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ADMIRALTY FLEET ORDER
(“S” SERIES)

**S.9—Guide to Users of Naval
Communications**

R.N. Supplement No. 1 to A.C.P. 121

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**ADMIRALTY FLEET ORDER
("S SERIES")**

ADMIRALTY, S.W.1.
9th November, 1961.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated.

Copies of this Order are supplied to Commonwealth Navies but only for official use by these Navies and such of their contractors, under seal of secrecy, as may be engaged on a defence project. Disclosure to any other authority or release to the Press or in any other way is forbidden. The information should be safeguarded under rules designed to give the same standard of security as maintained by Her Majesty's Government in the United Kingdom.

By Command of their Lordships,



*To Commanders-in-Chief, Flag Officers,
Senior Naval Officers, Captains and
Commanding Officers of H.M. Ships
and Vessels.*

NOTE.—A note on the Fleet Order System and the scale of distribution of issues is given in "Admiralty Fleet Orders—Instructions and Quarterly Index".

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S.9/61.—Guide to Users of Naval Communications

INTRODUCTION

This guide is designed to set out in one publication the essential information required by those who are authorised to draft and release signals and to use service telephones.

2. Although this guide includes, and in some cases duplicates the instructions laid down in the basic communication publications covering the origination of Naval messages, A.C.P. 121 and A.C.P. 176, reference should also be made to these publications. Also included in this guide are all relevant instructions which are applicable only to the Royal Navy, and are not laid down in these two publications.

3. The principles of message handling are contained in A.F.O. S.2.

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PART I

GUIDE TO ORIGINATORS OF NAVAL MESSAGES**101. Foreword**

The volume of Naval Signal traffic is increasing at a constant rate and experience shows that signals are often made because originators find it more convenient to send a signal rather than write a letter. This is bad practice because:—

- (1) It is habit forming.
- (2) The facility may not be available in time of emergency or war.
- (3) Naval communications, which are expensive in both manpower and equipment, are forced to expand to keep pace with the traffic.

The old maxim of "Don't send a Signal if a letter will do" still applies, particularly in these days of fast Air Mail. An originator must therefore first satisfy himself that a Signal is essential.

In modern communications the correct procedure for originating Signals has a considerable bearing on their security and on the efficiency with which they are transmitted and delivered. **FAILURE OF THE ORIGINATOR TO CARRY OUT HIS RESPONSIBILITIES MAY SERIOUSLY JEOPARDISE SECURITY AND LEAD TO DELAYS IN WAYS BEYOND THE CONTROL OF THE COMMUNICATION DEPARTMENT TO RECTIFY.** Flag and Commanding Officers and Heads of Civil establishments are to ensure that every officer who is authorised to originate signals has read and understood this Order. A record that this has been done should be kept and produced at periodic inspections.

102. General Guide

On every occasion of making a Signal, the Originator should bear in mind and mentally tick off the following points.

a. Is this Signal necessary? Would an Air Mail letter do instead? If it must be a signal, can it go Postagram/Airgram/Basegram? (*See* paragraph 201).

b. Is the degree of Precedence right for both Action and Info addressees?

c. Security grading inserted? Have I obeyed the rules? (*see* paragraph 303). Do not make the grading unnecessarily high.

d. Is the number of addressees excessive? Too many addressees (particularly "information" addressees) seriously impede the rapid flow of Signal traffic; whilst not directly proportional, the number of transmissions associated with any one signal rises sharply as the number of addressees increases. It does not follow that a reply to a Signal should always contain the same addressees as the original (*e.g.* a reply to a Signal which required a number of addressees to furnish certain information to Admiralty or a C.-in-C.).

e. Is the text brief? Are all the "and's" and "the's" essential to the correct sense of the text? Phrases such as "It is proposed that" and "It is requested that" should be replaced by "Propose" and "Request" respectively.

f. Has wording which might become ambiguous if corrupted been avoided?
e.g.:—

- (1) "Not repeat Not" might be corrupted to "Now repeat Now".
- (2) "No longer" is sometimes better than "not now".
- (3) "Impossible" is better and shorter than "Not possible".

g. If a reference has been made to the Date Time Group of a previous signal, put the subject at the bottom of the message form. The Originator knows it but the Communication Department have got to look it up, which takes time (*e.g.* Ref. 171005Z = Supply of oil fuel at Tobruk).

h. Are there any particular instructions for this signal? Is there any information known to the Originator which would be of assistance to the Communication Department (*e.g.* the sailing time of a ship or authority)? Close co-operation is essential between the Originator and Communication Officer, for example:—

- (1) The Originator may not know the prevailing conditions which determine the level of traffic, or the signal or cryptographic system most suitable for use.
- (2) The Communication Officer may not know that unusual significance applies to the earliest possible despatch and delivery of a particular message. The Originator should tell the Communication Officer of special circumstances which affect the handling of a message, such as the need to reach the addressee before his ship leaves harbour.

103. Procedure for Authorising Messages

a. The following procedure is to be carried out to ensure that all outgoing messages are authorised by a responsible person:—

- (1) The Flag or Commanding Officer may depute officers to release messages for him, and may issue instructions concerning the release of messages bearing certain degrees of precedence.
- (2) Specimens of these officer's initials are to be given to the Main Signal Office and the Special Cryptographic Office. Before despatch, a message is to be checked to ensure that it has been authorised by such an officer.
- (3) Officers or ratings in charge of cryptography, and of the various communication offices, may be authorised to release the necessary signal service messages in connection with their duties (*e.g.* requests for checks, repetitions, and instructions to shift frequency, etc.).
- (4) Certain messages such as manœuvring and alarm signals may be authorised verbally.

CHAPTER 2 METHODS OF DESPATCH

201. Naval Methods

a. Hand Message.—A message despatched by messenger, despatch rider, helicopter, or despatch boat service. This method is preferable from the point of view of reliability, security, and in some circumstances, speed. It has the added advantage of easing the load on other systems which have a limited capacity, and saves the labour of encrypting, transmitting, decrypting, etc.

b. Postagram.—A message which is prepared for despatch by the communication department, handed to the secretariat for transmission by surface mail, and on reaching its destination is given to the communication department for distribution.

c. Airgram.—A message handled in a similar manner to a postagram but transmitted by air mail.

d. Basegram.—The instruction **BGRAM** can be inserted in the heading of a message and means "This message is a Basegram. This message is not to be transmitted on the Ship/Fleet broadcast and is to await collection by ships and authorities afloat on their return to harbour". The objects of a basegram organisation are:—

- (1) To reduce traffic on radio communication services to ships at sea.
- (2) To avoid unnecessary cryptographic work by ships at sea.

The originator of a message to a ship at sea should always use the basegram system if the ship does not need the message until she returns to harbour. If a multiple address message can be made a basegram to some ships in the address, the expression "**BGRAM** to . . ." is to be used.

Basegrams may only be sent to certain listed ports, known as Basegram Ports. The Senior Naval Authority ashore is responsible for decryption, if necessary, and for arranging delivery to ships on arrival in harbour. He is also responsible for re-routeing basegrams if circumstances arise unknown to the originating authority, *e.g.* to the next basegram port of call if the ship has been diverted, or on the appropriate broadcast (with instruction **BGRAM** omitted), if the ship is not now calling at any basegram port before she will require to take action on the message.

The basegram ports are listed in the command sections of **A.F.O. S.3** and in Station Communication Orders. A list of the **N.A.T.O. Basegram** ports is given in **A.C.P. 121 N.A.T.O. Supplement 1**.

e. Line.—Messages are passed either by telephone or teleprinter. This method has a large capacity and, under certain conditions, a degree of security.

f. Visual.—A most suitable method of passing messages between ships in company, and between ships in harbour and shore authorities. This method has a limited capacity, but its use is not restricted by the electronic emission policy in force, and it can provide a measure of security.

g. Radio.—The main method of passing messages between ships at sea, and between ships and shore authorities. There are various types of emission, *e.g.* Morse, teletypewriter and telephony. This method however, has a limited capacity for handling traffic, and originators should remember that its use may be denied if electronic silence is imposed. This method provides no security and messages must be encrypted when security is required.

202. Commercial Methods

a. Cablegram.—An official message despatched by commercial cable or wireless, or by inland telegraph. Special forms must be used. (*See* paragraph 601).

b. Radiotelegram.—A message transmitted by naval radio between ship and shore or vice versa, and by commercial radio or line over the rest of its route. They may be sent to and from ships by shore and ship originators.

203. Use of Commercial Channels

a. In the interests of financial economy, service traffic is only to be sent by commercial methods:—

- (1) When Service systems are heavily loaded and it is essential to clear outstanding messages as soon as possible.
- (2) When no Service communication system is available and when other available systems (*e.g.* air mail) would be too slow.
- (3) When, to preserve communications security, it is necessary to avoid routing messages by radio. In this case the prefix **FIL** must be used.

CHAPTER 3

GENERAL INSTRUCTIONS TO ORIGINATORS

301. Responsibilities of the Originator

- a. The Originator has certain definite responsibilities. These are:—
- (1) Determine if a signal is **necessary**, or whether a letter or telephone call would serve instead.
 - (2) Determine the addressee(s) and type of message.
 - (3) Use the correct message form and correct number of copies required.
 - (4) Determine the degree of precedence.
 - (5) Determine the security classification.
 - (6) Insert, if necessary, any Special Instructions. (Paragraphs 401 *a*, (6) and 504.)
 - (7) Draft the text.
 - (8) Ensure that the message is signed by a releasing officer.
 - (9) Forward the message to the Main Signal Office.
- b. See also Part IV for the definitions of Originator, Drafter and Releasing Officer.

