

CHAPTER SEVEN
PREPARATION OF MESSAGES

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CHAPTER SEVEN

PREPARATION OF MESSAGES

7000. NAVAL MESSAGES

7001. DEFINITION

- .1 A message is any thought or idea expressed briefly in plain or cryptic language, prepared in a form suitable for transmission by any means of communication.
- .2 Communications requiring expeditious delivery normally are prepared for transmission as brief and concise messages. They contain three principal parts; heading, text and ending.

7002. SPURIOUS MESSAGES

- .1 No person shall knowingly or willfully originate, accept for transmission or transmit a spurious message, or deliver or cause to be delivered to any person or persons a message falsely purporting to have been received by naval communications.

7003. ACCEPTANCE OF MESSAGES

- .1 Certain parts of a message are fixed by the originator and may not be changed by any other person, except when the authority of censorship is exercised by command. They are:
 - (a) Preamble.
 - (b) Address.
 - (c) Prefix (Additional accounting symbols may be added).
 - (d) Text.
 - (e) Time-group in the message ending.
- .2 Any message requiring alteration before transmission shall be referred back to the originator. However, the originator may authorize communication personnel to perform normal communication processing functions which do not change the sense of the message, such as converting numeral figures to words.
- .3 The station accepting a message for transmission is responsible for the message until it has been relayed onward, or it is delivered to the addressee. When a station is unable to deliver a message accepted for retransmission, the originating station or station from which the message was received should be notified by service message or appropriate operating signal. Messages forwarded by broadcast method are considered received when transmitted. Instructions to take no further action in regards to a message relieve the accepting station of any further forwarding responsibility.
- .4 A station identified in the routing call line of a message is responsible for preparing a page copy for local delivery and/or refile. Any indicated corrections shall be made prior to delivery unless the time element is such that immediate delivery is warranted. In such instances, the addressee should be advised of any discrepancy.

7004. MINIMIZE

- .1 In an emergency situation, the Chief of Naval Operations or Commanders-in-Chief may order MINIMIZE in accordance with ACP 121.
- .2 The word MINIMIZE has the following signification: "It is now vital that normal message and telephone traffic be drastically reduced in order that messages connected with the present emergency shall not be delayed."
- .3 The Chief of Naval Operations will be informed when MINIMIZE is imposed by a Commander-in-Chief. The Chief of Naval Operations will disseminate the MINIMIZE information, as necessary, by appropriate general message.

7010. CLASSES OF MESSAGES

7011. ADMINISTRATIVE CLASSES

- .1 For administrative purposes, particularly accounting, messages handled by naval communications are divided into classes as follows:

(a) Government messages:

Class A. Messages and replies thereto, originated by the armed forces (Navy, Marine Corps, Army and Air Force) entering naval communications. Class A traffic will be handled by naval communications in accordance with the PRINCIPLES FOR JOINT COMMUNICATIONS set forth in Annex Delta.

Class B. Messages of the U.S. Government's departments and agencies other than the armed forces (Coast Guard is included under Class B except when operating as a part of the Navy). Class B traffic may be handled by naval communications to the extent that it will not cause any need for increase in facilities above military requirements. Such traffic will take precedence with, but after, Class A traffic. It will be carried free of charge over naval nets and circuits.

Class C. Broadcast messages in special arbitrary forms available to ships of all nationalities and data consisting of special services, such as hydrographic notices, weather forecasts and time signals. Class C traffic will be handled free of charge by naval communications.

(b) Non-Government messages:

Class D. Commercial messages involving tolls, including press and radio photo. All Class D messages are private (unofficial) messages on which all charges are collected from the sender, including:

- (1) Ship transmission charge.
- (2) Shore station receiving charge.
- (3) Tolls involved in the landline or cable transmission to effect final delivery.

Class E. Acceptable personal messages to or from naval personnel and specifically authorized civilian personnel stationed on naval vessels or overseas naval stations to or from addressees in the continental U.S. Class E messages are handled over Navy circuits without charge but originators in the continental U.S. should forward such messages by commercial facilities or mail to the only authorized points of acceptance, as follows:

Pacific, Alaska, and Far East Areas (less San Diego Broadcast Area)--NAVCOMMSTA, San Francisco.

San Diego Broadcast Area--NAVCOMMSTA, San Diego.

Atlantic (less Newport and Norfolk Broadcast Areas), Mediterranean, and Caribbean Areas--NAVCOMMSTA, Washington.

Newport Broadcast Area--NAVCOMMSTA, Newport.

Norfolk Broadcast Area--NAVCOMMSTA, Norfolk.

7011.1(b) (Continued)

Relay of Class E messages between Navy coastal radio stations on the same coast is authorized when a Naval ship travels from one broadcast area into another. Relay of Class E messages between Atlantic and Pacific coastal radio stations by Naval communications is prohibited.

A modified version of the Class E message privilege is provided to addressees outside the continental U.S. Such messages are designated as Class D. They are handled over Navy circuits without charge.

7012. NAVAL STATIONS OPEN TO COMMERCIAL MESSAGES

- .1 The following naval shore radio stations are open to commercial messages (Class D) between ship and shore:
 - (a) Adak (NUD).
 - (b) Balboa (NBA).
 - (c) Guam (NPM).

7013. RED CROSS MESSAGES

- .1 The American Red Cross is entitled to use, without charge, the facilities of naval communications for sending and receiving messages regarding Red Cross administration and emergency welfare in connection with Red Cross activities, functions, and duties as prescribed in Article 0738 of U.S. NAVY REGULATIONS.
- .2 In each specific case this privilege is subject to the approval of the commanding officer having cognizance of the communication office to which a message is presented for transmission. He shall refuse to accept such messages for transmission or relay when, in his opinion, the handling of such messages would be detrimental to naval administration or operations.
- .3 Red Cross messages normally are handled as Class B messages--plain text, DEFERRED precedence. However, Red Cross messages handled by naval communications during a civilian disaster where the Navy is assisting, may be given equal precedence with military traffic at the discretion of the senior officer present at the scene of disaster.
- .4 The Red Cross is not entitled to Government rates over commercial systems. Therefore, Red Cross messages shall not be accepted for transmission unless delivery can be effected entirely by naval communications, except as provided below.
- .5 When emergencies or disasters occur involving relief work by the Red Cross, the district commandant or senior officer in the area affected may forward Red Cross messages over naval circuits whether in the interest of armed forces personnel or not, provided such messages will not involve other line charges and are handled as directed. If other line charges are involved, commanders should take such action as deemed appropriate and necessary to ensure delivery, advising the Chief of Naval Operations of the pertinent details of his action.

