



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area, Manila 1018

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STANDING OPERATING PROCEDURES
NUMBER 12-21

Guidelines on the Operation of Navigational TELEX Equipment

I. REFERENCES

- a. CGWCEISC Manual 01-16 (Radiotelephone Manual)
- b. Communications Electronics Operating Instructions (CEOI) Manual
- c. SOP Nr 03-17 of Digital Selective Calling (DSC) Operations Doctrine

II. PURPOSE

This Standing Operating Procedure (SOP) prescribes the guidelines for the effective transmission of immediate communications through Navigational Telex (Navtex) to all concerned PCG Units.

III. SCOPE

This SOP applies to all Philippine Coast Guard Units/Offices equipped with Navtex equipment.

IV. DEFINITION OF TERMS

- a. **CGWCEIS Regional Center (RC)** – refers to Operational Control Units of CGWCEISC assigned in Coast Guard Districts.
- b. **Communication Electronics (COMMELEX)** – refers to the specialized field concerned with the use of electronic devices and systems for the acquisition or acceptance, processing, storage, display, analysis, protection, disposition, and transfer of information.
- c. **Communications Officer** – refers to a PCG Personnel who shall assist the Commander/Commanding Officer in the implementation of this SOP.
- d. **Navigational TELEX** – refers to an international automated medium frequency (518kHz) direct printing service for delivery of navigational and

meteorological warnings and forecasts, search and rescue information as urgent marine safety information to ships. This is developed to provide a low-cost, simple and automated means of receiving information aboard ships at sea within approximated 370 km (200 nautical miles) of shore.

e. **Navtex Channel** – refers to broadcast frequencies designated for sending Navtex messages.

f. **Navtex Operator**– refers to COMMELEX Personnel, whether Uniformed or Non-Uniformed, who is directly in charge of maintaining, supervising, and monitoring of all Navtex incoming and outgoing messages.

g. **Navtex Receiving Station** – refers to refers to Coast Guard Base Taguig Navtex Station and CGWCEIS Regional Centers which are equipped with Navtex System and capable of receiving Navtex messages.

h. **Navtex Transmitting Station** – refers to HQ CGWCEIS, CGWCEIS Regional Centers, and Coast Guard Base Taguig which are equipped with Navtex System and capable of transmitting Navtex messages.

i. **Navtex Station** – refers to any Navtex Receiving and/or Transmitting Station.

j. **PCG Navtex-Equipped Vessel** – refers to PCG-owned or -manned vessel with Navtex System and capable of receiving Navtex messages.

V. POLICIES

a. All Coast Guard Navtex Stations and PCG Navtex-Equipped Vessels should ensure that their Navtex equipment is working properly and is always on the “switched on” mode twenty-four (24) hours a day, seven (7) days a week “24/7” unless there is an equipment failure.

b. All Coast Guard Navtex Stations and PCG Navtex-Equipped Vessels should have a qualified personnel proficient and knowledgeable on Navtex System operation.

c. In order to maintain and/or improve the proficiency and knowledge of the designated Navtex Operator, Coast Guard Navtex Stations and PCG Navtex-Equipped Vessels, through its Communication Officer and in coordination with CGWCEISC, shall regularly conduct Navtex training.

d. No PCG Uniformed or Non-Uniformed Personnel shall operate a Navtex equipment without the corresponding proper training.

e. All Coast Guard Navtex Stations and PCG Navtex-Equipped Vessels shall adopt a system for inventory and accountability of all Navtex equipment in their control and possession.

f. All Coast Guard Navtex Stations and PCG Navtex-Equipped Vessels should only use the prescribed broadcast frequencies as follows:

- 518 kHz – main NAVTEX channel
- 490 kHz – used for broadcasts in local languages (non-English)
- 4209.5 kHz – allocated for NAVTEX broadcasts in tropical areas (not widely used at the moment)

g. All Coast Guard Navtex Stations and PCG Navtex-Equipped Vessels should adjust their power output to control the range of each broadcast. This is particularly important during nighttime, as medium frequencies always travel further after dark.

h. All Coast Guard Navtex Stations and PCG Navtex-Equipped Vessels should maintain a file copy of transmitted communication and record all outgoing message in communications logbook.

i. Navtex Operator in HQ CGWCEIS shall have the primary responsibility of getting information like the weather forecast and navigational and meteorological warnings from DOST-PAGASA for transmitting to Coast Guard Base Taguig Receiving Station. Coast Guard Base Taguig Transmitting Station shall disseminate the information received to other Navtex Stations and PCG Navtex-Equipped Vessels. However, in the event that a Navtex Station needs updated forecast and warnings, it may initiate getting information from DOST-PAGASA and to disseminate the same to concerned Navtex Stations and/or PCG Navtex-Equipped Vessels.