302. Message Form to be Used

a. The form shown on Plate A has been adopted for inter-service use. This form is designated F.Sigs.52 in the other Services but it has now been reproduced as S.1320b (revised February 1956) and S.1320L (for longer messages) for use in the Royal Navy. The standard colour for message forms for Originators' use is white, irrespective of the security classification of the message. Existing stocks of other Originators' Naval Message Forms, white and pink, are to be used up, and the instructions which follow applied to them as far as possible.

b. The Originator should provide the Main Signal Office with three copies of every OUT message, made out on one of the above forms, unless ordered otherwise by the Flag or Commanding Officer.

c. Whereas there is no objection to the printing locally of special message forms, the Admiralty cannot undertake the printing. The use of special ormsg-backed masters is, however, under consideration, and limited requests for these for trial purposes will be sympathetically considered.

303. Security

a. It cannot be stressed too strongly that a great amount of information and in some cases intelligence can be obtained from the intercept of unclassified messages. As most of the insecurities result from the incorrect use of plain language, great care must be taken by originators in the correct classification of signals. Intelligence is not only revealed from individual items in messages which should have been classified, but by piecing together small fragments and references in a series of such messages. It is emphasised that intelligence revealed by signals is of great value because of its authenticity. Guidance on classification is given in Appendix A and amplified in relevant C.B.s and current Fleet Orders.

b. Although it is appreciated that some degree of insecurity is inevitable in peacetime, and that a large increase of classified traffic would place an unacceptable load on cryptographic staffs, the security implications must be considered in every case before a message is graded unclassified.

c. A great deal of long term intelligence concerning operational dispositions, tactics, capabilities of weapons, ships and aircraft, and state of operational training which requires protection, is frequently compromised in Fleet exercises. Examples of the dangers of plain language messages are as follows:—

- (1) A ship's future movements which are classified may be revealed by administrative signals linking the ship with a number of shore authorities.
- (2) Signals concerning urgent store defects may indicate a reduction in the operational capability of a warship.

- (3) Messages which are themselves harmless may, when viewed together, reveal useful intelligence, e.g. trooping signals can show an increase of strength in an area, giving information for future operational plans or special trials. The inclusion of unnecessary information addressees in signals of a particular type may show the text to have wider implications.
 - (4) Manœuvring and position reporting signals.
 - (5) Transmissions concerning air operations, including aircraft types, numbers, tasks, launching and recovery times.
 - (6) Mention of ships' names in plain language text.
- d. (1) For various reasons, including the protection of cryptographic systems and the avoidance of linkages between items of information which individually may be innocuous but taken together might be significant, signals referring to documents, letters, etc., of classification CONFIDENTIAL and above are to be classified. Signals referring to documents, letters, etc., but not to signals, classified not higher than RESTRICTED may be sent unclassified, provided they make only brief innocuous reference to the document or letter, such as quoting the reference number and date.
- (2) It is emphasised that a Signal referring to any classified signal must always be classified, regardless of text.
- e. Messages which refer to the following subjects are never to be transmitted unless that message is classified at least RESTRICTED:—

Ships Movements

- (1) Signals disclosing a ship's future movements and changes to previously published movements (but see (5) below).
- (2) Programmes of individual ships, squadrons and fleets.
- (3) Movements of ships having strategic or political implications.
- (4) Exercise and training programmes, and details of ships taking part in a particular exercise.
- (5) Sailing signals for frigates and above are invariably to be classified because they frequently include information other than times of sailing and arrival. This does not, however, preclude authorities concerned, at their discretion, continuing the accepted practice of informing ship's companies, Press and local authorities of the intended movement of H.M. ships.

f. Intelligence

- (1) Matters affecting diplomatic relationships.
- (2) Intelligence and counter intelligence matters.
- (3) Information concerning foreign countries.
- (4) Military information.

g. Scientific

- (1) Problems under investigation by scientific research experimental establishments.
- (2) Results of trials sponsored by research establishments.
- (3) Signals giving details of location of future trials.

h. Technical

- (1) Manufacturing processes, methods of production and technical details of warships, aircraft, weapons and equipment.
- (2) Existence of new weapons and equipment.
- (3) Reports on trials of new technical equipment.

j. Communication

- (1) Codes, cyphers, and other means of communication intended to provide security whether our own or foreign.
- (2) Wireless organisation, references to frequencies.
- (3) Mail diversion signals and signals giving diversions for drafts and stores.
- (4) Signals referring to any classified signal must always be classified regardless of text.
- (5) Electronic warfare.

k. *Personnel*

- (1) Matters, and movements of ships, which effect the morale of the Fleet
- (2) Reports on the morale of National or other forces.
- (3) Strength of an operational unit.
- (4) Outbreaks of epidemics among a ship's company.

304. Exclusive

a. Originators should insert the instruction "**EXCLUSIVE**" on a classified message when, by reason of the extremely secret or personal nature of its contents, it is desirable to reduce to a minimum the number of people who are aware of its contents.

b. The instruction "**Exclusive**" means that messages will:—

- (1) When used with a message classified **Top Secret** and **Secret**, be handled only by an officer specially detailed.
- (2) When used with a message classified **Confidential** or **Restricted**, be handled only by a Senior Communication Rating specially detailed to handle such messages.
- (3) In all cases, be limited in distribution to the authority addressed pending his further instructions.

c. Further instructions are given in the Cryptographic Operating Instructions.

d. "**Exclusive**" is not to be used with unclassified messages.

e. The following are examples of the use of "**Exclusive**":—

- (1) A message giving details of plans for future operations, which must be safeguarded at all costs, may be classified **Exclusive Top Secret** or **Exclusive Secret**.
- (2) Reports on senior officers and messages concerning officers' confidential reports or affairs of a very personal nature may be classified **Exclusive Secret**.
- (3) Messages concerning ratings' private affairs of a very personal nature may be classified **Exclusive Confidential** or in exceptional circumstances **Exclusive Secret** (e.g. messages concerning affairs of senior communication ratings who might otherwise decrypt messages concerning themselves).

305. Readdressing and Retransmitting Messages

a. Circumstances may arise in which it becomes necessary to readdress a message to additional authorities not originally included in the address. The following methods are available for doing this:—

- (1) Use of the appropriate Operating Signal (*i.e.* ZFH . . . "This message is being passed to you for . . .". 1. Action. 2. Info. 3. Comment).
- (2) Originating a new message with the address and text of the original message in its text, preceded by a suitable cover phrase.
- (3) Retransmitting the message to the additional authorities and sending a separate message addressed to the Originator, and the original and new addressees informing them of the readdressal.

b. The choice of method will normally be made by the Communication Officer or his representative but if the authority ordering the readdressal wishes the original Originator and addressees informed he must indicate that this is required, when method (3) will be used. In all cases of readdressal, clear instructions of the requirement must be given to the Communication Department, normally the Main Signal Office, at the time of origination.

306. Acknowledgment of Receipt of Orders, etc.

a. When instructions are given to acknowledge receipt of orders, *e.g.* Exercise orders, such instructions should normally give a time date by which acknowledgment is required. A signalled acknowledgment is then only to be made if no other method will reach the addressee in time.

b. For the definition of acknowledgment in the communications sense, see Part IV.

PLATE A

MESSAGE FORM

NUMBER

FOR COMM CEN/SIGNALS USE

PRECEDENCE—ACTION	PRECEDENCE—INFO DEFERRED	DATE—TIME GROUP	MESSAGE INSTRUCTIONS
FROM		PREFIX <div style="text-align: right;">GR</div>	
TO		SECURITY CLASSIFICATION	
INFO		ORIGINATOR'S NUMBER	
		SPECIAL INSTRUCTIONS	

Page.....of.....pages		REFERS TO MESSAGE	DRAFTER'S NAME OFFICE TEL. NO.			
		CLASSIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO				

FOR OPRS. USE	R	DATE	TIME	SYSTEM OPERATOR	D	DATE	TIME	SYSTEM OPERATOR	RELEASING OFFICER'S SIGNATURE
									RANK

CHAPTER 4

FILLING IN THE MESSAGE FORM

401. Message Form

a. The layout of the form is shown in Plate A. The various spaces should be filled in as follows:—

- (1) *For Comm Cen/Signals Use.*—For use by the communication department only. No entries should be made by drafters above the thick black line.
- (2) *Precedence.*—The degrees of precedence are:—

	<i>Abbreviation</i>
Flash	Z
Emergency	Y
Operational Immediate	O
Priority	P
Routine	R
Deferred	M

The rules for the use of these degrees are contained in Appendix B. It should be noted that there are two spaces for precedence. Dual precedence messages are those which have one precedence for action addressees and another for information addressees. Normally information addressees do not require signals as rapidly as action addressees, therefore “Deferred” is already printed in the space marked “precedence—info”. Originators should therefore:—

- (i) Delete “Deferred” if the same precedence is required for action and information addressees.
 - (ii) Replace “Deferred” if another precedence is required for information addressees.
- (3) *Address.*—Types of address and special instructions for certain authorities are contained in this Chapter.
- (i) *From.*—The approved title of the originator should be inserted here. Short titles may be used if officially recognised, but care should be taken with messages to outside authorities.
 - (ii) *To.*—The approved title(s) of the action addressee(s) should be inserted here. Short titles may be used as in (i) above.
 - (iii) *Info.*—The approved title(s) of the information addressee(s) should be inserted here. Short titles may be used as in (i) above.
 - (iv) *Use of EXEMPT.*—If the Originator has used a collective address but desires to exclude one or more ships/authorities he should write it as follows:—

From F.O.F.H.
To 4th D.S. XMT ALAMEIN

- (4) *Security Classification.*—The classifications are:—

Top Secret
Secret
Confidential
Restricted
Unclassified

These should never be abbreviated. Instructions for their use are contained in Appendix A.

