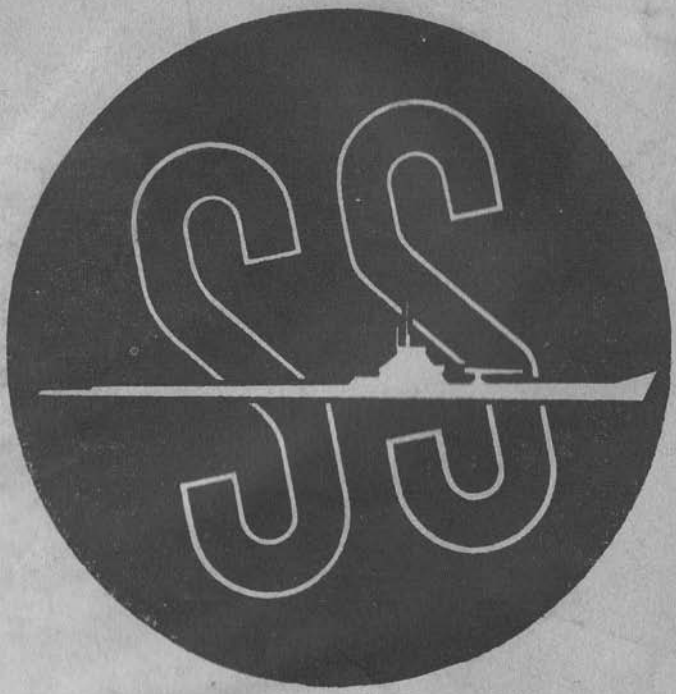
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# Submarine Telephone Talkers' Manual

NAVPERS 16171

# SUBMARINE TELEPHONE TALKERS' MANUAL

DECEMBER 1944




PREPARED BY
NATIONAL DEFENSE RESEARCH COMMITTEE
AND
STANDARDS AND CURRICULUM DIVISION
TRAINING
BUREAU OF NAVAL PERSONNEL

NAVPERS 16171
RESTRICTED

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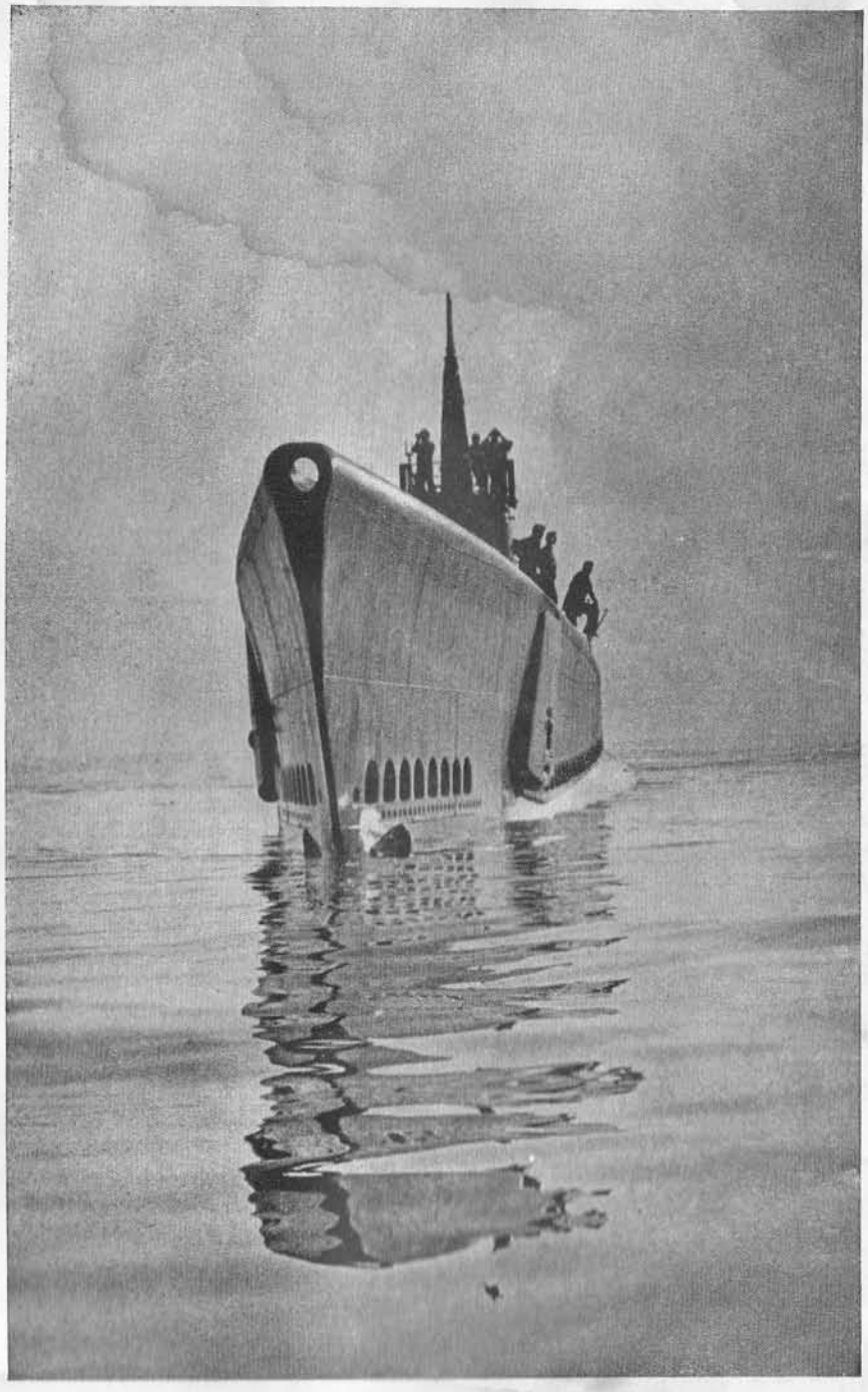
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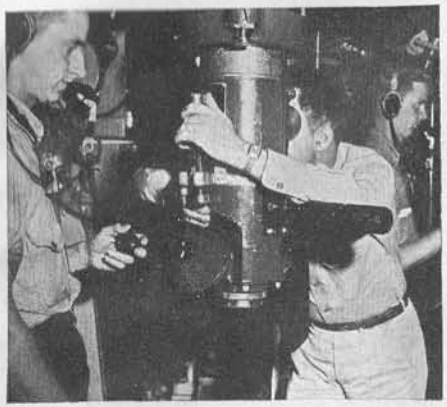


# Part 1

# Voice Communications

Voice communication systems are the links which join together the different parts of a submarine. Without telephone lines and loudspeaker circuits, the ship would be a series of isolated compartments. With good voice communications, it becomes a single smoothly operating unit.

