



# US ARMY SIGNAL CENTER AND SCHOOL

FORT MONMOUTH, N.J.

**SSTS 56001F\***  
**INFORMATION SHEET**  
**February 1965**

## MESSAGE PREPARATION AND HANDLING

### Section I. GENERAL

#### 1. OBJECTIVES

The objectives of this information sheet are --

- a. To provide a guide which you can use in preparing and classifying military messages, including DD Form 173, Joint Messageform.
- b. To provide procedures that may be used in handling messages within a headquarters.

#### 2. INTRODUCTORY INFORMATION

At some time in your military career you are certain to be involved with communications. You may only write and receive messages. You may function as an originator, a drafter, or a releaser of military messages. If you are in the Signal Corps the chances are you will function in some capacity as a communicator, even though you may not actually transmit messages by a means of signal communication. Whatever your capacity may be, you will need to know -- and to observe -- the basic rules governing the writing of military messages.

These rules have been formulated to enable the communications center (COMM-CEN) to properly fulfill its mission of promptly effecting the transmission, receipt, and delivery of messages. By observing them -- by presenting your messages to the communications center in proper form -- you insure the message's prompt and efficient delivery. You also do your part to cut the cost of handling and to speed up total service. Careful study of AR 105-31, the basic regulation on writing a military message, will help you to put your message in the proper form.

Army regulations provide that the communications center or cryptosecurity officer may request the drafter to make necessary changes in a message if he believes regulations governing the writing of messages have been violated. Occasion for such delay can be avoided when those who write messages understand the problems of those who process messages. For this reason, both preparation and handling of military messages are discussed in this information sheet.

\* This information sheet supersedes SSTS 56001E, Message Preparation and Handling.

## Section II. PREPARING MILITARY MESSAGES

### 3. GENERAL

a. A message is any thought or idea expressed briefly in plain or secret language, prepared in a form suitable for transmission by any means of communication. To define functions and responsibilities, it is important that we note the specific terminology pertaining to military message preparation.

- (1) Originator. The originator of a military message is the commander or authority by whose direction the message is written and transmitted. All messages are written in the name of the commander or headquarters -- for example, CGONECORPS.
- (2) Drafter. The drafter of a message is the person who composes the message and assigns the security classification and precedence. He writes as a staff officer or in some other capacity authorizing him to write messages in the name of the originator.
- (3) Releaser. The releasing officer is the person to whom the originator delegates his authority to release messages for transmission. The releaser is appointed on orders and normally is associated with the distribution center or administrative sections of headquarters. He is responsible to the commander for ensuring proper preparation of messages, including such factors as economy, security classification and precedence. His signature card is kept in the communications center and his signature is honored on the basis of the authority given by the commander. A message becomes official only when it is properly signed by the releaser, and only then will it be accepted for transmission.

b. Military messages are broken down into three parts: the heading, the text, and the ending. Let's discuss these parts as they appear on the joint message form, DD Form 173. (See figures 1, 2, 3, 4, 5 and 6.)

### 4. THE HEADING OF THE MESSAGE

The elements contained in the heading of a message are shown on DD Form 173. They are all placed on the message by the drafter.

a. SECURITY CLASSIFICATION. The drafter selects the proper security classification consistent with the contents of the message (see appendix IV, page 21), and spaces it out as the first word of text. The security classification must also be marked or stamped in red (not typed) in the designated blocks at the top and bottom of the form (figure 6, page 12). If the message is not classified, the word UNCLASSIFIED will be typed in these blocks.

#### b. PRECEDENCE.

- (1) Meaning of precedence. Precedence plays a vital role in communications, and its significance is important to the one who writes a message, the one who transmits it, and the one who receives it.
  - (a) To the drafter of a message, precedence indicates the speed of delivery which he desires. Two factors should be taken into consideration when selecting a precedence: the contents of the message text and the time factor involved. It is important to note that precedence does not imply to the addressee when he should take action on any given message he receives. The originator must so indicate within the text when he desires action by the addressee or an answer (REQANS).

<b>JOINT MESSAGEFORM</b>				<b>RESERVED FOR COMMUNICATION CENTER</b>			
SECURITY CLASSIFICATION <b>UNCLASSIFIED</b>							
TYPE MSG	BOOK	MULTI	SINGLE				
			S				
PRECEDENCE							
ACTION <b>ROUTINE</b>							
INFO				DTG			
<p style="text-align: center;"><b>FROM:</b> CGUSAONE NY NY</p> <p style="text-align: center;"><b>TO:</b> CG FTMONMOUTH NJ</p> <p>UNCLAS <b>AHPMT 24680</b></p> <p>Subj: Military messages</p> <p>Ref SIGFM/TNG 131 DTG 091125Z</p> <p>1. This is an example of a single address msg destined for only one addressee</p> <p>2. Text of msg consists of two parts, internal instructions and body. The text will be double spaced and will be typed in "Easy Reading" form, i. e., both upper and lower case letters will be used</p> <p>3. The internal instructions shall begin with the security classification (or UNCLAS, or UNCLAS E F T O). Thereafter, indent 20 spaces (1-1/2 inches) to allow the releaser to insert msg reference number</p>						<p style="text-align: center;"><b>SPECIAL INSTRUCTIONS</b></p> <p>Distr:</p> <p style="text-align: center;">DCSI, SIGO</p>	
		DATE 14		TIME 1245Z			
		MONTH Aug		YEAR 1964			
		PAGE NO. 1		NO. OF PAGES 2			
<b>D R A F T E R</b>	TYPED NAME AND TITLE		PHONE		SIGNATURE		
	Robert E. Doe Capt, Armor		22644		<i>John J. Mills</i>		
		TYPED (or stamped) NAME AND TITLE					
		John J. Mills, Colonel, GS Adjutant General					
SECURITY CLASSIFICATION <b>UNCLASSIFIED</b>				REGRADING INSTRUCTIONS			

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REPLACES EDITION OF 1 MAY 55 WHICH MAY BE USED.

Figure 1. Single address message prepared for military addressee.

