

## CHAPTER 14

# TECHNICAL ADMINISTRATION

Visual communication procedures and doctrine exist only to help Signalmen perform their duties. Procedures and doctrine can be taught through on-the-job training, but this method is usually unsatisfactory because procedures are learned only as different situations arise. Classroom instruction and drills are less expensive for hours spent and results achieved. This is because methods, procedures, and safety precautions must be taught in their order of importance or in some other logical order that will aid the trainee in committing them to memory.

Your training program should include complete information on message forms, operating signals, prosigns, visual responsibility, flashing light, semaphore, and flaghoist. Circumstances, however may dictate the priority you give to each subject. If you have a well-established training program and personnel with experience, follow the program in its planned sequence. By so doing, you assure the widest possible degree of coverage during the ship's regular training cycle. If, on the other hand, you have a group of inexperienced people and you are setting up a new training program, you will find it profitable to alter your training program. Emphasize those subjects of immediate importance and ignore, for the time being, those portions that are less urgent.

The Commanders-in-Chief, Atlantic and Pacific Fleets, have primary responsibility for the tactical training of naval forces. Naval vessels can expect a comprehensive assessment by Afloat Training Groups (ATGs) to include a review of future training requirements, current training programs, personnel billeting, and material/equipment status to assist them in preparing a unit training package. Another phase of this review will be performance based. Information on assessments can be obtained from the ATG prior to its commencement. Another source of information is COMNAVSURFLANTINST/COMNAVSURF-PACINST 3502.2A.

In this chapter, you will learn about drills and exercises, standing orders, and operation orders and plans.

### DRILLS AND EXERCISES

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*LEARNING OBJECTIVES:* Describe the procedure for grading and critiquing visual drills and exercises. Explain the importance of security when participating in visual drills and exercises.

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Drills and exercises are a large part of the communications department's training program. Noncompetitive exercises and emergency drills are performed to acquaint personnel with correct procedures and methods to increase their efficiency. Competitive (graded) exercises are performed when they are assigned by the type commander or other competent authority. Results of these exercises are used to keep the type commander informed of the readiness state of individual units. Maximum benefit is derived when an exercise is observed and analyzed by the umpires and various assistants who are assigned by the officer scheduling the exercise (OSE).

*Strike Warfare (STW), Antisurface Ship Warfare (ASW), Intelligence (INT), Electronic Warfare (ELW) and Command, Control and Communication Exercises (CCC), FXP 3, lists exercises that are designed for visual communications or have visual communications as a part of the overall exercise. These exercises include Flaghoist, CCC-15-SF; Flashing Light, CCC-16-SF; Semaphore, CCC-17-SF; and Comprehensive Communications Assessment, CCC-27-SF. Each of the exercises has its own system of grading. You should be aware of these systems to detect discrepancies when observing an exercise. Remember, observation of personnel during an exercise is a method of determining what area needs more intensive training. For visual communications grading sheets, see chapter 14 of FXP 3.*

### CRITIQUES

*A critique is a critical review of an exercise held in the form of a conference. All graded exercises should end with a critique, attended by the umpire, assistants, and key personnel of the unit being graded.*

You should become familiar with critiques and derive maximum benefit from the one you attend as a member of the exercise ship so you can present meaningful appraisals.

During the exercise, observers must keep a chronological record of the events that take place or make notes of occurrences that may have a bearing on the outcome of the exercise, such as the following:

- Procedural errors
- Handling times
- Outstanding performances
- Equipment failures and repairs

The important aspects of each observer's notes are presented as a part of the critique. The following points about the exercise should be covered:

- Manner of performance
- Errors committed
- Deficiencies of material or procedure
- Recommendations for improvements of material and personnel performances

The last point, recommendations for improvements, may be more important than any other item because improvement is the goal of all training. Recommendations may be limited to minor changes in procedures or to training in a particular area. Conversely, they may encompass overhaul of entire systems and addition or replacement of equipment.

Tentative grades may be assigned at critiques. Final appraisals, however, are the responsibility of the type commander, who can compare the performance of one unit with another. The type commander also strives for uniformity of grading within the type.

