UNCLASSIFIED

NAVAL TELECOMMUNICATIONS PROCEDURE

TELECOMMUNICATIONS
USERS MANUAL

NTP 3 (J)

**NAVAL COMPUTER AND TELECOMMUNICATIONS COMMAND
4401 MASSACHUSETTS AVE., N.W.**

WASHINGTON, D.C. 20394-5460

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DEPARTMENT OF THE NAVY
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LETTER OF PROMULGATION

1. NTP 3(J), TELECOMMUNICATIONS USERS MANUAL, was developed under the direction of Commander, Naval Computer and Telecommunications Command, and is promulgated for use by U.S. Navy, Marine Corps, and Coast Guard activities. NTP 3(J) was designed to explain procedures for drafting and preparing naval messages.

2. NTP 3(J) is an UNCLASSIFIED publication.

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6. Correspondence concerning this publication should be addressed via the normal military chain of command to the Commander, Naval Computer and Telecommunications Command, N31, 4401 Massachusetts Avenue N.W., Washington, D.C. 20394-5460.

7. This publication has been reviewed and approved in accordance with SECNAV Instruction 5600.16.

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Telecommunications Command

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CHAPTER 1

INTRODUCTION

101. PURPOSE

The purpose of Naval Telecommunications Procedures (NTP) 3, TELECOMMUNICATIONS USER MANUAL, is to provide procedures governing preparation and electronic delivery of organizational naval messages using the Naval Computer and Telecommunications System (NCTS). NTP 3 is applicable to U.S. Navy, Marine Corps, and Coast Guard activities.

102. SCOPE

NTP 3 is a naval message preparation information source for all individuals at all echelons authorized to draft, release, and/or process electronically transmitted organizational naval messages. It is intended to complement existing directives, publications, and instructions governing the transmission of electronic record messages. Changes to this publication will be announced via message and disseminated via bulletin board systems (BBS) and/or world wide web (WWW) homepages maintained by Commander Naval Computer and Telecommunications Command (COMNAVCOMTELCOM) Washington, D. C. and Regional Commanders: Naval Computer and Telecommunications Area Master Station (NCTAMS) EASTPAC, NCTAMS LANT, and NCTAMS MED.

103. DIRECTION

The Defense Message System (DMS) consists of all hardware, software, procedures, standards, facilities, and personnel used to exchange electronic messages between organizations and individuals in the Department of Defense (DOD). The DMS is a collective resource of the DOD, managed and operated as a joint system in accordance with priorities established by the Chairman of the Joint Chiefs of Staff. The NCTS provides the naval component interface to the DMS, and must support exchange of organizational messages across both the existing Automatic Digital Network (AUTODIN) and emerging target DMS.

104. BACKGROUND

a. AUTODIN, established in the 1960s to provide secure, automated, store-and-forward message service to meet DOD operational requirements, continues to serve as the backbone for organizational message exchange. The principal components of the existing organizational message system are the store-and-forward message switches, service message processing and terminating facilities, databases providing directory services, and operating procedures that are provided in Allied Communications Publications (ACPs), Joint Army Navy Air Force Publication (JANAP) 128, and

Defense Special Security Communications System Operating
Instructions (DOIs).

b. Telecommunications Centers (TCC) - Naval
telecommunications centers include both Navy (NTCC) and Marine
Corps (MTCC) telecommunications centers. TCCs provide the
interface between AUTODIN and the NCTS via automated message
processing systems: NOVA, Message Distribution Terminals (MDT),
and Personal Computer Message Terminal (PCMT). GateGuard systems
are used as AUTODIN Gateway Terminals (AGT) to extend secure
electronic messaging services from the TCC to the user. NCTAMS
NTCCs are also equipped with the Naval Communications Processing
and Routing System (NAVCOMPARS). NAVCOMPARS automates message
exchange with afloat units via the Fleet Broadcast, the Common
User Digital Information Exchange System (CUDIXS), and ship-shore
full period terminations.

105. FUTURE APPLICATIONS

a. The DOD DMS Program is a result of a 1988 Assistant
Secretary of Defense (ASD)/Command, Control, Communications, and
Intelligence (C3I) initiative to determine the future of DOD
electronic messaging systems. Recognition that existing DOD
messaging systems were expensive, manpower intensive, and in many
areas antiquated led to the development of the DMS Target
Architecture and Implementation Strategy (TAIS). Electronic
message services provided by the NCTS are evolving to meet the DMS
TAIS objectives.

b. DMS TAIS - The DMS TAIS defines the DOD-level objectives
of expanding capabilities to accommodate multimedia message
exchange and transitioning messaging functions to the user and
away from staff intensive and expensive AUTODIN/TCC
configurations. DMS at the target architecture will replace the
existing AUTODIN system for organizational messaging and all
legacy proprietary electronic mail (e-mail) systems for individual
messaging. The goal is to retain the easy-to-use and less
expensive individual messaging capabilities employed in DOD e-mail
systems, build in the service guarantees required for
organizational messaging, and shift message handling functions to
the user's desktop. This will be accomplished by employing
commercial off-the-shelf (COTS) software and hardware with
standardized user interfaces for organizational and individual
message formats; implementation of international standard
protocols/directory services; and using writer-to-reader
encryption and other security-related services such as integrity
and sender authentication. DMS at the target architecture will
provide organizational/individual messaging with voice/video clips
and file attachments at all levels of classification.

c. DON DMS Transition Plan - The DON DMS Transition Plan is a
three phased implementation strategy to upgrade NCTS messaging
systems to meet service objectives defined in the DMS target

architecture. This plan will ensure that the ongoing evolution of this new messaging environment satisfies all the requirements associated with Multicommand Required Operational Capability (MROC) 3-88 and the DMS TAIS. The transition of naval messaging services to the DMS target architecture will affect every Navy, Marine Corps, and Coast Guard organization.

1. PHASE I - This phase is currently ongoing and emphasizes the automation of existing messaging functions performed by the TCCs and the extension of messaging services closer to the users. Users will increasingly derive messaging services from standard software applications resident in their office automation systems. These applications will present easy-to-use screens, prompts, and menus to assist the user in message drafting, preparation, coordination, and transmission. By the end of this phase, organizational message users will have the capability to send and receive unclassified organizational messages from the same desktop workstations used to exchange individual e-mail messages. Classified organizational message exchange will continue to be provided via AUTODIN, but this service will be extended to the user to the maximum extent possible to eliminate couriers and permit the closure of some TCCs. The addition of expanded messaging capabilities is expected as protocols mature and standards compliant COTS hardware and software systems are developed. These capabilities will allow the exchange of messages in alternative forms such as video, graphics, and imagery. Directory services will be implemented during this phase to support identification and location of authorized message receipts worldwide from the user desktop.

2. PHASE II - This phase will complete the transition begun in Phase I by addressing classified and mobile user requirements. The deployment of international standards based messaging services for all classifications will replace AUTODIN and e-mail messaging services in the current baseline. TCC phase-out will be accelerated as functions and responsibilities are shifted to the users' desks. A secure, integrated organizational and individual messaging system will be in place and maturing. Transitional components deployed during Phase I will be integrated and upgraded to provide continued support for the remaining TCCs and other unique user interfaces, which will allow for the phase-out of baseline systems including AUTODIN.

3. PHASE III - This phase will see the end of AUTODIN service. The primary emphasis will be on the implementation of mature standards compliant messaging products at the user's desktop. All remaining TCCs will be closed and transitional components will be phased-out. Local and long-haul transmission capabilities, and Allied and tactical messaging services interoperability will mature. At the end of this phase, messaging services provided by the NCTS will be fully compliant with the DMS target architecture.

106. RELATED DOCUMENTS AND SOFTWARE

The following set of documents and desktop software tools provide the user a source for more detailed explanation of message drafting and preparation procedures. Users are not required to hold all of the documents. The user's servicing TCC will hold the majority of these publications.

a. JANAP 128 (AUTODIN Operating Procedures) - specifies the formatting requirements for AUTODIN messages. It also provides information describing standards and required operating procedures for message processing and terminating facilities that provide a direct interface to AUTODIN. Amplifying information that describes the messaging services provided by Navy TCCs is contained in OPNAVINST 2300.42 (Operating Policy for Naval Telecommunications Centers).

b. ACP 121 US SUPP-1 (Communications Instructions-General) - includes coordinating instructions for communications operations associated with employment of the DOD record message system. It contains information, such as the description of message release procedures, pertinent during normal operations. This publication also contains information related to special considerations such as the implementation of MINIMIZE conditions.

c. ACP 117 CAN-US SUPP-1 (Allied Routing Indicator Book Canada-United States) - contains the procedures that govern submission of requests for routing by activities having geographic locations and mobile units operating fixed-plant AUTODIN terminals. This document is not a Plain Language Address (PLA) verification tool and is used only as a routing reference guide.

d. NTP 3 SUPP-1 (Naval Telecommunications Procedures, U.S. Navy Address Indicating Group (AIG) and Collective Address Designator (CAD) Handbook) - provides guidance for the establishment and use of AIGs/CADs; it also contains the list of effective U.S. Navy AIGs/CADs.

e. SECNAVINST 5210.11 (DON File Maintenance Procedures and Standard Subject Identification Code (SSIC) Index) - lists all authorized SSICs. APP-3 NATO Subject Indicator System (NASIS) is the corresponding publication listing all authorized NATO SICs.

f. ACP 131/ACP 131 US SUPP-1 (Communications Instructions-Operating Signals) - provide information on the use and selection of appropriate message handling instructions and/or operating signals.

g. OPNAVINST 5510.1 (DON Information and Personnel Security Program Regulation) - provides guidance on the application of security classification, special handling, and declassification markings to record messages. Amplifying information related to the application of For Official Use Only (FOUO) and Encrypt For

Transmission Only (EFTO) designations to messages not assigned a
classification is found in SECNAVINST 5720.42 (DON Freedom of
Information Act (FOIA) Program) and NAVSECGRUINST S2501.1 (Special
Security Communications Manual).

     h. OPNAVINST 5239.1 (DON Automatic Data Processing (ADP))
Security Program - provides information describing requirements
associated with the preparation of electronic media used to
prepare, transfer, and store record messages. It contains
procedures for formatting and electronic labeling of new, blank
diskettes; it also contains procedures for clearing and
reformatting diskettes for reuse.

     i. Naval Warfare Publications (NWPs) - NWP 6-01 (Basic
Operational Communications Doctrine) provides basic doctrine and
amplifying information related to operation of the NCTS. The NWP
1-03 (Joint Reporting System) series includes instructions for the
preparation of required operational reports. This series contains
amplifying information describing data fields used in special
purpose message formats, e.g., casualty report (CASREP), movement
report (MOVREP), and Status of Resource and Training System
(SORTS) report.

     j. ACP 123 (Common Messaging Strategy and Procedures) -
contains technical specifications on DOD implementation of DMS
target systems and directory services. It also provides
information describing the interoperability standards associated
with the implementation of systems providing DMS compliant
messaging services to the user desktop.

     k. Message Text Format (MTF) Editor - MTF Editor is the
standard naval message preparation software program. The purpose
of MTF Editor is to provide naval message originators immediate
electronic access to templates for commonly used message formats.
These include United States Message Text Format (USMTF) messages,
both general administrative (GENADMIN) and operational, and other
special purpose message formats, e.g., CASREP, MOVREP, and SORTS.
MTF Editor software can be obtained from a local NAVCOMTELSTA or
NCTAMS or can be downloaded from NAVCOMTELSTA San Diego BBS, DSN:
735-0167, commercial: (619) 545-0167.

     l. Distributed Plain Language Address Verification System
(DPVS) - ALCOM 17/94 announced the Navy adoption of DPVS as an
electronic replacement for the printed Message Address Directory
(MAD) and provided information on its use. The purpose of DPVS is
to provide naval message originators immediate electronic access
to current single and collective PLA information. It is designed
primarily for use with the MTF Editor message preparation program;
however, it may also be used as a stand alone application for PLA
validation. The DPVS PLA database is extracted from the Naval
Common Source Routing File System (NAVCSRFS) and is made available
on the user's desktop. DPVS software can be obtained from a local
NAVCOMTELSTA or NCTAMS or by downloading from NAVCOMTELSTA
Washington D.C. BBS, DSN: 288-0947, commercial: (202) 433-0947 or

from COMNAVCOMTELCOM homepage at WWW.NCTC.NAVY.MIL. Weekly DPVS
updates are promulgated via BBS, WWW homepages, and record
message. Contact servicing TCC for most current information on
obtaining weekly DPVS updates.

CHAPTER 2

RESPONSIBILITIES

201. GENERAL

The purpose of this chapter is to provide information regarding administrative responsibilities associated with drafting, releasing, and processing electronically transmitted messages. These responsibilities are defined for organizational level users of NCTS messaging services, which include message originators, message releasers, and message drafters.

202. USER

a. The user is any individual authorized to draft, release and/or process electronically transmitted messages. This publication provides guidance and procedures for users of the NCTS and will refer the reader to appropriate JANAPs and/or ACPs for additional or amplifying information. It is the user's responsibility to conform to all pertinent regulations governing the use of DOD record messaging systems and to consult appropriate publications when necessary.

b. The procedures contained herein pertain to messages prepared using MTF Editor and delivered electronically. Commands are also encouraged to pursue the use of an automated message handling system (AMHS) within their commands to introduce more capable messaging services to the desktop. This includes implementation of services such as electronic message chop and release; automated message storage, sorting, profiling, retrieval systems; and electronic mailbox distribution schemes.

