

**COMMUNICATION INSTRUCTIONS
GENERAL (U)**

ACP 121(F)

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FOREWORD

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FOR ACP 121 (F)

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By Command of the Defence Council

Permanent Under Secretary

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CHAPTER 1

INTRODUCTION AND DEFINITIONS

101. PURPOSE

- a. This publication provides general information on communications matters:
 - (1) For the guidance of all personnel.
 - (2) To promote an understanding of the concepts and capabilities of modern military communications systems.
 - (3) To facilitate use of available communications services by commanders, staff officers, and other non-communications personnel.
 - (4) To provide a basis for detailed procedural and operational publications in such communications subjects as frequencies, call signs, address groups, and routing indicators.

102. SCOPE

- a. Chapters 2 and 3 of this publication are designed to orient non-communications personnel in general communications matters and to instruct all personnel in the details of message preparation.
- b. Chapters 4, 5, and 6 of this publication are intended primarily for use by communications personnel.

103. ALLIED COMMUNICATIONS PUBLICATIONS (ACPs)

- a. ACPs provide communication instructions and procedures essential to the conduct of common military operations.
- b. ACPs are prepared in accordance with the format contained in the ACP 198 series.

104. DEFINITIONS

- a. The following terms with meanings indicated are established for communication purposes. (For further communications-electronics terms and definitions, see the ACP 167 series.)
 - (1) Intra-(Appropriate word) - Within, and only within, a designated organization, e.g., intra-Force, intra-Navy, Intra-NATO.
 - (2) Joint - Between two or more services of the same nation. (When all services are not involved, the participating services shall be identified, e.g., Joint Army-Navy.)
 - (3) Combined - Communications between two or more forces or agencies of two or more allies. (When all Allies or Services are not involved, the participating nations and services shall be identified, e.g., Combined NATO Navies.)
 - (4) Authority - An authority is any person qualified and empowered to make decisions or give orders.
 - (5) Message - A message is any thought or idea expressed briefly in plain or secret language prepared in a form suitable for transmission by any means of communication.

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(6) Reliability - The measures taken to assure arrival at destination, without alteration or garbling, of orders, comments or information.

(7) Security - The measures taken to assure that comments, orders or information are not made available to or intercepted by unauthorised personnel.

(8) Short title - The condensed form of proper names which together make up a title, e.g., of a command/formation, document, or device.

(9) Speed - Permits the addressee(s) to receive orders, comments or information from the originator in the shortest possible time.

(10) Telecommunications - Any transmission, emission, or reception of signs, signals, writing, images and sounds or intelligence of any nature by wire, radio, visual or other electromagnetic systems.

(11) Text - That part of a message which contains the thought or idea the originator desires to be communicated.

CHAPTER 2

COMMUNICATIONS ROLE, HISTORY, CONCEPT, CAPABILITIES, AND MEANS

SECTION I

GENERAL

201. ROLE OF MILITARY COMMUNICATIONS

a. The primary purpose of military communications is to serve command. In this role, communications permit the commander to exert personal influence in the exercise of command and control over a larger force and a larger area than would be possible otherwise.

b. The secondary purpose of military communications is to facilitate and expedite the transfer of information between individuals and groups of individuals. In this sense, communications support operations, intelligence, logistics, and administration, all of which are necessary to the exercise of command.

SECTION II

HISTORY OF MILITARY COMMUNICATIONS

202. GENERAL

a. In order to provide perspective in an examination of modern military communications, it is necessary to review progressive signal development and its effect upon military science, or vice versa. As the two fields become more complex, the degree of interdependence increases proportionately and the margins of error and efficiency become more critical.

b. Throughout the history of military communications, the common doctrine of reliability, speed and security has never changed. The ultimate in these unalterable goals has never been realized, in spite of the most significant technological advances.

203. PERIODS OF DEVELOPMENT

a. Progress in the field of military communications can be divided into several overlapping periods. Each of these periods has been preceded by a change in military operational concept, resulting from the advent of new weapons systems and amplified international political interests.

b. Prior to 1860, the principal means of communication were: messenger, visual signals (smoke, hand, semaphore flag), and sound (drums, gunfire, etc.). It was in this era that the oft-lamented pigeon provided the first comparatively rapid "long distance" communications capability. The impetus for transition from this period was the requirement for more effective command control as military forces increased in size and lines of communication were lengthened.

c. During the period, 1860-1900, the telegraph was developed as the first electrical means of communication. Comparatively extensive and rapid systems, using wire circuits between terminals, were installed and operated by the landbound armies. The "dot-dash" method of those early days still has its place in today's modern communication systems, primarily as a reliable back-up for more advanced means.

d. The introduction of radio marks the beginning of the next period. Shortly after 1900, the navies installed wireless aboard ships to maintain intership communications and contact with

strategically placed shore stations. Fleet control was extended over an ever greater area. Simultaneously the armies, using radio to link land-line communications complexes, established limited global systems. It was during this period that submarine telegraph cable was installed for military use, providing an alternative means for the new "long-haul" radio capability. Other innovations of the period, resulting from World War I requirements, included vehicular mounted radio and airborne radio used as an aid to navigation. Ever greater reliance was placed on military communications in the conduct of military operations. With the development of high speed and mobile radio techniques, however the need for communications security measures that would deny the enemy access to transmitted information became critical and urgent.

e. The following period in the development of military communications was that era from the end of World War I to the end of World War II, roughly from 1920 - 1945. Although many improvements were realized by 1939, history proves that the greatest advances in the field of communications-electronics have been made in wartime. It was during World War II that the "Global Concept" of military communications reached its peak. This, of course, was essential to successful coordination and control of a global war. To solve the problem of volume and speed necessary to support a fluid military situation, world-wide in scope, the teletypewriter became the backbone of military communications systems. Semiautomatic techniques of message transmission and relay further increased speed, but highlighted the requirement for both machine and procedural compatibility among allied forces.

f. Revolutionary changes in weapons systems and concept of operations marked the period from the end of World War II to the 1960s. In this period of development, however, the military communications structure was altered but little. The Global Teletypewriter Networks continued to carry the bulk of military traffic with only evolutionary refinements, and it becomes increasingly obvious that these facilities were falling behind the requirements of the user. While on-line cryptography, tape automatic relay equipment stations and multi-channel techniques improved system capabilities, the inherent limitations of the prevalent HF long-distance communications circuits and the fundamental philosophy of human-operated networks between communications complexes could not cope with the speeds necessary in command and control of current military assets.

g. The emphasis in the current period of communications development since the 1960s has been towards systems featuring multi-mode operation and improved transmission media. Efforts in research and development have produced systems which increasingly feature:

- (1) User-to-user service, in addition to conventional message switching.
- (2) Multi-mode operation (voice, teletypewriter, data, facsimile and even television) over a common circuit.
- (3) More sophisticated transmission means, such as ionospheric and tropospheric scatter or satellite communications techniques.
- (4) Integral transmission security.
- (5) Improved resistance to natural or human disruption.
- (6) Integration of the communications sub-system into the operational system which they support.

SECTION III

CONCEPT AND CAPABILITIES

204. **TYPES OF COMMUNICATIONS SYSTEMS**

a. Military communications systems are divided into two general classes: tactical and strategic.

(1) Tactical systems are those self-contained within a command or which support a homogeneous purpose or activity, e.g., communications for control of a weapons system; early warning systems; aircraft movement control; local command nets.

(2) Strategic communications systems are generally global in nature and are operated on either a common-user or special purpose basis. While a strategic system may be confined within a specified area, or may be limited to a particular type traffic, the configuration is such that inter-operation with other strategic systems is possible when desired or required. Equipment and procedural compatibility between strategic systems is essential to facilitate efficient traffic interchange. A Worldwide Routing Plan, such as that contained in Chapter 5 of this publication, is a prerequisite to allied strategic signal operations.

(3) Although the previous subparagraphs separate tactical and strategic communications into two groups, modern developments in command and control systems are progressively removing this distinction. While some systems will remain strategic in the future, the increasing appearance of mixed systems argues against the application of inflexible groupings.

205. **USER RESPONSIBILITIES**

The effectiveness of any communications system is directly influenced by those it serves. This is true whether the user actually operates the terminal facility (as in a radio telephone system) or simply provides traffic input (as in most strategic communications systems). To realise maximum benefits from available services, it is essential that the user be familiar with the mission and capabilities of the communications system, as well as with the rules governing its use. Chapter 3 of this publication contains information pertinent to all message originators.

SECTION IV

MEANS OF COMMUNICATION

206. **GENERAL**

a. The means of signal communication are:

(1) Telecommunications:

(a) Electrical/electronic.

(b) Visual.

(c) Sound.

(2) Physical.

(a) Mail.

(b) Messenger/courier.

b. In the modern communications system, the term "telecommunication" generally is associated with those line/wire and radio complexes that provide rapid, high capacity communications. Although this publication is concerned primarily with the electrical electronic subdivision of telecommunications, other means of communication play an important role and should not be overlooked.

c. Information concerning security of communication is contained in the ACP 122 series.

207. ELECTRICAL/ELECTRONIC MEANS

a. Electrical/electronic means, which are used in both tactical and strategic communication systems, are divided into line/wire communications, radio communications or combinations of these two systems. Cryptographic devices may be used to enhance security.

b. These means employ the following:

(1) Telephony (Voice) - The transmission and reception of speech or, in some cases, other sounds.

(2) Morse Telegraphy - The transmission and reception of International Morse Code signals. Manual keys or semi-automatic devices are used for this purpose.

(3) Teletypewriting/teleprinting - The transmission of signals by means of a keyboard instrument. These signals are automatically recorded in the form of printed characters by the receiving instruments employing page copy or tape.

(4) Tape Relay - The transmission and reception in tape form of teletype/teleprinter messages via manual, semi-automatic or fully automatic relay stations.

(5) Facsimile - The transmission of fixed images with a view to their reception in a permanent form. Used for the transmission and reception of pictures, maps, messages and other similar material.

(6) Television - The transmission and reception of transient images of fixed or moving objects.

(7) Data Communications - The transmission and reception of information in punched card or tape form.

208. VISUAL

a. Visual means include those methods of transmission which can be received by optical means. The following methods are employed:

(1) Flashing Light - The term applied to the transmission of signals by light. The equipment employed may be directional or non-directional in operation. The use of Directional Flashing Light reduces the possibility of its interception, thus providing some security. When security is required at night only highly directional flashing light should be used and its brilliancy should be the minimum necessary to provide communication. Non-directional transmission permits simultaneous delivery to stations in any direction but has little security from interception, particularly at night.

(2) Infrared - Transmission of signals by light outside the visible spectrum. This method, which may be directional or non-directional, necessitates the use of special equipment and affords greater security than normal visual means.

(3) Hand Flags - Transmission of signals by means of one or two flags held in the operator's hands. The position of movement of the flags represents letters and numerals. This means includes Semaphore, and Morse Flag.

(4) Pyrotechnics - This means involves the use of flares, rockets and smoke for pre-arranged signals or for recognition purposes.

(5) Panels - This means involves the use of specially shaped and/or coloured cloth or other material displayed in accordance with the pre-arranged code to convey messages. They are used between ground and air, or surface units and air units.

(6) Flaghoist - The use of flags and pennants displayed from halyards. Although this is a rapid and accurate method of transmission it is limited to daylight use and to comparatively short distances.

(7) Coloured Lights - Coloured lights may be displayed in accordance with pre-arranged code to convey information.

209. SOUND

a. This means of communication utilizes sound waves.

(1) Whistles, sirens, bells and similar devices are used to transmit short messages normally consisting of pre-arranged signals. As such methods are slow, and satisfactory for short distances only, they are usually confined to warning or alerting signals. Sound may also be used for emergency communications, using International Morse Code.

(2) Underwater sound devices may be used to transmit messages. They are subject to the limitations of the equipment involved and the characteristics of sound transmission through water.

210. MAIL

a. Mail is the means of forwarding messages by an established postal service. In view of the desirability of reserving electrical communications for messages requiring immediate action or dealing with matters that otherwise cannot be handled satisfactorily, mail should be used whenever speed and security considerations allow.

b. Originators should specify the use of mail where more rapid delivery is not required. In some instances, rapid delivery is only required for some addressees of a message while the other addressees can be served adequately by a slower means (paragraph 328, "Dual Precedence").

c. Postal services normally do not offer the degree of security necessary to the transport of highly classified material.

211. MESSENGER/COURIER

a. Messenger/Courier is a primary means of communication. This means should always be used for bulky material and for messages when delivery can be made in less time than that required for encrypting, transmitting and decrypting of messages if electrical means are employed.

- b. Messenger/Courier can:
- (1) Supplement or replace postal services where these services are inadequate or do not exist.
 - (2) Be used to transmit highly classified documents of all types.
- c. Messenger/Courier systems may be divided into two categories:
- (1) Internal - To provide a means for pickup and delivery of messages locally between a communications centre and the addressee/originator.
 - (2) External - To provide service between widely separated locations.
- d. Either system may be operated on a scheduled or special basis, using any mode of transportation. Messenger/Courier physical security arrangements are dictated by the classification of material handled, the area in which operating, and the imminence of potential danger to the individual.

212. SPARE.

SECTION V

LIST OF ASSOCIATED PUBLICATIONS

213. ALLIED COMMUNICATIONS PUBLICATIONS (ACPs)

<u>Short Title</u>	<u>Long Title</u>
ACP 100	Allied Call Sign and Address Group System - Instructions and Assignments (U)
ACP 110	Tactical Call Sign Book (U)
ACP 112	Task Organization Call Sign Book (U)
ACP 113	Call Sign Book for Ships (U)
ACP 117	Allied Routing Indicator Book (U)
ACP 119	Allied Tactical Voice Call Sign System - Instructions and Assignments (U)
ACP 121	Communication Instructions - General (U)
ACP 122	Communication Instructions - Security (U)
ACP 124	Communications Instructions - Radiotelegraph - Procedures (U)
ACP 125	Communication Instructions - Radiotelephone Procedures (U)
ACP 126	Communication Instructions - Teletypewriter (Teleprinter) Procedure (U)
ACP 127	Communication Instructions - Tape Relay Procedures (U)
ACP 129	Communications Instructions - Visual Signalling Procedures (U)

<u>Short Title</u>	<u>Long Title</u>
ACP 130	Direction Finding Procedure (U)
ACP 131	Communication Instructions - Operating Signals (U)
ACP 134	Telephone Switchboard Operating Procedure (U)
ACP 135	Communications Instructions - Distress and Rescue Procedures (U)
ACP 136	Communication Instructions - Panel Signaling (U)
ACP 147	Call Sign Book for Merchant Ships in Time of War (U)
ACP 148	Allied Guide to Master (U)
ACP 149	Radio Communication Instructions for Merchant Ships Under Naval Control (U)
ACP 150	Recognition and Identification Instructions, Air, Land, and Sea Forces (U)
ACP 160	IFF SIF Operational Procedures (U)
ACP 165	Operational Brevity Codes (U)
ACP 167	Glossary of Communications-Electronics Terms (U)
ACP 168	Pyrotechnic Signals (U)
ACP 176	Allied Naval and Maritime Air Communication Instructions (U)
ACP 177	Land Forces Electronic Warfare Instructions (U)
ACP 178	Maritime Electronic Warfare Instructions (U)
ACP 179	Electronic Warfare Instructions for Air Forces (U)
ACP 190	Guide to Frequency Planning (U)
ACP 198	Instructions for the Preparation of Allied Communications Publications (U)

SECTION VI

ADMINISTRATIVE CONTROL

214. ADMINISTRATIVE CONTROL

a. Certain administrative requirements must be met to ensure that military communications systems fulfil the demand for satisfactory service. Administrative activities should provide for:

(1) A continuous and energetic program to review and achieve efficient use of telecommunication services at each level of command. Periodic inspections should be made within each activity originating messages and/or telephone calls to determine that existing instructions

governing the use of such services are being followed. Oversights or deficiencies should be directed to the originating activities for suitable review and corrective action.