7020. GENERAL MESSAGES

7021. DEFINITION

- .1 A general message is one which has a wide standard distribution. It is assigned an identifying title. Each message of a given title carries a serial number in a sequence which covers a calendar year.
- .2 While the commands directly concerned receive general messages as action addressees, it is their responsibility to determine what action, if any, need be taken.
- .3 Addressees not under the jurisdiction of the originator, or in an area outside the one covered by a general message, receive copies purely for information.
- .4 A copy of each general message appropriate to the command is placed in the general message file, segregated by types and file according to serial numbers.
- .5 General messages shall be retained until canceled or superseded. It is the responsibility of the originating office to cancel each general message it has initiated as soon as it is practicable.
- .6 Except for general message series incorporated into the Navy Directive System and those incorporated into RPM or CSPM, originators of each series of general messages shall promulgate, as the first message of that series for the calendar year, a list of the previously issued messages of that series which remain effective. This message shall be unclassified even if some of the messages listed are category B, unless classification is necessary because of other information in the message.
 - (a) General messages incorporated into the Navy Directive System in accordance with SECNAVINST 5215.1, i.e. ALNAV, ALNAVSTA, ALSTACON, ALSTAOUT, NAVACT, and such others as may be prescribed by issuing authorities are canceled as follows:
 - (1) By a superseding message or directive.
 - (2) By cancellation date indicated in the text of the message.
 - (3) At the expiration of 90 days from the release date if neither (1) nor (2), above, has occurred.
 - (b) Those general messages whose contents have been incorporated into RPM or CSPM shall be considered canceled.
- .7 Distribution of general messages shall be in accordance with the charts on pages 7-8 and 7-9. The Chief of Naval Operation will be accorded automatic distribution on all general messages contained in the charts mentioned above. The Chief of Naval Operations may be accorded distribution of those general messages authorized by Article 7023 at the discretion of the originating authority.

7022. TYPES OF GENERAL MESSAGES

- .1 Types of general messages are as follows:
 - (a) ALCOAST. Originated by the Commandant, Coast Guard. ALCOAST is the Coast Guard equivalent to ALNAV. The Navy is responsible for delivery to Coast Guard units operating directly with the Navy.
 - (b) ALCOM. (To all commands) Originated by the Chief of Naval Operations (usually DNC). ALCOM designates those general messages which were designed for, but not restricted to, the promulgation

7022.1(b) (Continued)

of communication information. ALCOMs will not be sent by rapid means to naval missions, advisory groups, aid groups, attaches or liaison officers unless specifically requested by the drafter or releasing officer. When distribution of a classified ALCOM to any of the above activities is considered unnecessary or undesirable, the drafter or releasing officer will specifically indicate this fact and an unclassified filler sheet rather than the ALCOM will be mailed to the nonreceiving activity.

- (c) ALCOMLANT. Originated by the Chief of Naval Operations (usually DNC). ALCOMLANT is a subdivision of the ALCOM series for the Atlantic-Mediterranean areas.
- (d) ALCOMPAC. Originated by the Chief of Naval Operations (usually DNC). ALCOMPAC is a subdivision of the ALCOM series for the Pacific area.
- (e) ALDIST. Originated by the Commandant, Coast Guard, to provide instructions including those of policy level, or information of limited applicability, primarily to Coast Guard district commanders.
- (f) ALJAP. Originated by Communications Electronics Directorate/Joint Staff. ALJAP designates those general messages which promulgate information pertaining to CED/JS-adopted publications when rapid dissemination to all branches of the armed forces is required. (Ordinarily, when information from the CED/JS is peculiar to a single service, such information is promulgated by the service concerned).
- (g) ALLANTFLT. Originated by CINCLANTFLT. ALLANTFLT is the equivalent of the ALNAV or NAVOP within the commands under CINCLANTFLT.
- (h) ALMAR. Originated by the Commandant of the Marine Corps to all Marine Corps activities.
- (i) ALMARCON. Originated by the Commandant of the Marine Corps to Marine Corps activities within the continental United States.
- (j) ALNAV. Originated by the Secretary of the Navy (SECNAV). ALNAV designates those general messages which normally concern the functions of the Naval Establishment, including the Marine Corps. ALNAVs are unclassified.
- (k) ALNAVSTA. Originated by the Secretary of the Navy. ALNAVSTA designates those general messages, similar to ALNAV in content, which require wide dissemination to the shore establishment of the Navy and Marine Corps, including the shore-based elements of the operating forces. ALNAVSTAs are unclassified.
- (l) ALPACFLT. Originated by CINCPACFLT. ALPACFLT is the equivalent of the ALNAV or NAVOP within the commands under CINCPACFLT.
- (m) ALSTACON. Originated by the Secretary of the Navy. ALSTACON designates those general messages which contain administrative information requiring wide dissemination to all stations within the continental U.S. ALSTACONs normally are unclassified.
- (n) ALSTAOUT. Originated by the Secretary of the Navy. ALSTAOUT designates those general messages which contain administrative information requiring wide dissemination to all stations outside the continental U.S. ALSTAOUTs are unclassified.
- (o) JANAFAC. Originated by CINCPAC. Addressed to U.S. commanders within the Pacific Command on matters of joint interest. Redistribution is accomplished at the discretion of the receiving U.S. Major Commands. (Article 7022 continued on Page 7-10)

