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UK Warning and Monitoring Organisation

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# ROYAL OBSERVER CORPS

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## STANDARD OPERATING PROCEDURE NO 2 GROUP AND SECTOR CONTROLS

*Issue 4*

*May 1989*

HQ Royal Observer Corps  
Bentley Priory  
Stanmore  
Middlesex  
HA7 3HH

**ROYAL OBSERVER CORPS - CONTROL  
STANDARD OPERATING PROCEDURE No.2  
(ISSUE 4)**

**Amendment Record Card**

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Amendments are to be carried out by the user of this book and are to be checked by Crew Officer or a supervisor as detailed.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

STANDARD OPERATING PROCEDURE NO 2

ISSUE 4

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HQ UKWMO	10	HQ ROC
Sector Controllers and Assistant Sector Controllers	1 each	Area HQs
Sector Scientific Advisers	1 each	Area HQs
Group Controllers	1 each	Group HQs
Chief Warning Officers and Warning Officers	1 each	Group HQs
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ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

STANDARD OPERATING PROCEDURE NO 2

ISSUE 4

CONTENTS

- PART A    FUNCTION
- PART B    ORGANISATION
- PART C    OFFICERS AND SUPERVISORS RESPONSIBILITIES
- PART D    CREW DUTIES
- PART E    OFFICERS AND SUPERVISORY STAFF INSTRUCTIONS
- PART F    CREW OPERATING PROCEDURES
- PART G    TRANSITION TO WAR PROCEDURES

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

STANDARD OPERATING PROCEDURE NO 2

ISSUE 4

PART A

FUNCTION

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

FUNCTION

The functions of Sector and Group Controls are:

1. To provide a back-up air attack warning system by the passing of TOCSIN and TOCSIN BANG information to Sector Controls and UKRAOC. There is a further back-up by passing Attack Warning RED messages manually to Carrier Control Points via the Warning Keyboard Operator.
2. The confirmation of nuclear strike on the UK by the passing of TOCSIN and TOCSIN BANG information to UKRAOC and Sector Controls.
3. To provide an emergency meteorological service using METAR and HOMET.
4. To provide a fallout warning system by the passing of fallout warnings to the Carrier Control Points via the Warning Keyboard Operator.
5. To provide customers of UKWMO in the UK and NATO with the location of nuclear bursts and a scientific appreciation of the intensity and distribution of fallout.
6. To provide a post attack mobile monitoring capability.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

STANDARD OPERATING PROCEDURE NO 2

ISSUE 4

PART B

ORGANISATION

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLSORGANISATION

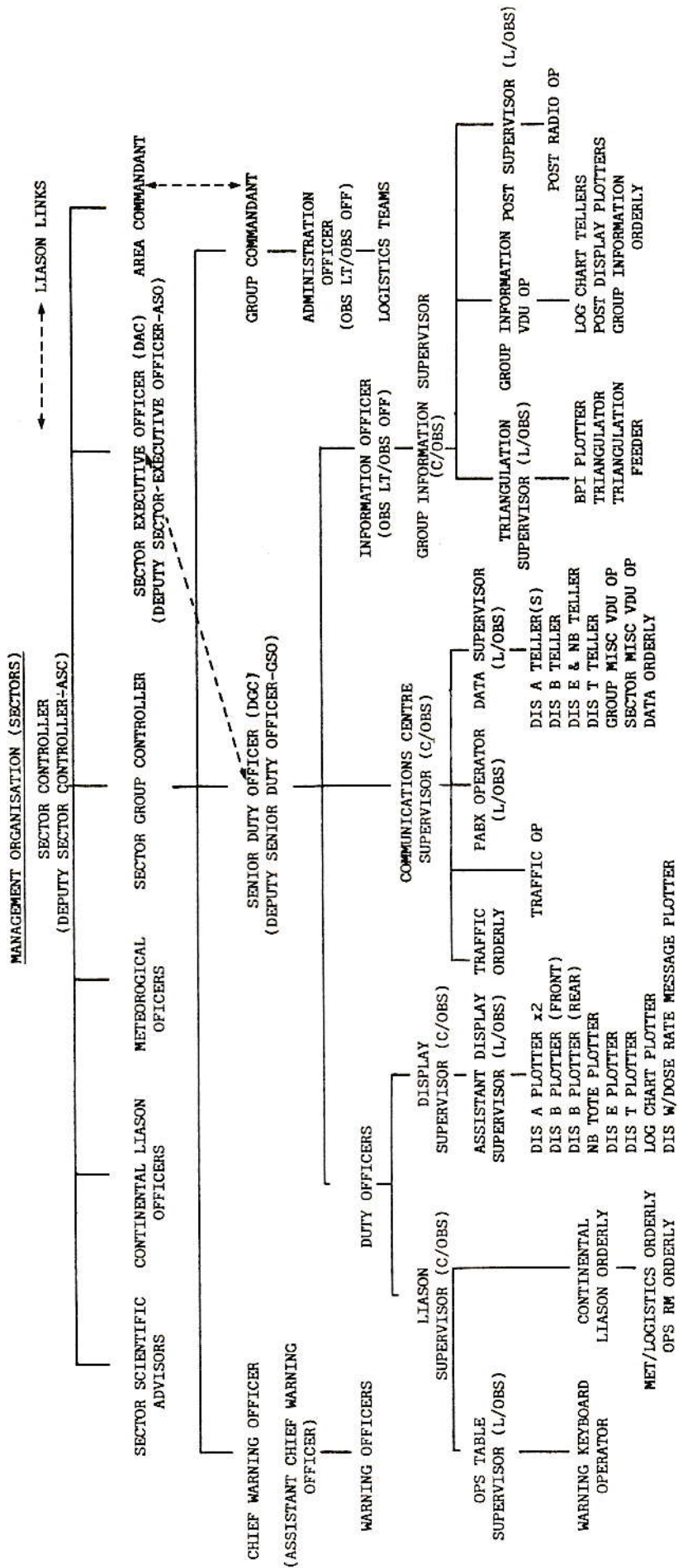
1. The Management Organisation of the Sector Control is at Appendix 1. The appointments are listed below and their responsibilities are outlined in Part C:

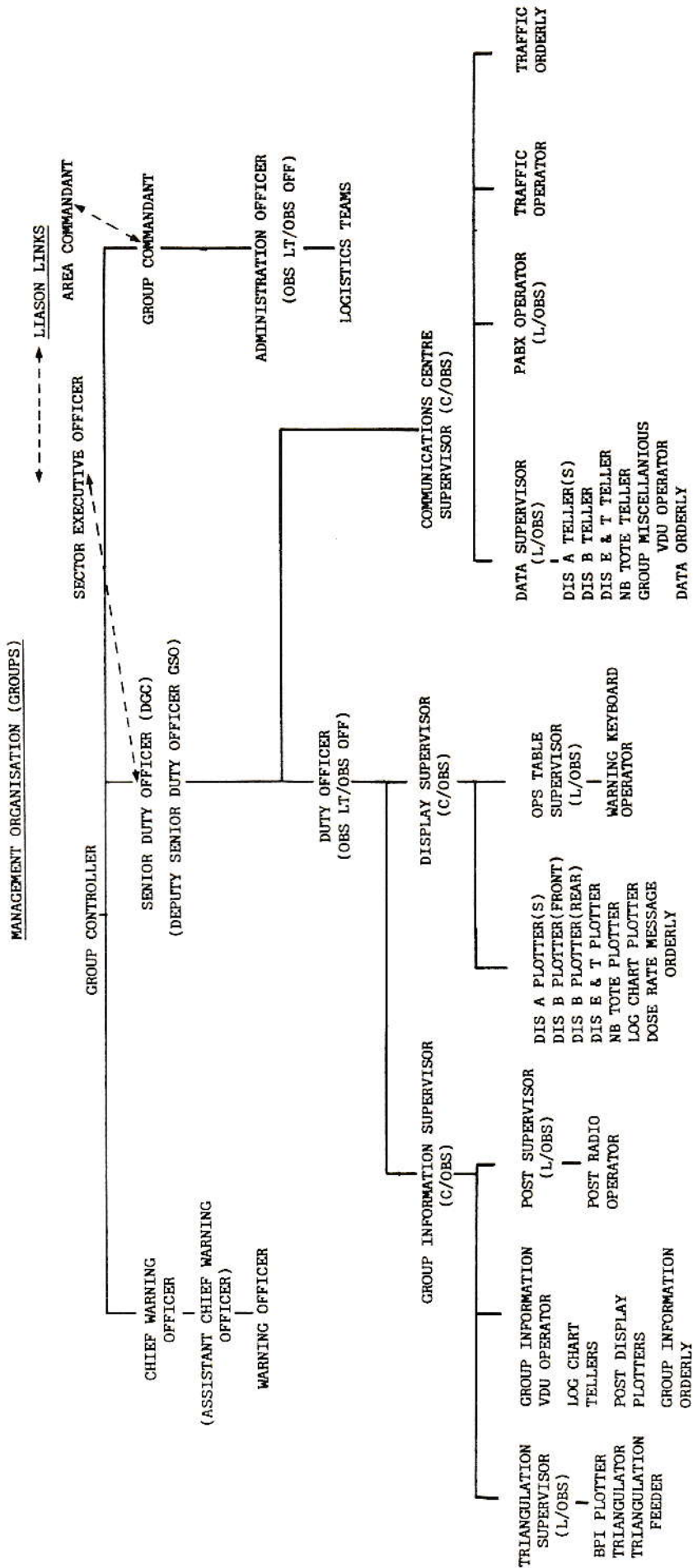
Sector Controller - Whole time (Home Office)  
 Deputy Sector Controller - Whole time (Home Office)  
 Sector Scientific Advisers - Spare time (Home Office)  
 Sector Meteorological Officers - (Meteorological Office)  
 Continental Liaison Officers - Appointed by parent country  
 Sector Group Controller - Spare time (Home Office)  
 Chief Warning Officer - Spare time (Home Office)  
 Assistant Chief Warning Officer - Spare time (Home Office)  
 Warning Officers - Spare time (Home Office)  
 Area Commandant - Spare time Obs Capt (ROC)  
 Sector Executive Officer - Whole time Obs Cdr (ROC)  
 Deputy Sector Executive Officer - Whole time Obs Lt Cdr (ROC)  
 Group Commandant - Spare time Obs Cdr (ROC)  
 Senior Duty Officer - Whole time Obs Lt Cdr (ROC)  
 Deputy Senior Duty Officer - Whole time Obs Lt (ROC)  
 Duty Officer - Spare time Obs Lt/Obs Off (ROC)  
 Information Officer - Spare time Obs Lt/Obs Off (ROC)  
 Administration Officer - Spare time Obs Lt/Obs Off (ROC)  
 Supervisory Appointments - Spare time C/Obs or L/Obs (ROC) as appropriate.  
 All other appointments - Spare time Obs (ROC)

2. The Management Organisation of a Group Control is at Appendix 2. The appointments are listed below and the responsibilities are outlined in Part C:

Group Controller - Spare time (Home Office)  
 Chief Warning Officer - Spare time (Home Office)  
 Assistant Chief Warning Officer - Spare time (Home Office)  
 Warning Officers - Spare time (Home Office)  
 Group Commandant - Spare time Obs Cdr (ROC)  
 Senior Duty Officer - Whole time Obs Lt Cdr (ROC)  
 Deputy Senior Duty Officer - Whole time Obs Lt (ROC)  
 Duty Officer - Spare time Obs Lt/Obs Off (ROC)  
 Administration Officer - Spare time Obs Lt/Obs Off (ROC)  
 Supervisory Appointments - Spare time C/Obs or L/Obs (ROC) as appropriate.  
 All other appointments - Spare time Obs (ROC)







ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

STANDARD OPERATING PROCEDURE NO 2

ISSUE 4

PART C

OFFICER AND SUPERVISORY STAFF RESPONSIBILITIES

SECTOR AND GROUP CONTROLS

OFFICER AND SUPERVISORY STAFF RESPONSIBILITIES

SECTOR CONTROLS

1. Sector Controller. The Sector Controller is responsible to the Director UKWMO for:
  - a. Operational Control of all elements of the UKWMO within the Sector.
  - b. Ensuring that all UKWMO operational resources are made available for use post-attack in accordance with requirements of wartime government.
2. Deputy Sector Controller. The Deputy Sector Controller is responsible to the Sector Controller for:
  - a. Acting for the Sector Controller in the latter's absence from duty.
  - b. Such tasks as may be delegated by the Sector Controller.
3. Sector Scientific Adviser. The Sector Scientific Adviser is responsible for providing the Sector Controller with advice on:
  - a. The interpretation of meteorological information, including the likely effects of:
    - (1) the occurrence of lightning on the assessment of the credibility of AWDREY responses;
    - (2) cloud cover and visibility on the evaluation of nuclear burst details;
    - (3) the general situation and such meteorological phenomena as precipitation, thunderstorms, jet-streams and light variable winds on fallout (especially long distance fallout) prediction and the behaviour of fallout generally.
  - b. The triangulation of nuclear bursts, having regard to AWDREY responses and any limitations in the data provided by BPI's and GZI's.
  - c. The characteristics and effects of nuclear weapons.
  - d. The operational Dose Rate levels to be used in the interpretation of Display 'B' 2 hourly CC Plots.
  - e. Unusual decay rates, the establishment of decay laws, the identification of radioactive isotopes and the evaluation of their properties.
  - f. The computation of DR7 values.
  - g. The radiological criteria governing the operation of life support systems and the ventilation of monitoring posts.
  - h. Protective factors, body tolerances, the calculation of static and transit doses and the biological effects of ionising radiation.

PART C

4. Sector Group Controller. The Sector Group Controller is responsible to the Sector Controller for:

- a. The operational control of all elements of the UKWMO within the Sector Group.
- b. Assisting the Sector Controller in ensuring the UKWMO personnel in the Sector Group are available for use post attack in accordance with the requirements of wartime government.
- c. Such operational control duties as may be delegated by the Sector Controller.

5. Chief Warning Officer. The Chief Warning Officer is responsible to the Sector Group Controller for:

- a. Acting in all respects for the Sector Group Controller in the latter's absence from duty.
- b. In liaison with other principal officers as appropriate.
  - (1) The effective discharge of all warning and monitoring functions of the Sector Control including:
    - (a) the issue of public warnings within the local Group;
    - (b) the evaluation of all radiological and other relevant data and advice to customers in respect of any question arising from the service provided;
    - (c) advice on priorities of work and, in liaison with the Senior Duty Officer, on the best use of communications to meet customer requirements.
  - (2) The operational efficiency of the Warning Team.
  - (3) The allocation of Warning Officers to duties.

6. Assistant Chief Warning Officer. The Assistant Chief Warning Officer is responsible to the Chief Warning Officer for:

- a. Acting in all respects of the Chief Warning Officer in the latter's absence from duty.
- b. Other operational duties as may be delegated by the Chief Warning Officer.