## The importance of good telephone talking



However, communication systems are no more efficient than the men who use them. Every talker must be able to give and receive messages quickly and accurately. This means that he must know how to man the equipment, what to say, and how to make himself understood even under the most difficult conditions.

A poor talker is a weak link in the chain of communications. In a critical situation he may actually place the ship in danger. More than one submarine has missed a target, or has smashed its bow against the dock, because of the mistake of a telephone talker. A ship can be an efficient fighting machine only so long as all messages get through quickly—and correctly.

## Study this manual

This manual gives the rules and procedures you need to become a good telephone talker. Study them carefully and practice them constantly. Use the correct procedures every time, every day, in every routine situation. Then when called to battle stations, you will find yourself automatically doing the right thing at the right time.

# There are three main sound-powered phone circuits

## XJA —for general communication

Every compartment has XJA outlets for two types of telephones:

*The handset* resembles the ordinary cradle-type of phone found in the home or office. It is used for routine calls between compartments, both in port and underway.





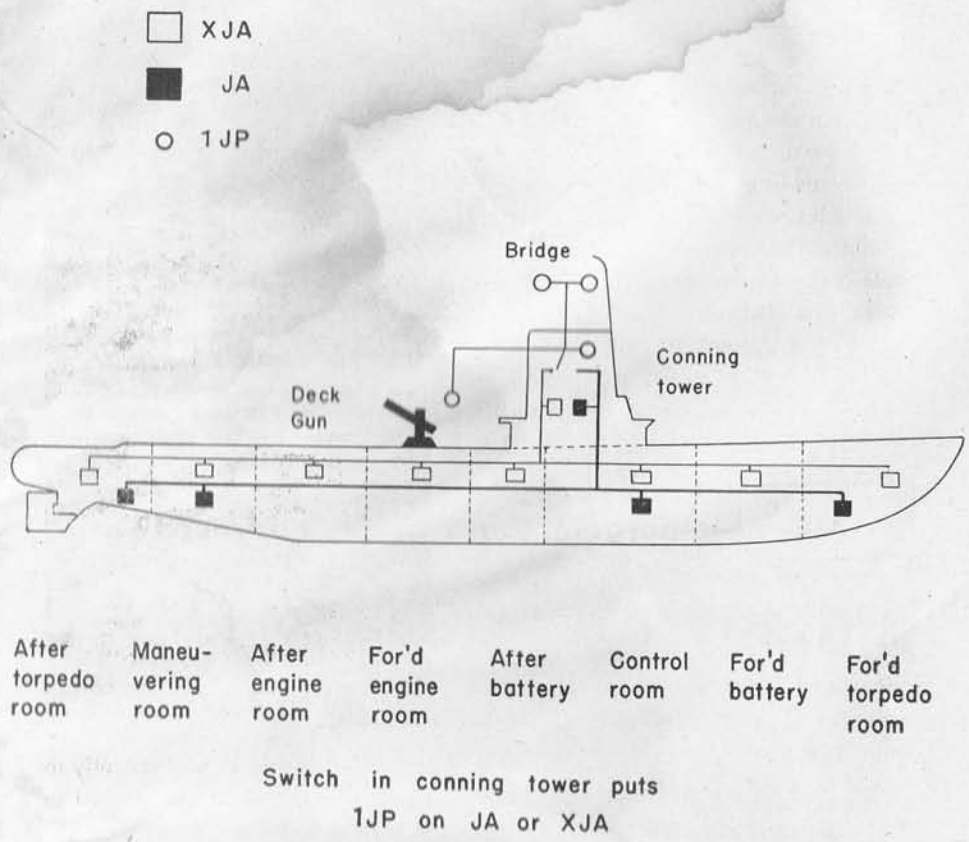
*The headset,* or battle telephone. has the receivers fastened to a headband, and the transmitter attached to a breastplate. A talker manning a headset phone is ready to receive any message without loss of time.

When the ship is under way, headset phones are manned almost constantly in some compartments. Upon call to battle stations, XJA headsets are manned in every compartment, and become the principal battle telephone circuit.

## JA —for torpedo-gyro control

Only headset phones are manned on this circuit. During battle stations, the circuit is used to communicate torpedo-gyro data between TDC, gyros forward, and gyros aft. When the maneuvering watch is stationed, JA headsets in the forward and after torpedo rooms are taken topside, to provide communication with the linehandlers at the forward capstan and after capstan.





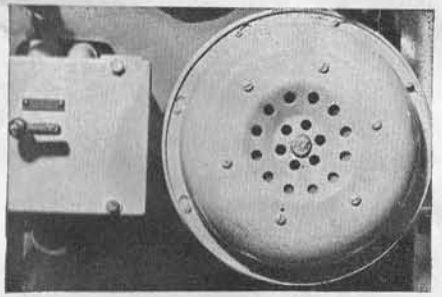

## 1JP —exterior circuit

The 1JP connects bridge, deck gun, and conning tower. It is manned with headsets, to permit the communication of fire control data during "Battle stations, gun action."

Switch boxes make it possible to tie together any combination of XJA, JA, and 1JP circuits.

# There are two main amplifier and loudspeaker circuits

## 7MC —combat information circuit



The loudspeakers act as transmitters when the *press-to-talk* switch is held down. Usually, only the bridge, conning tower, and control room loudspeakers are used. Two or more loudspeakers at each of these places permit continuous communication between the combat information stations: the OOD on the bridge; TDC, radar, and periscope in the conning tower; and plot, radar, and diving officer in the control room.

## 1MC —emergency and public address

This is a system for announcing emergencies and all-hands evolutions, with one or more loudspeakers in every compartment on the ship. Unlike the 7MC, messages can originate only from the two-way loudspeakers on the bridge, or from microphones in the conning tower and control room. This circuit should not be used without permission from the OOD.

During silent running, power is cut off from both the 7MC and the 1MC circuits, and all communication takes place over the sound-powered phones.