(2) Continuous training and educational programs to familiarize personnel with the availability and effective use of communications services and systems and communications security material.

(3) Daily or weekly monitoring responsibility within each activity to maintain proper standards of efficiency or make improvements whenever conditions dictate. A post-transmittal review of messages should be conducted at administrative levels designated by the commanders exercising jurisdiction.

(4) Controlling closely the release of messages or placing of calls by limiting the number of officers or other personnel delegated authorizing responsibility.

(5) Periodic review of recurring reports submitted by electrical communication, eliminating those where reporting requirements may be met by use of non-electrical transmission. Deadline dates for submission of recurring reports should be adjusted, if possible, to permit use of mail or other transmission means.

(6) Prompt release and delivery of messages to communications centres so the workload may be distributed as evenly as possible throughout the business day. Accumulating and delivering messages for transmission at the close of the day should be avoided. Such action defeats precedence assignment and places an unnecessary burden upon communications personnel and facilities.

(7) Emergency plans which indicate actions to be implemented automatically when emergencies arise or exercises are being conducted, eliminating as nearly as possible the need for "trigger-messages" at the beginning and during such situations.

(8) Briefing of staff officers and other personnel concerning MINIMIZE requirements to preclude misunderstanding and confusion when application is necessary. This should include proper liaison with the local distribution agency and communications centre to control origination and transmission of messages/telephone calls in accordance with restrictions imposed during MINIMIZE periods (section VII, chapter 3).

CHAPTER 3

MESSAGE PREPARATION

SECTION I

INTRODUCTION

301. **GENERAL**

Communications requiring expeditious delivery are normally prepared for transmission as brief and concise messages.

302. **ORIGINATOR**

a. The originator of a message is the authority in whose name a message is sent, or is the command or agency under direct control of the authority approving a message for transmission.

b. The originator is responsible for the functions of the drafter and releasing officer.

(1) A drafter is a person who actually composes a message for release by the originator or the releasing officer.

(2) A releasing officer is a person who may authorize the transmission of a message for and in the name of the originator (paragraph 324.1).

303. **TEXT**

In addition to expressing the originator's thought or idea to be communicated, the text may also contain such internal instructions as are necessary to obtain special handling (paragraph 320).

304. **RESPONSIBILITIES OF THE ORIGINATOR**

a. The originator of a message has certain definite responsibilities, as follows:

(1) Determining whether the message is necessary. A message is not to be used when a letter or other form of communication will suffice.

(2) Determining the addresses and the type of message.

(3) Ensuring proper use of the prescribed message form.

(4) Ensuring that the text is drafted in accordance with paragraphs 313 through 321.

(5) Determining the security classification.

(6) Determining the precedence.

(7) Ensuring that the message is signed by the releasing officer.

(8) Forwarding the message to the appropriate agency for transmission.

SECTION II

TYPES OF MESSAGES

305. GENERAL

a. The types of message transmitted by communications means are:

- (1) Single Address
- (2) Multiple Address
- (3) Book
- (4) General

306. SINGLE ADDRESS

A single address message is one destined for only one addressee.

307. MULTIPLE ADDRESS

A multiple address message is one which is destined for two or more addressees, each of whom must be informed of all the addresses. Each addressee must be indicated as ACTION or INFORMATION. It is essential in the interest of greater system efficiency that the number of multiple-address messages be reduced to the essential minimum, since the processing thereof is one of the major factors contributing to delay in message handling. In addition, originators should always consider specifically whether all addressees must be informed of the other addressees of each message and, if not, a BOOK message should be used. This is of particular importance when transmission of messages by commercial facilities is involved.

308. BOOK MESSAGE

A book message is one which is destined for two or more addressees and is of such nature that the originator considers that no addressee needs to be informed of any other addressees. Each addressee must be indicated as ACTION or INFORMATION.

309. GENERAL MESSAGE

Messages which have a wide standard distribution are termed General Messages. They are assigned an identifying title and usually a sequential serial number. EXAMPLE: ALCONCEN 25.

SECTION III

ADDRESS OF MESSAGES

310. COMPONENTS OF THE ADDRESS

a. The address component of a message may contain:

- (1) Originator – Command by whose authority the message is sent.

- (2) Action addressee(s) – Authority(ies) required by the originator to take necessary action.
- (3) Information addressee(s) – Authority(ies) considered by the originator to require the message for information.
- (4) A combination of both action and information addressees, as appropriate.
- (5) Exempted addressees, when the originator desires to exclude one or more authorities from a collective title.

311. **LIMITING NUMBERS OF ADDRESSEES**

It is essential that the originator of a message limit the number of addressees to those who need to take action thereon and in the case of information addressees, to those for whom the information contained in the text is essential. Over-addressing messages can lead to serious overloading of communication facilities (paragraph 307).

312. **AUTHORITIES TO BE ADDRESSED**

Normally originators should only address messages to units and authorities within their own command organizations, in accordance with established chain of command and other relevant instructions. The command organization may be intraservice, joint or allied. Messages requiring promulgation beyond the originator's command organization should normally be addressed to the appropriate senior authority, who should take such action as is necessary to inform other authorities concerned. Where national authorities are established within the geographical boundaries of an allied command organization, it is the prerogative of the nation concerned to decide whether such national authorities may be addressed by allied commanders. Allied commanders concerned, foreseeing a requirement for addressing national authorities, should seek prior agreement from the respective nation for such addressing. When national approval is given under these circumstances, the nation concerned should assume the responsibility of effecting delivery of the message to the appropriate national addressee(s). In the event a third nation should become involved in the handling of a message to a specific national authority, the agreement of that third nation is also required.

SECTION IV

DRAFTING THE TEXT

313. **BREVITY**

a. The need for brevity in message preparation is stressed. To avoid misinterpretation and further explanatory messages, the message must state exactly what is meant and must not be vague or ambiguous. Consistent with this axiom, all unnecessary words are to be eliminated. Commonly used conjunctions, prepositions and articles such as AND, BUT, FOR, IN, ON and THE are to be eliminated unless essential to the meaning.

b. Abbreviations and short titles are used in messages in order to shorten the text, thereby saving transmission time. Indiscriminate and injudicious use, however, results in loss of intelligibility and exactness in communications. In general, only those abbreviations and short titles agreed for use between the originator and all addressees of a particular message may be used. In addition, the following guides also should be used:

(1) Use only abbreviations and short titles that serve a useful purpose, such as: points of the compass; map coordinates; model designations and symbols for common types of aircraft, ships, vehicles, equipment, and weapons; technical terms when communications between activities or individuals in the same field communications-electronics terms; titles, ranks, and grades; universally known geographical locations.

(2) After initially spelling out a word, term, or organization in conjunction with its abbreviation or short title, the contraction may then be used alone in the same message, eg, International Civil Aeronautical Organization (ICAO).

(3) Generally, words of five letters or less shall not be abbreviated.

314. **PUNCTUATION**

a. Punctuation is not used unless necessary to the sense of the message. When it is essential to employ punctuation, the following abbreviations and symbols are authorized:

<u>Punctuation</u>	<u>Abbreviation</u>	<u>Symbol</u>
Question Mark	QUES	?
Hyphen		-
Colon	CLN	:
Parenthesis/Left Hand Bracket	PAREN	(
Parenthesis/Right Hand Bracket	UNPAREN)
Period/Full Stop	PD	.
Comma	CMM	,
Semicolon	SMCLN	;
Slant/Oblique Stroke	SLANT	/
Paragraph	PARA	
Quotation Marks	QUOTE-UNQUOTE	

b. When a message is written in freehand it may often be advisable to encircle the symbols for periods/full stops and commas to make them more conspicuous.

315. **PHONETIC EQUIVALENTS**

a. Phonetic alphabet:

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

b. When it is necessary to include isolated letters in messages, the authorized phonetic equivalents should be employed. It is inadvisable for message drafters to employ the phonetic equivalents for single letter words.

c. Phonetic equivalents are desirable in expressing lettered coordinates, in operational orders, or ordering equipment by letter and number. They will not be used:

- (1) When names are to be transmitted; use J C Porter or John Cook Porter.
- (2) When the actual word might be better used; 26 degrees West instead of 26 degrees Whiskey.
- (3) When the abbreviation is readily recognizable, and authorized, such as USAF.

d. When writing the letters I to Z to avoid confusion with the numbers 1 and 2, they may be written as "i" and "z" respectively.

316. NUMBERS

a. Numbers may be written as digits or spelled out. When spelled out, they are expressed in words for each digit except:

- (1) Numerals 10 through 20 may be expressed as one word.

EXAMPLE: Sixteen.

(2) Exact hundreds or thousands when the word "HUNDRED" or "THOUSAND" is used.

EXAMPLE: 123.4 is written ONE TWO THREE POINT FOUR. FIVE FOUR SIX is unmistakable, but FIVE FORTY SIX could be interpreted to mean 5406, 500 is written as FIVE HUNDRED and 20,000 as TWENTY THOUSAND.

b. When writing the figures 1 and 0, to avoid confusion with the letters I and O, they are to be written as 1 and Ø, respectively.

317. **EXPRESSION OF DATE AND TIME IN THE TEST**

a. Date:

(1) When it is necessary to indicate a date alone in a message, it will be expressed by one or two figures indicating the date of the month followed by the first three letters of the name of the month, and the last two figures of the year, when necessary.

EXAMPLE: 9 Oct or 9 Oct 81.

(2) A night will be described by the two dates over which it extends.

EXAMPLES:

Night 29/30 Sep

Night 30 Sep/1 Oct 81

(3) The abbreviations for the months of the year follows:

January	JAN	July	JUL
February	FEB	August	AUG
March	MAR	September	SEP
April	APR	October	OCT
May	MAY	November	NOV
June	JUN	December	DEC

b. Time:

(1) Times in messages will be expressed as four figures followed by a time zone letter. The first pair of figures indicates the hour on a 24-hour clock. The second pair indicates the minutes past the hour.

EXAMPLE: 1535Z

(2) Where practicable the time 2400 should be avoided unless it is necessary to indicate this particular instant of time; instead use 2359 or 0001. 0000 is not to be used unless it is accompanied by numbers to indicate a fraction of a minute past 2400, eg, 0000.5 for ½ minute past 2400. When extra digits are added to indicate fractions of a minute, special care must be taken to avoid any possibility of confusion with a date-time group.

c. Date and Time Together:

(1) When it is necessary to indicate date and time together, the date-time will be expressed as six figures followed by the zone letter. The first pair of digits indicates the date, the second pair indicates the hour (24-hour clock) and the third pair indicates the minutes past the hour.

EXAMPLE: 061530Z (or other appropriate zone letter)

(2) The zone letter may be omitted in texts of messages involving a large number of times and/or date/time groups when a covering expression such as "all times Victor" may be used instead of appending a zone letter to each. The use of such an expression is not authorized when there is any chance of confusion; ie, a time or date-time group being confused with a map coordinate.

(3) In certain cases, to avoid confusion, it may be necessary to show the month and the year. They are shown in the same way as described in paragraph a. above, for the indication of the date.

EXAMPLE: 271630Z Jun 81 represents 1630 GMT on 27th June 1981.

d. See Annex "A" for: "Table of Time Zones, Zone Descriptions, and Zone Letters"; "Explanation of the Conversion Chart"; "Use of the Conversion Chart"; "Alphabetical List of Cities with Time Zones"; "Time Zones of Frequently Worked Locations" (For Station Use); "Time Conversion Chart"; and "Standard Time Zone Chart of the World".

318. **REPETITION**

a. A word may be repeated to prevent errors. It is not to be repeated solely for the purpose of emphasis. An example where repetition serves a legitimate purpose is:

EXAMPLE: MIYAZAKI REPEAT MIYAZAKI (to minimize the possibility of mistaken identity or incorrect spelling).

b. Letters and numbers should not be repeated for emphasis, but should be spelled out.

319. **REFERENCES**

a. Within one service of one nation, references to messages will consist of YOUR, MY or the authorized abbreviated title of a third party followed by:

(1) The originator's reference number followed by the day and month (and year, if non-current),

EXAMPLE: AFOAC 4321.12 DEC 81.

Where specified in separate service instructions, the day and month may be omitted when referring to messages originated during the current month, or:

(2) The Date-Time Group (DTG) of the message; eg, YOUR 131412Z JUN 81. See paragraph 325c regarding UNCLASSIFIED replies and references to CLASSIFIED message.

b. When referring to messages originated by or sent to other Services, Nations or Allied Commands, the originator's reference number (if any) and the date-time group shall be used.

EXAMPLE: CANCOMMCOM OPS 3618 131927Z DEC 81.

c. When references are placed in messages destined for several addressees, care must be taken that such references are available to all addressees. In cases where a reference is not held by all addressees and the originator determines that those addresses do not need it, the indication "NOTAL" (meaning "Not to, nor needed, by all addressees") should be included after the reference.

EXAMPLE: USCINCEUR EC 796 14 JUN 81 NOTAL (or)
CINCLANT 141512Z MAY 81 NOTAL.

d. Reference to letters, orders or other comments normally will consist of YOUR, MY or the authorized abbreviated title of a third party followed by the identification of the reference and its date (day, month, and year).

e. When more than one reference is quoted the originator may, if considered necessary, identify each reference separately by a letter. In a brief message of one paragraph where there is only one reference, the reference identification may be included in the body of the paragraph. In certain instances, it may be appropriate to include the identification of two references in the body of a brief message.

EXAMPLES:

UNCLAS
YOUR 181614Z FEB 81. CONFERENCE WILL CONVENE 22 FEB VICE 21 FEB.

UNCLASS SCCPO-1a for SCCP PO
Your 121515Z Jan 81 my 111217Z Dec 81 applies.

f. References contained in readdressed messages become the responsibility of the command originating the readdressal. Inquiries regarding these references shall be addressed to the readdressing authority (paragraph 340).

g. Where a date-time group is used in reference to a readdressed message, only the date-time group contained in the original message shall be used.