7. Warning Officers. The Warning Officers are responsible to the Chief Warning Officer as follows:

- a. Display A Officer:
  - (1) the initiation of fallout warnings;
  - (2) the evaluation of nuclear burst and fallout data plotted on Display A.

PART C

- b. Display B Officer for:
    - (1) the evaluation of nuclear burst and fallout data plotted on Display B;
    - (2) the liaison with adjacent Sector and Group Controls, RGHQ's, Zones, NRC's and other customers.
  - c. Log-Chart Officer for the evaluation of fallout data plotted on the log-charts.
  - d. Display E Officer for the evaluation of nuclear burst and fallout data plotted on Display E, for liaison with other countries.
8. Sector Executive Officer. The Sector Executive Officer is responsible to the Sector Controller for:
- a. The effective utilisation of communications within the Sector.
  - b. Other operational duties as may be delegated by the Sector Controller.
9. Deputy Sector Executive Officer. The Deputy Sector Executive Officer is responsible to the Sector Executive Officer for:
- a. Acting in all respects for the Sector Executive Officer in the latter's absence from duty.
  - b. Other operational duties delegated by the Sector Executive Officer.
10. Senior Duty Officer.
- a. The Senior Duty Officer is responsible to the Sector Group Controller for:
    - (1) the operational efficiency of the ROC personnel in the Sector Group;
    - (2) the effective utilisation of the communications in the Group in liaison with the Chief Warning Officer;
    - (3) other operational tasks as delegated.
  - b. The Senior Duty Officer is responsible to the Sector Executive Officer for up-to-date information on communications within the Group.
11. Deputy Senior Duty Officer. The Deputy Senior Duty Officer is responsible for:
- a. Acting in all respects for the Senior Duty Officer when absent from duty.
  - b. Other operational duties delegated.
12. Duty Officer. The Duty Officer is responsible to Senior Duty Officer for:
- a. Ensuring by liaison that the Sector Scientific Adviser, Chief Warning Officer and the Warning Team are provided with all the information necessary to carry out their tasks:

PART C

- b. The operational efficiency of the ROC within the Operations Room;
- c. Keeping abreast of the nuclear burst and fallout situation;
- d. Reporting to the Senior Duty Officer, and to the Chief Warning Officer for information, failures of any kind which place limits upon the tasks which can be conducted: and
- e. Management of ROC personnel in the Operations Room.

13. Information Officer.

- a. The Information Officer is responsible to the Senior Duty Officer for:
  - (1) The operational efficiency of the ROC personnel within the Group Information Centre.
  - (2) The management of the ROC personnel within the Group Information Centre.
  - (3) Monitoring the operational situation at the Posts in the Group.
  - (4) Liaison with the Group Commandant on the operational situation and matters affecting the Posts.

14. Area Commandant.

- a. The Area Commandant is responsible to the Sector Controller for:
  - (1) The overall management of administration and logistic matters within the Sector.
  - (2) Advice on resources of ROC personnel in the Sector available for use post-attack in accordance with national requirements, or in the event of communications loss, the requirements of the Sector at wartime government headquarters.
- b. The Area Commandant is responsible to the Commandant ROC for:
  - (1) The provision of up-to-date information on administrative and logistic matters within the Sector.
  - (2) The command of all ROC personnel in the Sector.

15. Sector Group Commandant.

- a. The Sector Group Commandant is responsible to the Sector Group Controller, in liaison with other principal officers, for:
  - (1) Administrative and logistic support of the Sector Control;
  - (2) Administrative and logistic support of the local Group Monitoring Posts.
- b. The Sector Group Commandant is responsible to the Area Commandant for:
  - (1) The provision of up-to-date information of administrative and logistic matters within the Group.
  - (2) The command of all ROC personnel in the Sector Group.

PART C

16. Administration Officer. The Administration Officer is responsible to the Group Commandant for:

- a. Assisting in the administration and logistic tasks within the Control.
- b. Other duties that may be delegated by the Group Commandant.

OPERATIONS ROOM

17. Display Supervisor (C/Obs). The Display Supervisor is responsible to the Duty Officer for:

- a. The accurate and prompt plotting of data on Displays A, B, E, T, W, the Nuclear Burst Tote and Log Charts, with the assistance of the Assistant Display Supervisor.
- b. Other duties as delegated.

18. Liaison Supervisor (C/Obs). The Liaison Supervisor is responsible to the Duty Officer for:

- a. The effective operation of the Continental liaison service.
- b. The provision of data to the Met Officers and the Area Commandant.
- c. The management and supervision of the Operations Table Supervisor, Continental Liaison Orderly, Met and Logistics Orderly and Operations Room Orderly.
- d. Any other duties allocated.

19. Operations Table Supervisor (L/Obs). The Operations Table Supervisor is responsible to the Liaison Supervisor for:

- a. Acting as telephone orderly at the Operations Table.
- b. The management and supervision of the Warning Keyboard Operator.
- c. Maintaining records as required.

20. Assistant Display Supervisor (L/Obs). The Assistant Display Supervisor is responsible to the Display Supervisor for:

- a. Assisting with the monitoring of the displays for accurate and prompt plotting.
- b. The management and supervision of the Plotters on Displays A, B, E, T, W, Nuclear Burst Tote and Log Charts.

GROUP INFORMATION CENTRE

21. Group Information Supervisor (C/Obs). The Group Information Supervisor is responsible to the Information Officer for:

- a. The management and supervision of the Post Supervisor, Triangulation Supervisor and all ROC personnel in the Group Information Centre.
- b. The monitoring of AWDREY equipment and the dissemination of AWDREY data, where such equipment is installed.



- c. Monitoring of Post Circuits failures.
- d. Monitoring and Recording the input of all METAR data.
- e. Other duties as delegated.

22. Post Supervisor (L/Obs) The Post Supervisor is responsible to the Group Information Supervisor for:

- a. Receiving, logging and passing to the Communications Centre Supervisor details of all faults in Post circuits and keeping the Group Information Supervisor advised.
- b. Acting as liaison link with posts.
- c. Supervising the input and display of Post data at the Post Display Boards.
- d. Supervising the Post Radio Operator.

23. Triangulation Supervisor (L/Obs) The Triangulation Supervisor is responsible to the Group Information Supervisor for:

- a. The operational efficiency of the triangulation team in assessing nuclear burst details.
- b. Passing details of the Group nuclear burst situation to the Duty Officer.
- c. Supervising the preparation of the Control METAR reports.

#### COMMUNICATIONS CENTRE

24. Communication Centre Supervisor (C/Obs) The Communications Supervisor is responsible to the Senior Duty Officer for:

- a. The routine management and supervision of the communications of the Sector Group.
- b. Keeping the Duty Officer and Information Officer informed of the communications situation within the Sector Group.
- c. Overseeing the technical operation of the internal communication equipment.
- d. Liaison with British Telecom concerning circuit and equipment failures.
- e. The management and supervision of the Traffic Operator, Traffic Orderly, Data Supervisor and PABX Operator.
- f. Other operational duties as may be delegated.

25. PABX Operator (L/Obs) The PABX Operator is responsible to the Communications Centre Supervisor for:

- a. Monitoring and operating the Superset 7 as a switchboard.
- b. Making management changes to the exchange software using the Superset 7 initiated by the Senior Duty Officer.
- c. Reporting faults displayed on the Superset 7.

PART C

26. Data Supervisor (L/Obs) The Data Supervisor is responsible to the Communication Centre Supervisor for:

- a. The effective telling of data to the displays in the Operations Room.
- b. The effective operation of the Group/Sector Miscellaneous VDU Operators and the Meteorological and Miscellaneous Printers.
- c. The checking and recording of Customer Queries to and from the Communications Centre.
- d. The management and supervision of the Tellers, Data Orderly and Group/Sector Miscellaneous VDU operators.

GROUP CONTROLS

27. Group Controller. The Group Controller is responsible to the Sector Controller for:

- a. The operational control of all elements of the UKWMO within the Group.
- b. Ensuring that all UKWMO personnel resources are made available for use post-attack in accordance with the requirements of wartime government.

28. Chief Warning Officer. The Chief Warning Officer is responsible to the Group Controller for:

- a. Acting in all respects for the Group Controller in the latter's absence from duty.
- b. In liaison with other principle officers, as appropriate, for:
  - (1) The effective discharge of all warning and monitoring functions in the Group, including:
    - (a) the issue of public warnings;
    - (b) the evaluation of all radiological and other relevant data and advice to customers in respect of questions arising from the service provided;
    - (c) advice on priorities of work and scientific effort and, in liaison with the Senior Duty Officer, the best use of communications to meet customer requirements.

- c. The operational efficiency of the Warning Team.
- d. The allocation of Warning Officers to duties.

29. Assistant Chief Warning Officer. The Assistant Chief Warning Officer is responsible to the Chief Warning Officer for:

- a. Acting in all respects for the Chief Warning Officer in the latter's absence from duty.
- b. Other operational tasks as delegated.

30. Warning Officers. The Warning Officers are responsible to the Chief Warning Officer as follows:

- a. Display A Officer for:
  - (1) the initiation of fallout warning;
  - (2) the evaluation of nuclear burst and fallout data plotted on Display A.
- b. Display B Officer for:
  - (1) the evaluation of nuclear burst and fallout data plotted in Display B.
  - (2) the liaison with adjacent Sector and Group Controls, RGHQs, Zones, NRC's and other Customers.
- c. Log Chart Officer for the evaluation of fallout data plotted on the Log Charts.

31. Senior Duty Officer

- a. The Senior Duty Officer is responsible to the Group Controller for:
  - (1) The operational efficiency of the ROC personnel within the Group.
  - (2) The effective utilization of communications within the Group in liaison with the Chief Warning Officer.
  - (3) Other operational duties as may be delegated.
- b. Responsible to the Sector Executive Officer for the provision of up to date information on the communications within the Group.

32. Deputy Senior Duty Officer. The Deputy Senior Duty Officer is responsible for:

- a. Acting in all respects for the Senior Duty Officer when absent from duty.
- b. Any other operational duties as may be delegated.

33. Duty Officer (DO) The Duty Officer is responsible to the Senior Duty Officer for:

- a. Ensuring, by liaison, that the Chief Warning Officer and the Warning Team are provided with all the information necessary to carry out their tasks.
- b. The operational efficiency of the ROC in the Group Information Centre, and the Operations Room of the Control.
- c. Keeping themselves informed of the nuclear burst, fallout and communications situation.
- d. Reporting to the Senior Duty Officer and to the Chief Warning Officer for information, failures of any kind which place limits upon the information which can be received, plotted or transmitted.
- e. Management of ROC personnel in the Operations Room, Communications Centre and Group Information Centre.

PART C

34. Group Commandant

a. The Group Commandant is responsible to the Group Controller in liaison with other principal officers, as appropriate, for:

(1) Administrative and logistic support of the Group Control and

(2) Administrative and logistic support of the local Group Monitoring Posts.

b. The Group Commandant is responsible to the Area Commandant for:

(1) The provision of up to date information on administrative and logistic matters within the Group.

(2) The command of all ROC personnel in the Group.

35. Administration Officer. The Administration Officer is responsible to the Group Commandant for:

a. Assisting in the administration and logistic tasks within the Control.

b. Other duties that may be delegated by the Group Commandant.

OPERATIONS ROOM

36. Display Supervisor (C/Obs) The Display Supervisor is responsible to the Duty Officer for:

a. The accurate and prompt plotting of data on Displays A, B, E, T Nuclear Burst Tote and Log Charts.

b. The management and supervision of all ROC personnel working on the above displays, the Operations Table Supervisor, and the Warning Keyboard Operator.

c. Other duties as may be delegated.

37. Operations Table Supervisor (L/Obs) The Operations Table Supervisor is responsible to the Display Supervisor for:

a. Acting as Telephone Orderly at the Operations Table.

b. Supervising the Warning Keyboard Operator.

c. Maintaining records as required.

d. Other duties as may be delegated.

GROUP INFORMATION CENTRE

38. Group Information Supervisor (C/Obs) The Group Information Supervisor is responsible to the Duty Officer for:

- a. The management and supervision of the Post Supervisor, Triangulation Supervisor and all ROC personnel within the Group Information Centre.
- b. Monitoring of AWDREY equipment and the dissemination of AWDREY data where such equipment is installed.
- c. Monitoring of Post circuit failures.
- d. Monitoring and recording the input of all METAR Data.
- e. Other duties as may be delegated.

39. Post Supervisor (L/Obs) The Post Supervisor is responsible to the Group Information Supervisor for:

- a. Receiving, logging and passing to the Communications Centre Supervisor details of faults on post circuits keeping the Group Information Supervisor advised.
- b. Acting as liaison link with the Posts.
- c. Supervising the input and display of post data at the Post Display Boards.
- d. Supervising the Post Radio Operator.

40. Triangulation Supervisor (L/Obs) The Triangulation Supervisor is responsible to the Group Information Supervisor for:

- a. The operational efficiency of the triangulation team in assessing nuclear burst details.
- b. Passing the details of the Group nuclear burst situation to the Duty Officer.
- c. Supervising the preparation of the Control METAR report.

COMMUNICATIONS CENTRE

41. Communications Centre Supervisor (C/Obs) The Communications Centre Supervisor is responsible to the Senior Duty Officer for:

- a. The routine management and supervision of the communications of the Group.
- b. Keeping the Senior Duty Officer and, for information purposes only, the Duty Officer informed of any traffic and communication equipment problems.
- c. Overseeing the technical operation of the internal communication equipment.

PART C

- d. Liaison with British Telecom concerning circuit and equipment failure.
- e. Monitoring the Journal KSR.
- f. Monitoring message input to/and from the reserve VDU.
- g. Overseeing the maintenance of the various traffic totes and states.
- h. The management and supervision of the PABX Operator, Data Supervisor, Traffic Operator, and the Traffic Orderly.
- i. Any other duties as may be delegated.

42. PABX Operator (L/Obs) The PABX Operator is responsible to the Communications Centre Supervisor for:

- a. Monitoring and operating the Superset 7 as a switchboard.
- b. Making management changes to the exchange software using the Superset 7 initiated by the Senior Duty Officer.
- c. Reporting faults displayed on the Superset 7.

