

**UNITED STATES RESTRICTED  
BRITISH OFFICIAL USE ONLY**

**FM 24-8**

**WAR DEPARTMENT**

**BASIC FIELD MANUAL**



**COMBINED  
TELETYPEWRITER (TELEPRINTER)  
PROCEDURE**

**March 17, 1943**

**UNITED STATES RESTRICTED  
BRITISH OFFICIAL USE ONLY**

**FM 24-8**

**BASIC FIELD MANUAL**



**COMBINED TELETYPEWRITER  
(TELEPRINTER) PROCEDURE**

**SHORT TITLE—C.C.B.P. 4**

*Approved and published by authority of the*  
**COMBINED COMMUNICATIONS BOARD**  
**WASHINGTON, D. C.**

**March 17, 1943**

**G. B. Myers, Comdr., U.S.N.**  
**James Dryland, Lt. Col., British Army**  
**Combined Secretariat**



**This publication will be made effective (brought into force) by  
separate instructions.**

**First Edition (17 March 1943)**

**UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1943**

WAR DEPARTMENT,  
WASHINGTON, March 17, 1943.

FM 24-8, Combined Teletypewriter (Teleprinter) Procedure,  
is published for the information and guidance of all concerned.

[A. G. 062.11 (3-30-43).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,

*Chief of Staff.*

OFFICIAL:

J. A. ULIO,

*Major General,*

*The Adjutant General.*

Distribution:

R and H 1(5); Bn 1, 11(5); IBn and H 44(5); IC 1, 11,  
44(10).

*United States Restricted  
British official use only*

Combined Teletypewriter (Teleprinter) Procedure  
Approved by Combined Communications Board,  
Washington, 17 March 1943.

When changes (amendments) approved by the Combined Communications Board are entered in this manual, a proper record will be made in the following table:

Record of entry of changes (amendments)				
Change No. (amendment)	Authority	Rank or rating	Entered by—(signature)	Date of entry



## TABLE OF CONTENTS

Article	Subject	Page
<b>CHAPTER I</b>		
General.		
1	Use.....	1
2	Comparative Phraseology.....	1
3	Response.....	2
4	Teletypewriter Characters.....	2
5	Operating Signals.....	3
6	.....	3
7	.....	3
8	.....	3
9	.....	3
10	.....	3
<b>CHAPTER II</b>		
Component Parts of Messages.		
11	Types of Messages.....	4
12	Plaindress, Normal (Full) Form.....	4
13	Plaindress, Abbreviated Form.....	5
14	Codress.....	6
15	Procedure Messages.....	6
16	.....	6
17	.....	6
18	.....	6
19	.....	6
<b>CHAPTER III</b>		
Prosigns—Meanings and Examples.		
20	Function.....	7
21	General Instruction.....	7
22	AA "All After"; AB "All Before".....	7
23	AR "End of Transmission".....	7

TABLE OF CONTENTS

Article	Subject	Page
<b>CHAPTER III—Continued</b>		
<b>Prosigns—Meanings and Examples—Continued.</b>		
24	AS "Wait"-----	7
25	B "More to Follow"-----	7
26	BT "Long Break"-----	8
27	C "Correct"-----	8
28	D "Deferred"-----	9
29	ENG D "Engaged"-----	9
30	EXEMPT "Exempted"-----	9
31	FROM "Originator's Sign"-----	9
32	G "Repeat Back"-----	9
33	GR "Groups"-----	9
34	IMI "Repeat"-----	9
35	INFO "For Information To"-----	10
36	INT "Interrogatory"-----	10
37	J "Verify and Repeat"-----	10
38	K "Go Ahead"-----	10
39	N "Not Received"-----	10
40	NR "Station Serial Number"-----	11
41	O "Urgent" (Emergency)-----	11
42	OOO "Out of Order"-----	11
43	OP "Operational Priority" (Immediate)-----	11
44	P "Priority" (Important)-----	11
45	R "Received" (also Routine)-----	11
46	T "Transmit To"-----	12
47	TO "For Action To"-----	13
48	TR "Tear Page Here"-----	13
49	V "From"-----	13
50	WA "Word After"-----	14
51	XXXXXX "Error"-----	14
52	-----	14
53	-----	14
54	-----	14
55	-----	14

TABLE OF CONTENTS

Article	Subject	Page
<b>CHAPTER IV</b>		
Message Address.		
56	Position of "FROM," "TO," "INFO," and "EXEMPT" in Address.....	15
57	Readdressing Plaindress Messages.....	16
58	-----	17
59	-----	17
60	-----	17
<b>CHAPTER V</b>		
Use of Precedence Prosigns.		
61	Precedence.....	18
62	Table of Precedence Prosigns.....	18
63	Single Precedence.....	18
64	Dual Precedence.....	19
65	-----	20
66	-----	20
67	-----	20
68	-----	20
69	-----	20
<b>CHAPTER VI</b>		
Counting of Groups.		
70	Use of Group Count.....	21
71	Rules for Counting Groups.....	21
72	Checking of Group Count.....	22
73	-----	22
74	-----	22
75	-----	22
76	-----	22
77	-----	22