320. **SPECIAL MESSAGE DESIGNATIONS/INTERNAL HANDLING INSTRUCTIONS**

a. Occasions will arise where messages must receive special handling and distribution. A commonly understood method of designating such special attention must be employed. Phrases so used should be concise and known by the addressees and must be placed at the beginning of the text. The following terms with the meaning indicated are authorized for general use.

(1) **Special Handling Markings:**

(a) **EXCLUSIVE** -- Messages so designated are to be delivered only to the person(s) whose name(s) of designation(s) appear(s) immediately following the word "Exclusive", or in the absence of the person(s) so addressed, to his authorized representative. Such messages must be handled only by specially designated personnel and must be classified.

(b) ***EYES ONLY** -- Messages so marked contain information that is not releasable outside of the nation(s), activity(ies) or international alliance indicated in front of the term EYES ONLY.

(c) **CRYPTOSEcurity** -- Messages containing crypto-information, the knowledge of which needs to be restricted to individuals authorized to receive it, are to be marked "CRYPTOSEcurity". This term, if used, follows immediately the security classification. CRYPTOSEcurity messages must always be classified.

(d) **ATOMAL** -- Messages containing ATOMAL information, the knowledge of which must always be restricted to individuals authorized to receive it, are to be marked ATOMAL.

(2) **Internal Handling Instructions**

(a) **FOR -- or PASS TO** -- This instruction is to be followed by the name or title of a particular individual or particular (sub) division/(sub) section and indicates that the text of the message is to receive the attention of that individual or (sub) division/(sub) section without necessarily limiting the normal distribution. Messages thus marked are to be unclassified or classified

in accordance with the rules set forth in appropriate regulations. An indication of the originator may be given by the use of the word "FROM" followed by the name or title of a particular individual or particular (sub) division/(sub) section.

b. The above does not prohibit the use of other special phraseology for directing message distribution. When other phrases are used all addressees must be cognizant of such phrases and their meaning with regard to message distribution.

321. **EXERCISE COMMUNICATIONS**

a. **Exercise Messages.**

Messages sent during and relating to training exercises, command post exercises, tactical exercises and maneuvers conducted in the interest of training and readiness are exercise messages but are prepared and handled in the same way as normal traffic.

b. Identification of Exercise Message:

(1) Exercise messages are identified by the word "EXERCISE" followed by the exercise identification, which shall consist of a name or designation assigned by proper authority.

(2) The officer conducting the exercise shall include appropriate instructions for identifying exercise messages in the directive for the conduct of the exercise in order to preclude alarming nonparticipants. Normally these instructions will require that the exercise identification, preceded by the word "EXERCISE" be used at the beginning of the text. For full particulars see ACP 122 series.

c. **Drill Messages.**

Messages intended for training communications personnel are drill messages. For identification of drill messages, see the ACP 122 series.

322. **SPARE**

SECTION V

FILLING OUT THE MESSAGE FORM

323. **GENERAL:**

a. The instructions in this section deal with filling out the message form illustrated on the following page, and apply equally to messages prepared on a blank piece of paper or any authorized form. While it is desirable to standardize a universal message form, these instructions are not intended to limit any additional intra-national requirements. The information required to complete the message form, however, should be considered as a minimum standard.

It is designed to facilitate processing regardless of the language used by the drafter. The size of the form and the spaces is unimportant, but their use and relative positions should remain as indicated. If adopted for national use, the spaces provided on the form "for operator's use" may be modified to meet national requirements.

324. **INSTRUCTIONS FOR FILLING OUT THE MESSAGE FORM**

a. For Communication Center/Signals Use -- The message form has a space provided for use by Communications Center/Signals personnel. No entries are to be made in this space at the time the message is prepared by the drafter/originator. When blank sheets are used, adequate space must be left for this purpose.

b. Message Instructions -- Normally reserved for Communications Center/Signals use, but may be used by the originator to indicate the desired method of delivery of a message, eg, radio, land line, visual, mail, by hand; or to convey any other appropriate instructions.

c. From: -- The originator's designation is entered in this block. Authorized message addresses/short titles must be used whenever possible.

d. To: and Info: -- Addressees may be designated as either ACTION or INFORMATION. Authorized message addresses/short titles must be used whenever possible.

(1) To: - When designated ACTION, the official designation of the addressee(s) will be placed in the "TO" section.

(2) Info: -- When designated INFORMATION, the official designation of the addressee(s) will be placed in the "INFO" section.

e. **Security Classification:**

(1) The security classification assigned to a message will be indicated in the appropriate block. When the message is not classified, this will be so indicated (paragraph 325).

(2) As an exception, if a classified message is to be sent in plain language, as described in paragraph 326, The word CLEAR shall be written in this block.

f. Precedence -- In order to show the relative order in which the messages are to be transmitted, precedences will be indicated as appropriate in the precedence block. See paragraph 327.

(1) Action -- The precedence assigned to all action addressees will be entered in this block.

(2) Information -- The precedence assigned to all information addressees will be entered in this block.

g. Originator's Number -- This space is to be filled in by the originator, if required.

h. Text -- Strive for brevity without loss of clarity. To save transmission and circuit time required for indenting, normally the message text should be prepared in block form, ie, without paragraph and subparagraph numbering, lettering, or indenting. If paragraphing is specifically required or desired, modified letter format should be used.

(1) Paragraphs shall be numbered with arabic numerals in sequence, followed by a period; subparagraphs shall be lettered alphabetically in sequence, followed by a period; sub-subparagraphs shall be numbered with the arabic numerals in parentheses, commencing with "(1)"; sub-sub-subparagraphs shall be lettered in parentheses, commencing with "(a)".

(2) Paragraph designations should be transmitted as written and not spelled out.

(3) Where a message consists of only one paragraph, the paragraph should not be numbered.

i. Refers to message: - if the message refers to another message, appropriate identifying data may be inserted in this block.

j. Classified – Yes or No: - If the referenced message is classified the "Yes" square shall be marked and if unclassified the "No" square shall be marked.

k. Drafter's Name (and signature if required): - Data identifying the drafter is entered in this block.

l. Releasing Officer's Signature – The written signature of the individual authorized to release the message is to be entered in this block.

m. Date-Time Group – The date-time group is placed in the date-time group block. Depending upon national requirements, the DTG may indicate either the date and time when the message was officially released by the releasing officer, or the date and time when the message was handed into a communications facility for transmission. The DTG is expressed as six digits followed by a zone suffix, and the month expressed by the first three letters and the last two digits of the year of origin. The zone suffix "Z", meaning Greenwich Mean Time, is used except where the theater or area commander prescribes the use of local time for local tactical situations. Where local time is used, the local zone suffix will be used (paragraph 3137).

n. Time-Groups: - In tactical messages, when using abbreviated procedure, 'time-group' may be used. For this procedure the character denoting the date, month and year may be omitted.

325. **DETERMINING SECURITY CLASSIFICATION**

a. Responsibility. It is the responsibility of the originator to ensure that the proper classification is indicated on the message before it is forwarded for transmission. A reply or reference to a classified message may be assigned a lower classification when the contents of the text of the message containing the reply or reference permits.

b. **Security Classification:**

(1) Messages are to be classified **TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED** whenever their content falls within the definition set forth in appropriate national regulations. Messages bearing no security classification should be marked **UNCLASSIFIED** or the abbreviation **UNCLAS**.

(2) The degree of cryptosecurity afforded a message is seldom governed by its classification. One cryptosystem may be used for messages in all four classifications. The primary purpose of classification is to impose restrictions on the handling of passages and dissemination of the information contained therein.

(3) The higher classifications lose their significance when over-used.

(4) Unclassified messages may be encrypted or given a classification in order to provide transmission security.

c. Unclassified References to Classified Messages: The rules governing the use of an unclassified message which refers to a classified message are:

(1) In peace or war a national, service, or command authority may prohibit unclassified messages which refer to a classified message (but see (5) below). Authorities instituting such a prohibition are responsible for notifying other authorities who may be concerned.

(2) If no such prohibition is in force, unclassified messages which refer to a classified message by its date-time group or other identification are allowed when the classified message under reference:

- (a) Bears a marking indicating that paraphrasing is not required; or
 - (b) Does not bear a paraphrase marking.
- (3) An unclassified message which refers to a classified message is never

Security Classification		Special handling descriptor	
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Message Form	Serial No.		F/Sigs 266 (Revised 3/90)
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	File store ref:
Line 1	Routed by
2	Time
3 DE	Prepared by
4	Time

Precedence : Action ROUTINE	/Info Routine	For single transmission
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DTG:	Month	Year 01	Transmitted to
------	-------	---------	----------------

Routing indicators	From:	Channel No / system	
	To:		
			Time
			Operator
	Info:		
			Message instructions
			Security classification
			SIC(s)

--

Internal distribution:

Page of pages	File No. or reference	Releasing
Have you referred to a classified Message?	Drafter's name and (in BLOCK letters)	Officer's signature
State yes or no in box	Branch and telephone No.	Name (BLOCK letters)
		Rank/Grade

for OPR's use	R	filing time/TOR	System	Operator	Final check Operator	Branch and telephone

Security Classification	
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allowed when the classified message under reference bears either:

- (a) A marking indicating that paraphrasing is required; or
- (b) A marking indicating that the message is a paraphrase.

(4) An unclassified message which refers to a classified message by its date-time group is never allowed when the classified message under reference bears a marking indicating that no unclassified reply or reference is permitted if the date-time group is quoted.

(5) As an exception to the above rules both in war and peace, the commanding officer is authorized, in tactical situations, to permit unclassified replies or references to any classified message when it is necessary for operational reasons. In such cases each message which would violate the above conditions must be authorized separately by the Commanding Officer or his authorized representative. Such messages should be dealt with according to the rules set forth in paragraph 326.

NOTE: Instructions regarding the application of the markings (referred to above) to copies of decrypted messages are given in general or service cryptographic instructions.

326. CLASSIFIED MESSAGES TRANSMITTED IN PLAIN LANGUAGE:

a. In tactical operations, simulated or actual, when speed of delivery is so essential that time cannot be spared for encryption and the transmitted information cannot be acted upon by the enemy in time to influence current operations, messages of any classification except TOP SECRET may be transmitted in the clear over any circuit. In such cases, transmission in the clear must be authorized separately for each message by the commanding officer or his authorized representative. Linkage to previously encrypted messages should be avoided. These messages will not be given a security classification but will be identified by the word CLEAR transmitted at the beginning of the text indicating that the message contains classified information and has been authorized to be sent in the clear. Original copies marked CLEAR shall be handled as CONFIDENTIAL material. The message, when received, shall be marked with the phrase "RECEIVED IN CLEAR, TREAT AS CONFIDENTIAL" prior to delivery to the addressee. Messages so marked shall not be re-addressed; should the addressee desire the information to be forwarded to another addressee, a new message shall be originated, appropriately classified, and handled as the situation dictates.

b. The above rule does not apply to messages which are not normally encrypted, such as enemy contact reports, position reports, etc.

327. DETERMINING PRECEDENCE

a. Responsibility - The assignment of precedence to a message is the responsibility of the originator. The importance of judicious assignment (avoidance of use of a higher precedence than necessary) cannot be overemphasized. The precedence assigned to a message by the originator does not necessarily indicate the action to be taken by the addressee or the precedence designation which should be assigned to the reply. Such instructions, if necessary, will be included in the text. Misuse of the precedence system defeats its purpose; i.e., to assure rapid handling of message traffic over available facilities with a minimum of backlog and delay resulting from competing priorities. The factors to be considered in each instance are:

(1) The urgency of the subject matter. Importance does not necessarily imply urgency. The originator should consider the urgency of the subject matter as it relates to the addressee(s).

(2) Consideration should be given to the time difference between widely separate geographical areas, e.g., Eastern United States is six hours behind Central Europe. (The originator should be aware that all but ROUTINE precedence messages are delivered to the addressee immediately upon receipt by the communications center, regardless of the hour).

b. Significance - The four precedence categories are used to specify the relative order in which messages are to be handled. These categories indicate:

(1) To the originator: The required speed of delivery of the message to the addressee (paragraph a(1) and (2) above).

(2) To communication personnel: The relative order of message processing, transmission, and delivery.

(3) To the addressee: The relative order in which to note the message (paragraph a(1) above).

c. Time Objective - Message originators do not normally select the means of communication to be used. This is a function of the communication service throughout the entire route of the message. Nevertheless, message originators should realize that various factors can, singly or collectively, add to the time required to complete the delivery of a message. Among these are:

- (1) Communications staffing problems.
- (2) Length of message.
- (3) Overall message traffic load.
- (4) Encryption and decryption requirements.
- (5) Means of communications, i.e., automatic manual, and delivery arrangements at terminals.
- (6) Number of relays as opposed to point-to-point communications.
- (7) Poor transmission condition.

Recognizing that these factors may affect the speed of service of any given message, the following general time objectives apply as a general guide only. These objectives include overall handling time from time accepted by facility at point of origin to delivery to addressee at point of destination.

Precedence Category

Time Objective

FLASH	Not fixed. Handled as fast as humanly possible with an objective of less than 10 minutes.
IMMEDIATE	30 minutes - 1 hour
PRIORITY	1 - 6 hours
ROUTINE	3 hours - start of business following day.

328. DUAL PRECEDENCE:

a. Multiple address messages, including those addressed even to a single address indicating group (AIG) having both action and information addressees, may either be assigned a single precedence in which case it indicates the precedence for all addressees, or they may be assigned two precedences, one precedence for all action addressees and a lower precedence for all information addressees. It is most important that the assignment of dual precedence be considered on all messages with an information addressee(s) when other than the lowest precedence is assigned to the action addressee(s).

b. In communications channels, sufficient information is included in the external heading of each DUAL Precedence message to permit the communications centers, crypto centers or relay stations having the capability to determine the precedence at which the message should be handled by each.

(1) DUAL Precedence is indicated in the headings of PLAINDRESS messages by including the two precedence prosigns in the preamble and indicating the status (action or information) of the addressees in the address component.

(2) In CODRESS and AIG addressed messages the two precedences prosigns are included in the preamble except when a CODRESS message is routed to a cryptoguard which serves all the addressees. In CODRESS messages, the address component of the message heading is not used. In AIG addressed messages, there is no indication in the address component of the addressee status (action or information). Handling instructions, when necessary, are included in the transmission instructions by the use of an operating signal to indicate the station(s)/address designator(s) which is/are to handle the message at the lower precedence.

(3) For procedural details, see appropriate ACPs. (NOTE: Automatic relay stations and semi-automatic or manual relay stations which process multiple call messages by means of an automatic or semi-automatic routing line segregator may not have the capability to substitute the lower precedence prosign for the higher).

329. ASSIGNMENT OF PRECEDENCE

A message must not be assigned a precedence higher than that required to ensure that all addressees receive it within the time objectives indicated in paragraph 327. Appropriate use of the various precedence categories is to be determined by careful consideration of the following table.