## **VISUAL COMMUNICATIONS (CCC-15-SF THROUGH CCC-17-SF)**

Visual communications exercises may be used for day-to-day training and evaluations or as the criteria for operational readiness inspections (ORIs). For all exercises, preparation and execution must be oriented toward training. It is intended that various communications exercises from FXP 3 be performed in combination to test all installed systems and functions. The operational or type commander designates the exercises for your ship. During periods of emission control (EMCON), visual signaling may be the only method of communications available.

Therefore, proficiency in visual communications must be maintained. The series of visual signaling exercises (CCC-15-SF through CCC-17-SF) is designed to train and evaluate personnel in visual signaling procedures.

## **COMMUNICATIONS EVALUATION**

The visual communications exercises may be used individually or in combination to satisfy the following evaluation requirements: training, ORI, predeployment COMM/ELEX inspection, and overall communications exercises.

The officer conducting the exercises (OCE) supplies the following information:

1. Where: Ship's name, location (in port/under way)
2. When: Starting time and duration of exercise(s)
3. Which: What exercises and for which installed system(s)
4. Who: The senior observer

Any additional comments required will be issued so the exercise unit will be fully prepared.

## **GRADING**

The number of points assigned for each evaluation factor is the norm. However, the senior observer may deduct points to the degree that circumstances show a need. Additionally, if performance or material readiness is of exceptionally poor quality, the senior observer may deduct more points than are assigned. The senior observer obtains the final grade for the exercise by subtracting points lost from 100.

## **SECURITY**

Any action resulting in a reportable security violation, or any action, if not stopped or prevented by an observer, that would have resulted in a reportable security violation will cause an exercise to be evaluated as unsatisfactory. No numerical grade will be assigned, and the exercise will be canceled at that point. Report violations through the chain of command. The reporting of a security violation can be as low as operator or as high as supervisor.

All nonreportable security violations will result in the loss of five points of credit. Three or more of these nonreportable violations will result in grading that exercise unsatisfactory. Examples of nonreportable violations are classifications not in letters larger than

the text on a page and improper classification of extracts.

## **COMPREHENSIVE COMMUNICATIONS ASSESSMENT**

The Comprehensive Communications Assessment exercise (CCC-27-SF) evaluates the ship's overall communications in a three-phase evolution. This exercise requires the combined efforts of both signal and radio personnel to research operation orders (OPORDs) and plan all the communications requirements. The shipboard communications plan can be developed for an actual operation or a constructive facsimile, depending on the OCE's requirement.

## **COMMUNICATIONS PLAN**

A ship's *communications plan* lists all the communications requirements in detail for a specific operation covering a specified period of time. It contains all the sequential information required for operations and communications personnel to achieve the communications commitments of a ship. The department/division officers, leading petty officer, and supervisors research effective OPORDs for communications requirements and combine them into an effective plan that can be carried out by the working personnel.

## **WARTIME PROVISIONS FOR VISUAL SIGNALING**

Chapter 16 of NWP 4 contains procedures to change from peacetime communications procedures to wartime communications procedures or for other emergencies. Provisions of the chapter are carried out by the Chief of Naval Operations, who issues the directive "Execute Chapter Sixteen NWP Four." Immediately upon receipt of the directive, commanders must begin the measures indicated in that chapter.

Stipulations of chapter 16 of NWP 4 are classified; therefore, they cannot be covered in this text.

## **STANDING ORDERS**

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**LEARNING OBJECTIVES:** Identify standing orders. List personnel responsible for standing orders and the reason for having standing orders.

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Because individuals differ, each leading Signalman runs his or her signal team, differently. All good Signalmen carry out all orders received and follow standard organization closely. There will also be variations in how individuals accomplish certain tasks. In addition to differences in personalities of leading Signalmen, the types of individuals that make up a signal team have a bearing on the way the leading Signalman performs. As the leading Signalman, you must be able to explain your way of doing tasks to all subordinates clearly. You should use standing orders containing personal instructions on what will be required. Read these orders to each member, and get a signature acknowledging his or her understanding. You must then hold all hands responsible for following all provisions of your orders.

When a period of several months is involved, a written order obviously is more effective than a verbal order. It also is superior because a group, if told to do something, can easily misunderstand. A few members of the group will interpret the verbal order one way, and some will interpret it another way. A written order with a verbal explanation eliminates doubt and confusion, and leaves no excuses for failure to follow.