- (5) *Originator’s Number.*—This space is not normally used in the R.N.
- (6) *Special Instructions.*—Any special instructions to communications personnel should be inserted here, e.g. Postagram.
- (7) *Text.*—Here insert the text. Instructions are contained in Chapter 5. The format of certain special signals is contained in Appendix C.

- (8) *Page . . . of . . . pages.*—This can be most helpful to communications personnel, particularly with long messages.
- (9) *Refers to message.*—If the Originator refers to a message without quoting the D.T.G., it will greatly assist the Main Signal Office if the D.T.G. of the message referred to is inserted here.
- (10) *Classified* *Yes* *No.*—This refers to the security classification of any reference quoted. A tick in the appropriate box serves as a check to ensure that paragraph 303 d. above is complied with.
- (11) *Drafters name.*—If the Drafter is not the same as the Releasing Officer this space must be filled in to assist the Main Signal Office with queries, distributing replies, etc.

402. Type of Message Address

a. The following types of address may be used:—

- (1) *Single Address.*—A message to one addressee.
- (2) *Multiple Address.*—A message destined for two or more addressees, each of whom is informed of all addressees. Each addressee must be indicated as action or information. Many multiple addresses are covered by Address Indicating Groups (A.I.G.) which are to be found in A.C.P. 103.
- (3) *Book Message.*—A multiple address message in which the originator considers that no addressee needs to know the other addressees. This form of message is not normally used in the R.N.
- (4) *General Message.*—This is a message which has a wide standard distribution and is from one authority to a fixed list of addressees. Additional addressees may be added for particular messages if required. General messages are identified by short titles (*e.g.* Naveam) or letter(s) preceded by a sequential series number, *e.g.*, 123 AB is Admiralty General message No. 123 to the Mediterranean station. Further details are to be found in A.F.O. S.3.

403. Address of Messages to the Admiralty

a. Messages are not to be addressed to Departments of the Admiralty. If a message concerns one particular department only, it may be indicated at the beginning of the text.

Example: From C.-in-C. Med.

To Admiralty

= For D.N.A. 4. Pay accounts of . . . etc.

Note.—Messages requesting the urgent supply of Air (but not Air Radio), M/T and S.P.D.C. stores should have “For D. of S. (Rex House)” inserted at the beginning of the text.

b. No distinction is to be made between Admiralty (London) or Admiralty (Bath), all signals are to be addressed to “Admiralty”.

c. The envelopes of Postagrams and Airgrams to the Admiralty are to be addressed as follows:—

The War Registry,
The Admiralty,
Whitehall,
London, S.W.1.

404. Address of Subsidiary Departments

a. Where a Flag Officer or Officer-in-Charge has under him departments or establishments which are frequently required to deal with ships direct (*e.g.* Dockyard Departments, Naval Distributing Authority, etc.) he may authorise messages on

routine matters to be addressed to and originated by them, when it is obviously more expedient to do so; but where this is done, the following points should be noted:—

- (1) A message addressed to an individual department may not necessarily pass through the Communication Centre ashore; if any subsequent messages referring to it are then sent via the Communication Centre the original message will have to be obtained from the department concerned, and there may be a delay before action is taken on it.
- (2) An authority addressing a message to an individual department may not realise that it also concerns another department and possibly the Flag Officer or Officer-in-Charge himself.
- (3) Messages addressed to individual departments should normally be confined to within the station. The name of the base is to be included unless there is no possibility of ambiguity.
- (4) Unless authority to use this procedure is known to exist, messages should be addressed to the Flag Officer or Officer-in-Charge. Details should be laid down in Station or Local Orders.

405. Addresses of Naval Air Authorities

a. The following signal addresses are to be used:—

Flag Officer Air (Home)	F.O. Air (Home).
Flag Officer Flying Training	F.O.F.T.
Royal Naval Air Station	N.A.S., ".....".
Royal Naval Aircraft Yard "....."	R.N.A.Y., ".....".
Royal Naval Air Section at R.A.F. Station, "....."	N.A.S., R.A.F., ".....".
Other organised Naval Units at R.A.F. Stations.	S.N.O., R.A.F., ".....".
Organised Naval Units at Ministry of Aviation Stations.	S.N.O., M.O.A., ".....".
H.M.S. ARIEL	ARIEL.
H.M.S. CONDOR	CONDOR.

b. Signals which concern units, squadrons or schools other than those listed above must bear the signal address of the air station or establishment concerned, the unit, squadron or school being indicated at the beginning of the text. The addresses N.A.S., Lee and N.A.S., Arbroath are to be used for Aircraft Movement signals only.

c. Signals which concern naval air stations in care and maintenance are to be addressed to the station detailed to assume signal responsibility.

406. Addressing Individual Officers (see paragraph 504a. (i).)

407. Rear Link Address Procedure. (Intra-R.N. only)

a. This procedure may be ordered when a Commander-in-Chief or Flag Officer is absent from his main administrative office. It provides for the addressing and routing of administrative and routine messages to his main administrative office, and of messages of immediate concern to his temporary flagship or location.

b. When Rear Link Address Procedure is in force for an authority, Originators are to address messages to the authority by his normal designation followed by either of the following words, depending on the subject matter of the text:—

- (1) "FLAG" (e.g. F.O.A.C. (Flag)) in the case of messages concerning current operations or exercises of immediate interest to the Flag Officer or his accompanying staff, or those requiring the immediate personal attention of the Flag Officer, or as stated in the general message promulgating the introduction of the procedure.
- (2) "REAR LINK" (e.g. F.O.A.C. (Rear Link)) in the case of all other messages not coming under the above heading.

c. Messages addressed to the normal designation of the Flag Officer without amplification (*i.e.* in error) will be routed to the main administrative office as normal. Such messages must be reviewed by the operational staff or secretariat, and if considered to come under sub-paragraph b. (1) above, re-transmitted/re-addressed to "FLAG".

d. In the event of a message being required by both the FLAG and the REAR LINK, BOTH must be included in the address.

e. The standard form for ordering Rear Link Address procedure is given in Appendix C.

408. Civil Addressees

a. Official signals should be addressed to service authorities only and should not include Civil firms and authorities in the address.

b. If it is desired to send a copy of an official signal to a civil addressee the correct procedure is as follows:—

(1) Instruct the despatching M.S.O. to send a copy of the signal to the civil addressee by post or telegram.

(2) Insert a paragraph in the text stating that (1) above has been done, *e.g.*
".....informed".

c. The above procedure is not intended in any way to place a restriction on telegrams to civil addressees concerning, for instance, S.A.R. operations or the movements of R.F.A.s.

d. In the case of classified messages care must be taken to observe the regulations governing the protection of plain language texts of encrypted messages.

e. Classified messages must of course be sent to Civil Addressees by registered post or by hand.

409. Communications with Foreign Office Posts Abroad

a. As classified messages for Ambassadors, Ministers and Naval Attachés are handled by the small cryptographic staff of the Embassy or Legation concerned, ships and authorities should endeavour to originate classified messages sufficiently early for them to be forwarded by the Foreign Office Diplomatic Bag. The internal passing instructions should then include the words "Savingsgram Acceptable".

b. Where this is not possible the internal passing instructions "Savingsgram Not Acceptable" are to be included.

c. Multiple Foreign Office addressees should be avoided. As re-encryption is necessary to pass the signal to each post, the latter should be sent that portion of the classified signal which concerns it in order to minimise the cryptographic effort.

d. In each case, where applicable, instructions are to be included in the text of the message for Admiralty to re-encrypt and pass to the Foreign Office post concerned, using the phrase "Admiralty re-encrypt and pass . . .".

410. Pending By-Elections

The standard pro forma used by the Admiralty for promulgating information concerning pending by-elections is contained in Appendix C.

