

TITLE: INTRODUCTION TO NAVAL COMMUNICATIONS

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

- I. DEFINE THE TERM "NAVAL COMMUNICATIONS".
- II. EXPLAIN THE RELATIONSHIP OF NAVAL COMMUNICATIONS TO COMMAND.
- III. STATE THE MISSION AND POLICIES OF NAVAL COMMUNICATIONS.
- IV. EXPLAIN THE GENERAL CAPABILITIES OF NAVAL COMMUNICATIONS.

I. NAVAL COMMUNICATIONS

MEMORIZING

A. DEFINITION: THE ENTIRE COMMUNICATIONS EFFORT OF THE DEPARTMENT OF THE NAVY AFLOAT AND ASHORE. IT INCLUDES ALL FACILITIES, PERSONNEL AND TECHNIQUES EMPLOYED FOR THE PURPOSE OF PROVIDING RAPID COMMUNICATIONS. "NAVAL COMMUNICATIONS" HOWEVER IS NOT THE FORMAL TITLE OF AN ORGANIZATION.

B. RELATIONSHIP TO COMMAND

1. NAVAL COMMUNICATIONS IS THE MEANS BY WHICH A COMMANDER MAKES HIS WILL KNOWN AND IS THEREFORE, THE "VOICE OF COMMAND". EVERY TRANSMISSION MADE VIA NAVAL COMMUNICATIONS SPEAKS FOR AND WITH THE AUTHORITY OF THE COMMANDER OF THE ACTIVITY WHICH ORIGINATED THE TRANSMISSION.

2. COMMANDERS HAVE THE AUTHORITY AND RESPONSIBILITY FOR MAINTAINING, IN ACCORDANCE WITH PRESCRIBED REGULATIONS AND STANDARDS, THAT PORTION OF NAVAL COMMUNICATIONS WHICH IS WITHIN THEIR ORGANIZATIONAL COMMAND.

C. MISSION AND POLICIES

1. ^① DEFINITION OF MISSION: PROVIDE AND MAINTAIN RELIABLE, SECURE, AND RAPID COMMUNICATIONS, BASED ON WCC REQUIREMENTS.

2. POLICY OF NAVAL COMMUNICATIONS

A. ESTABLISH AND MAINTAIN EFFECTIVE COMMUNICATIONS WITHIN THE DEPARTMENT OF THE NAVY.

DCS
 Defense Com. Systems
 Integrated between AF,
 Army & NAVY to provide
 video comm. plan, broadcast
 and data comm. systems.

3 FUNDAMENTAL REQS.
 OF NAVAL COMM:
 ① Reliability
 ② Security
 ③ Speed

SERVE COMMAND
 & AID ADMINISTRATIVE

② MANAGE, OPERATE, AND MAINTAIN DCS CIRCUITS (CIRCS) AS ASSIGNED BY JENT CHIEFS OF STAFF (JCS)
 ③ TO SATISFY JCS APPROVED REQUIREMENTS.

B. ENCOURAGE AT ALL LEVELS OF COMMAND AN EFFORT TO IMPROVE TECHNIQUES, PROCEDURES, AND EFFICIENCY.

C. COOPERATE WITH THE MILITARY SERVICES, DCA, AND OTHER DEPARTMENTS AND AGENCIES OF THE U.S. GOVERNMENT AND ALLIED NATIONS.

D. ENCOURAGE DEVELOPMENT OF THE AMATEUR AND COMMERCIAL COMMUNICATIONS ACTIVITIES OF THE U.S. TO ENHANCE THEIR MILITARY VALUE AND TO SAFEGUARD THE INTEREST OF THE NATION.

E. MAINTAIN FACILITIES FOR ADEQUATE COMMUNICATIONS WITH THE U.S. MERCHANT MARINE, AIRCRAFT OVER THE SEA, AND APPROPRIATE U.S. AND FOREIGN COMMUNICATION STATIONS IN ORDER TO PROMOTE THE SAFETY OF LIFE AT SEA AND IN THE AIR.