TABLE OF CONTENTS

Article	Subject	Page
<b>CHAPTER VII</b>		
Calling and Answering.		
78	Call Signs.....	23
79	Types of Call Signs.....	23
80	Call.....	23
81	Sequence of Call Signs.....	23
82	Answering.....	23
83	Indicating Precedence in Preliminary Call.....	23
84	-----	23
85	-----	23
86	-----	23
87	-----	23
<b>CHAPTER VIII</b>		
Operating Rules.		
88	Unauthorized Transmissions.....	24
89	Use of "AR" and "K".....	24
90	Interruption of Transmission for Traffic of Higher Precedence.....	24
91	Messages in Strings (Batch Working).....	25
92	Duplicate Messages.....	26
93	Numerals.....	26
94	Faulty Reception or Transmission.....	26
95	Errors in Transmission.....	26
96	Station Serial Numbers.....	26
97	Bell Signal.....	26
98	Operator's Personal Signs.....	26
99	-----	27
100	-----	27
101	-----	27
102	-----	27
103	-----	27

TABLE OF CONTENTS

Article	Subject	Page
CHAPTER IX		
Verifications, Corrections, Repetitions, and Acknowledgments.		
104	Identification of Messages.....	28
105	Identification of Parts of Messages.....	28
106	Examples of Repetitions, Corrections, and Verifications.....	28
107	Acknowledgments.....	31
108	.....	31
109	.....	31
110	.....	31
111	.....	31
CHAPTER X		
Switching Procedure.		
112	General Statement.....	31

**UNITED STATES RESTRICTED  
BRITISH OFFICIAL USE ONLY**

**BASIC FIELD MANUAL  
COMBINED**

**TELETYPEWRITER (TELEPRINTER) PROCEDURE**

(This manual supersedes FM 24-8, June 1, 1942.)

NOTES

1. Throughout this manual, the term "call sign" is to be read to include delivery groups and British Army code signs.
2. The character ø as used in this manual designates the arabic digit 0 and on British machines is to be transmitted as such.

Chapter I

GENERAL

1. **Use.**—This procedure is prescribed for combined use in teletypewriter (teleprinter) communication.

2. **Comparative Phraseology.**

<i>United States</i>	<i>British</i>
Break operation	Interruption of transmission
Change	Amendment
Cryptographed	Encoded or Enciphered
Dispatch	Message
GCT	GMT
Information addressee	An addressee to whom a message is "repeated"
Message blank	Message form
Message center (Army)	Signal office (Army)
Message center chief (Army)	Signal master (Army)
Message form	Message layout
Messages sent in strings	Batch working
Parenthesis	Bracket
Period	Full stop

<i>United States</i>	<i>British</i>
Precedence	Priority
	Most Immediate
	Emergency Enemy Aircraft
Urgent	Emergency
Operational Priority	Immediate
Priority	Important
Routine	No name
Deferred	Deferred
Prosign	Procedure signal
Quotation marks	Inverted commas
Schedules	Routines or Schedules
Slant	Oblique or Stroke or Oblique stroke
Teletypewriter	Teleprinter
Transmitter distributor	Automatic transmitter

**3. Response.**—The term “response” includes any of the following:

*a.* An **Answer**, which is the transmission made by a station called, in response to the call received.

*b.* An **Acknowledgment**, which is a separate message from the addressee informing the originator that his message has been received and is understood.

*c.* A **Receipt**, which is a communication sent by the receiving station indicating that the message or other transmission has been satisfactorily received by that station.

*d.* A **Reply**, which is a message originating out of, referring to, or replying to a question asked in a prior message.

**4. Teletypewriter Characters.**—The use of teletypewriter characters is limited to the following:

*a.* **Alphabet.**—Twenty-six international letters, A to Z, inclusive.

*b.* **Numerals.**—Ten international numerals, 1 to 0, inclusive.

*c.* **Special characters.**

<i>Symbol</i>	<i>Meaning</i>	<i>Spelled out</i>
.	Period (full stop)	Period (stop)
.	Decimal point	Point
,	Comma	Comma
-	Hyphen	Hyphen
/	Slant (oblique stroke)	Slant

( . . . )	Parentheses (brackets)	Paren . . . . paren (bracket . . . . bracket)
" . . . "	Quotation marks (in- verted commas)	Quote . . . . unquote
?	Question mark	Question mark

## NOTES

1. The above symbols will be used when teletypewriters at both ends of a circuit permit. Where differences of machines preclude the use of these symbols, the punctuation marks will be spelled out as indicated.

2. Additional necessary punctuation will be spelled out.

**5. Operating Signals.**—Only combined Operating Signals are to be used with this procedure.

6.

7.

8.

9.

10.

## Chapter II

## COMPONENT PARTS OF MESSAGES

**11. Types of Messages.**—There are two types of messages:

*a.* Plaindress (Address outside of Text).

(i) Normal (Full) Form.

(ii) Abbreviated Form.

*b.* Codress (Address included in encrypted Text).

**12. Plaindress, Normal (Full) Form.**—*a. Components.*—

The normal form message consists of the following components:

(i) First line—Call, Station serial number (if any), and Precedence.

(ii) Second line—Transmission instructions. The transmission instructions will be expressed by the prosign G and T preceded or followed by call signs if necessary. (When call signs are not available, plain language designations will be used.)

NOTE.—The station serial number, precedence and transmission instructions are known as the Preamble. (The second and third lines are separated by one extra line feed.)

(iii) Third line—Originator. The originator is designated by the prosign FROM followed by the originator's call sign or plain language designation as desired, and the date-time group. This group comprises a six-digit group followed by a zone suffix letter. The first two figures express the day of the month, and the other four express the time.

(iv) Fourth line—Action addressee. The action addressee is designated by the prosign TO followed by the action addressee's call sign(s) or plain language designation(s). If more than one action addressee is designated, the call sign of each action addressee is placed on a separate line. When plain language designations are used they will be placed one after the other on the same line separated by commas, or three spaces.

