/T guard using the letter “**S**” will, when transmitting its message, continue to address the station originally called and will allocate series numbers as if the messages were being received direct by that station (See Article 310.)

(iv) (a) A station which has answered with the letter “**S**” a message intended for a station for which it is guard will, when passing in the message, re-transmit the series number exactly as received from the transmitting station, in addition to adding a fresh series number of its own governing the re-transmission to the station for which it is guard.

(b) The W/T guard will have no complete check on the sequence of messages between the transmitting station and the station for which it is guard, and it is the duty of the last named station to point out to its W/T guard any break in the sequence of series numbers.

(v) The procedure described in paras. (iii) and (iv) above applies **ONLY** in cases where a station, definitely detailed as W/T guard for other stations, has answered with the letters “**S**” and “**R**,” a message which

(b) D4B transmits a message to K60 without preliminary call.

D4B makes :—

$$\overline{\text{VE}} \text{ K60 K60 } \vee \text{ D4B NR3 - GR30} = (\text{Text}) = 1020 +$$

K6W, the W/T guard for K60, answers :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W S - R} +$$
K6W re-transmits the message to K60 as in example (a) above.**(c) D4B transmits a P/L message to H2K, K60, and L90 without a preliminary call.**

D4B makes :—

$$\overline{\text{VE}} \text{ H2K H2K K60 K60 L90 L90 } \vee \text{ D4B NR4 NR4 NR7 - GR36 } \overline{\text{AAA}} \text{ (subject matter)} 1030 +$$

K6W is W/T guard for K60 +

Stations answer :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ H2K R} +$$

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W S - K60 - R} +$$

$$\overline{\text{VE}} \text{ D4B } \vee \text{ L90 R} +$$
K6W re-transmits the message to K60 retaining in the original call the series number appropriate to K60.

K6W makes :—

$$\overline{\text{VE}} \text{ K60 K60 } \vee \text{ K6W NR8 X388}^\dagger \text{ - H2K K60 L90 } \vee \text{ D4B NR4 - GR36 } \overline{\text{AAA}} \text{ (subject matter)} = 1030 - \text{TOR } 1034 +$$

K60 answers :—

$$\overline{\text{VE}} \text{ K6W } \vee \text{ K60 R} +$$
(d) D4B transmits a message to K60. K6W, the W/T guard for K60, requires a repetition of the second group.

D4B makes :—

$$\overline{\text{VE}} \text{ K60 K60 } \vee \text{ D4B NR5 - GR15} = 2168 4107 \text{ etc.} = 1110 +$$

K6W makes :—

$$\overline{\text{VE}} \text{ D4B } \vee \text{ K6W S - } \overline{\text{IMI}} \text{ 2} +$$

† X388 is assumed to read "Following message has been read."