203. ORIGINATOR

The originator of a message is the authority (command or activity) in whose name a message is sent. The originator is responsible for establishing message staffing and processing procedures designed to prevent inordinate delays, eliminate backlogs, and foster an even flow of messages throughout their organization. This includes taking steps to maximize the use of electronic coordination and release procedures when using an AMHS. The originator is also responsible for the functions of the message releaser and drafter.

204. RELEASER

a. The message releaser is an individual authorized to release an organizational record message for transmission in the name of the organization. The releaser must be designated in writing with defined release authority. In addition to validating the contents of the message, the releaser's actual or digital signature affirms compliance with message drafting

instructions contained in this and related publications. The releaser's signature authorizes transmission of the message.

b. The message releaser is responsible for:

1. Ensuring message drafters are familiar with the operation of the MTF Editor and DPVS tools and have complied with this publication and supplemental instructions during the preparation of organizational messages. Particular attention should be paid to ensure classified messages comply with all pertinent security instructions.

2. Ensuring all drafters under their control are briefed and understand the meaning and importance of MINIMIZE considerations.

205. DRAFTER

a. The drafter is the individual who composes the organizational message. Drafters must possess detailed knowledge and understanding of procedures contained in this publication and must be proficient in the operation of MTF Editor and DPVS tools.

b. The drafter is responsible for:

1. Addressing messages properly; i.e., using authorized PLAs verified by DPVS. When using an Address Indicating Group (AIG) or a Collective Address Designator (CAD), the drafter must ensure originator is an authorized user of that AIG/CAD (see NTP 3 SUPP-1 for additional information).

2. Composing clear and concise text.

3. Applying proper security classification, special handling, and declassification markings required by OPNAVINST 5510.1, and for ensuring that records are maintained to show the source of derivation for the classification assigned.

4. Selecting the appropriate precedence.

5. Assigning and pursuing message staffing.

6. Ensuring messages are correctly formatted (e.g., in USMTF GENADMIN or the appropriate special purpose message format) and error free.

7. Selecting and using applicable and appropriate message handling instructions and/or operating signals (OPSIGs) from ACP 131 or ACP 131 US SUPP-1 (e.g., IMMDELREQ, OPS, ADMIN, ZNZ1, ZZB1, ZPW, etc.).

c. Figure 2-1 is a recommended checklist for message drafters.

MESSAGE DRAFTERS' CHECKLIST

_____1. Precedence selection (paragraph 503).

_____2. Classification assignment (paragraph 702).

_____3. OPS or ADMIN, and OPSIG(s) assigned as required
            (paragraphs 303, 304, ACP 131, ACP 131 US SUPP-1).

_____4. Correct placement of FROM/TO/INFO/XMT addee line
            (paragraphs 605, 606).

_____5. Valid PLA used (paragraph 602).

_____6. Office codes used (paragraph 602).

_____7. Authorized use of AIGs/CADs (paragraph 604).

_____8. Addressees requiring more than one line have
            second and subsequent lines indented five spaces
            (paragraph 603).

_____9.   Numerical designators spelled out in address
            (paragraph 602).

_____10. RADDRs correctly formatted (paragraph 404).

_____11. Correct SSIC used (paragraph 706).

_____12. References complete and in proper order (paragraph
            711, Annex A).

_____13. NOTAL/PASEP used if applicable (paragraph 711).

_____14. MSGID set included (paragraph 709, Annex A).

_____15. Subject set included (paragraph 710, Annex A).

_____16. POC set included (paragraph 712, Annex A).

_____17. RMKS set included (paragraph 713, Annex A).

_____18. Downgrading instructions applied (paragraph 714).

_____19. No more than sixty nine characters used in each
            line. (Annex A)

Figure 2-1

<u>**CHAPTER 3**</u>

<u>**TYPES OF MESSAGES**</u>

301. GENERAL

     Record messages are characterized according to precedence, content, addressees, and format. Precedence determines speed of service (SOS) objectives for each message; content determines whether a message is considered operational or administrative in nature; the set of addressees determines the message type; and operating doctrine determines the appropriate message format. The purpose of this chapter is to provide information that defines the manner in which naval messages are characterized.

302. SPEED-OF-SERVICE (SOS) OBJECTIVES

     Message precedence is used to indicate the relative order of processing and delivery to the recipient(s). Four precedence categories (ROUTINE, PRIORITY, IMMEDIATE, or FLASH) may be assigned to a message. The goal of SOS objectives is to ensure the fastest communications support possible is provided by the NCTS. SOS objectives provide customers and managers with a tool to compare measured performance against what is expected and help gauge the operational performance of the record message communications system. SOS objectives apply to the total elapsed communications handling time, defined as period between the time of file at the message originator's TCC and the time of receipt at the addressee's TCC. SOS objectives for messages delivered via AUTODIN are as follows:

<u>PRECEDENCE</u>	<u>PROSIGN</u>	<u>OBJECTIVE</u>
FLASH	Z	As fast as possible with an objective of less than 10 minutes.
IMMEDIATE	O	30 minutes
PRIORITY	P	3 hours
ROUTINE	R	6 hours

These objectives do not apply to record communications which are introduced into networks of friendly foreign governments, International Pact Organizations, or commercial telecommunications carriers. Handling time ceases at the time of entry to these networks. NOTE: Refer to NTP 4 and ACP 121 US SUPP 1 for information on special purpose precedence categories.

303. OPERATIONAL MESSAGES

     Operational messages are those directing or affecting the actual use or movement of forces, ships, troops and aircraft

whether real or simulated; those disseminating weather or other vital reports affecting the safety of life, ships, forces, or areas; those dealing with high command and strike coordination, tactical communications, combat intelligence, enemy reports or information having vital bearing on the disposition, movement, or employment of forces; those which control communications, cryptography, deception, and countermeasures; hydrographic and oceanographic information; combat logistic matters; and message traffic relating to exercises conducted for fleet training and readiness.

304. ADMINISTRATIVE MESSAGES

Administrative messages are those which pertain to all other organizational level matters of a nature or urgency that warrant electronic transmission. Subjects include various reports, perishable information, administrative matters associated with operations and readiness, and urgent matters requiring considerable coordination or which must be brought to the early attention of seniors. The highest precedence normally assigned to an administrative message is PRIORITY; the exception is for those messages reporting death or serious illness which shall be assigned IMMEDIATE precedence. All administrative messages shall use the operating signal (OPSIG) "ZYB" after the date time group (F/L 5).

305. MESSAGE FORMAT

a. GENADMIN is the USMTF used for most narrative messages. The only exceptions are narrative messages for which a publication, instruction, or other directive specifies a different format. Annex A provides rules and general instructions for the preparation of GENADMIN messages and MTF Editor provides users with a GENADMIN drafting template.

b. A pro forma message is one that uses defined data fields that are both readable and machine processable. Pro forma messages are identified in various publications and directives which establish pro forma message requirements.

306. MESSAGE TYPES

There are four types of classified and unclassified narrative messages: single address, multiple address, book and general message. They are defined as follows:

a. Single Address - A message that has only one addressee, either action (TO) or information (INFO).

b. Multiple Address - A message that has two or more addressees, whether action or information, and is of such a nature the drafter determines that each addressee should know the other recipients.

c. Book - A message that is destined for two or more addressees, but is of such a nature the drafter determines that no addressee needs nor should be informed of the other addressees (e.g., a commercial contract bid).

d. General message - A GENADMIN-formatted message designed to meet recurring requirements to disseminate information to a wide, predetermined, standard distribution. The general message title, e.g., ALCOM, ALMILACT, NAVOP, etc., indicates distribution and serves as the designator in the address line of the message heading. Authority to send general messages is limited to echelon I and II commands. For a complete listing of general messages and their authorized originators, refer to NWP 6-01. DON general messages are numbered per Joint procedures. Following the title, a consecutive three-digit serial number followed by a single slant and the last two digits of the current calendar year make up this number (e.g., ALCOM 012/96). When formatting a general message, the title and number/year indicator stands alone on the line after the classification and before the MSGID set.

307. SERVICE MESSAGES

a. Service messages are short, concise messages which either request action or report a problem on a previously transmitted message. They may be originated manually by message handling personnel or automatically by the Message Conversion System (MCS). Such messages have the force of official communications and shall be accorded prompt attention. Service message requests from users shall be sent to the servicing TCC or NCTAMS and be kept to a minimum to avoid overloading circuits and to minimize operator intervention. Service messages shall be used only when other means are not available to complete required action (i.e., requests for retransmission of a message shall only be sent if unable to obtain a copy of message from units in company).

b. MCS is designed to check every message it processes for format and address accuracy. If a message is improperly formatted or PLAs contained in the message are inaccurate, MCS will send the originating command a service message outlining the error. Originating stations must ensure appropriate action is taken to correct the error and resubmit the message for transmission. The following is an example of an MCS service message:

RAAUZYVW RUEOSVA0001 0882218-UUUU--RULSWCA.
ZNR UUUUU
BT
UNCLAS SVC
QQQQ
ZUI RULSWCA0000 0881500
MESSAGE HAS NOT BEEN DELIVERED TO UNRECOGNIZED ADDRESSEE:
COMUNDERSEASURV PEARL HARBOR HI
BT

1. This example, the most common type of MCS service message, reports an invalid PLA was addressed in the original message and it was not delivered to this addressee. MCS will deliver the message to all other valid addressees so it is not necessary to resend the message to all original addressees. Validate all PLAs using DPVS prior to sending all messages (see paragraphs 106m and 602 for additional information on DPVS and Annex A for message preparation using MTF Editor).

2. **RUEOSVA0001 082218** is known as a message identifier containing the originating station's routing indicator (OSRI) **RUEOSVA**, station serial number (SSN) **0001** and time of file (TOF) **0882218** of the service message. **RULSWCA** is the routing indicator of intended message recipient. **ZUI RULSWCA0000 0881500** is the reference line of the message containing the OSRI, SSN, and TOF of message in error. End users should use this line to look up message in question. This information can be found in F/L 2 of original message.

c. Message handling personnel shall ensure proper action is taken on all service messages received by their command. This will ensure timely delivery and avoid non-delivery of all incoming and outgoing message traffic. Refer to NTP 4, JANAP 128, or contact your servicing TCC for additional information on service messages.

CHAPTER 4

SPECIAL CONSIDERATIONS

401. GENERAL

At times, operational considerations make it necessary to reduce the volume of record message traffic carried over DOD communications circuits, cancel messages sent in error or which have been invalidated by changing circumstance, or transmit messages to activities that were not included as original addressees. Administrative procedures have been developed to ensure the NCTS meets user requirements in each case. This chapter provides detailed information on the actions required to ensure the appropriate messaging services are provided in response to these special considerations.

402. REDUCTION IN TRANSMISSION OF MESSAGE TRAFFIC IN AN EMERGENCY (MINIMIZE)

a. When an actual or simulated emergency arises or is anticipated, it may become necessary to reduce the volume of record and/or voice communications by imposing minimize on all military circuits. This action is designed to reduce message traffic during high tempo operations. Only traffic directly related to mission accomplishment or safety of life is considered essential and therefore appropriate for electronic transmission. This determination must be made for messages at all precedence levels, i.e., assignment of a high precedence level to a message not meeting this condition does not qualify it for electronic transmission during MINIMIZE.

b. Naval commanders at all levels have authority to request MINIMIZE within their area of command responsibility, as conditions warrant. The authority to impose MINIMIZE is further discussed in ACP 121 US SUPP-1 and NWP 6-01.

c. Commanders shall restrict message releasing authority during periods of MINIMIZE. They shall establish rigid procedures to ensure record communications not meeting the MINIMIZE criteria are sent by means other than record message (e.g., e-mail, courier, mail, etc.).

d. When MINIMIZE is in effect, the releasing officer shall review all messages which have not been released and all subsequent traffic to ensure:

1. The message qualifies for release under the MINIMIZE provisions in force and electronic transmission is essential.

2. The lowest precedence is used to achieve the required SOS objective (see paragraphs 302, 503) for message handling.

3. The releaser's name and rank is included in the "RELEASED BY" line at the end of the message except where such information might compromise special interests. This policy does not apply to Coast Guard message originators.

4. Pro forma messages containing data to be entered into an automated database should not have a "RELEASED BY" line at the end of the message text. Commands originating pro forma messages via automated message generation systems should review procedures to ensure these systems comply with the effective MINIMIZE condition.

403. MESSAGE CANCELLATION

a. The need to cancel a message most frequently occurs in two instances, when a message is sent in error or when circumstances prompting its issuance change, invalidating the contents. Only the originator may cancel a message.

b. Cancellation shall be by an official message; it shall not be done via a service message. The cancellation message shall be addressed to the same addresses as the message being canceled; however, all must now be action addressees. It should also have a subject line and SSIC (see paragraph 706) identical to that of the message being canceled. The following is an example of a cancellation message:

```
R 231035Z SEP 97
FM NCTAMS LANT NORFOLK VA//N3//
TO NAVCSRF HONOLULU HI//N31//
UNCLAS //N02342//
MSGID/GENADMIN/NCTAMS LANT/514//
SUBJ/CSRF UPDATE//
REF/A/MSG/NAVCSRF HONOLULU HI/191526ZSEP96//
AMPN/REF A IS TEMPORARY TF 73 COMPOSITION//
POC/DAVIS/LT/NCTAMS LANT/-/TEL: DSN 564-1313//
RMKS/1. CANCEL REF A.//
```

c. All message directives are automatically canceled 90 days following the date issued except:

1. When the text provides for an earlier cancellation.

2. When the text and/or a subsequent message extends the cancellation date.

3. When a replacing directive is released within ninety days of the original release date. The cancellation paragraph of a replacing directive must identify and cancel the message it replaces (see SECNAVINST 5215.1).

