

CLASS NOTES

TITLE: BASIC MESSAGE FORMAT.

OBJECTIVES: UPON COMPLETION OF THIS LESSON YOU WILL BE ABLE TO:

- I. EXPLAIN THE FACTORS THE ORIGINATOR MUST CONSIDER WHEN ASSIGNING MESSAGE PRECEDENCE.
- II. DEFINE THE PHRASE "OBJECTIVE HANDLING TIME" AS APPLIED TO NAVAL MESSAGES.
- III. LIST THE PRECEDENCE CATEGORIES AND STATE THE OBJECTIVE HANDLING TIME FOR EACH CATEGORY.
- IV. DEFINE THE TERM "PROSIGN" AS APPLIED TO NAVAL COMMUNICATIONS.
- V. STATE THE PROSIGN USED FOR EACH PRECEDENCE CATEGORY.
- VI. DEFINE AND EXPLAIN THE TERM DUAL PRECEDENCE.
- VII. MATCH THE APPROPRIATE PRECEDENCE CATEGORY TO THE TEXTUAL CONTENT OF VARIOUS TYPES OF INFORMATION.

I. PRECEDENCE

A. FACTORS TO BE CONSIDERED.

- 1. URGENCY OF 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 SEPERATE GEOGRAPHICAL AREAS, E.G., EASTERN UNITED STATES IS SIX HOURS BEHIND CENTRAL EUROPE. (THE ORIGINATOR SHOULD BE AWARE THAT ALL BUT ROUTINE MESSAGES ARE DELIVERED TO THE ADDRESSEE IMMEDIATELY UPON RECEIPT BY THE COMMUNICATION CENTER REGARDLESS OF THE HOUR)

ALSO CONSIDER ATMOSPHERIC CONDITIONS AND STAFF PROBLEMS.

II. TIME OBJECTIVE:

- A. DEFINITION : THE TIME REQUIRED TO COMPLETE THE DELIVERY OF A MESSAGE. THIS INCLUDES THE OVERALL HANDLING TIME FROM TIME ACCEPTED AT POINT OF ORIGIN TO DELIVERY TO ADDRESSEE AT POINT OF DESTINATION.

III. PRECEDENCE CATEGORIES

(4-1-1)

<u>CATEGORIES</u>	<u>TIME OBJECTIVE</u>
A. <u>FLASH</u>	NOT FIXED. HANDLED AS FAST AS HUMANLY POSSIBLE WITH AN OBJECTIVE OF LESS THAN 10 MINUTES.
B. <u>IMMEDIATE</u>	30 MINUTES - - 1 HOUR
C. <u>PRIORITY</u>	1 - 6 HOURS
D. <u>ROUTINE</u>	3 HOURS TO START OF BUSINESS FOLLOWING DAY.

IV. PROSIGN.

- A. DEFINITION : PROSIGNS ARE PROCEDURE SIGNS CONSISTING OF ONE OR MORE LETTERS OR CHARACTERS OR COMBINATIONS THEREOF.
- B. USED TO FACILITATE RAPID COMMUNICATIONS BY CONVEYING IN CONDENSED STANDARD FORM CERTAIN FREQUENTLY USED ORDERS, INSTRUCTIONS, REQUESTS, REPORTS, AND/OR INFORMATION RELATED TO COMMUNICATIONS.

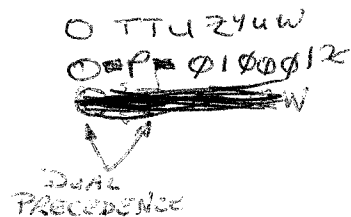
V. PRECEDENCE PROSIGNS

- A. FLASH- Z
- B. IMMEDIATE O
- C. PRIORITY P
- D. ROUTINE R

BT - BREAK
 XMT - EXACT ADDRESSES
 TO - Action Addressee
 INFO - info Addressee
 FM - FROM
 GR23-6AM - GROUP COUNT
 (COUNTED AS NOT COUNTED)

VI. DUAL PRECEDENCE:

- A. DEFINITION: TWO PRECEDENCES, ONE PRECEDENCE FOR ALL ACTION ADDRESSEES, AND A LOWER PRECEDENCE FOR ALL INFORMATION ADDRESSEES.
- B. DUAL PRECEDENCE IS INDICATED IN THE HEADING OF A PLAIN DRESS MESSAGE BY INCLUDING THE TWO PRECEDENCES PROSIGNS IN THE PREAMBLE AND INDICATING THE STATUS (ACTION/INFO) OF THE ADDRESSEES IN THE ADDRESS COMPONENT.



VII. PRECEDENCE CATEGORY

(4-1-1-CONTD)

A. FLASH - RESERVED FOR INITIAL ENEMY CONTACT MESSAGES OR OPERATIONAL COMBAT MESSAGES OF EXTREME URGENCY. BREVITY IS MANDATORY.

1. EXAMPLES:

- (A) INITIAL ENEMY CONTACT REPORTS
- (B) WARNING OF IMMINENT LARGE SCALE ATTACK.

B. IMMEDIATE - RESERVED FOR VERY URGENT MESSAGES RELATING TO SITUATIONS WHICH GRAVELY AFFECT THE SECURITY OF NATIONAL ALLIED FORCES OR POPULACE.

URGENT INTELLIGENCE REPORTS.

1. EXAMPLES:

- (A) AMPLIFYING REPORTS OF INITIAL ENEMY CONTACT.
- (B) REPORTS OF UNUSUAL MAJOR MOVEMENTS OF MILITARY FORCES OF FOREIGN POWERS IN TIMES OF PEACE OR STRAINED RELATIONS.

C. PRIORITY - RESERVED FOR MESSAGES CONCERNING THE CONDUCT OF OPERATIONS IN PROGRESS AND FOR OTHER IMPORTANT AND URGENT MATTERS WHEN ROUTINE PRECEDENCE WILL NOT SUFFICE.

Highest precedence assigned to ADMIN traffic.

1. EXAMPLES

- (A) SITUATION REPORTS ON POSITION OR FRONT WHERE ATTACK IS IMPENDING OR WHERE FIRE OR AIR SUPPORT WILL SOON BE PLACED.
- (B) MESSAGES CONCERNING IMMEDIATE MOVEMENT OF NAVAL, AIR OR/AND GROUND FORCES.