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET				SECURITY CLASSIFICATION UNCLASSIFIED	
PRECEDENCE ACTION ROUTINE INFO		RELEASED BY <i>Joseph A. Jones</i>		DRAFTED BY Robert E. Doe Capt, Armor	
				PHONE 22644	
<p>4. Body will begin below internal instructions. Paragraphs will be indented and will be numbered as in normal correspondence</p> <p>5. Abbreviations authorized for Army use are contained in AR 320-50</p> <p>6. Punctuation shall be kept to minimum and used only when needed to attain clarity</p> <p>7. Security classification will be stamped in red on each page, top and bottom, in blocks provided. The word "UNCLASSIFIED" may be typed therein if msg is not classified.</p> <p>8. If the msg requires more than 1 page, a DD Form 173-1 will be used</p> <p>9. SPECIAL INSTRUCTIONS block is reserved for, but not limited to, local distribution and special coordination</p>					
CONTROL NO.	TOR/TOD	PAGE NO. 2	NO. OF PAGES 2	MESSAGE IDENTIFICATION AHPMT 24680	INITIALS
REGRADE INSTRUCTIONS				SECURITY CLASSIFICATION UNCLASSIFIED	

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REPLACES EDITION OF 1 MAY 55 WHICH MAY BE USED.

Figure 2. Single address message prepared for military addressee (contd).

- (b) To communications center personnel, precedence indicates the relative order in which messages will be handled. Therefore, commanders may be deprived of necessary speed of service when facilities are overloaded with excessive amounts of traffic assigned too high a precedence. Releasing officers should exercise great care in regard to precedence when authorizing transmission.
- (c) To the addressee of a message, precedence indicates the relative order in which he should take note of the messages received. He will take action on the one which he feels deserves primary consideration. Again, the precedence does not indicate when, or if, the addressee should take action.

- (2) Dual precedence. Multiple or book messages which contain one or more information addressees may be assigned dual precedence -- one precedence for all action addressees and, normally, one lower for all information addressees. Usually an information addressee does not need to receive the message as speedily as does an action addressee.

c. TYPE OF MESSAGE. There are four types of messages: single address, multiple address, book messages, and general. Only single address or book messages may be sent by commercial means.

- (1) A single address message is a message with a single addressee.
- (2) A multiple address message is a message with two or more addressees and of such nature that the drafter considers that each addressee must be informed of the identity of the other addressees. A multiple address message should not be sent when a book message will suffice.
- (3) A book message is a message with two or more addressees and of such nature that the drafter considers that each addressee need not be informed of the identity of the other addressees.
- (4) General messages have a wide standard distribution. They are assigned an identifying title and usually a sequential serial number.

d. ACCOUNTING SYMBOL. The accounting symbol indicates the activity or origin of the message. Agencies outside the DOD are authorized to use the facilities of the Defense Communication System. These agencies are shown in Appendix I to Annex (B) to ACP 127 US SUPP-1, with their assigned accounting symbols. It is the responsibility of the originator (drafter) of a message from these agencies to indicate the appropriate accounting symbol on each message. Such messages are subject to military priority.

- (1) Generally, messages may be categorized as official (appropriated fund activities), quasi-official (non-appropriated fund activities), or press (commercial news services), and the category may be determined by the accounting symbol used. Accounting symbols are used to establish accountability for any commercial charges involved.
- (2) The accounting symbol also indicates to communications center personnel the relative order of handling, in that all official messages will be processed first, quasi-official next, and press last. Press messages are accepted for transmission under the following stipulations:
  - (a) That they contain no codes or ciphers.
  - (b) That there are no commercial facilities available.

(c) That they are subject to priority of military traffic.

(4) Examples of accounting symbols:

ARX	American National Red Cross
CHX	Army and Air Force Exchange Service
EXEC	The President of the United States
PO	Post Office Department
STARX	Stars and Stripes, Europe
PSASX	Stars and Stripes, Pacific.

e. FROM: The word FROM in this case always implies the originator, which normally means the commander. The form of the entry in this space may differ, depending on who is to receive the message. When the message is addressed to --

- (1) Military addressee(s): Enter the title and location of the commander. Authorized abbreviations may be used. Do not use Army Post Office numbers or other coded distribution lists as part of an originator's address.
- (2) To non-military addressee(s): In messages addressed to an individual or activity outside the military service, the originator is normally designated by the full title of the commander. The name, full title, and address of the commander may be used; abbreviations may not be used.

f. TO: There may be more than one addressee on the message, and these addressees may be designated as being action and/or information addressees. "TO" indicates action addressees; "INFO" indicates information addressees.

- (1) Address messages to the commander of the activity or headquarters concerned and include the geographic location.
- (2) Type each addressee on a separate line and finish on one line if possible. If not, double space and begin the second line at the left margin.
- (3) Do not use Army Post Office numbers or other coded designations as part of an address.
- (4) If the message is being prepared for one or more information addressees, type the abbreviation INFO in upper case letters on the line below the word TO and compose the addressees in the same manner as for action addressees.

NOTE: AR 105-31 contains the authorized addressees for electrically transmitted messages.

## 5. TEXT OF THE MESSAGE

The text of a message consists of two sub-parts: the internal instructions and the body.

a. Internal Instructions. Internal instructions are located within the text of the message and are specifically addressed to the addressee. These instructions consist of three separate lines.

