

TITLE: TEXT CLASSIFICATION MARKINGS

OBJECTIVES: WHEN YOU COMPLETE THIS LESSON YOU WILL BE ABLE TO:

- I. STATE THE FORMAT PRESCRIBED FOR MARKING CLASSIFIED/ UNCLASSIFIED MESSAGES FOR TRANSMISSION.
- II. STATE THE LOCATION OF THE SECURITY MARKINGS OF CLASSIFIED MESSAGES AND THE IDENTIFICATION OF UNCLASSIFIED MESSAGES.
- III. STATE THE MARKINGS AND HANDLING REQUIREMENTS FOR MESSAGES TRANSMITTED AND/OR RECEIVED IN THE CLEAR.
- IV. STATE THE HIGHEST CATEGORY OF CLASSIFIED MATERIAL THAT MAY BE TRANSMITTED IN THE CLEAR.
- V. STATE WHO MAY AUTHORIZE THE TRANSMISSION OF A CLASSIFIED MESSAGE IN THE CLEAR.

I. CLASSIFIED/UNCLASSIFIED MARKINGS

A. WHEN USING ~~CLASSIFIED~~ EFTO, ~~CLASSIFICATION~~ CONFIDENTIAL, SECRET, OR TOP SECRET EACH LETTER OF THE APPROPRIATE CLASSIFICATION SHALL BE SEPARATED BY A SPACE.

1. EXAMPLE:

(A) BT  
 C O N F I D E N T I A L  
 SECURITY - - - - -

B. UNCLASSIFIED MESSAGES WILL BE IDENTIFIED BY THE ABBREVIATION "UNCLAS" THE LETTERS WILL NOT BE SEPARATED.

1. EXAMPLE:

(A) BT  
 UNCLAS  
 CHECK TWO FOUR SUBMARINE  
 COBBLER- - - - -

II. CLASSIFICATION MARKING LOCATION

A. THE SECURITY CLASSIFICATION OF A MESSAGE WILL ALWAYS BE THE FIRST WORD(S) OF THE TEXT.

### III. MESSAGES IN THE CLEAR

- ON LIVE HAS ENCRYPTER
- Approved Circuits:  
① No Encipher  
② On Military Comms  
③ Not Radio, by wire
- Non-Approved, or Non-Secure or Unclass RXT.
- A. CLASSIFIED MESSAGES TRANSMITTED IN PLAIN LANGUAGE OVER NON-APPROVED CIRCUITS WILL BE IDENTIFIED BY THE WORD "CLEAR" VICE <sup>(INSTEAD OF)</sup> THE CLASSIFICATION; THE LETTERS WILL NOT BE SEPARATED.
  - B. THE WORD "CLEAR" WILL BE TRANSMITTED AT THE BEGINNING OF THE TEXT (IN LIEU OF THE CLASSIFICATION) AND THE PHRASE RECEIVED IN THE CLEAR WILL BE USED TO IDENTIFY MESSAGES SO RECEIVED.
  - C. MESSAGES SO MARKED WILL BE HANDLED AS CONFIDENTIAL; THEY SHALL NOT BE READDRESSSED BUT MAY BE QUOTED IN OTHER MESSAGES OF CONFIDENTIAL (OR HIGHER) CLASSIFICATION.

SECRET IS HIGHEST CLASS OF NON-APPROVED CIRCUIT IN CLEAR.

\* No SPECAT MESSAGES MAY BE XATED IN THE CLEAR.

### IV. CLASSIFICATIONS AUTHORIZED FOR TRANSMISSION IN THE CLEAR

- A. INFORMATION OF ANY CLASSIFICATION EXCEPT TOP SECRET MAY BE TRANSMITTED IN PLAIN LANGUAGE OVER NON-APPROVED CIRCUITS.
- B. INFORMATION CLASSIFIED TOP SECRET SHALL NEVER BE TRANSMITTED IN PLAIN LANGUAGE OVER APPROVED OR NON-APPROVED CIRCUITS UNDER ANY CONDITION.

### V. RIGHT TO AUTHORIZE TRANSMISSION IN THE CLEAR.

- A. DURING IMPENDING OR ACTUAL HOSTILITIES OR TACTICAL OPERATIONS, WHEN SPEED OF DELIVERY IS SO ESSENTIAL THAT TIME CANNOT BE SPARED FOR ENCRYPTION AND THE TRANSMITTED INFORMATION CANNOT BE ACTED UPON BY THE ENEMY IN TIME TO INFLUENCE CURRENT OPERATIONS. IN SUCH CASES, EACH TRANSMISSION IN PLAIN LANGUAGE MUST BE INDIVIDUALLY AUTHORIZED BY THE COMMANDING OFFICER OR HIS AUTHORIZED REPRESENTATIVE.

CLASS NOTES WEEK FIVE PROCEDURE (5-1-3)

TITLE: TEXT, SPECIAL CATEGORY AND HANDLING INSTRUCTIONS

OBJECTIVES: WHEN YOU COMPLETE THIS LESSON YOU WILL BE ABLE TO:

- I. STATE THE PURPOSE OF SPECIAL CATEGORY AND SPECIAL HANDLING DESIGNATORS.
  - II. STATE THE LOCATION OF SPECIAL CATEGORY AND SPECIAL HANDLING MARKINGS IN THE BASIC MESSAGE FORMAT.
  - III. LIST THE IDENTIFYING MARKINGS AND STATE THE HANDLING REQUIREMENTS FOR SPECIAL CATEGORY SIOP-ESI, SPECIAL CATEGORY EXCLUSIVE FOR \_\_\_\_\_, LIMITED DISTRIBUTION, NOT RELEASABLE TO FOREIGN NATIONALS OR COUNTRIES.
  - IV. STATE THE PURPOSE OF SPECIAL HANDLING DESIGNATORS FOR UNCLASSIFIED MESSAGES.
  - V. IDENTIFY AND STATE THE LOCATION OF THE SPECIAL HANDLING DESIGNATORS APPLICABLE TO UNCLASSIFIED MESSAGES.
  - VI. GIVE AN EXAMPLE OF UNCLASSIFIED INFORMATION THAT MUST BE APPROVED E F T O AND/OR "FOUO" PROTECTION.
- 

I. SPECIAL CATEGORY, SPECIAL HANDLING DESIGNATOR

A. PURPOSE: SPECIAL HANDLING DESIGNATIONS ARE USED TO INDICATE REQUIREMENTS FOR CONTROLLED HANDLING BY INDIVIDUALS WHO HAVE ~~ENTER~~ BEEN SPECIALLY CLEARED ~~OR~~ <sup>AND</sup> AUTHORIZED ACCESS TO THE MESSAGE CONTENTS.