VI. PROCEDURES

a. To ensure that the Navtex equipment is working properly and all systems are interconnected with other operating systems, Navtex Operator shall perform the following:

1. Conduct instrument check every 0800H and 1700H or as often as possible.
2. Establish contact within the nearest coast station from time to time in order to ensure that the transmitting and receiving capability of navtex equipment are properly functioning using the designated frequencies.

b. In sending necessary information from CGWEISC to receiving station, Navtex Operator shall:

1. Transmit Navtex messages using binary frequency shift keying (BFSK) at 100 bit/s and at 170 Hz frequency shift. The characters should be encoded using the 7-bit CCIR 476 character set and basic error detection should be enabled by employing forward error correction (FEC):

- a. Start of message (**ZCZC begins the message**).
- b. Transmitter identity (**B1** – This character defines the transmitter identity and its associated coverage area).
- c. Subject indicator (**B2** – The subject indicator character is used by the receiver to identify different classes of messages below. The indicator is also used to reject messages concerning certain optional subjects which are not required by the ship).
- d. Serial number of message (**B3, B4** – These two characters define the serial number of each **B2** message type class. Generally serial numbers start with the numbers '01' however in special circumstances, the numbers begin with '00' this forces the receiver to print message).
- e. Time of origin (The time of the transmission of the message is in **UTC**).
- f. Message text (The full text of the message follows).
- g. End of message (The end of the message is asserted when the characters "NNNN" are received).

(start of phasing signals ≥ 10 seconds)

ZCZC
B1,B2,B3,B4
Time of message transmission in UTC
Message Text

NNNN
(end of message phasing signal for ≥ 5 seconds before next message)

c. The Navtex Operator shall only transmit Navtex messages such as Navigational warnings, meteorological warnings, weather forecast in an appointed time (0130H, 0530H, 0930H, 1330H, 1730H, 2130H).

d. When not transmitting Navtex messages, the Navtex Operator shall monitor Switchboard, NAVTEX, and console equipment from time to time.

VII. RESPONSIBILITIES

a. **Commander, CGWCEISC shall:**

- 1. Act as the principal point-of-contact for PCG policy on all communication training and exercises procedures;

2. Ensure that the PCG has an effective Navtex training and qualification program;
3. Provide subject matter experts in all Navtex communication equipment trainings/exercises curricula development efforts;
4. Establish and maintain a continuum of PCG-wide Navtex operations and sustainment training, including the development of doctrine, tactics, techniques, and procedures; and
5. Perform other task as may be directed.

b. Commanders/Commanding Officers of Coast Guard Navtex Stations, PCG Navtex-Equipped Vessels, and CGWCEIS Regional Centers shall:

1. Ensure faithful and strict compliance with the Policies and Procedures as stated in this SOP;
2. Designate qualified communication officer and Navtex Operator in monitoring incoming Navtex messages;
3. Ensure the proper filing of Navtex equipment inventory records and submit monthly Communications Equipment Status Report to CGWCEISC, Info: CGCOMELS; and
4. Perform other task as may be directed.

c. Communications Officer shall:

1. Assist the Commander/Commanding Officer in ensuring the faithful and strict compliance with the Policies and Procedures as stated in this SOP.
2. Supervise the Navtex Operator in the performance of his/her tasks under this SOP.
3. Coordinate with CGWCEISC for communication training exercises and prescribed communication plan;
4. Inspect the operational readiness of Navtex communication equipment in accordance with relevant maintenance manual;
5. Perform other tasks as directed.

d. Navtex Operator shall:

1. Report all technical issues/equipment error immediately to Communications Officer;

2. Perform all the tasks prescribed in this SOP unless the same require higher authority in order to perform such; and
3. Perform other tasks as directed by higher authorities.

VIII. RESCISSION


All publications inconsistent with this SOP are hereby rescinded or modified accordingly.

IX. EFFECTIVITY

This SOP shall take effect upon approval.

BY COMMAND OF ADM GEORGE V URSABIA JR PCG

OFFICIAL


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

FERDINAN B PICAR
CG COMMO
Chief of Coast Guard Staff