JOINT MESSAGEFORM				RESERVED FOR COMMUNICATION CENTER			
SECURITY CLASSIFICATION UNCLASSIFIED							
TYPE MSG	BOOK	MULTI	SINGLE				
			S				
PRECEDENCE							
ACTION ROUTINE							
INFO				DTG			
FROM: CGUSAONE NY NY						SPECIAL INSTRUCTIONS	
TO: JOSEPH E. SMITH 1916 WASHINGTON STREET CHICAGO ILL						Distr:	
UNCLAS <i>A#76210</i>						DCSPER	
<p>1. This is an example of an outgoing message prepared for transmission by a means of signal communications to an addressee outside the military service and where reference should be cited in the reply</p> <p>2. The subject line is not included because it will only increase the cost of this message which must be sent by commercial means.</p>							
						DATE	TIME
						15	1635Z
						MONTH	YEAR
						Aug	1964
						PAGE NO.	NO. OF PAGES
						1	1
D R A F T E R	TYPED NAME AND TITLE		PHONE	SIGNATURE			
	Joseph A. Jones Major, AGC		21660	<i>Frank J. Miller</i>			
				TYPED (or stamped) NAME AND TITLE			
				Frank I. Miller, Maj, AGC Asst Adjutant General			
SECURITY CLASSIFICATION UNCLASSIFIED				REGRADING INSTRUCTIONS			

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Figure 3. Single address message prepared for non-military addressee.

- (1) The first line consists of the classification, the cite number (message reference number) and additional instructions.
- (2) The second line is the subject line. The subject line is used in all messages except tactical and previously established format messages. The subject line may be omitted if its use will require an otherwise unclassified message to be classified, if it will noticeably increase the length of a brief message, or if it will increase commercial charges when the message is addressed to activities served by commercial communications facilities. The subject should be as brief as possible and limited to one line. The abbreviation for the word subject (subj) may precede the subject for clarification. A single letter abbreviation of the subject classification will be included in parentheses after the subject in classified messages.
- (3) The third line is the reference line. The cite number of the referenced message appears in this line.

Examples of Internal Instructions appear below:

EXAMPLE: UNCLAS EXG-45675 From DCSOPS  
Subj Training Exercises  
Ref Your TGWL-7867 DTG 192030 Jan

EXPLANATION: This Unclassified message, cite number EXG-45675 is from the operations staff section (DCSOPS) in answer to message identified as TGWL-7867. The subject is training exercises.

EXAMPLE: CONFIDENTIAL SPECAT CRYPTO EG-45698  
My EG-36748 DTG 160805 Jan

EXPLANATION: This Confidential message is a special category message requiring security protection or handling not guaranteed by the normal security classification. The term "CRYPTO" means this message contains information which requires that personnel be formally authorized access to such information in accordance with AR 604-5. The subject line was omitted in this message (see a(2) above).

EXAMPLE: UNCLAS E F T O EX-89578  
Declassification System  
Your DA 4456789 NOTAL DTG 140750 Jan

EXPLANATION: This unclassified message required "Encryption for Transmission Only." The subject of this message is Declassification System. The message refers to DA 4456789. NOTAL indicates that not all of the addressees of this message received the referenced one. Two examples of possible application of UNCLAS E F T O are explained in figure 4.

- (4) Some other types of internal instructions which are used occasionally are listed in Table I on page 9.

b. The Body. As a drafter of a military message the first thing to consider is whether electrical transmission is really necessary. If time is not critical, will postal facilities suffice? In preparing the message, follow these simple rules:

- (1) Prepare the message in easy reading form as in normal correspondence, using both upper and lower case typing or military block printing when necessary.
- (2) Number and indent paragraphs.



TABLE I

TERM	MEANING	USE
PERSONAL FOR	This message is to receive the attention of the individual whose name follows "PERSONAL FOR."	For Allied operations (ACP 121). (Not authorized for DA use.)
ACTCOM	Responsibility for dissemination and other necessary action in respect to class II installations and activities is assigned to commanding generals, continental armies, and CG Military District of Washington.	Within DA.
STAFACT (replaces ACTCHIEF)	Responsibility for dissemination and other necessary action with respect to class II installations and activities is assigned to heads of the Army Staff Agencies, CGUSAMC, and CGUSACDC.	Within DA.
FOUO	For Official Use Only.	In all messages that contain unclassified information and require protection under AR 345-15.

- (3) Use digits, do not spell out numbers.
- (4) Normally, do not use abbreviations. However, if the drafter has reasonable knowledge that the addressee is familiar with them, abbreviations authorized by AR 320-50 may be used.
- (5) Use punctuation only when necessary for clarity.
- (6) In the last paragraph of text of a classified message include Regrading Instructions as outlined in AR 380-6.

## 6. THE ENDING OF THE MESSAGE

The ending of a military message prepared on DD Form 173 consists of that information contained in the blocks reserved for the drafter and the releaser.

a. Drafter. The drafter completes this portion of the message form as follows:

- (1) TYPED NAME AND TITLE. Type data identifying the drafter in this block. The block may be used for the drafter's signature, if required.
- (2) PHONE. Enter the drafter's telephone number in this block.
- (3) PAGE NO and NO OF PAGES. Number each page consecutively and indicate the total number of pages.
- (4) SECURITY CLASSIFICATION. By completing this block, the drafter completes the requirement that a prepared message must indicate the security classification at the top and bottom and as the first word of text. (See paragraph 4 a above.)

<b>JOINT MESSAGEFORM</b>				<b>RESERVED FOR COMMUNICATION CENTER</b>			
<b>SECURITY CLASSIFICATION</b> UNCLASSIFIED E F T O							
<b>TYPE MSG</b>	<b>BOOK</b>	<b>MULTI</b>	<b>SINGLE</b>				
	B						
<b>PRECEDENCE</b>							
<b>ACTION</b> ROUTINE							
<b>INFO</b>				<b>DTG</b>			
<p style="text-align: center;"><b>FROM: DA</b></p> <p style="text-align: center;"><b>TO: ALUSNA SAIGON VIET-NAM</b></p> <p style="text-align: center;"><b>DDOU OGDEN UTAH</b></p> <p>UNCLAS E F T O <b>DA 444583</b> Project BULL MOOSE from ACSI for G-2</p> <p>Subj: E F T O messages</p> <p>Ref My DA 444567 DTG 191127Z</p> <p>1. This is an example of a book msg, using EFTO procedure. The drafter felt the contents of the msg, though UNCLASSIFIED should be Encrypted For Transmission Only (EFTO). In accordance with para 6, AR 105-31 (Message Preparation), a drafter will use the abbreviation UNCLAS E F T O if the unclassified msg "contains a nickname which is associated in any way with a classified subject"</p> <p>2. In addition, UNCLAS E F T O is mandatory for messages to/from Army and Air Force Attaches in Iron Curtain countries. See AR 105-31</p>						<b>SPECIAL INSTRUCTIONS</b>	
				<b>DATE</b>	<b>TIME</b>		
				15	1630Z		
				<b>MONTH</b>	<b>YEAR</b>		
				May	1965		
				<b>PAGE NO.</b>	<b>NO. OF PAGES</b>		
				1	2		
<b>DRAFTER</b>	<b>TYPED NAME AND TITLE</b> Charles A. Tatg Major, SigC			<b>PHONE</b> 22743		<b>SIGNATURE</b> <i>Thomas T. Thomas</i>	
						<b>TYPED (or stamped) NAME AND TITLE</b> Thomas T. Thomas, Lt Col, AGC Adjutant	
<b>SECURITY CLASSIFICATION</b> UNCLASSIFIED E F T O				<b>REGRADING INSTRUCTIONS</b>			