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d. General messages employ the following three cancellation methods:

1. For a particular series of general messages, the first general message of a calendar year may list those messages which remain in effect. The first general message of a calendar year for a particular series may enumerate those general messages of its own series and/or other general message series' which remain effective (e.g., ALCOM 001/YR may list the ALCOMs which continue to be effective). By omission, all general messages of the series not listed as effective at the beginning of a calendar year are canceled. If necessary, interim cancellation messages may be sent at other times during the year.

2. An individual general message may include its own cancellation date within the text. In addition, a subsequent message of the same general message series may cancel the message.

3. General messages of a series that do not have a yearly cancellation message (historically) and that have not been assigned a specific cancellation date are automatically canceled at the end of 90 days. This period may be extended by a subsequent general message of the same series issued within 90 days of the original message assigning a date when the message is to be canceled. If 90 days have passed and no extension of time has been issued, a general message of this type must be reissued to remain effective.

404. MESSAGE READDRESSALS

a. A message originator and/or recipient may find it necessary to transmit a message to an activity that has a need-to-know, but which was not an addressee of the original message. This process is called message readdressal. The originator or action addressee of a message may readdress that message to another activity for action or info. Information addressees may readdress a message to another activity for information only. The readdressing activity need not inform the originator or original addressees of the readdressal.

b. Message readdressal can be performed two ways:

1. Long form readdressal: the activity readdressing the message adds readdressal information atop format line (F/L) 5 of message being readdressed by adding appropriate F/Ls 2 through 10 and as outlined in MTF Editor. In the past long form readdressals required an operator to retype the original message. Now that message drafting and storing is done on the user's PC, long form readdressal are no more time consuming or complicated than short form readdressals. Example of long form readdressal heading:

```
PTTUZYUW RULSWCA0001 0010001-UUUU--RHMCSUU.
ZNR UUUUU
P 010001Z JAN 97 ZYB
FM COMNAVCOMTELCOM WASHINGTON DC//N3//
TO NCTAMS LANT NORFOLK VA//N3//
P 310001Z DEC 96 ZYB
FM CNO WASHINGTON DC//N6//
TO COMNAVCOMTELCOM WASHINGTON DC//N3//
(original message)
BT
```

2. Short form readdressal: A complete and unique message that is handled and accounted for as such. The short form readdressal does not contain any of the original message text but rather contains information about the original message necessary for automated readdressal to be performed by NOVA and NAVCOMPARS.

(a) To maintain message accountability, a separate request must be prepared for each message and/or section being readdressed. In a short form readdressal it is necessary to fully identify the message to be readdressed. This is accomplished by citing originating station's PLA (without office codes), date time group, and original message processing sequence number (PSN). MTF editor will provide required fields. Use DPVS to verify the addressees of the readdressal. Example of short form readdressal:

```
RTTUZYUW RULSWCA0002 0020059-UUUU--RHMCSUU.
ZNR UUUUU
R 020059Z JAN 97 ZYB
FM COMNAVCOMTELCOM WASHINGTON DC//N31//
TO NCTAMS EASTPAC HONOLULU HI//N31//
BT
RADDR 123456
USS ENTERPRISE//010030Z JAN 97
BT
#0002
```

(b) When preparing short form readdressal of classified messages, classification and classification redundancy codes in F/L 2 and F/L 4 must be the same classification as the message being readdressed. Short form readdressals of classified messages are unclassified in content and shall be handled as such. Example of classified message short form readdressal:

```
RTTCZYUW RULSWCA0003 0030001-CCCC--RHMCSUU.
ZNY CCCCC
R 030001Z JAN 97 ZYB
FM COMNAVCOMTELCOM WASHINGTON DC//N31//
TO NCTAMS MED NAPLES IT//N31//
BT
RADDR 456789
USS JOHN F KENNEDY//020001Z JAN 97
BT
```

#0003

c. The precedence of the readdressal can be lesser, the same, or higher than the original. Higher precedence shall be used only if deemed operationally imperative by the readdressing activity.

d. Messages older than 30 days are not held in telecommunications center files and must be prepared in long form readdressal format.

e. Special Category (SPECAT) messages, including the non-DOD equivalents (No Distribution (NODIS) and Exclusive Distribution (EXDIS)), and PERSONAL FOR messages may be QUOTED only (see paragraph 405). These message shall not be readdressed.

f. Passing instructions are not authorized on readdressal messages. If passing instructions are required to ensure delivery, a new message quoting the original must be generated (see paragraph 405).

g. If an addressee having a need-to-know is omitted frequently by the same originator, thereby necessitating numerous readdressal actions, the readdressing activity shall inform the message originator.

h. Messages containing AIGs/CADs shall not be readdressed unless intended addressee is known not to be in the composition of the AIG/CAD. This can be verified by either reviewing the current AIG/CAD recapitulation or contacting the servicing communications center for guidance.

i. If a message is to be readdressed to an AIG/CAD, originator must use exempt procedures for all addressees already in receipt of message being readdressed. AIGs/CADs shall be addressed as action only; placing AIGs/CADs in the info line is prohibited by ACP 100 and will result in nondeliveries.

j. If readdressing sectional messages, each section must be readdressed individually as a separate readdressal message. This is due to each section having it's own PSN and Julian Date (JD)/ Time of File (TOF). This process will allow for the accurate readdressing of each section.

405. MESSAGE QUOTES

a. Activities may find it necessary to forward SPECAT or equivalent messages. These messages require special handling and are not allowed to be readdressed; instead they must be quoted.

b. The procedures for message quotes are the same as for message readdressal with exceptions being, 1) long form quotes must have the word "QUOTE" on a single line before the original message DTG, and 2) short form quotes are automatically processed in the same manner as short form readdressals by replacing the

"RADDR" statement with "&&&& QUOTE" followed by a space and the PSN or message being quoted. When quoting a message the originator may add message text prior to the actual quote. This procedure is not allowed in message readdressals.

     1. CNO, Fleet CINCs, and Commandants of the Coast Guard and Marine Corps may quote any SPECAT or equivalent messages to direct further distribution.

     2. Flag officers and officers in command status may quote SPECAT Exclusive For and Personal For messages.

     3. All units may use short form quote procedures when special delivery instructions are required in the message text on readdressal messages.

     4. Quoting messages older than 30 days requires a long form quote.

LONG FORM QUOTE:

<u>**CLASSIFIED FOR ILLUSTRATION PURPOSES ONLY**</u>

```
RTTSZYUW RUENAAA0001 0032359-SSSS--RHMCSUU.
ZNY SSSSS
R 032359Z JAN 97
FM CNO WASHINGTON DC//N6//
TO COMNAVCOMTELCOM WASHINGTON DC//N3//
BT
S E C R E T SPECAT EXCLUSIVE FOR (NAME)//N02319//
(REFERENCES, COMMENTS, ETC.)
QUOTE
R 021700Z JAN 97
FM SECSTATE WASHINGTON DC
TO CNO WASHINGTON DC
BT
S E C R E T SPECAT EXCLUSIVE FOR (NAME)//N02319//
(MESSAGE TEXT)
```

SHORT FORM QUOTE

<u>**CLASSIFIED FOR ILLUSTRATION PURPOSES ONLY**</u>

```
RTTSZYUW RUENAAA0001 0032359-SSSS--RHMCSUU.
ZNY SSSSS
R 032359Z JAN 97
FM CNO WASHINGTON DC//N6//
TO COMNAVCOMTELCOM WASHINGTON DC//N3//
BT
S E C R E T SPECAT EXCLUSIVE FOR (NAME)//N02319//
(REFERENCES, COMMENTS, ETC.)
&&&&QUOTE 123456
SECSTATE WASHINGTON DC//021700Z JAN 97
```

       ORIGINAL

BT

CHAPTER 5

MESSAGE HEADER AND PRECEDENCE

501. GENERAL

a. Message identification is extremely important in communications. It allows for accurate and expedient message correction, appropriate message delivery and tracer action. F/L 2 and message DTG are considered the most important message identifying components.

b. The assignment of precedence enables message drafters to indicate a relative order for processing and delivery by the NCTS. The precedence of a message has no direct effect on the time in which a reply must be sent, or on the precedence assigned to that reply.

502. FORMAT LINE TWO (F/L 2)

a. When drafting a message using MTF editor, you will be asked to provide some information before starting the message header and its textual content. This information is used by the software to create F/L 2. This line is mandatory in all naval messages and without it messages will be rejected. **EXAMPLE:**

RTTUZYUW RULSWCA0001 1270001-UUUU--RHMCSUU.

To follow is a short overview of the content of this line (in depth information can be found in JANAP 128):

1. Precedence: First character; consists of either an R (routine), P (priority), O (immediate), and Z (flash). (Precedence is also provided with date time group (DTG) in F/L 5.)

2. Language Media Format (LMF): Second and third characters; consists of two letters which identify the media the message will travel. These characters are usually two Ts (tape to tape) or two As (ASCII to ASCII).

3. Classification: Fourth character; consists of a one letter designator that indicates the classification or special handling to be afforded the message.

4. Content Indicator Code (CIC): Fourth through eighth characters; consists of a four letter code that identifies the content of the message. ZYUW is the CIC used for all narrative messages, but in some cases this will change with special messages, i.e. CASREPs use NGCN.

5. Originating Station Routing Indicator (OSRI):This identifies the command originator by assigned AUTODIN or Fleet routing indicator (FRI).

6. Station Sequence Number (SSN): Immediately follows the OSRI and is a four digit number provided by outgoing message handling personnel for message sequence identification. When left blank, this number will be provided by GateGuard.

7. Julian Date (JD) and Time Of File (TOF): Follows a space after SSN, consists of three digits for JD and four digits for TOF. TOF should be the actual time the message is being typed, sometimes the same as DTG. ZULU or Greenwich mean time (GMT) shall be used in TOF.

8. Classification Redundancy: Follows a hyphen (-) consisting of a four character code amplifying message classification and special handling designator (SHD) if used. This is usually either four Us (unclassified), Cs (confidential), Ss (secret), Ts (top secret), i.e. UUUU, CCCC, SSSS, TTTT.

9. Destination Station Routing Indicator (DSRI): Follows two hyphens (--) and consists of a six or seven character code identifying the station or system the message will be delivered to upon receipt by Autodin. This DSRI usually ends with "SUU" meaning that the PLA to RI lookup will be performed by NAVCOMPARS or Message Conversion System (MCS) before it is delivered to desired addressees.

10. The spaces ( ) and hyphen (-) are mandatory field markers and F/L 2 always ends with a period (.).

503. PRECEDENCE ASSIGNMENT

a. There are four precedence categories authorized for use: ROUTINE, PRIORITY, IMMEDIATE, and FLASH. The determination of precedence is the drafter's responsibility; the releaser confirms, or may change, the assignment. The importance of not assigning a higher precedence than is necessary cannot be over emphasized. The urgency of the subject matter must be considered during the assignment of precedence. Importance does not imply urgency.

b. Messages having both action and information addressees may be assigned a single precedence, or they may be assigned dual precedence. Dual precedence messages include one precedence for all action addressees and a lower precedence for all information addressees. The drafter should consider the urgency of subject matter to both action and information addressees and make individual precedence assignments accordingly. **The assignment of dual precedence is strongly encouraged and should be considered for all messages with information addressees when other than ROUTINE precedence is assigned to action addressees.**

sufficient to justify a higher precedence. Examples of messages that should be assigned a ROUTINE precedence include:

(a) Messages concerning normal peacetime military operations, programs, and projects.

(b) Reporting on stabilized tactical operations.

(c) Operational plans for projected operations.

(d) Periodic/consolidated intelligence reports.

(e) Ship/troop movement messages, unless time factors dictate the use of a higher precedence.

(f) Supply/equipment requisition and movement messages, unless time factors dictate the use of a higher precedence.

(g) Messages describing administrative, logistic and/or personnel matters.

2. PRIORITY (prosign P) - the precedence reserved for messages that require quick action by the addressees and/or furnish essential information for the conduct of operations in progress; it should be assigned only when ROUTINE precedence will not suffice. PRIORITY is the highest precedence normally authorized for administrative messages. Examples of messages that should be assigned a PRIORITY precedence include:

(a) Situation reports on positions of a front when an attack is impending, or where fire or air support will soon be placed.

(b) Orders to coordinate aircraft or unit formations to coincide with ground or naval operations.

(c) Messages concerning the immediate movement of naval, air, and ground forces.

(d) Administrative, logistic, and personnel matters of an urgent and time-sensitive nature. No higher than PRIORITY precedence shall be assigned to administrative messages except those reporting death, serious illness, or serious injury; these shall be assigned an IMMEDIATE precedence.

(e) Weather observations with surface wind speeds up to 33 knots, and all oceanographic observations.