(v) Fifth line—Information addressee. The information addressee is designated by the prosign INFO followed by the information (repeated) addressee's call sign(s) or plain language designation(s). If more than one information addressee is designated, the call sign of each information addressee is placed on a separate line. When plain language designations are used

they will be placed one after the other on the same line separated by commas, or three spaces.

(vi) Sixth line—Exempted addressee. The exempted addressee is designated by the prosign EXEMPT followed by the exempted addressee's call sign(s) or plain language designation(s). If more than one exempted addressee is designated, the call sign of each exempted addressee is placed on a separate line. When plain language designations are used they will be placed one after the other on the same line separated by commas, or three spaces.

(vii) Seventh line—Message instructions. These contain GR and BT and, if necessary, Operating Signals which convey instructions to all addressees.

NOTE.—Lines one to seven, inclusive, are known as the **Heading**. (The seventh and eighth lines are separated by one extra line feed.)

(viii) Eighth line—Text. The Text begins on the eighth line. It is transmitted exactly as drafted by the originator and may include an address and signature.

(ix) Ninth line—BT and date-time group. (The ninth and tenth lines are separated by one extra line feed.)

(x) Tenth line—Repetitions and corrections.

(xi) Eleventh line—Operator's personal sign (see Art. 98); final instructions and ending signs.

NOTE.—Lines 9 to 11, inclusive, are known as the **Message Ending**.

*b. Unchanged components.*—The following are fixed by the originator and may not be changed by others:

(i) Precedence.

(ii) All components included in the Address as indicated in third, fourth, fifth, and sixth lines.

(iii) All components included in the Message Instructions as indicated in seventh line.

(iv) Text.

**13. Plaindress, Abbreviated Form.**—*a.* Where speed of transmission is all important, such as enemy reports, short signals from aircraft, and tactical messages, the following are normally omitted:

(i) Group count.

(ii) Date.

(iii) Time group (either in address or message ending, but not both).

b. The Abbreviated Form will be used in accordance with local instructions.

**14. Codress.**—*a.* A Codress message carries in the cryptographed Text the entire Address (originator, action and information addressees) cryptographed in the same cipher as the Text. Thus the normal form Address using FROM, TO, and INFO is never employed in Codress messages.

*b.* The heading of a Codress message contains only such data as are necessary to cover the specific transmission in question, as shown below:

The Call.

Serial number (if any).

Precedence prosign (if any).

Transmission instructions (may be coded).

Date-time group.

Operating signals (if any).

Group count.

Long break.

*c.* The transmission instructions comprise the call signs of the units intended to receive that particular transmission, together with any instructions to them or to relaying links, etc.

**15. Procedure Messages.**—*a.* A procedure message is a short Plaindress message, the purpose of which is to expedite the handling of traffic.

*b.* Procedure messages consist of Operating Signals, call signs, identification of messages and parts of messages, and prosigns, as necessary.

*c.* A group count is not used in the Heading of a Procedure message.

*d.* The long break is not used to separate the Text from other components of a Procedure message except where a date-time or time group is assigned to the message.

*e.* A Procedure message may carry that precedence designation considered necessary to ensure accomplishment of its purpose.

16.

17.

18.

19.



## Chapter III

## PROSIGNS—MEANINGS AND EXAMPLES

**20. Function.**—The function of prosigns is to facilitate communication by conveying in condensed standard form certain frequently used instructions, requests, information, etc., related to communication.

**21. General Instruction.**—Prosigns other than those contained in this chapter are not to be used.

**22. AA "All After"; AB "All Before."**—These prosigns are used in procedure messages and the final instructions after IMI, C, J, and certain Operating Signals to identify a portion of a message.

**23. AR "End of Transmission."**—This prosign means: "This is the end of my transmission to you, and no response is required or expected."

**24. AS "Wait."**—*a.* AS made during a transmission and without an ending sign indicates a pause of a few seconds.

*b.* AS followed by AR indicates "You are to wait" or "I am obliged to wait" as applicable.

**25. B "More to Follow."**—*a.* In the final instructions (eleventh line) B not followed by numerals means "More to follow."

*Example*

SK5 wishing to indicate that he has more to send to RV3, transmits:

HP B K (1)<sup>1</sup>

In the above example, a precedence prosign (except R) may follow B to indicate the precedence of the message on hand.

*b.* B followed by numerals means "Message being transmitted in portions. Total number of groups transmitted so far is indicated by the numeral(s)."

<sup>1</sup> Throughout this manual examples are numbered in parentheses for reference purposes.

*Examples*

CG2 transmitting a message of 160 groups in portions to 2WJ, stops after transmitting the 100th group, indicates that there is more to follow, and requests receipt for transmission thus far, as follows:

2WJ V CG2 NR11

From CG2 242322Z

To 2WJ

GR160 BT

(Text \* \* \* first 100 groups) B 100 K

2WJ, having received the message thus far, transmits:

R 2345Z KM K

NOTE.—Should 2WJ require any repetitions, these are asked for and given before the receipt is transmitted by 2WJ.

CG2 then completes the transmission as follows:

2WJ V CG2 101

(Text \* \* \* groups 101 to 160 both inclusive)

BT 242322Z •

HP K

(2)

**26. BT “Long Break.”**—*a.* The long break precedes and follows the Text to separate it from other parts of the message.

*b.* The long break is not used to separate the Text from other parts of a Procedure message except where a date-time or time group is assigned to the Procedure message.