GENERAL MESSAGE DISTRIBUTION KEY LIST

LINE	COMMAND OR ACTIVITY	LINE	COMMAND OR ACTIVITY
1.	OPERATING FORCES UNDER OPERATIONAL AND/OR ADMINISTRATIVE CONTROL OF CINCLANFLT/CINCPACFLT. COMMANDERS OF ALL: FLEETS, FORCES AND TYPAS; TASK, FORCES, GROUPS, UNITS AND ELEMENTS; SPECIAL COMMANDS, GROUPS, UNITS AND DETACHMENTS; ADMINISTRATIVE COMMANDS AND UNITS, FLOTILLAS, GROUPS, SQUADRONS AND DIVISIONS; FLEET AIR COMMANDS, WINGS, TASK GROUPS, GROUPS, SQUADRONS, UNITS AND DETACHMENTS; COMMISSIONED VESSELS; COMDT MARINE CORPS, COMET COAST GUARD.	18.	COMALSEAFRON, COMHAWSEAFRON.
2.	FLEET MARINE FORCE UNITS (AIR/GROUND).	19.	COMs 1, 3, 4, 5, 6, 8, PRNC, SRRC.
3.	PROSPECTIVE COMMANDING OFFICERS OF VESSELS FITTING OUT.	20.	COM 9.
4.	BASEGRAM DELIVERY AUTHORITIES.	21.	COM 10.
5.	NAVAL MISSIONS, ADVISORY GROUPS, AID GROUPS, ATTACHES AND LIAISON OFFICERS.	22.	COMs 11, 12, 13.
6.	NAVAL BASES, OPERATING BASES, STATIONS AND FLEET ACTIVITIES.	23.	COMs 14, 17.
7.	BUREAUS AND OFFICES OF THE NAVY DEPARTMENT.	24.	COM 15.
8.	NAVAL COMMUNICATION CENTERS, STATIONS, FACILITIES, UNITS; RADIO STATIONS AND FACILITIES; SECURITY STATIONS.	25.	CINCLANFLT.
9.	MARINE CORPS ACTIVITIES.	26.	CINCPACFLT.
10.	NAVAL AIR BASES AND STATIONS.	27.	CINCARIB (SEE ALSO LINE 29), CINCAL.
11.	NCSC's	28.	CINCHELM.
12.	COMSTS.	29.	CINCLANT, CINCARIB (SEE ALSO LINE 27), CINCONE.
13.	MSTS COMMANDS AND OFFICES.	30.	CINCPAC.
14.	ALL MSTS SHIPS; ALL COM MILITARY DEPARTMENTS (SEE ARTICLE 1-9 COMSTS INSTRUCTION 2110.2).	31.	COMASTAREACOGARD.
15.	COMASTSEAFRON AND SECTORS.	32.	COMWESTAREACOGARD.
16.	COMWESTSEAFRON AND SECTORS.	33.	COGARDISTCOMs 1, 2, 3, 5, 7, 8, 9.
17.	COMCARIBSEAFRON AND SECTORS.	34.	COGARDISTCOMs 11, 12, 13, 17.
		35.	COGARDISTCOM 14.
		36.	SPECIAL ADDITIONAL DISTRIBUTION FOR JAMAFPAC ONLY: CINCUSARPAC, CINCPACAF, COMUSKOREA, COMUSJAPAN, COMTAIWANDEFCOM(US), CINCPACREP RYUKYUS, CINCPACREP MAREO, CINCPACREP PHILIPPINES, CHMAAG JAPAN, CHMAAG TAIWAN, CHJUSMAGPHIL, CHMAAG VIETNAM, CHMAAG CAMBODIA, CHJUSMAG THAILAND. INFO: CNO, COMAACSEAC, NSAFAC.

DISTRIBUTION CHART FOR GENERAL MESSAGES

DNC 5(B)

X - APPLICABLE TO ALL A - ATLANTIC P - PACIFIC O - APPLICABLE AS APPROPRIATE S - SEE ARTICLE 7022.1(b)

LINE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36			
ALCOAST				X																																			
ALCOM	XX			X	S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
ALCOMLANT	AA	X		X	A	X	A	A	A	A	A	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
ALCOMPAC	PP	X		X	P	X	P	P	P	P	P	P	X	P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
ALDIST																																							
ALJAP	XX			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
ALLANTFLT	AA	X		X	A	A	A	A	A	A	X	A	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
ALMAR	X			X				X																															
ALMARCON	O							O	X																														
ALMSTS													X	O																									
ALNAV	XX	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
ALNAVSTA					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ALPACFLT	PP	X		X	P	P	P	P	P	P	P	P	X	P	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ALSTACON					O	X	O	O	O	O	O	X	O	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
ALSTAOUT					O	X	O	O	O	O	X	O	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
JANAFPAC																																							
NAVACT	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
NAVOP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

7022.1 (Continued)

- (p) LANTOS. Originated by the Commander, Eastern Area, Coast Guard, to disseminate information to all Coast Guard ocean station vessels in the Atlantic Ocean.
- (q) NAVACT. Originated by the Secretary of the Navy. NAVACT designates those general messages which are similar to ALNAV in content except the Marine Corps is excluded.
- (r) NAVOP. Originated by the Chief of Naval Operations. NAVOP designates those general messages which are similar to ALNAV in content except attaches, missions, observers and minor shore activities, which are excluded.
- (s) PACOS. Originated by the Commander, Western Area, Coast Guard, to disseminate information to all Coast Guard ocean station vessels in the Pacific Ocean.

.2 MERCAST GENERAL MESSAGES:

- (a) MERCAST. Originated by the Chief of Naval Operations. MERCAST is the merchant ship equivalent to an ALNAV. Distribution: Ships guarding MERCAST schedules, MSTs, naval port control officers and NCSOs.
- (b) MERCASTLANT. Originated by CINCLANTFLT. MERCASTLANT is the merchant ship equivalent to an ALLANTFLT.
- (c) MERCASTPAC. Originated by CINCPACFLT. A MERCASTPAC is the merchant ship equivalent to an ALPACFLT.

7023. HOLIDAY AND CONGRATULATORY MESSAGES.

- .1 General messages of a holiday or congratulatory nature are not acceptable for delivery by rapid means, unless originated by the Chief of Naval Operations, the Commandant of the Marine Corps, or higher authority. As an exception to this policy, Fleet, Force or Type Commanders may at their discretion issue a combined Christmas - New Year's greeting within their respective commands.
- .2 All other commanders desiring to send holiday greetings or messages of a congratulatory nature must utilize mail.
- .3 Messages of this nature shall not be transmitted in such a manner as to incur commercial charges.