D. ROUTINE - TO BE USED FOR ALL TYPES OF MESSAGES WHICH JUSTIFY TRANSMISSION BY RAPID MEANS (ELECTRICAL), BUT ARE NOT OF SUFFICIENT URGENCY AND IMPORTANCE TO REQUIRE A HIGHER PRECEDENCE.

PERIODIC Intelligence Reports

1. EXAMPLES:

(A) MESSAGES CONCERNING NORMAL
PEACETIME OPERATIONS
PROGRAMS AND PROJECTS.

(B) MESSAGES CONCERNING
STABILIZED TACTICAL
OPERATIONS.

FINAL PAGE OF 4 PGS.

TITLE : THE DATE TIME GROUP

OBJECTIVES: UPON COMPLETION OF THIS LESSON YOU WILL BE ABLE TO:

- I. EXPLAIN THE CONSTRUCTION OF A DATE TIME GROUP IN TERMS OF THE DATE, TIME GROUP, ZONE SUFFIX, MONTH AND YEAR.
- II. STATE THE NUMBER OF TIME ZONES THE SURFACE OF THE EARTH IS DIVIDED INTO.
- III. EXPLAIN THE NUMBERING AND LETTERING SYSTEM USED IN TIME CONVERSION.
- IIII. CONVERT ZULU TIME TO LOCAL TIME AND LOCAL TIME TO ZULU TIME USING A TIME CONVERSION CHART.

I. DATE-TIME GROUP CONSTRUCTION

A, THE DATE-TIME GROUP (DTG) IS EXPRESSED AS SIX DIGITS, A LETTER SUFFIX (NORMALLY "Z") FOLLOWED BY THE ABBREVIATED MONTH AND YEAR.

1. THE FIRST TWO DIGITS DENOTE THE DAY OF MONTH.
2. THE SECOND TWO DIGITS DENOTE THE HOURS.
3. THE THIRD TWO DIGITS DENOTE THE MINUTES.
4. THE LETTER DESIGNATES THE ZONE DESIGNATOR.
5. THREE LETTER ABBREVIATION OF THE MONTH. Always 1st 3 letters
6. THE LAST TWO DIGITS OF THE YEAR.

300000000

050754R JUN72

~~050754R~~

051254Z JUN72

B. GREENWICH MEAN TIME, (GREENWICH CIVIL TIME) ZONE LETTER DESIGNATION LETTER "Z", IS TO BE USED FOR THE DTG EXCEPT WHERE THE THEATER OR AREA COMMANDER PRESCRIBES THE USE OF LOCAL TIME FOR TACTICAL SITUATIONS.

Z AS PRECISION = FLASH

Z AS DATE TIME = ZULU (GMT) TIME

II. TIME ZONES: FOR RECKONING TIME, THE SURFACE OF THE EARTH IS DIVIDED INTO **24** ZONES, EACH EXTENDING THROUGH 15° LONGITUDE. EACH TIME ZONE DIFFERS BY 1 HOUR FROM THE ZONE NEXT TO IT.

III. NUMBERING AND LETTERING SYSTEM.
 NOTE: REFER TO TIME ZONE CHART WORK
 SHEET 4-1

A. NUMBERING SYSTEMING.

1. THE INITIAL TIME ZONE, ZONE 0, WHICH PASSES THROUGH THE TOWN OF GREENWICH, ENGLAND, IS REFERRED TO AS GREENWICH MEAN TIME (GMT). EACH ZONE, IN TURN, IS INDICATED BY THE NUMBER THAT REPRESENTS THE DIFFERENCE BETWEEN LOCAL TIME AND GMT.
2. ZONES LYING IN EAST LONGITUDE FROM ZONE ZERO (Z) ARE NUMBERED FROM 1 TO 12 AND ARE DESIGNATED MINUS, BECAUSE FOR EACH OF THEM THE ZONE NUMBER MUST BE SUBTRACTED FROM LOCAL TIME TO OBTAIN ZULU TIME.
3. ZONES LYING IN WEST LONGITUDE FROM ZONE ZERO (Z) ARE NUMBERED FROM 1 TO 12 AND ARE DESIGNATED PLUS BECAUSE FOR EACH OF THEM THE ZONE NUMBER MUST BE ADDED TO LOCAL TIME TO OBTAIN ZULU TIME.

B. LETTERING SYSTEM.

1. IN ADDITION TO THE TIME ZONE NUMBER, EACH ZONE IS FURTHER DESIGNATED BY A LETTER.
 - A. LETTERS A THRU M (J OMITTED) INDICATE MINUS ZONES.
 - B. LETTERS N THRU Y INDICATE PLUS ZONES.
 - C. GMT IS DESIGNATED Z.
2. THE 12TH ZONE IS DIVIDED BY THE 180TH MERIDIAN. THE MINUS HALF (M) LYING IN EAST LONGITUDE AND THE PLUS HALF (Y) LYING IN THE WEST LONGITUDE.
3. THE 180TH MERIDIAN IS CALLED THE INTERNATIONAL DATE LINE., WHERE EACH WORLD DAY BEGINS OR ENDS.