**27. C “Correct.”**—*a.* C alone means “You are correct.”

*Examples*

(i) The group count, having been questioned by 6CF and the latter’s group count having been found correct, QH1 transmits:

C K

(3)

(ii) QH1, after 6CF has “repeated back” a G message correctly, transmits:

C AR

(4)

*b.* C followed by identification data means “This is a correct version of the message, or portions indicated.”

*Example*

While transmitting a message to 6CF, QH1 finds that the second group should be XQHBM. In the final instructions QH1 transmits:

BT 151617Z  
C2 XQHBM  
HP K

(5)

28. **D** "Deferred."—See chapter V.

29. **ENGD** "Engaged."—This prosign is used by a teletypewriter switchboard operator to indicate that a teletypewriter station which has been called is communicating with another station.

30. **EXEMPT** "Exempted."—The prosign **EXEMPT** exempts the station(s) whose call or plain language designation follows it from inclusion in a collective call sign or plain language designation preceding it. **EXEMPT** may be used in this manner in the Call, transmission instructions, or Address. (See Art. 56.)

31. **FROM** "Originator's Sign."—This prosign means "The originator of this message is indicated by the call sign or plain language designation immediately following."

NOTE.—The prosign **FROM** corresponds to the prosign **A** used in radiotelegraph (W/T) procedure.

32. **G** "Repeat Back."—The prosign **G** in the transmission instructions indicates that the receiving station is to "repeat back" the whole message.

33. **GR** "Groups."—*a.* In messages, **GR** followed by numeral(s) means "This message contains the number of groups indicated."

*b.* The group count normally appears only in the Message Instructions, but in certain cases, and when so directed, it may be repeated immediately after the date-time group in Message Ending.

*c.* **GR** preceded by **INT** and followed by numeral(s) means "Is the number of groups as indicated?"

*Example*

INT GR20 K

(6)

34. **IMI** "Repeat."—*a.* Used alone, **IMI** means "Repeat all of your last transmission."

b. Followed by identification data, IMI means "Repeat the indicated portion of your transmission."

c. IMI cannot be used to obtain a repetition of a message or part of a message for which a receipt has been given. Operating Signals are provided for this purpose.

**35. INFO "For Information To."**—This prosign means "This message is addressed for information to the station(s) whose call sign(s) or plain language designation(s) follow(s)."

**NOTE.**—The prosign INFO corresponds to the prosign W in radiotelegraph (W/T) procedure.

**36. INT "Interrogatory."**—*a.* INT, preceding prosigns and Operating Signals, indicates that the matter to follow is in the form of a question.

*b.* INT, preceding a portion of a message means "Is my reception of this correct?" (See *c* below.)

#### *Examples*

(i) CG2 questions the group count by asking SK5 "Is the number of groups as indicated?"

INT GR43 K (7)

(ii) XR1 asks RV3, "Is the date-time group as indicated?"

INT 310126Z K (8)

*c.* INT cannot be used to question any part of a message for which a receipt has been given.

**37. J "Verify and Repeat."**—J means "Verify text, check cryptographing (encoding, enciphering), and repeat the message or portion indicated."

**NOTE.**—Operating Signals are provided for use when only the enciphering requires checking.

**38. K "Go Ahead."**—K means "Go ahead; transmit. This is the end of my transmission to you and a response is necessary."

**39. N "Not Received."**—Used alone, N means "Not received."

#### *Example*

*a.* RY5 asks SK5 if he (SK5) has received the message just transmitted by RY5.

INT R K (9)

Not having received it, SK5 transmits:

N K

b. RY5 asks SK5 if he has received KU4's 151227Z:

SK5 V RY5 INT R KU4 151227Z

HP K

Not having received it, SK5 transmits:

RY5 V SK5 N KU4 151227Z

(10)

JT K

**40. NR "Station Serial Number."**—a. NR with numerals, and in certain cases letters, means "Station serial number is as indicated."

*Example*

6CF V QH1 NR12 etc.

(11)

b. In multiple call transmissions the station serial number applicable to each called station is given in the same sequence as the call signs in the Call.

*Example*

KU4 RY5 V SK5 NR16 NR13 etc.

(12)

c. NR, preceded by R (or N) and followed by numerals, means "Message(s), with station serial number(s) as indicated, received (or not received)."

*Example*

(i) RY5 receipts for SK5's NR37:

R NR37 1026Z KC AR

(13)

(ii) RY5 receipts for SK5's NR40 to 45, inclusive:

R NR40 to 45 1608Z KC AR

(14)

(iii) RY5 indicates SK5's NR14 not received:

SK5 V RY5 N NR14

(15)

HP K

**41. O "Urgent" (Emergency).**—See chapter V.

**42. OOO "Out of Order."**—This prosign is used to indicate that a called station is inoperative.

**43. OP "Operational Priority" (Immediate).**—See chapter V.

**44. P "Priority" (Important).**—See chapter V.

**45. R "Received" (also Routine).**—a. R used in the receipt means "I have received your last message at the indicated time."

*Example*

R 1723Z RC AR (16)

(The above example illustrates the normal receipt form. The time of receipt is always followed by the operator's personal sign. Any further instructions are placed after this. In the receipt form the call will be used where confusion will result from its omission.)

**b.** After a call, R followed by identification data signifies "I have received the message or portion(s) indicated."

*Example*

CG2 indicates to 2WJ receipt of SK5's 121522Z:  
2WJ V CG2 R SK5 121522Z  
HP K (17)

**c.** After a call, R preceded by INT signifies "Have you received my last message?"

*Example*

2WJ V CG2 INT R K (18)

**d.** After a call, R preceded by INT and followed by identification data signifies "Have you received the message indicated?"