43. Data Supervisor (L/Obs) The Data Supervisor is responsible to the Communications Centre Supervisor for:

- a. The effective telling of data to the displays in the Operations Room.
- b. The effective operation of the Miscellaneous VDU and the Miscellaneous Printer.
- c. The checking and recording of Customer Queries to and from the Communications Centre.
- d. The management and supervision of the Tellers, Data Orderly and Miscellaneous VDU Operator.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

STANDARD OPERATING PROCEDURE NO 2

ISSUE 4

PART D

CREW DUTIES

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

CREW DUTIES

1. Post Display Plotters. The Post Display Plotters are responsible for:
  - a. Maintaining communication with, and control of, designated posts.
  - b. Recording Post state changes as they occur on the:
    - (1) Post Display.
    - (2) Post Display Check List.
    - (3) Form Triangulation.
  - c. Informing the Post Supervisor of changes in post states and maintaining the Post Display Post Check List.
  - d. Receiving Attack Warning messages from the GIS and passing to Posts.
  - e. Actioning nuclear burst information as follows:
    - (1) Receiving from Posts and shouting out TOCSIN, post designation and time.
    - (2) Receiving from Posts BPI data and raising Form Triangulation.
    - (3) Receiving from Posts GZI data and raising Form Triangulation.
  - f. Actioning fallout information as follows:
    - (1) Receiving first fallout and fallout readings from Posts and displaying on Post Displays Boards.
    - (2) Receiving Dose-rate situations from Posts and display on Post Displays Boards.
  - g. Receiving from Posts METAR data and raising forms MRA or MRB.
  - h. Acting as a liaison link between Posts and Post Supervisor.
2. Group Information Orderly. The Group Information Orderly is responsible for:
  - a. Monitoring AWDREY (where fitted), making AWDREY reports to the Operations Room and completing Form AWDREY and passing to the Group Information VDU Operator.
  - b. Collecting from Post Display Plotters.
    - (1) Form Triangulation (Post situation) and recording on Triangulation Post Situation Tote, Triangulation Table and BPI Map.
    - (2) Form Triangulation (BPI) and delivering to BPI Plotter(s).



PART D

- (3) Form Triangulation (GZI) and placing in Triangulation Rack.
  - (4) Forms MRA and MRB and delivering to the Group Information Supervisor and after checking to the Group Information VDU Operator.
  - c. Maintaining the First Fallout Early Warning Board.
  - d. Monitoring the Control FSM and reporting the readings to the 99 Post Plotter and recording them in the Control Post Log.
  - e. Collecting the Control Form MRB from the Triangulation Supervisor and delivering it to the Group Information Supervisor, and after checking, delivering it to the Group Information VDU Operator.
3. BPI Plotter. The BPI Plotter is responsible for:
- a. Receiving Forms Triangulation (BPI) from Group Information Orderly.
  - b. Plotting information from Forms Triangulation (BPI) on the BPI Map.
  - c. Transferring nuclear burst details from completed Nuclear Burst Slat to the Triangulation Nuclear Burst Tote.
  - d. Transferring the Nuclear Burst Slat to the Nuclear Burst Display.
  - e. Plotting nuclear burst position on the BPI Map.
  - f. Checking the powers of nuclear bursts established by the triangulation team.
  - g. Assisting the Triangulation Supervisor as required.
4. Triangulation Feeder. The Triangulation Feeder is responsible for:
- a. Removing Forms Triangulation (GZI) from the rack in the designated order.
  - b. Reading information from Forms Triangulation (GZI) to the Triangulator.
  - c. Filing Forms Triangulation (GZI) in appropriate position of the rack after completing para b above.
  - d. Assisting the Triangulation Supervisor as required.
5. Triangulator. The Triangulator is responsible for:
- a. Plotting GZI information on the triangulation table as told by the Triangulation Feeder.
  - b. Indicating "triples" or "cocked hats" to the Triangulation Supervisor.
  - c. Assisting the Triangulation Supervisor as required.
6. Group Information VDU Operator. The Group Information VDU Operator is responsible for:
- a. Calling up the appropriate message formats on the VDU in accordance with allocated priorities and entering the details as follows:

- (1) AWDREY Report (AA) from Form AA.
- (2) Bomb Burst (BB) from completed slats in the Nuclear Burst Display.
- (3) First Fallout (FF) from the First Fallout Early Warning or Post Display Boards, whichever is displayed first.
- (4) Post Situations (PP, QQ and US) from the Post Display Boards.
- (5) Dose Rate Situation (CC) every even hour from the Post Display Boards.
- (6) METAR (MRA/MRB) on Formats MRA and MRB from Forms MRA and MRB.
- (7) Information from other forms on the appropriate format if requested to do so.

7. Log Chart Teller. The Log Chart Teller is responsible for:

Telling all First Fallouts, Post situations and dose rate readings from the Post Display Boards every ten minutes.

8. Log Chart Plotter. The Log Chart Plotter is responsible for:

- a. Setting up and maintaining the Log Charts.
- b. Recording Post Situations, First Fallouts and ten minute dose rate readings on the log charts.
- c. Drawing Log Chart Officer's attention to:
  - (1) First Fallouts
  - (2) Fallout Maxima
  - (3) Later Arrivals
  - (4) Unusual Behaviour
  - (5) Post Situations

9. Dose Rate Message Orderly (Groups) The Dose Rate Message Orderly is responsible for:

- a. Raising Form NON-ROUTINE when requested by the Duty Officer following a customer query.
- b. Enter details from Log Charts onto Form NON-ROUTINE as directed by the Duty Officer.
- c. Pass form to the Duty Officer for authorisation and when completed pass to the Data Supervisor.

10. Traffic Operator. The Traffic Operator is responsible for:

- a. Monitoring and interrogation of the Message Switch (MSX).
- b. Implementation of traffic management and re-routing commands as instructed by the Communications Centre Supervisor.

PART D

c. Informing the Communications Centre Supervisor of any line and equipment failures indicated by the Message Switch.

11. Sector/Group Miscellaneous VDU Operator. The Sector/Group Miscellaneous VDU Operator is responsible for transmission of data from forms passed by the Data Orderly using the appropriate message format on the VDU.
12. Display A Teller(s). The Display A Teller(s) are responsible for identifying data appearing on printer PTRB and telling relevant data to the Display A Plotter(s).
13. Display A Plotter(s). The Display A Plotter(s) are responsible for receiving information from the Display A Tellers and back-plotting this information on Display A.
14. Display B Teller. The Display B Teller is responsible for identifying data appearing on printer PTRC and telling relevant information to the Display B Plotter(s).
15. Display B Plotter. The Display B Plotter is responsible for receiving information from the Display B Teller and plotting the information on the front or rear of Display B as appropriate.
16. Display E/T Teller (Groups). The Display E/T Teller is responsible for identifying data appearing on printer PTRD and telling relevant data to the Display E/T Plotter.
17. Display E/T Plotter (Groups). The Display E/T Plotter is responsible for receiving information from the Display E/T Teller and plotting the information on Displays E/T.
18. Display T Teller (Sector). The Display T Teller is responsible for identifying data appearing on printer PTRD and telling relevant data to the Display T Plotter.
19. Display T Plotter (Sector). The Display T Plotter is responsible for receiving information from the Display T Teller and plotting the information on Display T.
20. Display E/NB Tote Teller (Sector). The Display E/NB Tote Teller is responsible for telling information appearing on printer PTRE to the Display E and NB Tote Plotters.
21. Display E Plotter (Sector). The Display E Plotter is responsible for receiving information from the Display E/NB Tote Teller and plotting this information on Display E.
22. NB Tote Teller (Groups). The NB Tote Teller is responsible for identifying NB information appearing on printer PTRD and telling relevant data to the NB Tote Plotter.
23. NB Tote Plotter. The NB Tote Plotter is responsible for receiving information from the Display E/NB Tote Teller at Sectors or the NB Tote Teller at Groups and plotting the information on the NB Tote.

24. Data Orderly. The Data Orderly is responsible for:

- a. Removing and distributing messages from the miscellaneous printers.
- b. Delivery of messages to the miscellaneous VDU operator.
- c. Referring corrupted messages to the Data Supervisor.

25. Traffic Orderly. The Traffic Orderly is responsible for:

- a. Assisting the Communications Centre Supervisor.
- b. Maintaining the Traffic Log.
- c. Maintaining the Group/Sector Communications Display.
- d. Maintaining the Group/Sector Communications Tote.

26. Warning Keyboard Operator. The Warning Keyboard Operator is responsible for:

- a. Operating the Warning Keyboard.
- b. Issuing Attack Warning RED messages, received from Sector Control or the Chief Warning Officer to Carrier Control Points on the instructions of the Chief Warning Officer.
- c. Receiving and passing to Carrier Control Points Fallout Warning Messages "Black".
- d. Notifying Sector and other interested formations of all fallout warnings "Black" or "White" issued by completing Form Fallout Warning (WW).
- e. Maintaining the Warning Log.
- f. Reporting communications faults to the Communications Supervisor and Chief Warning Officer.

27. Display W/Dose Rate Message Plotter (Sector). The Display W/Dose Rate Message Plotter is responsible for:

- a. The plotting of Fallout Warnings on Display W.
- b. Advising the Duty Officer upon the completion Display W.
- c. The plotting of Dose Rate Messages on the log charts.

28. Continental Liaison Orderly (Sector). The Continental Liaison Orderly is responsible for:

- a. Actioning Forms Continental Liaison (WD4 and WD5).
- b. Preparing and distributing Forms Threat Message for continental threats (TX).
- c. Assisting the Sector Controller, Liaison Officer and Display E Officer as required.

PART D

29. Meteorological and Logistics Orderly (Sector). The Meteorological Office and Logistics Orderly is responsible for:

- a. Ensuring the supply of relevant information to the Meteorological Officers.
- b. Ensuring the supply of information to the Area Commandant.
- c. Assisting the Area Commandant as required.
- d. Delivering messages from the Meteorological Officers and Area Commandant to the miscellaneous VDU operator (via the Operations Room Orderly) or to internal addressees within the Control.

30. Operations Room Orderly (Sector). The Operations Room Orderly is responsible for:

- a. The completion of Forms Threat Message.
- b. The movement of forms from the Operations Room Orderly's 'OUT' tray to the appropriate VDU Operator.
- c. The movement of incoming messages from the Operations Room Orderly's 'IN' tray to the appropriate addressees.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

STANDARD OPERATING PROCEDURE NO 2

ISSUE 4

PART E

OFFICERS & SUPERVISORY STAFF INSTRUCTIONS

- |             |                                       |
|-------------|---------------------------------------|
| Section 1.  | General Management Instructions       |
| Section 2.  | Duty Officer (Sector)                 |
| Section 3.  | Information Officer (Sector)          |
| Section 4.  | Duty Officer (Groups)                 |
| Section 5.  | Administration Officer                |
| Section 6.  | Display Supervisor                    |
| Section 7.  | Liaison Supervisor                    |
| Section 8.  | Group Information Supervisor          |
| Section 9.  | Communications Centre Supervisor      |
| Section 10. | Operations Table Supervisor           |
| Section 11. | Assistant Display Supervisor (Sector) |
| Section 12. | Triangulation Supervisor              |
| Section 13. | Post Supervisor                       |
| Section 14. | Data Supervisor                       |
| Section 15. | PABX Operator - To be issued later.   |

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

OFFICERS AND SUPERVISORS INSTRUCTIONS

1. GENERAL MANAGEMENT INSTRUCTIONS

Officers and Supervisors with management and supervisory responsibilities are to:

- a. Understand the operational requirements of all Supervisory and Observers tasks within their sphere of responsibility and monitor their performance. (They should also have a working knowledge of the operational requirements of their immediate superior).
- b. Monitor the operational requirements and arrange the manning accordingly.
- c. Be aware of the welfare requirements of the personnel for whom they are responsible.
- d. Ensure that all personnel are aware of the operational situation by briefing and debriefing as appropriate.
- e. Ensure that an adequate supply of operational stores are maintained within the area of responsibility.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

OFFICERS AND SUPERVISORS INSTRUCTIONS

1. GENERAL MANAGEMENT INSTRUCTIONS

Officers and Supervisors with management and supervisory responsibilities are to:

- a. Understand the operational requirements of all Supervisory and Observers tasks within their sphere of responsibility and monitor their performance. (They should also have a working knowledge of the operational requirements of their immediate superior).
- b. Monitor the operational requirements and arrange the manning accordingly.
- c. Be aware of the welfare requirements of the personnel for whom they are responsible.
- d. Ensure that all personnel are aware of the operational situation by briefing and debriefing as appropriate.
- e. Ensure that an adequate supply of operational stores are maintained within the area of responsibility.



ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

OFFICERS AND SUPERVISORY STAFF INSTRUCTIONS

DUTY OFFICER (SECTOR CONTROL)

1. The Duty Officer is to be fully aware of the operational situation before commencing duty within the Operations Room. Duty Officers are to be familiar with Operations Room, Continental Liaison and Warning Team procedures, so ensuring that all information relevant to the situation is displayed for the Warning Team.

2. In addition to the above, and the responsibilities in Part E Section 1:

a. At all times:

(1) Supervise and maintain the Watch Log.

(2) Delegate to the Operations Table Supervisor the answering of the Duty Officer's telephone and the maintenance of the Watch Log when required.

b. At Attack Warning RED:

Ensure, by liaison as necessary, that:

(1) The Attack Warning RED has been heard by all personnel at the Control.

(2) The Attack Warning RED is passed to, and acknowledged by, all customers.

(3) All operational positions are manned.

(4) Implementation of Emergency TOCSIN/TOCSIN BANG procedures when required.

(5) The Log Chart Plotter starts the Log Chart time scales at the common time agreed with the Chief Warning Officer.

c. During Operations:

(1) Monitor all aspects of the Operations Room activity.

(2) Ensure that errors and shortcomings are identified, the appropriate staff informed, advice given and sought and any necessary remedial action initiated.

(3) Liaise with other formations as necessary.

3. References

Part E  
Section 1 - General Management Instructions.

Annex D - Customer Queries.

Annex E - TOCSIN and TOCSIN BANG Procedures.

Annex AC - Operational Logs and Diaries.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

OFFICERS AND SUPERVISORY STAFF INSTRUCTIONS

INFORMATION OFFICER (SECTOR CONTROL)

1. The Information Officer is to be fully aware of the operational situation before commencing duty in the Group Information Centre.

2. In addition to the above, and the responsibilities in Part E Section 1:

a. At all times:

(1) Monitor the Post routine and operations issuing, via the Post Supervisor, reminders, at the appropriate times.

(2) Keep the Senior Duty Officer and Group Commandant advised of operational and logistic matters as appropriate.

(3) Supervise and maintain the Information Officer's Log.

b. At Attack Warning RED:

Ensure, by liaison as necessary, that:

(1) The Attack Warning RED has been heard by all personnel at the Control.

(2) The Attack Warning RED is passed to, and acknowledged by, posts.

(3) All personnel outside the building are recalled and the building is secured.

(4) The Control is on standby power and that the mains water is turned off.

(5) The Post Display time cycle is commenced.

c. During Operations:

(1) Monitor all aspects of the Group Information Centre.

(2) Ensure that errors and shortcomings are identified, the appropriate staff informed, advice given and sought and any necessary remedial action initiated.

(3) Liaise with other formations as necessary.