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Figure 4. Book message using UNCLASSIFIED E F T O procedure.

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET				SECURITY CLASSIFICATION UNCLASSIFIED E F T O	
PRECEDENCE		RELEASED BY	DRAFTED BY	PHONE	
ACTION	ROUTINE	<i>Charles A. Targ</i>	Charles A. Targ Major, SigC	22743	
INFO					
<p>3. EFTO messages will not be sent to NATO or other non-US activities. All such messages will be designated as unclassified ONLY. <span style="float: right;">┌</span></p> <p>The originator is responsible for preparing dual messages when it is necessary to send the same information to both DOD and non-US activities. Therefore, should EFTO inadvertently appear in such messages it will be deleted prior to effecting interchange/delivery to non-US activities</p> <p style="text-align: right;">└</p>					
CONTROL NO.	TOR/TOD	PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION	INITIALS
		2	2	DA 444583	
REGRADING INSTRUCTIONS				SECURITY CLASSIFICATION UNCLASSIFIED E F T O	

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Figure 5. Book message using UNCLASSIFIED E F T O procedure (contd).

JOINT MESSAGEFORM				RESERVED FOR COMMUNICATION CENTER	
SECURITY CLASSIFICATION <b>SECRET</b>				For Training Otherwise Unclassified	
TYPE MSG	BOOK	MULTI M	SINGLE		
PRECEDENCE					
ACTION	PRIORITY				
INFO	ROUTINE			DTG	
<p>FROM: CGUSASIX SFRAN CALIF</p> <p>TO: WRAMC WASH DC</p> <p>INFO: CGUSAECOM FT MONMOUTH NJ</p> <p>SECRET <b>AM SIG 3468</b> Action for SIGMT-2 from SigO</p> <p>Subj: Message writing (C)</p> <p>Your 121620Z AUG NOTAL</p> <p>1. (U) This is example of classified multi-address msg destined for 2 addressees each of whom is informed of all addressees receiving identical msg</p> <p>2. (S) Internal instr indicate msg is for a specific activity SIGMT-2 at location of action addressee and is from a specific individual (SigO). Cited reference was not received by all addressees of this msg as indicated by abbreviation "NOTAL." Per AR 380-6, the last paragraph of the text of a classified msg contains regrading instructions: GP-3 (see Appendix V)</p>				SPECIAL INSTRUCTIONS	
				Distr:	
				PMO, G1, G3	
		DATE	TIME		
		14	1040Z		
		MONTH	YEAR		
		Nov	1965		
		PAGE NO.	NO. OF PAGES		
		1	1		
D R A F T E R	TYPED NAME AND TITLE Richard B. Harris Major, SigC		PHONE 22091	SIGNATURE <i>James P. Doe</i>	
	For Training Otherwise Unclassified			TYPED (or stamped) NAME AND TITLE James P. Doe, Colonel, GS Adjutant General	
SECURITY CLASSIFICATION <b>SECRET</b>			REGADING INSTRUCTIONS GP-3		

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Figure 6. Classified multi-address message.

b. Releaser. The function of the releasing officer is to approve and authorize the message for transmission. This is accomplished when he signs the form above his name block and fills in the date-time-month-year blocks. The releasing officer will also initial all copies of continuation sheets (DD Form 173-1) to ensure completeness and authenticity of the message.

### Section III. NORMAL MESSAGE HANDLING PROCEDURES

#### 7. FUNCTIONS OF THE DISTRIBUTION CENTER (OR STAFF MESSAGE CONTROL AGENCY)

The AG Distribution Center at tactical commands, or the Staff Message Control Agency (SMCA) at non-tactical echelons, serves as a contact between the communications center and the various staff sections and offices within a headquarters. It is normally operated by the adjutant/Adjutant General. Some of the functions of the distribution center (or SMCA) are to expedite the flow of official message traffic to and from the communications center and to reproduce and distribute sufficient copies within the headquarters. In so doing, the distribution center becomes the office of permanent record for all outgoing and incoming messages of the command.

#### 8. OUTGOING MESSAGES

a. Outgoing messages are prepared by the drafter and sent to the releaser (fig. 7) who has the responsibility of acting for and in the name of the commander to authorize the transmission of the message. The signature of the releaser assures that the message is official and acceptable to the commander. The message then goes to the distribution center or SMCA, where a copy of the message is filed for record purposes, en route to the communications center for transmission. A good SOP provides for speedy handling of each message once it has been signed by the releaser. In most headquarters the adjutant general or adjutant serves as the releaser. However, this does not preclude the commander from delegating such authority to one or more staff sections, as in the case of a unified command.