II. LOCATION OF SPECIAL HANDLING MARKINGS

A. CERTAIN TYPES OF MESSAGES REQUIRE SPECIAL HANDLING AND/OR DISTRIBUTION. THESE ARE IDENTIFIED IN THE TEXT BY THE USUAL CLASSIFICATION FOLLOWED BY CERTAIN WORDS. THESE WORDS WILL INDICATE THE HANDLING REQUIRED FOR THAT PARTICULAR MESSAGE. THE FIRST WORD IN THE TEXT OF A MESSAGE IS THE CLASSIFICATION FOLLOWED BY SPECIAL HANDLING MARKINGS IF USED.

III. IDENTIFYING MARKINGS AND HANDLING REQUIREMENTS FOR SPECIAL HANDLING DESIGNATORS.

RM  
A. SPECAT SIOP-ESI-TO BE HANDLED BY U.S. MILITARY PERSONNEL AND/OR CIVIL SERVICE EMPLOYEES ONLY. FINAL TOP SECRET BASED ON A FULL BACKGROUND INVESTIGATION UPDATED WITHIN FIVE YEARS OF ACCESS AUTHORIZATION. ALSO, REQUIRES WRITTEN AUTHORIZATION FROM THE COMMANDING OFFICER.

*Special Integrated Operations Plan  
Extra Sensitive Information*

Copy 2  
B. SPECAT EXCLUSIVE-FOR <sup>(SPECIAL OPS, DESIG, ETC.)</sup> FINAL TOP SECRET AS STATED ABOVE. COMMISSIONED OR COMMISSIONED-WARRANT OFFICERS ONLY WILL HANDLE POINT TO POINT CIRCUITS. ALSO REQUIRES WRITTEN AUTHORIZATION FROM THE COMMANDING OFFICER.

*All Specat messages require  
will identify themselves by  
sending message or by using  
signal circuit circuit. Includes  
message path, circuit, & address  
info.*

RM  
C. LIMITED DISTRIBUTION (LIMDIS) HANDLE IN ACCORDANCE WITH CLASSIFICATION. THE INTENT AND MEANING OF "LIMDIS" IS TO LIMIT DISTRIBUTION OF COPIES OF SUCH MESSAGES TO THOSE SPECIFICALLY AUTHORIZED TO HAVE ACCESS TO INFORMATION ON A NEED-TO-KNOW BASIS.

RM  
D. NOT RELEASABLE TO FOREIGN NATIONALS (NOFORN) HANDLE IN ACCORDANCE WITH MESSAGE CLASSIFICATION. THE CONTENTS OF THE MESSAGE IS NOT RELEASABLE TO FOREIGN NATIONALS OR COUNTRIES. (EX. GERMANY, RUSSIA, ALGERIA)

#### IV. SPECIAL HANDLING DESIGNATORS FOR UNCLASSIFIED MESSAGES.

A. CERTAIN CATEGORIES OF MESSAGES CAN BE IDENTIFIED AS HAVING POTENTIAL VALUE IF SUBJECTED TO ANALYSIS, BUT DO NOT MEET THE CRITERIA FOR SECURITY CLASSIFICATION. TO IDENTIFY AND AFFORD PROTECTION TO THESE MESSAGES DURING ELECTRICAL TRANSMISSION, A SPECIAL DESIGNATION HAS BEEN ESTABLISHED. THIS DESIGNATION IS KNOWN AS ENCRYPTED FOR TRANSMISSION ONLY (EFTO). THE DESIGNATION FOR OFFICIAL USE ONLY (FOUO) IS ASSIGNED TO UNCLASSIFIED MESSAGES, THE CONTENT OF WHICH MEET THE CRITERIA OF SECNAVINST 5720.42. IT WILL NOT BE USED AS PROTECTION FOR MESSAGES CONTAINING CLASSIFIED INFORMATION; SUCH MESSAGES SHALL BE APPROPRIATELY CLASSIFIED.

*BY UNCLAS FOUO EFTO*

*EFTO CANNOT BE TRANSMITTED  
TO ANY NON DEPT OF  
DEFENSE ACTIVITIES*

B. EXAMPLES OF FOUO INFORMATION

1. INTERNAL RULES AND PRACTICES OF THE NAVY DEPARTMENT.
2. PERSONNEL AND MEDICAL RECORD INFORMATION.
3. LEGAL MATTERS.

BT  
UNCLAS FOUO

INSIDE COAST (CONVENTIONAL U.S.)  
(NOT ABOARD & ABOARD)  
OUTSIDE COAST (BT UNCLAS FOUO E F T O)

V. LOCATION OF SPECIAL HANDLING DESIGNATORS USED IN UNCLAS MESSAGES

- A. SPECIAL HANDLING DESIGNATORS, WHEN REQUIRED, WILL IMMEDIATELY FOLLOW AND APPEAR ON THE SAME LINE AS THE SECURITY CLASSIFICATION OR ABBREVIATION UNCLAS.
- B. THE UNCLAS HANDLING DESIGNATORS ARE "FOUO" AND E F T O.
  1. FOUO--FOR OFFICIAL USE ONLY
  2. EFTO--ENCRYPTED FOR TRANSMISSION ONLY.

VI. EXAMPLES OF UNCLASSIFIED INFORMATION THAT MUST BE PROVIDED EFTO AND/OR FOUO PROTECTION.

BT  
UNCLAS FOUO E F T O

(INSIDE OR OUTSIDE COAST)

A. MATTERS INVOLVING SHIPS:

1. MOVEMENTS
2. CAPABILITIES
3. LIMITATIONS
4. CASUALTIES
5. OVERHAULS AND AVAILABILITIES
6. REQUISITIONS

B. MOVEMENT OF:

1. SENIOR OFFICERS
2. VIP'S
3. TECHNICAL REPRESENTATIVES (TECHREP)

13 JUN 72

①

BT

SECRET NOFORN

EXERCISE I.D.  
PROJECT NAME

EX. EXERCISE MESSAGES  
PROJECT HQS

FOLLOWS SPECIAL HANDLING DESIGNATOR

②

SSIC No. - STANDARD SUBJECT I.D. CODE.

BT

SECRET NOFORN //N00234//

PURPOSES:



- ① IDENTIFIES SUBJECT MATTER
- ② USED BY AUTOMATIC INTERNAL PROCESSING & DISTRIBUTION SYSTEMS
- ③ AIDS PERSONNEL IN REFORMING MANUAL INTERNAL ROUTING OF MESSAGES

NEVER USED WITH EXERCISE I.D. OR PROJECT NAMES.

NEVER USED WITH TACTICAL MESSAGES OR PROFORMA MESSAGES,

EX. OF PROFORMA: (Movement Repts) (Reports) (Landing Reports)

- (1) INDICATES TO COMPUTER THAT SSIC IS STARTING
- (N) TAKEN FROM A NAVY TABLE
- (00230) SUBJECT MATTER
- (1) SSIC HAS FINISHED

//N00000// :



- ① IN AN EMERGENCY
- ② WHEN PASSING & HANDLING INSTRUCTIONS ARE USED.