3. References

- Part E
- Section 1 - General Management Instructions.
- Annex D - Customer Queries.
- Annex W - Triangulation.
- Annex AC - Operational Logs and Diaries.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

OFFICERS AND SUPERVISORY STAFF INSTRUCTIONS

DUTY OFFICER (GROUP CONTROL)

1. The Duty Officer is to be fully aware of the operational situation before commencing duty in the Operations Room and Group Information Centre. Duty Officers are to be familiar with all ROC and Warning Team procedures, so ensuring that all information relevant to the situation is displayed for the Warning Team.
2. In addition to the above, and the responsibilities in Part E Section 1:
  - a. At all times:
    - (1) Monitor the Post routine and operations, issuing, via the Post Supervisor, reminders at the appropriate time.
    - (2) Supervise and maintain the Watch Log.
    - (3) Delegate to the Operations Table Supervisor the answering of the Duty Officer's telephone and the maintenance of the Watch Log when required.
  - b. At Attack Warning RED:

Ensure, by liaison as necessary, that:

    - (1) The Attack Warning RED has been heard by all personnel at the Control.
    - (2) The Attack Warning RED is passed to, and acknowledged by, all customers and Posts.
    - (3) All personnel outside the building are recalled and the building is secured.
    - (4) The Control is on standby power and that the mains water is turned off.
    - (5) The Post Display time cycle is commenced.
    - (6) All operational positions are manned.
    - (7) Implementation of Emergency TOCSIN/TOCSIN BANG Procedures when required.
    - (8) The Log Chart Plotter starts the Log Chart time scales at the common time agreed with the Chief Warning Officer.
  - c. During Operations:
    - (1) Monitor all aspects of Operations Room and Group Information Centre.

(2) Ensure that errors and shortcomings are identified, the appropriate staff informed, advice given and sought and any necessary remedial action taken.

(3) Liaise with other formations as necessary.

3. References

Part E

Section 1 - General Management Instructions.

Annex D - Customer Queries.

Annex E - TOCSIN and TOCSIN BANG Procedures.

Annex AC - Operational Logs and Diaries.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

OFFICER AND SUPERVISORY STAFF INSTRUCTIONS

ADMINISTRATION OFFICER

1. The Administration Officer is to assist the Group Commandant with the discharge of the logistics function for the Sector/Group Control and its local Monitoring Posts.
2. In particular and in association with the Group Commandant:
  - a. At all times:
    - (1) Manage watch and shift arrangements.
    - (2) Manage catering in accordance with Sector/Group logistic arrangements.
    - (3) Manage security arrangements.
    - (4) Monitor hygiene standards and manage cleaning routines.
    - (5) Monitor and influence morale levels as necessary.
    - (6) Manage Sector/Group health and first aid arrangements.
    - (7) Liaise with Officers and Supervisors as required.
    - (8) Assist with the maintenance of the Group Logistics Log.
    - (9) Carry out any other duties allocated.
  - b. At Attack Warning RED:
    - (1) Recall all personnel outside the building and secure.
    - (2) Start standby generator.
    - (3) Switch off main water supply and set in operation Sector/Group water ration plans.
  - b. During Operations:
    - (1) Issue food and water in accordance with Sector/Group Logistic arrangements and manage consumption rates.
    - (2) Monitor the condition of the plant and manage the supply of fuel to the standby generator in accordance with Sector/Group logistic arrangements.
    - (3) Manage the operation of the ventilation plant and the supply of power to the kitchen.

3. References

Part E

Section 1 - General Management Instructions.

Annex D - Customer Queries.

Annex Q - Post Ventilation.

Annex R - Catering.

Annex S - Decontamination.

Annex V - Forms and Formats.

Annex AA - Aide Memoire and Check Lists - Post, Control and NRC

Annex AC - Operational Logs and Diaries.

Annex AH - Operation of Life Support Systems.

Sector/Group TTW and Logistic arrangements.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

OFFICERS AND SUPERVISORY STAFF INSTRUCTIONS

DISPLAY SUPERVISOR

1. The Display Supervisor is to be in the Operations Room and manage the activity as indicated in Part E Section 1.

In additon

- a. At Group Controls monitor the accuracy and neatness of the plotting on the Log Charts and Displays in the Operations Room. At Sector Controls, in conjunction with the Assistant Display Supervisor, monitor the accuracy and neatness of the plotting on the displays and Log Charts.
- b. Liaise with the Group Information Supervisor and the Communication Centre Supervisor regarding the supply of information to the displays and inform the Duty Officer where problems in the supply of information occur.
- c. Maintain the Display Supervisors Log.
- d. Carry out any other operational duties as allocated.

2. References

Part E

Section 1 - General Management Instructions.

Annex N - Map Reference Systems.

Annex Z - Description of Displays A, B, E, T & NB Tote.

Annex AA - Aides Memoire and Check Lists - Post, Control and NRC

Annex AC - Operational Logs and Diaries.

Annex AN - Identification Codes (European).



ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

OFFICER AND SUPERVISORY STAFF INSTRUCTIONS

LIAISON SUPERVISOR (SECTOR)

1. The Liaison Supervisor is to be in the Operations Room and manage the Operations Table and Liaison activity as indicated in Part E Section 1.

In addition

- a. Liaise with the Warning Team and supervise the Warning Keyboard Operator through the Operations Table Supervisor.
- b. Liaise with the Display E Officer and the Continental Liaison Officers.
- c. Liaise with the Meteorological Officers.
- d. Supervise the Operations Room Orderly, Continental Liaison Orderly and the Meteorological and Logistics Orderly.
- e. Maintain the Liaison Supervisors Log.
- f. Carry out any other duties allocated.

2. References

Part E

Section 1 - General Management Instructions.

Annex H - Continental Liaison.

Annex N - Map Reference Systems.

Annex X - Warning Keyboard Procedures.

Annex Z - Description of Displays A, B, E, T & NB Tote.

Annex AA - Aides Memoire and Check Lists - Post, Control & NRC.

Annex AC - Operational Logs & Diaries.

Annex AN - Identification Codes (European).

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

OFFICER AND SUPERVISORY STAFF INSTRUCTIONS

GROUP INFORMATION SUPERVISOR

1. The Group Information Supervisor is to be in the Group Information Centre to allow the implementation of management responsibilities.
2. In addition:
  - a. Ensure that the AWDREY (if installed) is monitored.
  - b. Ensure by liaison with the Triangulation Supervisor that the 99 Post instruments are erected and maintained.
  - c. When a TOCSIN is recorded at 99 Post request permission from the Duty Officer to change the GZI papers if required.
  - d. Ensure that the Group Controller and Duty Officer are advised of any TOCSIN and TOCSIN BANG information within the Group.
  - e. Assist the Triangulation Supervisor, if required, with the calculation of nuclear burst details.
  - f. Check record the receipt of METAR Information and pass to the Group Information VDU operator.
  - g. Liaise with the Display Supervisor as required concerning the supply of information to the displays and Log Charts.
  - h. Be aware of Post Communications failures advised by the Post Supervisor.
  - i. Maintain the Group Information Supervisors Log.
  - j. Ensure that the Logistics Cell is supplied with required information.
  - k. Carry out any other operational duties as allocated.

3. References

- Part E
- Section 1 - General Management Instructions.
- Annex C - Post Display Plotting.
- Annex E - TOCSIN and TOCSIN BANG Procedures.
- Annex K - METAR.
- Annex L1 - Bomb Power Indicator.
- Annex L2 - Ground Zero Indicator.
- Annex L3 - Fixed Survey Meter.
- Annex U - Post Display and First Fallout Early Warning Board.

Annex V - Forms and Formats.

Annex W - Triangulation.

Annex AA - Aides memoire and Checklists 0 Post, Control & NRC

Annex AC - Operational Logs and Diaries.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

OFFICERS AND SUPERVISORY STAFF INSTRUCTIONS

COMMUNICATIONS CENTRE SUPERVISOR

1. The Communications Centre Supervisor is to be in the Communications Centre to allow the implementation of management responsibilities.

In addition:

- a. Have a detailed working knowledge of the MSX and PABX management procedures and the communications layout of the Group to allow the supervision of the Traffic and PABX Operators, liaising with the Senior Duty Officer as required.
- b. Monitor the serviceability of the MSX and PABX equipment in the Communications Centre and report failures to the Senior Duty Officer.
- c. Report communications failures to the Senior Duty Officer and, for information only, to the Duty Officer/Information Officer.
- d. Liaise with British Telecom or Home Office Radio Engineers (and in Scotland SODOT), as necessary. Complete Fault Dockets.
- e. Initiate communications tests to adjacent Groups and customers following each TOCSIN call within the Group.
- f. Liaise with the Display Supervisor and Data Supervisor as required concerning the supply of information to the Displays.
- g. Complete Form CS following communications failures and restorations.
- h. Maintain the Communications Centre Log.
- i. Supervise the Traffic Orderly.
- j. Carry out any other operational duties that may be allocated.

2. References

- Part E  
Section 1 - General Management Instructions.
- Annex D - Customer Queries.
- Annex H - TOCSIN and TOCSIN Bang Procedures.
- Annex T1 - Data Codes, Messages and Definitions.
- Annex V - Forms and Formats.
- Annex AB - Communications Logs, Totes and Fault Dockets.
- Annex AC - Operational Logs and Diaries.

Annex AG - Internal Communications and PABX.

ANNEX AM - Identification Codes (Address of Units) including Multi-Address Codes.

Annex AN - Identification Codes (European).

MSX Technical Manual.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

OFFICERS AND SUPERVISORY STAFF INSTRUCTIONS

OPERATIONS TABLE SUPERVISOR

1. The Operations Table Supervisor is to be at the Command Table by the Duty Officer's telephone.
2. Operations. The Operations Table Supervisor is to:
  - a. Act as the Duty Officer's assistant accepting messages and making and receiving telephone calls as directed.
  - b. Maintain, on the Duty Officer's behalf the Operations Watch Log.
  - c. Supervise the Warning Keyboard Operator.
  - d. Monitor the WB1400 (including hourly checks). All checks logged, failures reported to the Communications Supervisor for action, and to the Duty Officer and Display Supervisor for information.
  - e. Log TOCSIN and TOCSIN Bang Procedures.
  - f. Carry out any other operational duties as allocated.

3. References

Part E

Section 1 - General Management Instructions.

Annex N - Map Reference System.

Annex P - The WB 1400 Carrier Receiver.

Annex T1 - Data Codes, Messages and Definitions.

Annex X - Warning Key Board Procedures.

Annex Z - Description of Displays A, B, E, T and NB Tote.

Annex AC - Operational Ogs and Diaries.

Annex AM - Identification Codes (Address of Units) including Multi-Address Codes.

MSX Technical Manual.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

OFFICER AND SUPERVISORY STAFF INSTRUCTIONS

ASSISTANT DISPLAY SUPERVISOR (SECTOR)

1. The Assistant Display Supervisor is to be in the Operations Room and assist the Display Supervisor with the management of the activity as indicated in Part E Section 1.

In addition

- a. Assist the Display Supervisor with monitoring the accuracy and neatness of the plotting on the displays and Log Charts.
- b. Assist with the maintenance of the Display Supervisors Log.
- c. Carry out any other duties allocated.

2. References

Part E  
Section 1 - General Management Instructions.

Annex N - Map Reference Systems.

Annex Z - Description of Displays A, B, E, T & NB Tote.

Annex AA - Aide Memoires and Check Lists - Post, Control & NRC.

Annex AC - Operational Logs & Diaries.

Annex AN - Identification Codes (European)

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

OFFICERS AND SUPERVISORY STAFF INSTRUCTIONS

TRIANGULATION SUPERVISOR

1. The Triangulation Supervisor is to be on duty in the triangulation alcove during all periods of operations and is to leave only on relief. The Triangulation Supervisor is to be familiar with all the procedures used in triangulation and conversant with relevant ROC Operations Room and Post procedures, and his management responsibilities at Part E Section 1.
2. Manning. The Triangulation Supervisor is to arrange that a complete team, (Feeder, Triangulator and BPI Plotter) are deployed on duties which they may leave without interrupting a vital task, that this team is briefed to report to the Triangulation Supervisor immediately on receipt of Attack Warning RED or TOCSIN/TOCSIN BANG and that the Duty Officer/Information Officer is aware of this deployment.
3. Operations. The Triangulation Supervisor is to:
  - a. Determine the Group situation and pass to the Duty Officer using Form Group Situation Report.
  - b. Calculate Nuclear Burst details.
  - c. Supervise the operation of the Radiac Instruments as follows:
    - (i) BPI. Note pressure readings and plot on the BPI Map if required.
    - (ii) GZI. Five minutes after a BPI reading arrange for the changing of the GZI papers, examine the papers and complete a Form Triangulation. (This is only done where there is a shortage of details from Posts and on permission from the Duty Officer who will have consulted the principal officers).
4. References
  - Part E
  - Section 1 - General Management Instructions.
  - Annex A - Instructions for Writing/Speaking Information.
  - Annex L1 - Bomb Power Indicator.
  - Annex L2 - Ground Zero Indicator.
  - Annex N - Map Reference Systems.
  - Annex W - Triangulation.



ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

OFFICERS AND SUPERVISORY STAFF INSTRUCTIONS

POST SUPERVISOR

1. Position. The Post Supervisor is to be seated at the Post Supervisor's Keyboard wearing a head set. He is to be familiar with the procedures used by Post Observers and Post Display Plotters, Post Radio Operator and the responsibilities in Part E Section 1.
2. Initial Manning. On initial manning the Post Supervisor is to obtain the state of Post communications, and log the Post details on his check list. Report the situation to the Communications Centre Supervisor, Group Information Supervisor and Information Officer at Sectors.
3. Post Supervisor's Log. The Post Supervisor is to maintain a log of messages passed to and from Posts together with other items of operational interest, and the Group Officers Movements Tote.
4. Check Lists. Maintain the Post Supervisor's check list, obtaining the details from posts provided by the Post Display Plotters.
5. Operations. The Post Supervisor is to monitor the input of information from Posts, ensuring that the reporting and telling is correct and done at the right speed. Act as liaison between the Duty Officer/Information Officer and the Posts, passing messages between the Command Table and the Posts, keeping the Group Information Supervisor informed. Ensure that the Duty Officer/Information Officer is informed of all matters effecting the Posts.
6. Warning Messages. Ensure the passing of warning messages to the Posts entering the details in the Log.
  - a. Attack Warning RED - via the Post Display Plotters.
  - b. Fallout Approaching Message - via the Post Display Plotters concerned.
  - c. Fallout Warning BLACK - only when the carrier receiver of the Post is unserviceable and when ordered by the Duty Officer/Information Officer direct to the Post concerned.
8. Communications Faults. The Post Supervisor is to receive reports of communications faults from the Post Display Plotters and is to action them by:
  - a. Reporting all changes in Post states to the Communication Centre Supervisor and record them on the check list and in the Post Supervisors Log.
  - b. Consulting the Group Information Supervisor whether to implement radio working if this appears necessary.