*Example*

2WJ asks CG2 "Have you received SK5's 121416Z?"  
CG2 V 2WJ INT R SK5 121416Z  
MN K  
CG2 having received it, transmits:  
2WJ V CG2 R SK5 121416Z  
HP K (19)

**e.** In dual precedence messages, the prosign R may be used to indicate Routine precedence. (See Art. 64.)

**46. T "Transmit To."**—*a.* In the transmission instructions, T alone means "Station called transmit this message to all addressees."

*Example*

SK5 V 2WJ NR23  
T  
FROM CG 1 CORPS 181804Z  
TO 14 GROUP  
INFO CG 2 CORPS  
GR18 BT  
etc. (20)

b. In the transmission instructions, T followed by call sign(s) or plain language designation(s), means "Station called transmit this message to station(s) whose call sign(s) or plain language designation(s) follow(s) T."

*Example*

SK5 V 2WJ NR17

T KFR

FROM 2WJ 092116Z

TO KFR

GR15 BT

etc.

(21)

c. In the transmission instructions, T preceded and followed by call sign(s) or plain language designation(s) means "Station whose call sign or plain language designation precedes T, transmit this message to station(s) whose call sign(s) or plain language designation(s) follow(s) T."

*Example*

RV3 RY5 V SK5 NR8 NR12

RY5 T 18 GROUP

FROM SK5 141109Z

TO 18 GROUP

RV3

RY5

GR30 BT

etc.

(22)

47. **TO** "For Action To."—This prosign means "This message is addressed for action to the station whose call sign(s) or plain language designation(s) follow(s)."

48. **TR** "Tear Page Here."—When the prosign TR appears on the left-hand margin it indicates that the page may be torn at this point. This practice when followed will give a uniform message size for filing.

49. **V** "From."—V is used only in the Call. It is followed by a call sign and means "This transmission is from the station whose call sign follows."

**50. WA "Word After."**—This prosign is used in the Text of a procedure message, after IMI, C, J, and certain Operating Signals to identify a portion of a message.

**51. XXXXXX "Error."**—A succession of six X's indicates that an error in transmission has just been made. (See Art. 95.)

52.

(23 to 30 spares)

53.

54.

55.



## Chapter IV

## MESSAGE ADDRESS

**56. Position of "FROM," "TO," "INFO," and "EXEMPT" in Address.**—The following are examples of messages as teletyped (teleprinted), using the prosigns FROM, TO, INFO, and EXEMPT.

*a. Use of plain language designations.*

BCO V ECO NR20 OP  
 T 3 DIV 9 INF BDE  
 FROM 5 CORPS 091020Z  
 TO 3 DIV 9 INF BDE  
 INFO 8 CORPS  
 (Operating Signal if any) GR13 BT  
 STRONG ENEMY COUNTER ATTACKS SUPPORTED BY TANKS EXPECTED ON FRONT 9 INF BDE.  
 BT 091020Z  
 CORRECTIONS (if any)  
 HP (Operator's initials) B K (31)

*b. Use of call signs.*

BCO V ECO NR20 OP  
 T YC ZI  
 FROM ECO 091020Z  
 TO YC  
 ZI  
 INFO HCO  
 (Operating Signal, if any) GR13 BT  
 STRONG ENEMY COUNTER ATTACKS SUPPORTED BY TANKS EXPECTED ON FRONT 9 INF BDE.  
 BT 091020Z  
 CORRECTIONS (if any)  
 HP (Operator's initials) B K (32)

*c. Use of exempt.*

AB V BC NR2  
 T<sup>2</sup> CDE EXEMPT EF  
 FROM BC 101436Z  
 TO AB  
     CDE  
     GH  
     MP  
 EXEMPT EF  
 GR16 BT  
 TEXT  
 BT 101436Z  
 HP K

(33)

## NOTES

1. Dual precedence would be indicated in the line 1 component. Thus, if priority (Important) to 3 Div and Routine to 9 INF BDE the line 1 component would read NR20 P 3 DIV (or the call sign).

2. Originator's instructions in the form of Operating Signals such as those indicating that the message may not be forwarded by radio or must go in cipher.

**57. Readdressing Plaindress Messages.**—*a.* On occasions an addressee may wish to readdress a Plaindress message to others not included in the original Address, without rewriting the message.

*b.* This is done as follows:

(i) That part of the original message preceding FROM (originator) is omitted and the authority readdressing the message and the new addressees are inserted above FROM.

(ii) New transmission instructions, a new precedence, and a date-time group may be included.

(iii) The authority readdressing the message assigns a new precedence which is applicable to the new addressees only.

(iv) The normal lay-out of components is used for disposing of the message to the new addressees.

*Example*

Original message as received by 5 Corps:  
 ECO V BAR NR6  
 T 4 DIV  
 FROM SECOND ARMY 122309Z

<sup>2</sup> The collective call sign ODE includes individual call signs of units EF, FG, HF, and LP.

TO 5 CORPS

INFO 4 DIV

GR50 BT

Text

BT 122309Z

etc.

Message readdressed by 5 Corps to 2 Div for action and 3 INF BDE for information, with a new precedence and date-time:

YB V ECO NR12 P R 3 INF BDE

T 3 INF BDE

FROM 5 CORPS 122359Z

TO 2 DIV

INFO 3 INF BDE

FROM SECOND ARMY 122309Z

TO 5 CORPS

INFO 4 DIV

GR50 BT

Text

BT 122309Z

etc.

