

FROM: CHIEF RADIO OFFICER
TO: RADIO DEPARTMENT

SUBJ: COMMUNICATION DEPARTMENT ORDER NO. 1-65; INSTRUCTIONS FOR
HANDLING MESSAGES

1. INCOMING MESSAGES:

(A) INCOMING MESSAGES WILL BE TYPED ON REGULAR U.S. NAVAL MESSAGE FORM. A TOTAL OF 7 COPIES WILL BE SUFFICIENT FOR ROUTING A COPY TO ALL DEPARTMENTS AND AN EXTRA COPY FOR THE BRIDGE. ADDITIONAL COPIES MAY BE MADE WHEN REQUIRED.

(B) IMMEDIATELY AFTER RECEIPT OF A MESSAGE IT SHALL BE ROUTED FOR DISTRIBUTION AS FOLLOWS:

1. MASTER
2. DEPARTMENT HEADS CONCERNED
3. BRIDGE (WHEN MESSAGE CONTAINS INFORMATION CONCERNING DOCKING OR SHIP ROUTING)

(C) THE PRIMARY RESPONSIBILITY OF ANSWERING RECEIVED MESSAGES LIES WITH THE ACTION ADDRESSEES. HOWEVER, THE RADIO DEPARTMENT SHALL MAINTAIN A CHECK OF SUCH RECEIVED MESSAGES WHICH REQUIRE AN ANSWER AND INSURE FOLLOW-UP ACTION.

(D) ALL RECEIVED AND SENT MESSAGES SHALL BE KEPT IN THE COMMUNICATION FILES FOR A PERIOD OF ONE YEAR. TRAFFIC, OF AN EMERGENCY OR DISTRESS NATURE, SHALL BE RETAINED UNTIL ITS DISPOSITION HAS BEEN DETERMINED BY HIGHER AUTHORITY.

2. OUTGOING MESSAGES:

(A) THE ORIGINATOR OF ALL OUTGOING TRAFFIC WILL BE HELD RESPONSIBLE FOR THE FOLLOWING:

(1) DETERMINE IF A MESSAGE IS NECESSARY. NO MESSAGE SHOULD BE SENT WHERE COMMUNICATION BY MAIL WOULD FULLY SERVE THE PURPOSE.

(2) DETERMINE THE ACTION AND INFORMATION ADDRESSEES.

(3) DRAFT THE TEXT USING BREVITY TO THE BEST ADVANTAGE POSSIBLE WITHOUT BEING VAGUE OR AMBIGUOUS AND USING AUTHORIZED ABBREVIATIONS WHEREVER POSSIBLE.

(4) DETERMINE THE SECURITY CLASSIFICATION.

(5) DETERMINE THE PRECEDENCE IN ACCORDANCE WITH THE FOLLOWING:

1. FLASH
2. IMMEDIATE
3. PRIORITY
4. ROUTINE

3. NORMALLY THE ORIGINATOR SHALL MAKE A ROUGH DRAFT FOR THE RELEASING OFFICERS VERBAL APPROVAL. HE SHALL THEN DELIVER IT TO THE RADIO ROOM WHERE IT WILL BE EDITED AND TYPED UP ON A MESSAGE FORM BY THE RADIO OFFICER ON DUTY. IT WILL THEN BE SUBMITTED TO THE MASTER FOR RELEASE. ← MILITARY DEPARTMENT MESSAGES SHALL BE APPROVED AND RELEASED BY THE COMILDEPT PRIOR TO RELEASE BY THE MASTER. ALL SENT MESSAGES SHALL BE SHOWN TO THE COMILDEPT (WHEN APPLICABLE) PRIOR TO TRANSMISSION FOR REASONS OF SECURITY.

4. AFTER TRANSMISSION EACH MESSAGE SHALL BE SERVICED AS OUTLINED IN THESE STANDING ORDERS. ONE (THE ORIGINAL) IS RETAINED IN THE COMMUNICATION FILE, A COPY RETURNED TO THE ORIGINATOR AND A COPY ROUTED TO EACH DEPARTMENT HEAD OR OFFICE CONCERNED.

SPECIAL INSTRUCTIONS FOR CLASSIFIED MESSAGES:

5. A. CLASSIFIED MESSAGES THAT HAVE BEEN ENCRYPTED SHALL BE HANDLED AS OTHER MESSAGES OUTLINED ABOVE WITH THE EXCEPTION THAT ONLY ONE (1) COPY OF SUCH MESSAGES SHALL LEAVE THE RADIO ROOM. IN ORDER THAT MAXIMUM SECURITY FOR SUCH MESSAGES WILL BE MAINTAINED AT ALL TIMES, THE FOLLOWING DISTRIBUTION AND PROCEDURES WILL BE FOLLOWED:

B. ONLY ONE (1) COPY OF ENCRYPTED MESSAGES SHALL LEAVE THE RADIO ROOM. THIS COPY WILL BE PROVIDED THE COMILDEPT WHO WILL DECODE AND FORWARD TO THE MASTER. NAVAL REGULATIONS REQUIRE THAT THE BROKEN VERSION OF A CLASSIFIED MESSAGE MAY NOT BE CONTAINED WITHIN THE SAME SAFE OR SECURITY LOCKER AS THE ENCRYPTED MESSAGE VERSION.