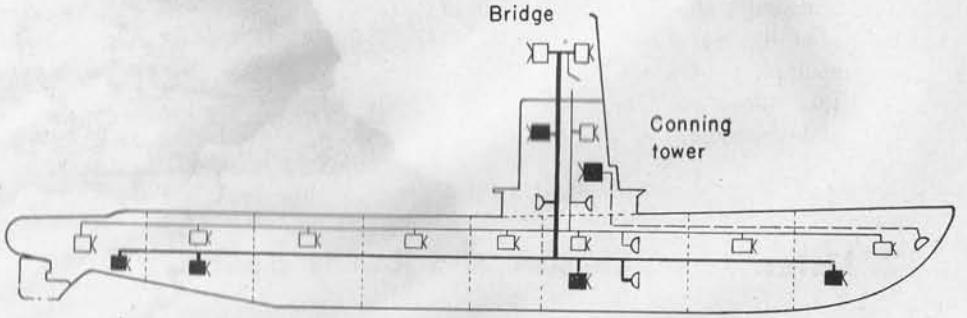
**NOTE:** In addition to the five main circuits, almost all submarines have an interphone connecting conning tower with JP sonar in the forward torpedo room.



1 MC

7 MC

JP sonar interphone




After torpedo room | Maneuvering room | After engine room | For'd engine room | After battery | Control room | For'd battery | For'd torpedo room

Loudspeaker

Loudspeaker with press-to-talk switch

Microphone with press-to-talk switch

On 7MC, bridge transmits except when any press-to-talk switch is closed

Switch on bridge connects 7MC loudspeakers on 1MC

# How to use a HANDSET

## 1. Press the switch button

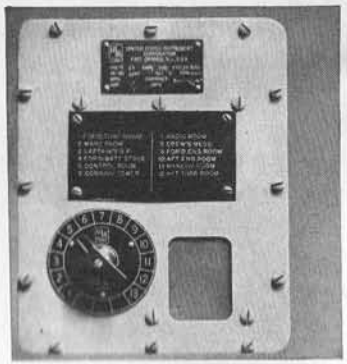


First, take the phone off its bracket and hold the receiver close to your ear, with the mouthpiece directly in front of your mouth. Then press the switch button with a finger of the hand which is holding the phone. The photograph shows the location of the button on the bar connecting the receiver and mouthpiece. On a handset, you must keep this button down *both* while talking and while listening.

## 2. Listen to make sure the line is clear

After pressing the switch button, listen for a moment to be certain that no other station is talking. If you cut in on a busy line, you may interrupt a message which needs to get through in a hurry. Always listen first!

## 3. Select your station—crank for one short ring



When the line is clear, turn the pointer to the number of the station you wish to call. Then crank the buzzer handle for one short ring. Give the station plenty of time to answer. Then, if necessary, crank the handle for another short ring.



# sound-powered telephone

## If you call the wrong station . . .

. . . hold the line until the other man answers. Then say: "Wrong station. Sorry." Do not hang up without saying anything. Few things are more annoying than to answer the phone and be greeted with a dead line. The correct procedure is simply to admit your mistake, and then call the right station.

## Answer all rings promptly

Pick up the phone as soon as you get a ring. Respond with the standard name of your station; for example, "After room." If you are needlessly slow in answering, you not only waste the time of the man at the other end, but you may be delaying an important order.

**Remember—only with the handset do you hold down the button both while listening and while talking.**

### To Make an URGENT Call

Follow the standard procedure, but ring three times in rapid succession instead of just once. The three rings say, in effect, "This is an emergency call. Answer it at once." You will use this triple ring only when directly ordered to make an urgent call.

# How to use a HEADSET

## 1. Strap on the breastplate



Unsnap the catch and unwind the neckstrap from around the package. Then, while holding the other parts in your left hand, put the strap around your neck and fasten it to the breastplate.

## 2. Put on the headphones

Adjust the headband so that the center of each phone is squarely over the opening into the ear. This position brings the speech directly into your ears and cuts out the surrounding noise.

## 3. Adjust the transmitter



Turn the support in so that the tip of the V points *toward* your throat. Then the cord leading from the transmitter will not be pinched between the mouthpiece and the yoke. Move the mouthpiece until it rests directly in front of your mouth. You are then ready to talk at a moment's notice, without having to delay while you swing your transmitter into position.

## 4. Test the phones

Hold down the button on top of the transmitter and blow into the mouthpiece. If you hear a *sshhh* in both phones, the set is working. If you do not get this sound, report to your chief that the phones are out of order. Never plug in with phones that are not working. If you do, you may cut out all the other phones on the circuit.



# sound-powered telephone

## 5. Plug into the jackbox

With one hand, push the plug into the jackbox and hold it firmly. With the other hand, screw the collar tightly into place. Holding the plug as you turn the collar prevents the lead wire from twisting, which would weaken or break the wire where it connects to the plug.

## 6. Listen! Then press the button to talk

Before you give a message, listen for a moment to make sure no one else is talking on the circuit. Just before you start to speak, press the button on top of the transmitter. Keep the button down as long as you are talking.

## 7. WARNING! Release the button when not talking

As soon as you finish your message, take your finger off the button and leave it off. Otherwise, the noise from your compartment will go into the circuit. Remember that whatever goes into your transmitter is heard by all other stations on the line.



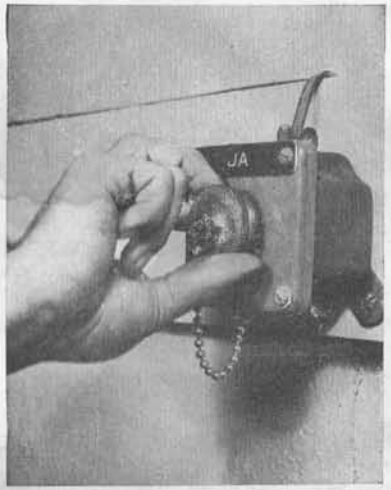
## Transmitter and phones are interchangeable

You can use either part for talking or for listening. If anything goes wrong with the transmitter, you can talk into one earpiece and listen with the other. Or if the headphones go out, you can talk and listen alternately with the mouthpiece, keeping the button pressed down all the time.