7024. SEA FRONTIER, NAVAL DISTRICT, RIVER COMMAND, FLEET, FORCE, AND TYPE GENERAL MESSAGE SERIES

- .1 Commanders of sea frontiers, commandants of naval districts and river commands, and commanders of fleets, forces, and types are authorized to establish a general message series within their respective commands.

7025. GENERAL MESSAGES FOR MINOR SHORE ACTIVITIES

- .1 General messages for minor Navy and Marine Corps shore activities will be transmitted by rapid means when served by a direct teletypewriter network. Otherwise, such messages normally will be sent to the lower echelons by mail or other appropriate local means as determined by the refile authority. Commercial refile will be employed only in those cases when the originator considers rapid delivery to the lower echelons necessary.

7030. SPECIAL CATEGORIES OF MESSAGES

7031. ALL SHIPS PRESENT MESSAGES

- .1 ALL SHIPS PRESENT messages are those addressed to all ships present within visual signaling range. These messages normally will emanate from the senior officer present afloat. The SOPA prescribes local instructions governing the initiation, transmission and relay of ALL SHIPS PRESENT messages.

7032. Q MESSAGE SYSTEM

- .1 The Q message system serves as the classified portion of the navigational warning systems of allied nations. (Reference: AHP 1.)
- .2 Q messages should not be confused with Q signals.

7033. HYDRO AND NOTAM MESSAGES

- .1 The U.S. Navy Hydrographic Office originates messages for which wide, non-standard distribution is indicated. These messages may be serially numbered and are transmitted on hydrographic broadcasts. HYDROLANTs contain information relating to the Atlantic, Mediterranean and Indian Oceans. HYDROPACs contain information relating to the Pacific Ocean.
- .2 Military and civil agencies concerned with the safety of aircraft originate NOTAMs. They contain information relating to the establishment, discontinuance, condition or change in any aerological facility or service, or to a hazard within a specified area. NOTAMs are distributed to air stations and facilities upon whose operations the specific information in each message may have effect.

7040. THE U.S. NAVY BASEGRAM SYSTEM

7041. DEFINITIONS

- .1 BASEGRAM is a message designation connoting a means of delivery for those general messages which are not of sufficient operational importance to warrant immediate delivery to forces afloat by fleet broadcasts, but for which rapid delivery to the maximum extent practicable is desirable.
- .2 A Basegram Authority is a shore commander, designated by competent authority, responsible for providing plain-text copies of basegrams to forces afloat upon call.

7042. PURPOSE

- .1 The purpose of the Basegram System is to reduce the volume of message traffic transmitted by fleet broadcasts in order to keep the relatively limited broadcast facilities available for messages which must be delivered to afloat forces by rapid means. The 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.

7043. BASEGRAM HANDLING INSTRUCTIONS

.1 Originators

- (a) General message originators will assign the designation BASEGRAM to those general messages for which this means of delivery is acceptable. The first word of the text following the general message identification will be the word BASEGRAM.
- (b) These instructions do not modify directives for originators to use mail correspondence when the time factor permits.

.2 Communication Centers

- (a) The communication center serving the originator will place the operating signal ZFP meaning BASEGRAM in the message instructions of messages so designated.
- (b) Basegrams will be delivered by rapid means to designated basegram authorities for ultimate pickup by afloat forces and to appropriate broadcast stations for purposes of originating a procedure message announcing the basegram.
- (c) Basegrams will also be transmitted over normal point-to-point circuits to the shore commands and activities contained in the address in the same manner as prescribed for any other message.

.3 Broadcast Stations

- (a) Broadcast stations will receive appropriate basegrams by rapid means. They will not broadcast the actual basegrams, but in lieu will originate and broadcast a procedure message for each basegram indicating that the specific general message has been routed to basegram authorities.
- (b) When the classification of the general message permits, the procedure message may indicate the subject matter:

EXAMPLE: ZFO ALNAV 23
Concerns promotion of LTs to LCDRs

- (c) The procedure message may refer to more than one general message.

.4 Basegram Authorities

- (a) Basegram authorities will maintain a stock of plain-text copies of basegrams, edited and paraphrased as necessary, for pickup by afloat forces.
- (b) Stocks of the following series of general messages as appropriate will be maintained by basegram authorities:

ALNAV, NAVOP, ALCOM, ALCOMLANT (Atlantic & NELM), ALLANTFLT (Atlantic & NELM), ALJAP, ALCOMPAC (Pacific), ALMAR, NAVACT, ALPACFLT (Pacific).

7043.4 (Continued)

- (c) Basegrams will normally be provided on a one copy per command basis. However, in the case of unusually long basegrams, limited numbers of extra copies should be provided by basegram authorities whenever possible.
- (d) Basegram authorities should request missing basegram general messages when not promptly received.
- (e) Basegram authorities may also deliver basegrams by mail to afloat forces deployed in their area when such forces are scheduled to enter other non-basegram ports where normal mail service is provided.

.5 Afloat Commands

- (a) Upon return to port, at periodic intervals while in port, and immediately prior to departure, afloat commands will obtain plain-text copies of available basegrams from the nearest basegram authority.
- (b) Within the command, basegrams will be handled in the same manner as other general messages received.
- (c) A copy of each broadcast procedure message announcing a basegram will be filed by afloat commands in the appropriate general message file until it is replaced by the actual general message basegram.
- (d) Each afloat command will maintain a general message receipt log for each addressed general message series. This log shall indicate by consecutive general message number those general messages not yet received and those general messages for which only basegram procedure messages have been received. Afloat commands should utilize this log to determine appropriate general messages to be obtained from basegram authorities.

7044. DESIGNATED BASEGRAM AUTHORITIES

- .1 The below-listed basegram authorities have been designated for the ports indicated. Additions and deletions will be made by the fleet commanders concerned, as required. U.S. authorities marked by an asterisk also act as NATO basegram authorities when so directed by the Chief of Naval Operations.