Pac. Ocean
 1
 7 1/2 | 7 1/2
 M | Y
 -12 | +12

IN PACIFIC OCEAN

1. INSTRUCTIONS FOR USING THE TIME CONVERSION CHART.

- A. IF IT IS 2100D THE 21ST DAY OF MAY AND YOU NEED "Z" TIME PROCEED AS FOLLOWS. FIND COLUMN "D" AND PROCEED UP THE COLUMN UNTIL YOU LOCATE 2100. READ TO THE LEFT, ON THE SAME LINE, UNTIL YOU INTERSECT COLUMN "Z". AS YOU MOVE FROM RIGHT TO LEFT YOU NOTICE THAT 1 HOUR IS SUBTRACTED IN EACH COLUMN, THEREFORE 212100D = 211700D
- B. IF IT IS 0300G THE 21ST DAY OF JANUARY AND YOU NEED "Z" TIME PROCEED AS FOLLOWS, FIND COLUMN "G" AND PROCEED UP THE COLUMN UNTIL YOU LOCATE 2100. READ TO THE LEFT, ON THE SAME LINE, UNTIL YOU INTERSECT COLUMN "Z". NOTE THE TIME READS 2000 AS YOU MOVE FROM RIGHT TO LEFT YOU NOTICE 1 HOUR IS SUBTRACTED IN EACH COLUMN AND YOU HAVE MOVED TO THE PREVIOUS DAY. THEREFORE 210300G = 202000Z
- C. IF IT IS 2100Z ON THE 21ST DAY OF JANUARY AND YOU NEED "S" TIME PROCEED AS FOLLOWS, FIND COLUMN "Z" AND PROCEED UP THE COLUMN UNTIL YOU LOCATE 2100. READ TO THE LEFT, ON THE SAME LINE, UNTIL YOU INTERSECT COLUMN "S". AS YOU MOVE FROM RIGHT TO LEFT YOU NOTICE 1 HOUR IS SUBTRACTED IN EACH COLUMN, THEREFORE 212100Z = 211500Z
- D. IF IT IS 2100Z ON THE 21ST DAY OF JANUARY AND YOU NEED "K" TIME PROCEED AS FOLLOWS: FIND COLUMN "Z" AND PROCEED UP THE COLUMN UNTIL YOU LOCATE 2100. READ TO THE RIGHT, ON THE SAME LINE, UNTIL YOU INTERSECT COLUMN "K". NOTE THE TIME READS 0700. AS YOU MOVE FROM LEFT TO RIGHT YOU NOTICE 1 HOUR IS ADDED IN EACH COLUMN AND YOU HAVE MOVED TO THE NEXT DAY. THEREFORE 212100Z = 220700K.

2. CONVERT THE LOCAL TIME GIVEN IN COLUMN "A" TO ZULU (GMT) TIME.

"A"	"B"	"A"	"B"
171700V	<u>180200Z</u>	140900G	<u>140200Z</u>
212300U	<u>220700Z</u>	100500M	<u>091700Z</u>
011700X	<u>120400Z</u>		

3. CONVERT THE ZULU (GMT) TIME GIVEN IN COLUMN "A" TO THE TIME ZONE INDICATED IN COLUMN "B".

"A"	"B"
081700Z	<u>181900</u> B
172300Z	<u>181900</u> K
140600Z	<u>131900</u> Y
110100Z	<u>040000</u> R
100500Z	<u>101100</u> F

END OF ASSIGNMENT

TITLE : INTRODUCTION TO OPERATING SIGNALS

OBJECTIVES: UPON COMPLETION OF THIS LESSON YOU WILL BE ABLE TO:

- I. DEFINE AND EXPLAIN THE TERM OPERATING SIGNAL AS APPLIED TO NAVAL COMMUNICATIONS.
- II. STATE THE LONG AND SHORT TITLE AND GIVE A BRIEF EXPLANATION OF THE GENERAL CONTENTS OF THE PUBLICATION GOVERNING THE USE OF OPERATING SIGNALS.
- III. STATE THE AUTHORIZED USERS OF OPERATING SIGNALS WHICH BEGIN WITH EITHER "Q" OR "Z".
- IV. EXPLAIN HOW OPERATING SIGNALS AND PROSIGNS ARE COMBINED TO ASK A QUESTION.
- V. STATE WHO NORMALLY ASSIGNS MESSAGE INSTRUCTIONS AND EXPLAIN THE PURPOSE OF THEIR USE.
- VI. ENCODE SELECTED PHRASES PERTAINING TO MESSAGE INSTRUCTIONS USING ACP 131 (B) (EFFECTIVE EDITION)

I. OPERATING SIGNALS

- A. DEFINITION: THREE LETTER GROUPS BEGINNING WITH A "Q" OR "Z" SOMETIMES FOLLOWED BY A NUMBER, THAT REPRESENTS WORDS, PHRASES, AND/OR SENTENCES REGARDING OPERATING ADVICE, INFO OR INSTRUCTIONS.
- B. OPERATING SIGNALS THAT ARE CONTAINED IN ACP 131 (COMMUNICATION INSTRUCTIONS OPERATING SIGNALS) ARE A CONCISE UNCLAS CODE DESIGNED FOR USE BY COMMUNICATION PERSONNEL IN EXCHANGING INFORMATION INCIDENT TO THE HANDLING OF MESSAGES OR IN ESTABLISHED COMMUNICATIONS. THEY ARE ALSO USED IN PROCEDURE MESSAGES AND OTHER FORMS OF MESSAGES BETWEEN COMMUNICATION PERSONNEL.
- C. OPERATING SIGNALS POSSESS NO SECURITY AND MUST BE REGARDED AS THE EQUIVALENT OF PLAIN LANGUAGE TRANSMISSION.

II. PUBLICATION GOVERNING OPERATING SIGNALS.

- A. LONG TITLE : COMMUNICATIONS INSTRUCTIONS OPERATING SIGNALS.

7 122418Z 50172 ZEL
OPSIGNALS

ZDK - RERUN
ZES2 - GARBLED

SERVICE = SVC

B. SHORT TITLE ACP-131

C. GENERAL CONTENTS.

1. CHAPTER 1 CONTAINS THE GENERAL INSTRUCTIONS FOR THE USE OF OPERATING SIGNALS.
2. CHAPTER 2 IS THE DECODE SECTION WITH OPERATING SIGNALS LISTED IN ALPHABETICAL ORDER.
 - A. SECTION A LISTS OPERATING SIGNALS BEGINING WITH "Q".
 - B. SECTION B LISTS OPERATING SIGNALS BEGINING WITH "Z".
3. CHAPTER 3 IS THE ENCODE SECTION AND IS SUBDIVIDED INTO SECTIONS ACCORDING TO SUBJECT MATTER.
4. CHAPTER 4 CONTAINS MISCELLANEOUS ABBREVIATIONS AND SYMBOLS.
 - A. SECTION A IS THE DECODE SECTION.
 - B. SECTION B IS THE INCODE SECTION.
5. CHAPTER 5 CONTAINS CERTAIN RESERVED OPERATING SIGNALS.
6. CHAPTER 6 CONTAINS DESIGNATION OF EMISSIONS(EXTRACTS FROM RADIO REGULATIONS, GENEVA 1959)

III. AUTHORIZED USERS OF OPERATING SIGNALS.

- A. OPERATING SIGNALS BEGINNING WITH Z ARE DESIGNATED TO COVER MILITARY REQUIREMENTS AND SHOULD BE USED WHENEVER NECESSARY IN MILITARY COMMUNICATIONS.
- B. OPERATING SIGNALS BEGINING WITH Q MAY BE USED IN MILITARY COMMUNICATIONS WHERE NO SUITABLE "Z" SIGNALS EXIST.
- C. ONLY Q SIGNALS WILL BE USED IN NON-MILITARY COMMUNICATIONS.