## Follow these steps in




**1.** Unscrew the collar with one hand, holding the shank with the other.




**2.** Replace the cover on the jack-box to protect it against dirt and dampness.



**5.** Make the last few turns of such a size that the plug comes out on top.



**6.** Holding the coiled lead, the plug, and the headband in the left hand, unsnap the neck-strap.



## SECURING headset phones



**3.** Hang the headband over the transmitter yoke.



**4.** Coil the lead wire carefully in a clockwise direction, making the loops fairly small.



**7.** Wind the neckband strap around the coiled lead, plug, and headband; and fasten the end of it to the snap.



**8.** Fold the transmitter up against the junction box to make the package more compact. Place carefully in the stowage space provided.

## Handle phones carefully

Headset phones look rugged, but they are easily damaged. In fact, one-third of all those aboard are generally in the hands of the electrician's mate for repair. You can help keep this casualty rate as low as possible by observing the following rules:

1. When putting on or when securing a headset, do not let any part dangle from the lead wire. This puts a strain on the weakest parts—the electrical connections.

2. Be careful not to drop the transmitter, headphones, or plug onto the deck. A shock may damage them severely.

3. Coil and uncoil the lead wire so that it does not become kinked. Kinking snaps the fine wires inside the cord.

4. Avoid running the lead wire across a passageway where it may be trampled on or cut.

5. Never try to repair a damaged phone yourself. Report the casualty to your chief, and he will give you a replacement.

6. Whenever a headset is not actually in use, make it up into the standard package and place it in the proper stowage space. Headsets left hanging from bulkheads or lying around in various odd places account for a large proportion of the casualties.

### How to use the 7MC

The two bridge transmitters on the 7MC circuit are normally "hot," so that any message spoken into them can be heard at the other 7MC stations. However, the moment a *press-to-talk* switch is closed at any other station, all the remaining 7MC speakers, including those on the bridge, act as receivers. This means that no message can be sent from the bridge while any other station is transmitting. Therefore, messages on the 7MC are kept as few and as brief as possible, to leave the circuit free for instructions from the bridge.

### How to use the 1MC

By means of a switch, the 7MC loudspeakers on the bridge can be connected to the 1MC public address system, so that messages concerning emergencies or all-hands evolutions can be sent to all speakers on the circuit. Messages can also be sent over the 1MC system from microphones with *press-to-talk* switches in the conning tower and control room.



# Part 2

# How to Talk over Communication Systems

You have talked over telephones all your life, so you probably feel that it involves no special problems. But telephone talking on shipboard is different. The instrument itself is different from the one in the corner drugstore. It distorts your voice more than the ordinary phone. It requires you to talk more slowly and clearly. Also the conditions are much more difficult. You have more noise to contend with, and yet it is essential for every message to be heard and understood the first time it is given.

### Sound-powered phones require LOUD talking

The power to operate a sound-powered phone comes directly from the strength of your voice. There are no batteries and amplifiers to step up weak tones. You have to learn to make each word come through clear and strong, without straining or shouting yourself hoarse.

With loudspeaker systems, the problem is just the opposite. The loudspeaker into which you are talking is likely to pick up the sound of your voice from another speaker within audible range. This causes feedback. That is, the sound builds up louder and louder until it becomes a howl. Therefore, when talking over a loudspeaker system you must make your voice no louder than necessary to be heard clearly.

### Overcoming noise

To increase the difficulty of the job, you will usually be competing with a background of considerable noise. A submarine is crammed with various kinds of machinery. Nearly every machine makes some sort of noise, while some—the diesel engines, for example—give out a deafening roar. You will have to talk louder than the noise so that the man on the other end can understand you. You will have to learn to listen intently to every word, in spite of the racket around you.

# How to talk into a sound-powered phone

## Keep the mouthpiece close to your lips



When using the headset, adjust the mouthpiece just close enough to your lips so that they brush it occasionally as you speak. When using a handset phone, first center the receiver on your ear; then bring the mouthpiece as close as possible to your lips.

Never put your lips inside the mouthpiece. This would make your voice boom and sound mushy. The correct position allows you to project your full voice directly into the circuit, without introducing the boom which comes from sealing off the mouthpiece with your lips.

## Talk loudly but do not shout

Train yourself to check your talking by listening to the sound of your own voice in the headphones. Under quiet conditions, speak so that your voice sounds loud and clear in your own ears. When there is noise, raise your voice so that you can hear it above the noise. In very loud noise, such as that in the engine rooms, keep your voice at the highest level possible without actually shouting. Experience has shown that almost no one talks too loudly over sound-powered phones.

Keep your voice at a constant level. Avoid falling into the habit of trailing off like this:

**Conning tower,** **tubes thuh-ree,** **fo-wer, fi-yiv** **fired by hand.**

Say it like this:

**Conning tower, tubes thuh-ree, fo-wer, fi-yiv fired by hand.**



## Pronounce clearly

Loud talking is not enough. You must also speak distinctly. The difference between "Mairzy doats" and "Mares eat oats" is only in the proper pronunciation and separation of the sounds. In a song this is funny. On shipboard such sloppy pronunciation would mean a garbled message.

If you find that other talkers can hear you, but cannot understand what you are saying, ask someone to watch you as you speak. Tell him to check these points:

Are you opening your mouth wide, letting the sounds come out from the front of it and not from one corner?

Do you move your lips freely as you speak? It may be proper for a ventriloquist to talk without moving his lips, but it is not the way to make yourself understood over a sound-powered phone. Both the lips and the tongue need to move vigorously to get clear and forceful pronunciation.

Do you try to get the message off so fast that it is all run together? This is a very common fault, so make sure that you . . . . .

## Talk S-L-O-W-L-Y

Talking too fast actually wastes time, because a message that is not understood will have to be repeated. Take your time. Think of the meaning of what you are about to say. Then pronounce each word slowly enough to make this meaning clear. This takes only a second or two longer—and the message will get across.

Give yourself time to pronounce every syllable distinctly. However, do not insert long pauses *between* words. This sounds unnatural and makes the message more difficult to understand.

Under battle conditions, talking slowly is one of the best ways of keeping cool. Talk slowly and calmly, and you will find yourself feeling less tense and excited. Also the fact that you sound cool and sure of yourself will help the man at the other end of the line to feel the same way.

## Pronouncing numbers

Most messages over the submarine telephone systems involve numbers. Bearing, range, course, speed, depth, pressure—all these vital facts are given in numbers.

Unfortunately, numbers are very difficult to understand over a telephone. As ordinarily spoken, *five* sounds just like *nine*. But *fi-yiv* cannot be confused with *niner*. Likewise, *thuh-ree, fo-wer* and *ze-ro* are perfectly clear, even over a shipboard phone.