③

PASSING & HANDLING INSTRUCTIONS - FOLLOWS SSIC NO. ON NEXT LINE

BT

SECRET NOFORN //N00000//

PASS TO CAPT JEWES

MUST BE ACTION ADDRESS


BT  
S E C R E T NOFORN //N 44444//  
ATTN: CODE 333.

MAY BE A BUILDING OR OFFICE

④ SUBJECT LINE

BT  
S E C R E T NOFORN //N 23456//

PASS TO CAPT. JONES

→ APOLLO RECOVERY  (U)

- PURPOSE - QUICK REFERENCE AS TO CONTENT OF MESSAGE.
- ① AFTER SUBJECT LINE MUST INDICATE SUBJ. CLASS IN ( ). SUCH AS (TS), (S), (C), (U)
  - ② SUBJ. CLASS CAN'T BE HIGHER THAN ~~THE~~ MESSAGE CLASS.

CLASS NOTES WEEK FIVE PROCEDURE

TITLE: TEXTUAL FORMAT

OBJECTIVES: WHEN YOU COMPLETE THIS LESSON YOU WILL BE ABLE TO:

- I. EXPLAIN THE PURPOSE FOR APPLYING EXERCISE IDENTIFICATION AND OR PROJECT NAMES ON NAVAL MESSAGES.
- II. STATE THE LOCATION OF EXERCISE IDENTIFICATION AND PROJECT NAMES IN THE MESSAGE TEXT.
- III. STATE THE PURPOSE OF THE STANDARD SUBJECT IDENTIFICATION CODE (SSIC) AS IT APPLIES TO NAVAL MESSAGES.
- IV. STATE THE LOCATION OF THE SSIC IN THE MESSAGE TEXT.
- V. GIVE AN EXAMPLE OF A TYPICAL SSIC AS APPLIED TO NAVAL MESSAGES.
- VI. STATE THE PURPOSE OF INTERNAL PASSING INSTRUCTIONS.
- VII. STATE THE LOCATION OF INTERNAL PASSING/HANDLING INSTRUCTIONS AS APPEARING IN NAVAL MESSAGES.
- VIII. STATE THE PURPOSE OF THE SUBJECT LINE OF THE MESSAGE TEXT.
- IX. STATE THE REQUIREMENT AND METHOD OF INDICATING THE CLASSIFICATION OF THE SUBJECT LINE.
- X. STATE THE LOCATION OF THE SUBJECT LINE IN THE TEXT OF A NAVAL MESSAGE.

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- I. PURPOSE OF THE EXERCISE IDENTIFICATION OR PROJECT NAME:

TO INDICATE THAT A MESSAGE CONCERNS A PROJECT OR EXERCISE.

- II. LOCATION OF THE EXERCISE IDENTIFICATION OR PROJECT NAME

- A. IF SPECIAL HANDLING DESIGNATORS ARE USED THE EXERCISE IDENTIFICATION WILL IMMEDIATELY FOLLOW IT; IF NO SPECIAL HANDLING DESIGNATORS ARE USED THE EXERCISE IDENTIFICATION FOLLOWS THE CLASSIFICATION OR ABBREVIATION UNCLAS.

- B. EXAMPLES OF EXERCISE IDENTIFICATION AND PROJECT NAMES.

1. EXERCISE MOONSTONE



2. PROJECT HOPE

III. PURPOSE OF THE STANDARD SUBJECT IDENTIFICATION CODE (SSIC)

A. IDENTIFY THE SUBJECT MATTER CONTENT.

B. IS USED BY Automatic INTERNAL PROCESSING AND DISTRIBUTION SYSTEMS.

C. AIDS RADIO MEN IN PERFORMING MANUAL INTERNAL ROUTING OF MESSAGES.

IV. LOCATION OF THE SSIC

A. FOLLOWING THE SPECIAL HANDLING DESIGNATOR IF USED; IF YOU DO NOT USE A SPECIAL HANDLING DESIGNATOR THE SSIC WILL FOLLOW THE CLASSIFICATION, OR ABBREVIATION UNCLAS

B. THE SSIC IS NOT USED WITH EXERCISE IDENTIFICATION, ~~Exercise Messages~~ Tactical Messages OR ~~Exercise Messages~~ Exercise Messages

V. EXAMPLE OF AN SSIC-//N02300//

A. FIRST PART: 2 ~~START~~ INDICATING TO THE COMPUTER THAT THE SSIC IS STARTING.

B. SECOND PART: 1 INDICATING THE NUMBER IS TAKEN FROM THE NAVY TABLE OF NUMBERS.

C. THIRD PART: 5 ~~START~~ INDICATING THE SUBJECT MATTER.

D. FOURTH PART: ~~START~~ 2 ~~START~~ INDICATING TO THE COMPUTER THAT THE SSIC IS FINISHED.

VI. PURPOSE OF INTERNAL PASSING/HANDLING INSTRUCTIONS USED TO DIRECT A MESSAGE TO A PARTICULAR DEPARTMENT OR Person AT THE ADDRESSEE LOCATION TO EXPEDITE HANDLING.

VII. LOCATION OF THE PASSING/HANDLING INSTRUCTIONS FOLLOWING THE SSIC Number AND APPEARING ON A SEPARATE LINE OF THE TEXT.

VIII. EXAMPLES OF INTERNAL PASSING/HANDLING INSTRUCTIONS

A. ATTN CODE 333

B. FOR CAPT SMITH

(5-2-1) (CONT)

IX. PURPOSE OF THE SUBJECT LINE

A. CONCISE DESCRIPTION OF THE MESSAGE CONTENT.

X. REQUIREMENT FOR INDICATING THE CLASSIFICATION AND THE FORM OF MARKING THE CLASSIFICATION OF THE SUBJECT LINE.

A. THE CLASSIFICATION OF THE SUBJECT LINE WILL BE INDICATED.

B. METHODS OF MARKING THE CLASSIFICATION

1. (U)
2. (C)
3. (S)
4. (TS)

5. THE CLASSIFICATION WILL APPEAR AT THE END OF THE SUBJECT LINE

XI. LOCATION OF THE SUBJECT LINE IN THE TEXT.

A. THE SUBJECT LINE WILL FOLLOW THE ELEMENTS OF THE TEXT PREVIOUSLY COVERED, BUT WILL APPEAR ON A SEPARATE LINE.

B. EXAMPLES OF THE SUBJECT LINE

1. NIGHT REFUELING (U)
2. PRESIDENTIAL ITINERARY (C)

(FINEX)

CLASS NOTES WEEK FIVE PROCEDURE (5-2-2)

TITLE: INTRODUCTION TO TEXTUAL FORMAT

OBJECTIVES: WHEN YOU COMPLETE THIS LESSON YOU WILL BE ABLE TO:

- I. DEFINE THE TERM REFERENCE AS APPLICABLE TO NAVAL MESSAGES.
  - II. STATE THE METHOD OF INDICATING REFERENCES IN NAVAL MESSAGES.
  - III. STATE THE METHOD FOR IDENTIFYING REFERENCES AS THEY APPLY TO ORIGINATOR, ADDRESSEES, AND/OR THIRD PARTY.
  - IV. DEFINE THE TERMS NOTAL AND PASEP AS APPLICABLE TO MESSAGE REFERENCES.
  - V. GIVE AN EXAMPLE OR A REFERENCE THAT APPLIES TO THE ORIGINATOR, ACTION ADDRESSEE, THIRD PARTY, NOTAL AND PASEP AS THEY APPEAR IN A NAVAL MESSAGE.
  - VI. STATE THE FORMAT PRESCRIBED FOR ARRANGING THE BASIC THOUGHT OF THE TEXT.
  - VII. EXPLAIN THE PURPOSE AND METHOD USED TO INDICATE THE CLASSIFICATION OF THE PARAGRAPHS OF CLASSIFIED MESSAGES.
  - VIII. STATE THE PURPOSE OF DOWNGRADING/DECLASSIFICATION OF CLASSIFIED MESSAGES.
  - IX. STATE THE LOCATION AND LIST THE ABBREVIATIONS INDICATING EACH DOWNGRADING/DECLASSIFICATION CATEGORY.
  - X. DEFINE EACH DOWNGRADING/DECLASSIFICATION CATEGORY.
- 

I. THE TERM "REFERENCE" AS USED IN NAVAL MESSAGES

DEFINITION: A INDICATION IN A MESSAGE REFERRING TO THE DATE-TIME-GROUP OF SOME OTHER MESSAGE.

II. INDICATING REFERENCES IN NAVAL MESSAGES.

REFERENCES FOLLOW ANY OF THE PREVIOUSLY USED ELEMENTS AND ARE IDENTIFIED BY CAPITAL LETTERS. EACH REFERENCE APPEARS ON A SEPARATE LINE OF THE TEXT.

III. IDENTIFYING REFERENCES

A. REFERENCE DATE-TIME-GROUPS ARE PRECEDED BY THE WORDS "MY" TO INDICATE A MESSAGE PREVIOUSLY SENT BY THE ORIGINATOR.

III. IDENTIFYING REFERENCES (CONT)

"YOUR" TO INDICATE A MESSAGE PREVIOUSLY SMT BY THE ACTION ADDRESSEE, OR BY THE TITLE OR AUTHORIZED ABBREVIATION OF A THIRD PARTY IF THE MESSAGE IS A MULTIPLE ADDRESS MESSAGE.

B. EXAMPLE:

- (A) MY 131424Z JUN 71
- (B) YOUR 141645Z JUN 71
- (C) COMSUBLANT 120813Z JUN 71

*BT*  
*S O R ET*  
*ATTN: COMSUBLANT*  
*Adm. Review (S)*  
 A. ~~MY~~ 141645Z JUN 71  
 B. YOUR 121040Z JUN 71

IV. NOTAL AND PASEP

A. DEFINATION OF TERMS

- 1. NOTAL: Not Addressed to be Needed by All
- 2. PASEP: Passed Separately

V. REFERENCES AS THEY WOULD APPEAR IN A NAVAL MESSAGE.

A. REFERENCE AS APPLIED TO THE ORIGINATOR  
EXAMPLE: MY 142109Z JAN 72

B. REFERENCE THAT APPLIES TO THE ACTION ADDRESSEE.  
EXAMPLE: YOUR 211910Z DEC 71

NOTE: "YOUR" CAN ONLY BE USED WHEN THERE IS ONLY ONE ACTION ADDRESSEE.

C. REFERENCES NOT ADDRESSEED TO OR NEEDED BY ALL ADDRESSEES  
EXAMPLE: YOUR 092130Z OCT 71 NOTAL

D. REFERENCES NOT ADDRESSED TO THE ADDRESSEES BUT IS REQUIRED AND WILL BE PASSED SEPAPATELY  
EXAMPLE: CRUDES LANT 162104Z DEC 71  
PASEP

VI. MESSAGE TEXT

A. THE TEXT IS THE HEART OF THE NAVAL MESSAGE AND MUST CONVEY CLEARLY AND CONCISELY THE THOUGHT OF THE ORIGINATOR. THE MESSAGE DRAFTER MUST WRITE THE TEXT SO AS TO BE ACCURATE, BRIEF, AND IN PROPER FORMAT.

- B. THE NEED FOR BREVITY IN MESSAGE PREPARATION IS STRESSED. TO AVOID MISINTERPRETATION AND FURTHER EXPLANATORY MESSAGES, THE MESSAGE MUST STATE EXACTLY WHAT IS MEANT AND MUST NOT BE VAGUE OR AMBIGUOUS.

VII. CLASSIFICATION OF PARAGRAPHS

- A. THE CLASSIFICATION OF THE MAIN PARAGRAPHS OF CLASSIFIED MESSAGES WILL BE INDICATED BY THE LETTERS (TS) (S) (C) (U).
- B. THE LETTER INDICATING THE CLASSIFICATION WILL IMMEDIATELY FOLLOW MAIN PARAGRAPH NUMBER.
- D. NO PARAGRAPH SHALL BE CLASSIFIED HIGHER THAN THE CLASSIFICATION OF THE MESSAGE.

*Numbered with ARABIC*

*NUMBERS NOT RUSSIAN*

*Ex. B. 1. (S) 2. (U) 3. (C) A. TS*

*1. (S)*

*2. (U)*

*3. (C)*

*A. TS*

*NO (IDENTS)*

*SUB PARAGRAPHS USE CAPS.*

VIII. DOWNGRADING/DECLASSIFICATION

*LAST ITEM IN A CLASS. MESSAGE.*

- A. IN ORDER TO PRESERVE THE EFFECTIVENESS AND INTEGRITY OF THE CLASSIFICATION SYSTEM, ASSIGNED CLASSIFICATIONS SHALL BE RESPONSIVE AT ALL TIMES TO THE CURRENT NEEDS OF NATIONAL DEFENSE.
- B. WHEN CLASSIFIED INFORMATION IS DETERMINED IN THE INTEREST OF NATIONAL DEFENSE TO REQUIRE A DIFFERENT LEVEL OF PROTECTION THAN THAT PRESENTLY ASSIGNED, OR NO LONGER TO REQUIRE ANY SUCH PROTECTION, IT SHALL BE REGRADED OR DECLASSIFIED.