DESIG-NATION	PRECEDENCE PROSIGN	DEFINITIONS, USE AND EXAMPLES	HANDLING COMMUNICATIONS PERSONNEL
FLASH	Z	<p>FLASH precedence is reserved for initial enemy contact messages or operational combat messages of extreme urgency. Brevity is mandatory.</p> <p><u>EXAMPLES:</u></p> <p>(1) Initial enemy contact reports.</p> <p>(2) Messages recalling or divert-</p>	<p>FLASH messages will be hand-carried, processed, transmitted and delivered in the order received and ahead of all other messages.</p> <p>Messages of lower precedence will be interrupted on all circuits involved until handling of the FLASH message is completed.</p> <p>NOTE: In automatic systems</p>

**DESIG-
NATION****PRECEDENCE
PROSIGN****DEFINITIONS, USE AND
EXAMPLES****HANDLING
COMMUNICATIONS
PERSONNEL**

ing friendly aircraft about to bomb targets unexpectedly occupied by friendly forces; or messages taking emergency action to prevent conflict between friendly forces.

where automatic interruption of lower precedence messages is not provided, adequate procedures are to be prescribed to ensure that FLASH messages are not delayed.

(3) Warning of imminent large scale attacks.

(4) Extremely urgent intelligence messages.

(5) Messages containing major strategic decisions of great urgency.

IMMEDIATE

O

IMMEDIATE is the precedence reserved for very urgent messages relating to situations which gravely affect the security of national/allied forces or populace.

IMMEDIATE messages are processed, transmitted and delivered in the order received and ahead of all messages of lower precedence. If possible, messages of lower precedence will be interrupted on all circuits involved until the handling of the IMMEDIATE messages is completed.

EXAMPLES:

(1) Amplifying reports of initial enemy contact.

(2) Reports of unusual major movements of military forces of foreign powers in times of peace or strained relations.

(3) Messages which report enemy counterattack which request or cancel additional support.

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

(5) Messages concerning logistical support of special weapons when essential to sustain operations.

(6) Reports of widespread civil disturbance.

(7) Reports of warning of grave natural disaster (earthquake, flood storm, etc.)

NOTE: If automatic interruption of lower precedent messages is not provided, adequate procedures are to be prescribed to ensure that IMMEDIATE messages are not delayed.

DESIGNATION	PRECEDENCE PROSIGN	DEFINITIONS, USE AND EXAMPLES	HANDLING COMMUNICATIONS PERSONNEL
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(8) Request for, or directions concerning, distress assistance.

(9) Urgent intelligence messages.

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

PRIORITY	P	<p>PRIORITY is the precedence reserved for messages concerning the conduct of operations in progress and for other important and urgent matters when ROUTINE precedence will not suffice.</p> <p><u>EXAMPLES:</u></p> <p>(1) Situation reports on position of front where attack is impending or where fire or air support will soon be placed.</p> <p>(2) Orders to aircraft formations or units to coincide with ground or naval operations.</p> <p>(3) Messages concerning immediate movement of naval, air, and ground forces.</p>	<p>Processed, transmitted, delivered in the order received and ahead of all messages of ROUTINE precedence.</p> <p>(1) ROUTINE messages being transmitted should not be interrupted unless they are very long and a very substantial portion remains to be transmitted.</p> <p>(2) PRIORITY messages should be delivered immediately upon receipt at the addressee destination.</p> <p>(3) When commercial civil refile is required, the commercial precedence that most nearly corresponds with PRIORITY shall be used.</p>
ROUTINE	R	<p>ROUTINE is the precedence to be used for all types of messages which justify transmission by rapid means but are not of sufficient urgency and importance to require a higher precedence.</p> <p><u>EXAMPLES:</u></p> <p>(1) Messages concerning normal peace time military operations, programs and projects.</p> <p>(2) Messages concerning stabilized tactical operations.</p>	<p>Processed, transmitted, and delivered in the order received and after all messages of a higher precedence, consistent with the following instructions.</p> <p>(1) When commercial/civil refile is required, the lowest commercial precedence shall be used.</p> <p>(2) ROUTINE messages received during nonduty hours at the addressee destination may</p>

**DESIG-
NATION****PRECEDENCE
PROSIGN****DEFINITIONS, USE AND
EXAMPLES****HANDLING
COMMUNICATIONS
PERSONNEL**

(3) Operational plans concerning projected operations.

(4) Periodic or consolidated intelligence reports.

(5) Troop movement messages, except when time factors dictate use of a higher precedence.

(6) Supply and equipment requisition and movement messages, except when time factors dictate use of a higher precedence.

(7) Administrative, logistics and personnel matters.

be held for morning delivery unless specifically prohibited by the command/formation concerned.

330. SEQUENCE OF TEXTUAL MATTER

The security classification of a message will always be the first word(s) of the text, except that the security classification may be preceded, when necessary, by appropriate international alliance prefix/designations; e.g., COSMIC, NATO, etc. Any special handling instructions, references, etc., must all appear as near to the beginning of the text as possible, but in all cases after the security classification. Designations which affect security and/or handling should be placed in front of the others, but otherwise relative positions may vary depending on whether special handling instructions are applicable or not, and the nature of those instructions; and on national, service or command instructions for the handling of messages such as those designated EXCLUSIVE or CLASSIFIED. In the interest of standardization, the following guide should be used by message originators and communications personnel in organizing the above-mentioned elements of the message text, bearing in mind that certain elements are specifically allotted a space in the message form. Where all elements listed do not appear in a message or are not listed, the order of appearance is adjusted accordingly. Any or all elements b through h of the message text may be omitted as the situation warrants.

a. Security classification, the abbreviation UNCLAS, or the word CLEAR.

b. Special handling designations used to indicate requirements for controlled handling by individuals who have either been specially cleared or authorized access to the message contents; e.g., CRYPTOSECURITY, EXCLUSIVE, (*) EYES ONLY. (*) - Identity of a nation(s), activity (ies) or international alliance. Use of the term (*) EYES ONLY indicates that the message contains information that is not releasable outside of the nation(s), activity (ies) or international alliance).

c. Subject indicator code (SIC) or equivalent systems, e.g., subject indicator group (SIG) of delivery indicator group (DIG). These are required by some automated message distribution systems.

d. True date-time group (TDTG), where applicable, and originator's cite or reference number if used.

e. Codeword, code name or nickname indicating that a message is associated with a specific operation, project, or exercise, or, if not associated with any specific operation, project or exercise, indicating that special measures must be taken to ensure expeditious delivery.

EXAMPLE: OPERATION MOONSTONE (Meaning - Specific Operation)

PROJECT BLUE JAY (Meaning - Specific Operation)

EXERCISE BILL HOOK (Meaning - Specific Exercise)

For exceptions to this rule for certain types of exercise messages see ACP 122.

f. Internal handling instructions, other than the type described in b above; e.g., FOR/FROM (paragraph 320a(2)).

g. Subject line, concise and preferably untitled; i.e., the word SUBJECT is not used. The subject line shall be omitted if its use will cause an otherwise unclassified message to be classified, will noticeably increase the length of a short message or if the subject is readily apparent in the first lines of the text.

h. References, preferably untitled (i.e., the word REFERENCE is not used) and, when necessary, separately identified by a letter (paragraph 319).

i. Remainder of text (paragraph 324h).

331. SPARE

332. SPARE

333. SPARE

334. SPARE

SECTION VI

SPECIAL CONSIDERATIONS

335. ACKNOWLEDGEMENTS

a. An acknowledgement is a communication indicating that the message to which it refers has been received and the purpose is understood by the addressee.

b. Instructions to acknowledge mean "an acknowledgement of this message (or message indicated), when understood, is required." If the addressee(s) required to acknowledge is/are operating under conditions of communications silence, they shall reply by any means which does not violate the communication policy currently in effect. When the importance of an operational message necessitates an acknowledgement in force, a commander having the authority to direct the reply under these conditions may direct an immediate acknowledgement by including in the message the phrase "acknowledge immediately." Authentication is mandatory for plain language messages which require the breaking of communication silence.

c. Message acknowledgement will be made only:

(1) When specifically requested by the word(s) "acknowledge" or "acknowledge immediately" appearing as the last word(s) of the text.

(2) When requested by a separate message. A separate message is used when the need for an acknowledgement is determined after release of the original message. Service messages will not be used for this purpose.

NOTE: On tactical circuits, the operating signal ZEV may be used in the message heading in lieu of either procedure outlined above (ACP 124, 126, 129, 131 series).

d. Requests to acknowledge a message shall apply to the action addressee(s) only, unless otherwise stated.

e. The acknowledgement of a message, when required, shall be composed as follows:

(1) The word YOUR or the address designator actually used to represent the originator.

(2) The message reference (date-time group, reference number, etc).

(3) The word "ACKNOWLEDGED."

EXAMPLE; YOUR 121314Z APR 81 ACKNOWLEDGED

f. An acknowledgement should not be confused with a reply, but a prompt reply to a message may save a subsequent request for acknowledgement.

336. CONFIRMATION OF DELIVERY:

a. Operating signals ZFF and ZDF were designed for use by communications personnel to obtain confirmation of message delivery only, not acknowledgement. Confirmation of delivery should not normally be requested. Use of ZFF and ZDF by communications personnel should be limited to those occasions when:

(1) Confirmation of delivery is specifically requested by the originator as a special requirement. In this regard, to preclude overloading of circuits, especially during times of crisis, the operating signal ZFF should be employed only when absolutely essential to operational requirements.

(2) Relay is requested, and then only when circuit or other conditions indicate that a transmitted message may not reach its destination.

b. The operating signal ZFF shall not be used:

(1) On general messages.

(2) On other messages having a wide distribution, except for specifically identified addressees from whom confirmation of delivery is required under the provisions of paragraph a, above.

(3) As a matter of policy on all messages originated by a command, agency or individual.

337. CANCELLATIONS:

a. Cancellation of a message which has been receipted for may be accomplished only by the originating authority. This type of cancellation may be in the form of a new message or may be included in a message which supersedes the one cancelled. A classified message may be cancelled only by another classified message or properly authenticated unclassified message (ACP 122 series).

b. Cancellations of transmissions may be accomplished by the transmitting station by the use of appropriate operating signals or prosigns. A station cancelling a transmission is responsible for further handling of the contents of the transmission, if such further handling is necessary.

338. CORRECTIONS

Circumstances sometimes arise in which it becomes necessary for the originator to change the substance or phraseology of a message after it has been transmitted. Small changes can usually be made by means of a new message containing corrections to the original message. When the change is lengthy, it is advisable to cancel the original message and originate a new message. Any message requiring alteration before transmission shall not be changed by the communications center but must be referred back to the originator.

339. REPETITIONS, CHECKS AND VERIFICATIONS:

a. There are three methods available for requesting the retransmission of the whole or part of a message which has been received.

(1) Repetition - This is for use between operators when a message has been incorrectly or incompletely received.

(2) Check - This refers the message back to the cryptocenter which encrypted the message and requires a check on the encryption.

(3) Verification - This requires the originator to verify the complete message or portions indicated.

340. READDRESSING MESSAGES

Circumstances may arise in which it becomes necessary to readdress a message to authorities not originally included in the address. To accomplish this, coordination with the local communications center is required. If a communications center file copy is available, only reference to the message need be made. If a communications center file copy is not available, the individual requesting readdressal must furnish a copy of the message concerned. Unless instructed to do so by the readdressing authority, the communications center will not inform the original addressees and/or originator of the readdressal. It will always be necessary, on the other hand, to inform the new addressees that the message is being passed to them for action or for information, as appropriate. This can be done by either using plaindress format or operating signal ZFH and appropriate numeral in the supplementary heading of the readdressed message; or, where national service or command instructions prohibit use of the above methods, by sending a separate new message, containing action/information status, to the new addressees (paragraphs 319f and 319g).

SECTION VII**REDUCTION OF MESSAGE, AND TELEPHONE TRAFFIC IN AN EMERGENCY**341. **REASON FOR REDUCTION AND CONTROL OF TRAFFIC**

In an emergency, actual or simulated, when it is apparent that communication capacity will be, or is severely overloaded, it may be necessary to reduce drastically message and telephone traffic to insure prompt handling the transmission of vital messages.

342. **MEANING AND EFFECTS OF MINIMIZE:**

a. The instructions to reduce traffic will be made by the promulgation of the word **MINIMIZE** which has the following meaning:

"It is now mandatory that normal message and telephone traffic be reduced drastically in order that vital messages connected with the situation indicated shall not be delayed."

b. Because of its drastic nature and widespread effect, **MINIMIZE** shall not be imposed indiscriminately nor prematurely. The communication officer is normally in the best position to advise on the necessity of imposing **MINIMIZE**.

343. **AUTHORITY TO IMPOSE MINIMIZE:**

a. Authority to impose **MINIMIZE** is inherent in command and, therefore, is not limited unless denied by appropriate higher authority.

b. **MINIMIZE** shall normally be confined to the nation, service or command controlled by the imposing authority. If the need for reduction and control of messages originated outside of, but flowing into or through the affected area is apparent or when it becomes apparent, assistance shall be requested through command channels from the national service, ministry or department, or the command, authorized to effect the required reduction and control. Until such assistance has been requested of and directed by the appropriate authority, communications and communications systems controlled by other than the initial imposing authority shall not be affected.

344. **APPLICATION OF MINIMIZE:**

a. **MINIMIZE** may be imposed on a worldwide, nationwide, command or area basis, as appropriate. The message ordering **MINIMIZE** shall consist of the word **MINIMIZE** followed by the scope and the reason, if required, and by the duration of its imposition when known. It may also include the type of traffic, communication service or circuits to be **MINIMIZED** or exempted from **MINIMIZE** when pertinent. **MINIMIZE** messages will be classified, or unclassified, in accordance with regulations covering security of information.

b. Examples:

(1) SACEUR, wishing to impose **MINIMIZE** within Allied Command Europe (ACE) due to an impending attack, would transmit the following to all echelons of ACE:

MINIMIZE ACE ATTACK IMMINENT.

(2) The Joint Chiefs of Staff of the United States, wishing to impose **MINIMIZE** on all United States forces during a worldwide exercise, would transmit the following message to all United States forces:

MINIMIZE US FORCES WORLDWIDE EXERCISE COLOSSAL.

CANCEL MINIMIZE AT 192359Z

(3) The United Kingdom, wishing to MINIMIZE traffic to R.N. and R.A.F. units in the Malta area, due to a search being conducted in that area for a missing submarine, would transmit the following message to all R.N. and R.A.F. units:

MINIMIZE RN AND RAF MALTA SUBMISS.

(4) Canadian Army Headquarters, wishing to impose MINIMIZE on all Canadian units due to an Army-wide operation, would transmit the following message to all Canadian Army units:

MINIMIZE CANADIAN ARMY OPERATION HARGREAVES.