The special pronunciations given in the box at the right have been adopted as standard throughout the United States Navy. Tests have shown that these pronunciations can be readily understood over the telephone, and prevent any two numbers from sounding alike. At first, they may seem a bit awkward, but a little practice will make them as natural as your own name. Learn them by heart and use them *always* in your telephone talking.

**WUN**
**TOO**
**THUH-REE**
**FO-WER**
**FI-YIV**
**SIX**
**SEVEN**
**ATE**
**NINER**
**ZE-RO**

Notice that zero is always pronounced *ze-ro* except in reporting ranges. For example, a bearing of 280° is given as "Bearing *two eight ze-ro.*" Course 040° is spoken as "Course *ze-ro fo-wer ze-ro.*"

In reporting ranges, zero is always called *oh*. For example: "Range *seven oh fi-yiv oh.*" "Range *niner thuh-ree double-oh.*" "Range *eight oh double-oh.*"

## Watch your dialect

People coming from different parts of the United States pronounce the same words differently. In general, this causes no great difficulty if you pronounce every word slowly and clearly. If you find some particular word in your speech that other people generally misunderstand, try deliberately to change your way of pronouncing it. With numbers, there will never be any trouble if you follow the standard pronunciations.



# How to talk when using a loudspeaker system

## 7MC

When talking on any loudspeaker system it is important to speak as clearly and as slowly as over a sound-powered telephone. But ordinarily the amplifier makes it unnecessary for you to raise your voice. In quiet conditions, keep your voice at a conversational level. When it is noisy, talk enough louder to be heard above the noise. Otherwise, follow the rules for telephone talking, including the proper pronunciation of numbers.



*Aim your voice right into the loudspeaker. It helps to reduce the feedback howl.*



## 1MC

The same principles apply when giving a message over 1MC, with one additional rule: When using the 1MC microphone in the conning tower or in the control room, speak with your lips so close to the microphone that they almost touch it. If you back away more than half an inch, it is harder to make yourself understood. As you speak, watch the volume indicator near the microphone. Control the level of your voice so that the pointer on this meter stays within the NORMAL range on the scale.

## Whenever you talk, remember—

1. Telephone circuits and loudspeaker circuits differ mainly in the level of loudness you should use. Over a sound-powered telephone you always talk loudly. In intense noise, make your voice as loud as you can without shouting. Over a loudspeaker circuit, keep your voice at a conversational level, unless there is noise. Then raise it just enough to be heard above the noise.

2. Over all systems you must speak slowly and pronounce every word clearly. Your ordinary way of talking is almost always too fast and too blurred to be understood easily over submarine circuits.

3. In giving numbers, always use the standard Navy pronunciations. Remember especially: *ze-ro* for bearings, speeds, etc., and *oh* and *double-oh* for ranges.

## Keep noise out of the circuit

Any noise that you let into the line will interfere with talkers at all other stations on the circuit. Strict attention to these three rules will prevent most of it.

1. Place the headphones tightly over the ears before plugging in. This prevents noise from getting in through the phones.

2. Keep your finger off the transmitter button except when actually talking. No noise can get through the mouthpiece when the button is up.

3. Never hold an earpiece away from the head, nor turn it outward. If you have difficulty in hearing an order from someone in your compartment, slide one earpiece forward onto the temple. This still keeps the earpiece sealed off from outside noise.



# Part 3

# Maintaining Circuit Discipline

Standing a telephone watch is ordinarily not exciting. You may wear the phones for several hours and receive no important messages over your circuit. Under these circumstances it is easy to let down and become careless. But you must perform your duties on telephone watch with the same care as you do on lookout watch. If an emergency arises, a missed message may be just as disastrous as an unsighted enemy craft.

## Why discipline is important

As a telephone talker, you have a vital part in the operation of the ship. Even in routine situations, communication systems must work smoothly and without needless delays. In an emergency, the safety of the ship—possibly the success of an attack—may depend upon how well telephone talkers carry out their assignments.

The rules of circuit discipline are simple and are based on common sense. Learn them, and live up to them at all times.



# Remember these four

## 1. Keep your headphones on

When you are on telephone watch, never take off your headphones unless you have been ordered to secure them. Keep one earpiece squarely centered over each ear. This will insure your hearing messages strongly and clearly. It will also prevent the noise in your compartment from getting into the circuit and disturbing other talkers. If the watch is long and your ears get sore, slide *one* earpiece at a time forward onto your temple, so that it still seals out the noise.

Never turn an earpiece outward, because this allows noise to get into the circuit. Never shove *both* earpieces forward on your head, because you might miss an important message. In order to hear a command or a report from someone in your compartment, you may slide one earpiece forward, but replace it as soon as possible.

## 2. Keep your feelings out of it

As a talker, your job is to give and receive messages accurately. You cannot afford to let your personal feelings interfere with your job.

You may feel a little impatient with the other fellow when he is slow in getting your message, and asks you to repeat it. You may feel a bit angry when the other fellow's message is difficult to understand. But you must act as if you were not impatient or angry. You must keep an even tone of voice and confine yourself to the standard procedure—repeating your message when requested, or asking the other station to repeat, when necessary.

Especially under battle conditions you may find yourself becoming tense and excited, but you must keep your excitement from showing in the way you talk. Talk slowly and calmly. Act as if battle conditions were an old story to you, and before long you'll find yourself actually feeling that way.



# points of circuit discipline

## 3. Never "shoot the breeze"

During a quiet routine watch, you may be tempted to pass on a bit of scuttlebutt to another talker. But don't do it. Save it until you see him.

The rule on all telephone circuits is: *No unauthorized conversation.* It is a sound, practical rule, based on common sense. Although no official messages may be passing over it at the moment, no circuit should be cluttered up with needless talk. You can never tell, on a submarine, when a circuit may be needed for an important order. On telephone watch keep your lip buttoned except when giving messages.

## 4. Build up good habits when the going is good

Every time you go on telephone watch, you are building habits—good or bad. Sooner or later those habits, formed on routine duty, are going to be put to the test. If you have been doing the right things day after day, you will do the right things automatically when the emergency arises. If you have been handling the job sloppily on routine watch, it will be too late to stop and think when the pinch comes. The only answer is to follow correct procedures all the time. Handle your phones carefully. Put them on and take them off properly. Speak slowly, loudly, clearly. Use the standard Navy pronunciation of numbers.