## 9. References

- Part E
- Section 1 - General Management Instructions.
- Annex B - The Loudspeaker Telephone.
- Annex C - Post Display Plotting.
- Annex E - TOCSIN & TOCSIN BANG Procedures.
- Annex G - Assembly & Operation of Post Radio Equipment.
- Annex L1 - The Bomb Power Indicator.
- Annex L2 - The Ground Zero Indicator.
- Annex L3 - The Fixed Survey Meter.
- Annex L4 - The Fixed Survey Meter Trainer.
- Annex L5 - The Radiac Survey Meter.
- Annex L7 - The Individual Dosimeter
- Annex L8 - The Charging Unit.
- Annex L9 - The Hand Operated Siren.
- Annex L10 - The Fallout Warning Maroon.
- Annex N - Map Reference Systems.
- Annex P - The WB1400 Carrier Receiver.
- Annex Q - Post Ventilation.
- Annex S - Decontamination.
- Annex T2 - Reporting Sequences.
- Annex U - Post Displays and First Fallout Early Warning Board.
- Annex AA - Aide Memoire and Check Lists - Post, Control and NRC.
- Annex AC - Operational Logs and Diaries.
- Annex AG - Internal Communications & PABX.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL  
OFFICERS AND SUPERVISORY STAFF INSTRUCTIONS - (TEMPORARY)  
DATA SUPERVISOR

1. The Data Supervisor is to be positioned in the Communications Centre to allow the implementation of management responsibilities.

2. In addition:

- a. Monitor the supply of data from the Display Tellers to the Plotters, consulting with Communication Centre Supervisor on the resolution of delays etc and checking actioned messages for correct handling.
- b. Be familiar with the operation and basic maintenance of the printers.
- c. Report all faults to Communications Centre Supervisor.
- d. Check and log Customer Queries and maintain the Customer Query Log.
- e. Log and action retrieval requests for lost data in and out of the Control.
- f. Maintain the Data Supervisor's Operational Log.
- g. Carry out any other operational duties as may be allocated.

3. References

Part E

Section 1 - General Management Instructions.

Annex D - Customer Queries.

Annex T1 - Data Codes, Messages & Definitions.

Annex T3 - Sector, Group and NRC Display Telling Procedures.

Annex AB - Communication Logs, Totes & Fault Dockets.

Annex AC - Operational Logs and Diaries.

Annex AG - Internal Communications & PABX.

Annex AM - Identification Codes (Address of Units) including Multi-address Codes.

Annex AN - Identification Codes (European).

MSX Technical Manual.

PABX OPERATOR

(TO BE ISSUED LATER)

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLS

STANDARD OPERATING PROCEDURES NO 2

ISSUE 4

PART F

CREW OPERATING PROCEDURES

- Section 1. Post Display Plotting
- Section 2. Group Information Orderly
- Section 3. BPI Plotter
- Section 4. Triangulation Feeder
- Section 5. Triangulator
- Section 6. VDU Operators
- Section 7. Display A Teller
- Section 8. Display B Teller
- Section 9. Display E/NB Tote Teller (Sector)
- Section 10. Display E Teller (Sector)
- Section 11. Display E/T Teller (Groups)
- Section 12. Nuclear Burst Tote Teller (Groups)
- Section 13. Log Chart Teller
- Section 14. Display A Plotter
- Section 15. Display B Front Plotter
- Section 16. Display B Rear Plotter
- Section 17. Nuclear Burst Tote Plotter
- Section 18. Display T Plotter (Sector)
- Section 19. Display E Plotter (Sector)
- Section 20. Display E/T Plotter (Groups)

- Section 21. Display W/Dose Rate Message Plotter (Sector)
- Section 22. Log Chart Plotter.
- Section 23. Warning Keyboard Operator.
- Section 24. Dose Rate Message Orderly (Groups).
- Section 25. Continental Liaison Orderly (Sector).
- Section 26. Data Orderly.
- Section 27. Met/Logistics Orderly (Sector).
- Section 28. Operations Room Orderly (Sector).
- Section 29. Traffic Orderly.
- Section 30. Traffic Operator.
- Section 31. Post Radio Operator - (to be issued later).

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

POST DISPLAY PLOTTER

1. Action of the Post Display Plotter. The Post Display Plotter (PDP) is to be positioned at one of the Post Display Boards and is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous communication with the Posts connected to the Post Display Position.
  - c. Be familiar with the Post Reporting Sequences.
  - d. Transmit and receive information to and from the Posts and record on the Forms, Display or Checklist as appropriate.
  - e. Keep the Post Supervisor advised concerning changes in communications states, Officer's locations and the occurrence of thunderstorms.
2. Control of Post. The Post Display Plotter is to exercise control of the Posts connected to the position. This is done by ensuring that each Post releases the TRANSMIT button on the Loudspeaker Telephone (LST) for a count of five at the end of each sequence if there is more to report.
3. The Post Display Plotter is to break in, if necessary, during these pauses to ask for a repeat, to instruct a Post to wait out, tell another to report or to inform the Post of a message etc.
4. References.
  - Annex A - Instructions for Writing/Speaking Information
  - Annex B - Loudspeaker Telephone
  - Annex C - Post Display Plotting
  - Annex K - METAR
  - Annex T2 - Reporting Sequences
  - Annex U - Post Displays and First Fallout Early Warning Board
  - Annex V - Forms and Formats
  - Annex AG - Internal Communications and PABX

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

GROUP INFORMATION ORDERLY

1. Action by the Group Information Orderly. The Group Information Orderly (GIO) is to:

- a. Maintain watch on the AWDREY equipment, where fitted, as directed by the Group Information Supervisor (GIS).
- b. At Sector Controls only pass TOCSIN calls to the Operations Table.
- c. Collect and action Forms Triangulation from the Post Display Plotters (PDP).
- d. At Sector Controls only tell First Fallouts to the Display A Plotter.
- e. Enter the details of all FF on the First Fallout Early Warning Board.
- f. Collect Forms MRA and MRB from the Post Display Plotters and action in accordance with Annex K.
- g. Monitor the Control Fixed Survey Meter (FSM) with the Group Information Supervisor.
- h. Other duties as directed by the Group Information Supervisor or Post Supervisor (including assisting the Group Controller).

2. Communications Checks. At Sector Groups only, on initially manning the position, the Group Information Orderly is to:

- a. Prove the serviceability of the wall mounted hand telephone which communicates with the Display A Plotter circuit.
- b. Prove the serviceability of the intercom which communicates with the Operations Table.

3. AWDREY. At Controls where AWDREY is fitted and is operational, maintain watch on the equipment as directed by the Group Information Supervisor. Immediately information is displayed:

- a. Call out in a loud voice the words TOCSIN BANG, followed by the Group name and the time recorded on the AWDREY print out.

EXAMPLE

"TOCSIN BANG - HORSHAM - FOURTEEN TWENTY ONE FORTY THREE"

NOTE: The AWDREY displays the time in hours, minutes and seconds.

- b. At Sector Groups, pass the TOCSIN BANG call to the Operations Table using the intercom in the sequence given in sub-para a. above. Ensure that the message is called out by the recipient as an acknowledgement.



c. Complete Form AWDREY.

d. Hand the completed form to the Group Information VDU Operator.

4. TOCSIN Calls. At Sector Controls only, on hearing a Post Display Plotter make a TOCSIN call, the Group Information Orderly is to repeat the call to the Operations Table using the intercom, ensuring that the message is repeated by the recipient as an acknowledgement of receipt. This procedure is to be used for all subsequent TOCSIN calls from Posts unless otherwise instructed by the Senior Duty Officer.

5. Form Triangulation. The Group Information Orderly is to collect Forms Triangulation from the Post Display Plotter, identify each type of message and action as follows:

a. Post Situation:

(1) Record the time IN or OUT using BLACK chinagraph on the Triangulation Post Situation Tote.

(2) Mark in BLACK chinagraph pencil an X (Post OUT) or erase the X (Post IN) adjacent to the Post position on the triangulation table and BPI map.

(3) File Form Triangulation.

NOTE: The passing of Forms Triangulation containing BPI and GZI information is to take priority over actions detailed in sub-para 5a above.

b. BPI and Explosion Heard:

(1) Sort in Post numerical order.

(2) Place in BPI Plotter's rack.

c. GZI:

(1) Sort by Post number.

(2) Place in appropriate pigeon-hole of triangulation rack, ensuring that the largest spot is on top with the remainder in descending spot size order.

6. First Fallout. Immediately FF information appears on a Post Display Board the Group Information Orderly is to:

a. Sector Controls:

(1) Tell the details to the Display A Plotter using the wall mounted telephone. Priority is to be given to the telling by interrupting the Display A Teller without waiting for a pause in the telling sequence at Annex T3.

(2) Write the Post number and the time of the First Fallout in black in the first vacant space on the First Fallout Early Warning Board.

(3) Rotate the Board.

b. Group Control:

At Group Controls immediately FF information appears on a Post Display Board the Group Information Orderly is to:

- (1) Write the Post Number and the time of the First Fallout in BLACK in the first vacant space on the First Fallout Early Warning Board.
- (2) Rotate the Board
- (3) Draw the attention of the Display A Officer and the Group Information VDU Operator to the Board.

7. Forms METAR. The Group Information Orderly is to collect Forms MRA and MRB from the Post Display Plotters and action in accordance with Annex K.
8. Control Fixed Survey Meter. On receipt of the Fallout Approaching message from the Group Information Supervisor, the Group Information Orderly is to commence monitoring the FSM in conjunction with the Group Information Supervisor to detect First Fallout and record readings from the FSM in accordance with Annex Y.
9. As each entry is made in the 99 Post Log the Group Information Orderly or Group Information Supervisor is to inform the 10 Cluster Post Display Plotter of the details so that the information can be plotted on the Post Display Board.
10. When the FSM reading reaches 200 cGy/hr warn the Group Information Supervisor and prepare to take shielded readings using the procedure at Annex L3.
11. Other Duties. From time to time the Group Information Orderly may be required to perform other duties as directed by the Group Information Supervisor or Post Supervisor. For example the extraction of data from the Post Display Check Lists or the delivery of messages to Post Display Plotters for passing to Posts.

12. References

- Annex K - METAR.
- Annex L3 - Fixed Survey Meter.
- Annex T3 - Sector, Group and NRC Internal Telling Procedures.
- Annex U - Post Displays and First Fallout Early Warning Board.
- Annex V - Forms and Formats.
- Annex W - Triangulation.
- Annex Y - Log Charts.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

BPI PLOTTER

1. The BPI Plotter is to be positioned in the triangulation alcove and carry out the following duties:
  - a. Plot BPI pressures and Explosions Heard on the BPI map using black chinagraph (Annex W).
  - b. Call out pressures from the BPI map when requested by the Triangulation Supervisor.
  - c. Action Nuclear Burst Slats (Annex W).
  - d. Check calculated Burst powers against the pressures plotted on the BPI Map (Annex W).
2. Manning. When triangulation is being carried out with two Plotters the BPI map is divided into East and West and duties shared.
3. References
  - Annex A - Instruction for Writing/Speaking Information.
  - Annex N - Map Reference Systems.
  - Annex T3 - Sector, Group Control and NRC Display Telling Procedures.
  - Annex V - Forms and Formats.
  - Annex W - Triangulation.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

TRIANGULATION FEEDER

1. The Triangulation Feeder is to be familiar with the duties of the Triangulator and is to tell GZI information to the Triangulator using the procedures in Annex W.
2. Manning. When triangulation is being carried out with two Feeders and two Triangulators the Group is divided into East and West and the duties shared.
3. References
  - Annex A - Instructions for Writing/Speaking Information.
  - Annex L1 - Bomb Power Indicator.
  - Annex L2 - Ground Zero Indicator.
  - Annex V - Forms and Formats.
  - Annex W - Triangulation.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

TRIANGULATOR

1. The Triangulator is to plot the information told by the Feeder on to the Triangulation Table using the procedures in Annex W.
2. The Triangulator is to:
  - a. Give way to the Triangulation Supervisor while working on the triangulation table thus allowing him space to work.
  - b. Draw in all bearings in the early stages of work but as bursts are established, consult the Triangulation Supervisor on what is required.
3. Manning. When triangulation is being carried out by two Triangulators and two Feeders the Group is divided into East and West and the duties shared.
4. References
  - Annex A - Instructions for Writing/Speaking Information
  - Annex L1 - Bomb Power Indicator
  - Annex L2 - Ground Zero Indicator
  - Annex V - Forms & Formats
  - Annex W - Triangulation

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

VDU OPERATIONS

1. The operating procedures are the same at each of the three or four VDU Operator positions, ie:

Group Information VDU Operator

Group Miscellaneous VDU Operator

Sector Miscellaneous VDU Operator (Sector only)

Traffic Management VDU Operator

2. On taking up duty, the VDU Operator is to check that:

a. The power lead to the VDU is connected and switched on.

b. The switch at the back of the VDU is ON and glowing RED.

c. The signal cable is connected.

d. The keyboard is plugged in.

e. The lamp on the face of the VDU is glowing RED.

f. Adjust the brightness control situated on the back of the VDU to a comfortable working level.

3. Before commencing the sequence of message production the Operator is to press the LOCAL key until the VDU displays "LINE READY" at the bottom left of the screen.

4. When ready to accept a message from the Post Displays, from a Nuclear Burst slat, or from a form, the Operator is to:

a. Ascertain the data code of the message to be produced.

b. Type QQQ - space - the appropriate data code, Home Group Ident and Return, eg QQQ (SP) BBOXF (RET).

5. The VDU will respond with the acknowledgement "+++OK" and in a few seconds the appropriate format will gradually build up on the screen.

6. When the format is complete and has come to rest on the screen, the VDU will display "EDIT" at the bottom of the screen.

7. To commence the sequence of message production the Operator is then to:

- a. Press SKIP once. The cursor will move to the first character field in the format which requires an entry.
- b. Enter in that field the date/time as indicated on the Control Room clocks.

NOTE: Fields will only accept the maximum number of characters required for that entry. If, as in certain data messages, the items on the display or form for entry are fewer than the maximum allowed, the Operator is to press SKIP once which will move the cursor to the next box requiring an entry.

- c. Enter all data on the Display or Form into the format. The content of certain messages may not occupy the whole of the Display or Form. In these circumstances use the SKIP key to pass the blank fields in the format unless no further entries are necessary.

- d. When the last entry from the Display or Form has been entered, examine the completed format for correctness against the Display or Form.

- e. Correct errors by use of the facilities of the VDU.

- f. When satisfied that the format is complete and correct, press SEND TEXT.

NOTE: Under no circumstances are any characters to be typed below the line of dashes indicating the last line of the format.

8. All VDU faults and difficulties over message production are to be reported to the Data Supervisor at Groups directly by miscellaneous VDU Operators and via the Group Information Supervisor by Group Information VDU Operators. Traffic Management VDU Operator is to report problems to the Communications Centre Supervisor.