3. IMMEDIATE (prosign O) - the precedence reserved for messages relating to situations that gravely affect the security of national/allied forces or populace and which require immediate delivery to the addressees. Examples of messages that should be assigned an IMMEDIATE precedence include:

(a) Amplifying reports of initial enemy contact.

(b) Reports describing unusual major movements of a foreign power's military forces in time of peace, or during periods of strained relations.

(c) Messages that report enemy counter attack, or that request or cancel additional support.

(d) Attack orders to commit a force in reserve without delay.

(e) Messages concerning logistic support of special weapons when it is essential to sustain operations.

(f) Reports of widespread civil disturbance.

(g) Reports of warning for grave natural disasters (earthquake, flood, storm, and so forth).

(h) Request for, or directions concerning, distress assistance.

(i) Urgent intelligence messages.

(j) Aircraft movement reports, e.g., messages relating to requests for news of aircraft in flight, flight plans, or cancellation of messages to prevent unnecessary search/rescue action.

(k) Weather observations with wind speeds of 34 knots or greater.

NOTE: IMMEDIATE precedence messages addressed to activities served by Department of State Diplomatic Telecommunications System (DTS) facilities shall not be delivered during other than normal working hours unless the message originator specifies otherwise. This is done by typing "IMMDELREQ" or the OPSIG "ZZK" in F/L 4. If "IMMDELREQ" is used, it is followed by one space and the PLA of the addressee concerned, i.e., "IMMDELREQ EMBASSY LONDON". When using the OPSIG "ZZK", it would appear as follows, "ZZK EMBASSY LONDON". Activities served by DTS are embassies and associated units. If doubt exists as to whether an activity is served by a DTS, verification can be made through your TCC.

4. FLASH (prosign Z) – the precedence reserved for initial enemy contact messages and operational combat messages of extreme urgency; brevity is mandatory. Examples of messages that should be assigned a FLASH precedence include:

(a) Initial enemy contact reports.

(b) Messages recalling or diverting friendly aircraft about to bomb targets unexpectedly occupied by friendly forces,

(c) Messages taking emergency action to prevent conflict between friendly forces.

(d) Warning of imminent large scale attacks.

(e) Extremely urgent intelligence messages.

(f) Messages containing a major strategic decision of great urgency.

(g) Observations of tropical storms, typhoons, or hurricanes believed to be previously undetected. Commanders may use FLASH precedence for reporting these, provided there are no extenuating circumstances that would jeopardize a tactical situation.

c. In addition to the four precedence categories listed above, YANKEE (prosign "Y") indicates a message that has a FLASH preemption capability designated Emergency Command Precedence and requires special handling at TCCs. Messages bearing this precedence are extremely time-sensitive, usually associated with flagwords, and originated by a very small community (JCS, CINCLANTFLT, CINCPACFLT, etc.).

504. DATE TIME GROUP (DTG) INDICATOR

The DTG is assigned to uniquely describe a message for identification and file purposes only. A DTG has two parts. The first is expressed in six digits; the first two digits represent the day, and the next four represent the time. The second part includes a single-letter zone suffix, and the month and year. The month is expressed by its first three letters and the year by the last two digits of the year of origin. The zone suffix ZULU (Z), for Greenwich Mean Time, is used as the universal time for all messages except in cases where theater or area commanders prescribe the use of local time during tactical operations. The times 2400Z and 0000Z shall not be used, instead 2359Z or 0001Z shall be used as appropriate.

CHAPTER 6

ADDRESS COMPONENT

601. GENERAL

a. Prior to the implementation of automated message processing equipment, absolute consistency in the format and spelling of message addresses was not critical. Deviations could be tolerated because operators processed all traffic and compensated for drafter inconsistencies. Although technology has improved the response time of the DOD record message system, automated systems have also eliminated the drafter's margin for error where address format is concerned.

b. Navy messaging systems use a common source file/central directory to automatically apply routing information for each PLA contained in a message. Therefore PLA accuracy is imperative and drafters must verify the PLAs of message addressees before introducing messages into the NCTS. DPVS provides message drafters with immediate electronic access to current single and collective PLA information. It is designed primarily for use with the MTF Editor message preparation program; however, it may also be used as a stand alone application for PLA validation. DPVS PLA database information is extracted directly from the common source route/central directory and is made available on the user's desktop.

c. U.S. Navy, Marine Corps, and Coast Guard activities which require DPVS should contact their servicing communication centers or download the information from the appropriate COMNAVCOMTELCOM Regional Commander's BBS or internet web page.

602. PLAIN LANGUAGE ADDRESS (PLA)

a. PLA is the component used to denote the command short title and sometimes geographic location used in message addressing. Annex C details procedures for establishing, deleting, and changing PLAs. In addition to the requirement to ensure PLAs are spelled correctly, the following rules apply to PLAs:

1. The geographic location must include the complete city/town (abbreviations are prohibited) and the authorized state/country abbreviation. Complete city/town spellings and recognized state/country abbreviations are contained in DPVS.

2. Dual geographic locations are prohibited, e.g., MINNEAPOLIS/ST PAUL MN is incorrect.

3. Geographic locations shall not be used for AIGs, mobile/tactical units, and alternate command posts.

4. The short title shall reflect a single activity only, i.e., dual short titles reflecting both administrative and operational titles are prohibited.

5. Whenever "SAINT", "MOUNT", "POINT", or "FORT" are used as part of a geographic location they shall not be abbreviated, and the geographic location must be spelled in its entirety.

6. All numbers from one to nineteen shall be written as one word, e.g., ELEVEN. All numbers above nineteen shall be written out as a combination of two digits, e.g., TWO ZERO or SIX EIGHT FOUR THREE.

7. All letter designations shall be spelled phonetically, e.g., FAIRECONRON ONE DET ALFA.

8. The use of punctuation characters is prohibited in PLAs.

b. Office codes supplement PLAs and are used to promote the distribution of message traffic directly to internal elements requiring the information. These codes are ignored during the routing performed by PLA to RI converters, AUTODIN store-and-forward message switches, and NCTS components, but are used by local AMHS' to distribute messages within an organization. The following rules apply to the use of office codes by U.S. Navy commands (Coast Guard and Marine Corps commands shall follow applicable service directives):

1. Office codes shall be used with all naval shore activity PLAs (those which contain a geographic location); this includes those used in the FROM (originator), TO (action addressee), and INFO (information addressee) lines. The use of office codes in the FROM line may be limited as continuation lines are not allowed. Continuation lines may be used when the application of office codes results in TO or INFO addressee lines extending beyond 55 characters in the message heading. When exceeding 55 characters, office code continuation on following line shall be indented five spaces.

2. Office codes shall immediately follow the PLA and shall be enclosed by double slants, e.g., CNO WASHINGTON DC//N61//. There is no limit on the number of office codes that can be used with a PLA. Individual office codes shall contain 2-12 characters.

3. When multiple office codes are used, the first code shall be the "action" code. A single slant shall be used to separate codes, e.g., CNO WASHINGTON DC//N6/N61/N62//. Spaces are not permitted within office codes.

4.PLAs in pro forma messages, e.g., USMTF tactical, SORTS, and CASREPS, are exempt from the requirement for office codes; however, office codes are required with USMTF GENADMIN MESSAGES.

5. Dissemination of organizational office codes by letter, e-mail, or facsimile to activities in the chain of command and communities of interest is encouraged.

603. HEADING COMPONENTS

a. FROM Line - The FROM line of the message heading component contains the originator's PLA with office codes if required. There is a 55 character limit, including office codes, on PLAs in this line. Continuation lines **MAY NOT** be used.

b. TO/INFO Lines - A drafter may designate intended recipients of a message as either action or information addresses.
Although the number of addressees is either category is unrestricted, the prosign TO or INFO is placed before the first PLA in each category. PLAs in the action and info lines are to be limited to 55 characters and in such cases, office code continuation lines are used. An office code continuation line shall be the next line down from the address line and shall be indented five spaces from the first character in the address line. Example:

```
NAVSEA TRIDENT ETR CX THREE ZERO CAPE CANAVERAL FL//00/N1/N2/
     N3/N33/N34/N6//
```

604. COLLECTIVE ADDRESSES

Collective addresses are made up of predetermined lists of specific ACTION and INFORMATION addressees and are used for the dissemination of administrative and/or operational information to communities of like interest. Collective messages may be addressed to either an Address Indicating Group (AIG) or a Collective Address Designator (CAD). An AIG is defined as an address designator representing a list of specific and frequently recurring combination of ACTION and/or INFORMATION addressees. The CAD is a single address group which represents a set of four or more activities linked by an operational or administrative chain of command. Guidance on the establishment and use of AIGs and CADs and a list of effective AIGs and CADs are contained in NTP 3 SUPP-1. Note: AIGs shall be addressed as action only; placing AIGs in the INFO line is prohibited by ACP 100 and will result in nondeliveries.

605. EXEMPTING ADDRESSEES

When addressing messages to an AIG or CAD, the drafter may want to exclude one or more activities from the collective.

This is accomplished by typing the prosign XMT, meaning exempt, after the last INFO addressee and preceding only the first exempted addressee. There are no restrictions on the number of addressees that may be exempted. This procedure also applies when addressing an AIG/CAD; if also a member of the collective, the originator should exempt its PLA.

606. CLASS E REFILE MESSAGES

Messages may be sent to family members, friends, etc. Procedures for processing this type message traffic can be found in NTP-4() Chapter 10. When addressing this type message, addressee continuation lines may be necessary. Addressee continuation lines shall be the next line down from the address line and shall be indented five spaces from the first character in the address line. Example:

```
TO JOHN P JONES
     222 WARFIGHTER LN
     WASHINGTON DC 20394
```

607. COMMERCIAL FIRMS

Commercial firms dealing with Naval activities not authorized/assigned a PLA may not be addressed on organizational messages. Alternate delivery to commercial firms include unclassified and/or STU-III facsimile, individual e-mail, U.S. Mail, telegram, etc.

CHAPTER 7

SEQUENCE OF TEXTUAL MATTER

701. GENERAL

a. The sequence of textual matter is as follows when required: Security Classification, Special Handling Designations, Releasability Statement, Standard Subject Indicator Code (SSIC)/NATO Subject Indicator System (NASIS), Special Delivery Instructions, End-of-Classification Indicator, Subject, References, Point of Contact, remarks, and Declassification Instructions as applicable.

b. GENADMIN procedures are to be followed in all naval message textual content unless another format is required. Annex A provides amplifying information on GENADMIN format requirements.

702. SECURITY CLASSIFICATION

a. Format Line Twelve (F/L 12), Overall Classification. The first word of a text is the security designation identifying the overall classification of the message: CONFIDENTIAL, SECRET, TOP SECRET. If the message contains no classified data, UNCLAS is used. If classified, the classification shall be spelled out completely and one space shall follow each character, i.e. C O N F I D E N T I A L, S E C R E T.

b. For Official Use Only (FOUO). FOUO applies to information not given a security classification under the criteria of an Executive Order, but which for various reasons may be withheld and protected from public release (see SECNAVINST 5720.42). Unclassified messages containing FOUO information shall contain the abbreviation "FOUO" immediately after "UNCLAS".

c. Encrypt for Transmission Only (EFTO).

1. Certain categories of messages can be identified as having potential value if subject to analysis, but do not meet the criteria for security classification. To identify and afford protection to these messages during electrical transmission, the special designation EFTO was established.

2. Although EFTO is not required on unclassified messages addressed exclusively among Navy, Marine Corps, and Coast Guard commands, this marking is authorized for use within the Department of

Defense, including the National Security Agency, and is required on FOUO messages addressed to a DOD activity outside CONUS.

        3.   Fleet Commanders in Chief are authorized to suspend UNCLAS EFTO FOUO procedures when operational necessity dictates.

        4.   Guidance in National SIGINT Communications Standard (NSCS) 11 and Naval Security Group Instruction (NAVSECGRUINST) S2501.1 states:

        (a) "Unclassified material dealing with cryptologic matters and other National Security related information must be marked with the EFTO caveat and protected by EFTO procedures during electrical transmission."

        (b) "The designation EFTO shall not be used for messages addressed to U.S. non-DOD activities (government and private), except when previous agreement has been reached."

        (c) "EFTO messages shall not be addressed or routed to a non-U.S. addressee or routing indicator."

        (d) "As a general rule, unclassified electrical messages originated by Navy Service Cryptologic Element (SCE) Headquarters and field activities must contain the EFTO caveat."

    d. RESTRICTED DATA (RD)/FORMERLY RESTRICTED DATA (FRD). Classified messages conforming to the criteria outlined in the Atomic Energy Act of 1954 and OPNAVINST 5510.1 shall be designated RESTRICTED DATA (RD) or FORMERLY RESTRICTED DATA (FRD). These markings should be spelled out after the security classification. The acronym RD or FRD, as appropriate, shall be used in addition to the classification for paragraph marking.

    e. ALLIED RESTRICTED. Allied activities may use the classification "ALLIED RESTRICTED." Although there is no U.S. equivalent classification, this information requires the same security safeguards as U.S. material marked CONFIDENTIAL. U.S.-originated messages containing Allied Restricted information shall be marked CONFIDENTIAL (with releasability statement if appropriate immediately following the security classification).

    f. NATO RESTRICTED. The U.S. does not have a security classification equivalent to "NATO RESTRICTED." NATO information classified as restricted shall be safeguarded in a manner similar to

the way the Department of Defense (DOD) protects its information marked "FOR OFFICIAL USE ONLY" (FOUO). This applies to NATO information only.