***Good habits may save your ship when the going gets tough***

## Passing the word

*Normally* it is the job of a telephone talker merely to pass the word. That is, you transmit each message exactly as it is given to you. If you are not sure of the exact wording, ask to have it repeated. If the message has been given to you in standard form, never take it upon yourself to change the wording, even if you think it could be improved.

*Occasionally* you may receive an order that requires you to word a message yourself. If so, think before you start talking. Make your wording as clear and brief as you possibly can. For example, suppose that an officer says: "Call forward engines and find out how their bilges are doing." In this case, you would say: "Forward engine room, how are your bilges?" To phrase messages properly yourself, you need to know the standard submarine procedures and phraseology described in Part 4 of this manual.



# Part 4

# Standard Submarine Procedures and Phraseology

The use of standard procedures and of standard wording for messages saves time, prevents mistakes, and avoids confusion. Each standard message is brief, because it has been boiled down to the smallest number of words that will express the meaning clearly. The words have been chosen so that they will be easy for the talker to say. The listener can grasp the message more quickly, because he knows in advance what to expect. Communication becomes both more rapid and more accurate.

In this section are given the main principles of the standardized procedures and examples of the wordings used. Study them carefully so that you learn to follow them automatically.

## Station names

In the box on the right is a list of correct names for the stations on the voice communication circuits.

These particular names have been selected on the basis of tests which showed them to be the most easily understood and the least readily confused. For example, the station names 'forward battery', 'forward room', and 'control room' were sometimes confused by listeners. The difficulty was cleared up by using the terms 'battery forward', 'forward room', and 'control'.

Pick out the names of the stations on your particular circuit and memorize them in order from forward aft. You will then know exactly how to call any other station, and also where your station comes in when making station tests and station reports.

**Forward room**
**Battery forward**
**Control**
**Conning tower**
**Battery aft**
**Forward engine room**
**After engine room**
**Maneuvering**
**After room**

—

**Gyros forward**
**TDC**
**Gyros aft**

—

**Forward capstan**
**Bridge**
**After capstan**
**Deck gun**

# Station tests and station reports

It is necessary for the control station to know at all times exactly what stations are manned. The control room conducts a routine station test after each watch has been relieved, and once every hour during the watch. But when battle stations have been manned, the station tests are conducted from the conning tower.

To conduct a station test from the control room, the talker calls:

*All compartments, control testing.*

Stations respond in order from forward aft. Each talker gives the name of his station and adds "aye." Normally, the test proceeds without a break from the first report ("Forward room, aye") to the final station ("After room, aye"). The rule is that any station which misses its turn waits until the end of the list before reporting.

When you hear the warning, "All compartments, control testing," or "All compartments, conning tower testing," listen alertly, waiting for your turn. As soon as the compartment just forward of yours has reported, come in immediately with your station name and the word "aye." If the station ahead of you fails to report, count slowly up to five, and then give your report.

The test is complete when all stations have reported and all phones are therefore known to be manned and in working order.

## Change of talker

A change of talkers during a watch must be reported immediately to the control room. For example, assume the talker in the after room is about to be relieved. Before taking off his phones, he calls:

*Control, after room shifting phones.*

Then he waits until the control room acknowledges his message, before passing the headphones over. As soon as the relieving talker has manned the phones, he calls:

*Control, after room back on the line.*

This informs the control room that the station is ready for service again.



# Securing

Phones are secured only upon direct order from the control station, that is, either control room or conning tower.

The procedure is quite similar to that used in station reports. The talker in the control station calls:

*All compartments, secure phones.*

Then each station responds in order from forward aft. Each talker gives the name of his station and adds the words "securing phones." (Example: "Forward room, securing phones.") Wait your turn and then report promptly. If the station ahead of you fails to answer, count up to five and then give your report. Any station which misses its turn reports at the end of the list.

## Never secure without permission

If you think you should secure, but have received no order to do so, don't take it for granted. Ask permission first. For example, if you are in the after engine room, call:

*Control, permission to secure phones in after engine room.*

Usually control will reply:

*Granted.*

Then you will report:

*Control, after engine room securing phones.*

Under no circumstances, however, do you secure without an order from the control room or the conning tower.

# This is the general plan

**ORDER** — **Examples**

**Call** — *After room,*

**Text of order** — *open the outer doors..*

The text follows the call without pause.

**Acknowledgment**

**Repetition of order** — *After room, open the outer doors.*

**REPORT of execution**

**Call** — *Conning tower,*

**Text of report** — *the outer doors have been opened aft.*

**Acknowledgment of report**

**Repeat** —Say REPEAT if the message is not clear.

**Belay that**—Say BELAY THAT if you make a mistake or if your message is acknowledged incorrectly. Then immediately give the correct form.

*Identification*—If there is any chance that the station being called will not be able to tell from the nature of the message what station is calling, add the identification of the calling station between the call and the text. For example:

"Control, forward room, we heard a bumping noise along the hull."



# for all orders and questions

**QUESTION** — **Examples**

**Call** — *After engine room,*

**Text of question** — *how are the bilges?*

**Acknowledgment**
**(if question cannot be answered at once)**

*After engine room, how are the bilges. Wait.*

If question can be answered at once, the answer is sufficient acknowledgment.

**ANSWER to question**

**Call** — *Control,*

**Text of answer** — *six inches of water in the after engine room bilges.*

**Acknowledgment of answer**

### Speak out on the acknowledgment

In acknowledging a message, repeat it word for word loud enough to be heard by the others in your compartment. This procedure has two advantages: (1) It provides a check on the accuracy of reception. (2) It passes the word for action to the other men in the compartment.

## When a report contains NUMBERS follow these simple rules

### 1. Give bearings and courses in three separate digits

*Bearing one thuh-ree niner*
*Bearing ze-ro fi-yiv ze-ro*
*Course ze-ro ze-ro eight*
*Course two ze-ro ze-ro*

### 2. Give ranges in separate digits except for 'double-oh' at the end

*Range one thuh-ree double-oh.*
*Range two oh double-oh.*

### 3. Give speed, torpedo depth, and depth to keel in two separate digits

*Speed ze-ro six knots*
*Speed one seven knots*
*Set depth at ze-ro eight feet*
*Six fi-yiv feet*

### 4. Give time in standard Navy fashion

*Time ze-ro eight hundred*
*Time seventeen thirty-fi-yiv*

### 5. In every case use standard Navy pronunciations

The standard pronunciations are given on page 16. Practice these constantly so that you use them automatically. Remember that zero is always called "ze-ro" and double zero "ze-ro ze-ro," except in reporting ranges. For ranges, zero becomes "oh," double zero at the end of a number becomes "double-oh," and triple zero at the end of a number becomes "oh double-oh."