D. GENERAL CAPABILITIES

1. NAVAL COMMUNICATIONS IS A HIGHLY-COMPLEX, TECHNICAL AREA OF NAVAL OPERATIONS. INTEGRAL TO THE OPERATIONS OF NAVAL COMBATANT AND SUPPORTING FORCES, THE NAVAL COMMUNICATIONS COMPLEX PROVIDES, OPERATES, AND MAINTAINS TACTICAL COMMUNICATION SUBSYSTEMS, INCLUDING FLEET BROADCAST SYSTEMS, SHIP-SHORE SYSTEMS, AND AIR-GROUND SYSTEMS, IN ADDITION TO NAVY COMMUNICATION COMPONENTS OF THE NATIONAL AND DEFENSE COMMUNICATIONS SYSTEMS AND THE WORLDWIDE MILITARY COMMAND AND CONTROL SYSTEM. NAVAL COMMUNICATIONS IS RESPONSIBLE FOR VIRTUALLY EVERY TASK PERFORMED BY A SHIP OR SHORE COMMAND.

2. PERFORMANCE REQUIREMENTS: TOP PERFORMANCE IS REQUIRED OF COMMUNICATIONS AT ALL TIMES, AND IN ALL PLACES, FOR TRANSMISSION AND RECEPTION OF VITAL INFORMATION.

TITLE: INTRODUCTION TO THE NAVAL COMMUNICATIONS SYSTEM AND NAVAL COMMUNICATIONS STATION ORGANIZATION

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

- I. EXPLAIN THE ORGANIZATIONAL COMPOSITION OF NAVAL COMMUNICATIONS.
- II. NAME THE OFFICE EXERCISING MANAGEMENT CONTROL OF THE NAVAL COMMUNICATIONS COMPLEX.
- III. EXPLAIN THE MISSION OF THE ACTIVITIES OF THE NAVAL COMMUNICATIONS SYSTEM.
- IV. NAME THE MAJOR COMPONENTS OF A NAVAL COMMUNICATIONS STATION AND EXPLAIN THE BASIC FUNCTION OF EACH COMPONENT.
- V. EXPLAIN THE BASIC FUNCTION OF THE FLEET CENTER AND MESSAGE CENTER OF A NAVAL COMMUNICATIONS STATION.

I. ORGANIZATION OF NAVAL COMMUNICATIONS

A. ASSISTANT CHIEF OF NAVAL OPERATIONS/DIRECTOR COMMAND SUPPORT PROGRAMS (ACNO/DIRCOMSUPRO)

- 1. THE MISSION OF ACNO, AS THE COMMUNICATIONS EXECUTIVE TO CNO, IS TO EXERCISE OVERALL AUTHORITY THROUGHOUT THE DEPARTMENT OF THE NAVY IN MATTERS PERTAINING TO COMMUNICATIONS, CRYPTOLOGY, AND THE RADIO FREQUENCY SPECTRUM AND APPROVE REQUIREMENTS FOR THE DEPARTMENT OF THE NAVY IN THOSE AREAS.

B. DIRECTOR NAVAL COMMUNICATIONS/COMMANDER NAVAL COMMUNICATIONS COMMAND (DNC/COMNAVCOM)

- 1. THE MISSION OF COMNAVCOM IS TO:
 - A. EXERCISE AUTHORITY OVER THE READINESS, OPERATING EFFICIENCY, AND SECURITY OF NAVAL COMMUNICATIONS THROUGHOUT THE DEPARTMENT OF THE NAVY.
 - B. PROVIDE, OPERATE, AND MAINTAIN ADEQUATE AND SECURE NAVAL COMMUNICATIONS.
 - C. APPROVE REQUIREMENTS FOR THE USE OF EXISTING COMMUNICATIONS CAPABILITIES AND RESOURCES.

ACNO comm/dircomsupro

ComNAVTELCom

- D. COORDINATE THE EXECUTION OF APPROVED COMMUNICATIONS PROGRAMS.
- E. ADMINISTER AND COORDINATE RADIO FREQUENCY MATTERS.
- F. EXERCISE COMMAND AUTHORITY OVER AND BE RESPONSIBLE FOR THE PRIMARY SUPPORT OF THE SHORE (FIELD) ACTIVITIES OF NAVCOMMSYS AS A NAVAL SERVICEWIDE SYSTEM, AND SUCH OTHER ACTIVITIES AND RESOURCES AS MAY BE ASSIGNED.