IV. OPERATING SIGNALS AND PROSIGNS MAY BE COMBINED TO MAKE A STATEMENT OR ASK A QUESTION.

- A. WHEN DESIRED, AN OPERATING SIGNAL MAY BE GIVEN AN INTERROGATIVE (QUESTIONING) SENSE BY:
 1. INSERTING THE PROSIGN INT BEFORE THE "Q" & "Z" WHEN COMMUNICATING WITH MILITARY STATIONS.
 2. INSERTING THE PROSIGN IM AFTER THE "Q" SIGNAL WHEN COMMUNICATING WITH CIVILIAN STATIONS, SHIPS, ETC.

ZDK - RERUN
INTZDK - Will you RERUN?

TITLE: INTRODUCTION TO PROSIGNS AND STATION ADDRESS DESIGNATORS.

OBJECTIVES: UPON COMPLETION OF THIS LESSON YOU WILL BE ABLE TO:

- I. LIST THE PROSIGNS USED TO INDICATE THE ORIGINATOR, ACTION ADDRESSEES, INFORMATION ADDRESSEES, AND EXEMPTED
- II. DEFINE AND STATE THE PURPOSE OF A CALL SIGN, ADDRESS GROUP AND PLAIN LANGUAGE ADDRESS DESIGNATOR.
- III. DEFINE THE TERMS INDIVIDUAL AND COLLECTIVE AS APPLICABLE TO STATION AND ADDRESS DESIGNATORS.
- IV. DEFINE AND STATE THE PURPOSE OF INTERNATIONAL, MILITARY AND TASK ORGANIZATION CALL SIGNS.
- V. DEFINE AND STATE THE PURPOSE OF ADDRESS INDICATING GROUPS, CONJUNCTIVE ADDRESS AND GEOGRAPHIC ADDRESS GROUPS.

I. PROSIGNS USED IN THE HEADING PART OF A MESSAGE.

- A. THE PROSIGN FM IS USED TO INDICATE THE ORIGINATOR OF A MESSAGE.
- B. THE PROSIGN TO IS USED TO INDICATE THE ACTION ADDRESSEES.
- C. THE PROSIGN INFO IS USED TO INDICATE THE INFORMATION ADDRESSEES.
- D. THE PROSIGN XMIT IS USED TO INDICATE THE EXEMPTED ADDRESSEES.

CANT HAVE XMT UNLESS
HAVE A COLLECTIVE
ADDRESSEE (EX. PA18004)

II. CALL SIGNS, ADDRESS GROUPS AND PLAIN LANGUAGE ADDRESS DESIGNATORS.

A. CALL SIGNS.

1. LETTERS, LETTER NUMBER COMBINATIONS, OR ONE OR MORE PRONOUNCEABLE WORDS, USED CHIEFLY FOR ESTABLISHING AND MAINTAINING COMMUNICATIONS.
2. APPLICABLE IN BOTH CIVIL AND MILITARY COMMUNICATIONS.

B. ADDRESS GROUPS

1. FOUR LETTER GROUPS (NOT BEGINNING WITH THE LETTER "N") ASSIGNED TO REPRESENT COMMAND, ACTIVITY OR UNIT.

2. USED MAINLY IN THE ADDRESSING OF MESSAGES. (4-2-1-CONT'D)

C. PLAIN LANGUAGE ADDRESS DESIGNATORS.

1. PLAIN LANGUAGE ADDRESS DESIGNATORS CONSISTS OF THE ASSIGNED TITLE, SHORT TITLE OR ABBREVIATION OF THE COMMAND, AUTHORITY, OR UNIT ORIGINATING OR BEING ADDRESSED BY MESSAGE. *EX. CMC TO R4PERS*

2. NOT USED IN HEADINGS OF CODRESS MESSAGES.

III. INDIVIDUAL AND COLLECTIVE STATION AND ADDRESS DESIGNATORS.

A. INDIVIDUAL

DEFINITION: REPRESENTS A SINGLE COMMAND OR UNIT, EITHER AFLOAT OR ASHORE. *EX. EASW - CMC*

B. COLLECTIVE

DEFINITION: REPRESENTS TWO OR MORE COMMANDS, FACILITIES, ACTIVITIES, OR UNITS. *ACP-100 CBRR - CRUISE LANT*

IV. INTERNATIONAL, MILITARY, AND TASK ORGANIZATION CALL SIGNS.

A. INTERNATIONAL CALL SIGNS

1. DEFINITION: A CALL SIGN ASSIGNED A RADIO STATION OF ALL COUNTRIES CIVIL AND MILITARY, AFLOAT AND ASHORE.

SHIPS ARE FOUND IN ACP-113 SHIPS ARE FOUND IN ACP-100

2. THE NATIONALITY OF THE RADIO STATION IS IDENTIFIED BY THE FIRST OR FIRST TWO CHARACTERS OF ITS CALL SIGN.

*A-ALZ - U.S. ARMY & AIR FORCE
W or K - UNITED STATES
N - SHIPS*

B. MILITARY CALL SIGNS

1. DEFINITIONS: A CALL SIGN ASSIGNED TO A MILITARY SHIP SPECIFICALLY TO FORM THE BASIS OF/ FOR OBTAINING AN ENCRYPTED CALL SIGN.

FOUND IN ACP-113

EX. M7V5 -> NGPL-

HYPHEN SHOWS THAT IT IS ENCRYPTED

LTR-NR-LTR-NA

B. MILITARY CALL SIGNS

INDEFINITE CALL SIGN REPRESENTS

- 1. DEFINITION: A CALL SIGN ASSIGNED TO MILITARY SHIP SPECIFICALLY TO FORM THE BASIS FOR OBTAINING AN ENCRYPTED CALL SIGN.

NO COMMAND, ACTIVITY, UNIT OR SPECIFIC 2 LETTERS.

N(A-Z) ACP-113

C. TASK ORGANIZATION CALL SIGNS

- 1. DEFINITION: A TASK ORGANIZATION CALL SIGN IS NORMALLY USED IN TASK ORGANIZATION COMMUNICATIONS.