703. SPECIAL HANDLING REQUIREMENTS

a. Special handling requirements are procedures to afford messages not only the protection of a security classification, but limit distribution of these through the use of special handling designators and special handling designations.

1. Special handling designators are special characters that are to placed in F/L 4 alongside the classification codes to facilitate the electronic handling of these messages. (see paragraph 704)

2. Special handling designations are the codewords used following the classification to inform the receiving station the message requires special handling.

b. Special Category (SPECAT) is a designation applied to classified messages identified with specific projects requiring special handling procedures supplemental to those required by the security classification; the special handling procedures ensure that the message will be handled and viewed by properly cleared and authorized personnel only.

1. The following are specific types of SPECAT messages:

(a) Messages identified as Single Integrated Operational Plan-Extremely Sensitive Information (SIOP-ESI).

(b) Messages identified as EXCLUSIVE FOR (except where they may be processed as LIMDIS under paragraph 703d).

(c) Messages identified by the use of a code word.

2. SPECAT messages are divided into two types: SPECAT A (SIOP-ESI) and SPECAT B (less SIOP-ESI). Control of SPECAT messages during electronic transmission is accomplished through assignment of special handling designators (SHDs) (see paragraph 704).

(a) SPECAT A (SIOP-ESI) messages must be classified TOP SECRET.

(b) SPECAT B (less SIOP-ESI) messages are classified according to content and shall be at least CONFIDENTIAL.

c. SPECAT EXCLUSIVE FOR (SEF) is used for highly sensitive matters, high level policy, or politically sensitive information where distribution must be limited to the named recipient only. This designation must be accompanied by a SHD of B in F/L 4. Other restrictions are:

1. Reserved for use by flag/general officers and officers in command status.

2. Not intended for use in operational matters.

3. Not to be readdressed. If forwarding is necessary use quote procedures.

4. Not to be referenced in other General Service (GENSER), narrative messages.

EXAMPLE:
<u>**CLASSIFIED FOR ILLUSTRATION PURPOSE ONLY**</u>

S E C R E T SPECAT EXCLUSIVE FOR VADM HERNANDEZ //N00000//

<u>**CLASSIFIED FOR ILLUSTRATION PURPOSE ONLY**</u>

d. The following types of messages are not SPECAT:

1. Messages bearing NATO markings (including CRYPTOSECURITY) are not categorized herein because they are not solely U.S. designations. Messages bearing these markings shall be handled in accordance with paragraph 704.

2. TOP SECRET messages. TOP SECRET is a standard security classification as defined by OPNAVINST 5510.1.

3. RESTRICTED DATA (RD) messages are not considered to be SPECAT messages in so far as the term applies to communications handling within U.S. networks.

e. No Distribution (NODIS) and Exclusive Distribution (EXDIS) are caveats assigned to highly sensitive Department of State messages and are afforded the same protection as provided SPECAT (less SIOP-ESI) messages.

f. Tight Control (TICON) and/or LIMDIS/TICON messages shall be handled in accordance with OPNAVINST 3490.1.

g. PERSONAL FOR is the marking applied when message distribution must be limited to the named recipient (who may, upon receipt, direct further distribution). Only flag officers, officers in command status, or their specifically designated representatives may originate PERSONAL FOR messages. PERSONAL FOR messages shall be quoted when forwarded to other addressees. The quoting message shall always be identified as PERSONAL FOR in the classification line. The classification line shall always show the name or title of the intended recipient and may show the name or title of the originator, e.g.,

C O N F I D E N T I A L PERSONAL FOR RADM A.B. JONES //N00000//

OR

UNCLAS PERSONAL FOR RADM JONES AND RADM SMITH FROM RADM BROWN //N00000//

704. SPECIAL HANDLING DESIGNATORS (SHDs)

As discussed in paragraph 703, drafters of messages which contain a special handling designation are required to assign SHDs for controlling electronic delivery and receipt. The following are authorized SHDs which must be placed in F/L 4 (Classification Redundancy) following the 4 classification codes and starting with a slash (/). The character must be repeated 4 times, i.e., ZNY CCCCC/BBBB.

A -- SPECAT SIOP-ESI

B -- SPECAT (less SIOP-ESI)

F -- For use with U.S.-originated, classified messages, addressed to activities of the United Kingdom (UK) that contain the special handling designation -- US-UK EYES ONLY.

L -- For use with U.S.-originated, classified messages, addressed to NATO activities and/or member nations, which contain the caveat -- ATOMAL.

P -- For use with U.S.-originated, classified messages, addressed to NATO activities and/or member nations, which contain the caveat -- EXCLUSIVE.

Y -- For use with U.S.-originated, classified messages, addressed to NATO activities and/or member nations, which contain the caveat -- CRYPTOSECURITY.

705. RELEASABILITY STATEMENT

a. The determination of whether or not U.S. information may be released to friendly foreign nations or regional defense organizations is the responsibility of the originating command, based on the requirements outlined in OPNAVINST 5510.1. The following information was extracted from ACP 121 U.S. SUPP-1 (F).

1. To foreign nations:

(a) When the contents of a classified message are determined by the originator to be releasable to a foreign nation, this authority is signified by including the foreign addressee in the message heading. A textual releasability statement is not required.

(b) When all addressees are U.S. organizations and the information contained in the message may be released by a U.S. addressee to one or more designated foreign nation(s), use "Releasable to ..." after the security classification; e.g.,

"**S E C R E T RELEASABLE TO CANADA**".

The portion of the message that may be released to one or more countries shall be indicated at the appropriate paragraph by the marking "REL".

2. To regional defense organizations:

(a) When practicable, messages shall be addressed to a U.S. liaison officer (military representative) or U.S. Document Office with a request that the message be passed to the appropriate regional defense organization. The messages shall include the statement: "RELEASABLE TO (country or unified command) AS (NATO/ALLIED) SECRET" or other appropriate classification, e.g., "RELEASABLE TO (NATO) AS NATO CONFIDENTIAL." Under no circumstance shall the message contain the statement, "THIS IS A (COSMIC) (NATO) MESSAGE".

(b)   When it is necessary to transmit a message directly to a regional defense organization, the message shall contain the statement "NATO SECRET FOR NATO ADDRESSEES" (or other appropriate classification) or "COSMIC FOR NATO ADDRESSEES", as appropriate.

   b. Control markings.

   1.   "WNINTEL" denotes Warning Notice -- Intelligence Sources or Methods Involved. Paragraph markings can be "WNINTEL" or "WN". Meaning: Classified intelligence so marked shall not be disseminated in any manner outside authorized channels without the permission of the originator and an assessment, by the senior intelligence officer in the disseminating agency, of the potential risk to intelligence sources or methods involved.

   2.   "ORCON" denotes dissemination and extraction of information controlled by originator. Paragraph markings can be "ORCON" or "OC". Meaning: Information bearing this marking may not be disseminated beyond headquarters elements of the recipient organizations and may not be incorporated, in whole or in part, into other reports or briefings without the advance permission of, and under conditions specified by, the originator.

   3.   "NO CONTRACT" denotes not releasable to con-tractors/consultants. Paragraph markings may be "NO CONTRACT" or "NC". Meaning: No dissemination to contractors or consultants without permission of originator.

   4.   "PROPIN" denotes Caution-proprietary information involved (may also be used on unclassified intelligence information). Paragraph markings may be "PROPIN" or "PR". Meaning: Information bearing this marking shall not be disseminated, in any form, to an individual, organization, or foreign government which has interests, actual or potential, in competition with the source of information, without permission of the originator.

   c. ACP 121 US SUPP-1 provides additional guidance on releasability procedures.

706.   STANDARD SUBJECT INDICATOR CODE (SSIC)

   a. All naval messages (messages originated by Navy, Marine Corps, and Coast Guard commands) require an SSIC, which consists of anumeric (5 digit) code denoting message subject. The following exceptions apply to this requirement:

1. Tactical messages handled exclusively on tactical circuits.

2. Messages using code or flag-words exclusively to identify the subject.

3. Messages transmitted on dedicated/closed networks.

4. CASREP/MOVREP/SORTS messages and messages containing the Navy's portion of the Joint Reporting System (JRS). All other pro forma messages shall contain an SSIC.

5. The SSIC, //N00000//, may be assigned to high precedence messages if determining the proper SSIC will delay the message. This SSIC shall be assigned to service messages and those messages which contain special handling markings.

b. SECNAVINST 5210.11 lists all authorized SSICs. On messages the SSIC follows the classification, special handling designations and releasability statement, and consists of six characters preceded and followed by double slants (//). The first character shall be the letter N followed by five digits. If the SSIC has only four digits add a zero immediately following the letter N.

c. Some commands use SSICs as a means to determine internal message distribution; therefore, care should be exercised in selecting the SSIC which most accurately corresponds to the message subject matter.

707. NATO SUBJECT INDICATOR SYSTEM (NASIS) CODE

a. Navy and Marine Corps activities assigned to NATO and/or participating in NATO exercises as NATO forces must assign NATO subject indicator codes (SIC) to messages addressed to NATO activities. The SIC is assigned based upon subject matter content and is used by NATO for message distribution to a predetermined distribution list. Navy and Marine Corps message originators exchanging traffic with NATO are permitted and encouraged to assign an SIC to U.S.-originated traffic destined for NATO. Copies of APP-3 NASIS, the source document for SICs, are available through Navy Publications and Forms Center in Philadelphia. Forward requests to be placed on distribution to NAVTACSUPPACT WNY DET (Code 13). Marine Corps activities desiring to be placed on distribution for this document forward the request to HQMC (Code AREB).

b. Holders of APP-3 NASIS, or national supplements thereto, are authorized to assign SICs based upon the appropriate publication and subject matter content per the prescribed lists.

c. Non-holders of APP-3 NASIS, or appropriate national supplement thereto, are authorized to assign the same SIC(s) as that contained in a message received from NATO or an individual nation when responding to the message.

1. The SIC shall appear on a separate line after the classification.

2. The NATO SICs shall be preceded by the three letters "SIC" and a space, e.g., SIC SRZ.

708. PASSING INSTRUCTIONS

a. Passing instructions, i.e., FOR, FROM, PASS TO, etc., may be used for exceptional cases not covered by use of office codes. Passing instructions, when used, shall follow the SSIC in F/L 12. EXAMPLE:

UNCLAS //N02300//PASS TO CDR SMITH

b. Passing instructions **shall** **not** be separated into an individual paragraph of text.

709. END-OF-CLASSIFICATION INDICATOR

All messages shall include an end-of-classification indicator in the text, separating the classification and special handling caveats from the actual text. The characters "MSGID" are used for GENSER messages and appear at the left hand margin on the next line following the classification line or where applicable, special delivery instructions.

710. SUBJECT

a. The subject indicates the basic contents of the message. Structure the subject line per Annex A. Internal message routers and Navy automated message processing systems may key on the subject to determine internal message distribution; therefore, messages containing similar information should be assigned a standard subject whenever possible to facilitate message identification and internal distribution.

b. If the subject of a message contains classified information, it shall be marked with the appropriate classification symbol, i.e., CONFIDENTIAL, (C); SECRET, (S); and TOP SECRET, (TS). If the message itself is classified but the subject is not, the subject line shall end in (U) to reflect it is unclassified.

711.   REFERENCES

a. References may be any identifiable message, document, correspondence, conference, meeting or telephone conversation which is pertinent to the message in which it is contained with the exception of SPECAT EXCLUSIVE for (SEF) messages. (see paragraph 703b)

b. Structure reference lines per Annex A. Use AMPN (for one reference) or NARR (for multiple references) sets for information not allowed in the REF set. AMPN and NARR sets in classified messages shall be marked with the appropriate classification symbol.

     1.   NOTAL and PASEP. These acronyms may be added in a REF set of a message. NOTAL (not to or needed by all) indicates some or all of the addressees do not hold the referenced message. PASEP (passed separately) indicates the reference has been passed separately to some or all addressees of the message.

     2.   BOM (by other means) is added on a reference sent via DSSCS only.

     3.   When referencing a general message, use an AMPN or NARR set to identify the general message title and serial number.

     4.   When referencing a readdressed message, use the original or first originator's PLA and DTG.

     5.   Documents referenced shall contain complete abbreviated title and edition, e.g., ACP 121 US SUPP-1(F), in an AMPN or NARR set.

     6.   Correspondence referenced shall contain originator's PLA, serial number and date of the correspondence.

     7.   Amplify record messages (MSG), general administrative message (GENADMIN), document (DOC), letter/memos (LTR), conferences or meetings (CON) having no unique identifier (name), and telephone conversations (TEL) in an AMPN or NARR set.