CHAPTER 5

DRAFTING THE TEXT

501. General

a. The wording of the text must be clear and concise, leaving no room for ambiguity, but omitting unnecessary details. Brevity is especially necessary in messages of an urgent nature which have to be encrypted. However, stereotyped phraseology should be avoided in certain classified messages (see paragraph 503). In all messages, Originators should be careful in the use of abbreviations. The following points should be noted:—

- (1) Formal phrases such as “ Beg to report as follows ”, “ Please inform me ” are to be omitted.
- (2) Such expressions as “ In reply to your 122134Z ” are to be abbreviated to “ Your 122134Z ” (see paragraph 502).
- (3) The term “ submitted ” should only be used when a definite course of action is submitted for consideration.
- (4) Distinction is to be made between the words:—
 - (i) “ Intend . . . ” which indicates that action will be taken unless contrary orders are received, and
 - (ii) “ Propose . . . ” which means that approval will be awaited before action is taken.
 - (iii) The distinction between “ intend ” and “ propose ” is only applicable intra R.N. and with Commonwealth Navies.
 - (iv) The word “ intend ” should be used wherever possible, since it avoids ambiguity and, by not requiring a reply, helps to reduce signalling.
- (5) Legibility is most important, since operators are often required to transmit a message reading direct from the original copy.

b. A word may be repeated to avoid error, e.g. “ MIYAZAKI repeat MIYAZAKI ”. This is not to be done solely for the purpose of emphasis. The tendency to repeat the word “ NOT ” in this way should be resisted. The possible danger of confusion between “ NOT ” and “ NOW ” should, however, be borne in mind. The use of the latter may often be avoided altogether.

502. References to Previous Messages

a. Messages are normally referred to by quoting the Date Time Group. If the text gives no indication of what the former message was about a brief reference may be added to the D.T.G., e.g., “ Your 121212Z about engine spares ”.

b. General messages are referred to by their originators number and distinguishing letter. The abbreviation AM and AGM may be used for “ Admiralty Message ” and “ Admiralty General Message ” respectively.

c. If the D.T.G. refers to the current month the month is to be omitted. Otherwise it is to be added.

d. The following are examples:—

- (1) Your 142156Z.
- (2) C.-in-C. Med. 232024Z Jan.

e. When references are placed in a message 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, the Originator should include either of the following indications after the reference:—

- (1) “ Not to . . . ” or “ NOTAL ” (not to, nor needed by all addressees).
- (2) “ PASEP ” (being passed separately). It is the responsibility of the communication department to take the necessary passing action but originators should ensure that the attention of the Communication Department (normally the M.S.O.) is drawn to the requirement for separate passing action. This may be qualified by an indication of the individual passing action being taken, e.g. “ C.-in-C. Med.’s 121212Z Pasep C.-in-C. H.F.”.

f. In the case of reference being made to signals originated by the other services, it is necessary to include the reference number as well as the D.T.G. For example:—
HQ 18 Group A305 DTG 121212Z.

g. Messages from Diplomatic Authorities do not always bear Date Time Groups, and are normally identified by internal Telegram Numbers. Reference to such messages is made by quoting the Originator and Telegram Number, e.g. F.O. Tel. No. 63; Beirut Tel. No. 37.

h. U.S. and certain N.A.T.O. authorities identify messages by internal CITE numbers. The rule in paragraph f. above applies to these messages.

503. Avoidance of Stereotyped Phrases

In a classified message it is important that stereotyped phrases should be avoided, particularly at the beginning and the end. The practice of starting such a message with a reference to a date time group is harmful to cryptographic security, and can usually be avoided, e.g.:—

Instead of opening a message “Your 122256Z VICTORIOUS will arrive at . . .”, it could read “VICTORIOUS will arrive at . . . Your 122256Z refers”.

504. Special Instructions in the Text

a. The following Special Instructions may be inserted in the text:—

(1) At the beginning:—

(i) *Personal for . . .*—Indicates that the message is to receive the attention of the individual named. It does not necessarily restrict the distribution (*see note*).

(ii) *From . . . for . . .*—Indicates that the signal is a “Private Message” between the two officers named.

Note.—The distribution of messages prefixed as in (i) and (ii) need not necessarily be restricted to the particular individual but, unless orders on this matter have been laid down, his instructions should usually be obtained before a wider distribution is made.

(iii) *Exclusive.*—*See* paragraph 304.

(2) At the beginning and the end:—

(i) *Exercise.*—Indicates that the message is to be carried out for exercise. (*See also* paragraph 512.)

(ii) *Drill.*—Indicates that the message is intended for operator training only.

(3) At the end only:—

(i) *Acknowledge.*—Means “action addressees acknowledge this message as soon as it is understood and it is possible to transmit acknowledgment by means not subject to enemy interception, or as soon as electronic silence has been relaxed.”

(ii) *Acknowledge Immediately.*—Means “action addressees acknowledge this message as soon as understood”. Electronic silence is to be broken if necessary. It may be used by operational commanders only, and then only if the receipt of the acknowledgment is considered more important than the risk incurred by the addressee disclosing his position by breaking electronic silence. Messages containing this instruction “in clear” should be authenticated.

(iii) *Instructions to Addressees.*—Used to convey transmission instructions ordered by the Originator which cannot be signalled by normal procedure.

Example: “COMUS pass PL copy to ML 3025 by hand”.

505. Encrypted Trailers (IntraR.N. Only)

a. If it is required to send a long message of which only a part contains classified information, the unclassified part may be sent in PL and be followed by an encrypted trailer containing the classified information and a reference to the PL message. In this way it is possible to comply with the security rules and save cryptographic effort as well. It is important that *no* reference to the encrypted trailer is contained in the PL message.

b. In war time the following types of messages may be dealt with by encrypted trailer if the rules for the use of PL allow.

- (1) Concession Telegrams (CSN) for Lieutenants and below.
- (2) Details of drafts taking passage. (Names of Captains R.N. and above, and of Commanding Officers whatever their ranks, are to be sent in the encrypted trailer.)
- (3) Periodical messages regarding the advancement of ratings.
- (4) Casualty lists, if the enemy will obviously be aware of the loss. These lists must be confined to ratings, and the Commander-in-Chief's or local Flag Officer's permission must be obtained in each case. These messages should be based on the principle that the names of persons are transmitted in PL and the names of the ships to which they belong are sent in the encrypted trailer, the two being linked together by reference numbers.

Restricted

Example: My 171645Z in PL Nos. 1 to 4 HMS TERRIBLE.
Nos. 5 to 10 HMS NONSUCH.

506. Proper Names

The names of persons, authorities, ships, etc., are to be written in block capitals, in order to prevent incorrect transmission through their being misread. The letters HMS, or the words "U.S. cruiser", "Greek cruiser", etc., are to be inserted before the names of ships or vessels if ambiguity might otherwise arise.

507. Punctuation

Punctuation should not be used except when necessary to the sense of the message. When the message is written by hand it is advisable to encircle the symbols for commas and full stops in order to make them more conspicuous.

508. Phonetic Equivalents

a. When it is necessary to use isolated letters in messages the correct phonetic equivalents should be employed. This does not apply to one-letter words such as the pronoun "I", etc.

b. They should not be used:—

- (1) When proper names are to be transmitted, e.g. J. C. Porter may be used or amplified by the full name John Cook Porter.
- (2) Where the actual word is better, e.g. "14 degrees East" instead of "14 degrees echo".

c. The phonetic alphabet is shown in Appendix C.

d. To avoid confusion the letters I and Z should be written i and Z respectively.

509. Numbers

a. Numbers may be written as digits or spelled out. When spelled out they should be written as one word for each digit, otherwise confusion might result. For example, 546 should be written as five four six, not five forty six, which might be interpreted as 5406. When exact hundreds or thousands appear this rule may be relaxed, e.g. 500 may be written as five hundred.

b. To avoid confusion the Figures one and zero should be written I and Ø respectively.

510. Expression of Date and Time in the Text

a. *Date*.—When it is necessary to indicate a date alone in a message it should be written as one or two figures indicating the day of the month followed by the first three letters of the name of the month, and the last two figures of the year if necessary, *e.g.* 18 Apr 58. A night should be described by the two dates over which it extends, *e.g.* Night 18/19 Apr.

b. *Time*.—Time should always be written as four figures followed by the time zone suffix, *e.g.* 1345Z. 0001 or 2359 and the date should be used instead of 0000. 2400 or midnight.

c. *Date and Time together*.—When this is necessary it should be written as six figures followed by the zone suffix, and month and year if required, *e.g.* 1245 G.M.T. on 14th January 1958 is written as “141245Z Jan 58”.

d. “*Tomorrow*” and “*Today*”.—These words may be used if it is desired to give added emphasis, *e.g.* “C.-in-C. will be afloat with his flag flying at 1400A today Monday”. These words are never to be used alone: they should be accompanied by the day of the week or the date, but not both. The terms “*proximo*”, “*ultimo*” and “*instant*” are not to be used.

511. Time Zone Lettering System

There are 25 time zone areas each identified by a letter. Letters are allocated to the zones starting from zone A(−1) ($7\frac{1}{2}^{\circ}$ E. to $22\frac{1}{2}^{\circ}$ E.), thence in 15 degree zones eastward, omitting the letter J, to zone M(−12) ($172\frac{1}{2}^{\circ}$ E. to 180°), and from zone N(+1) ($7\frac{1}{2}^{\circ}$ W. to $22\frac{1}{2}^{\circ}$ W.), thence westward to zone Y(+12) ($172\frac{1}{2}^{\circ}$ W. to 180°). The central zone which corresponds to Greenwich Mean time is zone Z($7\frac{1}{2}^{\circ}$ W. to $7\frac{1}{2}^{\circ}$ E.).

