

TELEGRAPHISTS

QUALIFICATIONS, TRAINING AND DUTIES

Ordinary Telegraphist

1. Entry requirements: 17½ to 35 years of age; Grade X standing or equivalent; normally entered as Ordinary Seaman for W/T (Wireless Telegraphy). After the usual eight weeks' preliminary training (including morse code) is drafted to H.M.C.S. "ST. HYACINTHE" and is placed in a Morse Pool, for a period of from one to nine weeks, until he attains a speed of twelve words per minute. He is then given the following Hostility Only Telegraphists' Course.
2. Naval training:
 - (a) Period: 20 weeks.
 - (b) Course:
 - (i) *Theory*: Mathematics and radio theory.
 - (ii) *W/T Practical*: Operation of W/T equipment, low, high and very high frequency, both receiving and transmitting; direction-finders; power supply; charging, caring for and maintaining batteries; switches; controls and circuits; changing valves and fuses and repairing simple faults; the operation of loud-hailers, aeriels, and W/T and R/T (radiotelephone) control systems.
 - (iii) *W/T Organization, Operating Procedures and Coding*: World wide W/T organization for R.N., U.S.N. and Merchant Ships; procedures for sending messages—broadcasting and direct systems; routing and control of traffic; radio procedure for sea and aircraft communication; codes, ciphers and teleprinters.
 - (iv) *Watchkeeping*: Copying, transmitting and logging traffic; copying and transmitting morse messages at 22 words per minute; typing at 30 w.p.m. (Typing has been required only since March, 1945. Many ratings who qualified prior to this are trained in typing during conversion courses).
 - (v) *Visual Signals*: Reading morse sent by light and semaphore.

On completion of the course a rating is able to receive and transmit morse of all kinds (plain language, foreign, code, etc.) at 22 w. p. m., and to operate all the transmitting and receiving sets which he is likely to meet in the Service.

Duties

- (a) At sea: Receives and transmits continuous wave (CW) and R/T signals; logs all transmissions; is responsible for daily maintenance and cleanliness of certain parts of the W/T equipment; repairs aeriels; changes valves and fuses; sets up and operates portable sets; in extreme cases may assume charge of W/T office and equipment; makes corrections in confidential books.
- (b) Ashore: Receives and transmits messages to ships at sea; does maintenance work; makes corrections in books.

Telegraphist.—Has served at least one year as Ordinary Telegraphist, including time served as Ordinary Seaman prior to transfer to Telegraphist.

Telegraphist (Trained Operator).—A Telegraphist may at any time take the examination for the rate of Trained Operator (T.O.). If successful, he remains a Telegraphist but is given the additional non-substantive rate of T.O. To pass this examination he must have a thorough knowledge of his duties as Telegraphist in the ship. The T.O. rate in sea service may carry with it most of the responsibilities of a Leading Telegraphist.

Leading Telegraphist.—Has served at least nine months as Telegraphist, including not less than six months' sea-service, in the combined rates of Ordinary Telegraphist and Telegraphist. Must hold the non-substantive rate of T.O. and pass the course below for the non-substantive rate of W/T 3 (Wireless Telegraphist, Third Class). Advancement is on an acting basis for a minimum of one year.

W/T 3 Course

- (a) Period: Twelve weeks.
- (b) Course:
 - (i) Disciplinary training.
 - (ii) Visual signals.
 - (iii) W/T organization, procedure and coding.
 - (iv) W/T theory.
 - (v) W/T technical.

The course consolidates the knowledge which the rating already possesses, and provides him with the additional information he requires in order to take charge of the W/T department in a small ship.

Duties.—Is in charge of the W/T department of a corvette, supervises three Telegraphists, is responsible for all the stores and for organizing the W/T department generally. He advises the Captain and officers on all aspects of W/T.

Petty Officer Telegraphist.—Has served at least twelve months, including acting time, as Leading Telegraphist, has had six months at sea, and has passed the course below for W/T 2 (Wireless Telegraphist, Second Class). (An Acting Leading Telegraphist with nine months' seniority may be selected to take the W/T 2 course). Advancement is on an acting basis for a minimum of one year.

W/T 2 Course

- (a) Period: Ten weeks.
- (b) Course:
 - (i) W/T operating procedures, coding and organization.
 - (ii) Technical W/T.
 - (iii) Visual signals.

Duties.—Is in charge of the W/T department and of the Coders in a destroyer or frigate, supervising the work of as many as 20 ratings. Is capable of advising the Captain on all W/T matters and on the handling of signals generally. Ashore may be in charge of a W/T station operating on as many as three different waves.

Chief Petty Officer Telegraphist.—Has served at least two years, including acting time, as P.O. Telegraphist, and has had one year at sea.

Duties.—Is qualified to take charge of the W/T department of a battleship or below, and of any shore station. May be on the staff of a Flag Officer or be an instructor in the Signal School. May be in charge of as many as 60 communication ratings.