712. POINT OF CONTACT (POC)

Message drafters shall include POC line in all GENADMIN messages. This will ensure appropriate coordination between message originators and recipients, reducing unnecessary messages required for clarification. Example:

POC/STREETER/LT/COMNAVCOMTELCOM/-/TEL:(202)764-0088/TEL: DSN 764-0088//

713. REMARKS

a. The RMKS set is that part of the message which contains the thought or idea the drafter desires to communicate. Brevity is essential but must not be attained at the cost of accuracy and clarity. Achieve brevity through good writing technique and eliminate uncommon phrases and modes of expression to ensure the intended meaning is clearly understood by the reader. Slogans are prohibited in the text or any other portion of a naval message.

b. Material within the RMKS set is normally left hand justified or set at the left hand margin. When necessary for graphic clarity, material may be indented or put in columns.

c. The RMKS set may be divided into paragraphs (numbers) and subparagraphs (letters). If lower order paragraphs are required, use numbers and letters in parentheses, respectively. Single paragraph messages need not be marked.

d. Mark paragraphs and lower order paragraphs of classified messages with the appropriate classification symbol. (refer to OPNAVINST 5510.1)

e. Authorized symbols for punctuation marks will be processed and transmitted exactly as drafted, provided the method of transmission and the crypto-system permits. Drafters shall substitute authorized abbreviations or spell out punctuation marks for which there are no authorized symbols. Authorized symbols for punctuation marks shall be limited to those displayed below:

NAME	SYMBOL	ABBREVIATION
Colon	:	CLN
Comma	,	CMA
Hyphen or Dash	–	DASH
Open parenthesis	(	PAREN
Close parenthesis	)	UNPAREN
Period	.	PD
Question Mark	?	QUES
Slant	/	SLANT
Quotation Mark	"	QUOTE/UNQUOTE
Ampersand	&	NOTE 1
Apostrophe	'	NOTE 1
Dollar Sign	$	NOTE 1
Semicolon	;	NOTE 1

NOTE 1: Not authorized for use in GENADMIN messages.

    f. Remarks field must end with two slants (//). This lets systems and readers know that there is no more textual matter in the message except declassification instructions if applicable.

714. DECLASSIFICATION INSTRUCTION. Naval messages will be automatically downgraded after ten years unless the message contains information from one of the exemption categories listed note 2 below. Apply downgrading and declassification marks to all classified messages except Restricted Data (RD) or Formerly Restricted Data (FRD) per OPNAVINST 5510.1. Following are the only authorized declassification markings on naval messages:

```
DECL/(DDMMMYY)//                          See NOTE 1
DECL/(X1, OR X2, OR X3, THROUGH X8)//   See NOTE 2
```

NOTE 1: Insert the date or event (which must be less than 10 years from the origination date of the message) for declassification; or

NOTE 2: If the message contains information from one of the following exemption categories, mark accordingly:

<u>MARKING</u>   **<u>EXEMPTION CATEGORY</u>**

DECL/X1// - Intelligence source, method, or activity, or cryptologic system or activity.

DECL/X2// - Information that would assist in the development or use of weapons of mass destruction.

DECL/X3// - Information that would impair the development or use of technology within a United States weapons system.

DECL/X4// - United States military plans or national security emergency preparedness plans.

DECL/X5// - Foreign government information.

DECL/X6// - Information that would damage relations between the United States and a foreign government, reveal a confidential source, or seriously undermine diplomatic activities that are reasonably expected to be ongoing.

DECL/X7// - Information that would impair the ability of responsible United States government officials to protect the President, the Vice President, and other individuals for whom protection services, in the interest of national security, are authorized.

DECL/X8// - Information that would violate a statute, treaty, or international agreement.

ANNEX A

GENADMIN INSTRUCTIONS

A101. PURPOSE

This Annex provides the rules and general instructions for
completing the General Administrative (GENADMIN) message format.
Procedural guidance has already been covered in this publication and
GENADMIN message text format rules do not affect procedural guidance.
Use of the formatting rules cited in this Annex will result in
GENADMIN messages that are human-readable and machine-processable.

A102. GENADMIN DESCRIPTION

a. The GENADMIN is used to provide administrative information.
It is intended to provide for reporting information not yet
accommodated by formatted messages, but is not intended to replace
existing messages.

b. The procedures discussed in this Annex focus on the
formatted message text which normally begins with the Message
Identification (MSGID) line described herein (Figures A-1 and A-2).
All lines in the message text are limited to 69 characters including
spaces.

c. Message Text Format. The unique message identifier,
GENADMIN, distinguishes this message format from all other formatted
messages. This distinction serves to cue a computer processing the
message to the prescribed sequence and repetition of sets allowed
within the message (Figure A-2).

d. Terms

1. Set. A set is an ordered collection of information
specifically arranged to be both human-readable and
machine-processable. A set always begins with a set identifier which
is a word, abbreviation, or acronym queuing the human reader or
automated processor as to the set content, e.g., MSGID meaning
message identification.

2. Field. A field is a discrete block of information
within a set. Each field within a set begins with a field marker (/)
and may contain only that information specified by the examples
provided in this annex. The set identifier, e.g., EXER, prescribes
field arrangement and content.

e.   Types of sets.   There are only two kinds of sets in the GENADMIN message, linear sets and free text sets.

1.   Linear Sets.   A linear set consists of a set identifier and one or more data fields presented in a horizontal manner.   A set identifier begins the set at the left margin and is a word, abbreviation, or acronym which is descriptive of the type of information contained in the set.   It is the abbreviated name for the set; e.g., MSGID is the set identifier for the message identification set.   The order in which the data fields are entered in a linear set is as prescribed on the format map.

EXAMPLE:

REF/A/GENADMIN/CNO N61/040400ZJAN97//

2. Free Text Sets.   A free-text set consists of a set identifier, e.g., AMPN, followed by a field marker and a single, unformatted narrative data field.   Use an AMPN set following the REF set if the message lists only one reference and that reference requires additional discussion or is one of the five communications types (TEL, CON, DOC, MSG, LTR).   Use a NARR set following the last listed reference if the message contains multiple references and at least one reference listed requires additional discussion or is one of the five communications types above.   When a message lists multiple references, use of an AMPN set following individual reference sets is prohibited.   The remarks set (RMKS) is always the last set before the declassification (DECL) set (when applicable).

f.   Data Fields.   A data field is the basic element of reported information and may be either formatted or unformatted.   All data fields in linear sets are formatted.   Each formatted field contains at least one specific element of data.   The length of a data field may be either fixed or variable.   Each field must be completed in accordance with instructions contained in this Annex.

1. Variable Fields.   Variable length fields contain a minimum and maximum number of characters.   When less than the maximum is used, the field can be truncated (shortened).   For that reason, linear data fields are always left-justified.

2.   Fixed Fields.   Fixed length fields normally are fixed because of the particular data required, e.g., a date-time field is normally eight characters in length since the date-time is usually entered using six numeric characters, one alphabetic character, and

a checksum digit. It is therefore possible to define the exact length for this type of field during the design stage.

   3. Field Markers. A field marker is a slant symbol (/) which marks the start of each field. The set identifier is separated from the first data field by a field marker and subsequent data fields are separated from each other by field markers. Field markers are NEVER used before a set identifier, after the last field on a line, after the final field in a set, or used within a linear data field. Since field markers have particular significance in the automatic processing of messages, they shall NOT be used within formatted data fields. The use of the field marker (/) in the unformatted field of a free-text set is permitted, e.g., AN/SPS-10.

  g. Allowable Characters. Regarding character options, the following definitions apply. The correct characters to be used in each field are specified in the message format map.

   A = alphabetics (A through Z, capital letters only)
   N = numerics (0 through 9)
   B = blank spaces
   S = special characters consisting of only the following:

     " quotation mark
     . period or decimal point
     , comma
     : colon
     () parentheses
     ? question mark
     - hyphen, dash, minus or no data sign
     / slant, used as a field marker (also see note)

CAUTION: Use of any other special characters in the GENADMIN is not allowed and will cause a formatting error.

NOTES:

1. A single slant (/) may not be used in formatted fields, as it is **always** interpreted as a field marker; however, a single slant (/) may be used within the narrative of a free-text set.

2. Double slants (//) are used **only** as an end-of-set marker terminating each set.

3. The field of a linear set may contain embedded blank spaces, e.g., a space between names or initials, only when blank characters are

permitted for a field. The use of blank spaces within the field of free-text sets is unrestricted.

h. Set Usage Categories. All sets and fields in the GENADMIN are designated as either mandatory, conditional, or optional. The use and repetition of a set or field is prescribed in MTF Editor message preparation software and figures A-1 and A-2.

1. Mandatory sets **must be included every time** a GENADMIN message is written. The three mandatory sets in the GENADMIN are the MSGID set, the SUBJ set, and the RMKS set.

2. Conditional sets: EXER/OPER and AMPN/NARR are conditional sets and one or the other may be used but never the two together. Additionally, DECL is also a conditional set. It is permissible to omit conditional sets if the conditions which require its use are not present.

3. Optional sets may be omitted at the discretion of the message originator when information needed to complete the set is either unavailable or not applicable.

i. Field Usage Categories. Within individual formatted sets formatted fields in the GENADMIN are either mandatory or optional as specified on individual set maps.

1. Mandatory fields must be included when the associated set is used. The use of a field cannot be changed. Mandatory fields always contain an item of information or, if the content is unknown or not applicable, a no-data sign (-) is inserted after the field marker. After the no-data sign is inserted, the field marker for the next field is inserted, regardless of the structural allowances for character spaces allowed for the field for which the information is unknown.

2. Optional fields are included at the discretion of the message originator. Usually the field information is provided if available. In some cases the optional information is either unavailable or not applicable to the purpose of a given message.

j. No-data (HYPHEN) sign. Under certain conditions optional fields must contain a no data sign (-) if data for the field is unavailable. The manner in which no-data sign is entered is the same as for mandatory fields. When an optional field occurs at the end of a set and the originator decides not to use this field, it may be omitted. In this case the field marker and no-data may also be

omitted and the set is truncated with the end-of-set marker. In the following linear set example, assume there is a set whose set format identifier is EXAMPLE, consisting of two mandatory fields (fields 1 and 2) and three optional fields (fields 3, 4, and 5). In this illustration, only the first mandatory field (field 1) and the second optional field (field 4) have data values to be reported. The set would then be constructed as follows:

Usage Category   M   M O O
EXAMPLE/FIELD 1/-/-/FIELD 4//

NOTE: A no-data sign is used for field 2 since it is a mandatory field. Field 3 must also contain a no-data sign to "account for" the field position since a data value is present for field 4. Finally, field 5 is entirely omitted (truncated) since it is an optional field at the end of the set. If the information were not available for field 2 (which is mandatory) and all three optional fields were to be omitted, the set would be constructed as follows:

EXAMPLE/FIELD 1/-//

k. Repeatable sets and fields. Some sets and fields may be consecutively repeatable; i.e., a set or field may be repeated after itself. Repeatable sets are repeated vertically on the next line; repeatable fields are repeated horizontally, each with its own field marker. The REF, SUBJ, and AKNLDG have repeatable fields in GENADMIN. Examples in subparagraph l below demonstrate this.

l. Special instructions for the reference (REF) set. The REF set is used for referencing other messages, documents, correspondence, phone calls, meetings, conversations, etc. The "map" for a REF set is:

```
        FIELD 1                    FIELD 2
    REF/serial letter/message identification or reference type

      FIELD 3   FIELD 4            FIELD 5
    /originator/date-time group/message serial number

       FIELD 6         FIELD 7
    /special notation/NASIS code//
```

NOTE: Message serial number, special notation, and NASIS code are optional (fields 5, 6, and 7); only field 7 is repeatable.

EXAMPLES OF A REPEATABLE SET:

```
REF/A/MARREP/J C STENNIS/231410ZSEP96/002/NOTAL/PASEP//
REF/B/DOC/COMNAVCOMTELCOM/01MAY97//
REF/C/MSG/JCS 942/231410ZSEP96/-/PASEP//
```

Each reference uses an individual REF set and is serialized alphabetically. If your reference is a tactical message of the USMTF message family or other message which has a unique identifier (name), enter the message identifier in the 2nd field; e.g., GENADMIN, INTREP, ORDER, CASREP, MOVREP, AMRR, etc. If you are referencing something other than a USMTF message enter one of the following communication codes in the 2nd field:

<u>CODE</u>	<u>REFERENCE</u>
CON	Conference/meeting (discussion, etc.)
DOC	Document publication, instruction, regulation, etc.)
LTR	Letter (e.g., correspondence, memos, e-mail, etc.)
MSG	Record Message (Not MTF formatted)
TEL	Telephone conversation

NOTE: You MUST use a free text set (AMPN or NARR) to explain what the reference is if it is not a USMTF or other message with a unique message identifier. You may use a free text set to provide additional information about any reference, including a USMTF or other message with a unique message identifier, if you so desire.

AMPN is used when the message lists only one reference and that reference requires additional discussion or is one of the five communications types (TEL, CON, DOC, MSG, LTR). It immediately follows the single REF set. When a message lists multiple references use of an AMPN set following individual REF sets is prohibited.

NARR is used following the last listed reference if the message contains multiple references and at least one reference listed requires additional discussion or is one of the five listed communications types.