C. DIRECTOR SIGNAL EXPLOITATION AND SECURITY DIVISION/COMMANDER NAVAL SECURITY GROUP COMMAND (DSESD/COMNAVSECGRU)

1. THE MISSION OF COMNAVSECGRU IS TO:

- A. EXERCISE AUTHORITY OVER PERFORMANCE OF CRYPTOLOGIC AND RELATED FUNCTIONS.
- B. PROVIDE, OPERATE, AND MAINTAIN AN ADEQUATE NAVSECGRU.
- C. APPROVE REQUIREMENTS FOR THE USE OF EXISTING NAVSECGRU CAPABILITIES AND RESOURCES.
- D. COORDINATE THE EXECUTION OF APPROVED PROGRAMS.
- E. EXERCISE COMMAND AUTHORITY OVER AND BE RESPONSIBLE FOR THE PRIMARY SUPPORT OF THE SHORE (FIELD) ACTIVITIES OF NAVSECGRU AS A NAVAL SERVICEWIDE SYSTEM, AND SUCH OTHER ACTIVITIES AND RESOURCES AS MAY BE ASSIGNED.

II. MANAGEMENT CONTROL

- A. THE Sec. of Navy HAS ASSIGNED TO COMNAVCOM THE MISSION TO EXERCISE COMMAND AUTHORITY OVER THE NAVAL COMMUNICATIONS COMPLEX.

III. ACTIVITIES OF NAVAL COMMUNICATIONS SYSTEM

- A. DESCRIPTION: A FIXED INTEGRATED COMMUNICATIONS NETWORK THAT FORMS THE FRAMEWORK OF NAVAL COMMUNICATIONS.

* NAV COMSYS
NOT NCS

NAVCEN

B. MISSION: THE MISSION OF ALL NAVCOMMSYS ACTIVITIES IS TO MANAGE, OPERATE, AND MAINTAIN THOSE FACILITIES, SYSTEMS, EQUIPMENTS, AND DEVICES NECESSARY TO PROVIDE REQUISITE COMMUNICATIONS FOR THE COMMAND, OPERATIONAL CONTROL, AND ADMINISTRATION OF THE NAVAL ESTABLISHMENT; TO MANAGE, OPERATE AND MAINTAIN THOSE FACILITIES OF THE DCS AS ASSIGNED; AND TO PERFORM SUCH OTHER FUNCTIONS AS MAY BE DIRECTED BY THE CNO.

IV. NAVAL COMMUNICATIONS STATION COMPONENTS *NAVCOMMSTA*

(A) COMMUNICATIONS CENTER (COMMCEN)

1. TECHNICAL CONTROL FACILITY (TCF)
SECTION 11 NAVIDC
2. PATCH AND TEST FACILITY (CRYPTOGRAPHIC EQUIPMENT AREA)
3. PATCH AND TEST FACILITY (TERMINAL EQUIPMENT)
4. THE CRYPTOCENTER *TOP SECRET*
5. THE FLEET CENTER
6. THE MESSAGE CENTER
7. THE UNCLASSIFIED COMMUNICATIONS AREA (WIREROOM)
8. THE GRAPHICS CENTER
9. THE RELAY CENTER
10. THE VISUAL SIGNAL FACILITY

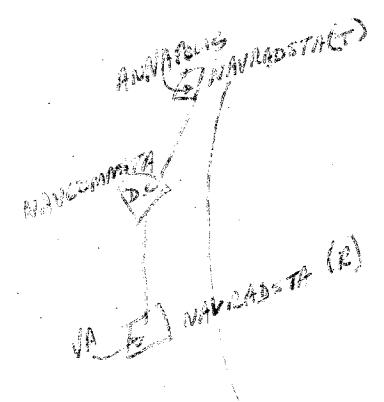
(B) RECEIVER STATION (NAVRADSTA (R))

1. PROVIDES RECEIVING FACILITIES TO MEET VALIDATED COMMUNICATION OPERATING REQUIREMENTS.
2. PROVIDES REMOTELY CONTROLLED RECEIVING FACILITIES FOR USE BY OTHER NAVAL ACTIVITIES AS AUTHORIZED BY COMNAVCOMM.

(C) TRANSMITTING STATION (NAVRADSTA (T))

1. PROVIDES TRANSMITTING FACILITIES TO MEET VALIDATED COMMUNICATIONS REQUIREMENTS.
2. PROVIDES REMOTELY CONTROLLED TRANSMISSION FACILITIES.