IX. DOWNGRADING/DECLASSIFICATION LOCATION AND ABBREVIATIONS.

- A. THE LAST LINE OR PARAGRAPH OF ELECTRICALLY TRANSMITTED MESSAGES SHALL SHOW THE DOWN/GRADING DECLASSIFICATION INFORMATION.
- B. MESSAGES MEETING THE CRITERIA OF THE GENERAL DECLASSIFICATION SCHEDULE SHALL BE MARKED AS FOLLOWS GDS(DECLASSIFICATION YEAR, I.E. 72).
  - (1) GENERAL DECLASSIFICATION SCHEDULE (GDS)
    - A. TOP SECRET INFO AND MATERIAL

~~TOP SECRET INFO & MATERIAL~~  
SHALL BE DOWNGRADED TO SECRET 2 (Two)  
CALENDAR YEARS AFTER ORIGINATION, TO  
CONFIDENTIAL 4 YEARS AFTER  
ORIGINATION AND DECLASSIFIED 10  
YEARS AFTER ORIGINATION.

B. SECRET INFORMATION OR MATERIAL  
SHALL BE DOWNGRADED TO CONE-  
IDENTIAL 2 CALENDAR YEARS  
AFTER ORIGINATION AND DECLASSIFIED  
8 YEARS AFTER ORIGINATION.

C. CONFIDENTIAL INFORMATION OR  
MATERIAL SHALL BE DECLASSIFIED  
6 CALENDAR YEARS AFTER  
ORIGINATION.

(2) DOWNGRADING AND DECLASSIFICATION OCCURS  
AT THE END OF THE APPROPRIATE FULL  
CALENDAR YEAR FOLLOWING THE YEAR IN  
WHICH THE INFORMATION OR MATERIAL WAS  
ORIGINATED.

EXAMPLE: A TOP SECRET DOCUMENT ORIGINATED  
ON 5 JUNE 1972 WOULD BE DOWN-  
GRADED TO SECRET ON 31 DECEMBER } December 2<sup>nd</sup> YEARS  
1974, TO CONFIDENTIAL ON 31 } First Decade of Year Period Count  
DECEMBER 1976 AND DECLASSIFIED  
ON 31 DECEMBER 1982. THIS WOULD  
BE INDICATED BY THE DOWNGRADING/  
DECLASSIFICATION MARKING GDS 82.

C. MESSAGES EXEMPTED FROM THE GENERAL  
DECLASSIFICATION SCHEDULE SHALL BE MARKED  
AS FOLLOWS: XGDS (NUMBER CATEGORY)

(1) EXEMPTION CATEGORIES

- A. 1- INFO OR MATERIAL FURNISHED BY  
FOREIGN GOVERNMENTS OR INTERNATIONAL  
ORGANIZATIONS. MARKED AS XGDS 1.
- B. 2- INFO OR MATERIAL SPECIFICALLY  
COVERED BY STATUE (E.G.) RESTRI-  
CTED DATA AND FORMALLY RESTRICTED  
DATA, OR PERTAINING TO CRYPTOGRAPHY,  
OR DISCLOSING INTELLIGENCE SOURCES  
OR METHODS. MARKED AS XGDS 2.
- C. 3- INFO OR MATERIAL DISCLOSING A  
SYSTEM, PLAN, INSTALLATION, PROJECT  
OR SPECIFIC FOREIGN RELATIONS AFTER  
THE COUNTINUING PROTECTION OF WHICH  
IS ESSENTIAL TO NATIONAL SECURITY.  
MARKED AS XGDS 3.

(5-2-2) (CONT)

D. 4-INFO OR MATERIAL OF WHICH DIS-  
CLOSURE OF WOULD PLACE A PERSON  
IN IMMEDIATE JEOPARDY. MARKED AS  
XGDS 4.

C. (2) UNLESS IMPOSSIBLE THE ORIGINATOR  
SHALL ALSO SPECIFY A DATE OR  
EVENT FOR AUTOMATIC DECLASSIFICATION  
FOR THE INFO ~~OR~~ MATERIAL INVOLVED.

EXAMPLE: XGDS 4 DECLAS ON DEPLOYMENT

XGDS 1 DECLAS 6 OCT 72

D. MESSAGES ARE TO BE DOWNGRADED OR  
DECLASSIFIED PRIOR TO THE CRITERIA  
OF THE GENERAL DECLASSIFICATION SCHEDULE  
THEY SHALL BE MARKED AS FOLLOWS:  
DECLAS (SPECIFIC DAY/MONTH/YEAR) OR  
EVENT.)

EXAMPLE DECLAS 1Ø NOV 73

DECLAS FINEX

TITLE: INTRODUCTION TO THE THREE FORMS OF MESSAGES

OBJECTIVES: WHEN YOU COMPLETE THIS LESSON YOU WILL BE ABLE TO:

- I. STATE THE THREE FORMS OF MESSAGES HANDLED ON NAVAL CIRCUITS.
- II. IDENTIFY A PLAINDRESS MESSAGE HEADING BY LISTING ALL APPLICABLE PARTS, COMPONENTS AND ELEMENTS.
- III. STATE WHICH COMPONENT OF THE BASIC MESSAGE FORMAT MAY BE OMITTED FROM A PLAINDRESS MESSAGE.
- IV. STATE THE CASES WHEN THE GROUP COUNT PROSIGN IS NECESSARY.
- V. IDENTIFY AN ABBREVIATED PLAINDRESS MESSAGE BY LISTING THE COMPONENTS OR ELEMENTS OF THE BASIC MESSAGE FORMAT THAT MAY BE OMITTED.
- VI. IDENTIFY A CODRESS MESSAGE BY LISTING ALL APPLICABLE PARTS, COMPONENTS, AND ELEMENTS OF THE BASIC FORMAT.

I. THREE FORMS OF MESSAGES

- A. PLAINDRESS MESSAGE- IS ONE IN WHICH THE ORIGINATOR AND ADDRESSEE DESIGNATIONS ARE INDICATED EXTERNALLY OF THE TEXT.
- B. A PLAINDRESS MESSAGE CONTAINS ALL THE COMPONENTS (UNLESS THE CALL SERVES AS THE ADDRESS) EXCEPT THAT THE PREFIX MAY BE OMITTED.
- C. ABBREVIATED PLAINDRESS-OPERATIONAL REQUIREMENTS FOR SPEED OF HANDLING MAY REQUIRE ABBREVIATION OF PLAINDRESS MESSAGE HEADINGS, IN SUCH CASES CERTAIN ELEMENTS OF THE HEADING MAY BE OMITTED.
- D. CODRESS MESSAGE-A CODRESS MESSAGE CARRIES IN THE ENCRYPTED TEXT THE ENTIRE ADDRESS I.E. ORIGINATOR AND ALL ADDRESSEES, EXCEPT WHEN ADDRESS INDICATING GROUPS ARE USED.