REFERENCE EXAMPLES:

<u>**CONFERENCE**</u>
REF/A/CON/CDR 82ND AB DIV/28FEB97//
AMPN/AIRBORNE COMMANDERS CONFERENCE, FT BENNING GA//

MEETING
REF/A/CON/COMNAVWEPS CTR/19FEB97//
AMPN/JOINT ORDNANCE WORKING GROUP MEETING, DAHLGREN VA//

DISCUSSION/CONVERSATION (other than telephone)
REF/A/CON/CINCFOR/06JAN97//
AMPN/BETWEEN MAJ SMITH CINCFOR(FCJ3J) AND CDR JONES USACOM(J36)//

TELEPHONE
REF/A/TEL/COMSPAWARSYSCOM/15JAN97//
AMPN/TELCON BETWEEN SPAWAR/LCDR SMITH AND CNO/CDR JONES//

DOCUMENT (Pub, Instruction, Reg., etc.)
REF/A/DOC/JCS J7/30DEC97//
AMPN/JCS PUB 1-01, CHAP II, PARA 3.//

REF/A/DOC/DOD/14FEB97//
AMPN/DIR 5000.1, SUBJECT: MAJOR AND NON-MAJOR DEFENSE
ACQUISITION PROGRAMS, PG 3, PARA D3.//

LETTER (e.g., correspondence, memo, E-Mail, etc.)
REF/A/LTR/JCS J7/27JAN97//
AMPN/TASKING LETTER TO GPO, SUBJ: PRINTING SERVICES SER J7/178//

REF/A/LTR/CNO N61C/10FEB97//
AMPN/E-MAIL FROM CNO/CDR KLESK AND COMNAVCOMTELCOM/MR. JOHNSON, SUBJ:
C4 INITIATIVES.//

RECORD MESSAGE (NOT MTF formatted)
REF/A/MSG/JCS J7-JETD/021818ZJAN97//
AMPN/ALERT ORDER: OPERATION FULL BORE (U)//

        m. RMKS is the "main body" of the free text portion of a
GENADMIN message. Its position is the last set in the message before
the DECL set. NOTE: DECL set used for a classified message only.

A103. MESSAGE TEXT FORMAT (MTF) EDITOR

        The Message Text Format (MTF) Editor software is the naval
standard message preparation tool and provides automated assistance
for drafting GENADMIN messages. MTF Editor software can be installed
in any personal computer. The software is menu-driven and allows the
user to draft a formatted message using a "fill in the blank"
template. Various levels of drafting assistance are available to
both beginner and advanced drafters. For more information on MTF

Editor contact COMNAVCOMTELCOM WASHINGTON DC code N312, DSN: 764-0087, Commercial: 202-764-0087 or e-mail N312@NCTCGW.NAVY.MIL.

GENADMIN MESSAGE EXAMPLE
(FIGURE A-1)

MESSAGE CLASSIFIED FOR ILLUSTRATION PURPOSE ONLY

```
C O N F I D E N T I A L //N02300//
MSGID/GENADMIN/COMNAVCOMTELCOM//
SUBJ/DRAFTING GENADMIN MSGS (C)//
REF/A/MSG/DISA WASHINGTON DC/201311ZDEC96/-/NOTAL//
REF/B/DOC/JCS/01JUN96//
REF/C/TEL/CNO N61/21DEC96//
NARR/(U)REF A REQS ASSISTANCE DRAFTING GENADMIN MSG. REF B IS
ACP 121 US SUPP-1(F). REF C IS TELCON BETWEEN OPNAV/LT NORTON
AND COMNAVCOMTELCOM/MR. JOHNSON.//
POC/D. JOHNSON/GS-15/COMNAVCOMTELCOM/-/TEL: DSN 764-0814//
POC/TORRES/RMCS/COMNAVCOMTELCOM/-/TEL:DSN 764-0548/TEL: CML 202-764-
0548//
RMKS/1. (C)THE UNIQUE MESSAGE IDENTIFIER, GENADMIN, DISTINGUISHES
THIS MESSAGE FORMAT FROM ALL OTHER FORMATTED MESSAGES....ETC.//
DECL/X4//
```

MESSAGE CLASSIFIED FOR ILLUSTRATION PURPOSE ONLY

NOTES:

1. DECL/ set not used for unclassified messages

2. To reference the message above as a REF in a follow-on message:

   - the message short title is GENADMIN, e.g;

   - REF/A/GENADMIN/CNO N61/xxxxxxZxxx97//

3. When you reference other USMTFs, use the message ID type "short title" (MSGID) of the message, e.g.,

   - REF/A/RRI/J6J/xxxxxxZxxx97//

FIGURE A-1

GENADMIN FORMAT MAP
(FIGURE A-2)

The format map annotates in template from those sets that are
available for use in the GENADMIN message in the order in which they
shall be used. Shaded areas denote repeatable sets (e.g., REF set).
and underline between field markers indicates a mandatory field. A
dotted line between field markers indicates an optional field. The
information in brackets (e.g. [1-16 ANBS]) INDICATES THE AMOUNT AND
TYPE OF CHARACTERS ALLOWED IN EACH FIELD. (See legend for character
types.

NOTE 1
EXER/ _____/..........//
          EXER NAME   ADD ID
          [1-56 ANBS]   [1-16 ANBS]

OPER/ _____/................/................/................//
          CODEWORD   ORIG & PLAN #   OPTION NAME   2ND OPTION NAME
          [1-32ANBS]   [1-23ANS]   [1-23ANBS]   [1-23ANBS]

MSGID/GENADMIN/_____/........./........./........./..........//
                  ORIG   SER   MONTH   QUAL   QUAL SER
               [1-20ANBS] [1-7ANBS]   [3A]   [3A]   [1-3N

NOTE 2
SUBJ/_____//
          MESSAGE SUBJECT [1-64 ANBS]

/...//
          MESSAGE SUBJECT CONTINUED [1-68ANBS]

REF/_ /_____/_____/_____/...../
      SER   MSG or COMM TYPE   ORIG   DTG   SER #
     [1A]   [1-20ANBS OR 3A]   [1-20ANBS] [6-12AN] [1-10ANBS]

/NOTAL or PASEP/.... //
     SPEC NOTE   NASIS
        [5A]   [3A]   LEGEND

NOTE 3   A = Alphabetics (A - Z)
                                 N = Numerics (0 - 9)
AMPN/_____//   B = Blank spaces
        FREE-TEXT   S = Special characters (listed in
         [ANBS]   paragraph A102g).
                                 __   = (underline) mandatory field

```
NARR/_____//        ...    = (dotted line) optional field
     FREE-TEST[ANBS]


POC_____/_____/_____/_____/
     CONTACT NAME      MIL RANK or    POC LOCATION    PRI PHONE #
     [1-20ANBS        RATE & RATING    [-15ANBS]      [3-15ANBS]
                        [2-4AN]


_____/..................../..................//
     PRI FREQ DESIG      SEC PHONE #      SEC FREQ DESIG
     [1-8ANS]           [3-15ANBS]        [1-8ANS]



AKNLDG/_____/..................//
        AKNLDG REQUIR        INST for AKNLDG or
         INDICATOR           UNIT REQD TO AKNLDG
           [2-3A]               [1-50ANBS]
```
NOTE 4
```
RMKS/_____//
               FREE-TEXT
               [ANBS]
DECL/_____//
          DECLAS INSTS
          [1-25ANBS]
```
NOTES:

1. EXER and OPER are mutually exclusive sets; use of one or complete omission of these sets is permitted.

2. If the subject set does not require a continuation line, the first line must end with an end of set marker (//).

3. AMPN and NARR are mutually exclusive sets; use of one or complete omission of these sets is permitted.

4. The body/main text of the message is inserted in the RMKS set. Enter "RMKS/" and begin paragraph 1, or skip to the first column of the next line to begin paragraph 1 of the message. Insert a single end-of-set marker (//) at the end of the last paragraph.

FIGURE A-2

<u>**ANNEX B**</u>

<u>**PROCEDURES FOR PREPARING AND PROCESSING MESSAGES ON DISKETTE FOR DELIVERY AND RECEIPT VIA THE NAVAL COMPUTER AND TELECOMMUNICATIONS SYSTEM (NCTS)**</u>

B101. PURPOSE

This Annex provides procedures for preparing, editing, and processing standard narrative messages on a personal computer diskette. Consult local instructions where necessary for the format and procedures for message preparation.

B102. GENERAL

Diskette processing described herein is a contingency and shall be used only when primary and backup means of transferring messages electronically are either not available or have failed. Diskettes containing messages must have been prepared using MTF Editor "Standard Diskette". Diskettes not conforming to these standards cannot be processed by the naval standard AUTODIN Gateway Terminal (AGT), i.e., GateGuard.

B103. PROCEDURES

a. Incoming Messages

1. Customer Procedures. Diskettes containing incoming message traffic shall be picked up by the customer. Amplifying information concerning this procedures shall be provided by TCCs.

2. TCC Procedures. Messages received by TCCs via automated message processing systems for delivery to over-the-counter (OTC) customers shall be stored on diskettes provided by the customer. These diskettes shall be placed in the customer's message box for pickup. Customers shall be notified by phone call upon receipt of an action message of immediate or higher precedence. TOP SECRET and SPECAT and below messages, including Personal For and LIMDIS, are authorized for delivery on diskette to all OTC customers capable of processing these diskettes.

b. Outgoing Messages

1. Customer Procedures. Diskettes containing outgoing messages must be prepared per MTF editor processing and local TCC procedures prior to delivery to TCC or AGT for transmission.

2. TCC/AGT Procedures. Upon receipt of outgoing message diskettes, the TCC/AGT operator shall:

(a) Maintain a list of authorized couriers provided by customer command/activity and verify all diskette deliveries against this list.

(b) Verify each external diskette label contains:

(1) Highest precedence of message(s) on diskette

(2) Originator's unit/organization

(3) Originating organization phone number

(4) Classification of diskette

(5) Minimize considered (when applicable).

(c) Scan all diskettes received from customers for computer viruses. If a virus is detected:

(1) Cease processing the diskette.

(2) Notify the communications facility's Information Systems Security Officer (ISSO) and chain of command.

(3) Notify originating command and return infected diskette.

(4) Notify FLTINFOWARCEN NORFOLK VA//N6/00/01//, INFO COMNAVCOMTELCOM WASHINGTON DC//N53//, via message, per NAVSO P-5239-19.

(d) TCC/AGT operators are prohibited from altering customer diskettes in any manner except when corrective action for transmission of high precedence messages (priority and above) is required and is coordinated with the customer.

(e) Return diskettes to the customer which do not meet specifications cited in paragraph B104.

B104. SECURITY

a. Computer terminals used to process classified material must comply with the requirements of OPNAVINST C5510.93 and be installed in accordance with NACSIM 5100A regarding TEMPEST emanations. Users must consult local security instructions regarding the use of personal computers for generation of classified messages.

b. Diskettes being used for message preparation must be handled per OPNAVINST 5510.1, OPNAVINST 5239.1 and local security instructions governing magnetic diskette media.

<u>ANNEX C</u>

<u>U.S. NAVY PLAIN LANGUAGE ADDRESS (PLA)</u>
<u>REQUEST FOR ESTABLISHING, CHANGING OR DELETING</u>

C201. PLA DEFINITIONS

a. <u>Plain Language Address</u> - The activity designator used in message addressing. Abbreviations are used to reduce title length while maintaining reasonable interpretation of activity identity when establishing PLAs.

b. <u>Long Title</u> - The complete and unabbreviated title of an activity as published by OPNAV NOTICE 5450 and the STANDARD NAVY DISTRIBUTION LIST (SNDL). This is the title used in the "TO" line of letters. The "long titles" have in many cases, been reduced to a common generic title to facilitate grouping of activities of the same type. The SNDL is the source document for long titles.

C202. PROCEDURES FOR ESTABLISHING, CHANGING, OR DELETING PLAs

PLAs shall be assigned to all permanently established commands and activities and, as necessary, to all geographically separated detachments thereof. PLAs shall NOT be assigned to subordinate staff elements for the purpose of internal segregation and routing of messages. Requests for additions, changes and deletions shall be submitted by letter via the chain of command to the cognizant service headquarters/activity listed below. Requests shall be submitted 60 days in advance of the desired effective date and must be initiated by the command affected or a senior in the chain of command. Submit requests as follows:

a. Navy Activities - Requests for the establishment of a new activity or for a change in activity shall be submitted to CNO (09B) per OPNAVINST 5450.169(). Include a recommended PLA in the request to CNO. Disestablishment of an activity by CNO (09B) action will result in deletion of the PLA from the Common Source Route File System (CSRFS) and the Distributed PLA Verification System (DPVS). Requests for additions, changes and deletions not falling under the purview of OPNAVINST 5450.169 shall be submitted to NAVCOMTELSTA Washington D.C., Code N353, WNY Bldg. 196, Washington, D.C. 20374-5069 (NAVCOMTELSTA WASHINGTON DC//N353//). Requests shall be submitted via the chain of command, through the second echelon command (e.g., CINCPACFLT, CINCLANTFLT).

Urgent PLA requests submitted by message should be addressed to NAVCSRF HONOLULU HI//N31// and INFO to the chain of command and NAVCOMTELSTA WASHINGTON DC//N353//.

      (1) PLA changes not associated with a long title approved by CNO are discouraged. If such a change is deemed essential, the request submitted to NAVCOMTELSTA WASHINGTON DC should include an explanation and justification of need.

      (2) If a detachment has not been (or is not being) established via CNO for listing in the SNDL, a request for addition, change or deletion of the PLA shall be submitted by the parent command to NAVCOMTELSTA WASHINGTON DC, via the chain of command. Otherwise, OPNAVINST 5450.169 applies. Requests for PLA activation shall include an explanation of geographic relationship to the parent command.