Standing orders for the organization, administration, and function of the signal team must have the signature of the communications/signal officer. The leading Signalman is responsible for preparing these orders in the rough and submitting them to the division officer for approval.

Before writing standing orders, determine what directives exist. Review orders written by a predecessor and discuss any changes or comments with the division officer.

Standing orders must agree with the ship's and the department's organization books. Depending on the completeness of the latter book, it may not be necessary to prepare standing orders. Some departmental organization books are a list of standing orders in various divisions in the department. Standing orders could, therefore, be either a supplement to previously issued department organization orders or an actual part of that department's written organization.

As previously stated, standing orders should be explained fully to all hands. A record of signatures should be kept to show that each member has read and understands these orders. Standing orders should also be read and explained when new personnel report on

board. It would be a good idea to read some of the standing orders every few months at morning quarters.

Where practical, standing orders should be posted so they will be visible to all the team. You should personally make sure that one copy each of the ship's organization book, ship's orders (and regulations), operations department organization book or standing orders, and *the Uniform Code of Military Justice* are always available in the living compartment. You can secure these books by a chain with the watch, quarter, and station bill.

As the leading Signalman, do not make the mistake of having an excellently written organization standing order and then fail to follow through. Require compliance with these orders. Point out instances where failure to follow orders created problems. It is far better to have one good standing order that everyone follows than to have ten that are ignored.

Remember that conditions change. You can develop good standing orders and have them obeyed, but they will lose their value or effectiveness if they are not revised as new situations arise. To help you in preparing adequate standing orders, refer to figure 14-1. Note that it bears the number 2-92. That means it is the second standing order for the year 1992.

## **OPERATION ORDERS AND PLANS**

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**LEARNING OBJECTIVES:** Identify the sections of operation orders and plans. Explain the procedure for preparing operation orders and plans.

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Operation orders (OPORDs) and plans (OPLANs) are designated to help the signal bridge personnel in performing their duties. This section explains OPORDs and OPLANs.

### **OPERATION ORDERS**

Before the start of underway periods, all signal bridge personnel should be familiar with the communications portion of the OPORD or the letter of instruction (LOI). The leading Signalman obtains these orders from the communications/signals officer. Due to the few copies available, the needed information may be extracted. At the minimum, a list showing the task organization, schedule of events, and call signs should be on the signal bridge. Whenever possible, the leading Signalman of the ships assigned to the task organization should arrange a meeting for

a pre-underway brief. During this brief, information covering visual communications, use of call signs, and drills should be discussed. You gain an advantage by discussing these items before sailing.

Changes to OPORDs are issued frequently. Therefore, the leading Signalman must consult the OPORD often to make sure the signal team is kept up to date on any such changes.

OPORDs are issued to effect the coordinated immediate or near-future execution of an operation. They are prepared in a standard approved format, as stated in NWP 11, *Naval Operational Planning*.

An OPORD is a basic plan and usually consists of the heading, body, ending, and (as needed) detailed procedures (in the form of enclosures called annexes and appendices). The basic plan is concise, and contains only details necessary for a clear, overall picture of the operation. Annexes themselves may be short or long. They often have appendices and tabs to elaborate on the many details to be considered in a large and complicated tactical operation.

The most important portion of the OPORD (for communications personnel) is the communications annex. This annex gives information on communications that is too extensive to be included in the basic OPORD.

The amount and type of information in a communications annex depends on the purpose of the plan or order and on the mission of the command.

### **OPERATION PLANS**

An OPLAN is a directive for carrying out an operation or a series of operations extending over a large geographic area. The plan usually covers a considerable period of time and is prepared well in advance. The plan may include information on the time it will become effective, or it may merely state that it will become effective when signaled by appropriate authority. The operation plan is the instrument upon which subordinate commanders base directives to their commands covering specific tasks assigned. Usually an OPLAN is designed to deal with some future situation or condition which may or may not come about.

For more information concerning OPORD and OPLANs, refer to NWP 11, *Naval Operational Planning*.

