

SOP 600

COMMUNICATIONS



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601 GENERAL ON COMMUNICATIONS

601.1 OVERALL AIM FOR SOP 600

The overall aim for the communications SOP is to establish a common ground for implementing and executing all communications within an Article VI operation involving SHIRBRIG. The SOP will be supported by a CEOI (Communications and Electronics Operation Instruction) on the actual operation and signal orders in the SHIRBRIG AOR.

601.2 COMMUNICATION PLAN

Communication Plans will be issued after national inputs on availability of COMMs from nations or UN. All SHIRBRIG units will deploy with their Harris RF-5811 Secure Voice and Data Unit.

601.3 HF

Upon arrival in the theatre, each SHIRBRIG units shall establish communications to the SHIRBRIG headquarters via unit supplied HF radios using the Harris RF-5811 Secure Voice and Data Unit. The SHIRBRIG Headquarters will establish a HF radio command net and a logistic net. These HF radio nets will be the backbone system for the SHIRBRIG CMD NET 1 and LOG NET 1. The Headquarters Company (HQ Coy) shall set-up the Communication Centre (COMCEN). The SHIRBRIG Headquarters will co-ordinate the establishment of a telephone exchange and PPT connectivity.

601.4 VHF

The SHIRBRIG HQ will establish a VHF command net (SHIRBRIG CMD NET 2). Each unit, as well as the HQ Coy, will provide one VHF radio station for this purpose.

601.5 SHF/ EHF SATCOM

If resources are available, the SHIRBRIG HQ will co-ordinate the establishment of one SATCOMM command net (SHIRBRIG CMD NET 3) including communications with a possible NBC Cell. Each unit will be provided with one SAT radio for that purpose.

601.6 NATIONAL RESPONSIBILITIES

Each unit is responsible for their internal communications systems. One copy of the description, along with a copy of all communication documents, shall be forwarded to G6 HQ / SHIRBRIG. Communications between national units and National Support Element (NSE) is a national responsibility. Communications between national units and home countries, for rear link support and morale, is a national responsibility.

601.7 PRIORITIES

The priority of using the radio communications systems are:

HF,
VHF,
SATCOM.

601.8 COMMs WITHIN DIFFERENT DEPLOYMENT PHASES

SHIRBRIG communications, under a pre-deployment phase, will be the normal commercial telephone and fax facilities in Denmark. Special arrangements may be disseminated by a signal order, in connection with a deployment phase and a re-deployment phase. In the employment phase, signal orders and CEOIs will be issued, providing units within SHIRBRIG, the necessary information concerning communications.

602 ORGANIZATION**602.1 G-6 HQ/SHIRBRIG.**

1. G-6 section is manned by a G6, a Deputy G 6 and one communication staff officer. In a mission, the G6 is the adviser for the commander on all communication issues and is responsible for running the branch, co-ordination with other sections and co-ordination with the United Nations Communications, Battalions and other independent units. He is also the Communication Security Officer (COMM SECO) for the brigade (Bde).
2. Deputy G6 is responsible for administrative matters, ISP contacts, PTT contracts, co-ordination with the local PTT company and the Bde telephone directory.
3. SO is responsible for supervising and co-ordinating field work, SAT-communication, the Bde Signal Order and frequency management. All SOs are working with Operation Orders, Communications and Electronics Operation Instruction (CEOI) and Code Words.
4. Duty Officer Communications (DO COMMS) will be manned according to Staff Directives HQ / SHIRBRIG.

602.2 HEADQUARTERS COMPANY.

1. The Headquarters company is responsible to provide a signal platoon which will provide internal communications for the headquarters and radio stations for the establishment of command and logistic nets.
2. The Headquarters company (HQ COY) is responsible for:
 - (a) Establishing, operating and maintaining HQ COY/SHIRBRIG communications equipment and LAN equipment, and
 - (b) Establishing a COMCEN.

602.3 HQ SHIRBRIG.

1. The HQ SHIRBRIG is responsible to co-ordinate the following signal support:

- (a) Establishing connectivity to all SHIRBRIG units on HF and SATCOMM and –if possible - PTT with an Access Switch in HQ SHIRBRIG and with secure transmission means,
- (b) Establishing all cabling to Staff members in HQ and connectivity to access switch,
- (c) VHF, UHF and HF frequencies.
- (d) CRYPTO keys and a CRYPTO custodian officer.
- (e) Telephone systems, cables and terminal equipment for internal HQ Communications with an access switch and HF and SATCOMM communications to national authorities, and
- (f) All VHF nets and relay stations.