FOUND IN ACP-112

- 2. THE TASK ORG CALL SIGN IS COMPOSED OF 3 LETTERS AND A NUMBER IN A LTR-NR-
 LTR-LTR COMBINATIONS. (DAMP) ACP-112



V. ADDRESS INDICATING GROUPS, CONJUNCTIVE AND GEOGRAPHIC ADDRESS GROUPS.

A. ADDRESS INDICATING GROUPS.

- 1. A SINGLE GROUP OF FOUR LETTERS REPRESENTING A PREDETERMINED, SPECIFIC SET OF ACTION AND/OR INFO ADDRESSEES.

ACP-100

- 2. ORIGINATOR MAY OR MAY NOT BE INCLUDED.

- 3. AIG'S INCREASE THE SPEED OF HANDLING BY SHORTENING THE ADDRESS OF THE MSG.

B. CONJUNCTIVE ADDRESS GROUPS.

- 1. TWO OR MORE GROUPS OF FOUR LETTERS USED TO REPRESENT A SINGLE COMMAND AUTHORITY, UNIT OR ACTIVITY, OR ITS GEOGRAPHICAL LOCATION.

ACP-100

EX. LSWP - NTL AT

- 2. CONJUNCTIVE ADDRESS GROUPS ARE INCOMPLETE BY THEMSELVES.

C. GEOGRAPHIC ADDRESS GROUPS.

- 1. AN ADDRESS GROUP REPRESENTING A GEOGRAPHIC LOCATION OR AREA AND MUST BE USED WITH Com's Address Group
- 2. GEOG ADDRESS GRPS SHOULD NOT BE USED WITH THE NAMES OF NAVAL SHIPS OR THE TITLES OF COMMANDS AFLOAT.

ACP-104

EX. MILS: BARRON, Mo.

FINAL PG OF 3.

LSVP/MILS
↑
COA 3000

TITLE: COMMUNICATIONS PUBLICATIONS

OBJECTIVES: UPON COMPLETION OF THIS LESSON YOU WILL BE ABLE TO:

- I. STATE THE LONG AND SHORT TITLE AND GIVE A BRIEF DESCRIPTION OF THE FORM AND GENERAL CONTENT OF THE PUBLICATIONS CONTAINING INSTRUCTIONS AND ASSIGNMENTS OF CALL SIGNS AND ADDRESS GROUPS.
- II. ENCODE AND DECODE CALL SIGNS AND ADDRESS GROUPS USING ACP 100(A) AND ACP 100 U.S. SUPP-1(F).
- IV. ENCODE AND DECODE CALL SIGNS FOR SHIPS USING ACP-113(S).

I. PUBLICATIONS CONTAINING INSTRUCTIONS AND ASSIGNMENTS OF CALL SIGNS AND ADDRESS GROUPS.

A. LONG TITLE: ALLIED CALL SIGNS AND ADDRESS GROUP SYSTEMS-INSTRUCTIONS AND ASSIGNMENTS

1. SHORT TITLE: ACP-100(A)
2. CONTAINS A DECODE AND ENCODE SECTION (A) DECODE-LISTS CALL SIGNS AND ADDRESS GROUPS IN ALPHABETICAL ORDER. (B) ENCODE-LISTS COMMANDS IN ALPHABETICAL ORDER.
3. CONTAINS BASIC POLICY ON PURPOSE CONSTRUCTION, ALLOCATION, ASSIGNMENT AND USE OF MILITARY CALL SIGNS AND ADDRESS GROUP ASSIGNMENTS FOR WORLD-WIDE ALLIED USE.

B. LONG TITLE: U.S. CALL SIGN AND ADDRESS GROUP SYSTEM, INSTRUCTIONS AND ASSIGNMENTS-U.S. SUPPLEMENT NO. 1.

1. SHORT TITLE: ACP-100 U.S. SUPP-1(F)
2. CONTAINS A DECODE AND ENCODE SECTION
3. CONTAINS ADDRESS GROUPS ASSIGNED TO THE ARMY, NAVY, AIR FORCE, COAST GUARD, MARINE CORPS AND OTHER U.S. GOVERNMENT ACTIVITIES. IT ALSO CONTAINS CALL SIGNS OF FIXED AND LAND RADIO STATIONS.

II. PUBLICATION LISTING CALL SIGNS FOR SHIPS

A. LONG TITLE: CALL SIGN BOOK FOR SHIPS.

1. SHORT TITLE: ACP-113(S)
2. CONTAINS A DECODE AND ENCODE SECTION.
3. CONTAINS INTERNATIONAL AND MILITARY CALL SIGNS ASSIGNED TO MILITARY SHIPS OF THE U.S. AND OTHER ALLIED.

SECT. 1 - INTL. CALL SIGNS
IN ALPHABETICAL ORDER.

SECT. 2 - MIL. CALL SIGNS
IN ALPHABETICAL ORDER.

TITLE: TASK ORGANIZATION

OBJECTIVES: UPON COMPLETION OF THIS LESSON YOU WILL BE ABLE TO:

- I. STATE THE LONG AND SHORT TITLE AND GENERAL CONTENT OF THE PUBLICATION CONTAINING TASK ORGANIZATION CALL SIGNS.
- II. STATE THE LONG AND SHORT TITLES USED TO IDENTIFY COMPONENTS OF A TASK ORGANIZATION.
- III. ENCODE AND DECODE TASK ORGANIZATION CALL SIGNS FOR TASK ORGANIZATION COMPONENTS USING ACP 112 U.S. SUPP (A) -1.

I. PUBLICATION FOR TASK ORGANIZATION CALL SIGNS

A. LONG TITLE: TASK ORGANIZATION CALL SIGNS

B. SHORT TITLE: ACP-112 U.S. SUPP(A)-1

C. THE CONTENTS OF THIS PUBLICATION CONTAIN A LIST OF CALL SIGNS TO PROVIDE FOR U.S. TASK ORGANIZATION COMPONENTS. THE CALL SIGNS ARE ESTABLISHED TO ASSIST IN THE TRANSMISSION OF MESSAGES TO AND FROM U.S. TASK ORGANIZATIONS EMPLOYING RADIO, WIRE AND VISUAL SYSTEMS.

D. THIS PUBLICATION PROVIDES FOR ~~300~~ TASK FORCES, ~~3000~~ TASK GROUPS, AND ~~30,000~~ TASK UNITS. THE CALLS CONSIST OF A LETTER NUMBER LETTER LETTER SERIES.