512. Identification of Exercise Messages

In training and tactical exercises, exercise orders will include instructions for the identification of messages sent during or relating to the exercise, so that non-participating units will not be unduly alarmed, and so that the messages may be given special handling when necessary. These instructions normally require the originator to insert the nickname or codeword of the exercise, preceded by the word “*Exercise*”, as the first two (or three) words of the text. This rule does not apply to manœuvring signals.

Example;

From: COMCENTLANT

To: C.T.U. 207.5.1

= EXERCISE STRIKEBACK. Proceed to Area Golf . . .

513. Abbreviations

a. Only authorised abbreviations should be used in the text of messages and care must be taken, particularly when using local abbreviations, that all addressees will hold the necessary publications to interpret them correctly.

b. Lists of General Abbreviations and Medical Abbreviations are included in Appendix D. These are for intra R.N. use only.

514. Paragraph Numbering

a. Paragraphs should be numbered with arabic numerals in sequence and followed by a full stop. These should be signalled as written and not spelt out.

b. Each paragraph may contain sub-paragraphs lettered in sequence commencing with an upper case “A” followed by a full stop. These should be signalled as written and not spelt out.

c. A sub-sub-paragraph should be numbered with an arabic numeral in brackets commencing with “(1)” and should be signalled as written and not spelt out.

d. A sub-sub-sub-paragraph should be lettered with an upper case letter in brackets commencing with “(A)” and should be signalled as written and not spelt out.

Example:

1.

2.

A.

B.

(1)

(2)

(A)

(B)

e. Certain administrative signals which contain many sections are an exception to the above rules and the section letters are spelt out in full. The pro forma for these signals, *e.g.* LOGREQ, are given in Appendix C.

CHAPTER 6

ORIGINATING A MESSAGE FOR DESPATCH BY COMMERCIAL CHANNELS**601. General**

a. A message for despatch by commercial cable or wireless or by inland telegraph is to be drafted on a special form obtainable from Government Telegraph Offices or from the commercial companies concerned, and is then known as a cablegram.

b. A message for despatch by inland telegraph is to be written on an "O.H.M.S." telegraph Form (S.1296). These are obtainable on demand from R.N. Store Department, Park Royal, or from a telegraph office.

c. Service traffic is only to be sent by commercial channels under the conditions contained in paragraph 203.

d. The full collation of overseas telegrams will only be made if this service is specially requested, *i.e.* by inserting the additional paid service indicator "=TC-" immediately following the paid service indicator "=ETAT PRIORITE=" or "=ETAT="". (See paragraph 604.)

602. Indication of Route

a. In ordinary circumstances it is not necessary for the sender to indicate a route. When the route is not specified by the sender and alternative routes exist, the Post Office selects the route by which the message is sent.

b. The sender may, however, if he wishes order his telegram "By Wire" or "By Wireless" by inserting such instructions in the space provided on the telegram form: there is no charge for this route indication. The instruction "By Wire" will therefore limit transmission of the message to cable routes as far as may be practicable.

603. Address

The registered telegraphic address of the authority to whom the message is to be delivered is to be written in the address space (after the commercial procedure, if any). If no telegraphic address is allocated, then the full postal address (*see* B.R. 168) must be used: a telephone number, however, may serve as the address of an inland telegram. Registered telegraphic and postal addresses of Naval authorities at home and abroad are published in current A.F.O.s.

604. Precedence

a. By international agreement, precedence over the general public telegraph system will not be given for telegrams on government business (service messages) unless it is specifically asked for. This precedence, when asked for, will be accorded on all British and foreign telegraph systems. On British telegraph systems only, varying degrees of precedence within this general category will be afforded.

The word "routine" is never written on a telegram; for inland transmission the absence of any other designator is sufficient indication that the telegram is in this category. For overseas transmission, however, a telegram should bear the paid service indicator "=ETAT=" preceding the address to accord with international procedure which requires Government telegrams to be identified in this way. The word "Deferred" must not be used as an indicator on the public system where it would cause confusion.

b. The indications required to ensure both the general and the specific precedences are as follows:—

(1) For Overseas telegrams

Category	Indicators to be inserted by sender immediately preceding the address	Instructions to be inserted by the sender in the space for Service Instructions
Emergency	= ETAT PRIORITE = EMERGENCY	O.B.G.S.
Immediate	= ETAT PRIORITE = IMMEDIATE	O.B.G.S.
Priority	= ETAT PRIORITE = Priority	O.B.G.S.
Routine	= ETAT =	O.B.G.S.

(2) For inland telegrams

Category	Indicator to be inserted by sender as first word of address	Instructions inserted by Post Office accepting officer in space for Service Instructions
Emergency	EMERGENCY	O.H.M.S. EMERGENCY
Immediate	IMMEDIATE	O.H.M.S. IMMEDIATE
Priority	PRIORITY	O.H.M.S. PRIORITY
Routine	No indicator	O.H.M.S.

(3) The following should be noted:—

- (i) There is no commercial precedence equal to the naval precedence "FLASH".
- (ii) The naval term "Operational Immediate" is converted to "Immediate" without change of status.
- (iii) If it is particularly desired that a message should be handled before private messages it should be placed in the "Priority" category.

605. Text

Below the telegraphic address, the normal naval preamble and text are to be written, except that:—

- (1) The precedence need not be included.
- (2) If all addressees have been indicated in the telegraphic address of a plaindress message, they should be omitted from the preamble; particulars of the originator should be inserted in a telegraphic form at the end of the text.

606. Radiotelegrams

Radiotelegrams from H.M. ships are handled in the same way as those from merchant ships are. They to be drafted by the sender in triplicate on a special message Form (S.1326).

607. System of Charges for Commercial Traffic

- a. The system of charging for commercial traffic is made up as follows:—
- (1) *Ship Station Charge*, which is levied on all messages received and sent to merchant ships.
 - (2) *Coast Station Charge*, which is a variable charge imposed by wireless stations open to the public for passing messages to and from ships at sea.
 - (3) *Landline or Cable Charge*, which is a charge levied on messages for the landline and cable facilities between the originator and area station, or area station and addressee.
- b. Full details of charges will be found in current A.F.O.s.

608. Collection of Charges from Ships

Senders must prepay all charges, which are collected from the ship of origin. In H.M. ships all charges are paid to the Supply Officer, and no telegram is to be sent which does not bear his signature. The responsibility for collecting the correct charges lies with the Supply Officer. The regulations for official radiotelegrams are given in Q.R. and A.I.

609. Types of Private Messages which may be sent To and From H.M. Ships

- a. The following types of private messages may be sent to and from H.M. ships:—
- (1) *Radiotelegrams*:—
 - (i) Normal rate.
 - (ii) Reduced rate (limited use).
 - (2) *Concession Telegrams (C.S.N.)* whereby a limited number of messages of an urgent personal nature may be sent to and from naval personnel in H.M. ships, whether at home or abroad. Concession telegrams are charged at lower rates than radiotelegrams.
 - (3) *Inland Telegrams or Overseas Telegrams* by normal inland telegram and cable systems.
 - (4) *Ship Letter Telegrams (S.L.T.)* from ships to certain places in the British Commonwealth and Empire. They are delivered in the country of destination by post.
 - (5) *Casualty Telegrams* of which details can be found in Q.R. and A.I., App. B.
- b. Full details of these messages and their charges are given in current A.F.O.s.

APPENDIX A

SECURITY CLASSIFICATIONS

1. General

a. Security classifications are used to indicate the relative importance of denying the contents of messages to the enemy or unauthorised persons. When classifying a message, the originator should be guided by B.R. 150. The basic rules for security classifications are shown below. Originators should realise that although all high grade cryptographic systems are designed to give full security, a "Restricted" message may have less security than one graded "Top Secret" because:—

- (1) Cryptographic publications used with them have wider distribution.
- (2) More people have access to the plain language copies.

b. The marking **CGSMIC** is to precede the classification **TOP SECRET** and the marking **NATO** is to precede the classification **SECRET, CONFIDENTIAL, RESTRICTED and UNCLASSIFIED** on all copies of signals which are prepared for circulation within the North Atlantic Treaty Organisation.

2. Top Secret

a. The security classification "Top Secret" is to be used for messages containing information the unauthorised disclosure of which would result in exceptionally grave damage to the Allied Nations.

b. *Examples of Use in Peace and War:—*

- (1) Very important political information dealing with such matters as negotiations for alliance.
- (2) Plans or details of schemes for the defence of vital strategic areas including plans or particulars of major operations.
- (3) Critical information of important munitions of war, including major scientific and technical developments.
- (4) Information of the method used or the successes obtained by our Intelligence and Counter Intelligence services, or information which would imperil security agents.
- (5) Details of any *new* high grade cryptographic systems.
- (6) Important particulars of cryptography and cryptoanalysis.

c. *Examples of Additional Use in War Time or National Emergency:—*

- (1) Particulars of important dispositions or impending movements of Forces or Convoys in connection with paragraph b. (2).

d. *Handling:—*

- (1) Messages are to be handled only by officers, or by ratings specially cleared to handle Top Secret where authorised by Admiralty, at all stages including encryption/decryption, typing, filing and distribution.
- (2) Messages must be encrypted when transmitted by any method except that, if conveyed by an officer, they may be sent as hand messages in plain language.