(5) France, wishing to impose MINIMIZE on traffic to French forces in the Indian Ocean area, due to an earthquake occurring in that area, would transmit the following message to all French forces:

MINIMIZE FRENCH FORCES INDIAN OCEAN AREA EARTHQUAKE.

3345. CONTROL OF MESSAGE AND TELEPHONE TRAFFIC DURING MINIMIZE:

a. Instructions to Originators:

(1) Originators affected by the imposition of MINIMIZE shall apply the following criteria before originating any message or call during the MINIMIZE period:

(a) Will immediate operations be adversely affected if the message or call in question is not made, or

(b) Is the message or call in question of vital importance or within a category specifically exempted from MINIMIZE by the imposing authority?

(2) Only messages or calls which pass this test are authorised when MINIMIZE is in effect.

(3) Information which does not satisfy the above criteria but the transmittal of which is necessary, shall be forwarded by mail, courier, etc. It will not be held until the MINIMIZE condition is cancelled; such a procedure could seriously overload communication networks immediately and for some hours after the MINIMIZE condition is lifted.

b. Instructions to Communications Centers:

Authorities controlling communications centers, networks, etc., may issue instructions to cover the action to be taken on receipt of MINIMIZE in order to cause an immediate reduction in the traffic already in the communications system and on hand for transmission. Such instructions may provide for the screening of traffic on hand, referral back to the originator, transmission by mail, etc., as appropriate. In certain circumstances, these instructions may include the screening of messages already in transmission channels.

346. CANCELLATION OR MODIFICATION OF MINIMIZE:

a. A MINIMIZE condition may be cancelled or modified only by the imposing or appropriate higher authority. The cancellation shall consist of the expression "CANCEL MINIMIZE" followed by the scope of the condition to be cancelled. The effective date-time will also be included if pertinent. If the duration of the MINIMIZE condition is known at the time of imposition, the cancellation may be included in the original message (example, paragraph 344b(2)).

b. If an additional or new MINIMIZE requirement should arise during any MINIMIZE condition, the authority cognizant of the new development should refer the issue for resolution by the senior authority concerned.

SECTION VIII

INSTRUCTIONS ON MAIL AND EXTERNAL MESSENGER

BY COMM/SIGNAL CENTERS

347. INSTRUCTIONS RELATIVE TO MAIL AND EXTERNAL MESSAGE DELIVERY

a. All copies of messages forwarded by mail or external messenger will bear the comm/signal center stamp or the signature of a responsible person.

b. The envelope containing copies of messages forwarded by mail will be addressed to the command, authority or activity. To meet separate nation, service or command instructions and when appropriate, the envelope will be marked "deliver to communication/signal center."

c. All copies of messages forwarded by mail or external messenger will bear the date-time group, and, where applicable, the originator's reference number or general message serial number.

d. When a classified message is to be sent to selected addressees in plain language by mail or external messenger and to other addressees in encrypted form, the copies sent by mail shall be processed in accordance with the rules that govern the processing of classified plain language copies at addressee cryptocenters and shall bear all appropriate security notations before mailing.

CHAPTER 4**FREQUENCIES**401. **PURPOSE**

The purpose of this chapter is to give general guidance on radio frequency assignment processes and the associated problem of interference.

402. **GENERAL**

a. The assignment of radio frequencies is a function of command and, hence, control over radio frequency assignments is vested where possible in theater commanders in active theaters of operation and in the appropriate departments or ministries in other areas.

b. For technical reasons, the greatest practicable degree of coordination is necessary in making frequency assignments, and the responsibility for insuring such coordination rests upon the authorities stated in subparagraph a above.

c. The radio frequency spectrum available for military use is limited. Maximum economy in frequency users is, therefore, essential and must be constantly exercised by assignment authorities. To prevent harmful interference thorough coordination of frequency usage is essential.

403. **FREQUENCY COORDINATION**

a. Coordination of frequency usage, by international agreement, is a responsibility of the constitutional authority of the government concerned. In the case of active theaters of operations, however, when this authority rests with the theater commander or in other areas where the national authorities consider it expedient, coordination of military assignments is normally undertaken by frequency coordination committees. Coordination of frequency assignments is normally undertaken through national military staff in accordance with established national area and local procedures, or through military authorities established to coordinate frequencies on behalf of a regional military organization.

b. For those assignments proposed for use within one theater or area which are considered to be capable of harmful interference to assignments made in another theater or area, the frequency coordination committee concerned will coordinate frequency usage with the Committees of the other affected theater(s) or area(s).

404. **HARMFUL INTERFERENCES**

a. Harmful interference is any emission, radiation or induction which endangers the functioning of a radionavigation service or of other safety services or seriously degrades, obstructs or repeatedly interrupts a radiocommunication service operating in accordance with international regulations.

b. Within the congested portions of the frequency spectrum, interference is to be expected and often must be tolerated. Assignment of replacement frequencies should be considered when other efforts at interference reduction are impracticable.

c. When harmful interference occurs, action should be taken in the following order:

- (1) Determine the source, if possible.
- (2) If the source is local, endeavour to reduce the interference or eliminate by direct action.
- (3) If local action is impracticable or unsuccessful, report the circumstances to higher authority, in accordance with instructions issued by the theater commander. The report should include the following information.

Report of Harmful Interference

Station causing interference:

- A. Call sign or other identification. (If the Station can be identified the possibility of eliminating the interference is greatly increased.)
- B. Measured frequency.
- C. Type of emission and type of traffic being transmitted.
- D. Measured bandwidth of interfering signal. (Provide lowest and highest frequencies. Indicate model of equipment used for measurement.)
- E. Signal strength. (If field strength meter is not available use scale 1 to 5.)
- F. Nature or severity of interference. (Indicate severity as a percentage of copy (or intelligence) lost due to interference.)

Transmitter station being interfered with:

- G. Call sign or name of command.
- H. Assigned frequency.
- J. Type of emission and type of traffic or signal being transmitted.
- K. Measured bandwidth.
- L. Signal strength.

Receiving station experiencing interference:

- M. Call sign or name of command.
- N. Location: fixed station – indicate nearest major city and state or country, mobile station – indicate coordinates in degrees of latitude and longitude.
- O. Date and time that interference commenced and duration in minutes. (Example: 251003Z(22), 261130Z(5).)

P. DF fix or bearing of station causing interference, if available.

Q. Requested action or alleviate the interference, and any additional remarks considered useful.

NOTE: An "X" will be indicated after any of the above letters if no information on this particular item is reported.

405. FREQUENCY PLANNING

ACP 190 provides guidance and information on frequency coordination, and the allocation and assignment of frequencies to ground, naval and air forces of all command levels.

CHAPTER 5

CALL AND ADDRESS COMPONENTS OF MESSAGE HEADINGS

SECTION I

GENERAL

501. PURPOSE:

a. The purpose of this chapter is to give general guidance on the various call and address components of message headings and the manner in which they are used for station calling and addressing, routine and delivery of messages.

b. Any combination of characters or pronounceable words designated for use in message headings to identify a command, authority, unit, or communication facility, or to assist in the transmission and delivery of messages may be classed as a station or address designator.

502. STATION AND ADDRESS DESIGNATORS:

a. Station and address designators encompass four categories, namely: call signs, address groups, routing indicators and plain language.

b. Call Signs and Address Groups – Call signs and address groups consist of many different types as listed below; to avoid confusion, when using the term call sign or address group in other than a general sense, it should be qualified by referring to the specific type call sign or address group involved.

(1) Call Signs (which may be individual or collective):

(a) Indefinite.

(b) International.

(c) Net.

(d) Tactical.

(e) Visual.

(f) Voice.

(g) Signal letters of ships and signal letters of identification numbers of aircraft when used as international call signals.

(2) Address Groups (which may be individual or collective):

(a) Conjunctive.

(b) Geographical.

(c) Address Indicating Groups (AIGs).

(d) Special Operating Groups (SOGs).

ORIGINAL

- c. Routing Indicators – Routing indicators consist of two types, i.e., world-wide and theater.
- d. Plain Language – Plain language address designators consist of the assigned title, short title or abbreviation of the command, authority, or unit originating or being addressed by message.
- e. Definitions – Definitions of the above categories and specific types are contained in ACP 167 series.
- f. Associated Publications – The ACPs associated with the use of call signs and address groups are included in the list of publications contained in Chapter 2, Section V.

SECTION II

USE OF STATION AND ADDRESS DESIGNATORS

503. GENERAL:

- a. Call signs and address groups are used in lieu of plain language for brevity purposes. Both call signs and address groups may become part of a plan for obtaining transmission security.
- b. Call signs, address groups and plain language designators may be used in transmission instructions and in the address component of either encrypted or unencrypted messages. Restrictions on the use of plain language station and address designators are given in paragraph 507.
- c. When used to obtain transmission security, call signs and address groups are changed periodically so that an activity is not continuously associated with the same call sign or address group. This is accomplished through central random scrambles, systematic rotations or through the process of encryption (paragraph 516).
- d. When secure call signs/address groups are used, precautions must be taken to prevent:
 - (1) Linkage, i.e., association of the new call sign/address group of an activity with the old call sign/address group or the association of two different call signs/address groups of the same activity.
 - (2) Compromise, i.e., the identification of the activity using a secure call sign/address group.
- e. Secure call signs/address groups may be mixed with insecure call signs/address groups in the same heading of encrypted or unencrypted messages, provided linkage or compromise will not result.
- f. When messages containing secure call signs/address groups are to be readdressed and retransmitted in their original form, the original secure address must not be altered. The secure call signs/address groups used in the supplementary meeting will be based on the external date-time group of the original message.

504. USE OF CALL SIGNS:

- a. Call signs are used primarily for establishing and maintaining communications. Call signs may also be used as address designators when the call sign indicates the addressee or originator.

ORIGINAL

- b. The use of call signs in message texts should be avoided, except in procedure and service messages. (See paragraph 517b for use when call sign encryption is in effect.)
- c. Indefinite call signs are used by warships and merchant vessels when transmitting codress messages or other messages requiring security of origination to shore radio stations. Indefinite call signs are also used in the call when transmitting via broadcast method to ships at sea.
- d. Tactical call signs, with the exception of task organization and aircraft tactical call signs, have a limited area of application. They should not be introduced outside of their normal area of application unless the command assigned such call signs has notified all interested commands in advance.
- e. Call signs are not to be used in the routing line of messages introduced into or relayed over tape relay facilities. However, call signs are authorized for use in procedure line four of the message format.
- f. Unless specific exceptions are authorized for intra-nation or service use, communications stations retransmitting messages which were originated employing visual or voice call signs, shall convert the address portion of the messages to appropriate address designators authorized for use on the circuits over which onward transmission is to be accomplished.

505. USE OF ADDRESS GROUPS:

a. Address groups are used primarily for addressing communications. However, in military communications, address groups may, when ordered by allied, national, or service authorities, be used as call signs for establishing and maintaining communications, for instance, by naval commands afloat. In non-military communications, where the use of address groups is obviously not appropriate, either internationally recognized call signs or appropriate plain language address designators should be used.

b. The use of address groups in message texts should be avoided, except in procedure and service messages. (See paragraph 517b for use when call sign encryption is in effect.)

c. In utilizing conjunctive address groups, care must be exercised to ensure that the meaning is completed by the addition of the appropriate address group denoting a specific command or location.

d. The conjunctive address group for: "Headquarters/Administrative Office of ____ (at ____) (in ____)" is of particular importance because of its employment.

(1) This conjunctive address group is intended for use when a commander is temporarily absent from his headquarters, flagship or office. Although it will indicate to an outside activity that the commander is temporarily absent, the status of that commander's headquarters/office has not changed and message from it still carry his authority.

(2) Accordingly, messages shall continue to be addressed to the commander even when replying to a message from "Headquarters/Administrative Office of ____ (at ____) (in ____)", but shall be routed to his permanent headquarters/office. It is the responsibility of the administrative staff at that headquarters/office to screen the traffic and re-route to the temporary location those messages requiring the personal attention of the commander.

(3) The conjunctive address group meaning "Headquarters/Administrative Office of ____ (at ____) (in ____)" will, therefore, be used only:

(a) As the originator's address group in messages originated by the administrative staff during the absence of the commander.

(b) As an action or information addressees in a message originated by the commander which he desires his administrative staff to receive.

(4) References to messages originated by "Headquarters/Administrative Office of ___ (at ___) (in ___)" shall contain the plain language designator "Headquarters/Administrative Office of ___ (at ___) (in ___)" in the reference.

(5) The conjunctive address group or plain language address designator for "Headquarters/Administrative Office of ___ (at ___) (in ___)" will not be used in any form or combination for calling or answering on a circuit or net.

(6) When, in the judgement of the commander, the above arrangements will not suffice, he may prescribe such special arrangements as are necessary to insure the expeditious delivery of traffic. In such a case consideration must be given for the possibility of non-delivery and to the additional load imposed upon communications personnel.

(7) It is the responsibility of the commander to inform all who need to know, including the communications activities serving or expected to serve him, of such special arrangements.

e. Geographical address groups should be included as a part of an address designator only when necessary to complete the titles of addressees or originators, in which case they are used in combination with a conjunctive address group. Geographical address groups should not be used with the names of naval or merchant ships or the titles of comments afloat (except where a geographical address group is required to complete the conjunctive address group, e.g., SOPA TRINCOMALEE).

f. Address Indicating Groups (AIGs):

(1) An AIG is a form of military address designator representing a predetermined list of specific and frequently recurring combinations of action and/or information addressees. The identity of the originator may also be included if the AIG is used frequently by any one originator. Each AIG is numbered for ease in identification. An address group is assigned to each AIG for use as an address designator. AIG numbers may also be used as plain language address designators when appropriate.

(2) The purpose of AIGs is to increase the speed of traffic handling and to reduce the length of the address component. Address indicating groups can be used whenever suitable, irrespective of whether the message concerned is unclassified or classified, unencrypted or encrypted, or in plaintext or codress form. (See paragraph 508 for additional information concerning AIGs.)

g. Special Operating Groups (SIGs)

Special operating groups comprised of four letters and identical in appearance with address groups, are provided for use in the headings of messages to give special instructions. They are not to be used until a nation or service has promulgated instructions authorizing their use. They must always be encrypted. They may be used simply, or with encrypted or unencrypted call signs or address groups.

506. USE OF ROUTING INDICATORS

a. Routing indicators are primarily station designators and have the fundamental purpose of indicating routing through teletypewriter tape relay systems.

ORIGINAL

b. Routing indicators may be used in lieu of address designators in procedure messages and service messages (except cryptoservice messages) addressed to communications activities of tape relay networks, except when refiled commercially, in which case the address must be in plain language.

507. USE OF PLAIN LANGUAGE STATION AND ADDRESS DESIGNATORS:

a. Plain language designators are not authorized for use in lieu of call signs, address groups or routing indicators in establishing and maintaining communications. Use of plain language in the address component of encrypted messages should be contingent upon consideration of the security implication involved. Plain language designators may not be used in conjunction with call signs or address groups. Plain language is only authorized for use in addressing communications.