LIST I -- ACTIVE

PACIFIC

<u>Port</u>	<u>Basegram Authority</u>
Balboa, C.Z.	CO NAVCOMMSTA Balboa
San Diego, Calif.	CO NAVCOMMSTA San Diego (Headquarters Building, foot of Broadway)
Long Beach, Calif.	CO NAVSTA Los Angeles (Admin. Building, Long Beach)
San Francisco, Calif.	CO NAVCOMMSTA San Francisco (Federal Office Building)
Seattle, Wash.	CO NAVCOMMSTA Seattle
Bremerton, Wash.	COMNAVSHIPYARD
Adak, Alaska	CO NAVSTA Adak

PACIFIC

LIST I -- ACTIVE

<u>Port</u>	<u>Basegram Authority</u>
Kodiak, Alaska	CO NAVSTA Kodiak
Pearl Harbor, T.H.	CO NAVCOMMSTA Pearl
Midway Island	CO NAVSTA Midway
Kwajalein, Marshall Is.	CO NAVSTA Kwajalein
Guam, Marianas Is.	CO NAVSTA Marianas
Sangley Point, Luzon, P.I.	CO NAVSTA Sangley Point
Subic Bay, Luzon, P.I.	CO NAVSTA Subic
Sasebo, Japan	COMFLEACT Sasebo
Yokosuka, Japan	COMFLEACT Yokosuka

ATLANTIC

<u>Port</u>	<u>Basegram Authority</u>
Boston, Mass.	*COMNAVBASE Boston
Newport, R.I.	*COMNAVBASE Newport
New London, Conn.	*COMSUBBASE New London
New York, N.Y.	*COMNAVBASE New York
Philadelphia, Pa.	COMNAVBASE Philadelphia
Norfolk, Va.	COMNAVBASE Norfolk
Little Creek, Va.	CO NAVPHIBASE Little Creek
Charleston, S.C.	*COMNAVBASE Charleston
Mayport, Fla.	CO NAAS Mayport
Key West, Fla.	*CO NAVSTA Key West
Guantanamo Bay, Cuba	CO NAVSTA Guantanamo
San Juan, P.R.	CO NAVSTA San Juan
Coco Solo, C.Z.	CO NAVSTA Coco Solo
Roosevelt Roads, P.R.	CO NAVSTA Roosevelt Roads

ELM

London, England (Includes delivery by mail to ships deployed in the Northeast Atlantic)	CO NAVCOMMFAC London
Naples, Italy (Includes delivery by mail to ships deployed in the Mediterranean and Middle East)	NAVSUPPACT Naples

7044.1 (Continued)

LIST II - TO BE ACTIVATED WHEN SO DIRECTED BY THE
COGNIZANT FLEET COMMANDER

ATLANTIC

<u>Port</u>	<u>Basegram Authority</u>
Iceland	COMNAVFOR Iceland
Lajes, Azores	CO NAF Lajes
Argentia	*CO NAVSTA Argentia
Bermuda	CO NAVSTA Bermuda
Trinidad	CO NAVSTA Trinidad
Portsmouth, N.H.	COMNAVBASE Portsmouth
New Orleans, La.	COMEIGHT

ELM

Rota
El Ferrol
Cartagena

7050. ORIGINATOR OF MESSAGES

7051. DEFINITION

- .1 The originator of a message is the command by whose authority a message is sent.

7052. RESPONSIBILITY OF THE ORIGINATOR

- .1 The originator has the following definite responsibilities:
- (a) Determine if a message is necessary. Messages shall not be used when the necessary information or directives can reach their destination in time for proper action by speedletter or letter, utilizing airmail as appropriate. U.S. Mail or air mail will be used in all cases where the addressees are in the continental limits of the U.S. and action is not required within 72 hours. Where overseas or afloat addressees are involved, the necessity for a message is left to the discretion of the originator.
 - (b) Designate the addressees. Keep addressees to a minimum. Limit addressees to those who need to know.
 - (c) Determine the classification. Know the contents of Chapter 15 of U.S. NAVY REGULATIONS. Slight redrafting frequently makes possible a lower classification. Be sure the classification is correct as it now stands, and in terms of the information it actually contains or implies.
 - (d) Assign the precedence. Reserve high precedence for messages requiring immediate action. Be sure the precedence is right in terms of the hour when delivery to the addressee actually is required--time difference and peak traffic periods considered. (See Articles 7063 and 7064).

7053. MESSAGE DRAFTER

- .1 The message drafter is the individual who actually composes the message for release by the originator.
- .2 The drafter is responsible for:
 - (a) Drafting the text so that it is accurate, brief and clear.
 - (b) Verifying that any references cited are effective and that all addressees hold them.
 - (c) Obtaining proper release of the message.
- .3 The drafter makes recommendations to the originator as to the addressees, the classification and the precedence of the message.
- .4 Brevity will be achieved through proper choice of words and good writing techniques. Abbreviations will not be used unless the drafter is certain that the meaning is clear and unmistakable to all addressees. When abbreviations are used they will not be spelled out by phonetic equivalents. (See Annex Charlie).
- .5 Message drafters shall not use terms such as SECOND INFO ADEE, FIRST ACTION ADEE, etc., in the texts of messages. These expressions will cause confusion in the event of garbles, deletions, or alphabetical call sign rearrangement.

7054. RELEASING OFFICER

- .1 The releasing officer is an individual designated to authorize the transmission of a message for and in the name of the originator.
- .2 The originator will designate the officers of his command authorized to release messages.

7055. RESPONSIBILITIES OF ORIGINATOR DURING MINIMIZE

- .1 Before authorizing the transmission of a message, or making a telephone call, originators should satisfy themselves that immediate operations will be adversely affected if the message or call in question is not made. No messages or calls which do not pass this test are to be originated.
- .2 Messages not connected with the immediate operations but which have to be made should be cleared by civil telegraph or mail where these facilities exist and their use is permissible; failing this they are to be held until MINIMIZE is cancelled.
- .3 Originators have the authority, however, to dispatch messages at any time which they consider have been held up so long that it has become vital for them to be sent.
- .4 The lifting of MINIMIZE will be achieved by the order CANCEL MINIMIZE. This will be done by the authority who originally ordered MINIMIZE.