II. TASK ORGANIZATION

A. TASK FORCE

- 1. SHORT TITLE-TF
- 2. IDENTIFIED BY WHOLE NUMBER (EXAMPLE TF 20)

B. TASK GROUP

- 1. SHORT TITLE-TG
- 2. IDENTIFIED BY THE WHOLE NUMBER FOLLOWED BY ONE DECIMAL PLACE (EXAMPLE TG 20.1)

C. TASK UNIT

- 1. SHORT TITLE-TU
- 2. IDENTIFIED BY WHOLE NUMBERS FOLLOWED BY TWO DECIMAL PLACES, (EXAMPLE TU 20.1.1)

D. TASK ELEMENT

- 1. SHORT TITLE-TE
- 2. IDENTIFIED BY WHOLE NUMBER FOLLOWED BY THREE DECIMAL PLACES, (EXAMPLE TE20.1.1.)

*TF is Collective
TF is 20.1.1*

*TE Call Sign is
L1A-N-L1A-L1A-NL
L1A22*

TITLE: PROSIGNS AND PROWORDS; MEANINGS AND USES

INTRODUCTION:

To converse intelligently with another person you must be able to speak his language. A standard language designed for use by Radiomen to facilitate handling of messages and expedite the flow of communications are called "prosigns" and "prowords". This information sheet provides you with the prosigns, their proword equivalent, the meaning and their uses. The prosigns and prowords contained herein will be used throughout the remainder of the school and at your next command. Study the information carefully and thoroughly as it is imperative that each Radioman becomes proficient in the use of prosigns and prowords.

SUBJECT MATTER:

1. Definitions:

a. PROSIGN - One or more letters or characters or combinations thereof, used to facilitate communications by conveying, in a condensed standard form, certain frequently used orders, instructions, requests, and information related to communications.

b. PROWORD - A word or phrase used in lieu of a prosign and limited to use on radiotelephone circuits.

2. Some prosigns do not have a proword equivalent, by the same token some prowords do not have a prosign equivalent. Prosigns and prowords may be grouped in two basic categories; those relating to the basic message format and transmission of a message and those used for general communications. Listed below are the prosigns and prowords relating to the basic message format and transmission of a message. Their appearance here does not mean they are used in every message, only that when they are required these are their authorized uses.

PROSIGN	PROWORD	MEANING/USE
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BEGINNING PROCEDURE COMPONENT

XMT	EXEMPT	The addressee designations immediately following are exempted from the collective call. Used in the call element when a collective call is made and a station that is part of the collective call is to be excluded from this transmission. (Do NOT confuse exempt in the call element with exempt in the address component.)
DE	THIS IS	This is (From). The call sign or address group immediately following is the designation of the transmitting station. (Do NOT confuse this with the prosign FM and proword FROM.)

PROSIGN	PROWORD	MEANING/USE
(NONE)	MESSAGE	A message which requires recording is about to be transmitted. Transmitted immediately after the call. (This proword is not used on nets employed primarily for passing messages. It is intended for use on tactical or reporting nets when a message must be passed.)
NR(nr)	NUMBER(nr)	Station serial number. Used as transmission identification. The number following the prosign or proword is the number of the message to the station called.
F	DO NOT ANSWER	Do not answer. Transmission instructions. Used alone indicates that no station called is to respond to the transmission. When preceded by a call sign or address group it means that the designated station is not to respond to the transmission. (When used alone, the transmission must be repeated and end with the prosign AR or proword OUT.)
G	READ BACK	Repeat this entire transmission back to me exactly as received. Transmission instructions. Used alone indicates all stations appearing in the call element are to repeat the transmission back to the transmitting station. When preceded by a call sign/address group it indicates the designated station is to repeat the transmission back. When only one station is required to repeat the message back and a collective/multiple call is made, all other stations will wait until the repeat back procedures have been completed before requesting repetitions and corrections or receipting for the transmission.
T	RELAY (TO)	Transmit (Relay) to _____. Transmission instructions. Used alone indicates the station called is to relay the message to all addressees. When followed by a call sign/address group the station called is to relay the message to the designated station. When preceded by a call sign/address group, the station designated is to relay the message to all addressees or all address designators following the prosign or proword.
(NONE)	WORDS TWICE	Each word will be transmitted twice. Transmission instructions. Used when communication is difficult. This proword may be used as an order, request or information.

PROSIGN

PROWORD

MEANING/USE

PREAMBLE COMPONENT

Z	FLASH	FLASH precedence. Messages assigned this precedence category must be handled as fast as humanly possible, with an objective handling time of 10 minutes or less.
O	IMMEDIATE	IMMEDIATE precedence. Messages assigned this precedence category have an objective handling time of 30 minutes to 1 hour, but should be handled as fast as humanly possible.
P	PRIORITY	PRIORITY precedence. Messages assigned this precedence category have an objective handling time of 1 to 6 hours. This is the highest precedence category that may be assigned to administrative type messages.
R	ROUTINE	ROUTINE precedence. Messages assigned this precedence category have an objective handling time of 3 hours to start of business the following day. Any message that meets the criteria for electrical transmission qualifies for this precedence category.
(NONE)	TIME	That which immediately follows is the time or date-time group of the message. May also appear in the ending procedure component when authentication is employed or the message is transmitted in abbreviated plaindress form.

ADDRESS COMPONENT

FM	FROM	From. Originator's prosign. The station designator following is the originator of the message.
TO	TO	To. Action. The station designator(s) following are addressed for action.
INFO	INFO	Information prosign/proword. The station designator(s) following are addressed for information/cognizance.
XMT	EXEMPT	Exempted prosign/proword. The station designator(s) following are exempted (excluded) from this message entirely. This prosign/proword may only be used when a collective address group/call sign appears in the action or information element.

PROSIGN

PROWORD

MEANING/USE

PREFIX COMPONENT

GR(nr)	GROUPS(nr)	Group count. The message contains the number of groups/words as indicated by the number following the prosign/proword. This prosign/proword is not complete unless the number follows. It is mandatory to use this prosign/proword on messages containing countable coded groups.
GRNC	GROUPS NO COUNT	Groups not counted. The groups/words in the text of the message have not been counted.