(1) With unencrypted messages when call signs or address groups are not available.

(2) With encrypted messages which must be filed by non-military means.

(3) When so directed by national, service or allied authority.

b. The use of plain language address designators in the heading of codress messages is prohibited, except when non-military refile is required. If necessary to refile a codress message to one or more of its addressee(s) by non-military means, the plain language designator(s) of only such addressee(s) which the non-military agency serves shall appear in the message heading. The plain language designator of the station filing the message may be shown as the message signature, if this is required by the commercial company's rules.

c. Unless required by appropriate directives, plain language geographical place names shall be used only when necessary to complete the plain language titles of addressees of originators. Plain language geographical place names shall never be used in connection with names of naval or merchant ships or the titles of commands afloat.

508. ADDRESS COMPOSITION AND USE OF ADDRESS INDICATING GROUPS (AIGs):

a. AIGs are divided into two major categories; those for use by and with national military commands or authorities and those for use by and with allied military commands or authorities. AIGs are allocated by block to allied nations and commands (paragraph 510b). From the block of AIG numbers allocated, each nation or command should provide AIGs of permanent composition requiring national publications or ACPs. AIGs of temporary composition requiring only local promulgation should also be provided from the allocated block.

(1) National AIGs should be composed of national military command titles.

(2) Permanent allied AIGs which must be recorded in ACPs may be composed of allied military command titles within the allied military command structure, command titles of national military forces under the operational control of allied commanders, and certain national military command titles not part of the allied command structure. The latter may be included only after agreement between the allied authority and the nation concerned.

(3) Allied temporary AIGs for local promulgation may include the categories shown in subparagraph (2) above. Subordinate national military command titles may be included if there has been prior agreement by the allied commander and the senior national area commander of the nation concerned.

(4) The AIGs described in (2) above may be used for any purpose, while the AIGs described in (3) above should be used only for the purpose designated.

b. AIGs should be confined to address compositions of a permanent nature. They are normally composed of five or more addressees, one of which may be the originator. Mobile addressees, such as certain commands afloat, individual ships or aircraft units, which may move from area to area and are thus subject to a change of operational control, should not be included in AIGs assigned primarily for addressing a permanent combination of addressees. The addressing of mobile commands is accomplished as follows:

(1) When these mobile addressees require infrequent receipt of a particular AIG addressed message, the provisions of subparagraph g below apply.

(2) If a large number of commands afloat will require frequent or constant receipt of a specific AIG addressed message the phrase "All (*) commands afloat (in area **) copying this broadcast, concerned with (or interested in) the type message described in column 5 of the AIG" may be included in either the action or information column, as appropriate. The communications activity serving the authority using the AIG designates the appropriate broadcast by operating signals.

c. Messages may be addressed to all addresses of a collective type; such as all Air squadrons, or naval control of shipping officers, provided all addresses are listed individually below the collective title in the action or information columns, as appropriate.

d. A concise AIG descriptive title may be included. Descriptive titles assigned to AIGs do not preclude use of a particular AIG for other type messages, provided the text sufficiently identifies the message as other than that shown in the descriptive title.

e. Responsible commanders and authorities may request assignment of an AIG to a fixed combination of addressees to which messages are frequently addressed. The command or authority requesting assignment of an AIG will be the cognizant authority for that AIG, and will be listed in parentheses below the AIG number in column 1 of the AIG format.

f. The cognizant authority is responsible for forwarding modifications to AIGs as they occur, and reviewing the AIG at least quarterly for continued requirement and necessary modification. Requests for permanent modification by other than the cognizant authority shall be forwarded to the cognizant authority to insure that the requested modifications do not detract from the intended use of the AIG.

g. If all addressees of a particular message are not contained in any AIG, the most appropriate AIG may be selected and action and/or information addressee(s) may be added to or exempted from the address using the appropriate address designators, or, if appropriate, include in the text. There is no limitation upon the number of addressees that may be added to or exempted from the address of an AIG. However, care must be taken not to create a longer address than if single address designators were used for all addressees. If the same list of addressees is to be added to or exempted from the composition of an AIG regularly, the AIG should be modified as explained in paragraph 508f above. When call sign encryption is in effect and call signs and address groups, which normally would be encrypted, are added to or exempted from the address of an AIG, these call signs and address groups must always be encrypted, using the proper call sign encryption method. Express approval of the cognizant authority must be obtained before addressees may be exempted from AIGs designed for a special purpose, as designated in the descriptive title of the AIG.

* Insert nationality, service or allied organization, as appropriate.

** Insert national, service or allied area designation, if required.

h. AIGs may be used in conjunction with other AIGs to form the TO address (format line 7). However, if a particular addressee is listed in more than one AIG used, precaution must be taken to prevent duplicate delivery.

i. In the interest of standardization, AIG listings in appropriate publications are arranged as follows:

- | | |
|---------------|--|
| Column 1 | An AIG number for identification purposes. The cognizant authority for the AIG number is also inserted in this column in parentheses. |
| Column 2 | The originator's title in cases where specific combinations of addressees are invariably addressed by a predetermined originator. In certain instances, an AIG may be compiled for the purpose of permitting more than one command to utilize the AIG when originating messages to the same combination of addressees. In this case, Column 2 is left blank. |
| Columns 3 & 4 | Military action and/or information addressees, or their authorized short titles, as appropriate. Addressees should be limited to those for whom delivery can be accomplished through normal military communications channels. |
| Column 5 | A concise descriptive title, if required. |
| Column 6 | The assigned address group. |

j. The appropriate format lines in the message address component shall be used. In the case of plaindress messages, the AIG number or its address group will always appear in the "TO" line. Additional action and information addressees will appear in the "TO" line or "INFO" line as appropriate. When necessary and when not already provided, the originator's title will appear in the "FM" line.

SECTION III

COMPOSITION AND ALLOCATION

509. COMPOSITION AND ALLOCATION OF CALL SIGNS:

a. The Call Sign Allocation Plan is as follows:

(1) The International Call Signs allocated to individual nations are reflected in the Table of Allocation of International Call Signs Series contained in the effective edition of the International Telecommunication Union (ITU) Radio Regulations. The first two characters of each call sign, whether two letters or one number and one letter in that order, identify the nationality of the using station. In certain instances where the complete alphabetical block is allocated to a single nation, the first letter is sufficient for national identity. Individual assignments are made by appropriate national assignment authorities from national allocations. Future expansion of the table of allocations may require introduction of a new series for allocation to individual nations. This new series would have for its first three characters a letter, a number, and a letter, in that order. Allocations having an initial character the letters B, F, G, I, K, M, N, Q, R, U, or W would be excluded from this new series.

International call signs consisting of three or more characters generally identify stations as follows:

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- Land and Fixed Stations - Three characters (the third character must always be a letter). These call signs may be expanded by one to three numerals.
- Ship Stations - Four characters (the third and fourth characters must always be letters). Numerical expansion is permitted for ship's survival craft stations.
- Aircraft Stations - Five characters (the third, fourth and fifth characters must always be letters). Numerical expansion is permitted for aircraft survival craft stations.

TABLE OF ALLOCATION OF INTERNATIONAL CALL SIGNS

(Note: See ACP 100 (), paragraph 11A for specific allocations.)

(2) Military call signs consist of the following letter-numeral combinations:

- (a) Letter number number letter)
- Letter number number number)
- Number number letter letter)
- Number number letter number)
- Number letter number letter) ACP 110 series
- Number letter number number)
- Number letter letter letter)
- Number letter letter number)
- Letter letter number letter)
- Letter letter number number)
- (b) Letter number letter number - ACP 113 series
- (c) Letter number letter letter - ACP 112 series
- (d) Letter letter letter number - ACP 100 series
- (e) Letter, letter, letter, letter - ACP 113 and 147 series
- (f) Number number number letter)
- Number number number number) 147 series

(3) Certain other combinations of words or numerals, letters or characters, are allocated as call signs to be used for visual and voice identification of ships, aircraft, tactical, organizations, and task forces, and are listed in appropriate publications. For voices communication, characters when used are normally phoneticized.

510. COMPOSITION AND ALLOCATIONS OF ADDRESS GROUPS AND ADDRESS INDICATING GROUPS

a. Address Groups - Address groups are derived from the following blocks of four letter combinations:

AMAA -AOZZ,	BAAA -BZZZ,	DRAA -DTZZ,	EKAA -EZZZ,	HAAA -HDZZ	HEAA -HGZZ,
HNAA -HNZZ,	HSAA -HSZZ,	HVAA -HVZZ,	HZAA -HZZZ	JTAA -JVZZ	JYAA -JZZZ,
LYAA -LYZZ,	ODAA -OMZZ,	SNAA -SUZZ	XYAA -XZZZ,	YAAA- YAZZ	YIAA -YLZZ
YOAA -YRZZ,	YTAA -YUZZ,	YZAA -YZAA			

b. Address Indicating Group (AIG) Allocation Table:

(Note: See ACP 100 (), paragraph 12B for specific allocations.)

511. COMPOSITION OF ROUTING INDICATORS

a. General - The Combined Routing Indicator Plan has been developed to satisfy the requirement of both strategic/world-wide networks and tactical/theater type networks. Routing indicators are used in teletypewriter relay networks and in teletypewriter point-to-point or switchboard operations; routing indicators are also used by some nations in automatic data processing systems. This flexibility and compatibility lends itself to network and transmission mode integration.

b. Combined Routing Indicator Plan (Strategic/World-Wide) - The plan is designed to meet the requirement of both intra-network and inter-network operation of military communications systems. It provides for expansion, both in intra-network facilities and in the number of inter-related networks. Strategic/world-wide routing indicators should not be used within tactical/theater networks for routing purposes or to indicate delivery responsibility. To facilitate relief of messages, however, it is permissible to transfer messages into tactical theater networks without deleting strategic/world-wide routing indicators from the message heading.

(1) The following factors are reflected in routing indicator assignment:

(a) National or international affiliation and service (when required) of the station.

(b) The geographical area in which the station is located or area from which it is served.

(c) Network status of the station, ie, major or minor relay, or tributary stations.

(2) Routing indicators will consist of not less than four, and not more than seven letters, including suffixes. (This does not restrict the use of letters in excess of seven for intra-network purposes; routing indicators consisting of more than seven letters will not be transferred between networks except by specific bilateral agreement of the network authorities concerned.)

(3) The first two letters are pre-allocated as shown in the Routing Indicator Delineation Table on page 5-10. The third letter is initially pre-allocated, but may also be assigned by the cognizant national or international authority, in accordance with the provisions of subparagraph (4) (c) 2 and 3 below. The fourth and subsequent letters are assigned by the cognizant national or international authority, in accordance with the provisions of subparagraphs (4) (d) and (e), below.

(4) The intent of allocated letters and of letter position is as follows:

(a) First Letter - The letter R or the letter "Q" appears as the first letter and distinguishes strategic/world-wide routing indicators from call signs, address groups and theater routing indicators. (But see paragraph 511b (4) (b) below.)

(b) Second Letter - this letter, in conjunction with the first letter, identifies the nation or international alliance to which allotted. The letter "Q" will be used as a first letter when the identification capabilities of "R" have been exhausted, that is when twenty-six nations and international alliances have been allotted second letters in conjunction with R. The letter "J" is reserved for the national reallocation in conjunction with a third letter (sub paragraph (4) (c) 3 below. (The assigned routing indicator will not, in all cases, identify the national or international affiliation of a station since some stations may be served by, or be tributary stations of, the network facilities of another nation or international alliance.)

(c) Third Letter - This letter position serves the following purposes:

1. Normally identifies the geographical area in which a station is located or from which it is served.

2. Exceptionally, may be used by nations or international alliances irrespective of geographical area for specific alternative purposes, such as when the capacity of assigned second letters is insufficient to meet the requirement, or when more than one geographical area is involved as in the case of a tributary actively connected to two different major relay stations.

3. In conjunction with the second letter "J", may be reallocated, on a national basis, to a country not listed in the table. Such reallocations will not be published in the basic ACP 121, but may be listed in the supplements of the sponsoring nation.

(d) Fourth Letter - This letter position serves a dual purpose as follows:

1. Indicates major relay stations, as generated by assignment requirements.

2. Identifies the service or other national/international entity, as shown in the delineation table.

(e) Fifth and Following Letters - These letters and positions, when added to the four letters of a major relay routing indicator, designate the minor relay or tributary stations of that major relay station.

(f) The letter "C" and all two-letter combinations "CA" through "CZ" are reserved for suffixes to relay station routing indicators. A meaning is prescribed for each authorized suffix. Suffixes are intended to aid the routing of messages for processing purposes or localized action by the relay station or any of its supplementary sections and facilities. The use of these suffixes for intra-network messages is optional but they are not authorized for use on joint or combined messages unless shown in the routing columns of the encode sections of the ACP 117 Series, Allied Routing Indicator Book. The meanings of authorized suffixes are as follows:

C - Local delivery or refile in page form is required. (Used to designate the entire terminal section or the principal tributary station of a relay station.

CA - National use, optional.

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- CF - Section which accomplishes delivery of traffic by broadcast methods.
- CI - Section which coordinates routing information.
- CM - Section which prepares tape copies for retransmission.
- CN - Electrical conference facility or section.
- CP - Circuit/facility control point
- CR - Cryptocenter.
- CS - Section dealing with service messages.
- CT - Section which accomplishes delivery of traffic by telephone.
- CU - Section which accomplishes delivery of traffic to commercial carriers.
- CW - Section which relays traffic by radio telegraph (CW).
- CX - Section which uses tape relay methods for delivery of traffic to activities served by a military or commercial teletypewriter exchange system.
- CY - National use, optional.

(5) Major and minor relay stations are designated in accordance with the following criteria:

(a) Major Relay Station: - A relay station is normally designated as a major relay station under either of the following conditions:

1. When two or more trunk circuits connected thereto provide an alternate route.
2. To meet command requirements.

(b) Minor Relay Station: - A relay station is designated as a minor relay station when it has relay responsibility, but does not provide an alternate relay route.

(6) Major and minor relay stations are identified by the number of letters in their routing indicators as follows:

- (a) Major Relay Station - Four letters.
- (b) Minor Relay Station - Five or more letters.

c. Combined Routing Indicator Plan (Tactical/Theater) - The plan is designed to meet requirements of military communications systems self-contained within a command/theater, or which support a homogenous purpose or activity. Except for the differences outlined below, this plan is identical with the strategic/world-wide plan.

(1) Tactical/theater routing indicators are restricted to use within the individual system. These routing indicators shall not be used in the heading of messages transmitted over the facilities of strategic/world-wide communications systems.

(NOTE: In case of readdressal, since the theater routing indicators are contained in the original message heading and therefore have no bearing on the supplementary heading, it is not considered essential that they be substituted by ZEN.)