7060. ADDRESS OF MESSAGES

7061. MINIMUM NUMBER OF ADDRESSEES

- .1 In the interest of brevity and security, the number of addressees shall be kept at a minimum consistent with the requirement that an originator shall make every reasonable effort to foresee and include all who need the information.

7061. (Continued)

- .2 The originator fixes the address. It may not be altered by any other station.
- .3 Except in exceptional circumstances, messages should be addressed to the command instead of to the administrative office of the command. (See Article 8052).
- .4 Navy postal numbers and Army post office (APO) numbers are intended for communications sent through postal channels. They shall not be used in a message heading to identify originator, addressees, or geographical locations.
- .5 When the originator is in direct communication with all addressees, the call will serve as the address. When the services of relay stations are employed, the complete address as well as appropriate transmission instructions must be included.
- .6 Geographic locations of shore based addressees should be included when messages are addressed to addressees outside the Naval Communications System. Do not use naval abbreviations when messages are addressed to a commercial or civilian activity.

7062. READDRESSING MESSAGES

- .1 An addressee may readdress a message to others not included in the original address, provided no alteration is made to the precedence, message instructions, address, prefix or text of the original message.
- .2 The readdressal may be for action or information and will be assigned an appropriate precedence.
- .3 Articles 9132 through 9134 contain detailed procedures for readdressing messages.

7063. ASSIGNMENT OF PRECEDENCE

- .1 The precedence assigned to a message is determined by the subject matter of the text and the time factor involved. The precedence assigned a message by the originator does not indicate the action to be taken by the addressee or the precedence designation of a reply. Such instructions, if necessary, will be included in the text or in other special orders.
- .2 Precedence designations are employed to indicate the relative order in which a message of one precedence designation is handled with respect to all other precedence designators. Precedence designations include:
 - (a) Required speed of delivery of a message to an addressee.
 - (b) Relative order in which communication personnel should handle and deliver a message.
 - (c) Relative order in which the addressee should note the message.
- .3 Multiple address messages having both action and information addressees, except when CODRESS is employed, may be assigned two precedences--one precedence for action addressees; a lower precedence for information addressees.
- .4 A message should not be assigned a precedence designation higher than that required to ensure that it reaches all addressees in time. In the assignment of precedence to administrative messages addressed to shore activities, the originator should consider the office hours kept by the addressee and any time zone difference existing, to prevent messages being delivered needlessly outside of office hours.

7063. (Continued)

- .5 Instructions regarding the assignment of commercial precedence to messages are contained in DNC 26.

7064. USE OF PRECEDENCE DESIGNATIONS

- .1 Appropriate use of the various precedence designations will be determined by careful consideration of the following degrees of precedence:

- (a) FLASH Precedence (Z): Reserved for initial enemy contact reports or special emergency operational combat traffic originated by specifically designated high commanders or by operational commanders of units directly affected. This traffic is to be short reports of emergency situations of vital proportion.

EXAMPLES:

- (1) Initial enemy contact reports.
- (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.
- (3) Warning of impending large scale attacks.

Action: FLASH messages will be hand carried, processed, transmitted and delivered in the order received and ahead of all other messages. Messages of lower precedence will be interrupted on all circuits involved until handling of the FLASH message is completed.

- (b) EMERGENCY Precedence (Y): Reserved for amplifying reports of enemy contact, for messages required in situations of emergency which affect the current implementation of a tactical action and in situations which gravely affect the national security or concerning distress, which demand immediate delivery to the addressee.

EXAMPLES:

- (1) Reports of unusual major movements of military forces of foreign powers in times of peace or strained relations.
- (2) Attack orders to commit a force in reserve without delay in a critical situation.
- (3) Messages which report enemy counterattack or determined resistance or request additional air, reserve, or fire support without delay.
- (4) Warning of important or pending enemy attack.
- (5) Messages which indicate unexpected progress or which cancel previously scheduled air or fire support.
- (6) Messages giving major strategic decisions of great emergency.
- (7) Amplifying reports concerning type, size, disposition, course and speed of enemy forces.

Action: EMERGENCY messages are processed, transmitted and delivered in the order received and ahead of all messages of lower precedence, even to the extent of interrupting the processing and transmission of lower precedence messages already in progress.

7064.1 (Continued)

- (c) OPERATIONAL IMMEDIATE Precedence (O): Reserved for important tactical or administrative messages pertaining to or having an immediate bearing on tactical operations and, when necessary, those messages concerning the immediate movement of ships, aircraft or ground forces. This precedence is to be used only when the value of a message is dependent upon expeditious delivery to the addressee.

EXAMPLES:

- (1) Operational orders or field orders affecting current operations.
- (2) Situation reports on the position of a front where an attack is imminent or where fire or air support soon will be placed.
- (3) Orders to aircraft formations or units to coincide with currently planned ground or naval operations.
- (4) Aircraft movement reports, including messages relating to requests for news of aircraft in flight, amendments to flight plans and cancellation messages when necessary to prevent overdue action.

NOTE: While virtually all messages concerning the movement of aircraft may be assigned O precedence, a lower precedence should be used in those cases when the time element permits.

- (5) Changes in tactical dispositions of fleet, forces, groups or units.
- (6) Message requisitions for material the lack of which renders a ship unseaworthy or incapable of performing her mission.

Action: OPERATIONAL IMMEDIATE messages are processed, transmitted and delivered in the order received and ahead of all messages of lower precedence, even to the extent of interrupting the processing and transmission of lower precedence messages already in progress.

- (d) PRIORITY Precedence (P): Reserved for important messages which must have precedence over ROUTINE traffic. This is the highest precedence which may be assigned to administrative messages.

EXAMPLES:

- (1) Troop or ship movements.
- (2) Flight plans.
- (3) Movement of supplies and equipment.

Action: PRIORITY messages are processed, transmitted and delivered in the order received and ahead of all messages of lower precedence. ROUTINE messages being transmitted should not be interrupted unless they are extra long.

- (e) ROUTINE Precedence (R): Reserved for all types of messages which are not of sufficient urgency to justify a higher precedence, but must be delivered to the addressee without delay.

Action: ROUTINE messages are processed, transmitted and delivered in the order received and after all messages of higher precedence.