## "SILENCE ON THE LINE" means an emergency message

The instant you hear this call, stop talking and listen intently. Do not try to finish your sentence. Break it off at once, so that you will not delay the emergency message.

If you are given an emergency message to deliver (such as fire, chlorine gas, collision), cut in immediately with a loud: "Silence on the line!" Then talk slowly and clearly so that every station can understand you.

**"CARRY ON"** means that the emergency message is finished and normal operations can be resumed. If you are the one who called "Silence on the line!" be sure to say "Carry on" as soon as you are through. If you were interrupted by the emergency call, do not start talking again until you hear "Carry on." Then begin your message all over again, giving your call and the complete text. This is the rule, no matter how far you had proceeded with your message at the time you were interrupted.

## Be brief!

Most of the time on telephone watch, you will be merely passing the word. That is, you will be repeating messages exactly as they are given to you. But when you have to word a message yourself, keep it short and to the point. Pride yourself on using the fewest possible words that will make your meaning clear, so that you do not delay other talkers who are waiting to use the line.

## Omit the usual courtesies

Such words as *sir, please,* and *thank you* are not used in telephone talking. Messages are boiled down to the fewest possible words and expressed in standard form whenever possible. The customary courtesies would simply waste time and add nothing to the clearness of the messages.





# Part 5

# Examples of Submarine Messages

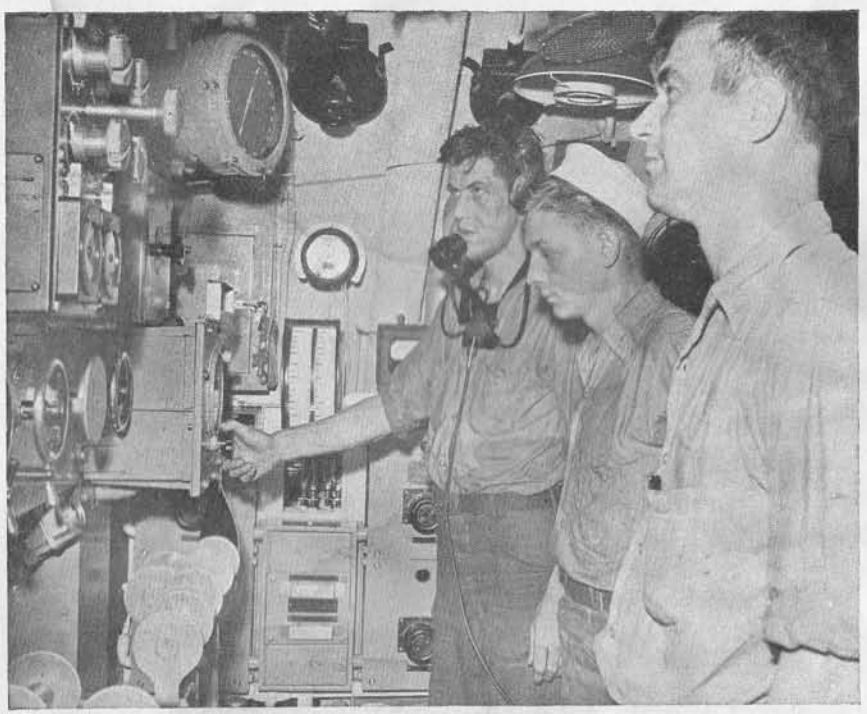
Standardized orders are an essential part of submarine operation. When a command is given in standard form, the talker knows exactly what to say, and the receiving stations know exactly what to expect. Time is saved and misunderstandings eliminated.

On the following pages are listed some of the standard commands which you will hear most frequently on submarine circuits. Study them thoroughly, until they become as familiar as your own name.

> Remember—in *acknowledging* a command, repeat it over the phone word for word, making your voice loud enough so that the men in your compartment who must carry out the command can hear it too. After a command has been executed, report that fact back to the control station.

## Getting under way

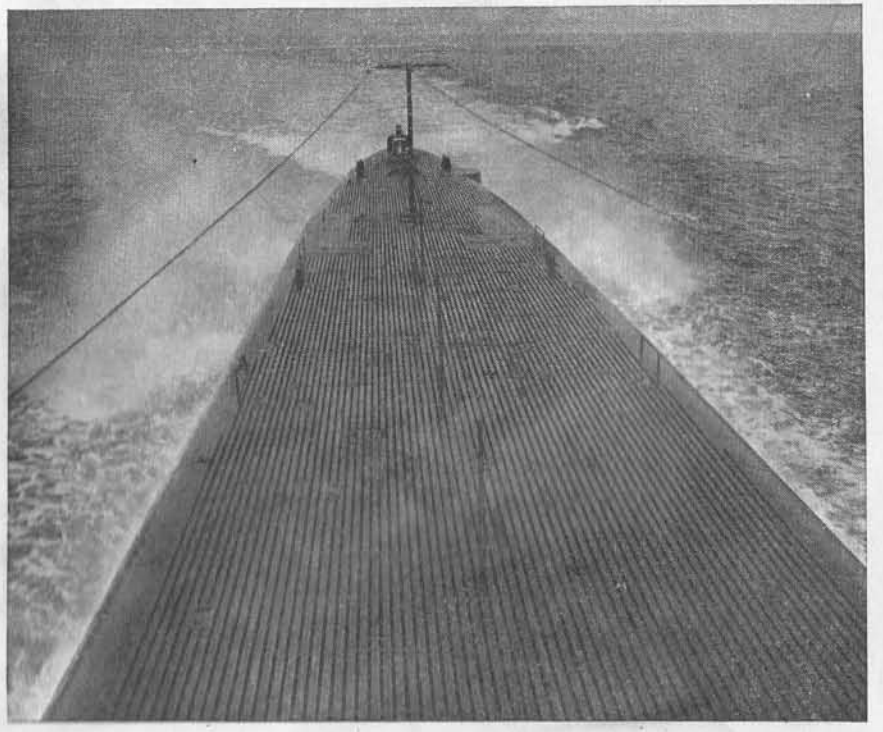
| Circuit | Command |
|---|---|
| 1MC | Make all preparations for getting under way. |
| 1MC | Station the maneuvering watch. |
| XJA | Maneuvering, test your annunciators. |
| XJA | After room and Control, stand by to check the steering. |
| XJA | Maneuvering, answer bells on the engines. |
| | (Commands to line handlers, anchor detail, and helmsman are given in standard Navy form.) |
| 1MC | Station the regular sea detail: section one. |