#### GROUP INFORMATION VDU OPERATOR

9. The Group Information VDU Operator will normally be required to handle the following messages in order of priority:

BB	-	from Nuclear Burst Display
FF	-	from Post Displays Boards/First Fallout Early Warning Board
PP	)	
	)	
QQ	)	from Post Display Boards
	)	
CC	)	
US	)	
AA	-	from Control Form AWDREY (AWDREY Controls only)
MRA	)	
	)	
MRB	)	from Forms
	)	
certain	NR	)

10. BB Messages are normally to take priority as soon as the NB slat appears and following any message in the course of production. However, once the Post Display Boards are turned at the 10 minute interval and any message in the course of construction has been completed, the Group Information VDU Operator is to:

- a. Switch on the telling light.
- b. Check that all Boards show the same time scan at the top.
- c. Report discrepancies to the Group Information Supervisor.
- d. Examine the whole display and produce the necessary messages in priority order FF (if not already entered from First Fallout Early Warning Board), PP, QQ, CC as described in paras 4 to 7.
- e. Switch off the telling light on completion of all messages.
- f. Annotate the Check List accordingly with the VDU serial number of the message.

11. Data for the message is to be entered as seen on the Display or Form with the exception of CC where the following interpretations are to be made:

- a. PP or no entry at all is to be entered as PP.
- b. QQ without a reading is to be entered as G00.
- c. QQ followed by a reading is to be entered in the same way as CC followed by a reading.
- d. QQ/FF is to be entered as RFF.
- e. FF is to be entered as RFF.
- f. CC with no reading is to be entered as G00.
- g. CC with a reading is to be entered as seen on the Post Display.
- h. US is entered as US.

#### GROUP MISCELLANEOUS VDU OPERATOR

12. The Group Miscellaneous VDU Operator will normally be required to handle the following messages in the order in which they are received except for code AC which is to be given priority:

CS

LL

FM

NR

OR

RR

WW

HM (selected Groups only)



## SECTOR MISCELLANEOUS VDU OPERATOR

13. The Sector Miscellaneous VDU Operator will normally be required to handle the following messages in the order in which they are received:

BX  
 EF  
 HM  
 MM  
 NR  
 OR (Sector)  
 TT  
 TX

14. Additional messages may be diverted to the Group and/or Sector Miscellaneous VDU Operator from other VDU Operators only on the instruction of the Data Supervisor after consultation with the Duty Officer and the Group Information supervisor (GIS).

## TRAFFIC OPERATOR

15. Traffic Management VDU Operator will normally be required to handle the following messages plus any management of the MSX as required by instructions issued by the Senior Duty Officer (SDO).

CT  
 AK  
 RS  
 SP

16. The Traffic Management VDU Operator must also be familiar with the following instructions and commands for the management of the MSX.

AAA  
 DDD (MSX'T')                      USR (BEELINE)  
 DDD GRP (MSX'T')                      GRP (BEELINE)  
 DDD PVT (MSX'T')                      ALI (BEELINE)  
 EEE  
 GGG

III (SUMM 1; CLOSE; OPEN; PRINT and SPACE)

KKKK

LLL

MMM

NNNN

OOO

PPP

QQQ

RRR

TIM

VVV

WWW

YYY

17. All aspects and variations of these instructions should be known.
18. The correction of messages that are displayed on the VDU for onward transmission with invalid address or with other data errors.
19. Any other tasks as required by the Senior Duty Officer such as Reroutes, MSX Capacity, etc.

#### GENERAL

20. Data for all messages is to be entered as seen on the form.
21. References

Annex A - Instructions for Writing/Speaking Information

Annex T1 - Data Codes, Messages and Definitions

Annex U - Post Displays and First Fallout Early Warning Board.

Annex V - Forms and Formats

MSX Technical Manual

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY A TELLER

1. Action by the Display A Teller. The Display A Teller is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two-way communication with the Display A Plotter.
  - c. Prove the communications with the Group Information Centre when instructed by the Group Information Supervisor (Sectors only).
  - d. Be familiar with message codes, layout of messages and message handling procedure.
  - e. Be familiar with Display A plotting procedure and, at Sectors, those parts of the BPI Plotter's and Group Information Orderly's procedures connected with telling of Bomb Burst and First Fallout information from the Group Information Centre to the Display A plotter(s).
  - f. Tear off page copy from the Display A printer after telling to the Display A Plotter. At busy periods, it may be necessary to remove page copy containing multiple messages, in which case each message is to be handled in chronological order.
  - g. Tell all items of data coded BB, BX, FF, PP, QQ, LL and US to the Display A Plotter in accordance with Annex T3. Indicate a message as told on hearing confirmation from the Display A Plotter (A DONE) by ticking the message code letters with RED chinagraph pencil and place the page copy to the right of the printer in a clip or tray for collection and checking by Data Supervisor.
  - h. If the Plotter says "OUTSIDE DISPLAY" cease telling and action page copy as at g. above.
  - i. Cease telling information being told to the Display A Plotter immediately the BPI Plotter or the Group Information Orderly interrupts on the circuit. (Sectors only.)
  - j. Inform the Data Supervisor should an excessive number of messages build up at the printer.

INJECTION OF BOMB BURST and FIRST FALLOUT INFORMATION FROM THE GROUP INFORMATION CENTRE - SECTORS ONLY

2. To enable Home Group Bomb Bursts and First Fallout times to be plotted on Display A immediately they are available, the information is to be told to the Display A Plotter from the balcony via the Display A Teller/Plotter circuit (ie, the Teller and Plotter responsible for Display A Home Group territory). The BPI Plotter is to inject Bomb Burst information and the Group Information Orderly the First Fallout information.

3. The Display A Teller is to cease normal telling immediately the BPI Plotter or the Group Information Orderly interrupts on the circuit, in accordance with Annex T3.
4. When the BPI Plotter or Group Information Orderly indicates that the telling of Burst or First Fallout information is complete by saying "MESSAGE ENDS", the Display A Teller is to resume normal telling by recommencing at the beginning of the sequence which was interrupted, or commencing with a new sequence as appropriate.
5. When the Home Group Bomb Burst and First Fallout information subsequently arrives at the Display A Teller's position on page copy the Teller is to tell the information in the normal way as a check for accuracy.
6. Manning. Normally one Display A Teller and Plotter are to be used but during busy periods when a build-up of messages occurs, two Tellers and Plotters may be used by means of the second telling circuit.
7. When two Tellers and Plotters are so used, the first Teller is to act as Master Teller and divide the messages to right and left of Display as locally agreed. The Master Teller then takes those messages for the right of Display and the second Teller takes the left.
8. References
  - Annex A - Instructions for Writing/Speaking Information
  - Annex T1 - Data Codes, Messages and Definitions
  - Annex T3 - Sector, Group and NRC Display Telling Procedures
  - Annex AA - Aides Memoire and Check List - Post, Control & NRC
  - Annex AG - Internal Communications and PABX

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY B TELLER

1. ACTION BY THE DISPLAY B TELLER. The Display B Teller is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two-way communication with the Display B Rear Plotter and the Display B Front Plotter.
  - c. Be familiar with codes, layout of messages and message handling procedure.
  - d. Be familiar with Display B Rear and Front Plotting procedures and the area of the displays of the Group or Sector.
  - e. Maintain a CC check list of all Groups from which CC are normally received.
  - f. Tear off page copy from the Display B printer after telling to the Display B Plotters. At busy periods, it may be necessary to remove page copy containing multiple messages, in which case each message is to be handled in chronological order.
  - g. Tell all items of data coded BB, BX, TT and TX to the Display B Rear Plotter and CC and RR to the Display B Front Plotter in accordance with Annex T3. Indicate messages as told in accordance with para 3 below and place the page copy to the right of the Printer in a clip or tray for collection and checking by the Data Supervisor.
2. At Sector the two Displays B will be manned by one or two Plotters, dependent upon the volume of information and the number of personnel available in the Control. If only one Display B Rear Plotter is on duty the Teller is to tell all relevant information once, before repeating for plotting on the second Display B. The repeated message is to be preceded by the word "REPEAT". The Plotter will indicate readiness to plot by saying:
  - a. "B READY" when only one Display B Plotter is on duty.
  - b. "B ONE READY" "B TWO READY" when two Display B Plotters are on duty.

ACKNOWLEDGEMENTS

3. As each text is told the Teller is to mark as told and action as follows:
  - a. At Sector Controls, in the case of BB, BX, TT and TX, when two Display B Plotters are on duty, tick and cross the code letters of the data told in BLACK chinagraph. When only one Display B Rear Plotter is on duty, tick the code letters of data told with BLACK chinagraph the first time it is told and cross the tick when data is told for the second display. At Group Controls tick and cross the code letters of the data told in BLACK chinagraph.

b. If the Plotter says "OUTSIDE DISPLAY" tick and cross the code letters in BLACK chinagraph.

c. In the case of CC and RR where only one Plotter is involved, the code letters are to be ticked only, with BLACK chinagraph.

d. Place the page copy to the right of the Printer in a clip or tray for collection by the Data Supervisor.

#### 4. References

Annex A - Instructions for Writing/Speaking Information

Annex T1 - Data Codes, Messages and Definitions

Annex T3 - Sector, Group and NRC Display Telling Procedures

Annex AA - Aides Memoire and Check Lists - Post, Control & NRC

Annex AG - Internal Communications and PABX

Annex AN - Identification Codes (European)

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY E/NB TOTE TELLER (SECTOR)

1. Action by the Display E/NB Tote Teller. The Display E/NB Tote Teller is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two-way communication with the Display E and NB Tote Plotters.
  - c. Be familiar with the message codes, layout of messages and message handling procedure.
  - d. Be familiar with the procedures of the Display E and NB Tote Plotters.
  - e. Tear off page copy from the Display E & NB Tote printer after telling to the Display E and NB Tote Plotters. During busy periods it may be necessary to remove page copy containing multiple messages, in which case these are to be handled in chronological order.
  - f. Tell BB and BX, data in the order they appear in accordance with Annex T3.
  - g. Mark BB messages as told on hearing confirmation from the NB Tote Plotter ("TOTE DONE") by ticking the code letters with GREEN chinagraph. The BX messages must be ticked and crossed to indicate having been told to both Display E and the NB Tote, ("E DONE" and "TOTE DONE"). Place completed page copy in a clip or tray for collection and checking by the Data Supervisor.
  - h. Inform the Data Supervisor should an excessive number of messages build up at the printer.
2. References
  - Annex A - Instructions for Writing/Speaking Information
  - Annex T1 - Data Codes, Messages and Definitions
  - Annex T3 - Sector, Group and NRC Display Telling Procedures
  - Annex AA - Aides Memoire and Check Lists - Post, Control & NRC
  - Annex AG - Internal Communications and PABX
  - Annex AN - Identification Codes (European)

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY T TELLER (SECTOR)

1. Action by the Display T Teller. The Display T Teller is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two-way communication with the Display T Plotter.
  - c. Be familiar with the message codes, layout of messages and message handling procedure.
  - d. Be familiar with the procedures of the Display T Plotter.
  - e. Tear off page copy from the Display T printer after telling to the Display T Plotter. During busy periods it may be necessary to remove page copy containing multiple messages, in which case these are to be handled in chronological order.
  - f. Tell BB, TT and TX data in the order they appear in accordance with Annex T3.
  - g. Mark as told on hearing confirmation from the Display T Plotter ("T DONE") by ticking the code letters with BLUE chinagraph and place the page copy in a clip or tray for collection and checking by the Data Supervisor.
  - h. Inform the Data Supervisor should an excessive number of messages build up at the printer.
2. References
  - Annex A - Instructions for Writing/Speaking Information
  - Annex T1 - Data Codes, Messages and Definitions
  - Annex T3 - Sector, Group and NRC Display Telling Procedures
  - Annex AA - Aides Memoire and Check Lists - Post, Control & NRC
  - Annex AG - Internal Communications and PABX
  - Annex AN - Identification Codes (European)



ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY E/T TELLER (GROUPS)

1. Action by the Display E/T Teller. The Display E/T Teller is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two-way communication with the Display E/T Plotter.
  - c. Be familiar with the message codes, layout of messages and message handling procedure.
  - d. Be familiar with the procedures of the Display E/T Plotter.
  - e. Tear off page copy from the Display E/T & NB Tote printer after telling to the Display E/T Plotter. During busy periods it may be necessary to remove page copy containing multiple messages, in which case these are to be handled in chronological order. The handling of messages is to be co-ordinated with the NB Tote Teller who is to receive all Bomb Burst messages for telling to the NB Tote.
  - f. Tell BB, BX, TT and TX data in the order they appear in accordance with Annex T3.
  - g. Mark as told on hearing confirmation from the Display E/T Plotter ("T DONE" or "E DONE") by ticking the code letters with BLUE chinagraph. The BB and BX messages, if not already ticked in GREEN are to be passed to the Nuclear Burst Tote Teller. Any Bomb Burst messages already ticked in GREEN are to be placed in a clip or tray for collection and checking by the Data Supervisor.
  - h. Inform the Data Supervisor should an excessive number of messages build up at the printer.

2. References

- Annex A - Instructions for Writing/Speaking Information
- Annex T1 - Data Codes, Messages and Definitions
- Annex T3 - Sector, Group and NRC Display Telling Procedures
- Annex AA - Aides Memoire and Check Lists - Post, Control & NRC
- Annex AG - Internal Communications and PABX
- Annex AN - Identification Codes (European)

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

NUCLEAR BURST TOTE TELLER (GROUPS ONLY)

1. ACTION BY THE NUCLEAR BURST TOTE TELLER. The Nuclear Burst Tote Teller is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two-way communication with the Nuclear Burst Tote Plotter.
  - c. Be familiar with the procedures of the Nuclear Burst Tote Plotter.
  - d. Be familiar with codes and layout of messages.
  - e. Select BB and BX messages from the page copy passed by the Display E/T Teller and tell to the NB Tote Plotter. During busy periods it may be necessary to handle page copy containing multiple messages in which case they are to be handled in chronological order.
  - f. Tell BB and BX data in the order in which they appear in accordance with Annex T3.
  - g. Mark as told on hearing confirmation from the Tote Plotter ("TOTE DONE") by ticking the code letters with GREEN chinagraph. Normally the code letters will already have been ticked in BLUE by the Display E/T Teller in which case a second tick is to be made. Place the copy in a clip or tray for collection and checking by the Data Supervisor or hand to the Display E/T Teller as indicated by the ticks.
2. References
  - Annex A - Instructions for Writing/Speaking Information
  - Annex T1 - Data Codes, Messages and Definitions
  - Annex T3 - Sector, Group and NRC Display Telling Procedures
  - Annex AG - Internal Communications and PABX
  - Annex AN - Identification Codes (European)

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

LOG CHART TELLER

1. ACTION BY THE LOG CHART TELLER. The Log Chart Teller is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two way communication with the Log Chart Plotter.
  - c. Be familiar with the procedures of the Log Chart Plotter.
  - d. Switch on the telling light when commencing to tell a scan.
  - e. Tell all fallout readings, FF, PP, QQ and US displayed every ten minutes (eg 1020, 1030, 1040 etc) commencing with 99 (Control) then in strict Post numerical order.
  - f. Switch off the telling light when the whole scan has been told.
2. Manning. Should operational circumstances require that two Tellers operate, the Post Display is divided into "left" and "right" sections and the duties shared.
3. References
  - Annex A - Instructions for Writing/Speaking Information
  - Annex U - Post Displays and First Fallout Early Warning Board
  - Annex Y - Log Charts
  - Annex AG - Internal Communications and PABX

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY A PLOTTER

1. ACTION BY THE DISPLAY A PLOTTER. The Display A Plotter is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two-way communication with the Display A Teller.
  - c. Prove the communications with the Group Information Centre when instructed by the Group Information Supervisor (Sectors only).
  - d. Be familiar with the telling sequences used by the Display A Teller (plus the BPI Plotter and the Group Information Orderly at Sectors only).
  - e. On hearing the Teller give the appropriate alerting sequence in Annex T3, say:
    - (1) "A READY" to indicate readiness to plot.
    - (2) "WAIT" if not ready to plot.
  - f. Write on the rear of the screen the BB, FF, LL, PP, US and QQ information told, by writing neatly in reverse using the Plotting procedures detailed in Annex T4.
  - g. Cease plotting information being told by the Display A Teller immediately the BPI Plotter or the Group Information Orderly interrupt on the circuit and plot the information told as at e. and f. above (Sectors only).
  - h. Draw the Display A Officer's attention to each new burst and each Home Group First Fallout that is plotted and to every cancellation or amendment to an existing Bomb Burst, First Fallout or Later Arrival.
  - i. Acknowledge that information has been plotted by saying "A DONE".
  - j. Stop the telling by saying "OUTSIDE DISPLAY" should the Teller commence to tell data outside the area covered by the Display A.