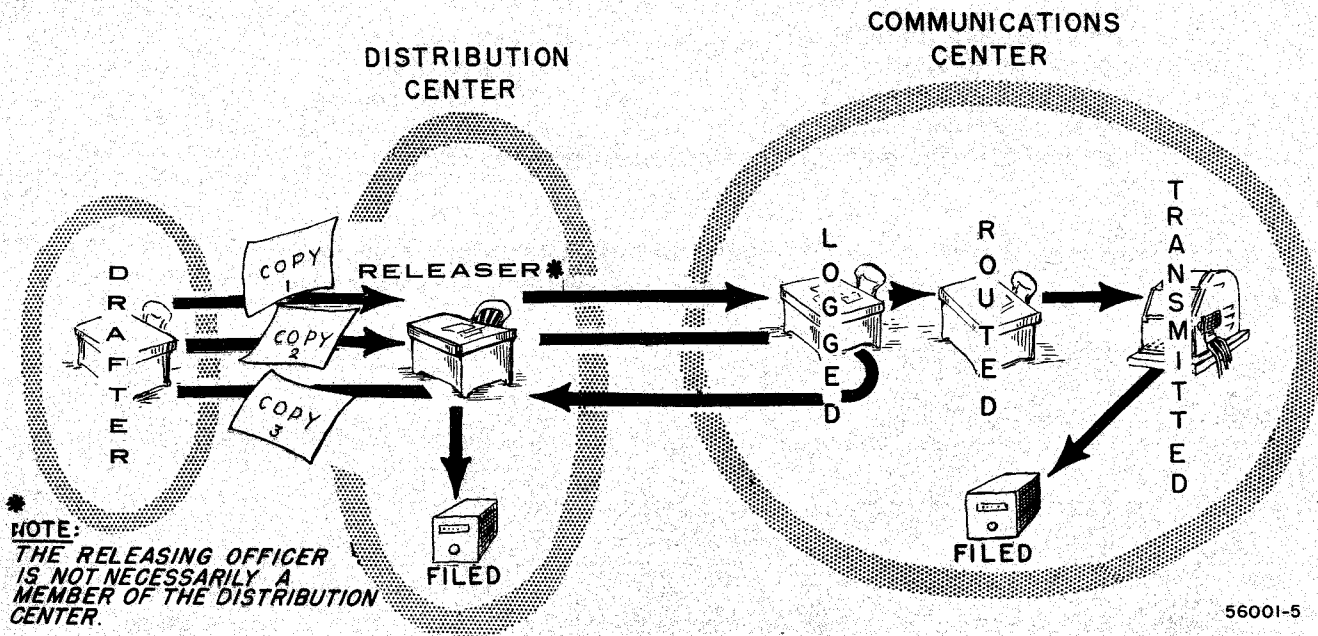


Figure 7. Message flow within a command: outgoing messages.

b. From the distribution center, outgoing messages are forwarded to the communications center where they are accepted and then processed for transmission to their destinations.

## 9. INCOMING MESSAGES

a. Incoming messages are received and edited by the communications center. Editing by the communications center consists of correcting obvious errors, converting call signs and address groups to addressee designations, and removing or converting communications terminology. They are then forwarded to the distribution center (or SMCA). (See figure 8.)

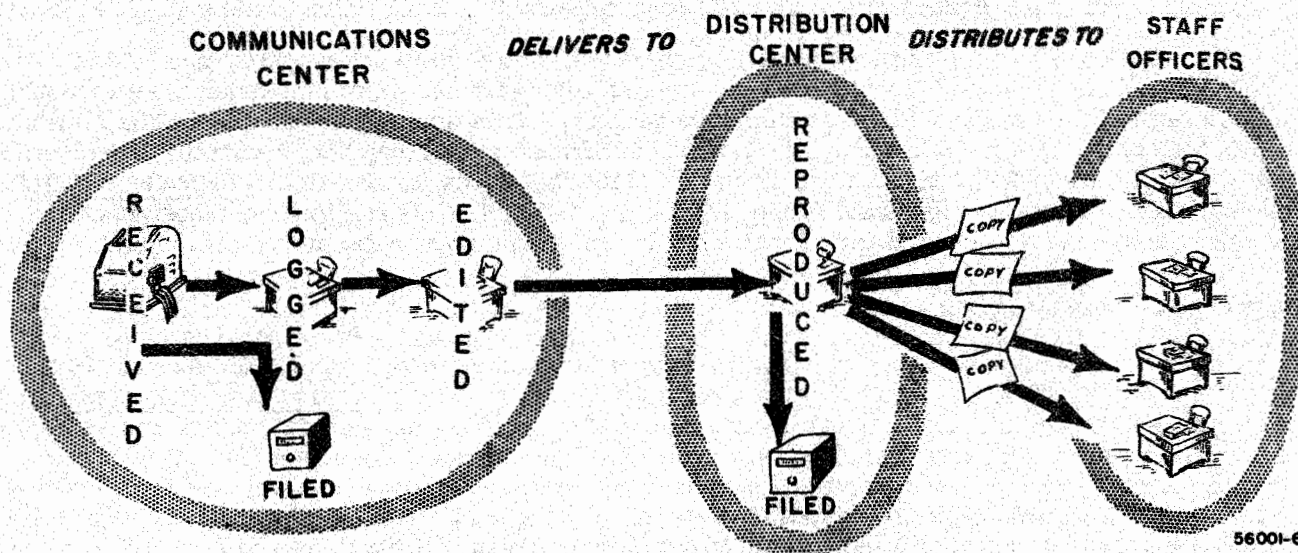


Figure 8. Message flow within a command: incoming messages.

b. In accordance with its SOP, the distribution center determines who in the command is to receive a copy of the incoming message. Additional copies are then prepared and distributed within the headquarters or activity by the distribution center. The commanding officer is responsible for issuing instructions concerning the number of plain-text copies of classified messages that will be made and distributed. This number should be the barest minimum consistent with requirements.

c. The communications center normally receives messages in duplicate. The original copy is forwarded to the distribution center and the duplicate copy is temporarily retained for the communications center files.

## 10. IN TACTICAL SITUATIONS

In some instances, such as in tactical situations, the commander may authorize various staff sections to file outgoing messages directly with the communications center. When this occurs, the drafter in effect becomes his own releasing officer. Also, in some instances, the communications center is authorized to deliver traffic directly to the addressee. When this occurs, the addressees themselves become responsible for any further distribution. Such a procedure is often followed by communications centers operating at division level and below.