C. EXCEPT AS MAY BE DIRECTED BY THE MASTER, NO VARIATION FROM THE ABOVE PROCEDURE WILL BE ALLOWED.

D. THE CONTENTS OF CLASSIFIED MESSAGES ARE OF NO CONCERN TO RADIO OFFICERS AND THEY SHALL REFRAIN FROM INQUIRING OR ASKING ABOUT SUCH INFORMATION.

6. INSTRUCTIONS FOR HANDLING COMMERCIAL RADIO TRAFFIC:

A. THE SENIOR RADIO OFFICER WILL BE RESPONSIBLE FOR THE ABSTRACTING AND ACCOUNTING OF ALL COMMERCIAL MESSAGES INVOLVING TOLLS, BOTH SENT AND RECEIVED. HE SHALL SUPERVISE THE DRAFTING OF ALL SUCH MESSAGES, AND PROVIDE THE SENDER WITH A RECEIPT SHOWING ALL CASH RECEIVED FOR EACH MESSAGE. (A COPY OF THE MESSAGE STAMPED "PAID" MAY BE GIVEN THE ORIGINATOR IN LIEU OF AN OFFICIAL RECEIPT).

B. COMMERCIAL RADIOGRAMS FROM AND TO THE U.S., AND OTHER PARTS OF THE WORLD MAY BE EXCHANGED ABOARD THIS VESSEL WHILE AT SEA, BY THE SHIPS CREW AND OFFICERS; OFFICERS AND MEN OF THE MILITARY DEPARTMENT AND CIVILIANS EMBARKED AS PASSENGERS, WITH EXCEPTIONS AS LISTED BELOW:

1. PERSONAL COMMERCIAL MESSAGES MAY NOT BE ACCEPTED FOR TRANSMISSION AT ANY TIME THE VESSEL IS ON A CLASSIFIED VOYAGE AND RADIO SILENCE HAS BEEN IMPOSED.

2. PERSONAL COMMERCIAL MESSAGES MAY NOT BE ACCEPTED FOR TRANSMISSION AT ANY TIME WHEN THE MASTER HAS SO ORDERED THAT THEY SHALL NOT BE ACCEPTED.

3. THE COMILDEPT EXERCISES CENSORSHIP OF ALL MESSAGES ORIGINATING FROM PASSENGERS, AND OF THE OFFICERS AND MEN OF WHICH HE HAS COMMAND. NO MESSAGES SO ORIGINATED SHALL BE ACCEPTED FOR TRANSMISSION WITHOUT PRIOR RELEASE OF THE COMILDEPT.

4. THE MASTER EXERCISES CENSORSHIP OF ALL MESSAGES PRIOR TO TRANSMISSION. NO MESSAGES ORIGINATING ON BOARD SHIP SHALL BE ACCEPTED FOR TRANSMISSION WITHOUT THE MASTER'S PRIOR RELEASE.

5. WHEN ON A CLASSIFIED VOYAGE, AND RADIO SILENCE HAS NOT BEEN ORDERED, PERSONAL MESSAGES MAY OR MAY NOT BE ALLOWED, AT THE DISCRETION OF THE MASTER. IF SUCH MESSAGES ARE ALLOWED, THEY SHALL BE KEPT TO A MINIMUM. SUCH MESSAGES MAY NOT DISCLOSE INFORMATION REGARDING THE VESSELS POSITION, OR ROUTING, DEPARTURE OR EXPECTED ARRIVAL INFORMATION OR ANY OTHER MATTER, NOT OF A PURELY PERSONAL NATURE.

6. FOR CORRECT TOLL CHARGES, CONSULT FOLDER IN FILING CABINET WHICH CONTAINS COMMERCIAL TRAFFIC REGULATIONS AND INFORMATION. IN THE CASE OF CLASS "E" MESSAGES INVOLVING TOLLS, SEE DNC-26.

7. WHILE COMMERCIAL TRAFFIC WILL BE HANDLED AS QUICKLY AS POSSIBLE, EXPEDITIOUS HANDLING IS NEITHER ASSURED NOR IMPLIED. EVERY REASONABLE EFFORT WILL BE MADE TO PROVIDE FAST HANDLING UNDER THE TRAFFIC LOAD CONDITIONS WHICH MAY EXIST AT THE PARTICULAR TIME. HOWEVER, IT IS NOTED THAT ALL OFFICIAL MESSAGES WILL TAKE PRECEDENCE OVER ALL COMMERCIAL TRAFFIC.

8. IN ORDER TO DERIVE THE GREATEST POSSIBLE BENEFIT AT THE MOST REASONABLE RATE FOR EACH INDIVIDUAL CASE, THE CHIEF RADIO OFFICER SHALL ASSIST THE SENDER IN FILING ALL COMMERCIAL TRAFFIC. SUCH TRAFFIC WILL THEN BE PLACED IN THE PROPER FORM BY THE RADIO DEPARTMENT, SUBMITTED TO THE PROPER AUTHORITIES FOR RELEASE AND RETURNED TO THE RADIO ROOM FOR TRANSMISSION WHEN PRACTICABLE.

9. IT IS SUGGESTED THAT CLASS "E" MESSAGES BE UTILIZED WHEN POSSIBLE AND APPLICABLE, DUE TO THE LOWER RATES AND CONVENIENCE TO SENDER.


(SENIOR RADIO OFFICER)

EP JAW 3/1/66

EMK 6/18/66

Caj 7/24/66

Jm 11/12/66

RAH 3/6/67


(MASTER)