~~NFDR DE 2-5  
 P  
 FM NS's  
 TO NFDR~~

NFDR DE NS's  
 P  
 BC  
 TEXT



## II. PLAINDRESS MESSAGE HEADING

- A. A PLAINDRESS MESSAGE CONTAINS A COMPLETE HEADING.
- B. APPLICABLE COMPONENTS OF THE PLAINDRESS MESSAGE HEADING ARE:
  - 1. BEGINNING PROCEDURE
  - 2. PREAMBLE
  - 3. ADDRESS
  - 4. PREFIX (MAY BE OMITTED AND STILL CONSIDERED TO BE A PLAINDRESS MESSAGE)
- C. APPLICABLE ELEMENTS OF THE PLAINDRESS MESSAGE HEADING ARE:
  - 1. PRECEDENCE
  - 2. DATE
  - 3. DATE-TIME-GROUP
  - 4. MESSAGE INSTRUCTIONS
  - 5. ORIGINATORS PROSIGN
  - 6. ACTION ADDRESSEE
  - 7. INFORMATION ADDRESSEE
  - 8. EXEMPTED ADDRESSEE
  - 9. ACCOUNTING SYMBOL (THE ACCOUNTING SYMBOL AND GROUP COUNT MAY BE OMITTED AND STILL BE CONSIDERED A PLAINDRESS MESSAGE)
  - 10. GROUP COUNT. (OPTIONAL)

## III. OMITTING A COMPONENT FROM A PLAINDRESS MESSAGE HEADING.

- A. THE PREFIX IS THE ONLY COMPONENT WHICH MAY BE OMITTED FROM THE HEADING OF A PLAINDRESS MESSAGE.

## IV. MANDATORY GROUP COUNT PROSIGN

- A. THE GROUP COUNT PROSIGN IS MANDATORY IN A ENCRYPTED (CODED) MESSAGE OR WHEN AN ACCOUNTING SYMBOL IS USED.

## V. OMITTING COMPONENTS AND ELEMENTS OF AN ABBREVIATED PLAINDRESS MESSAGE

- A. ANY OR ALL OF THE FOLLOWING ELEMENTS MAY BE OMITTED:

- |                      |                           |
|----------------------|---------------------------|
| <u>1.</u> PRECEDENCE | <u>3.</u> DATE-TIME-GROUP |
| <u>2.</u> DATE       | <u>4.</u> GROUP COUNT     |

## VI. CODRESS MESSAGE

- A. A CODRESS MESSAGE CONTAINS ALL THE COMPONENTS EXCEPT THE ADDRESS.

(5\*3-2)

CLASS NOTES WEEK FIVE

TITLE: INTRODUCTION TO TYPES OF MESSAGES

OBJECTIVES: WHEN YOU COMPLETE THIS LESSON YOU WILL BE ABLE TO:

- I. DEFINE AND IDENTIFY A SINGLE ADDRESS MESSAGE
  - II. DEFINE AND IDENTIFY A MULTIPLE ADDRESS MESSAGE
  - III. DEFINE AND IDENTIFY A BOOK MESSAGE
  - IV. DEFINE AND IDENTIFY A GENERAL MESSAGE
  - V. STATE THE DEFINITION AND PURPOSE OF THE BASEGRAM SYSTEM
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I. SINGLE ADDRESS MESSAGE

- A. A SINGLE ADDRESS MESSAGE IS ONE DESTINED FOR ONLY ONE ADDRESSEE.
- B. THE ADDRESSEE MAY BE EITHER ACTION OR INFORMATION.
- C. EXAMPLE OF SINGLE ADDRESS MESSAGE:  
FM COMSUBANT  
TO COMSUBRON FOUR  
BT

II. MULTIPLE ADDRESS MESSAGE

- A. A MULTIPLE ADDRESS MESSAGE IS ONE WHICH IS DESTINED FOR TWO OR MORE ADDRESSEES DESIGNATED AS EITHER ACTION INFORMATION, OR A COMBINATION OF BOTH WHERE EACH ADDRESSEE IS AWARE OF ALL OTHER ADDRESSEES.
- B. EXAMPLE OF MULTIPLE ADDRESS MESSAGE:
  1. P 271830Z OCT 71  
FM COMCARDIV 6  
TO USS MEREDITH  
USS POWER
  2. P 271830Z OCT 71  
FM COMCARDIV 6  
INFO USS PERRY  
USS STRIBLING
  3. P 271830Z OCT 71  
FM COMCARDIV 6  
TO USS LEAHY  
INFO USS SAMPSON

III. BOOK MESSAGE

A. A BOOK MESSAGE IS ONE WHICH IS DESTINED FOR TWO OR MORE ADDRESSEES AND IS OF SUCH NATURE THAT THE ORIGINATOR CONSIDERS THAT NO ADDRESSEE NEEDS TO BE INFORMED OF ANY OTHER ADDRESSEES. EACH ADDRESSEE MUST BE INDICATED AS ACTION OR INFORMATION.

*Used message in future  
addressee knows this  
is a book message  
because of an  
operative signal  
in the message  
instructions. (2-EX)*

IV. GENERAL MESSAGE

A. MESSAGES WHICH HAVE A WIDE STANDARD DISTRIBUTION ARE TERMED GENERAL MESSAGES. THEY ARE ASSIGNED AN IDENTIFYING TITLE AND ~~NUMBER~~ A SEQUENTIAL SERIAL NUMBER.

B. EXAMPLE: ALNAV 026/72 THE ALNAV DENOTED WHAT GENERAL MESSAGE IT IS. THE 026 IS THE SERIAL NUMBER FOR THE YEAR 1972.

~~ALNAV~~  
ALNAV (2-617ms)

V. BASEGRAM AND BASEGRAM SYSTEM

A. DEFINITION: A GENERAL MESSAGE WHICH IS NOT OF SUFFICIENT OPERATIONAL IMPORTANCE TO WARRANT IMMEDIATE DELIVERY TO FORCES AFLOAT BY FLEET BROADCAST OR OTHER RAPID MEANS, YET IS OF SUFFICIENT INTEREST THAT IT SHOULD BE RECEIVED BY FLOAT COMMANDS AS SOON AS POSSIBLE FOLLOWING ARRIVAL IN PORT, MAY BE DESIGNATED AS A BASEGRAM.

B. THE U.S. NAVY BASEGRAM SYSTEM PROVIDES A METHOD FOR ALL AFLOAT FORCES TO OBTAIN GENERAL MESSAGES FROM DESIGNATED BASEGRAM AUTHORITIES LOCATED IN PORTS FROM WHICH U.S. NAVY SHIPS NORMALLY OPERATE.

C. THE PURPOSE OF THE BASEGRAM SYSTEM: IS TO REDUCE THE VOLUME OF MESSAGE TRAFFIC TRANSMITTED BY FLEET BROADCAST IN ORDER TO KEEP THE RELATIVELY LIMITED BROADCAST FACILITIES AVAILABLE FOR VITAL MESSAGES WHICH MUST BE DELIVERED BY RAPID MEANS TO FORCE AFLOAT.