## 11. ACCEPTANCE OF MESSAGES FOR TRANSMISSION

The communications center will accept any military message offered for transmission which is properly authorized as official, unless the message contains profane or obscene language. Should there be any doubt as to the propriety of a message, it is submitted to the communications center officer in charge (OIC) for a decision before transmission. Improperly authorized messages, or those containing matter of a personal nature, are submitted to the OIC for appropriate action prior to transmission.

## Section IV. HANDLING CLASSIFIED MESSAGES

### 12. TRANSMITTING CLASSIFIED MESSAGES IN THE CLEAR

a. Under no circumstances may TOP SECRET messages be transmitted in the clear by electrical means.

b. In combat operations, actual or simulated, messages of any classification except TOP SECRET may be transmitted in the clear over any nonapproved wire or radio circuit or a combination of both, provided that --

Time cannot be spared for encryption and the transmitted information cannot be acted upon by the enemy in time to influence the situation,

AND

the transmission is authorized separately for each message by the commander or his authorized representative and the message is marked "SEND IN CLEAR" over the commander's (or authorized representative's) signature,

AND

the word "CLEAR" is transmitted at the beginning of the text,

AND

there is no linkage to a previously encrypted message.

c. When the message is received, it is marked with the phrase "Received in the Clear" prior to delivery to the addressee. Messages marked "CLEAR" or "Received in the Clear" are classified at least as CONFIDENTIAL material, and may not be readdressed. Should the addressee desire the information to be forwarded to another addressee, a new message is originated and handled as the situation dictates. This does not apply to messages that are normally not encrypted, such as enemy contact reports and other types of reports authorized to be transmitted in the clear.

### 13. SPECIAL INSTRUCTIONS

Special handling designators are included in the internal instructions when it is necessary to identify messages which either require a special authorization for access to the contents, or which are to be given a limited distribution. Coordination concerning requirements for the use of such designators is the responsibility of the staff element having cognizance of the plan, operation, or activity to which the designator applies. However, to facilitate recognition of these messages and provide the desired handling, one of the appropriate terms shown in a below will always be used in conjunction with the handling designator.

#### a. Special Category (SPECAT) and Limited Distribution (LIMDIS) Messages.

- (1) Special category (SPECAT) messages are those messages identified with specific projects or subjects requiring security protection or handling not guaranteed by the normal security classification and requiring that the message be handled and viewed only by specially cleared or authorized personnel.
- (2) Limited distribution (LIMDIS) messages are those messages which must receive limited distribution but may be handled by regular communications personnel within the normal handling precautions afforded by the security classification of the messages.

- (a) EXCLUSIVE. When it is essential that a message not be disseminated until after it has been seen by the individual to whom it is addressed by name, the originator may prescribe limited distribution handling by use of the handling designator "EXCLUSIVE". Unclassified messages will not be designated exclusive.
- (b) CRYPTO. When messages contain crypto information which requires that personnel be formally authorized access to such information in accordance with AR 604-5, the handling designator "CRYPTO" will be inserted in the internal instructions.

b. Identification. Message originators will identify messages requiring SPECAT and LIMDIS handling by inserting the appropriate term in the internal instructions between the security classification and the handling designator.


































#### 14. TOP SECRET MESSAGES

a. The handling of TOP SECRET messages within a headquarters is a function of command. Each commander designates a TOP SECRET control officer and such alternate TOP SECRET control officers as may be necessary to receive and dispatch all TOP SECRET material addressed to or emanating from his command. The commander also provides for the security of interoffice transmission of TOP SECRET material.

b. Each originator or holder of a TOP SECRET document will keep a record of all individuals, including stenographic and clerical personnel, who are afforded access to the TOP SECRET information in the document. This does not include individuals within an office or headquarters who may have had access to containers in which TOP SECRET information is stored, or to message center or communications center personnel who administratively handle a large volume of such information each day. Such personnel are considered identifiable by duty roster or morning report as having had access to such type information on any given date (para 24, AR 380-5).



APPENDIX I  
MILITARY LETTERING

56001-7

## APPENDIX II

### PHONETIC ALPHABET

The following phonetic alphabet was adopted 1 March 1956 for use by all personnel within the Department of the Army.

A	ALFA	( <u>AL</u> FAH)	N	NOVEMBER	(NO <u>VEM</u> BER)
B	BRAVO	( <u>BRAH</u> VOH)	O	OSCAR	( <u>OSS</u> CAH)
C	CHARLIE	( <u>CHAR</u> LEE)	P	PAPA	(PAH <u>PAH</u> )
D	DELTA	( <u>DELL</u> TAH)	Q	QUEBEC	(KEH <u>BECK</u> )
E	ECHO	( <u>ECK</u> OH)	R	ROMEO	( <u>ROW</u> ME OH)
F	FOXTROT	( <u>FOKS</u> TROT)	S	SIERRA	(SEE <u>AIR</u> RAH)
G	GOLF	(GOLF)	T	TANGO	( <u>TANG</u> GO)
H	HOTEL	(HOH <u>TELL</u> )	U	UNIFORM	( <u>YOU</u> NEE FORM)
I	INDIA	( <u>IN</u> DEE AH)	V	VICTOR	( <u>VIK</u> TAH)
J	JULIETT	( <u>JEW</u> LEE <u>ETT</u> )	W	WHISKEY	( <u>WISS</u> KEY)
K	KILO	( <u>KEY</u> LOH)	X	XRAY	( <u>ECKS</u> RAY)
L	LIMA	( <u>LEE</u> MAH)	Y	YANKEE	( <u>YANG</u> KEY)
M	MIKE	(MIKE)	Z	ZULU	( <u>ZOO</u> LOO)