602.4 **UNITS' SPECIAL COMMUNICATIONS.**

Each subunit is responsible for there internal communications systems. One copy of the communications set-up and all CEOIs and signal orders shall be forwarded to G-6 HQ SHIRBRIG.

602.5 **INTEROPERABILITY.**

The overall management for communications within the SHIRBRIG will by orders and frag orders, which will provide the basis for interoperability on HF, UHF and VHF, using frequencies, squelch systems and codes on common a user basis. SATCOMs may be organised to establish interoperability also in these communications.

603 **ELECTRONIC DATA PROCESSING**

603.1 **GENERAL ISSUES.**

1. The aim of SOP 620 is to set up regulations and instructions for the use of EDP equipment, including personally owned equipment, if used on SHIRBRIG file-transfer. EDP Policies will be disseminated separately from this SOP.
2. Exceptions to SOP 620 can be adapted and authorised by the units EDPO. Exceptions must be reported to SHIRBRIG.

603.2 **DEFINITIONS.**

1. A workstation is any personal size computer, laptop or desktop.
2. A server is any computer that provides resources for the workstations connected to server with network.
3. A peripheral is any equipment attached to workstation either with cables or wireless system.
4. A media is any mass storage system that can be used for storing information: tapes, diskettes, cassettes and hard discs.
5. A program is a product that is installed into workstation and can be used independently (e.g. text processing programs) or that is needed for applications to run (e.g. data base programs).

6. An application is a program-like product that usually is custom made for some specific task and needs a program to run (e.g. applications for 1 - administration and 2 - transport section that are both programmed with SQL-language, look different, but use the same database and need Paradox-database program to run).
7. Low level password is password that is set in the BIOS (hardware) routines of the workstation. When enabled workstation asks for password right after the workstation has been switched on and before booting routines start.

603.3 **SET-UP IN ORGANIZATION.**

1. To take care of EDP matters in the units, the Commander at each unit appoints an Electronic Data Processing Officer (EDPO). Can be an officer or NCO.
2. EDPO can delegate EDP matters. Delegation of responsibilities must be documented.

603.4 **EDP SUPPLY AND MAINTENANCE.**

1. EDP supply and maintenance is a national responsibility.
2. All EDP supply and maintenance within each unit is to be co-ordinated by the EDPO.

603.5 **PROGRAMS AND APPLICATIONS.**

1. Only legal, licensed copies of programs and applications and/or copies approved by EDPO may be used.
2. EDPO is responsible for maintaining a list of program licenses.
3. EDPO is responsible for maintaining a list of allowed copies used in the unit.
4. Only EDPO is allowed to install and remove programs and applications.

603.6 **INTERNET.**

A stand-alone PC will be established in HQ SHIRBRIG and connected – if possible – to a local Internet distributor. The extension of Internet services over the SHIRBRIG LAN will be addressed upon the completion of a risk assessment.

603.7 **EDP SECURITY.**

1. Private workstations.
Private workstations must be approved by EDPO before being used on SHIRBRIG matters.
2. Handling of information and media.
 - (a) No confidential and above material should be stored in the hard discs of the workstation, excluding laptops and removable hard discs which can be handled as diskettes. Desktops that are located in 24-hour guarded locations are excluded.
 - (b) Media including confidential or above material is to be marked with proper markings and handled according to the security policies.

3. Travelling regulations.
When travelling the workstation must be switched off and the BIOS password protection enabled.
4. Password protection and user accounts.
 - (a) Only the units EDPO is allowed to enable and change the workstations' BIOS passwords.
 - (b) The user can change passwords for the user accounts (i.e. Log-in password for server resources).
 - (c) EDPO is responsible for establishing a password policy for using an application's security feature (WORD password protection).
 - (d) A low-level password protection for workstations is to be enabled using the screen saver function.
 - (e) When leaving the workstation unattended it must be shut down or (if Windows is used) the screen saver with password feature must be enabled. Workstations that are located in 24-hour guarded locations are excluded.
 - (f) EDPO is responsible for classification of user accounts for server resources. At least two levels of user accesses must be used (e.g. 1 – admin, 2 - user).
 - (g) Every log-in name is personal and must have password. No group log-in names should be used, except for duty officer positions.
5. Networking and data communications.
 - (a) No modems can be connected into workstation or network without approval from EDPO.
 - (b) Data communication connections must be approved by the units signal officer.

603.8 **VIRUS PROTECTION.**

1. Virus protection programs
 - (a) Every workstation – to operate with SHIRBRIG matters - must have a virus protection program that checks the workstation when started. LAN operator at SHIRBRIG HQ will advise on the protection programs used in HQ.
 - (b) Each workstation must be booted once per each day, unless it is running a Terminate and Stay Resistant (TSR) virus protection program.
 - (c) Virus description used by virus protection program should not be older than one week old and never older than one month.
 - (d) In the case of virus incident the workstation is to be left as it is and EDPO is to be called.
 - (e) Each virus incident must be reported as soon as possible to G6 SHIRBRIG in accordance with SOP 800 and information send to the other units EDPOs.