CLASS NOTES WEEK FIVE PROCEDURE (Y5-3-3)

TITLE: INTRODUCTION TO TYPES OF MESSAGES

OBJECTIVES: WHEN YOU COMPLETE THIS LESSON YOU WILL BE ABLE TO:

- I. STATE THE PURPOSE AND PRECEDENCE OF A CONTACT REPORT AND AMPLIFYING REPORT.
  - II. STATE THE PURPOSE, USE, AND METHOD OF PROMULGATION OF A MINIMIZE MESSAGE.
  - III. STATE THE PURPOSE OF MOVEMENT REPORT MESSAGES.
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I. CONTACT AND AMPLIFYING REPORTS

A. CONTACT REPORT

1. A CONTACT REPORT IS A MESSAGE REPORTING THE SIGHTING OF, THE ANTICIPATION OF ATTACK BY, OR THE ACTUAL ATTACK BY, HOSTILE OR SUSPICIOUS FORCES.
2. FLASH (2) PRECEDENCE IS RESERVED FOR INITIAL ENEMY CONTACT MESSAGES OR OPERATIONAL COMBAT MESSAGES OF EXTREME URGENCY.

B. AMPLIFYING REPORT

1. A CONTACT REPORT MUST BE FOLLOWED AS SOON AS POSSIBLE BY A FURTHER MESSAGE OR MESSAGES GIVING DETAILS WHICH ARE LIKELY TO BE OF VALUE. SUCH MESSAGES ARE ~~AMPLIFYING~~ AMPLIFYING REPORTS.
2. AMPLIFYING REPORTS OF INITIAL ENEMY CONTACT WILL CARRY THE PRECEDENCE IMMEDIATE (0).

II. MINIMIZE MESSAGE


A. PURPOSE-IN AN EMERGENCY, ACTUAL OR SIMULATED, WHEN IT IS APPARENT THAT COMMUNICATION CAPACITY WILL BE, OR IS, SEVERELY OVERLOADED, IT MAY BE NECESSARY TO REDUCE DRASTICALLY MESSAGE AND TELEPHONE TRAFFIC TO INSURE PROMPT HANDLING AND TRANSMISSION OF VITAL MESSAGES.

B. Minimize SHALL NORMALLY BE CONFINED TO THE NATION, SERVICE OR COMMAND CONTROLLED BY THE IMPOSING AUTHORITY.

C. MINIMIZE MAY BE IMPOSED ON A WORLD-  
WIDE, NATIONWIDE, COMAD OR AREA  
BASIS, AS APPROPRIATE. THE MESSAGE  
ORDERING MINIMIZE SHALL CONSIST  
OF THE WORD MINIMIZE FOLLOWED BY  
THE SCOPE AND THE REASON, IF REQUIRED,  
AND THE DURATION OF ITS IMPOSITION  
WHEN KNOWN.

III. MOVEMENT REPORT

PURPOSE - TO COLLECT AND DISEMINATE  
TO THOSE WHO NEED TO KNOW CURRENT  
INFORMATION ON THE DEPARTURES AND  
ARRIVALS OF NAVAL UNITS.

Movement Report Office (MRO)  
" " Control (MRC)  
" " Control Center WADDC (MRC 1044 01) 

(5-4-1)

CLASS NOTES WEEK FIVE

TITLE: CLASSES OF MESSAGES

OBJECTIVES: WHEN YOU COMPLETE THIS LESSON YOU WILL BE ABLE TO:

- I. STATE AND DEFINE THE FIVE CLASSES OF NAVAL MESSAGES
  - II. STATE WHICH OF THE FIVE CLASSES OF MESSAGES ARE GOVERNMENT AND NON-GOVERNMENT.
  - III. DISCRIMINATE BETWEEN ACCEPTABLE MATTER AND NON-ACCEPTABLE MATTER OF A CLASS E MESSAGE.
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I. FIVE CLASSES OF MESSAGES

- A. CLASS A MESSAGE: OFFICIAL MESSAGES AND REPLIES THERETO ORIGINATED BY THE DEPARTMENT OF DEFENSE, INCLUDING THE COAST GUARD WHEN OPERATING AS A PART OF THE NAVY. ← *Coast Guard (WAR)*
- B. CLASS B MESSAGE: OFFICIAL MESSAGES OF U.S. GOVERNMENT DEPARTMENTS AND AGENCIES OTHER THAN THE DEPARTMENT OF DEFENSE. THE COAST GUARD IS INCLUDED UNDER CLASS B, EXCEPT WHEN OPERATING AS A PART OF THE NAVY. THIS WILL INCLUDE THE AMERICAN RED CROSS ← *← P.D., Intel, New, etc.*  
*← Coast Guard (Peacetime)*  
*← AM CROSS*
- C. CLASS C MESSAGE: BROADCAST MESSAGES IN SPECIAL ARBITRARY FORMS AVAILABLE TO SHIPS OF ALL NATIONALITIES AND CONTAINING DATA CONSISTING OF SPECIAL SERVICES, SUCH AS HYDROGRAPHIC NOTICES WEATHER FORECASTS AND TIME SIGNALS.
- D. CLASS D MESSAGE: COMMERCIAL MESSAGES INVOLVING TOLLS. INCLUDING PRESS AND RADIOPHOTO. ALL CLASS D MESSAGES ARE PRIVATE (UNOFFICIAL) MESSAGES.
- E. CLASS E MESSAGE: PERSONAL MESSAGES FROM AND TO NAVAL PERSONNEL, WHICH ARE HANDLED FREE OF CHARGE OVER MILITARY CIRCUITS. CHARGES ARE COLLECTED ONLY WHEN A COMMERCIAL COMMUNICATION COMPANY IS INVOLVED IN THE TRANSMISSION OR FINAL DELIVERY OF THE MESSAGE. *Private - Free Message*

(5-4-1) (CONT)

II. GOVERNMENT AND NON-GOVERNMENT CLASSES OF MESSAGES.

A. CLASS & A, B AND C ARE GOVERNMENT MESSAGES.

B. CLASS D AND E ARE NON-GOVERNMENT MESSAGES.

III. ACCEPTABLE AND NON-ACCEPTABLE SUBJECT MATTER FOR CLASS E MESSAGE

A. ACCEPTABLE SUBJECT MATTER:

1. SERIOUS ILLNESS OF A CLOSE RELATIVE
2. BIRTH ANNOUNCEMENTS
3. IMPORTANT PERSONAL BUSINESS MATTERS.
4. MATTERS OF LIFE AND DEATH
5. OCCASIONAL GREETINGS ON IMPORTANT ANNIVERSARIES.