      (3) PLA changes or redesignations should be limited to once a year and coordinated through the administrative chain of command for standardization of subordinate commands prior to submission to CNO for approval and publication.

    b. Temporary PLAs - Temporary PLAs shall not exceed 90 days. Requests for temporary PLA entry into the CSRFS shall be addressed to NAVCSRF HONOLULU HI//N31//, and **NOT** to NAVCOMTELSTA WASHINGTON DC. The request shall include the required activation date, the estimated termination date, and the associated routing indicator. Temporary PLAs will automatically be canceled after 90 days. Exercise PLAs that involve 50 or more PLA changes require a minimum of seven days lead time to be established.

      (1) The abbreviation "ADMIN" followed by a Flag Commander's PLA (e.g., ADMIN COMCRUDESGRU TWELVE) may be used to address a staff element temporarily separated from the Commander. Submit activation/deactivation requests to NAVCSRF.

      (2) Prospective Commanding Officer (PCO) or Pre-commissioning Unit (PRECOMUNIT) of ships in a pre-commissioning status may be addressed as PCO (ship name) or PRECOMUNIT (ship name). Submit activation/deactivation requests to NAVCSRF HONOLULU HI//N31//. Prior to commissioning, a request for addition of the ship must be submitted to NAVCOMTELSTA WASHINGTON DC//N353//.

    c. Senior Officer Present Afloat/Ashore (SOPA) - The abbreviations SOPA, SOPA ADMIN and SOPA SUBAREA followed by a geographic location are authorized PLAs that may be entered in the

CSRFS. The respective SOPA is responsible for submitting a communications guard shift message each time the responsibility shifts.

      d. SSBN Crews - Listings for SSBN Crews (i.e., "BLUE", "GOLD" and "OFFCREW") may be loaded in the CSRFS when authorized by COMSUBPAC or COMSUBLANT.

      e. Request Format - Include the following information in all requests for PLA establishment, change, or deletion. An example PLA request is provided in message format only; letter requests are also acceptable and should include the same information.

EXAMPLE MESSAGE PLA REQUEST:

SUBJ/REQUEST TO ESTABLISH/CHANGE/DELETE (as appropriate) A PLAIN /LANGUAGE ADDRESS (PLA)//
RMKS/1. REQUEST ESTABLISH/CHANGE/DELETE (as appropriate) FOLLOWING PLA:
(a) ADD:
      (1) OFFICIAL COMMAND/ACTIVITY NAME BY LONG TITLE TO INCLUDE
         GEOGRAPHIC LOCATION IF APPLICABLE.
      (2) PLA REQUESTED.
      (3) SERVICE AGENCY CODE (N FOR NAVY, C FOR COAST GUARD, M
FOR   MARINE CORPS).
      (4) HIGHEST MESSAGE CLASSIFICATION YOU ARE ABLE TO RECEIVE,
        (T FOR TOP SECRET, S FOR SECRET, C FOR CONFIDENTIAL AND
        U FOR UNCLASSIFIED).
      (5) SPECIAL HANDLING DESIGNATOR (A FOR SPECAT A, B FOR
SPECAT   B, OR NONE) FOR TYPES OF SPECIAL HANDLING MESSAGES
YOU ARE   AUTHORIZED TO RECEIVE.
      (6) ROUTING INDICATOR (MAY BE OBTAINED FROM YOUR SERVICING
        COMMUNICATIONS CENTER).
      (7) DATE-TIME-GROUP (DTG) FOR PLA ACTIVATION.
      (8) DTG FOR DEACTIVATION OF TEMPORARY PLA.
      (9) REASON FOR PLA ESTABLISHMENT.
      (10) POINT OF CONTACT (POC) WITH PHONE NUMBER/E-MAIL
ADDRESS.

(b) CHANGE:
      (1) OFFICIAL COMMAND/ACTIVITY NAME BY LONG TITLE TO INCLUDE
         GEOGRAPHIC LOCATION IF APPLICABLE.
      (2) OLD PLA NAME.
      (3) NEW PLA NAME.
      (4) EFFECTIVE DATE OF CHANGE.
      (5) POINT OF CONTACT (POC) WITH PHONE NUMBER/E-MAIL ADDRESS.

(c) DELETE:
      (1) PLA NAME.
      (2) EFFECTIVE DATE OF CHANGE.
      (3) POINT OF CONTACT (POC) WITH PHONE NUMBER/E-MAIL ADDRESS.

    f. Coast Guard Activities - Submissions shall be forwarded to COGARD HQSUPTRCOM WASHINGTON DC//T-4C//. COGARD HQ will submit approved requests to NAVCOMTELSTA WASHINGTON DC//N353// for entry into the CSRFS.

    g. Marine Corps Activities - Forward submission to NAVCOMTELSTA WASHINGTON DC//N353// per procedures for Naval activities in paragraph C202a and the following:

      (1) Active FMF Commands - Submit via CG FMFLANT/CG FMFPAC, as appropriate.

      (2) All Reserve/Inspector Instructor Units - Submit via CG FOURTH MARDIV/CG FOURTH MAW, as appropriate.

C203. RULES FOR FORMING A PLA

    a. All Naval PLAs - The following rules apply to the formation of all Naval PLAs regardless of service. Rules established by the individual components of the Naval service shall be adhered to in addition to these basic rules:

      (1) The PLA shall not exceed 55 characters, to include geographic locations.

      (2) The PLA shall reflect a single activity only, reflect single geographic location for non-mobile activities, and be self defining.

      (3) Four letter acronym establishments should be avoided to minimize possible interference with other addressing systems.

      (4) Abbreviations must not conflict with another activity.

  (5)   The PLA for a detachment shall be formed by using the parent command's PLA with the necessary detachment identifier prefixed/suffixed. The parent command's geographic location shall be used unless the detachment is mobile or has its own geographic location. Requests for addition/deletion of detachment PLAs are the responsibility of the parent command. The following are examples of correctly formed detachment PLAs:

PARENT COMMAND	DETACHMENT
COMSUBPAC PEARL HARBOR HI	COMSUBPAC DET ONE
NAESU PHILADELPHIA PA	NAESU DET ATLANTA GA
NCTAMS LANT NORFOLK VA	NCTAMS LANT DET HAMPTON ROADS NORFOLK VA

(6) Units with the same mission and designation shall use the same abbreviation except for geographic location. Example: NAVSECGRUACT NORTHWEST VA, NAVSECGRUACT HOMESTEAD FL

(7) The PLA must not contain any punctuation characters.

(8) Numerical designators may be spelled. Numerals 19 and below shall be spelled as one word (e.g. NINETEEN). Numerals 20 and above shall be spelled as two words (e.g. TWO ZERO).

(9) Letter designators shall be spelled phonetically as follows:

Letter	Equivalent	Letter	Equivalent
A	ALFA	B	BRAVO
C	CHARLIE	D	DELTA
E	ECHO	F	FOXTROT
G	GOLF	H	HOTEL
I	INDIA	J	JULIETT
K	KILO	L	LIMA
M	MIKE	N	NOVEMBER
O	OSCAR	P	PAPA
Q	QUEBEC	R	ROMEO
S	SIERRA	T	TANGO
U	UNIFORM	V	VICTOR
W	WHISKEY	X	XRAY
Y	YANKEE	Z	ZULU

b. Marine Corps PLAs - The following additional rules for forming new PLAs are applicable to Marine Corps activities:

(1) All Fleet Marine Force (FMF) units, both active and reserve, are considered "mobile units" and shall not include geographic locations in their PLAs. PLAs of FMF units which meet the below criteria will be contained in the DPVS but will not be listed in ACP 117 CAN-US SUPP-1.

(2) Commands of the Supporting Establishment shall include geographic locations in their PLAs and will be listed both in the DPVS and ACP 117 CAN-US SUPP-1, except that subordinate

elements of those commands, e.g., (HQBN, H&S, BN, H&HS, SOMS, etc.), will not be listed in the Allied Publication.

   (3) Training units which periodically deploy shall not include geographic locations in their PLAs (e.g., VMAT TWO ZERO THREE).

   (4) To establish elements below the battalion/squadron level, one of the following situations must apply:

    (a) The element is part of the Marine Corps Reserve establishment (e.g., ECHOCO SECONDBN TWO FIVE MAR).

    (b) The element is geographically separated from its parent command for an indefinite period of time (e.g. ALFACO THIRD RECONBN), or the element is a detachment which routinely deploys (e.g., WES FOUR SEVEN DET CHARLIE).

    (c) The element is a separate command with no parent battalion/squadron (e.g., SECOND ANGLICO).

   (5) A PLA shall contain the minimum structure necessary to prevent confusion with another unit (e.g. NINTH MTBN sufficiently identifies the battalion, however, the second battalion of 2d Marines must include the regiment's designation to prevent confusion-SECONDBN SECOND MAR).

   (6) The PLA of a detachment of an aviation unit shall be formed by suffixing the parent organization's PLA with a phonetically spelled alpha character detachment designation (e.g. MWSG SEVENTEEN DET ALFA).

   (7) The PLA of a detachment of a non-aviation unit shall be formed by SUFFIXING the parent organization's PLA with a numerical character detachment designation (e.g., SPTCO SIXTH ENGRSPTBN DET TWO).

   (8) When only one detachment exists no phonetical/numerical character shall be used. The 'DET' shall be suffixed to the PLA (e.g., GOLFCO SECONDBN TWO FOUR MAR DET).

   (9) To ensure standardization in the composition of PLAs, final approval of PLAs will be made by CMC (Code CSB).

ANNEX D

ACRONYMS AND ABBREVIATIONS

ACP	Allied Communications Publication
AGT	AUTODIN Gateway Terminal
AIG	Address Indicating Group
AKNLDG	Acknowledgment
ALCOM	All Commands (general message)
ALMILACT	All Military Activities (general message)
AMHS	Automated Message Handling System
AMPN	Amplification
ANBS	Alfa-numeric, Blank Space, Special Character
ASD	Assistant Secretary of Defense
ATOMAL	NATO Special Handling Designator (CODEWORD)
AUTODIN	Automatic Digital Network
BBS	Bulletin Board System
BOM	By Other Means
CAD	Collective Address Designator
CASREP	Casualty Report
CINC	Commander In Chief
CNO	Chief of Naval Operations
CON	Conversation
CONUS	Continental United States
CSRFS	Common Source Route File System
DECL	Declassification
DET	Detachment
DMS	Defense Message System
DOC	Document
DOI	Department of Defense Operating Instruction
DPVS	Distributed PLA Verification System
DSN	Defense Switching Network

DSRI	Destination Routing Indicator
DSSCS	Defense Special Security Communications System
DTG	Date Time Group
DTS	Defense Telecommunications System
EFTO	Encrypt for Transmission Only
EXDIS	Exclusive Distribution
EXER	Exercise
FOIA	Freedom Of Information Act
FOUO	For Official Use Only
FRD	Formerly Restricted Data
FRI	Fleet Routing Indicator
GENADMIN	General Administration (Message)
GENSER	General Service (Message)
HQMC	Headquarters Marine Corps
IMMDELREQ	Immediate Delivery Required
INSTS	Instructions
Internet	International Network
INTREP	Intelligence Report
ISSO	Information Systems Security Officer
JANAP	Joint Army, Navy and Air Force Publication
JD	Julian Date
JRS	Joint Reporting System
LIMDIS	Limited Distribution
LTR	Letter
MSG	Message
MSGID	Message Identification
MIN	Minimize
MOVREP	Movement Report
MROC	Multi-Command Required Operational Capability
MTCC	Marine Corps Telecommunications Center

NARR	Narrative
NASIS	NATO Subject Identification System
NATO	North Atlantic Treaty Organization
NAVCSRFS	Naval Common Source Route File System
NAVOP	Naval Operations (general message)
NAVSECGRU	Naval Security Group
NAVTACSUPPACT	Naval Tactical Support Activity
NCTS	Naval Computer and Telecommunications System
NODIS	No Distribution
NOTAL	Not To All
NSCS	National Signal Intelligence Communications Standards
NTCC	Naval Telecommunications Center
NTP	Naval Telecommunication Procedures
NWP	Naval Warfare Publication
ORCON	Originator Control
OC	Same as ORCON
OPSIG	Operating Signal
OSRI	Originating Station Routing Indicator
PASEP	Passed Separately
POC	Point Of Contact (Person)
PR	Same as PROPIN
PROPIN	Proprietary Information (Caution)
Prosign	Procedural Signal (Operational)
RADDR	Readdressal (Message)
REF	Reference
REQD	Required
RMKS	Remarks
SCE	Service Cryptologic Element
SECNAVINST	Secretary of the Navy Instruction
SEF	SPECAT Exclusive For

SHD	Special Handling Designator (Character)
SHD	Special Handling Designation (Caveat)
SIGINT	Signals Intelligence
SIOP-ESI	Single Integrated Operational Plan-Extremely Sensitive Information
SORTS	Status of Resource and Training System
SPECAT	Special Category (Message)
SSIC	Standard Subject Identification Code
STU-III	Secure Telephone Unit, Third Generation
SUPP	Supplement (Publication)
TAIS	Target Architecture and Implementation Strategy
TCC	Telecommunications Center
TEL	Telephone conversation
TICON	Tight Control (Message)
TOF	Time of File (Message)
USMTF	United States Message Text Format
WNINTEL	Warning Notice of Intelligence
WN	Same as WNINTEL
WWW	World Wide Web
XMT	Exempt (Message)

ORIGINAL