2. Handling of media
 - (a) Only media received from the sources approved by the EDPO are allowed to be used in the workstations.
 - (b) Every diskette, which has been inserted into any workstation outside the unit, must be checked for viruses before being inserted into any of the units workstations.
 - (c) No diskettes are to be inserted into servers without approval from EDPO.
 - (d) Visiting units laptop can be used as hosting units workstation if both units are following the regulations of this SOP. In this case diskettes can be exchanged between computers. However, hosting units EDPO can request virus check of the diskettes.

603.9 **BACKUPS.**

EDPO is responsible for establishing a backup policy for network servers and workstations.

603.10 **REPORTING.**

Reporting is done according to SOP 800, annex I (EDP SITREP every month) and annex O (EDP Virus Alert).

604 **STANDING SIGNAL ORDERS**

604.1 **SIGNAL SECURITY.**

1. The nature of a UN Peace-keeping Operation means that signal security is not a matter of high priority. Normally, the need for signal security is only between the Force HQ and the UN HQ in New York for reports including political judgements and assessments. However, it should be noted that there are no restrictions against using signal security systems in the Force and in contingents. It is important that operational procedures for reports etc. are made in such a way that no involved party in a conflict can exploit information they may have monitored on UN radio nets.

604.2 **ASSEMBLING COMMUNICATIONS EQUIPMENT.**

2. Preparing the Set For Operation
 - (a) Make sure that there is a power source, that it is sufficient and ensure correct connection to the radio set.
 - (b) Check the antenna and all cable assemblies ensuring tight and correct connection to the set.
 - (c) Connect the audio accessories and check proper operation of function switches.
1. Transmitting – General Instructions
 - (a) Decide what you are going to say ensuring that it will be clear and brief.
 - (b) Make sure no one else is speaking on the net when you start.
 - (c) Remember to divide your message into sensible phrases, make pauses and maintain a natural rhythm to your speech.

- (d) Avoid excessive calling and unofficial transmissions.
- (e) Use standard pronunciation. Emphasize vowels sufficiently. Avoid extreme pitch, speak in a moderately strong voice, and do not shout.
- (f) Keep a distance of about 5 cm between the microphone and your lips. Shield your microphone from background noises.

604.3 PHONETIC ALPHABET.

The following International Phonetic Alphabet shall be used:

PHONETIC ALPHABET		PHONETIC NUMBERS	
A	ALPA	Ø	ZERO
B	BRAVO	1	WUN
C	CHARLIE	2	TOO
D	DELTA	3	THU-REE
E	ECHO	4	FO-WER
F	FOXTROT	5	FI-YIV
G	GOLF	6	SIX
H	HOTEL	7	SEVEN
I	INDIA	8	ATE
J	JULIETT	9	NINER
K	KILO		
L	LIMA		Examples
M	MIKE		
N	NOVEMBER	12	TWELVE
O	OSCAR	44	FO-WER FO-WER
P	PAPA	90	NINER ZERO
Q	QUEBEC	136	WUN THU-REE SIX
R	ROMEO	500	FI-YIV HUNDRED
S	SIERRA	7000	SEVEN THOUSAND
T	TANGO	1478	WUN FO-WER SEVEN ATE
U	UNIFORM	19A	WUN NINER ALPHA
V	VICTOR		
W	WHISKEY		
X	XRAY		
Y	YANKEE		
Z	ZULU		