B. NON-ACCEPTABLE MATTER:

1. TRIVIAL OR FRIVOLOUS MESSAGES
2. MESSAGES OF UNNECESSARY LENGTH

~~3. ORDINARY~~

FINEX

OBJECTIVES/CLASS NOTES

PROCEDURE WEEK SIX (6-1-1)

- I. EXPLAIN THE RECEIPT METHOD OF TRANSMISSION AND STATE WHEN IT IS NORMALLY EMPLOYED.
  - II. EXPLAIN THE BROADCAST METHOD OF TRANSMISSION.
  - III. EXPLAIN THE RESPONSIBILITIES OF THE BROADCAST STATION.
  - IV. EXPLAIN THE RESPONSIBILITIES OF THE RECEIVING STATION USING THE BROADCAST METHOD.
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I. RECEIPT METHOD OF TRANSMISSION.

A. THE RECEIPT METHOD REQUIRES THE RECEIVING STATION TO GIVE A RECEIPT FOR EACH MESSAGE TO THE TRANSMITTING STATION.

B. THE RECEIPT METHOD IS THE Most Reliable METHOD OF TRANSMISSION BECAUSE THERE IS PROOF OF DELIVERY.

*Most reliable used between ships.*

C. THE RECEIPT METHOD IS USED WHEN PASSING MESSAGES BETWEEN:  
1. FIXED STATIONS  
2. MOBILE STATIONS AND FIXED STATIONS.  
3. MOBILE OR FIXED STATIONS AND AIRCRAFT.  
4. MOBILE STATIONS.

II. BROADCAST METHOD OF TRANSMISSION

A. THE PRIMARY METHOD OF DELIVERING MESSAGES TO SHIPS AT SEA.

B. THE ESSENTIAL FEATURE OF THIS METHOD IS THAT NO RECEIPT IS GIVEN FOR THE MESSAGES SENT USING THE BROADCAST METHOD.

1. THE RECEIVING STATION IS NOT PERMITTED TO USE ITS TRANSMITTERS DIRECTLY IN CONNECTION WITH THE TRANSMISSION.
2. SHIPS POSITION IS NOT DISCLOSED.

C. MESSAGES TRANSMITTED IN THIS METHOD ARE CONSIDERED DELIVERED WHEN TRANSMITTED.

D. SHIPS ARE REQUIRED TO MAINTAIN COMPLETE FILE BY SERIAL NUMBER.



III. RESPONSIBILITIES OF THE BROADCAST STATION

A. ASSIGN SEQUENTIAL SERIAL NUMBERS.

1. A STATION SERIAL NUMBER WILL BE ASSIGNED TO EACH BROADCAST MESSAGE.  
(A) THE NUMBERS WILL RUN CONSECUTIVELY STARTING WITH NUMBER 1 AT 010001Z EACH MONTH.  
(B) THE FIRST MESSAGE OF EACH MONTH WILL INDICATE THE LAST NUMBER SENT THE PREVIOUS MONTH.


B. ENSURE OPERATION OF ASSIGNED FREQUENCY.

C. COMMENCE BROADCAST PRECISELY ON SCHEDULE.

D. CHANGES IN FREQUENCY, TRANSMISSION SPEED AND TIME OF TRANSMISSIONS.

1. WHEN PRACTICABLE CHANGES WILL BE TRANSMITTED AT THE BEGINNING AND ENDING OF EACH BROADCAST PERIOD FOR A PERIOD OF 48 HOURS PRIOR TO THE CHANGE.

2. BEFORE CEASING TRANSMISSION ON A FREQUENCY EVEN FOR A SHORT PERIOD, NOTICE OF THE CESSATION WILL BE BROADCASTED ON ALL FREQUENCIES, INCLUDING THE ONE(S) AFFECTED.


 E. GIVE CONTINUING ATTENTION TO THE QUALITY OF BROADCAST THROUGH PERIODIC OFF-THE-AIR MONITORING, AND INITIATE CORRECTIVE ACTION IF DEGRADATION IS NOTED.

F. WHERE FEASIBLE, BROADCAST STATIONS WILL RERUN TRAFFIC AUTOMATICALLY IN LIEU OF USING TEST TAPES.

1. RERUN TRAFFIC SHOULD BE SELECTED FROM PERIODS OF THE DAY WHEN CONDITIONS ARE KNOWN OR SUSPECTED TO HAVE BEEN UNRELIABLE.

IV. RESPONSIBILITIES OF THE RECEIVING STATION.

A. MAINTAIN UP-TO-DATE FILES BY SERIAL NUMBERS OF ALL BROADCAST SCHEDULES COPIED.

 (A) REQUESTS FOR REPETITION WILL NOT BE ADDRESSED TO THE BROADCAST STATION UNTILL ALL EFFORTS HAVE BEEN EXHAUSTED TO SECURE THE REPETITION FROM SHIPS IN COMPANY OR OTHER FLEET UNITS VIA LOCAL CIRCUITS.

(B) MISSED BROADCAST NUMBERS NOT ADDRESSED TO THE SHIPS  
GUARDLIST NEED NOT BE OBTAINED. SHIPS MAY SUBSTITUTE FILLERS OR HEADING  
RECAPS IN THE BROADCAST FILE IN LIEU OF MISSED NUMBERS NOT ADDRESSED.

★ B. ENSURE DIVERSITY RECEPTION WHEN EQUIPMENT IS AVAILABLE.

*FREQ. DIVERSITY (SHIP) (2 FREQS. & COMBINATOR SELECTS BEST OF 2)*

C. NOTIFYING THE BROADCAST STATIONS:

*SPACE ~~FREQ.~~ DIVERSITY 2 RECEIVERS, 2 ANTENNAS, 1 FREQ.*

1. IN CASE OF IRREGULARITIES

(A) NUMBERS NOT TRANSMITTED

(B) POOR SIGNALS

2. NORMAL BROADCAST SHIFTS

(A) NORMAL BROADCAST SHIFTS WILL BE AFFECTED IN ACCORDANCE WITH SHIPS  
MOVEMENT REPORT.

★ (B) THE TIME OF SHIFT WILL NORMALLY BE 0001Z. )

(C) AN OVERLAP PERIOD OF 1 HOUR BEFORE AND AFTER THE SHIFTS, WHERE-  
POSSIBLE, SHOULD BE OBSERVED TO ENSURE NO  
MESSAGES ARE MISSED.

(D) REPORT ANY MISSING NUMBERS AT THE TIME OF SHIFT TO THE  
ORIGINAL BROADCAST STATION.

3. EMERGENCY BROADCAST SHIFTS

(A) AN IMMEDIATE PRECEDENCE MESSAGE MUST BE SENT TO THE  
NAVCAMS OF THE COMMUNICATIONS AREA OR AREAS  
FROM WHICH THE OLD AND NEW BROADCAST ORIGINATED.

(B) COPY THE ORIGINAL BROADCAST TO THE MAXIMUM EXTENT  
POSSIBLE, FOR A PERIOD OF AT LEAST 4 HOURS, OR UNTIL  
THE PREVIOUSLY SCHEDULED TIME OF SHIFT,  
WHICHEVER IS SOONER.