TO KEEP OUT STATIC & INTERFERENCE DUE TO OVERLOAD OF AIRWAYS.



MITTING FACILITIES FOR USE BY OTHER NAVAL
ACTIVITIES AS AUTHORIZED BY COMNAVCOMM.

V. COMMUNICATIONS CENTER FUNCTIONS

A. FLEET CENTER *FLT CEN*

1. OPERATES ALL CRYPTOGRAPHICALLY PROTECTED BROADCAST, SHIP/SHORE, AND WHEN ASSIGNED, AIR/GROUND CIRCUITS.
2. OPERATES NORATS FACILITIES WHERE INSTALLED. ← *NAVY OPERATIONAL RADM AND TELEPHONE SYSTEM*
3. PERFORMS RELAY FUNCTIONS FOR NAVY SPECIAL PURPOSE OPERATIONAL NETWORKS.
4. PROVIDES THE TRANSFER POINT FOR MESSAGES BETWEEN THE NAVY'S OPERATING FORCES (E.G., SHIP/SHORE, AIR/GROUND) AND THE DCS.
5. OPERATES A FLEET LOCATOR INTEGRATED WITH THE MOVEMENT REPORT SYSTEM TO CENTRALIZE ROUTING INFORMATION FOR THE OPERATING FORCES.

B. MESSAGE CENTER

1. RECEIVES, PREPARES, AND PROCESSES INCOMING AND OUTGOING MESSAGES FOR TRANSMISSION OR LOCAL DELIVERY OR BOTH.
2. PROCESSES SERVICE MESSAGES.
3. MAINTAINS MESSAGE FILES

TITLE: INTRODUCTION TO AFLOAT ORGANIZATION

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

- I. EXPLAIN THE BASIC SHIPBOARD WATCH ORGANIZATION OF AFLOAT COMMUNICATIONS AND EXPLAIN THE FUNCTIONS AND RESPONSIBILITIES OF KEY COMMUNICATIONS BILLETS.
- II. EXPLAIN THE RELATIONSHIP OF NAVAL COMMUNICATIONS TO THE DEFENSE COMMUNICATIONS SYSTEM (DCS) AND NATIONAL COMMUNICATIONS SYSTEM (NCS).

I. AFLOAT COMMUNICATIONS

A. COMMUNICATIONS ORGANIZATION

1. DESCRIPTION: THE BILLET STRUCTURE AND NUMBER OF PERSONNEL ASSIGNED WILL VARY WITH THE MISSION AND FUNCTION OF THE SHIP. FOR INSTANCE, IN SOME SHIPS THE COMMUNICATION WATCH OFFICERS (CWOS) WILL BE ASSIGNED COLLATERAL DUTIES AS RADIO OFFICER, SIGNAL OFFICER AND RPS CUSTODIAN, WHILE IN SMALL SHIPS THE COMMUNICATION OFFICER MAY PERFORM ALL THESE DUTIES. LIKEWISE, IN SMALL SHIPS, ONE OR MORE ENLISTED MEN MAY PERFORM ALL DUTIES OF THE COMMUNICATION WATCH OFFICER (CWO), SENIOR WATCH SUPERVISOR (SWS), MAIN COMMUNICATION SUPERVISOR, AND TECHNICAL CONTROL SUPERVISOR. THE BILLETS ARE BASIC, AND WHEN THEY ARE COMBINED, THEIR ASSOCIATED DUTIES MUST BE SIMILARLY COMBINED. NWP 16 DESIGNATES THE TYPES OF SHIPS IN WHICH THERE IS A COMMUNICATION DEPARTMENT. IN SHIPS NOT SO DESIGNATED, COMMUNICATION PERSONNEL ARE ASSIGNED TO THE OPERATIONAL DEPARTMENT. IN EITHER CASE, THE COMMUNICATION FUNCTIONS ARE THE SAME.