604.4 **RADIO VOICE PROCEDURE WORDS (PROWORDS)**

PROWORD	MEANING
ACKNOWLEDGE!	Confirm that you have received my message and will comply. (WILCO)
AFFIRMATIVE NEGATIVE	Yes/Correct No/Incorrect
ALL AFTER ... ALL BEFORE ...	Everything that you (I) transmitted after ... (Keyword) Everything that you (I) transmitted before ... (Keyword)
CORRECT (THAT IS CORRECT)	What you have transmitted is correct, you are correct.
CORRECTION	<ul style="list-style-type: none"> •An error has been made in this transmission. It will continue with the last word (group) correctly transmitted. •An error has been made in this transmission. The correct version is ... •That, which follows, is a corrected version in answer to your request for verification.
WRONG	Your last transmission was incorrect. The correct version is ...
DISREGARD THIS TRANSMISSION - OUT	This transmission is an error. Disregard it. (This proword shall not be used to cancel any message that has already been completely transmitted and for which receipt or acknowledgement has been received.)
DO NOT ANSWER - OUT	Station(s) called are not to answer this call, acknowledge this message, or otherwise to transmit in connection with this transmission.
SILENCE -SILENCE - SILENCE	Cease all transmissions on this net immediately. Will be maintained until lifted.
SILENCE LIFTED	Silence is lifted. The net is free for traffic.
END OF MESSAGE - OVER (OUT)	This concludes the message just transmitted (and the message instructions pertaining to a formal message). The textual part of a formal message ends.
END OF TEXT	Stand by for the message instructions immediately following.
FETCH ...!	I wish to speak on the radio to that person (appointment title).
...SPEAKING	Requested person is now using the radio by himself.
FIGURES	Numerals or numbers will follow. (This proword is not used with the call signs, time definitions, grid references, bearings, distances, etc., especially in fixed-form reports.)
FROM	The originator of this formal message is indicated by the address designation immediately following. TO The addressees whose designations will

PROWORD	MEANING
	immediately follow are to take action on this formal message.
THIS IS ...	This transmission is from the station whose designation immediately follows.
MESSAGE MESSAGE FOLLOWS	I have an informal message for you. A formal message, which requires recording, is about to follow.
OVER	This is the end of my turn of transmitting. A response is expected. Go ahead, transmit.
OUT	This is the end of my transmission to you. No answer or acknowledgement is expected.
OUT TO YOU	Do not answer, I have nothing more for you, I shall now call some other station on the net.
READ BACK!	Repeat the entire following transmission back to me exactly as received.
I READ BACK	The following is my reply to your request to read back.
SAY AGAIN	Repeat all of your last transmission.
I SAY AGAIN	Followed by identification data
ALL AFTER, ALL BEFORE, WORD AFTER, WORD BEFORE	Repeat...(portion indicated). I am repeating my transmission or portion indicated.
SEND!	Go ahead with your transmission.
SEND YOUR MESSAGE!	Go ahead, transmit: I am ready to copy.
...SPEAK SLOWER	Reduce the speed of your transmission. (Normally used in connection with request for repetition.)
I SPELL	I shall spell the next word, group or equivalent phonetically. (Not used when transmitting coded groups only.)
RELAY TO...	Transmit the following message to all addressees or to the address designation immediately following.
RELAY THROUGH	Send this message by way of call sign.
THROUGH ME	I am in contact with the station you are calling, I can act as a relay station.
MESSAGE PASSED TO ...	Your message has been passed to...
ROGER.	I have received your last transmission satisfactorily
ROGER SO FAR?	Have you received this part of my message satisfactorily?
WILCO	I have received your message, understand it, and will comply. (To be used only by the addressee.) ROGER and WILCO are never used together.
UNKNOWN STATION	The identity of the station calling or with whom I am attempting to establish communication is unknown.
VERIFY	Verify entire message (or portion indicated) with the originator and send correct version. To be used only at

PROWORD	MEANING
	discretion of or by the addressee to which the questioned message was directed
I VERIFY	That which follows has been verified at your request and is repeated. To be used only as reply to VERIFY.
WAIT (WAIT - WAIT)	I must pause for a few seconds.
WAIT - OUT	I must pause longer than some seconds, and I will call you again when ready.
WORD AFTER...	The word of the message to which I have referred is that which follows...
WORD BEFORE...	The word of the message to which I have referred is that which precedes...
WORDS TWICE.	Communication is difficult. Transmit (ing) each phrase (group) twice. This proword can be used as an order, request or as information

604.5 REPORT OF RECEPTION.

The following phrases are for use when initiating and answering queries concerning signal strength and readability.

<i>REPORT OF RECEPTION</i>	
RADIO CHECK	What is my signal strength and readability, how do you read me?
YOU ARE (I READ YOU)	Your signal strength and readability is as follows...
<i>REPORTS OF SIGNAL STRENGTH:</i>	
LOUD	Your signal is strong.
GOOD	Your signal is good.
WEAK	I can hear you only with difficulty.
VERY WEAK	I can hear you only with great difficulty.
NOTHING HEARD	I cannot hear you at all.
<i>REPORTS OF SIGNAL READABILITY</i>	
CLEAR	Excellent quality.
READABLE	Good quality. No difficulties in reading you.
DISTORTED	I have trouble in reading you.
WITH INTERFERENCE	I have trouble in reading you due to interference.
NOT READABLE	I can hear that you transmit, but I cannot read you at all.