SEPARATION

BT	BREAK	Separation sign. Used to separate the heading from the text and again to separate the text from the ending.
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TEXT

PT	CALL SIGN	A call sign follows. Used in the text of a message to indicate a call sign is being sent instead of the station's plain language designator. This prosign/proword is employed when classified/encrypted call signs are in effect and the transmission of the plain language station designator would be a violation of communication security known as call sign linkage.
	ADDRESS GROUP	An address group follows. Used in the same manner as the proword CALL SIGN.
(NONE)	FIGURES	Numbers or numerals follow. Used during transmission to indicate a number or group of numbers are about to be transmitted.
(NONE)	I SPELL	The next word or group will be spelled phonetically. Used when a word has a similar sound as a number or the word is difficult to pronounce or is unpronounceable. Used in the text of plain language messages only.
IMI	I SAY AGAIN	This is a repetition. Used during transmission to indicate a difficult word is about to be repeated. (See the general purpose prosign/proword for other uses.)

PROSIGN	PROWORD	MEANING/USE
EEEEEEEE	CORRECTION	Error. Used during transmission to indicate an error has been made and is about to be corrected. The transmission will continue with the last correctly sent word or group. (See the general purpose prosigns/prowords for other uses of the proword CORRECTION.)
EEEEEEEE E AR DISREGARD THIS TRANSMISSION OUT		This transmission is in error, cancel it. Used when a transmission was not authorized on a particular circuit and is to be cancelled. This prosign/proword may not be used to cancel a transmission that has been completed.
AS	WAIT	I must pause for a few seconds, you are obliged to wait. Transmission will resume with an abbreviated call and the last correctly sent word or group.
AS(nr)	(NONE)	I must pause for the number of minutes indicated. You are obliged to wait. Transmission will resume with an abbreviated call and the last correctly sent word or group.
AS AR	WAIT OUT	I must pause for an indefinite period, you are obliged to wait, I will call you back. Communication must be re-established with a preliminary call and the transmission resumed with the last correctly sent word or group.

ENDING PROCEDURE COMPONENT

(NONE)	TIME	That which follows is the time group or the time of authentication of this message. Normally employed with the abbreviated plaindress message on tactical or reporting nets.
(NONE)	AUTHENTICATION IS _____	Transmission authentication. The authentication of this message is that which follows. The proword TIME and a time group always precedes this proword when used as transmission authentication.
B	MORE TO FOLLOW	More to follow. Appears in the final instructions to indicate that another message or more messages are awaiting transmission.

PROSIGN	PROWORD	MEANING/USE
C	CORRECTION	An error made during transmission is about to be corrected. Used in the final instructions to correct an error that was made during transmission and not immediately detected or corrected. (See the general purpose prosigns for other uses of the prosign C.)
K	OVER	Ending sign. This is the end of my transmission to you and a response is necessary. Go ahead and transmit. Used as the ending sign when a response is required or desired.
AR	OUT	Ending sign. This is the end of my transmission to you and no response is required or desired. Used when a reply is not required or necessary.

3. The following sub-paragraphs list and explain the uses of the prosigns and prowords that are classed as general purpose prosigns/prowords. They are used primarily to facilitate message handling, operation of a net, pass orders or exchange information. Some of them have already been covered in the transmission of the basic message; other applications are explained here.

a. The following prosigns/prowords are used to identify words, groups, or portions of a message when requesting or providing repetitions, corrections or verifications of words, groups or portions of a message. They are normally preceded by a prosign or proword and followed by a word, group number, prosign or proword to complete their meaning. They are used primarily to establish a reference point within a message.

PROSIGN	PROWORD	MEANING/USE
AA	ALL AFTER	Used with a request indicates the portion in question is all that follows the reference point. Used to answer a request indicates the portion transmitted is all that follows the reference point.
AB	ALL BEFORE	Used with a request indicates the portion in question is all that precedes the reference point. Used to answer a request indicates the portion transmitted is all that precedes the reference point.
WA	WORD AFTER	Used with a request indicates the word in question is that which immediately follows the referenced word. Used to answer a request indicates the word transmitted is that which immediately follows the referenced word.

PROSIGN	PROWORD	MEANING/USE
WB	WORD BEFORE	Used with a request indicates the word in question is that which immediately precedes the referenced word. Used to answer a request indicates the word transmitted is that which immediately precedes the referenced word.

b. The following prosigns/prowords are used to obtain or provide repetitions, corrections or verifications of specific words, groups, portions or an entire message.

PROSIGN	PROWORD	MEANING/USE
IMI	SAY AGAIN	Repeat. Used to request repetitions. Used alone indicates a need for a repetition of the entire last transmission. Used with amplifying data indicates a need for a repetition of the word, group or portion indicated.
	I SAY AGAIN	This is a repetition. Used after the final separation sign to indicate the entire transmission is about to be repeated when the prosign "F" or proword "DO NOT ANSWER" is used as message instructions. The proword also precedes all replies to requests for repetitions in voice communications to indicate a repetition is about to be transmitted.
INT	(NONE)	Question/Interrogatory. Used with amplifying data to check the accuracy of reception of words, groups or portions of a message. The prosign is followed by identifying data and the portion in question when checking the accuracy of reception. Precedes an operating signal to form a question. NOTE: There is no provision made to check the accuracy of reception on a radiotelephone circuit other than the use of the proword "READ BACK". If in doubt about a word, group or portion of a message, the operator should request a repetition of the portion in question.
INT	INTERROGATIVE	Used with the prosign GR(nr) or proword GROUPS(nr) to check or question the group count of a message. NOTE: The word INTERROGATIVE is only authorized for use when checking or questioning the group count of a message and has no other application in voice communications.

PROSIGN

PROWORD

MEANING/USE

<p>J</p>	<p>VERIFY</p>	<p>Verify the portion indicated with the originator and repeat the correct version. Used by the addressee when he wishes to verify the accuracy of a word, portion or entire message. The prosign/proword is followed by appropriate data to identify the portion of the message in question. NOTE: This prosign/proword is authorized for use by the ADDRESSEE ONLY.</p>
		<p>That which follows has been verified with the originator and is the correct version. Used to reply to an order to verify a message or portion. The prosign/proword is followed by appropriate identifying data and the correct version of the portion in question.</p>
	<p>(NONE)</p>	<p>You are correct or what you have transmitted is correct. Used as the reply when a station has checked the accuracy of a word or portion of a message and his version is correct.</p>
<p>C</p>	<p>CORRECT</p>	<p>Used as the reply by the transmitting station when he has used the prosign "G" or proword "READ BACK" as transmission instructions and the indicated station repeated the transmission back correctly. Used as the reply when a station questions the group count and his version is correct.</p>
	<p>(NONE)</p>	<p>Your last transmission was incorrect, the correct version follows. Used as the reply when a station has checked the accuracy of a word or portion of a message and his version is incorrect. The prosign will be followed by appropriate identifying data and the correct version.</p>
	<p>WRONG</p>	<p>Your last transmission was incorrect, the correct version follows. Used as the reply by the transmitting station when he has used the prosign "G" or proword "READ BACK" as the transmission instructions and the indicated station repeated the transmission back incorrectly. The prosign/proword will be followed by identifying data and the correct version of the incorrectly repeated portion.</p>

c. The following general purpose prosigns/prowords are used to facilitate message handling.