(2) The letter "U" always appears as the first letter and distinguishes tactical/theater routing indicators from call signs, addresses groups, and strategic/world-wide routing indicators.

(3) Each nation and international alliance shall be allotted the same letter in the second position as in the strategic/world-wide plan. As a result two nations or alliances in some instances will share the same letter in this position. In such cases, care must be exercised in the allocation to avoid confusion in the operation of allied networks, eg, allocation of the same second letter in the strategic/world-wide plan to two NATO nations should be avoided.

ROUTING INDICATOR DELINEATION TABLE

LTR	First Position	Nation or International Alliance, Second Position		Geographical Area Third Position (Note 7)	Service Fourth Position
		With R in 1 st position	With Q in 1 st position		
A	Australia			Eastern Asia	Army
B		United Kingdom (less Canada and Australia)			Army
C		Canada		Central North America	Army
D		Denmark		United Kingdom Iceland	Army
E				Eastern North America	Army
F		France		Continental Europe	Army
G		Germany		Continental Europe	Army
H		United States		Central and Southern Pacific	Army
I		Italy			Navy

LTR	First Position	Nation or International Alliance, Second Position		Geographical Area	Service Fourth Position
		With R in 1 st position	With Q in 1 st position	Third Position (Note 7)	
J		Reserved for National Reallocation (Note 7).			Navy
K		Greece		Alaska-Aleutians	Navy
L		Luxembourg		Caribbean and South America	Navy
M		SEATO		Philippines and Thailand	Navy
N		Netherlands			Navy
O					Navy
P		Portugal			Air Force
Q	Reserve World-Wide Routing Indicator (Note 5)	Belgium		Middle East	Air Force
R	World-Wide Routing Indicator				Air Force
S		South Africa		Western Asia	Air Force
T	Turkey			Northwestern Africa	Air Force
U	Theater Routing Indicator (Note 6)	United States			Air Force
V				South Africa	Air Force
W		NATO		Western North America	(Others
X		NATO			(Optional

LTR	First Position	Nation or International Alliance, Second Position		Geographical Area Third Position (Note 7)	Service Fourth Position
		With R in 1 st position	With Q in 1 st position		
Y		Norway		Australia New Zealand	((As (
Z		New Zealand			((Required

NOTES:

1. Geographical areas listed in the third column are delineated in the Routing Indicator Delineation Map.
2. Automatic equipments having a capability of a lesser number of letters than that indicated in the second position are expected to be arranged to recognize and act on those letters assigned to nations and international alliances with which there is the greatest requirement for traffic exchange. Traffic addressed to other nations/international alliances for which automatic equipment does not have the capability to recognize and act upon letters in the second position will require manual handling.
3. Service, or other entity (eg, special or joint networks) identification is designated by the fourth letter position. The allocations shown above should be used. They shall be reflected in the ACP 117 series or appropriate supplement(s) thereto. Any deviation from the standard allocation also shall be reflected in appropriate supplement(s) thereto. Any deviation from the standard allocation also shall be reflected in appropriate routing documents.
4. Where required, the letters A, I, P, and W, may be used to indicate major relay stations of primary status. The purpose of this indication is to facilitate the identification of relay stations having primary influence within a network over traffic routing in designated geographical areas. When this is the case, the station will be listed as a "primary relay station".
5. See subparagraphs 511b (4) (a) and (b).
6. See subparagraph 511c.
7. See subparagraph 511b (4) (c).

SECTION IV

ASSIGNMENTS AND REQUESTS

512. **ASSIGNMENTS:**

- a. International call signs are assigned by each nation in accordance with the International Allocation Table. Assignments which require promulgation in ACPs shall be reported to the preparing agency.
- b. Call signs and address groups are assigned by national, service or command authorities from allocations in relevant publications. Assignments which require promulgation in ACPs shall be reported shall be reported to the preparing agency.
- c. Address groups are assigned to facilitate addressing of messages as follows:

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(1) When a nation, service or command normally prescribes the use of plain-dress procedure for encrypted and unencrypted messages and the frequency and volume of traffic to and from an activity is considered sufficiently large, an address group may be assigned to the activity.

(2) When a nation, service or command normally prescribes the use of codress procedure for encrypted messages and:

(a) The activity operates its own cryptofacility but cannot be called directly, an address group may be assigned to permit the called stations to determine refile or delivery responsibility without decrypting the message.

(b) If the activity in question does not operate its own cryptocenter and its encrypted traffic must be routed to an activity previously designated as guard, an address group is not normally assigned.

d. Routing indicators are normally only to tape relay communications facilities. Each such facility may serve any number of commands or activities. Routing indicators are assigned by the appropriate national authority in accordance with the Combined Routing Indicator Plan described in paragraph 511. Those world-wide indicators to be promulgated in the ACP 117 series shall be reported to the appropriate authority.

e. Address indicating groups (AIGs) are assigned as necessary to fulfil the requirements of paragraph 505f.

f. National or allied assignment authorities shall designate those call signs/address groups which must be encrypted when call sign encryption is implemented by prefixing the call signs/address groups with the distinguishing mark "e".

513 REQUESTS:

a. Requests for call signs, address groups and routing indicators shall be forwarded through the command channels to the national or allied assignment authority.

b. Requests by the national or allied assignment authorities for new or increased allocations of call signs and address groups shall be forwarded to the preparing agency.

c. All requests for call signs and address groups shall be submitted in accordance with the instructions contained in this chapter and shall include the type required as specified in paragraph 502.

514. FORMAT FOR SUBMITTING REQUESTS FOR CORRECTIONS

To aid the preparing agency in maintaining the call sign, address group and routing indicator publications it is essential that requests for amendments be forwarded in the correct format, as outlined in the publication which it is desired to amend.

SECTION V

SECURITY OF CALL SIGNS AND ADDRESS GROUPS

515. GENERAL:

a. Secure call signs and address groups are used to conceal the identities of stations or message originators and addresses and so make interception and traffic analysis more difficult.

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b When call sign/address group assignments are changed frequently, traffic analysis is impeded because:

(1) Stations must be re-identified or linkage established before target information can be provided to intercept stations.

(2) Assumptions and inferences concerning the order of battle implied by previously reconstructed nets and networks must be re-evaluated, and

(3) Originators and addressees of messages are unknown until the new assignments can be determined.

516. METHODS FOR CHANGING CALL SIGN/ADDRESS GROUPS:

a. The following methods may be used to obtain call signs/address groups; the degree of security attained is dependent upon the rate of change.

(1) Centralized random scrambles are most easily obtained by using machine processes to re-order a population of call signs/address groups, which are then distributed to activities for use.

(2) Systematic rotations are used to change call signs/address groups without re-ordering the allocated call sign/address group population. References (which may be block-row-column designators, page-line designators, etc) are assigned in lieu of call signs/address groups. Rotation of call sign/address group assignments is accomplished by changing references by means of conversion tables.

(3) Encryption is used to change assigned groups by substituting new characters through use of changing key lists. Groups to be encrypted shall be designated by appropriate authority.

(b) Nations, services or allied commands, in selecting which of the above methods shall be used, must consider the operational requirements and capabilities of not only their own forces, but also those of any nation, service or allied command with whom they may be exchanging message traffic.

517. IMPLEMENTATION OF SECURE CALL SIGNS/ADDRESS GROUPS:

(a) Scrambled and Rotation Methods - As a means of providing call signs/address group security, nations, services or allied commands may direct that a periodic change of certain call signs/address groups be accomplished through use of either of the methods described in paragraphs 516a (1) and (2) above.

(b) Encryption Method - Nations, services, or allied commands may direct that a periodic change of certain call signs and address groups be accomplished by encryption by those forces equipped to employ this method. Instructions for the call signs and address groups to be encrypted and appropriate distribution of the cryptographic devices must be confirmed prior to implementation.

(1) Protection of Encrypted Call Signs/Address Groups:

(a) When call signs encryption is directed, forces under the operational control of the implementing authority not so equipped will be required by the implementing directive to provide protection for the call sign encryption system by including the address within the encrypted text (ie, CODRES) and employing unencrypted call signs or address groups in the transmission

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instructions only as may be necessary for a particular transmission, or safeguarding the security of the system by use of passing instructions within the encrypted text.

(b) When call sign encryption is in force for both encrypted and unencrypted messages, the text of unencrypted messages must not contain information which will reveal the identity of the originator and/or addressees and thus compromise their own headings. This may be overcome either by substitution of encrypted call signs or address groups for ships, organizations, etc, or by encryption of the message.

(2) Identification of Encrypted Call Signs/Address Groups. Encrypted call signs and address groups will be identified by an unencrypted character appended as the fifth element, after encryption of the assigned call sign or address group. The unencrypted character also identifies the cryptographic keying material employed.

c. Coordination - Prior to implementation of secure call sign and address group plans, coordination with the appropriate communication security agency is required to assure the availability of necessary materials. To minimize confusion and reduce the possibility of compromise, all implementing authorities shall ensure that all appropriate service, national or allied commanders are advised immediately. This information is required as it is essential that other services protect the secure call signs or address groups of the implementing service.

d. Training - Training in the appropriate methods, materials and procedures for obtaining and using secure call signs/address groups is the responsibility of national, service and allied commanders. Exercise commanders may be authorized to place changing call sign/address group plans in effect for exercise purposes. Precautions must be taken to ensure that co-ordination has been effected with commands in contiguous areas. Arrangements for the materials required for training or exercises should be made with the appropriate communication security agency.

518. SECURITY CLASSIFICATION OF CALL SIGN/ADDRESS GROUP INFORMATION:

a. General - The guidance contained herein is provided to assist authorities in determining the proper security classification to be assigned to individual call signs/address groups, block allocations of call sign/address groups, publications containing call sign/address group allocations and/or assignments, or extracts of call sign/address group ACPs or supplements thereto. The application of a security classification to call sign and address group information is made for the purpose of denying to an enemy an important basis for communications intercept. Foreknowledge of the call sign and/or address group population in use by an organization may be of value to an enemy intelligence unit desiring to intercept the communications of that organization.

b. Call Sign/Address Group ACPs and Supplements Thereto - Those publications bearing the security classification of CONFIDENTIAL have been assigned that classification primarily for the purpose of restricting the accessibility of unauthorized persons to the overall system. Basic assignments contained in these publications cannot provide system for obtaining changing call signs/address groups if security of address is required (paragraph 516).

c. Individual call Sign/Address Group Assignments - These assignments must be classified on their own merit depending on the degree of sensitivity of the command, activity or purpose for which assigned, and the amount of sensitive information associated with the assignment. For example, an assignment made for or in connection with specified contingency or emergency plans or one furnished as part of a classified operation or operational concept is usually classified CONFIDENTIAL or higher, while an assignment made for training purposes or for operational requirements not connected with or part of a classified plan or operation might be considered unclassified. Normally, individual unencrypted or nonchanging call sign/address group assignments are considered unclassified. However, a compilation of call signs/address groups and associated assignment information may provide sensitive information, in which instance, the listing should be

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CONFIDENTIAL

classified accordingly. Call signs assigned to fixed stations are considered unclassified. It may be desirable to classify information pertaining to a fixed station during planning and development stages. However, once that fixed station becomes operational, the location and call signs can no longer be disguised.

d. Block Allocations of Call Signs/Address Groups - Block allocations of call signs used in tactical communications are normally classified CONFIDENTIAL to restrict access to this information.

e. Service, Agency or Command Publications - Call sign/address group allocations and/or assignments included in documents such as OPLANs, OPORDs, CEOIs, SOIs, and similar type documents, should be assigned security classification determined in accordance with subparagraphs c and d above.

f. Extracts of Call Sign/Address Group ACPs or Supplements Thereto - Extracts should normally be assigned security classifications determined in accordance with subparagraphs c and d above.

g. Exceptions - In any situation not specifically covered by the foregoing, the security classification assigned to the basic publication from which the allocation(s) and/or assignment(s) are obtained should be used.

CHAPTER 6

SPECIAL INSTRUCTIONS AND PROCEDURES

SECTION I

RECORDS

601. TYPE AND IMPORTANCE:

a. The maintenance of an adequate and carefully prepared communications log is important. Daily logs shall be maintained by supervisory personnel to afford a comprehensive report of all circuit interruptions, delays to traffic movement, and any other irregularities of operation. This record should be maintained in sufficient detail to explain adequately all traffic handling delays and circuit interruptions.

b. Number sheets and circuit logs, as appropriate, shall be maintained when practicable by all transmitting, receiving, and relaying activities and shall show every transmission sent and received.

SECTION II

GENERAL CALLING PROCEDURES

602. DOUBLE CALL SIGN CALLING PROCEDURE:

A method of establishing and conducting communications by which the call sign of the station called is employed followed by the call sign of the calling station separated by the prosign "DE" or the proword "THIS IS." This is agreed as the standard Allied method for conducting combined communications. Details of this procedure are contained in the appropriate ACPs.

603. SINGLE CALL SIGN CALLING PROCEDURE:

A method of establishing and conducting radiotelegraph and radiotelephone communications in which subordinate station call signs are used exclusively. The single call sign calling procedure may be sanctioned for Allied use in combined operations only when all participating military services have previously subscribed nationally to its use on an intra basis. Details of this procedure are not contained in basic ACPs, but shall appear in ACP supplements of the nations and/or services subscribing to its use.

SECTION III

CODRESS

604. GENERAL:

a. Codress is a procedure in which the entire address of a message is encrypted within the text, while the heading of any transmission of that message contains only information necessary to enable communications personnel to handle it properly. Codress procedure provides a means of denying information that may be revealed by the inclusion of the full address in the heading of a message.

b. Codress may be implemented by a nation, service or appropriate allied authority for use with high grade off-line cryptosystems. These authorities may prescribe the general use of codress or may delegate authority to implement the procedure to a subordinate commander within his

area of responsibility, unless codress has been declared mandatory by a higher authority. To minimise confusion and reduce the possibility of compromise, all implementing authorities shall ensure that appropriate national services or command authorities are advised immediately of implementation.

c. To provide maximum transmission security, codress should be used when making a classified reply or reference to a codress message.

605. RULES FOR USE:

a. The address in the text of a codress message shall be written in the order: originator, action addressee(s), information addressee(s), and exempt addressee(s) preceded by the appropriate prosigns.

b. Additional passing instructions which can be encrypted should also be placed in the text as part of the address or elsewhere.

c. Plain language addressees only may be used in the text.

d. On each transmission of a message the message heading shall include only such station or address designations as are necessary to enable relaying or receiving stations to handle the message properly and expeditiously. External transmission and message instructions shall be kept to a minimum for each transmission, ie, those necessary to enable the station called to determine its responsibility without decrypting the message. If the station called is to decrypt the message as well as relay it, the station designations of both the station called and the station to which the message must be relayed will be included in the transmission instructions.

e. Plain language addressees in the headings of Codress messages are prohibited on military circuits. It is permissible to use plain language addresses when necessary for commercial filing or refiling. Plain language addresses, including cable or telegraphic addresses of either the actual addressee(s) or the communications center(s) serving the addressee(s), may be used. In the case of multiple address messages only the addresses of those addressees reached by commercial means will appear in the heading. The address in the heading shall not be an exact duplicate of that in the encrypted text. Should a commercial station or office require the message to bear a signature, the plain language designator of the filing communication center or authority may be used.