#### FIGURES PRONUNCIATION

0	ZERO	5	FI-YIV
1	WUN	6	SIX
2	TOO	7	SEVEN
3	THUH-REE	8	ATE
4	FO-WER	9	NI-NER

#### EXAMPLES

44	FO-WER FO-WER	500	FI-YIV HUN-DRED
90	NI-NER ZERO	7000	SEVEN THOW-ZAND
136	WUN THUH-REE SIX	16000	WUN SIX THOW-ZAND

APPENDIX III

US MESSAGE PRECEDENCE POLICY

Effective 1 September 1963

Precedence Designation, Prosign, Use, and Examples	Handling by Communications Personnel
<p>FLASH (Z) Reserved for initial enemy contact messages or operational combat messages. Brevity is mandatory. Examples:</p> <ul style="list-style-type: none"> <li>(1) Initial enemy contact reports.</li> <li>(2) Messages recalling or diverting friendly aircraft about to bomb targets unexpectedly occupied by friendly forces; or messages taking emergency action to prevent conflict between friendly forces.</li> <li>(3) Warning of imminent large-scale attacks.</li> <li>(4) Extremely urgent intelligence messages.</li> <li>(5) Messages containing major strategic decisions of great urgency.</li> </ul>	<ul style="list-style-type: none"> <li>(1) Will be hand-carried, processed, transmitted, and delivered in the order received and ahead of all other messages.</li> <li>(2) Messages of lower precedence will be interrupted on all circuits involved until handling of the FLASH message is completed.</li> <li>(3) In automatic systems, where automatic interruption of lower precedence messages is not provided, adequate procedures are to be prescribed to ensure that FLASH messages are not delayed.</li> </ul>
<p>IMMEDIATE (O) Reserved for messages relating to situations which gravely affect the security of national/allied forces or populace, and which require immediate delivery to the addressee. Examples:</p> <ul style="list-style-type: none"> <li>(1) Amplifying reports of initial enemy contact.</li> <li>(2) Reports of unusual major movements of military forces of foreign powers in time of peace or strained relations.</li> <li>(3) Messages which report enemy counterattack or which request or cancel additional support.</li> <li>(4) Attack orders to commit a force in reserve without delay.</li> <li>(5) Messages concerning logistical support of special weapons when essential to sustain operations.</li> <li>(6) Reports of wide-spread civil disturbance.</li> <li>(7) Reports or warning of grave natural disaster (earthquake, flood, storm, etc.).</li> <li>(8) Request for, or directions concerning distress assistance.</li> <li>(9) Urgent intelligence messages.</li> </ul>	<ul style="list-style-type: none"> <li>(1) Will be processed, transmitted, and delivered in the order received and ahead of lower precedence.</li> <li>(2) If possible, messages of lower precedence will be interrupted on all circuits involved until handling of the IMMEDIATE message is completed.</li> <li>(3) In automatic systems, where automatic interruption is not provided, adequate procedures are to be prescribed to ensure that IMMEDIATE messages are not delayed.</li> </ul>

Precedence Designation, Prosign, Use, and Examples	Handling by Communications Personnel
<p>PRIORITY (P) Reserved for messages which require expeditious action by the addressee and/or furnish essential information for the conduct of operations in progress when routine precedence will not suffice. Examples:</p> <p>(1) Situation reports on position of front where attack is impending or where fire or air support will soon be placed.</p> <p>(2) Orders to aircraft formations or units to coincide with ground or naval operations.</p> <p>(3) Aircraft movement reports (e. g. messages relating to requests for news of aircraft in flight, flight plans, cancellation messages to prevent unnecessary search/rescue action).</p> <p>(4) Messages concerning immediate movement of naval, air, and ground forces.</p>	<p>(1) Processed, transmitted, and delivered in the order received and ahead of all messages of ROUTINE precedence.</p> <p>(2) ROUTINE messages being transmitted should not be interrupted unless they are extra long and a very substantial portion of the ROUTINE message remains to be transmitted.</p> <p>(3) PRIORITY messages should be delivered immediately upon receipt at the addressee designation.</p> <p>(4) When commercial refile is required, the commercial precedence that most nearly corresponds with PRIORITY will be used.</p>
<p>ROUTINE (R) Reserved for all types of messages which justify transmission by rapid means, unless of sufficient urgency to require a high precedence. Examples:</p> <p>(1) Messages concerning normal peacetime military operations, programs, and projects.</p> <p>(2) Messages concerning stabilized tactical operations.</p> <p>(3) Operational plans concerning projected operations.</p> <p>(4) Periodic or consolidated intelligence reports.</p> <p>(5) Troop movement messages, except when time factors dictate use of higher precedence.</p> <p>(6) Supply and equipment requisition and movement messages, except when time factors dictate use of higher precedence.</p> <p>(7) Administrative, logistic, and personnel matters.</p>	<p>(1) Processed, transmitted, and delivered in the order received and after all messages of a higher precedence, consistent with the following:</p> <p>(a) When commercial/civil refile is required, the lowest commercial precedence shall be used.</p> <p>(b) ROUTINE messages received during nonduty hours at the addressee destination may be held for morning delivery unless specifically prohibited by the command/formation concerned.</p>

Note: NATO and other Allied commands/nations may continue to use the other two precedences (EMERGENCY and DEFERRED). When such messages enter a communications system of the United States, the following applies:

- (1) EMERGENCY messages will be handled before IMMEDIATE and after FLASH messages.
- (2) DEFERRED messages will be handled after ROUTINE messages.