(34)

c. A message cannot be readdressed if any alteration is made to its original Address, Message Instructions, or Text.

58.

35 to 40 spaces

59.

60.

## Chapter V

## USE OF PRECEDENCE PROSIGNS

**61. Precedence.**—Messages are assigned a precedence to show the relative order in which they are to be transmitted and dealt with. The precedence given to different addressees of multiple address messages may vary. These messages are said to have “dual” precedence. Messages of the same precedence are to be handled in order of filing for transmission or of receipt for relaying.

**62. Table of precedence prosigns.**—The prosigns listed in order of precedence are as follows:

<i>Prosign</i>	<i>United States terminology</i>	<i>British terminology</i>
OU <sup>3</sup>	(Not used)	Most Immediate
OA <sup>3</sup>	(Not used)	Emergency Enemy Aircraft
O	Urgent	Emergency
OP	Operational Priority	Immediate
P	Priority	Important
(R) <sup>4</sup>	Routine	No name
D	Deferred	Deferred

**63. Single precedence.**—The appropriate precedence other than “Routine” is to be included in the first line after the station serial number.

*Examples*

a. Priority (Important) to all addressees:

YD V ACO NR6 P  
 T 9 INF BDE  
 FROM 1 CORPS 211935Z  
 TO 4 DIV 9 INF BDE  
 GR15 etc.

(41)

<sup>3</sup> OU and OA when handled on United States circuits are to be handled as O (Urgent) messages in order received.

<sup>4</sup> The prosign R where indicating Routine precedence is used only in dual precedence messages.

## b. Routine to all addresses:

YD V ACO NR 8  
 T 3 INF BDE 4 INF BDE  
 FROM 1 CORPS 122117Z  
 TO 4 DIV 3 INF BDE 4 INF BDE  
 GR19 etc.

(42)

**64. Dual Precedence.**—*a.* A Plaindress message addressed to more than one station or authority may carry two precedence prosigns. A message may thus be transmitted with a high precedence to action addressee(s) and low precedence to information addressee(s).

*b.* Dual precedence is not applicable to Codress messages.

*c.* A message involving two precedences will include the appropriate precedence prosigns in the Preamble. Only one of the precedence prosigns will be followed by the call signs or plain language addressees relevant to it. This precedence prosign will be that which applies to the smaller number of call signs. The other precedence prosign applies to the call signs of all other addressees.

*d.* The prosign of higher precedence appears first.

*e.* When Routine precedence is used in dual precedence messages, the prosign R is used only if followed by call signs or plain language designations.

*Examples*

(i) Operational Priority (Immediate) to 4  
 Corps, Routine to 5 Corps 3 Div  
 DCO V AAR NR20 OP 4 CORPS  
 T 3 DIV  
 FROM FIRST ARMY 122159Z  
 TO 4 CORPS 3 DIV 5 CORPS  
 GR20 etc.

(43)

(ii) Operational Priority (Immediate) to  
 1 CORPS 1 Div 2 Div,  
 Priority (Important) to 3 DIV 4 DIV  
 ACO V AAR NR20 OP P 3 DIV 4 DIV  
 T 1 DIV 2 DIV 3 DIV 4 DIV  
 FROM AAR 122030Z  
 TO 1 CORPS 1 DIV 2 DIV 3 DIV 4 DIV  
 GR20 etc.

(44)

(iii) Operational Priority (Immediate) to  
 1 Div 2 Div Priority (Important) to  
 3 Div 4 Div 5 Div  
 ACO V AAR NR20 OP 1 DIV 2 DIV P  
 T 1 DIV 2 DIV 3 DIV 4 DIV  
 FROM FIRST ARMY 122030Z  
 TO 1 DIV 2 DIV 3 DIV 4 DIV 5 DIV  
 GR25 etc. (45)

(iv) Priority (Important) to 1 Corps  
 1 Div 2 Div Routine to 3 Div 4 Div  
 ACO V AAR NR20 P R 3 DIV 4 DIV  
 etc. (46)

65. (47 to 50 spares)

66.

67.

68.

69.

## Chapter VI

## COUNTING OF GROUPS

**70. Use of Group Count.**—*a.* The group count is always used in Codress messages.

*b.* The use of a group count in plain language messages is optional.

*c.* Use of the group count in other types of messages will be governed by the instructions in force in each service concerned.

**71. Rules for Counting Groups.**—Groups are counted in accordance with the following rules:

*a.* Count groups between BT and BT.

*b.* Punctuation marks are not counted unless spelled out as words.

*c.* Every word is counted as one group except as noted in paragraphs *d* and *e* below.

*d.* Every group of letters, figures, and symbols such as abbreviations, references, or cryptographed groups, count as one group, even when containing “.” (period or full stop), “-” (hyphen), ( ) (parentheses or brackets), or / (slant or oblique stroke).

*e.* Hyphenated words and hyphenated names count as one group.

*Examples*

	<i>Group count</i>
BRAY HYPHEN CORBIE.....	3
BRAY-CORBIE.....	1
NEWYORK.....	1
XFUY.....	1
CNYR NKLY JVRN.....	3
(FRANCE).....	1
PARENTHESIS FRANCE PARENTHESIS	3
125/3.....	1
CG.....	1
125-3/4(55)X56.....	1
35 DASH 567P.....	3
MR C D ADAMS.....	4
BF6 311845Z.....	2
21 POINT 6.....	3 (51)

**72. Checking of Group Count.**—*a.* When the number of groups received does not correspond with the group count transmitted, the receiving station will immediately question transmitting station by using INT GR——. If, after rechecking the message, the transmitting station finds that the receiving station is correct, the transmitting station sends C.

