

UNITED STATES GOVERNMENT

# Memorandum

TO : RADIO OFFICERS

DATE: 16 APR 67

FROM : MASTER

SUBJECT: WATCH DUTIES

1. MESSAGES WILL BE RELEASED ONLY BY MASTER, OR BY FIRST OFFICER IN MASTER'S ABSENCE.
2. MESSAGES CONCERNING SHIP MOVEMENT:  
INCOMING MESSAGES WILL BE ROUTED TO MASTER AND COMILDEPT. SHIP'S BUSINESS MESSAGES TO DEPARTMENT HEAD(S) CONCERNED. DISTRIBUTION WILL BE MADE BY CALLING DEPARTMENT HEAD(S) BY PHONE AND INFORMING THEM TO PICK UP MESSAGE COPY. RECIPIENT WILL INITIAL AND PROVE RECEIPT OF MESSAGE ON ORIGINAL COPY FOR FILE. RADIO WATCH OFFICER WILL NOT LEAVE RADIO ROOM TO DELIVER MESSAGES.
3. MILDEPT INCOMING MESSAGES:  
TROOP DEATH OR ILLNESS MESSAGE OF PRIORITY PRECEDENCE OR LOWER (DEPENDING ON NATURE OF MESSAGE)...DAY OR NIGHT...CALL COMILDEPT OR EXECUTIVE OFFICER (LT SEVERIN)
4. MILDEPT OUTGOING MESSAGES:  
COMILDEPT WILL MAKE ROUGH DRAFT. RADIO OFFICER WILL TYPE MESSAGE FORM. COMILDEPT WILL INFORM RADIO WATCH OFFICER IF MASTER SHOULD BE NOTIFIED IN ORDER TO GET HIS IMMEDIATE RELEASE WHEN AFTER MIDNIGHT, OR MESSAGE PRECEDENCE IS ROUTINE.
5. INCOMING CRYPTO:  
PHONE EXECUTIVE OFFICER (LT SEVERIN) DAY OR NIGHT IF MESSAGE IS PRIORITY OR HIGHER, AND ADDRESSED TO SHIP OR NURO. HE WILL DECIDE IF MESSAGE WARRANTS IMMEDIATE ATTENTION. ENTER TIME CALLED ON MERCAST ORIGINAL COPY.
6. OUTGOING CRYPTO:  
MASTER WILL RELEASE TYPED MESSAGE BY CRYPTO OFFICER. MASTER WILL ASSIGN DATE/TIME GROUP OF MESSAGE AND RECEIVE COPY. RADIO ROOM WILL BE UNAWARE OF THE PLAIN LANGUAGE TEXT. RADIO WATCH OFFICER WILL BE FURNISHED ONE COPY OF ENCRYPTED MESSAGE FOR TRANSMISSION, WHICH WILL BE FILED IN RADIO ROOM.
7. RADIO OFFICERS SHOULD REGULARLY REVIEW COMSTSINST P2110.2B, STANDING ORDERS, COMMUNICATION PLAN, AND MOVREPT INSTRUCTIONS, AND BE PREPARED TO EDIT AND DRAFT MESSAGE FORMS WITH CORRECT ADDRESSEES.

MASTER HN COMILDEPT 4 EXECOFF 18 RADIO OFFS J. R. G. K.