APPENDIX IV

CATEGORIES OF MILITARY INFORMATION

CLASSIFICATION	MATERIAL SO CLASSIFIED	AUTHORITY TO CLASSIFY
TOP SECRET	<p>This classification shall be authorized only for defense information or material which requires the highest degree of protection. TOP SECRET classification shall be applied only to that information or material, the defense aspect of which is paramount, and the unauthorized disclosure of which could result in exceptionally grave damage to the Nation, such as:</p> <ol style="list-style-type: none"> <li>1. A definite break in diplomatic relations affecting the defense of the United States.</li> <li>2. An armed attack against the United States or its allies.</li> <li>3. A war.</li> <li>4. The compromise of military or defense plans, intelligence operations, scientific or technological developments vital to the national defense.</li> </ol>	<ol style="list-style-type: none"> <li>1. Secretary, Undersecretary, and Ass't Secretaries of the Army, and Director of Research and Development.</li> <li>2. CofS, VCoS, Deputy Chief of Staff, Hq, DA.</li> <li>3. Chief, R &amp; D.</li> <li>4. Secretary of the General Staff.</li> <li>5. The ACofS/Intel.</li> <li>6. CG, USCONARC.</li> <li>7. CG, USAADC.</li> <li>8. Comptroller of the Army.</li> <li>9. Heads of the Tech Staff (par 44, AR 10-5).</li> <li>10. Major oversea commanders.</li> <li>11. Commanders ZI armies and MDW.</li> <li>12. Chief, USASA.</li> </ol>
SECRET	<p>This classification shall be authorized only for defense information or material, the unauthorized disclosure of which could result in serious damage to the United States, such as:</p> <ol style="list-style-type: none"> <li>1. Jeopardizing the international relations of the United States.</li> <li>2. Endangering the effectiveness of a program or policy of vital importance to the national defense.</li> <li>3. Compromising important military or defense plans, scientific or technological developments important to the national defense, or information revealing important intelligence operations.</li> </ol>	<p>In addition to those listed for TOP SECRET --</p> <ol style="list-style-type: none"> <li>1. The General Counsel, OSA.</li> <li>2. Chief of Legislative Liaison, OSA.</li> <li>3. Chief PIO, OSA.</li> <li>4. The Admin Ass't, OSA.</li> <li>5. The ACofS for Reserve Components.</li> <li>6. Chief of CA &amp; MG.</li> <li>7. The IG.</li> <li>8. The JAG.</li> <li>9. Chief, NGB.</li> <li>10. Chief, Army Reserve and ROTC affairs.</li> <li>11. TAG.</li> <li>12. Chief of Finance.</li> <li>13. The PMG.</li> <li>14. Chief of Information.</li> <li>15. Chiefs of Military Missions or Groups.</li> <li>16. Army Attaches.</li> </ol>

CATEGORIES OF MILITARY INFORMATION (contd)

CLASSIFICATION	MATERIAL SO CLASSIFIED	AUTHORITY TO CLASSIFY
CONFIDENTIAL	This classification shall be authorized only for defense information or material, the unauthorized disclosure of which could be prejudicial to the defense interests of the nation.	Any of above, who may also delegate authority in writing.
CONFIDENTIAL-MODIFIED HANDLING AUTHORIZED	CONFIDENTIAL defense information as herewith described may be identified by the term CONFIDENTIAL-MODIFIED HANDLING AUTHORIZED: combat or combat related operations, actual or simulated, related to military planning, operations, training, communication, and the logistical support thereof.	Same as CONFIDENTIAL.

## APPENDIX V

### AUTOMATIC TIME-PHASED DOWNGRADING AND DECLASSIFICATION SYSTEM

#### 1. PURPOSE

The purpose of this appendix is to show the principal provisions of AR 380-6 (AFR 205-2, OPNAVINST 5500.40B), title same as this appendix.

#### 2. POLICY

AR 380-6 establishes a continuing system, based upon the passage of time, for automatic downgrading (including declassifying) of classified defense information originated by or under the jurisdiction of the Department of Defense (DoD), the Federal Aviation Agency (FAA), and the National Aeronautics and Space Administration (NASA). This is only general information; AR 380-6 should be consulted for detailed instructions.

#### 3. GROUPING OF CLASSIFIED INFORMATION

All classified information is assigned in one of four groups, briefly described below.

a. Group 1 Material. This type of material is generally of non-DoD origin. Typical examples are --

- (1) Material attributed to foreign governments, or their agencies.
- (2) Material attributed to international organizations and groups.
- (3) Material attributed to the Combined Chiefs of Staff.
- (4) Material involving communications intelligence (COMINT) and cryptography (CRYPTO); communications portion of cover and deception plans.
- (5) Restricted data; nuclear propulsion information; US Atomic Energy Detection System data.
- (6) Standardized BW agents; special munitions information.

b. Group 2 Documents. These documents, originally classified TOP SECRET or SECRET, contain extremely sensitive information. Application of Group 2 classification is as follows:

- (1) Any document containing or revealing information so extremely sensitive that, in the interests of national security, must remain in the original classification for an indefinite period.
- (2) This categorization applies only to FAA, NASA, and DoD documents originated on or after 1 January 1946, which would normally fall into Group 3 or Group 4.

c. Group 3 Material. This type of material warrants a security classification for an indefinite period. Typical examples are:

- (1) War plans prepared by headquarters higher than an Army division, a Navy task force, or a Numbered Air Force.
- (2) DoD and FAA intelligence and counter-intelligence.

- (3) Combat capabilities, limitations, vulnerabilities of a weapon, weapon system, or space system (current or future).
- (4) Precise geodetic and gravimetric survey data which could be used to develop target data.
- (5) Ordnance demolition techniques.
- (6) Formulation and conduct of United States foreign policy.

d. Group 4 Material. This includes material not qualifying for, or assigned to, the first three groups. Normally, this will include:

- Logistical data
- Production schedules
- Budget and cost schedules
- Dimensions or weights

DOWNGRADING AND DECLASSIFICATION TABLE

Group	Security Classification	Status After (Years)					Remarks
		3	6	12	24	Indefinite	
1	TOP SECRET					TS	Unless declassified or downgraded by originating authority.
	SECRET					S	
	CONFIDENTIAL					C	
2	TOP SECRET					TS	
	SECRET					S	
3	TOP SECRET			S	C	C	Unless declassified by originating authority.
	SECRET			C		C	
	CONFIDENTIAL (See Note)					C	
4	TOP SECRET	S	C	U			Automatic declassification (12 years)
	SECRET	C		U			
	CONFIDENTIAL			U			

Note: All Top Secret material originated before 11 January 1946 was downgraded to Secret on 26 November 1958.



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