*b.* If the receiving station is considered to be incorrect, the transmitting station repeats the original group count and transmits the first letter or numeral of each word or group of the Text in succession.

*Examples*

(i) Original message:

PW6 V BF6 NR3

FROM BF6 272113Z

TO PW6

GR8 BT

SEND RAIL TWENTYONE HORSES FROM PARIS

TODAY URGENT

BT 272113Z

HP K

(52)

(ii) PW6 questions the group count:

BF6 then transmits:

PW6 V BF6 GR8 BT S R T H F P T U BT K (53)

*c.* An Operating Signal may also be used to initiate a check of the group count.

**73.**

(54 to 60 spares)

**74.**

**75.**

**76.**

**77.**



## Chapter VII

## CALLING AND ANSWERING

**78. Call Signs.**—All teleprinter stations are to be assigned call signs.

**79. Types of Call Signs.**—*a.* An individual call sign is a call sign representing a single station, unit, command, etc.

*b.* A collective call sign is a single call sign representing two or more individual call signs.

**80. Call.**—A Call consists of the call sign(s) of the station(s) called, followed by the prosign V and the call sign of the calling station. It may also include the prosign N followed by call sign(s) of exempted station(s).

**81. Sequence of Call Signs.**—The following rule ordinarily governs the sequence of call signs included in the Call, transmission instructions, and Address: All call signs will normally appear in alphabetical order of call signs assuming for this purpose that the figures 1 to 0, respectively, are the 27th to 36th letters of the alphabet.

*Example*

ATB AY AYC2 A2A BAA 13N 9A6 0A5 (61)

**82. Answering.**—*a.* The answer is similar in form to the Call.

*b.* Unless instructed otherwise, when more than one station is called they will answer in the sequence used in the Call. Stations included in a collective call sign will answer in correct sequence under that collective call sign.

**83. Indicating Precedence in Preliminary Call.**—If a message is of precedence P or higher, the appropriate precedence prosign may be transmitted in a preliminary Call.

*Example*

BF6 tells A2D that he has "Priority" (Important) traffic for him:

A2D V BF6 P K (62)

84.

(63 to 65 spares)

85.

86.

87.

Chapter VIII  
OPERATING RULES

**88. Unauthorized Transmissions.**—Transmissions other than those confined to official communications are not permitted. All transmissions will conform to this procedure.

**89. Use of "AR" and "K."**—*a.* Each transmission must end with either AR or K.

*b.* Receipts and corrections, etc., are regarded as transmissions.

*c.* AR means "This is the end of my transmission to you and no response is required or expected." It is used as follows:

(i) At the end of a receipt when receiving station has no further traffic.

*Example*

R 1046Z JT AR (66)

(ii) In switched networks by both stations to indicate that there is no further traffic and that a clearing signal may be sent to disconnect.

*Example*

Transmitting station sends message with ending:

HP K

Receiving station having no traffic sends:

R 1012Z JT AR

Transmitting station having no further traffic sends:

AR

A clearing signal to disconnect is then sent immediately.

*d.* K means "Go ahead; transmit. This is the end of my transmission to you and a response is necessary."

**90. Interruption of Transmission for Traffic of Higher Precedence.**—The rules governing the interruption of transmission for the purpose of disposing of a message of higher precedence are as follows:

Precedence of message awaiting transmission	Precedence of message being transmitted	Remarks
(i) Urgent (Emergency).	Operational Priority (Immediate), Priority (Important), Routine or Deferred.	Break at once.
(ii) Operational Priority (Immediate).	Priority (Important).	Completion of the transmission of a short Priority (Important) message may be permitted.
(iii) -----	Routine or Deferred.	May break at once.
(iv) Priority (Important).	Routine or Deferred.	Transmission of a short Routine or Deferred message will not usually be interrupted.
(v) Routine -----	Deferred -----	Transmission of a short Deferred message will not usually be interrupted.

**91. Messages in Strings (Batch Working).—**This is an arrangement to accelerate the disposal of a quantity of traffic between any two stations.

*a.* Operating Signals are used to indicate adoption of this arrangement. Normally, strings of not more than five messages are sent at one time.

*b.* The messages may be separated by the prosign TR on the left-hand margin of the page.

*c.* The receiving station will give a receipt at the end of the transmission for all messages received, and will not interrupt the

transmission except to dispose of a message of higher precedence. (See example (14).)

**92. Duplicate Messages.**—On occasion it may be necessary to send an exact duplicate of a message previously transmitted. The appropriate Operating Signal must be placed in the Message Instructions.

**93. Numerals.**—Numerals in date-time groups, station serial numbers, call signs, and numerals used with Operating Signals are to be transmitted as digits.

**94. Faulty Reception or Transmission.**—When reception is faulty the receiving operator will interrupt the transmission and send "RECEPTION FAULTY." The local record is then to be examined and the words "LOCAL RECORD CORRECT," or "LOCAL RECORD FAULTY," depending upon how the transmission of "RECEPTION FAULTY" appeared, are then to be transmitted. If the fault cannot be adjusted by the application of the operator's maintenance procedure, a qualified maintenance man is to be called and the message disposed of in the most expeditious manner.