3. Secret

a. The security classification "Secret" is to be used for messages containing information the unauthorised disclosure of which would result in serious damage to the Allied Nations.

b. Examples of Use in Peace and War:—

- (1) War plans, or details of schemes for the defence of areas other than vital strategical areas, including plans or particulars of operations connected with them.
- (2) Information concerning foreign countries, the value of which depends upon the country concerned not knowing that we possess it.
- (3) Vital military information, relating to important defences, establishments, and installations, or to the supply of strategic material.
- (4) Information concerning new low grade cryptographic and new call sign systems. Details of standard high grade cryptographic systems. Any mention of new high grade cryptographic systems or of any components involved.

c. Examples of Additional Use in War Time or National Emergency:—

- (1) Particulars of operations in progress.
- (2) Plans or particulars of operations not included under Top Secret.
- (3) Order of battle information and moves affecting the order of battle.

d. Handling:—

- (1) Messages are handled at all stages by ratings of the communications staff.
- (2) Messages classified **SECRET** and below are filed together.
- (3) Distribution copies are to be enclosed in sealed envelopes.
- (4) Messages must normally be encrypted when transmitted by any means other than hand or secure line circuits.

4. Confidential

a. The security classification "Confidential" is to be used for messages containing information the unauthorised disclosure of which would be prejudicial to the interests of the Allied Nations.

b. Examples of Use in Peace and War:—

- (1) Routine service reports, *e.g.* on operations and exercises which do not contain information of vital interest to a foreign country.
- (2) Routine Intelligence reports.
- (3) General Military radio frequency allocations.
- (4) Details of current call signs and low grade cryptographic systems.
- (5) References to standard high grade cryptographic systems provided no details are included.
- (6) C.B. and S.P. numbers with their titles.

c. Examples of Additional Use in War Time or National Emergency:—

- (1) Routine operation and battle reports which contain information of interest to the enemy.
- (2) Military call signs unless so collected together that they reveal the order of battle.
- (3) Meteorological information of designated areas.

d. Handling:—

- (1) Messages are handled at all stages by ratings of the Communication staff.
- (2) Messages must be encrypted when transmitted by any means other than hand, secure line circuits, or VS when specially authorised.

5. Restricted

a. The security classification "Restricted" is to be used for messages containing information which requires security protection but less than that required for Confidential.

b. Examples of Use in Peace and War:—

- (1) Routine information relating to the supply and procurement of special military stores.
- (2) Mention by name or reference number of any standard cryptographic system or publication connected therewith, provided no indication is given of the method of encryption.

c. Example of Additional Use in War Time or National Emergency:—

- (1) Information of moves of non-operational significance in areas remote from theatres of war.
- (2) Strength returns of units remote from operational theatres.

d. Handling:—

- (1) Messages are handled at all stages by ratings of the Communication staff.
- (2) Messages must be encrypted when transmitted by any means other than hand, mail, VS when specially authorised, or secure line circuits.

6. Unclassified

a. The term "Unclassified" is to be used for messages containing information for which no security is required. It is to be inserted **on the message** form in place of a Security Classification.

b. Handling.—Unclassified messages are handled by ratings of the Communications staff, and over all systems are transmitted in plain language, in brevity codes, or in vocabulary codes without security.

c. Restrictions on Use in War Time.—In war, instructions will be given to cease using plain language by wireless. **Certain** relaxations may be permitted.

7. Security Classification of a Reply to a Message

The reply to a message should carry the security classification required by its own contents: this may well be different from that of the original message. *But* no reference to classified documents, letters or signals is to be made in an unclassified signal except as allowed by paragraph 303 d.

8. Medical Confidential

a. The term "Medical Confidential" is to be used on all medical documents and other documents containing medical information which are thereby regarded as confidential for **PERSONAL** reasons. The term is **NOT** a security classification and an additional classification must be used and the appropriate measures taken where there is an aspect of security.

b. It is **NOT** to be used in signals, nor should signals giving medical details normally be classified, unless this is indicated by operational considerations or reference is made to a former classified signal. **In exceptional circumstances**, where signals include medical details of an **EXTREMELY PERSONAL NATURE**, such signals may be classified **EXCLUSIVE CONFIDENTIAL** or **EXCLUSIVE SECRET** in accordance with paragraph 304.

APPENDIX B

DEGREES OF PRECEDENCE**1. General**

a. Degrees of precedence are used to indicate the relative order in which messages are handled at all stages. This particularly applies to the order in which messages are transmitted, as the traffic capacities of communication channels are limited.

b. A degree of precedence does not indicate the speed with which action should be taken by the addressee nor the precedence to be given to a reply; such instructions, if necessary, will be included in the text or in other orders.

c. Care must be taken that precedences are not misused by allocating higher degrees than those absolutely necessary. In cases of extreme misuse, it is possible for messages with a high but incorrect precedence to hold back more important messages carrying their correct but lower precedence.

d. Full details and examples of the use of the various degrees of precedence are contained in A.C.P. 121.

2. Flash (Z)

Reserved for initial enemy contact reports or special emergency operational-combat traffic originated by specifically designated high commanders or by operational commanders of units directly affected. This traffic to be short reports of emergency situations of vital proportion.

3. Emergency (Y)

Reserved for amplifying reports of initial/enemy contact, for messages required in situations of emergency which affect the current implementation of a tactical action and in situations which gravely affect the national security or concerning distress, which demand immediate delivery to the addressee.

4. Operational Immediate (O)

Reserved for important Tactical messages pertaining to the operations in progress, or for important administrative messages having an immediate bearing on tactical operations; and when necessary, those messages concerning the immediate movement of ships, aircraft, or ground forces. This precedence is only to be used when the value of a message is dependent upon expeditious delivery to the addressee

5. Priority (P)

Reserved for important messages which have precedence over routine traffic. This is the highest precedence which normally may be assigned to messages of administrative nature.

6. Routine (R)

Reserved for all types of messages which are not of sufficient urgency to justify a higher precedence, but must be delivered to the addressee without delay.

7. Deferred (M)

To be employed for all types of messages which justify transmission by rapid means, but which will admit of the delay necessary for prior transmission of messages of higher precedence.

APPENDIX C

STANDARD FORMS FOR CERTAIN SIGNALS

1. Logistic Requirements (LOGREQ)

a. Logreq signals should be originated 48 hours (72 hours for arrivals at British Dockyard ports on a Monday) before arrival at any Allied port. Senior Officers of ships in company are to co-ordinate requirements and forward them as a single message. The security classification depends on the contents, but in war should not normally be lower than Confidential. The address varies according to the Station and details will be found in Station Orders. It is normally to the Base Commander, information Commander-in-Chief.

b. Requirements under items Foxtrot, Golf, Hotel and Mike are to state whether the stores are required immediately, *i.e.*, on arrival, or at the earliest opportunity, *i.e.*, during normal working hours.

c. The form is shown below, non-applicable items are to be omitted.

LOGREQ (First Word of Text)

Alfa	Estimated time of arrival.
Bravo	Berthing assistance required (<i>e.g.</i> , tugs, pilot, etc.).
Charlie	Passengers for disembarkation (include numbers, destinations, and nationalities of officers, men and civilians; with hospital cases state number, diagnosis, and whether stretcher or walking).
Delta	Freight, mail, and stores for off loading.
Echo	Voyage repairs and maintenance required. (If extensive, give number of hours main machinery will be out of action.)
Foxtrot	Petroleum products required (units of each type must be stated).
Golf	Ammunition and armament stores required including torpedoes.
Hotel	All other stores required.
India	Designation of ship's liaison officer.
Juliet	Special requests (<i>e.g.</i> V.I.P. arrangements).
Kilo	Harbour facilities required (boats, electric power, etc.).
Lima	Estimated time of departure if known.
Mike	Potable water required (units must be stated).
November	Currency requirements.
Oscar	Whether a medical officer is borne.
Papa	State of health on board giving foreign ports visited in the previous four weeks. (State Pratique required or quarantine inspection requested.)
Quebec	Whether or not customs clearance is required.
Romeo	Number of aircraft being flown off and time of departure and arrival at destination.
Sierra	Lighter requirements for aircraft to be transferred ashore.
Tango	Replacement aircraft required.
Uniform	(1) Name and rank of Commanding Officer. (2) Number of officers borne. (3) Number of ratings borne.
Victor	Radio watch kept. In certain cases details of proposals for transmitting.

- Whiskey (1) Next port.
(2) Berths available for officers.
(3) Berths available for ratings.
- Xray (1) Measurement tons of cargo for off-loading by hatches and heavy lifts required.
(2) Measurement tons of cargo available for loading by hatches.
(3) Deck space available for loading.
- Yankee (1) Names of passengers of the following classes:—
(a) Officers of the armed forces of the rank of Captain R.N. and above.
(b) Members of the Cabinet.
(c) ~~Members of Parliament.~~
(d) ~~Members of the Diplomatic Corps.~~
(e) ~~Important members of the Civil Service.~~
(f) Important civilian guests or Press.
(g) Important officials.
(2) Include the following information regarding passengers:—
(a) Service titles of Officers and Civilians.
(b) Port of joining and former command.
(c) Port of destination and command to which reporting.
(d) Any information of value.
- Zulu Any items not covered above.