HOME GROUP BOMB BURST AND FIRST FALLOUT INFORMATION (Sector only)

2. To avoid delay in the plotting of Home Group Bomb Burst and First Fallout information on Display A the information is told from the Group Information Centre by the BPI Plotter or the Group Information Orderly immediately it is displayed on the Nuclear Burst Slats or the Post Display Boards, as appropriate. The telling circuit from the Group Information Centre is linked into the circuit used by the Display A Teller and Plotter responsible for displaying information within the Home Group territory on Display A.

3. The Display A Teller/Plotter circuit into which the telling circuit from the Group Information Centre is linked is invariably to be the first of the two circuits to be manned. This circuit is to remain manned continuously whilst the Display A is in use for warning purposes.
4. At Sector Groups the BPI Plotter who will tell Bomb Bursts, and the Group Information Orderly who will tell First Fallouts, will interrupt the Display A telling as necessary. On hearing the BPI Plotter or the Group Information Orderly interrupt on the circuit the Plotter is to cease plotting information being told by the Display A Teller immediately, and be ready to plot the information being told from the Group Information Centre.
5. The BPI Plotter and the Group Information Orderly are to terminate the telling with the words "MESSAGE ENDS". The Plotter must then be prepared to plot information being told by the Display A Teller in the normal manner. The Display A Teller is to either recommence telling at the beginning of the sequence that was interrupted or commence with a new sequence, as appropriate.
6. When the Home Group Bomb Burst or First Fallout information is subsequently told from page copy by the Display A Teller, the Plotter is to check the accuracy of the plot and report any discrepancy immediately to the Display Supervisor.
7. References
  - Annex A - Instructions for Writing/Speaking Information
  - Annex T1 - Data Codes, Messages and Definitions
  - Annex T3 - Sector, Group and NRC Display Telling Procedures
  - Annex T4 - Sector, Group and NRC Display Plotting Procedures
  - Annex Z - Description of Displays A, B, E, T and NB Tote
  - Annex AA - Aides Memoire and Check Lists - Post, Control & NRC
  - Annex AG - Internal Communications and PABX

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY B FRONT PLOTTER

1. ACTION BY THE DISPLAY B FRONT PLOTTER. The Plotter is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two-way communication with the Display B Teller.
  - c. Be familiar with the telling sequences used by the Teller.
  - d. On hearing the Teller use the appropriate alerting procedure from Annex T3 say:
    - (1) "B READY" to indicate readiness to plot.
    - (2) "WAIT" if not ready to plot.
  - e. Plot on the front of Display B the CC and RR information told using the procedures in Annex T4.
  - f. Acknowledge that the information has been plotted by saying "B DONE".
2. Plotting Requirements
  - a. CC Data is plotted on the front of Display B every two hours.  
(NOTE: There are two Displays B at a Sector Control; these are to be plotted alternately.)
  - b. When RR Data from a Group is available CC Data from that Group is no longer plotted.
  - c. All figures and letters for both CC and RR are to be half inch high to allow easy reading.
3. References
  - Annex A - Instructions for Writing/Speaking Information
  - Annex T1 - Data Codes, Messages and Definitions
  - Annex T3 - Sector, Group and NRC Display Telling Procedures
  - Annex T4 - Sector, Group and NRC Display Plotting Procedures
  - Annex Z - Description of Displays A, B, E, T & NB Tote
  - Annex AA - Aides Memoire and Check Lists - Post, Control & NRC
  - Annex AG - Internal Communications and PABX

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY B REAR PLOTTER

1. ACTION BY DISPLAY B REAR PLOTTER. The Display B Rear Plotter is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two-way communication with the Display B Teller.
  - c. Be familiar with the telling sequences used by the Teller.
  - d. On hearing the Teller give the appropriate alerting sequence in Annex T3 say:
    - (1) At Group Controls, B READY to indicate readiness to plot.
    - (2) At Sector Controls (where there are two Displays B), "B ONE READY" or "B TWO READY" as appropriate, to indicate readiness to plot. When only one Plotter is plotting on both displays say "B READY".
    - (3) "WAIT" if not ready to plot.
  - e. Plot on the rear of the screen the BB, BX, TT and TX information told, writing neatly in reverse, using the procedures in Annex T4.
  - f. Acknowledge that the information has been plotted by saying "B DONE" or (at Sectors) "B ONE DONE" or "B TWO DONE" as appropriate.

2. References

- Annex A - Instructions for Writing/Speaking Information
- Annex T1 - Data Codes, Messages and Definitions
- Annex T3 - Sector, Group and NRC Display Telling Procedures
- Annex T4 - Sector, Group and NRC Display Plotting Procedures
- Annex Z - Description of Displays A, B, E, T and NB Tote
- Annex AA - Aides Memoire and Check Lists - Post, Control & NRC
- Annex AG - Internal Communications and PABX

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

NUCLEAR BURST TOTE PLOTTER

1. Action by the Nuclear Burst Tote Plotter. The Nuclear Burst Tote Plotter is to:

- a. Wear a serviceable headset.
- b. Be in continuous two-way communication with:
  - (1) At Sector Controls, the Display E/Nuclear Burst Tote Teller.
  - (2) At Group Controls, the Nuclear Burst Tote Teller.
- c. Be familiar with the procedures used by the Teller.
- d. Say "TOTE READY" or "WAIT" as appropriate on hearing the alerting sequences in Annex T3 from the Teller.
- e. Plot the information told on the Nuclear Burst Tote using the procedures in Annex T4.
- f. Acknowledge receipt by saying "TOTE DONE".

2. References

- Annex T3 - Sector, Group and NRC Display Telling Procedures
- Annex T4 - Sector, Group and NRC Display Plotting Procedures
- Annex Z - Description of Displays A, B, E, T and NB Tote
- Annex AG - Internal Communications and PABX
- Annex AN - Identification Codes (European)



ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY T PLOTTER (SECTORS)

1. ACTION BY THE DISPLAY T PLOTTER. The Display T Plotter is to:
  - a. Be positioned at the Display T.
  - b. Wear a serviceable headset.
  - c. Be in continuous two-way communication with the Display T Teller.
  - d. Be familiar with the telling sequences.
  - e. On hearing the Teller give the alerting sequence for Nuclear Burst, or Threat Front information in Annex T3, say:
    - (1) "T READY" to indicate readiness to plot or,
    - (2) "WAIT" if not ready to plot.
  - f. Plot the information told using the procedures in Annex T4.
  - g. Acknowledge that the information has been plotted by saying "T DONE".

2. Plotting Requirements

The Plotter is required to plot:

- a. All BB information.
- b. TT and TX information outside the area of Display B until it enters the territory covered by Display B where it will continue only if required by the Chief Warning Officer.

3. References

Annex A - Instructions for Writing/Speaking Information.

Annex T1 - Data Codes, Messages and Definitions.

Annex T3 - Sector, Group and NRC Display Telling Procedures.

Annex T4 - Sector, Group and NRC Display Plotting Procedures.

Annex Z - Description of Displays A, B, E, T and NB Tote.

Annex AA - Aides Memoire and Check Lists - Post, Control & NRC.

Annex AG - Internal Communications and PABX.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY E PLOTTER (SECTORS)

1. ACTION BY THE DISPLAY E PLOTTER. The Display E Plotter is to:
  - a. Be positioned at the Display E.
  - b. Wear a serviceable headset.
  - c. Be in continuous two-way communication with the Display E Teller.
  - d. Be familiar with the telling sequences.
  - e. On hearing the Teller give the alerting sequence for Continental Bomb Burst information in Annex T3, say:
    - (1) "E READY" to indicate readiness to plot.
    - (2) "WAIT" if not ready to plot.
  - f. Plot the information told using the procedures in Annex T4.
  - g. Acknowledge that the information has been plotted by saying "E DONE".
2. References
  - Annex A - Instructions for Writing/Speaking Information.
  - Annex T1 - Data Codes, Messages and Definitions.
  - Annex T3 - Sector, Group and NRC Display Telling Procedures.
  - Annex T4 - Sector, Group and NRC Display Plotting Procedures.
  - Annex Z - Descriptions of Displays A, B, E T and NB Tote.
  - Annex AA - Aides Memoire and Check Lists - Post, Control & NRC.
  - Annex AG - Internal Communications and PABX.
  - Annex AN - Identification Codes (European).

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY E & T PLOTTER (GROUP ONLY)

1. ACTION BY THE DISPLAY E/T PLOTTER. The Display E/T Plotter is to:
  - a. Be positioned at the Display E and T.
  - b. Wear a serviceable headset.
  - c. Be in continuous two-way communication with the Display E/T Teller.
  - d. Be familiar with the telling sequences.
  - e. On hearing the Teller give the alerting sequence for UK and Continental Bomb Bursts or the UK and Continental Threat Front messages in Annex T3 say:
    - (1) "T READY" or "E READY" to indicate readiness to plot or,
    - (2) "WAIT" if not ready to plot.
  - f. Plot the information told on Display E or T using the procedures in Annex T4.
  - g. Acknowledge that the information has been plotted by say "E DONE" or "T DONE" as appropriate.

2. Plotting Requirements

The Plotter is required to plot:

- a. All BB information on Display T.
- b. All BX information on Display E.
- c. TT and TX information on Display T outside the area of Display B until it enters the territory covered by Display B where it will continue only if required by the Chief Warning Officer.

3. References

- Annex A - Instructions for Writing/Speaking Information.
- Annex T1 - Data Codes, Messages and Definitions.
- Annex T3 - Sector, Group and NRC Display Telling Procedures.
- Annex T4 - Sector, Group and NRC Display Plotting Procedures.
- Annex Z - Description of Displays A, B, E, T and NB Tote.
- Annex AA - Aides Memoire and Check Lists - Post, Control & NRC.
- Annex AG - Internal Communications and PABX.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DISPLAY W/DOSE-RATE MESSAGE PLOTTER (SECTOR ONLY)

1. It is only necessary to have one Plotter to plot Fallout Warning Messages on Display W and Dose-rate messages on the Log Charts because it is unlikely that the separate requirements will occur during the same operational period.
2. The Plotter is to be appointed as required and stood down by the Duty Officer when the task is complete.
3. ACTION BY THE DISPLAY W/DOSE-RATE MESSAGE PLOTTER. The Plotter is to:
  - a. Be positioned at the Display W or the Dose-rate message Log Chart board as appropriate.
  - b. Receive WW and Dose-rate messages from the Operations Room Orderly on page copy.
  - c. Plot the information on the appropriate Display.
  - d. Tick the code on the message in BLACK chinagraph, and place the page copy in the clip provided for collection by the Operations Room Orderly.
4. PLOTTING
  - a. Fallout Warnings (WW). Using BLACK chinagraph pencil place a cross in each warning district within the appropriate Group as read from the message.
  - b. Advise the Assistant Display Supervisor of any unusual occurrences in plotting.
  - c. Advise the Assistant Display Supervisor when all districts within the Home Group have been marked with a BLACK cross.
  - d. Advise the Assistant Display Supervisor when all districts on the Display have been marked with a BLACK cross so that the Plotter may be stood down and allocated to other duties.
5. Dose-Rate Messages
  - a. Enter the name of the originating Group at the top centre of the first available unused Log Chart.
  - b. Enter the Post number in the relevant Log Chart box.
  - c. Start the time scale with the hour immediately preceding the time of the first reading read from the message.
  - d. Using BLACK lead pencil, plot the first reading by writing neatly the second figure of the Post number at the point where the time line for the first reading intersects the reading line.
  - e. For readings of 2400 and above, divide by 10 and plot in RED.

- f. Plot subsequent readings in a similar manner using consecutive ten minute time lines.
- g. Inform the Log Chart Officer when plotting is complete.
- h. Advise the Assistant Display Supervisor when plotting is complete and await further instructions.