604.6 **FORMAL MESSAGE.**

The majority of the action-level voice radio traffic is conducted informally, using the accepted rules of voice procedure. There are, however, formal messages passed over the radio and telephone nets of SHIRBRIG. These messages are transmitted by SHIRBRIG communications personnel after having been drafted on a special message form designed for this purpose. This form, in addition to the actual message, may contain some of the following components:

FORMAL MESSAGE	
Component	Contents
Precedence	FLASH, IMMEDIATE, PRIORITY, ROUTINE
Security classification	UNCLASSIFIED, SHIRBRIG-RESTRICTED, SHIRBRIG-CONFIDENTIAL, SHIRBRIG-SECRET
Identification	Originator's message number, possibly file and reference numbers.
Date and time	Day (DD), time (HHMM), time zone (X), month (MMM) and year (YY), e.g. 070835ZMAY94
Other information	Originator, addressee(s), distribution
Message	"Text begins . . ."
End of Message	"Message ends..."

604.7 **PRIORITY OF SIGNALS**

Priority of messages are in four levels:

PRECEDENCE	TIME OBJECTIVE	AUTHORITY
ROUTINE – messages (R)	3 to 24 hours	
PRIORITY - messages (P)	1 to 6 hours	
IMMEDIATE - messages (O)	30 minutes to 1 hour	COM, DCOM, COS, Gs and DO
FLASH - messages (Z)	Not fixed. Handle as fast as possible, objective of 10 minutes.	COM, DCOM and COS

- a. The drafter and ultimately the release authority is responsible for assigning the priority of signals. Messages must not be over classified or too high of precedence.
- b. The drafter is responsible to ensure that the length of the message is in accordance with the priority.

604.8 **COMMANDMENTS OF VOICE PROCEDURE**

- a. Keep a log. Prepare your transmission on a log sheet. Be ready for logging in your reception.
- b. Prior to your transmission, listen to the channel for at least 5 seconds and be sure you are not breaking in.
- c. Hold the microphone close to your mouth (2 to 4 cms).
- d. Press the talk-switch and pause for a second to allow the transmitter to start up.
- e. Speak clear, concise English. Never use a native or foreign language.
- f. Do not shout. Try to pitch your voice a little higher than the normal conversation level.
- g. Speak slowly enough to allow the receiving party the necessary time to record your message and reduce the need for "Say again" procedures.
- h. Release the talk-switch when not transmitting in order to give others the chance to break in.
- i. Split your transmission into portions/packets ("Roger so far...") to enable the recipient to record your message accordingly and accurately.
- j. If no communication can be established, move the antenna (vehicle, handy-talkie) by 50 meters and try again.
- k. If necessary, move the antenna to higher ground, check the map in order to determine which direction the other stations or main station is located.
- l. Unnecessary chatter will not be allowed during normal duty hours, if ever. Even it is allowed during silent hours, always remember that several parties will be monitoring your conversation.

604.9 **ABBREVIATIONS.**

The list of abbreviations here is intentionally limited to and taken out of peacekeeping operations terminology.

LIST OF ABBREVIATIONS	
APOD	Airfield Port of Disembarkation
APOE	Airfield Port of Embarkation
CAO	Chief Administrative Officer
CIMIC	Civil-Military Co-operation
CIMOC	Civil-Military Operations Cell
DPKO	Department of Peacekeeping Operations
FC	Force Commander
FOD	Field Operations Division
FSOP	Force Standing Operating Procedures
HOM	Head of Mission
ICRC	International Committee for the Red Cross and Red Crescent Movement
MILOBs	Military Observers
MOU	Memorandum of Understanding
MPIO	Military Public Information Officer
MSC	Military Staff Committee
NGO	Non Governmental Organizations
NRL	National Rear Link
NSE	National Support Element
OFDA	US Office of Foreign Disaster Assistance

LIST OF ABBREVIATIONS	
OFOESA	Office of Field Operational and External Support Activities
OOTW	Operations Other Than War
OP	Observation Post
OPI	Office of Public Information
PIO	Press Information Officer
PSYOPS	Psychological Operations
ROE	Rules of Engagement
SOFA	Status of Forces Agreement
SOMA	Status of Mission Agreement
SPOD	Sea Port of Disembarkation
SPOE	Sea Port of Embarkation
SRB	Swedish Rescue Board
SRSYG	Special Representative of the Secretary-General
UNHCR	United Nations High Commission for Refugees
UN SYG	United Nations Secretary-General
UNCIVPOL	United Nations Civilian Police
UNDP	UN Development Programme
UNGA	United Nations General Assembly
UNICEF	United Nations International Children's Emergency Funds
UNMO	United Nations Military Observer
UNNY	UN New York
UNOM	United Nations Observation Mission
UNSC	United Nations Security Council
USYG DPKO	Under Secretary-General Department of Peacekeeping Operations
WFP	World Food Programme