2. Mail Diversion Signals

a. The Following Format is to be used when preparing signals wholly or partly concerned with mail diversions.

b. Signals Specifically Concerned with Mail Diversion Requests

(1) *Pro forma*

<i>Paragraph or Sub-paragraph</i>	<i>Meaning</i>
1. AIR MAIL DIVERSION or SURFACE MAIL DIVERSION or MAIL DIVERSION.	The following diversion of Air Mail only, or Surface Mail only, or all Mail, is requested. (The last alternative will normally only be used on the Home and Mediterranean Stations.)
2. SHIP'S NAME(S)	Ship(s) concerned.
A. NO CHANGE UNTIL AFTER(date).	Mails should continue to be diverted in accordance with the previous mail diversion signal <i>until last delivery at place indicated on date indicated.</i> (If this signal cancels entirely the previous diversion signal, omit "NO CHANGE UNTIL AFTER" and write the name of the place to which mails should <i>immediately</i> be diverted <i>until last delivery on date indicated.</i>)
B.(place).....(date)	Name of subsequent place to which mails should be diverted, and <i>date on which the last delivery of mails at that place is required</i> (if applicable).
C. } D. } E., etc. } As at "B" above, if necessary.

(2) *Notes:—*

- (i) Additional paragraphs to be added, as appropriate, in the same form as paragraph 2.
- (ii) If the last acceptable delivery is in the forenoon of the date indicated, the letters A.M. should precede the date.
- (iii) When it is appropriate to transfer the responsibility for mail diversions to another authority, this should be indicated in the final subparagraph, as follows:—

C. **DURBAN.**

D. **As required** by C.-in-C., S.A.S.A.

- (iv) The security classification of mail diversion signals should not be lower than that applying to the movements of the ships concerned.

c. *Signals only partly concerned with Mail Diversion Requests (i.e. Sailing signals, etc.).*

- (1) Phrases such as “Mails to Portsmouth forthwith” or “Mails to remain at Devonport”, should continue to be used if such a brief message is appropriate. Otherwise a form similar to that outlined in paragraph 3 of this Order should be used.
- (2) A long preamble such as “Admiralty is requested to divert” is unnecessary. Action on the request will be taken even if the signal is only sent “info” Admiralty.

3. Shifting of Flags

- (1) Flag shift signals should be originated in sufficient time to allow promulgation to those concerned. The security classification depends on the circumstances but they should normally be unclassified.
- (2) The form is shown below; non-applicable items are to be omitted.

FLAG SHIFT (First Word of Text)

Alfa	Appointment.
Bravo	Movements and times.
Charlie	Whether Rear Link Address Procedure is to be enforced.
Delta	Route for FLAG traffic.
Echo	Route for correspondence.

4. By-Elections

Signals from Admiralty regarding forthcoming by-elections will be sent in accordance with the following pro forma:—

<i>Paragraph</i>	<i>Content of Message</i>
1.	BY-ELECTION.
2.	Address of Constituency.
3.	Address of Electoral Registration Officer.
4.	Q.R. and A.I. reference.

5. Sports Signals

a. Details of Sports fixtures and selections of teams throughout the Royal Navy should normally be sent by letter and not by signal. In order to reduce typing effort and, especially, to cut the text to a minimum on the unavoidable occasions when a signal must be used, the pro forma in paragraph b below is always to be used when sending such information.

b. SPORTSIG

ALFA	Type of sport referred to.
BRAVO	Names of teams concerned.
CHARLIE	Date and time of start (local time).
DELTA	Venue.
ECHO	Names of players selected.*
FOXTROT	Names of officials nominated.*
GOLF	Date by which confirmation of players' availability is to be reported.
HOTEL	Time and place team is to muster (local time).
INDIA	Dress.
JULIETT	Accommodation requirements and date to be forwarded by.
KILO	Method and authority for claiming expenses.
LIMA	Any other essential information.

Should any of the above information not be required the sub-paragraph concerned is to be omitted.

**Note.*—To include surnames and initials only; particulars of “ Rank and Rating ” to be omitted. Name to be followed by ship where player is serving, and names of more than one player from the same ship to be grouped together before the name of that ship.

APPENDIX D
ABBREVIATIONS FOR USE IN SIGNALS

1. General

The abbreviations listed in this Appendix are authorised for use in the text of signals (intra R.N. only).

2. General Abbreviations (extracted from British Supplement to A.C.P. 175)**The Abbreviated Plain Language Table**

PSB	Please send boat (for.....).
WSB	Will send boat now (or at.....).
ICU	Can I come to see you now (or at.....).
RPC	Request the pleasure of your company. Occasion, Date, Time, Dress and other details to be added as applicable.
WMP	With much pleasure. In replying to Flag Officers and Captains only, the details signalled in the invitation are to be repeated in the reply.
MRU	Much regret I am unable to accept your kind invitation (or to comply with your request).
VMT	Very many thanks.
RGA	Request ground allocation (for sport event, date and time as indicated).
RAG	Requested allocation granted.
GNA	Regret ground not available.
OSC	Open and signal contents of telegram (for.....).
RMD	Request despatch or disposal particulars of Medical History document urgently required for.....
RSC	Request despatch or disposal particulars of Service Certificates urgently required for.....
RPD	Request despatch or disposal particulars of pay documents for..... In the case of officers the relevant appointment list should be quoted where applicable.
RSD	Request despatch or disposal particulars of Service Documents urgently required for.....
RSP	Request despatch or disposal particulars of Service Certificate and pay documents urgently required for.....
UCM	Can you come to see me now (or at.....).

3. Medical Abbreviations**a. Admission to Hospital.**

RAHOS	Request admission to Hospital.
SURIC	Surgical cot case.
SURIN	Surgical non-cot case.
MEDIC	Medical cot case.
MEDIN	Medical non-cot case.
FECIC	Infectious cot case.
FECIN	Infectious non-cot case.
CCBR	Case can be received.

b. Condition of Patients.

REDUR	Request estimated duration.
ESDUR	Estimated duration.
RECON	Request condition.
SERIL	Patient on Seriously Ill List.
DANIL	Patient on Dangerously Ill List.
CONUN	Condition unchanged.
CONIM	Condition improved.

c. Request for Appointments.

RADEN	Request Dental Appointment.
RUDEN	Request urgent Dental Appointment.
RADERM	Request appointment with Dermatologist.
RAENT	Request appointment with E.N.T. Specialist.
RAGUS	Request appointment with G.U. Specialist.
RAMED	Request appointment with Medical Specialist.
RAOPH	Request appointment with Ophthalmic Specialist.
RAPAT	Request appointment with Pathologist.
RAPSY	Request appointment with Psychiatrist.
RASUR	Request appointment with Surgical Specialist.
RAXRY	Request appointment for X-Ray.
APPAR	Appointment arranged for.....

PART II

General Instructions and Information for all Users of Naval Communications**1001. Responsibilities of the Communication Officer**

The Communication Officer, or his representative in the Main Signal Office, is responsible for:—

- (1) Allocating a Date Time Group. (But *see* paragraph 1003 c.).
- (2) Drawing the Originator's attention to any irregularities in the message, or instructions.
- (3) In times of minimise or other restrictions on signal traffic, reviewing messages awaiting transmission and deciding whether they should be held, sent, or referred to the Originator with a view to their being cancelled.
- (4) Once a message has been originated and received in the Main Signal Office, the Communication Officers at the sending and receiving ends are, between them, responsible for dealing with it up to the time it has been distributed. Each ship or establishment will have a standard distribution guide similar to that described in A.F.O. S.2. In some ships or establishments delivery may only be made to certain offices or departmental officers who are responsible for further distribution within their departments.

1002. Action Officer

To ensure that action is taken on all incoming messages which require it, the communication department may be instructed to insert on each message "For action", followed by the short title of the officer who it is considered should take action thereon. When this is done the officer marked for action is responsible for either:—

- (1) taking action himself, or, if the message does not concern him,
- (2) drawing the attention of an officer of the department whom it does concern to the message, and ensuring that action will be taken.

1003. Date Time Group

a. **Greenwich Mean Time** is to be used for the Date Time Group of all messages for combined, joint and intra purposes, except that Commanders-in-Chief may order the use of local times as they consider necessary. Distributed copies of messages will include the local time of receipt or despatch, in brackets, under the time of receipt or despatch in **G.M.T.**

b. The exact time to the nearest minute is to be used, and no **two messages** originating from the same authority are normally to bear the same **D.T.G.** (Owing to the volume of traffic originated from time to time at the Admiralty, **D.T.G.s** are sometimes duplicated on Admiralty messages. Such messages are never sent to authorities on the same station. Similarly **D.T.G.s** allocated to Admiralty Administrative messages are sometimes in advance of the exact time.)

c. The Communication Officer or his deputy is responsible that a **D.T.G.** is allocated to every outgoing message **except that the D.T.G. in DF and Enemy reports** is to be inserted by the originator, and is omitted in Executive method messages, certain short operational messages, and, normally, in procedure messages.