## Engine and battery combinations

| Circuit | Command |
|---|---|
| XJA | Answer bells on two main engines. |
| XJA | All ahead one third (or . . . port back full, etc.). |
| XJA | Answer bells on thuh-ree main engines, put one main engine on charge. |
| XJA | Standard speed will be one eight knots. |
| XJA | Make seven fi-yiv turns. |
| XJA | Answer bells on battery. Secure the engines. |





## Normal surface and submerged cruising

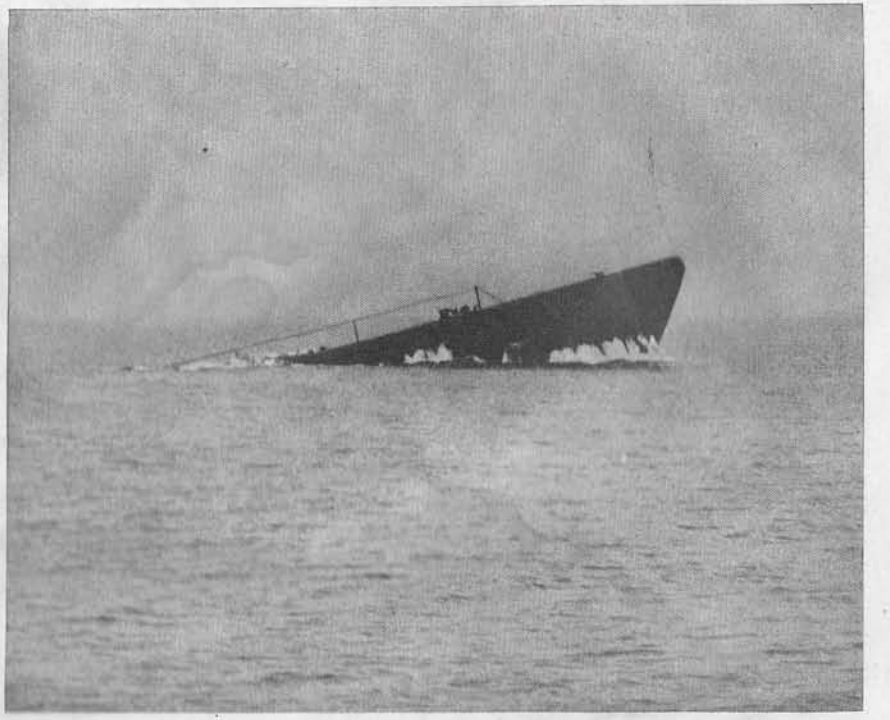
| Circuit | Command |
|---|---|
| XJA | Forward room, rig out the bendix (or pit) log. |
| 7MC | Control, notify the Captain we changed course to one eight ze-ro at ze-ro eight hundred, when log read seven two and a half. |
| 7MC | Control, darken the control room. |
| 7MC | Control, blow all sanitary tanks. |
| XJA | Forward engine room, how are your bilges? |
| XJA | Battery aft, gunner's mate to the bridge. |
| XJA | Rig for silent running. |
| 7MC | After room, load a red smoke. |



## Diving

| Circuit | Command |
|---|---|
| 1MC | Rig for dive. |
| OOD | Clear the bridge. |
| 1MC | Dive, dive, dive.<br>(Diving alarm sounds two blasts.) |
| Diving Officer | Pressure in the boat, green board. |
| CO | Six fi-yiv feet. |
| Diving officer | Open all main vents. Flood safety, etc. |
| Diving officer | Pump from forward trim to after trim, fi-yiv hundred pounds. |
| Diving officer | Six fi-yiv feet. Two degree up bubble. Twenty degree rise on the bow planes, etc. |
| Diving Officer | Open bulkhead flappers and start the ventilation. |





## Surfacing

| Circuit | Command |
|---|---|
| 7MC | Make all preparations for surfacing. |
| XJA | Maneuvering, on surfacing answer bells on thuh-ree main engines; put one main engine on charge. |
| XJA | Secure the ventilation. Shut bulkhead flappers. |
| Diving Officer | Ready to surface in all respects. |
| 1MC | Surface.<br>(Surfacing alarm sounds three blasts.) |
| Diving officer | Blow main ballast. Blow bow buoyancy, etc. |
| CO | Open the hatch. Open the main induction. |
| CO | Lookouts to the bridge. |

## Battle stations torpedo

| Circuit | Command |
|---|---|
| 1MC | Battle stations torpedo. |
| JA | Gyros forward, match gyros by hand. |
| JA | Gyros forward, shift to automatic. |
| JA | Gyros forward, stand by to check gyros. Mark! |
| XJA | Order of tubes is one, two, thuh-ree, fo-wer. |
| XJA | Forward room, make ready the forward tubes. |
| XJA | Forward room, set depth ze-ro eight feet. |
| XJA | Forward room, stand by. Fire one. Fire two. |
| XJA | Forward room, reload tubes one and two. |
| XJA | Forward room, secure the forward tubes. |
| XJA | Rig for depth charge. |
| 1MC | Secure from battle stations. Section thuh-ree take the watch. |

## Battle stations gun action

| Circuit | Command |
|---|---|
| 1MC | Battle stations gun action. Deck gun only. |
| XJA | Battery aft, fill the ammunition train. |
| 1MC | Stand by for battle surface. |
| 7MC | Open gun access hatch. Gun crew on deck. |
| 1JP | Deck gun, commence firing. |
| 1JP | Cease firing. Secure the deck gun. Clear the deck. |
| 1MC | Secure from battle stations. Section thuh-ree take the watch. |

## Emergency Messages

| Circuit | Command |
|---|---|
| 1MC | Fire in battery aft. |
| 1MC | Chlorine in battery forward. |
| 1MC | Collision in after room. |
| 1MC | Secure from fire (or chlorine, collision). |



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