604.10 **SHIRBRIG STAFF DUTIES.**

- a. Aim.
This guide is intended to aid Staff Officers and Duty Officers in the writing and editing of SHIRBRIG reports
- b. Abbreviations.
 - (1) Unusual abbreviations or acronyms should be spelled out fully the first time that they are used in a document.
 - (2) Use USA, not US, as an adjective describing the United States. This is because reports are sometimes telexed in upper case and the noun "us" can be confused with the adjective "US" in the upper case.
 - (3) Abbreviations for reports should be in upper case, e.g. NOTICAS, SITREP, SINCREP.
 - (4) Should you come across any abbreviations that are unknown, check back with the originator and follow the rule mentioned above when you report.
- c. Capitalization.

- (1) Capitalization of words in English is never easy. Proper names are almost always capitalized, along with titles when they are attached to names.
Example: President C.....
 - (2) The titles of organizations are also capitalized. Example: the Royal Cambodian Armed Forces.
 - (3) But a generic description of something is rarely capitalized. Example: The presidents of the parties will meet tomorrow.
 - (4) Note that when a title is used to signify a specific individual, it should be capitalized. Example: President J... is visiting the UN. The President will speak on 22 March.
 - (5) Government is almost always capitalized, even when used generally.
- d. Dates.
- (1) Dates should follow the format: Day, Month, Year. Example: 22 March 1995.
 - (2) To avoid confusion do not use “today” or “yesterday”, use dates instead. All dates should be written in full, i.e. 02 November.
 - (3) When in doubt, begin the report statement with the date of the event.
Example: On 13 December.....Peace Support Operations Field Book
 - (4) One need not insert the year unless the event is related to another year.
Example: All USA soldiers will depart by 31 March 1995.
- e. Format.
- (1) Reports may carry a header and footer with a UN Classification.
 - (2) Maps or diagrams used to illustrate a particular point are to be included in the report, if technical means for the lay-out and the communication of the report are available.
 - (3) When writing the reports, take care to leave the correct spaces after punctuation marks.
 - (4) After a full stop (.) or colon (:) leave two spaces. After a comma (,) or semi colon (;) leave one space. This makes the document easier to read.
- f. Grammar.
- (1) Two equal phrases in one sentence require a semi-colon (;). Example: They fired; we fired back.
 - (2) The three-word rule: Any prepositional phrase at the beginning of sentence with three or more words in it, e.g. “In the winter”, must have a comma after it.
 - (3) Adverbs, such as “recently”, should come close to the verb to which they relate. Rarely should they begin a sentence.
 - (4) Media is a plural noun and is therefore followed by the plural form of a verb when media is used as a subject. Example: The media report that.....
 - (5) When describing armed forces, avoid using just the title of the forces or unit. Write: “The NPFL attacked a village” or “NPFL forces attacked a village”.
- g. Media.
- (1) Media reports should be accredited at the end of the sentence or paragraph with the source in brackets, i.e. (AFP) or (ITN).

- (2) When using media reports always indicate the source, e.g. "The media report that...." If it is not clear how reliable the media report may be, use phrases such as "UNITA-controlled media sources claim that...."
- h. Names and Places.
- (1) Always use the person's title or Mr. or Ms. Example: Mr. Cle....., Secretary-General Boutros-Boutros Ghali, etc.
- (2) As a general rule, the United Nations says "the Government of Canada". (Note the capitalization.) This avoids confusion Peace Support Training Centre since there can be many governments at various levels in a country. If you are in doubt whether the United Nations recognizes a particular government, check the list of "Permanent Missions to the United Nations". Only recognized governments can have representatives or observers at the UN.
- (3) If a place or region is not internationally recognized, put the name in quotation marks when describing it. Example: "ABKHAZIA" or the "ABKHAZIAN defence minister".
- (4) All place names should be typed in capital letters, e.g. TUZLA, SUKHUMI etc.
- (5) When a geographical expression is part of a name, it should be capitalized. Example: Sector East, State of California, New York City.
- (6) When referring to a place name that is not on the map indicate its distance and direction from a marked place name.
- i. Numbers.
- (1) The numbers from one to ten are usually spelled out in full, e.g. seven. Those above ten are usually expressed as figures, e.g. 42. But there are exceptions, e.g. "between seven and eleven", or "the 4th Brigade", or "07 November".
- (2) Avoid having a number which is expressed as a figure as the first word in a sentence. Example: Eight soldiers were observed.
- j. Sequencing.
If incidents are referred to by date, ensure that they are put down in the correct sequence, i.e. "On 21 December, a meeting took place between..... On 23 December, three vehicles.."
- k. Spelling.
Be aware that the UN uses International English (British spelling as described in the Concise Oxford Dictionary).
- l. Style.
Refer to the UN Correspondence Manual and the UN Editorial Manual when in doubt as to matters of style, abbreviations or format. Ensure that correct titles are used for individuals, CMO, FC etc.