COMMUNICATIONS OFFICER'S ORDER NUMBER 2-92

From: Communications Officer  
To: All visual signal personnel  
Subj: DUTIES OF THE SIGNAL SUPERVISOR

1. You, as the signal supervisor, during your watch must be in complete control of the signal personnel on watch and of the signal material in use. You must ensure that a proper lookout is kept by your watch at all times, taking care that your watch does not congregate. You must concern yourself primarily with carrying on the signal activities and maintaining discipline, and secondarily, as necessary, with operating. You are responsible for seeing that instructions for the internal routing and filing of messages applicable to the signal section are complied with. During your watch you are required to do the following:

- a. Make sure that an alert watch is maintained at all times.
- b. Coordinate and supervise the operations and activities of the watch in such a way as to maintain efficiency in handling visual traffic with a minimum of noise and confusion.
- c. Be familiar with *the Allied Maritime Tactical Signal and Maneuvering Book*, *Visual Call Sign Book*, and all applicable instructions pertaining to visual communications.
- d. Be thoroughly familiar with the *International Code of Signals* and the procedures for communicating with merchant ships.
- e. Be familiar with combined and joint communication instructions and publications with respect to visual signaling.
- f. Know the recognition and identification signals in effect.
- g. Be proficient in all forms of visual communications, including drafting messages for transmission in any visual system.
- h. Keep yourself and the watch informed of the disposition, organization, formation, and location of all units in company.
- i. Know the responsibility of your ship for relaying and repeating visual signals and messages.
- j. Be responsible for safeguarding all communication publications on the signal bridge.
- k. Conduct effective training and instruction for the Signalmen on every watch, unless operating condition positively prevent it.
  1. Be responsible for the cleanliness and orderliness of the signal bridge and the personnel on watch.
- m. Thoroughly familiarize yourself and your watch with the location and use of emergency signal equipment including pyrotechnic kits and pyrotechnics.
- n. Acquaint yourself and your watch with the duties in the various emergency bills, with particular emphasis In the man overboard bill.

2. You, as the signal supervisor, are responsible for maintaining the visual signal log.

a. The visual signal log must contain a record of *all signals* from the *Allied Maritime Tactical Signal and Maneuvering Book* and/or other signal books as sent or received. The date, time of execution, originator, addressees, method by which signals are sent or received, and the signal itself, but not its meaning, must also be included in the log. It also includes identification data on all other visual traffic and all noteworthy events that affect the visual watch, such as relieving the signal watch, exchange of calls, casualties to visual equipment, and the like. The record must remain on the signal bridge in custody of the signal supervisor, and must be signed by the supervisor upon being relieved of the watch. The visual log must be kept with a new page starting at the beginning of each radio day.

Figure 14-1.—Standing order sample.

b. The method of transmission must be logged on all messages as follows:

<u>Abbreviation</u>	<u>Meaning</u>
FH	Flaghoist
FL	Small signal searchlight
SL	Large signal searchlight
BK	Yardarm blinker
SEM	Semaphore
NFL	Infrared directional
NBK	Infrared nondirectional
MPL	Multipurpose light

c. Any signal requiring action other than that demanded by the immediate tactical situation should be written up and handled as a regular message, with the additional logging of the signal in the visual log.

d. Messages and signals having a specified time of execution are given the same routing and handling as in the preceding step. (Includes message being written on message blanks.) A copy of all tactical messages goes to the OOD for filing; one copy is kept by the supervisor as a safeguard against loss; remaining copies are sent to the communication center. The original, after it is initialed by the CWO, is returned to the visual file.

e. Emergency messages, including executive method, abbreviated plaindress, and high-priority precedence messages, are accorded the normal routing to the communication center only after the signal force notifies the person(s) concerned.

3. In port, the duty Signalman/signal supervisor will man the signal bridge as required to perform the inport signal functions as outlined in signal publications and SOPA instructions.

Submitted:/s/J.A. DOE, ENS, USN  
Communications Officer

Approved:/s/J.K. FROST, LCDR, USN  
Ship Control Officer

Figure 14-1.—Standing order sample—Continued.

## SUMMARY

In this chapter, you learned the procedures used for grading and critiquing visual drills and exercises. You learned about the grade sheets and where to locate

these sheets. We also discussed standing orders and the effect they have on the signal team, the difference between OPODs and OPLANs and the wartime provisions for visual signaling. Now it is up to you to put what you have learned to use.