7064.1 (Continued)

- (f) DEFERRED Precedence (M): To be employed for all types of messages which justify transmission by rapid means, but which will admit of the delay necessary for prior transmission of messages of higher precedence. The use of DEFERRED precedence normally is assigned to administrative messages.

Action: DEFERRED messages are processed and transmitted in such order as will clear traffic with due regard for messages of a higher precedence.

- .2 An increase in the appearance of messages of high precedence on fleet broadcasts is a warning to enemy traffic analysts of an impending operation as well as a burden on naval communications. Every effort should be made to restrict the use of high precedence traffic to actual essentials, especially during staging periods of an operation.

7065. MESSAGE HANDLING TIMES

- .1 Standards are prescribed for the handling time of messages of various precedences. They are not intended to be a basis for requesting additional nets, equipment or personnel but represent message handling times which should be obtained under normal conditions. They are based on the average handling times in the originating, relay and terminating communication offices, exclusive of the time required for additional tape manufacture, encryption, transmission and decryption.
- (a) FLASH and EMERGENCY Precedences shall be handled as rapidly as humanly possible. Commands will issue special handling instructions to expedite such messages.
- (b) OPERATIONAL IMMEDIATE and PRIORITY Precedences
- (1) Originating office: 3 to 10 minutes.
 - (2) Relay office: 2 to 4 minutes.
 - (3) Terminating office: 5 to 10 minutes depending on type and means of internal delivery.
- (c) ROUTINE Precedence
- (1) Originating office: 5 to 20 minutes.
 - (2) Relay office: 5 to 10 minutes, depending on traffic conditions.
 - (3) Terminating office: 15 to 30 minutes.
- (d) DEFERRED Precedence
- (1) Originating office: 20 to 30 minutes prior to approximately 1400 local time. After 1400, traffic should be prepared and transmitted as soon as practicable without delaying traffic of higher precedence.
 - (2) Relay office: 5 to 10 minutes prior to 1400 local time. After 1400, as traffic conditions permit.
 - (3) Terminating office: 15 to 30 minutes, depending on traffic conditions when the addressee's office is open. When the addressee's office is closed, deliver the message at the beginning of office hours the following morning.

7066. DATE-TIME GROUP

- .1 The date-time group is expressed as six digits and a zone suffix. The first pair of digits denotes the date, the second pair the hours, and the third pair the minutes. In abbreviated form the first two digits, denoting the date, may be omitted if not required. The first to the ninth day of the month are represented by 01 to 09, respectively.
- .2 Duplicate date-time groups shall not be used by the same originator.
- .3 The time included in the DTG is the time (GMT) at which the originator prepared the message for transmission. Normally, it is inserted by the message center or cryptocenter.

7070. TEXTS OF MESSAGES

7071. DEFINITION

- .1 The text is that part of a message which contains the thought or idea the originator desires to communicate. It is the reason for the existence of all other parts of the message.

7072. HANDLING INSTRUCTIONS IN THE TEXT

- .1 The text may contain only such internal instructions as are necessary to facilitate additional handling. Passing instructions in the text should clearly indicate whether the message is intended for staff action or liaison by the activity passing it, by the use of phraseology such as BLANK TAKE ACTION AND PASS TO ETC or BLANK NOT AN ADEE PASS TO ETC.
- .2 When commercial refile is intended to effect delivery to a text addressee, the message must be addressed or routed for this purpose to the appropriate (commercial refile) communication center.
- .3 The use of personal names or titles to indicate originator and/or addressee in the text of a naval message is prohibited when the message address alone will suffice. It is to be assumed that the command to which the message is addressed will make the necessary internal routing.
- .4 When the message address alone will not suffice, the official title or personal name may be included in the text to indicate the originator and/or addressee.
- .5 The use of shipping designators in a message shall be restricted to logistical matters where the originator is assured that the addressees have access to the appropriate shipping designator publications. Shipping designators are not intended for general use in messages in lieu of names of geographical locations.

7073. SPECIAL MESSAGE DISTRIBUTION INSTRUCTIONS

- .1 Occasions will arise where messages between commanders must receive special distribution. A commonly understood method of designating such distribution must be employed. Phrases so utilized should be concise and known by the addressees and must be placed at the beginning of the text. The following phrases with the meaning indicated are authorized for general use:
 - (a) EXCLUSIVE. Messages so marked are to be delivered only to the person whose name or designation appears immediately following the word "EXCLUSIVE", or in the absence of the person so addressed, to his authorized representative. Such messages must be handled only by specially designated personnel and must be classified.
 - (b) PERSONAL FOR. This instruction is to be followed by the name or title of a particular individual and indicates that the text of the message is to receive attention of that individual but does not necessarily limit the distribution. Messages thus marked are to be classified or unclassified according to their content.
- .2 The above does not prohibit the use of other special phraseology for directing message distribution. When other phrases are used all addressees must be cognizant of the phrase and its meaning with regard to message distribution.

7074. BREVITY

- .1 The text of a message must be clear, accurate, and brief. Brevity must not be attained at the cost of accuracy; rather, brevity will be achieved through the proper choice of words and good writing techniques. Stereotyped phrases should be avoided. However, uncommon phrases and modes of expression must not be carried to the point where the meaning becomes ambiguous or obscure.
- .2 It is both the privilege and responsibility of the officer who drafts a message to word it so that it expresses unmistakably the thought he desires to convey.
- .3 Abbreviations within the texts of messages will be limited to those whose meanings are self evident, unequivocal, or which are recognizable by virtue of long established usage. Exceptions may be made in the case of currently authorized abbreviations in messages on routine administrative or technical matters which will be routed only to persons familiar with the abbreviations employed.
- .4 In cases of doubt the rule that clarity always takes precedence over brevity will be followed. (See Annex Charlie)

7075. REPETITION

- .1 A word may be repeated in the drafted text to prevent mistaken identity or incorrect spelling, but not solely for the purpose of emphasis.

EXAMPLE of correct use:

MIYAZAKI RPT MIYAZAKI.