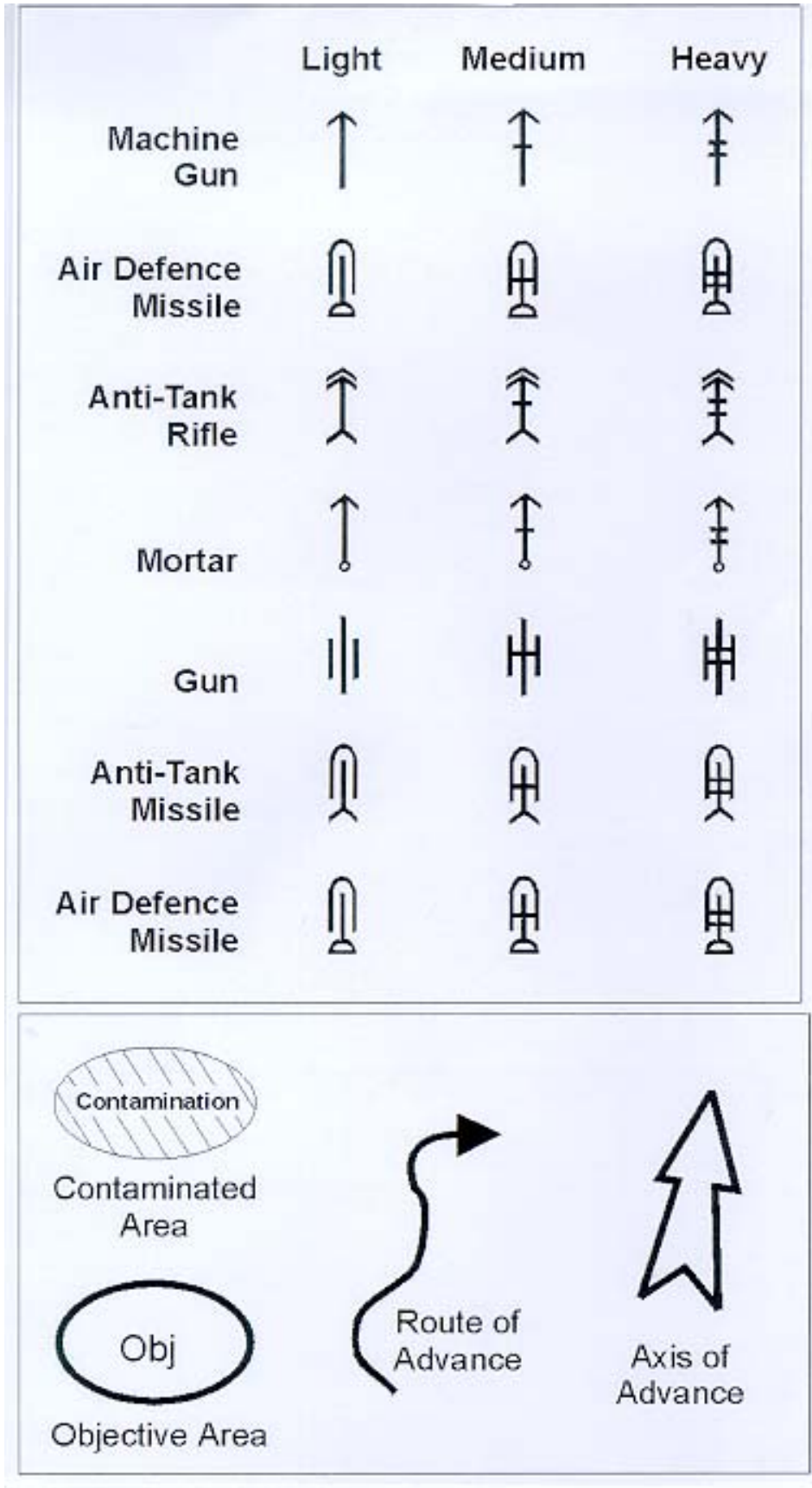
604.11 MILITARY SYMBOLS.

The following are some of the basic symbols used during peacekeeping operations, see next page.