DESIGNED PUBLICATION

POSITIONS AND
MAN

B. KEY BILLETS

1. FUNCTIONS AND RESPONSIBILITIES

A. COMMUNICATIONS OFFICER (COMMO)

1. THE COMMUNICATIONS OFFICER AT EACH COMMAND, AFLOAT OR ASHORE, IS RESPONSIBLE TO THE COMMANDING OFFICER FOR RELIABLE, SECURE, AND RAPID COMMUNICATIONS FOR

COMMUNICATIONS BOSS

THE COMMAND TO WHICH HE IS ATTACHED. AS THE COMMUNICATION ADVISOR FOR THE COMMAND, WITH DIRECT RESPONSIBILITIES FOR ALL COMMAND COMMUNICATIONS FUNCTIONS, HE IS REQUIRED TO HAVE KNOWLEDGE OF, AND BE ABLE TO USE, NAVAL WARFARE PUBLICATIONS (NWP'S) AS THEY AFFECT COMMUNICATIONS, AND SUPPORTING AND AMPLIFYING COMMUNICATIONS PLANS AND DIRECTIVES FOR THE COMMAND. THE SHIP'S COMMUNICATIONS OFFICER IS RESPONSIBLE FOR ORGANIZING, SUPERVISING, AND COORDINATING THE SHIP'S EXTERIOR COMMUNICATIONS, INCLUDING MANAGEMENT OF CONNECTED INTERIOR SYSTEMS.

B. COMMUNICATIONS WATCH OFFICER (CWO)

1. THE COMMUNICATION WATCH OFFICER(S) IS NORMALLY FROM THE COMPLEMENT OF OFFICERS ASSIGNED TO THE OPERATIONS DEPARTMENT, EXCEPT IN THOSE SHIPS THAT HAVE A COMMUNICATION DEPARTMENT. IN LARGE SHIPS, PARTICULARLY IN WARTIME, JUNIOR OFFICERS MAY BE ASSIGNED SPECIFICALLY TO THE OPERATIONS/COMMUNICATIONS DEPARTMENT FOR WATCHSTANDING DUTY OR TRAINING IN COMMUNICATIONS. IN SMALLER SHIPS, THE DUTY OF THE CWO WILL BE PERFORMED BY THE COMMUNICATION OFFICER AND RPS ASSISTANTS, INCLUDING SENIOR ENLISTED MEN WHEN NECESSARY. THE CWO, UNDER THE COMMUNICATION OFFICER, IS RESPONSIBLE FOR ALL INCOMING AND OUTGOING TRAFFIC AS PROVIDED IN THE STANDARD COMMUNICATION ORGANIZATION. HIS DUTY IS TO ENSURE THAT ALL MESSAGES, TRANSMITTED OR RECEIVED, ARE HANDLED RAPIDLY AND ACCURATELY, IN ACCORDANCE WITH EXISTING REGULATIONS.

CWO Duty

C. SENIOR WATCH SUPERVISOR (SWS)

1. THE SENIOR WATCH SUPERVISOR, WHEN ASSIGNED, IS THE SENIOR ENLISTED MAN ON WATCH AND IS RESPONSIBLE TO THE CWO FOR ALL COMMUNICATIONS.

D. SIGNAL SUPERVISOR

1. THE SIGNAL SUPERVISOR IS RESPONSIBLE TO THE SDO, ODD, AND CWO/SWS FOR SUPERVISING THE VISUAL SIGNAL WATCH.

E. MESSAGE PROCESSING CENTER SUPERVISOR

- 1. THE MESSAGE PROCESSING CENTER SUPERVISOR IS RESPONSIBLE TO THE SWS OR THE CWO FOR MESSAGE PROCESSING AND CIRCUIT OPERATION FUNCTIONS. HE HAS DIRECT SUPERVISION OF ALL THE RADIOMEN ON WATCH IN THE MESSAGE PROCESSING CENTER. (MAIN ~~COIN~~)

II. COMMUNICATIONS RELATIONSHIP

A. NATIONAL COMMUNICATIONS SYSTEM (NCS) -- ~~Navy~~ *Naval Com. System (NAVCOMS)*

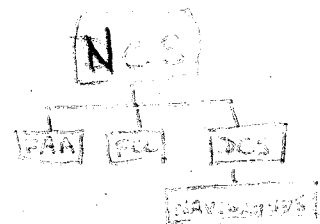
- 1. SOME DEFENSE COMMUNICATIONS SYSTEM (DCS) FACILITIES ARE OWNED AND OPERATED BY THE NAVY. THEREFORE, THROUGH THE DCS, THESE NAVY FACILITIES ARE A PART OF THE NCS AND ARE GOVERNED BY NCS RULES AND PROCEDURES. THE COMNAVCOM REPRESENTS THE DEPARTMENT OF THE NAVY IN COORDINATING COMMUNICATIONS MATTERS WITH THE MANAGER, NATIONAL COMMUNICATIONS SYSTEM.