SECTION IV

ENEMY CONTACT REPORTS

606. GENERAL.

The purpose of this section is to present basic communications information required to carry out those directives issued by higher authority pertaining to reporting enemy contacts in time of emergency. The ACP 176 series should be consulted for complete details of maritime enemy contact reporting.

607. COMMAND RESPONSIBILITY.

It is the responsibility of each commander to ensure that each individual under his command who might have occasion to report enemy contacts is provided with detailed instructions covering what to report, to whom to report it, and format of the report.

608. RESPONSIBILITIES OF THE COMMUNICATIONS ORGANISATION.

Reporting enemy contacts and forwarding vital information, while a function of command, depend to a great degree on the ability of communications to handle the reports properly and expeditiously. Accordingly, the basic principles involved in preparing and transmitting enemy contact reports are set forth below in order that communications personnel may at all times be aware of their importance and well acquainted with such special handling practices as are required.

609. TYPE AND COMPOSITION OF REPORTS.

a. The standard form for reporting enemy contacts consists of four components transmitted in the following sequence:

- (1) What – the number and description of the enemy (using raid or locating prefix as appropriate).
- (2) Where – the position of the enemy.
- (3) Whither – the course and speed of the enemy.
- (4) When – normally the date-time group of the message; however, the observation or detection time may be signalled if wished as a time group forming part of the text of the message.

b. When contact has first been made with the enemy, the fact should normally be reported immediately by means of an initial report, using the standard form given in subparagraph a above.

c. There may be occasions when the originator of an initial report is unable to observe and report the details of all the components of the standard form. Nevertheless, some form of report must be made to alert other friendly forces. This is done by using the abbreviated form, signalling the “What” component, plus other components for which there are time. A report of this kind is, however, of value only to ships and aircraft that are in company with the originator, unless the “Where” component can be included and expressed geographically.

d. The initial report should be followed by amplifying reports. These should make reference to the initial report and contain such additional information as may have been gleaned after the initial report was filed. The first amplifying report must contain the latest position of the enemy (ie, the “Where” component).

610. RAPIDITY AND SECURITY IN TRANSMITTING ENEMY CONTACT REPORTS:

a. The relative importance between speed and security in reporting enemy contacts depends upon the circumstances at the time.

b. If it is obvious that the enemy is aware that he has been contacted, or is in a position to inflict early damage, speed is more important than security.

c. It is important that security restrictions are not imposed unnecessarily. Their imposition will delay transmission, especially from aircraft and particularly from those which carry a crew of less than three.

d. Security precautions should be observed whenever practicable in order to deny the enemy valuable information which, if transmitted in plain language and intercepted by the enemy, gives time to counter.

611. TRANSMISSION.

The procedure to be used for the transmission of enemy contact reports by radiotelegraphy and radiotelephony are given in the ACP 124 and 125 series respectively.

612. PRECEDENCE:

The degree of precedence which should be used with the different types of enemy contact reports is given in paragraph 329. However, air combat reports do not require any indication of precedence, nor do raid reports within a force, since these are made on special nets.

613. AUTHENTICATION.

Authentication, when in force, should be used when making initial, amplifying and negative reports in plain language or a brevity code as amplified in the ACP 122 series. Lack of such authentication should not, however, prevent retransmission or relay of the message to higher authority.

ANNEX A

1. TABLE OF TIME ZONES, ZONE DESCRIPTION AND DESIGNATION LETTERS

ZONE		DESCRIPTION	DESIGNATION LETTERS
7 1/2W	to 7 1/2E	0	Z
7 1/2E	to 22 1/2E	-1	A
22 1/2E	to 37 1/2E	-2	B
37 1/2E	to 52 1/2E	-3	C
52 1/2E	to 67 1/2E	-4	D
67 1/2E	to 82 1/2E	-5	E
82 1/2E	to 97 1/2E	-6	F
97 1/2E	to 112 1/2E	-7	G
112 1/2E	to 127 1/2E	-8	H
127 1/2E	to 142 1/2E	-9	I
142 1/2E	to 157 1/2E	-10	K
157 1/2E	to 172 1/2E	-11	L
172 1/2E	to 180	-12	M
7 1/2W	to 22 1/2W	+1	*N
22 1/2W	to 37 1/2W	+2	O
37 1/2W	to 52 1/2W	+3	P
52 1/2W	to 67 1/2W	+4	Q
67 1/2W	to 82 1/2W	+5	R
82 1/2W	to 97 1/2W	+6	S
97 1/2W	to 112 1/2W	+7	T
112 1/2W	to 127 1/2W	+8	U
127 1/2W	to 142 1/2W	+9	V
142 1/2W	to 157 1/2W	+10	W
157 1/2W	to 172 1/2W	+11	X
172 1/2W	to 180	+12	Y

*Letter N is also used to designate zone -13; this is to provide for a ship in zone -12 keeping Daylight Saving Time.

NOTES:

- (1) Reference should be made to the time zone chart on page A-9 in order to learn the exact zone boundaries, since they sometimes deviate slightly to accommodate national boundaries, etc.
- (2) GMT is indicated by the suffix Z.
- (3) For time midway between zones, both letters are used.
- (4) The suffix indicates the correction (for description, see table) which must be applied to the time as expressed in order to convert to GMT.

Example:

Washington, DC, is in longitude zone 67 1/2 degrees to 82 1/2 degrees West. If that city keeps normal zone time (Zone Description +5) the data-time group suffix will be

R. To convert to GMT, add 5 hours to the indicated time. If that city keeps Daylight Saving Time (Zone Description +4), the suffix will be Q. To convert to GMT, add 4 hours to the indicated time.

2. EXPLANATION OF THE CONVERSION CHART:

a. The chart on page A-7 is composed of 25 vertical columns, 24 of which represent the difference in time around the earth's surface. The 25th column is due to duplication of the extreme left and right columns. Each column head contains four area indicators as follows:

(1) **COORDINATES** - 24 equidistant divisions of the earth's surface based on coordinates of Longitude East and/or West. Coordinates divisions are straight lines from pole to pole and will not, in most cases, conform to time zone delineations over land areas. They may, however, be used to determine time zones of islands and ocean areas. Each hour of time is thus related to approximately 15 of distance.

(2) **TIME ZONE NUMBERING SYSTEM** - 25 time zone areas numbered from 0 through 24 (0 and 24 being actually the same zone) beginning with 0 at the International Date Line and extending East circumventing the earth's surface to the 24 zone, or 0 zone, again. Certain publications and maps use this system for identifying the 24 time zones. For such publications, the conversion chart may be used for computing time or time differences.

(3) **TIME ZONE LETTERING SYSTEM** - 25 time zone areas identified by use of letters. Beginning with the letter "A" at zone 13 (7030'E-22030'E), the letters extend eastward through "M". Zone number 12 (7030'E - 7030'W) is designated "Z". The letter system then from "Z", beginning with "N", extends westward through "Y" at the 0 zone. The letter "J" is omitted. The conversion chart can thus be used when maps or publications use the lettering system to identify the time zones.

(4) **THE PLUS AND MINUS SYSTEM** - the plus and minus system, probably the most commonly used, begins at the zone through which the zero meridian passes (bisecting Greenwich, England, thus "Greenwich Civil Time, Greenwich Mean Time") the boundaries of which are 7030'E and 7030'W. This zone is designated 0. Minus zones, beginning with -1, extend eastward through -12. The plus zones, beginning with +1, extend westward through +12. Thus -12 and +12 are the same zone.

b. Each of the vertical columns contains 25 blocks, the top and bottom blocks being duplicated in each column. These blocks represent the 24 hours of a complete day in any one time zone. Each block contains two entries of figures as follows:

(1) The upper figure in each block represents a certain hour of the day (for that particular time zone) in local time or actual time, expressed in AM or PM hours.

(2) The lower figure in each block represents the comparative time in the 0 zone, or Greenwich Civil Time. This time is sometimes referred to as "GCT" or "GMT", but more frequently, is known as "Z" time.

c. The upper left and lower right portions of the chart are shaded. It will be noted that the shaded portions are based on the "stair-step" line associated with the 12:00 midnight block in each column. This line, separating the light and shaded portions, is the NEXT DAY-PREVIOUS DAY line. The shaded portions are to draw attention to the fact that this line has been crossed, and that hours in the shaded portion are those of a different day. When crossing the NEXT DAY-PREVIOUS DAY line tracing laterally from left to right, all hours after CROSSING are of the next day, or add one day to the time difference. When crossing the NEXT DAY-PREVIOUS DAY line tracing from

right to left, all hours after crossing are of the previous day, or subtract one day from the time difference.

3. USE OF THE CONVERSION CHART:

a. TO DETERMINE "Z" TIME - if the time involved is given in AM-PM hours and you wish to know the corresponding Z time, first determine the time zone of the locality using the AM-PM time. In the appropriate zone column, trace downward until you find the AM-PM hour in question. It will be the upper figure in a certain block. The lower figure in that same block will be the corresponding Z time.

b. TO DETERMINE AM-PM TIME - if the hour is given in Z time and you wish to determine the corresponding AM-PM time, first locate the time zone of the place using Z time, and follow the same procedure outlined in A, foregoing, finding the Z time in question. The upper figure in that block will be the AM-PM hour sought.

c. TO COMPUTE DIFFERENCE IN Z TIME - to compute differences in Z times, only the Z times need be compared and the differences noted. The time zone is immaterial as any one Z time is the same in all time zones.

d. TO COMPUTE DIFFERENCES IN AM-PM TIME - if two AM-PM hours are given of two different localities, proceed as follows:

(1) Start with whichever of the two time zones determined is to the left of the other.

(2) Trace down this column until the first AM-PM hour is located.

(3) Trace a lateral line (formed by the AM-PM hours) to the right until you enter the time zone column representing the second locality in question.

(4) Note the AM-PM hour at the point of intersection of the lateral line and vertical (time zone) column.

(5) Trace upward or downward in this column until you reach the second hour in question.

(6) Determine the difference between the two hours (4) and (5).

e. TO COMPUTE DIFFERENCES IN AM-PM AND Z TIMES - to compare the two times for a result in Z time, convert the AM-PM time given to Z time as per a, foregoing, and determine the difference. To compare the two times for a result in AM-PM time, convert the Z time given to AM-PM time as per b, foregoing, and determine the time difference as per d, foregoing.

f. GENERAL - certain cities are listed in alphabetical order for quickly determining the appropriate time zone when not known. It will be noted that certain of these list times in minutes, and in hours and minutes. Such portions of hours should be considered in computing time differences. Those locations in which no legal time has been adopted, or where no legal time is kept, are arbitrarily assigned time zones based on their location in relation to the nearest, or surrounding areas listing a legal time.

g. CORRECTIONS - each nation is responsible for maintaining a current list of cities located within its respective borders. The Manuscript Agency will be responsible for the correct listing of those entries when the publication is not held by the countries concerned.

4. ALPHABETICAL LIST OF CITIES WITH TIME ZONES (P-Plus, M-Minus):

AMSTERDAM	NETHERLANDS	M-1
ANCHORAGE	ALASKA, USA	P-10
ASUNCION	PARAGUAY	P-4
ATHENS	GREECE	M-2
BELFAST	NORTHERN IRELAND	M-1
BERLIN	GERMANY	M-1
BERN	SWITZERLAND	M-1
BOGOTA	COLOMBIA	P-5
BRASILIA	BRAZIL	P-3
BRISBANE	AUSTRALIA	M-10
BUENOS AIRES	ARGENTINA	P-4
CALCUTTA	INDIA	M-6
CHICAGO	ILLINOIS, USA	P-6
COPENHAGEN	DENMARK	M-1
DACCA	PAKISTAN	M-6
DELHI	INDIA	M-5
DENVER	COLORADO, USA	P-7
DJAKARTA	INDONESIA	M-7
DUBLIN	IRELAND	M-1
GLASGOW	SCOTLAND	M-1
GODTHAAB	GREENLAND	P-3
GOOSE BAY	LABRADOR, CANADA	P-4
THE HAGUE	NETHERLANDS	M-1
HALIFAX	NOVA SCOTIA, CANADA	P-4
HAMBURG	GERMANY	M-1
HONOLULU	HAWAII, USA	P-10
ISTANBUL	TURKEY	M-2
JUNEAU	ALASKA, USA	P-9
LAHORE	PAKISTAN	M-5
LA PAZ	BOLIVIA	P-4
LIMA	PERU	P-5
LISBON	PORTUGAL	P-5
LONDON	ENGLAND	M-1
LOS ANGELES	CALIFORNIA, USA	P-8
MADRID	SPAIN	M-1
MANAGUA	NICARAGUA	P-6
MANILA	PHILIPPINES REPUBLIC	M-8
MARSEILLE	FRANCE	M-1
MELBOURNE	AUSTRALIA	M-10
MEXICO CITY	MEXICO	P-6
MILAN	ITALY	M-1
MONTREAL	QUEBEC, CANADA	P-5
MUNICH	GERMANY	M-1

NEPAL	INDIA	M-5
NEW YORK	NEW YORK, USA	P-5
NOME	ALASKA, USA	P-11
OSAKA	JAPAN	M-9
OSLO	NORWAY	M-1
OTTAWA	ONTARIO, CANADA	P-5
PARIS	FRANCE	M-1
PERTH	AUSTRALIA	M-8
PHILADELPHIA	PENNSYLVANIA, USA	P-5
QUITO	ECUADOR	P-5
REYKJAVIK	ICELAND	P-1
RIO DE JANEIRO	BRAZIL	P-3
ROME	ITALY	M-1
ST. JOHN'S	NEWFOUNDLAND, CANADA	P-3 : 30
ST. LOUIS	MISSOURI, U.S.A.	P-6
SAN FRANCISCO	CALIFORNIA, U.S.A.	P-8
SAN JOSE	COSTA RICA	P-6
SAN JUAN	PUERTO RICO	P-4
SANTIAGO	CHILE	P-5
SAO PAULO	BRAZIL	P-3
SEATTLE	WASHINGTON, U.S.A.	P-8
SEOUL	KOREA	M-9
STOCKHOLM	SWEDEN	M-1
SYDNEY	AUSTRALIA	M-10
TEHRAN	IRAN	M-3
TOKYO	JAPAN	M-9
TORONTO	ONTARIO, CANADA	P-5
VANCOUVER	BRITISH COLUMBIA, CANADA	P-8
VERACRUZ	MEXICO	P-6
WASHINGTON, DC	U.S.A.	P-5
WELLINGTON	NEW ZEALAND	P-12, M-12
WINNIPEG	MANITOBA, CANADA	P-6