**95. Errors in Transmission.**—All errors in transmission will be followed by the character X transmitted six times after which the last correct word or group will be repeated, and the transmission continued from that point. For instance, if an operator is transmitting the words "IN ACCORDANCE WITH TELEGRAM SENT," and makes an error in the word "TELEGRAM," it is corrected in the following manner: "IN ACCORDANCE WITH TELERGXXXXXX WITH TELEGRAM SENT." The receiving operator will make a pencil line through the erasure and the repeated word or group.

**96. Station Serial Numbers.**—These will be used only when so ordered. When used, they will be assigned to each typewriter station with which communication is established during the day. They will commence with 1 at 0001 hours daily.

**97. Bell Signal.**—The bell signal will be used to attract attention to a distant machine and will be transmitted as a series of single bells evenly spaced.

**98. Operator's Personal Signs.**—An operator's personal sign usually consists of his first and last initials. When an operator's initials are likely to be confused with two-letter prosigns used in this procedure, or when more than one operator has the same

initials, other personal signs will be allotted by local arrangement.

99. (67 to 70 spares)

100.

101.

102.

103.

## Chapter IX

VERIFICATIONS, CORRECTIONS, REPETITIONS, AND  
ACKNOWLEDGMENTS

**104. Identification of Messages.**—Messages are to be identified by means of the station serial number and/or the date-time group and the addition, when necessary, of the call sign or plain language designation of the originator, group count, or part or all of the Text.

**105. Identification of Parts of Messages.**—If a word or group occurring more than once in a message is used to identify part of that message, it is to be assumed that the first occurrence of that word or group is implied. If otherwise intended, amplifying data such as adjacent words or groups must be included.

*a.* AB BT denotes all before the Text.

*b.* AA LUXO BT denotes the Message Ending, where LUXO is the last group in the message.

*c.* AA BT denotes the complete Text and the Message Ending.

**106. Examples of Repetitions, Corrections, and Verifications.**—*a.* Examples of Procedure messages requesting verification and correction and the replies thereto:

<i>Request</i>	<i>Reply</i>
(i) Verify and repeat the message indicated.	
2WJ V CG2 J NR18	CG2 V 2WJ C NR18 CG2 V 2WJ NR18 D FROM CG THIRD ARMY 231822Z
JP K	TO CG FOURTH ARMY INFO CG I CORPS GR14 BT TEXT BT 231822Z
	HP K (71)

*Request**Reply*

- (ii) Verify and repeat the text of message indicated.

RY5 V RV3 J NR7 RV3 V RY5 C NR7 AA BT  
AA BT

TEXT  
BT 121436Z

- JP K  
(iii) Verify and repeat group 6 to 8 of the message indicated.

HP K (72)

XR1 V SK5 J 041233Z 6 SK5 V XR1 C 041233Z 6 to 8  
to 8 BEEN SUCCESSFULLY  
JP K COMPLETED

HP K (73)

- (iv) Verify and repeat the message indicated. (Relay involved.)

SK5 V 6CF NR3 P  
T CG2

R 1044Z HP AR

FROM 6CF

TO CG2

J 101526Z

JT K

(74)

SK5's retransmission of the above message is as follows:

CG2 V SK5 NR7 P

SK5 V CG2 NR14 P

T 6CF

FROM 6CF

TO CG2

FROM CG2

TO 6CF

J 101526Z

C 101526Z

*Request*  
HP K

*Reply*  
6CF V CG2 D

FROM CG2 101526Z  
TO 6CF  
GR15 BT  
Text  
BT 101526Z  
TP K

(75)

b. Examples of requests for repetitions prior to giving a receipt for the message:

*Message*

CG 2 V 2WJ NR18 OP  
FROM CG THIRD ARMY 231822Z  
TO CG FOURTH ARMY  
GR14 BT  
ACTION ON SECTOR A HAS BEEN SUCCESS-  
FULLY COMPLETED REGROUP YOUR UNITS  
FOR FURTHER ACTION  
BT 231822Z  
HH K

(76)

*Request*  
(i) Repeat the last trans-  
mission.  
IMI K

*Reply*  
CG2 V 2WJ NR18 OP  
FROM CG THIRD ARMY  
231822Z  
TO CG FOURTH ARMY  
GR14 BT  
Text  
BT 231822Z  
HH K

(77)



*Request**Reply*

- (ii) Repeat all after the Message Instructions of the last transmission.

IMI AA BT K

AA BT  
ACTION ON SECTOR A  
HAS BEEN SUCCESS-  
FULLY COMPLETED  
REGROUP YOUR UNITS  
FOR FURTHER ACTION  
BT 231822Z

HH K (78)

- (iii) Repeat the Heading of the last transmission.

IMI AB BT K

AB BT  
CG2 V 2WJ NR18 OP  
FROM CG THIRD ARMY  
231822Z  
TO CG FOURTH ARMY  
GR14 BT K (79)

- (iv) Repeat word after 'your.'

IMI WA YOUR K

WA YOUR  
UNITS K (80)

- (v) Repeat group 9 of the last transmission.

IMI 9 K

9 REGROUP K (81)

**107. Acknowledgments.**—*a.* Instructions to acknowledge a message, if required, will be included by the originator in the Text.

*b.* An Operating Signal may be used to request an acknowledgment when—

(i) Such instructions were not included in the Text of a message which has been transmitted.

(ii) It is required to hasten an acknowledgment previously requested.

*c.* Acknowledgments may be conveyed by two methods:

(i) An Operating Signal may be used to convey the addressee's acknowledgment.