COMNAVCOM REPRESENTS NAVY IN NCS.

B. DEFENSE COMMUNICATIONS SYSTEM (DCS)

- 1. WITH THE EXCEPTION OF NATIONAL EMERGENCY COMMAND POST AFLOAT (NECPA) FACILITIES, ALL DCS FACILITIES OPERATED BY THE NAVY ARE ASHORE. THE MAJORITY OF MESSAGE FLOWING BETWEEN SHIPS AND SHORE COMMANDS IS ROUTED OVER DCS CIRCUITS AT SOME POINT BETWEEN ORIGINATOR AND ADDRESSEES. THE NAVCOMSTA'S AND NAVCOMU'S ARE NORMALLY THE POINTS WHERE MESSAGE TRAFFIC IS TRANSFERRED BETWEEN NAVY OPERATIONAL CIRCUITS AND DCS CIRCUITS. THE INTERFACE IS PROVIDED IN THE FLEET CENTER.

LPO - Leading Party Officer (NOT A COIC)



TITLE: INTRODUCTION TO SECURITY

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

- I. DEFINE THE TERM "COMMUNICATIONS SECURITY".
- II. STATE THE LONG AND SHORT TITLE AND GIVE A BRIEF DESCRIPTION OF THE GENERAL CONTENT OF THE PUBLICATION/INSTRUCTION GOVERNING SECURITY REQUIREMENTS FOR NAVY COMMUNICATIONS.
- III. STATE THE FUNDAMENTAL REQUIREMENTS OF MILITARY COMMUNICATIONS AND THEIR RELATIVE IMPORTANCE TO EACH OTHER.
- IV. GIVE A BRIEF EXPLANATION OF THE LIMITATIONS AND PRINCIPLE BASIS OF SECURITY.
- V. NAME THE THREE MAJOR SUB-DIVISIONS OF COMMUNICATIONS SECURITY AND GIVE A BRIEF DESCRIPTION OF EACH.

I. COMMUNICATIONS SECURITY (COMSEC)

A. DEFINITION: COMMUNICATIONS SECURITY IS THE PROTECTION RESULTING FROM THE APPLICATION OF MEASURES DESIGNED TO DENY TO UNAUTHORIZED PERSONS INFORMATION OF VALUE WHICH MIGHT BE DERIVED FROM A STUDY OF COMMUNICATIONS MATERIALS AND INFORMATION OR TO MISLEAD UNAUTHORIZED PERSONS IN THEIR INTERPRETATION OF THE RESULTS OF SUCH A STUDY.

II. SECURITY PUBLICATIONS

A. ACP-122 (SERIES)

1. LONG TITLE: *Comm. Instruction Security*

A. IT IS A CONFIDENTIAL, NON-REGISTERED PUBLICATION WHICH PROVIDES GUIDANCE TO ALL PERSONNEL OF ALLIED NATIONS WHO ARE RESPONSIBLE FOR OR CONCERNED WITH COMMUNICATIONS SECURITY (COMSEC) MATTERS, INCLUDING THE SAFEGUARDING OF CLASSIFIED COMSEC MATERIAL AND INFORMATION, AND THE PROVISION OF COMMUNICATIONS SECURITY MONITORING. THE PRINCIPLES SET FORTH IN THIS DOCUMENT ARE BASED ON MINIMUM SECURITY REQUIREMENTS WHICH SHOULD BE SUPPLEMENTED WITH CONDITIONS EFFECTING THE SECURITY OF THEIR COMMUNICATIONS.