6. References

Annex A - Instructions for Writing/Speaking Information

Annex T1 - Data Codes, Messages and Definitions

Annex Y - Log Charts

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

LOG CHART PLOTTER

1. ACTION BY THE LOG CHART PLOTTER. The Log Chart Plotter is to:
  - a. Wear a serviceable headset.
  - b. Be in continuous two-way communication with the Log Chart Teller.
  - c. Be familiar with the procedures of the Log Chart Teller.
  - d. On initial manning, write the appropriate Post numbers on each Log Chart in the boxes at the foot of the Log Charts in black ball-point.
  - e. Start the time scale on each Log Chart as instructed by the Duty Officer through the chain of command. As soon as convenient complete the times across the top and bottom of each Log Chart.
  - f. Plot the information told to him on the appropriate Log Charts.
  - g. When a Log Chart is full, pin a continuation Log Chart, without boxes, on top of the old chart and insert the continuing time scale against the vertical time lines.
2. Manning. Should operational circumstances require that two Plotters be in operation, the duties will be shared between "right" and "left" Log Charts as divided by the Post Occurrence Tote.
3. References:
  - Annex A - Instructions for Writing/Speaking Information.
  - Annex Y - Log Charts.
  - Annex AG - Internal Communications and PABX

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROLSCREW OPERATING PROCEDURESWARNING KEYBOARD OPERATOR

1. Action by the Warning Keyboard Operator. The Warning Keyboard Operator is to wear a headset and be plugged into the Warning Keyboard at all times and:
  - a. On taking over the position:
    - (1) Check that the circuits to the Carrier Control Points and to the Display A Officer are serviceable. (Annex X).
    - (2) Report any communications failures to the Communications Centre Supervisor and Chief Warning Officer immediately.
  - b. During Operations:
    - (1) Pass Warning messages to the Carrier Control Points using the appropriate procedure in Annex X on the instruction of the following:
      - (a) Attack Warning RED - Chief Warning Officer
      - (b) Fallout Warning BLACK - Display A Officer
      - (c) Attack Message WHITE - Chief Warning Officer
    - (2) Maintain the Warning Log and complete Form Fallout Warning (WW)

WARNING LOG

2. The Warning Log is used by the Warning Keyboard Operator to record the following:
  - a. CCP Communications Tests.
  - b. Times of receipt, and issue of Attack Warning Red.
  - c. Times of assessment of Fall-out Warning(s) Black.
  - d. Nuclear Burst designations originating the fallout concerned.
  - e. Times of issue of Fallout Warnings Black.
  - f. Times of issue of Forms Fallout Warning to the Communications Centre.
  - g. Time of receipt of issue of Attack Message White.
  - h. Any other information as required by Chief Warning Officer.
3. References
  - Annex A - Instructions for Writing/Speaking Information.
  - Annex V - Forms and Formats.
  - Annex X - Warning Keyboard Procedures
  - Annex AC - Operational Logs and Diaries.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DOSE-RATE MESSAGE ORDERLY (GROUPS ONLY)

1. Action by the Dose-Rate Message Orderly. The Dose-Rate Message Orderly is to:
  - a. On instructions from the Duty Officer, be positioned at the Log Chart board in such a manner as not to interfere with the normal working of the Log Chart Officer and Log Chart Plotter.
  - b. Note the Post(s) and the times of the first and last readings required as directed by the Duty Officer.
  - c. Have a supply of Non-Routine message forms.
  - d. In the TEXT of the Form enter the following details:
    - (1) DOSE-RATE MESSAGE.
    - (2) Post number.
    - (3) Date/Time of the first 10 minute dose-rate reading.
    - (4) The first dose-rate reading.
    - (5) All subsequent 10 minute dose-rate readings up to and including the last reading required. Readings plotted in RED are to be multiplied by 10.
    - (6) The date/time of the last reading.
  - e. Pass the completed Text to the Duty Officer for addressing to the Sector Scientific Adviser (SSA) of the Sector Control requesting the information. When the Duty Officer has completed the rest of the form, pass to the Communications Centre for despatch.
  - f. Readings from not more than two Posts may be entered on a Form Non-Routine at any one time.
2. Manning. The Dose-Rate Message Orderly is specifically detailed to complete the above duties as and when necessary and on completing these duties is to report back to the Manning Manager.
3. References
  - Annex T1 - Data Codes, Messages and Definitions
  - Annex V - Forms and Formats



ROYAL OBSERVER CORPS SECTION AND GROUP CONTROL

CREW OPERATING PROCEDURES

CONTINENTAL LIAISON ORDERLY (SECTOR)

1. Action by the Continental Liaison Orderly. The Continental Liaison Orderly is to:
  - a. Be positioned adjacent to the Continental Liaison Bench and the Display E in the Operations Room.
  - b. Action Form Continental Liaison containing incoming WD4 (Nuclear) information.
  - c. Action Form Continental Liaison containing WD5 (Alert Situation Reports) information.
  - d. Prepare and issue Form Threat Message for Continental Threats (TX) for dissemination within the United Kingdom.
  - e. Assist the Sector Controller, Liaison Officers and the Display E Officer in all aspects relating to Continental Liaison.

2. Forms Continental Liaison

All information exchanged between United Kingdom and Continental Controls will be entered on Form Continental Liaison by the Liaison Officer(s). The Form will always be completed in duplicate, the copy being retained by the originator for reference.

3. The Continental Liaison Orderly will receive, from the Liaison Officer(s), Forms Continental Liaison containing incoming information relating to Nuclear Bursts (WD4 (Nuclear)) and Alert Situation Reports in frontier areas (WD5).

4. References

Annex H - Continental Liaison.

Annex T1 - Data Codes, Messages and Definitions.

Annex V - Forms and Formats.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

DATA ORDERLY

1. Action by the Data Orderly. The Data Orderly is to:

a. Remove all messages from the Miscellaneous Printers and deliver as follows:

Attack Warnings - Sector/Group Controller.

AA - Triangulation Supervisor

AC - Group Controller (for circulation to the Chief Warning Officer and Triangulation Supervisor)

EF - Chief Warning Officer

FM - Chief Warning Officer

MM - Chief Warning Officer

MR - Group Information Supervisor

OR - Senior Duty Officer

WW - Chief Warning Officer

NR - Data Supervisor

b. Collect incoming Non-Routine messages from the Data Supervisor and deliver to the indicated addressee as directed.

c. Deliver outgoing messages from the Data Supervisor to the Miscellaneous VDU Operator(s).

d. Refer all garbled, incomplete messages or other queries to the Data Supervisor.

2. References

Annex D - Customer Queries.

Annex T1 - Data Codes, Messages and Definitions.

Annex V - Forms and Formats.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURE

MET OFFICE AND LOGISTICS ORDERLY (SECTOR ONLY)

1. Action by the Met Office and Logistics Orderly. The Met Office and Logistics Orderly is required to ensure that the Meteorological Officers and the Area Commandant are provided with an adequate supply of data and to deliver all messages originated by those Officers to the appropriate point.
2. At the Meteorological Cell, the Orderly is to:
  - a. Be familiar with EF, MRA, MRB, HM and MM message layouts.
  - b. Ensure that the Met Officers are receiving an adequate and correct flow of data.
  - c. Deliver MM, HM, EF and NR messages originated by the Met Officers to the Sector Miscellaneous VDU Operator, via the Operations Room Orderly, unless it is expedient to deliver direct.
  - d. Deliver messages from the Met Officers to individual addressees within the Control.
3. At the Area Commandants Cell, the Orderly is to:
  - a. Be familiar with OR message layouts.
  - b. Assist the Area Commandant in the maintenance of totes.
  - c. Deliver NR messages originated by the Area Commandant to the Sector Miscellaneous VDU Operator, via the Operations Room Orderly, unless it is expedient to deliver direct.
  - d. Deliver messages from the Area Commandant to individual addressees within the Control.
4. Where the building layout demands and manning levels allow, the Orderly's tasks may be split between two Orderlies as at para 2 and 3.
5. References
  - Annex T1 - Data Codes, Messages and Definitions
  - Annex V - Forms and Formats.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

OPERATIONS ROOM ORDERLY (SECTOR ONLY)

1. Action by the Operations Room Orderly. The Operations Room Orderly is responsible to the Liaison Supervisor for:

- a. The completion of Forms Threat Message.
- b. The movement of forms from Operations Room Orderly's message tray to the appropriate VDU Operator (Group or Sector Miscellaneous).
- c. The movement of incoming messages from the Operations Room Orderly's "IN" tray to the appropriate addressee in the Control.

2. Threat Message

At 15 minutes before each hour the Form Threat Message (TT) IN DUPLICATE is to be taken to the Sector Scientific Advisor and the hourly Threat Message written by The Operations Room Orderly as follows:

- a. Enter the Sector identification in the box headed SECTOR.
- b. Enter the Front Time in the FRONT TIME Box.
- c. Enter the Burst Designation of the Burst(s) responsible for the plumes for which the fronts are being produced under the heading BURST.
- d. Enter the details of the Front position under the heading FRONT as defined by the Sector Scientific Advisor as two or more National Grid References.

3. If the Front from a known burst cannot be defined because of the absence of information, the letters NR (No Report) are entered in the FRONT column.

4. Details of not more than six plumes may be included on any one Form Threat Message.

5. Failure to obtain the Message must immediately be reported to the Display Supervisor.

6. The completed message forms are to be taken to the Display Supervisor for checking. The top copy will be given back to the Operations Room Orderly and must be passed to the Sector Miscellaneous VDU operator immediately. The Operations Room Orderly is to use the second copy to annotate the Threat Service Check List, after which it is to be filed.

7. Non-Routine Messages

All Non-Routine Messages raised in the Control are to be placed in the Operations Room Orderly's tray by the originator.

8. The Operations Room Orderly will deliver these to the Group or Sector Miscellaneous VDU Operator as appropriate.

9. Meteorological Data - Out from the Control

All Forms Homet (HM), Effective Downwind Forecast (EF) and Meteorological Message (MM) raised in the Control are to be placed in the Operations Room Orderly's tray by the originator.

10. The Operations Room Orderly is to deliver these messages to the Sector Miscellaneous VDU Operator.

11. In-coming Messages

The following incoming messages are to be removed from the Operations Room Orderly's IN tray and delivered by the Operations Room Orderly as detailed below:

MESSAGE CODE		DELIVER TO
All Non Routine	-	Addressee in Text.
OR	-	Area Commandant.
CS	-	Sector Executive Officer.

## 12. References

Annex T1 - Data Codes, Messages and Definitions

Annex V - Forms and Formats.

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

TRAFFIC ORDERLY

1. Action by the Traffic Orderly. The Traffic Orderly is to:

- a. Be positioned in the Communications Centre.
- b. Act as the Communication Centre Supervisor's secretary, accepting messages, making and receiving telephone calls.
- c. Maintain the Traffic Log.
- d. Maintain the Group/Sector Communications State.
- e. Maintain the Group/Sector Communications Tote.

2. Traffic Log

On initial manning the Traffic Orderly is to open the Traffic Log and sign on duty. The Traffic Orderly is to log all messages passed and received and any other matters of operational importance.

3. Communications State

The Traffic Orderly is to maintain the Communications State from information received via Communications State messages (Code CS) or from the Communications Centre Supervisor.

4. When information is received that a terminal is out of communication, the Traffic Orderly is to enter in the appropriate column of the Group/Sector Communications State, using BLACK chinagraph.

- a. The identity of the terminals out of communication, eg,  
WIN-OXF; OXF-WIN; HORN10
- b. The type of circuit out ie, PW, RADIO
- c. The circuit facility lost, ie, SPEECH, DATA
- d. The time OUT.

5. The Communications Centre Supervisor is to be informed immediately of all communications failures. As soon as the Senior Duty Officer/Sector Executive Officer has agreed with the Group/Sector Controller what action is to be taken the Traffic Orderly is to complete the last column of the Communications State which is to show the action taken, eg, REROUTE VIA OXF; TWO-WAY RADIO; NO ALTERNATIVE COMMS (see Example 1).

6. When a circuit is restored the Traffic Orderly is to cancel the information entered on the Communications State by drawing a line through it in BLACK chinagraph and is to enter the time in the TIME IN column. (Annex AB)

7. Communications Tote

After entering information on the Communications State, the Traffic Orderly is to action the Communications Tote diagram by:

- a. Placing a BLACK X on a circuit which is unserviceable in both directions.
- b. Placing a BLACK arrow on a circuit which is unserviceable one way with the arrow indicating the SERVICEABLE direction.
- c. Indicate any remaining facility by writing the detail along the circuit line, eg, SPEECH ONLY.
- d. Erasing markings when communications are restored.

8. References

Annex V - Forms and Formats.

Annex AB - Communications Logs, Totes and Fault Dockets

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW PROCEDURES

TRAFFIC OPERATOR

1. Action by the Traffic Operator. The Traffic Operator is to:
  - a. Be positioned at the Traffic Management VDU and printers.
  - b. Be fully conversant with Message Switch management procedures.
  - c. Perform routine communications tests with adjacent Groups and customers after TOCSIN calls within the Group.
  - d. Process default messages appearing on VDUs in consultation with the Communications Centre Supervisor if necessary.
  - e. Implement re-route and directory changes when instructed by the Communications Centre Supervisor.
  - f. Draw to the attention of the Communications Centre Supervisor printouts from the SUP printer (and EVENT LOG in Scotland), in particular those relating to communications failures.
2. References

MSX Technical Manual.



ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW PROCEDURES

POST RADIO OPERATOR

To be issued later

ROYAL OBSERVER CORPS - SECTOR & GROUP CONTROLS

STANDARD OPERATING PROCEDURES NO 2

(ISSUE 4)

PART G

TRANSITION TO WAR

ROYAL OBSERVER CORPS - SECTOR AND GROUP CONTROL

CREW OPERATING PROCEDURES

TRANSITION TO WAR (TTW)

1. INTRODUCTION

The procedures which lay down the process by which Sector and Group Controls are brought to a final state of readiness are detailed in the Group TTW Administrative Instructions contained in the Groups TTW Box.

2. ACTIVATION

The main activation procedures are detailed below and are summarised in the TTW envelope issued to all observers.

3. Activation of the UKWMO will occur in one of two ways:

- a. Public announcement through Radio broadcasts. This is the most likely method.
- b. Instructions issued through the Chain of Command.

4. Public Announcement. Activation of the UKWMO will be effected by the following Public Announcement being made over the radio.

"ACTIVATION OF THE UNITED KINGDOM WARNING AND MONITORING ORGANISATION.

The Government announces that all members of the United Kingdom Warning and Monitoring Organisation, including Warning Officers, Royal Observer Corps personnel and Warning Point Operators are to report immediately to their duty stations."

5. Through the Chain of Command. As an essential back up to the Public Announcement of the Activation of the UKWMO there is a system for activating the Organisation through messages originated at the Transition to War Procedures Centre (TWPC) and passed through Sector Controls to Group Controls and thence out to individual members. The Public Announcement and the message procedure may occur at the same time or separately.

6. If this system is used, personnel will receive the message "Man up the Control" by telephone or word of mouth from someone known to them personally. It could be, depending upon circumstances, the Group Commandant, DGC or Officer of the Group HQ or Control, a Chief, Leading Observer, or another Observer of his Control.

7. On receipt of either of these activation procedures crew personnel are to proceed to the control in uniform with ID Card and small kit.

8. The "Small Kit" itemised overleaf is a compromise between taking everything that could possibly be needed, the carrying capacity of the individual and the storage space at the Control. Items which are already supplied at the Control should not be taken.

PART G

9. The recommended "Small Kit" is:

- a. Small case, duffle bag or holdall (preferably one which can be hung from a hook).
- b. Toilet bag containing soap, tooth-brush and paste, flannel, brush and comb, deodorant etc.
- c. Shaver (electric at Control, battery at Posts if possible, blade as standby).
- d. Towel.
- e. Handkerchiefs and tissues.
- f. "Housewife".
- g. Make-up kit.
- h. Three changes of underclothing.
- i. Two pairs of socks or tights.
- j. Spare shirt and trousers/slacks.
- k. Thick woollen pullover.
- l. Smoking kit.
- m. Personal medication (special doses etc, must be notified to the Administration Officer on arrival at the Control).
- n. Spectacles, if required.
- o. Plastic bag to isolate dirty clothing.
- p. Post personnel should also take warm gloves and socks and are advised to take warm outer clothing.

NOTE 1: Members must be aware that there will be a limited supply of water which will exclude luxuries such as hair shampoo.

NOTE 2: Soap suitable for limited washing of clothes will be provided at the Control.