7076. PUNCTUATION

- .1 Punctuation is not used unless necessary to the sense of the message.
- .2 The letter X should be used whenever exact punctuation is not considered essential but some separation in the text is needed for clarity, and this use of X is not ambiguous. Only the originator may use the letter X in lieu of punctuation. Communication personnel shall not convert the punctuation employed by the originator to the letter X as to do so might alter the sense of the message. XRAY, the phonetic equivalent of the letter X, shall not be used for this purpose.
- .3 When punctuation is ESSENTIAL, the drafter should use the punctuation symbols listed in Article 9043.

7077. REFERENCES

- .1 Messages are identified by name of originating command and date-time group. General messages will be identified by title and number.
- .2 The use of references in message texts shall be avoided unless essential. When used, the following provisions and instructions apply:
 - (a) References normally will consist of YOUR, MY or the authorized abbreviated title of a third party, followed by the date-time group of the message or the serial number of a letter or document. Use of the date of such correspondence, in addition to the serial number, often is advisable, especially when it is not of recent issue or when the subject cannot be identified readily from the content of the message.

7977.2 (Continued)

- (b) When a reference is made to a date-time group or originator's reference number of other than the current calendar month or year, the month and, if necessary, year, shall be added. The month will be abbreviated by use of the first three letters and the year by the last two digits.

EXAMPLE: MY 141512Z JUN 51

- (c) When referring to a message which has been readdressed, only the original date-time group will be used for reference purposes.
- (d) When references are placed in a message destined for several addressees, care must be taken that such references are available to all addressees. In cases where a reference is not held by all and the originator determines that those addressees do not need it, the abbreviation NOTAL, meaning "not to, nor needed by, all addressees" shall follow the reference. When the referenced message has been transmitted by rapid means to some addressees and mailed to others the abbreviation SOMAIL, meaning "Some addressees By Mail" shall be used following the date-time group of the referenced message.
- (e) If a message is addressed to other than naval activities, and the referenced message has an originator's cite indicator and number, the date-time group and cite number will both be listed as elements of reference.
- .3 A message is classified according to its own content, and therefore may be given a lower classification than the message to which it refers. Unclassified replies to classified messages are discussed in Article 437.b.3, NWIP 16-1.

7078. DATE AND TIME IN TEXT

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

EXAMPLE: 9 OCT or 9 OCT 50

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

EXAMPLES: NIGHT 29/30 SEP 50; NIGHT 30 SEP/1 OCT 50

- .3 Times included in the text of a message will be supplemented by the designation letter for the time zone used.
- .4 When several times of the same zone are used in a message, a covering phrase may be used in lieu of individual zone designators when no confusion will result.

EXAMPLE: ALL TIMES DELTA

7080. INTERNAL ROUTING OF MESSAGES

7081. INVIOABILITY OF MESSAGES

- .1 Internal routing of messages and the location of message files must be such as to prevent the contents of any message from being divulged to any persons other than those who need to know.
- .2 Messages, both for delivery and for filing, should be placed on covered boards.

7081. (Continued)

- .3 Messengers shall be instructed not to allow under any circumstances the contents of messages which they are distributing to be seen by persons other than those authorized.
- .4 Unclassified messages are considered official Navy business and as such all copies except those required for files shall be destroyed when no longer required by those to whom delivered. Classified messages shall be accounted for and destroyed in a manner commensurate with the classification, content or special marking, as applicable.

7082. DESIGNATION OF ACTION AND INFORMATION OFFICERS

- .1 A list of cognizant officers should be prepared and made available to the communication watch officer to enable him to select the appropriate action officer for internal routing purposes.
- .2 Some message centers, particularly those at large shore stations, maintain a file of routing cards arranged according to subject matter to facilitate accurate internal routing. Each card shows which activities are interested primarily in that subject. Also each card indicates those activities which need such messages for information.
- .3 If a mistake has been made in selecting the action officer, the officer first so designated should indicate immediately the correct action officer so that the message may be delivered for action without further delay. In many commands the original action officer is further responsible for obtaining the concurrence of the one he considers to be the correct action officer.
- .4 The action officer should inform the CWO if any officers not designated in the routing require the knowledge of the message.
- .5 If action is required by more than one officer, the one with paramount interest should be designated as action officer. This officer is then responsible for the cooperation of all concerned in the prompt preparation of the reply or execution of the necessary action.

7083. COPIES OF MESSAGES

- .1 The organization should provide for copies of messages in sufficient number to ensure that the information is disseminated to all officers who need to know. In large ships or stations, it generally is considered sufficient if one copy is made for the head of a department or office. If additional copies of category A messages, classified no higher than CONFIDENTIAL are desired, they should be prepared within the department or office itself. Additional copies of category B messages of any classification shall be made only by the cryptocenter and shall be serially numbered, receipted for, and subject to instructions prescribed for their accountability.

7084. TICKLER SYSTEM

- .1 While the action officer is responsible for taking all action which a message may require, the communication center should maintain a tickler system on messages requiring acknowledgment or reply. After a reasonable time, if the action has not been taken, the action officer should be notified.

7084. (Continued)

- .2 Incoming Messages Requiring Reply. The file copy should be stamped or marked ACTION REQUIRED and routed to the action officer for initialing. A flimsy should be inserted in the tickler file. When action is completed, the date-time group or serial number of the reply should be noted on the file copy of the incoming message.
- .3 Outgoing Messages Requiring Reply. The original copy should be stamped or marked ACTION REQUIRED. A flimsy should be inserted in the tickler file. When action is completed, the reference number of the reply should be noted on the original copy of the outgoing message.
- .4 Flimsy copies of messages are retained in the tickler file until appropriate action has been taken.

7085. EMERGENCY OR FLASH MESSAGES

- .1 Emergency or flash messages must be delivered with maximum speed to the action officer or the sending operator, as appropriate. The communication organization must be such as to provide the by-passing of usual channels of internal routing and routine recording of such messages. In such cases, the necessary recording, filing and any additional internal routing to information officers should be accomplished later.
- .2 Delivery by telephone to the officer who must take action often is the most rapid means of delivery of emergency messages. In this regard, communication personnel must be indoctrinated to recognize the fact that incoming messages sometimes must be accorded more rapid internal handling than would be necessitated by their indicated precedence.

NOTE: On shore stations the telephone used for this purpose must be approved for the highest classification of messages so transmitted.