Infantry		SP Artillery	
Mechanized Infantry		Rocket Artillery	
Anti-Tank		Signals	
Recce		Air	
Armoured Recce		Air Defence	
Armour		Aviation	
Engineers		Logistics	
Armoured Engineers		Maintenance	
Medical			

Squad	●	Company		Brigade	X
Section	●●	Battalion		Division	XX
Platoon	●●●	Regiment		Corps	XXX
Tank		Bridge		POL Point	
APC		Mine Field		POL Point	
Recce Vehicle		Safe Lane		Control Post	
Wheeled Vehicle		OP		Medical Post	

Wire Obstacle		Destroyed Bridge		Road Crater		Location of HQ B Sqn, RCD	
FEBA							



605 INTEGRATED COMMUNICATIONS SYSTEM**605.1 STAFF MESSAGE CENTRE**

The Staff Message Centre (SMC) is responsible for registration of all incoming and outgoing electronic delivered messages through COMCEN. The COMCEN operator is responsible to return the message, through the SMC, to the originator if it is not possible to send the signal within the time limits mentioned in SOP 630. The COMCEN will be manned 24/7.

605.2 MESSAGE HANDLING

All messages, which arrive via any other message system, must be registered through the SMC. This includes dispatch rider, liaison officer and post.

605.3 COMCEN RESPONSIBILITIES

The HQ Coy is responsible for the set-up of the COMCEN and the HF radio with the Harris 15811 Secure Voice and Data Unit.

605.4 TELEPHONE EXCHANGE

The Telephone exchange for HQ SHIRBRIG will be co-ordinated by the SHIRBRIG G6.

606 COMMUNICATION SECURITY**606.1 OVER ALL SECURITY FOR COMMUNICATIONS.**

To be issued on establishment of the actual Brigade structure.

606.2 COMMUNICATION SECURITY OFFICER.

1. The Commander of each unit will appoint a Communication Security Officer (COMM SECO), responsible for the communications security in the unit.
2. The Commander SHIRBRIG has appointed G-6 as COMM SECO who will advise the Troop Contributing Nation (TCN) COMM SECOs.

606.3 CRYPTO CUSTODIAN.

1. Commander at each unit will appoint a SHIRBRIG CRYPTO Custodian (CRYPTO CUST), responsible for accounting and handling of SHIRBRIG CRYPTO material in the units.
2. The G-6 HQ/SHIRBRIG will appoint a CRYPTO CUST for the Brigade, authorized by the Commander, who will be responsible for the accounting and handling SHIRBRIG CRYPTO and the co-ordination of the CRYPTO CUSTs from each TCN handling SHIRBRIG CRYPTO.
3. The CRYPTO CUST is responsible for requesting, receiving, distributing and destroying CRYPTO materials.

606.4 PAPER CODES OFFICER.

1. To take care of the handling of paper codes in the units, the Commander at each unit will appoint a Paper Codes Officer (PACODO).

2. The PACODO is responsible for requesting, receiving, distributing and destroying paper codes.
3. Paper codes to be used on SHIRBRIG nets will be distributed from G-6 HQ/SHIRBRIG to each sub unit.
4. Paper codes to be used on BN or national nets are a national responsibility.

607 **OTHER COMMUNICATIONS INFO**

There may be allocated special national/multinational COMMs Info/ regulations /more communication units for SHIRBRIG within the SC Resolution for the actual Article VI operation or through the UN SOFA. These regulations on COMMs concerning the SHIRBRIG AOR will be added in this paragraph.

608 **SAR COMMUNICATIONS**

The following frequencies are available for Search And Rescue (SAR) operations in SHIRBRIG area of responsibility:

- a. International DISTRESS/EMERGENCY Frequencies.

500	kHz	International distress.
2182	kHz	International distress.
121.5	MHz	International aeronautical emergency.
156.8	MHz	Maritime mobile radio telephone service.
243.0	MHz	Survival craft station.
- b. International SAR Frequencies.

3023.0	kHz	Combined SAR.
5680.0	kHz	SAR air-to-air.
8364.0	kHz	Used internationally by craft stations.
317.5	MHz	Combined navigational fixer guard.

609 **FREQUENCY ALLOCATIONS**

- 609.1 All SHIRBRIG Units will submit frequency requests to the SHIRBRIG G6 prior to deployment.
- 609.2 Frequencies will be allocated to SHIRBRIG within the SOFA delivered through UN. UN will resolve allocations through the local authorities in AOR (Host Country (ies)) and G6 section will ASAP allocate frequencies for use in all units within SHIRBRIG.

610 **TACTICAL AIR COMMUNICATIONS NETS**

Frequencies and nets for ALO and Air CASEVAC / MEDEVAC will be established to meet the needs of the situation and in harmony with SOFA for the mission.