1004. Repetitions, Checks and Verifications

a. A message whose text is doubtful or unintelligible should be returned to the Communication Department, indicating that a **Repetition, Check or Verification** of the whole or a portion is to be obtained. Guidance as to which procedure to use should normally be sought from the Communications Department, who may have an indication from the original reception copy how the error is likely to have arisen.

b. The three procedures cover the following aspects:—

- (1) Repetition—the message or portion is re-transmitted.
- (2) Check—the encryption of the message or part is checked and then re-transmitted.
- (3) Verification—as in (2), and in addition the message or part is referred back to the Originator to verify.

c. Requests for repetitions and checks can be originated by communications personnel. A request for a verification can only be originated by the addressee.

1005. Minimise

a. In peace or war, cases may arise when communication facilities may be limited causing serious overloading of vital circuits in a particular area, *e.g.* during periods of political tension; in the opening stages or for the entire duration of exercises; when local emergencies develop.

b. In the above situations, the volume of message traffic will inevitably increase. To ensure that the delay on vital traffic is kept to the minimum, it may be necessary to reduce drastically message and telephone traffic which is not directly connected with the current situation. This instruction will be promulgated using the codeword “**MINIMISE**”.

c. The codeword “**MINIMISE**” signifies that “It is now mandatory that normal message and telephone traffic be drastically reduced in order that vital messages connected with the situation indicated shall not be delayed”.

1006. Implementation of Minimise

a. “**Minimise**” may only be ordered by the Admiralty, Supreme Commanders, Theatre Commanders and Commanders-in-Chief. “**Minimise**” may be applied world-wide or to a Command Area, *e.g.* “**Minimise world-wide**” or “**Minimise Mediterranean**”. It may be further qualified if desired, *e.g.*:

“**Minimise Malta Concentre**”.

“**Minimise Centlant Area during Exercise FAIR WIND 11th to 16th June**”.

b. “**Minimise world-wide**” will only be ordered by the Admiralty. “**Minimise**” affecting a certain area only may be ordered by a Commander-in-Chief who will request Admiralty to promulgate further by Admiralty General Message. Other National Service Ministries will also be informed.

1007. Instructions to Originators during “Minimise” Periods

a. Before authorising the transmission of a message, or making a telephone call to, through, or from the area affected, Originators must satisfy themselves that immediate operations/exercises will be adversely affected if the message or call is not made. Messages which do not pass this test are not to be sent by electrical means (other than commercial).

b. Messages not affecting the immediate operation/exercise but which have to be made should be sent by commercial channels or mail. They are not to be held until “**Minimise**” is cancelled, since this may cause serious overloading of communications channels for some hours afterwards.

c. “**Minimise**” may only be lifted by the authority who originally imposed it. The order will be “**Cancel Minimise**”.

d. Commanders-in-Chief may modify the above rules within their own Commands, provided it is understood that only the above rules apply in the case of “**Minimise world-wide**” and that modifications to these rules will not be used by Ships and Authorities outside the Command.

1008. NODUF Procedure

a. In peacetime exercises, those messages which would not be sent in war (*e.g.*, **umpire** messages, deepfield signals, messages concerning the necessities and amenities of peacetime port entry, etc.) should be transmitted using **NODUF** procedure. **NODUF** indicates that the transmission and contents of the message may not be D/Fed, analysed or used in any way as intelligence during the exercise.

b. NODUF procedure may only be used with the express permission of the Commanding Officer in each case.

c. Messages authorised for transmission using NODUF procedure should be clearly marked "NODUF" by the originator in the Originator's Special Instructions portion of the message form. The word "NODUF" is transmitted in the call and preamble of the message.

d. It is most important to realise that the messages sent under cover of NODUF are still liable to be intercepted by a potential enemy and therefore they must carry the proper security classification.

1009. Codewords and Nicknames

a. A codeword is a word used to provide security cover for reference to a particular classified matter; while a nickname consists of two words used for administrative convenience for reference to a particular matter where security cover is not required. Codewords aim at giving security concerning intentions, and may be used to:—

- (1) Provide names for plans, projects, and operations.
- (2) Conceal intentions in documents, messages, and discussions.
- (3) Designate geographical locations in conjunction with (1) and (2) above.

b. Codewords are allotted by a Central Inter-service Department organisation in London, and blocks of words from this central list are held by Admiralty and Commanders-in-Chief. Words not obtained from this source are not to be used as codewords.

c. Geographical codewords are taken from a separate list from those used for other security purposes.

d. In choosing a codeword, care must be taken that the word selected does not in itself suggest the purpose for which it is to be used (*e.g.*, an Arctic operation should not be given the codeword "Frigidaire"). Unless special instructions have been issued by the Commander-in-Chief, material containing reference to codewords should be graded according to the contents as a whole; thus it is the context in which a codeword appears that determines security, not necessarily its meaning. It must, however, be borne in mind that constant references to a codeword in messages of differing security classifications, will widen the circle of those aware of the existence of the codeword, and may risk compromise of the word itself.

e. In allocating a codeword for an operation the procedure employed in the following example should be followed:—

From C.-in-C. HF	TOP SECRET
To A.I.G. 1234	Routine
	121256 Z

= A codeword will be allocated for the bombardment of BLUELAND =
121256 Z

From C.-in-C. HF	SECRET
To A.I.G. 1234	Routine
	121340 Z

= My 121256 Z. ESPLANADE =
121340 Z

f. Codewords should have their meaning cancelled when the purpose for which they have been allocated is complete.

1010. Job Numbers

In wartime a "job number" is allocated to a ship building or undergoing repairs, etc., in order that the identity of the ship may be safeguarded. Where a job number is allocated, it is to be used instead of the ship's name in the address and text of unclassified messages. Job numbers consist of letters and figures and are promulgated by the Admiralty.

PART III

INSTRUCTIONS TO TELEPHONE USERS

2001. Precedence Calls for Use over Telephone Systems (European NATO)

a. When a telephone system is busy, it may be necessary for long distance calls to be booked by the switchboard operator before they can be connected. Booked calls will accumulate and the operator will normally deal with them in the order in which they are booked. To prevent calls of exceptional urgency from being delayed, special precedences are available as follows:—

(1) *Over Services Networks* (this includes civil networks operated by the G.P.O. on behalf of the Service Ministries and Departments):—

- (i) “Flash” Call. Use to be confined to cases of extreme operational urgency or when immediate connection is essential because safety of life is involved, e.g. aircraft or ships lost or in distress, ammunition dump disasters, etc.
- (ii) “Lightning” Call. For cases of most urgent operational importance or calls concerned with most urgent matters of essential administrative importance.
- (iii) “Urgent” Call. For cases of urgent operational and administrative importance which should not suffer the delay in force at the time on ordinary calls.

(N.B. The use of the word “Urgent” should be avoided in making a call except when it is specifically intended that the call should be one of that precedence. Phrases such as “Operator, this call is rather urgent” should not be used.)

(iv) Authority to originate calls is normally restricted:—

1. Within the Admiralty to those officers who are specifically nominated.
2. Outside the Admiralty to officers specially nominated by Commanders-in-Chief and Flag Officers.

(v) Officers entitled to precedence on telephone calls are not to demand such facilities unless the circumstances so warrant, and they have been informed by the switchboard operator that an unacceptable delay would otherwise be incurred.

(vi) In cases where the safety of life is involved any Naval personnel whose duties require them to do so may make use of the “Flash” facilities. Calls will be monitored and disciplinary action will be taken against anyone responsible for unjustifiable use of the procedure.

(2) *To the Services over the Post Office Public Exchange System* (this includes both inland calls and calls to other NATO countries via the continental exchange, London):—

- (i) The same degrees of precedence as in sub-paragraph (1) above are available, but the precedence must be prefixed by the word “Military”, e.g. “Military Flash”.
- (ii) “Occasional Priority”. A member of the Services away from his normal headquarters and having to make a call of extreme urgency from, say, a civil call office, should make use of the “Occasional Priority” facility, if, on booking the call, the operator advises that immediate connection is difficult. The caller should ask for the Supervisor, explain the circumstances as fully as possible to enable him to assess the need for urgency, and request a “Priority” call.

(3) *To all Public Subscribers.*—Three civilian services, viz. “Fire”, “Police” and “Ambulance” are available from all telephones on the public system. The means of calling these services are described in the preface to telephone directories. These facilities are not authorised for use over a Service network, where the “Urgent” Call procedure is to be used.

PART IV

DEFINITIONS

a. Originator.—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.

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

b. Releasing Officer.—An officer who may authorise the transmission of a message for and in the name of the originator.

c. Drafter.—The person who actually composes a message for release by the originator or releasing officer.

d. Basegram.—A message which is not to be transmitted on the Ship/Fleet broadcast. It is to await collection by ships and authorities afloat on their return to harbour.

e. NOTAL.—A message not addressed to, nor needed by, all the addressees of a subsequent message, *e.g.* "CinC Med 121224Z NOTAL".

f. PASEP.—A message which was not originally sent to an addressee but which is now being passed to him. Literally "being passed separately", *e.g.* "CinC Med 121224Z PASEP".

g. Action Officer.—The officer responsible for taking action on an incoming message himself or ensuring that action will be taken.

h. Minimise.—The Codeword used to inform ships and authorities that it is now mandatory that normal messages and telephone traffic be drastically reduced in order that vital messages connected with the situation indicated shall not be delayed.

i. Acknowledgment.—An acknowledgment is a communication indicating that the message to which it refers has been received and the purport is understood by the command.

It should be made only to the authority originally ordering acknowledgment (*see* paragraph 102 **d.**).