PROSIGN	PROWORD	MEANING/USE
(NONE)	I READ BACK	The following is my response to your instructions to read back. This proword immediately follows the call. The transmission read back will include the call and complete transmission made by the transmitting station.
(NONE)	AUTHENTICATE	The station called is to reply to the challenge which follows. Used in challenge and reply authentication to issue the challenge.
(NONE)	I AUTHENTICATE	The group that follows is the reply to your challenge for authentication. Used in challenge and reply authentication to reply to the challenge.
R	ROGER	I have received your last transmission satisfactorily. Used to receipt for messages or transmissions. If confusion should exist on the circuit, the message being receipted should be properly identified.

REFERENCES: ACP 124(C)
 ACP 125(D)
 ACP 126

TITLE: INTRODUCTION TO ELEMENTS OF THE PREFIX AND MESSAGE SEPARATION SIGN.

OBJECTIVES : UPON COMPLETION OF THIS LESSON YOU WILL BE ABLE TO:

- I. DEFINE THE TERM ACCOUNTING SYMBOL AND EXPLAIN THE CIRCUMSTANCES WHEN AN ACCOUNTING SYMBOL MUST BE USED.
 - II. LIST AND DEFINE THE PROSIGNS USED TO INDICATE THE GROUP COUNT OF A MESSAGE.
 - III. EXPLAIN THE CIRCUMSTANCES WHEN A GROUP COUNT IS MANDATORY.
 - IV. STATE THE RULES FOR DETERMINING THE GROUP COUNT OF A NAVAL MESSAGE.
 - V. LIST THE SEPERATION PROSIGN AND EXPLAIN ITS USE.
-

I. ACCOUNTING SYMBOL.

A. DEFINITION: THE SYMBOL USED TO ESTABLISH ACCOUNTABILITY FOR CHARGES INCURRED WHEN MESSAGES REQUIRE TRANSMISSION ENTIRELY OR PARTIALLY VIA DOMESTIC OR INTERNATIONAL COMMERCIAL COMMUNICATIONS SYSTEMS.

B. THE ACCOUNTING SYMBOL SHALL BE TRANSMITTED ON MESSAGES ORIGINATED BY NON-DOD AGENCIES REGARDLESS OF THE ADDRESSEES AND WHETHER OR NOT COMMERCIAL REFILE WILL BE REQUIRED TO EFFECT DELIVERY.

DOD (DEPT. OF DEFENSE)

C. THE ACCOUNTING SYMBOL WILL NOT BE TRANSMITTED ON MESSAGES ORIGINATED BY U.S. MILITARY SERVICES OR DOD AGENCIES EVEN THOUGH DELIVERY TO ANY ADDRESSEE WILL INVOLVE COMMERCIAL REFILE.

D. ASSIGNED ACCOUNTING SYMBOLS ARE LISTED IN THE APPENDIX TO ACP127 U.S. SUPP-1(D). THEY ARE TWO CHARACTER ACCOUNTING SYMBOLS WHICH MAY BE SUFFIXED BY UP TO FOUR CHARACTERS FOR THE USERS IDENTIFICATION.

Good INFO, Not for Test

by AM CROSS

II. GROUP COUNT

- A. GROUP COUNT PROSIGN: GR49 GRNC
- B. GR FOLLOWED BY NUMERAL (S) IS THE GROUP COUNT AND MEANS, THIS MESSAGE CONTAINS THE NUMBER OF GROUPS INDICATED.

III. MANDATORY GROUP COUNT

A. A NUMERAL GROUP, COUNT WILL ALWAYS BE INCLUDED ON GROUPS (EXCEPTED) CONSISTING OF COUNTABLE GROUPS.

(4-3-1)

B. THE PROSIGN GRNC MEANS, THE GROUPS IN THIS MESSAGE HAVE NOT BEEN COUNTED.

C. THE PROSIGN "GRNC" IS INCLUDED IN THE PREFIX IF IT IS NECESSARY TO INDICATE THAT THE GROUPS HAVE NOT BEEN COUNTED. IT WILL BE INCLUDED IN MESSAGES BEARING AN ACCOUNTING SYMBOL WHEN GROUPS ARE NOT COUNTED.

IV. RULES FOR COUNTING GROUPS.

A. GROUPS ARE COUNTED IN ACCORDANCE WITH THE FOLLOWING RULES:

1. COUNT TEXT GROUPS ONLY
2. PUNCTUATIONS AND SYMBOLS ARE NOT COUNTED UNLESS SPELLED OUT OR ABBREVIATED.
3. SEQUENCE OF CHARACTERS NOT INTERRUPTED BY A SPACE IS COUNTED AS ONE GROUP.
4. THE LETTER "X" WHEN USED IN LIEU OF PUNCTUATION IS COUNTED AS ONE GROUP.
5. THE PROPER NAMES OF COUNTRIES, CITIES, OR STREETS CONSISTING OF TWO OR MORE SEPERATE WORDS SHOULD NORMALLY BE WRITTEN AND COUNTED AS ONE GROUP--IE., SANDIEGO, SALTLAKECITY, BUT WHEN WRITTEN SEPARATELY THEY WILL BE TRANSMITTED AND COUNTED AS SEPARATE GROUPS IE FIFTH AVENUE.

*MOTHER-IN-LAW
AND SEC-1-A*

**EXCEPTED
T O A P S U P R E I T
ONLY ~~THE~~ WORDS
S I D U R I E I T
J O R Y O N E W O R D
U S I N G I T I N T O B U I L D I N G A P P L*

V. SEPERATION PROSIGN

A. THE SEPERATION PROSIGN: BT

B. THE SEPERATION PROSIGN IS USED TO SEPERATE THE TEXT FROM OTHER PARTS OF A MESSAGE. IT IMMEDIATELY PRECEDES AND FOLLOWS THE TEXT. THERE ARE TWO OF THEM IN EVERY MESSAGE.