ACP - Allied Comm. Publications

D. OPNAVINST 5510.1 (SERIES)

1. LONG TITLE: ~~DEPT. OF NAVY SECURITY MANUAL~~ *FOR CLASSIFIED INFORMATION*

A. IT IS AN UNCLASSIFIED PUBLICATION WHICH CONTAINS DETAILED REGULATIONS AND GUIDANCE FOR CLASSIFYING, MARKING AND HANDLING CLASSIFIED INFORMATION AND FOR ACCESS THERETO AND DISCLOSURE THEREOF. IT SERVES AS THE BASIC U.S. NAVY SECURITY DIRECTIVE RELATING TO THE SAFEGUARDING OF CLASSIFIED INFORMATION. ITS PROVISIONS APPLY TO ALL MILITARY AND CIVILIAN PERSONNEL AND TO ALL ACTIVITIES OF THE DEPARTMENT OF THE NAVY.

III. RELATIVE IMPORTANCE OF FUNDAMENTAL REQUIREMENTS OF NAVAL COMMUNICATIONS

A. THERE ARE THREE FUNDAMENTAL REQUIREMENTS OF NAVAL COMMUNICATIONS.

1. RELIABILITY - *Always Paramount*

★ MOST IMPORTANT

2. SECURITY - VARIABLE RELATIONSHIP BETWEEN SECURITY AND SPEED. DURING THE INITIAL PLANNING STAGE, THROUGH THE PREPARATION STAGE, TO THE TIME FOR EXECUTION, SECURITY CONSIDERATIONS ARE DOMINANT, BUT SPEED BECOMES INCREASINGLY IMPORTANT.

3. SPEED - IS INTERCHANGEABLE WITH SECURITY DEPENDING ON THE SITUATION. AFTER THE EXECUTION OF AN OPERATION OR DURING BATTLE, SPEED IS NORMALLY MORE IMPORTANT THAN SECURITY.

INTERCHANGEABLE IN IMPORTANCE

IV. LIMITATIONS AND PRINCIPLE BASIS OF SECURITY

A. LIMITATIONS OF SECURITY

1. SECURITY IS A MEANS - NOT AN END. RULES WHICH GOVERN SECURITY OF CLASSIFIED INFORMATION ARE COMPARABLE TO GUNNERY SAFETY ORDERS. THEY DO NOT GUARANTEE PROTECTION, AND THEY DO NOT ATTEMPT TO MEET EVERY CONCEIVABLE SITUATION. THE LAW OF DIMINISHING RETURNS LIMITS THE CONTROL MEASURES THAT CAN BE EMPLOYED PROFITABLY, BUT IT IS POSSIBLE TO OBTAIN A SATISFACTORY DEGREE OF SECURITY WITH A MINIMUM OF SACRIFICE IN OPERATING EFFICIENCY.

B. SECURITY PRINCIPLE

1. THE DEPARTMENT OF DEFENSE IS EMPLOYING A SECURITY FORMULA WHICH IS SIMPLE IN PRINCIPLE. IT IS BASED ON THE PREMISE OF CIRCULATION CONTROL; I.E., THE CONTROL OF THE DISSEMINATION OF CLASSIFIED INFORMATION. THEREFORE, KNOWLEDGE OR POSSESSION OF CLASSIFIED DEFENSE INFORMATION SHALL BE PERMITTED ONLY TO PERSONS WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS IN THE INTEREST OF PROMOTING NATIONAL DEFENSE AND ONLY IF THEY HAVE BEEN DETERMINED TO BE TRUST-WORTHY.

V. COMMUNICATIONS SECURITY SUB-DIVISIONS

- A. THE NECESSARY MEASURES TO ACHIEVE COMMUNICATIONS SECURITY FALL UNDER THREE HEADINGS:

1. PHYSICAL SECURITY - THIS INCLUDES SUCH MEASURES (E.G., ACCOUNTING AND DESTRUCTION PROCEDURES, USE OF SAFES, ETC.) AS ARE NECESSARY TO PROTECT CLASSIFIED DOCUMENTS AND EQUIPMENT AGAINST COMPROMISE AND LOSS, AND THE SECURITY CLEARANCE AND EDUCATION OF PERSONS WHO NEED TO HAVE ACCESS TO CLASSIFIED INFORMATION. IT ALSO INCLUDES THE RESTRICTION OF THE KNOWLEDGE OF CONFIDENTIAL MATERIAL AND INFORMATION TO THOSE PERSONS WHO ARE AUTHORIZED TO HAVE ACCESS TO IT.
2. CRYPTOGRAPHIC SECURITY - THIS INCLUDES THE PROVISION OF SECURE COMMUNICATIONS SYSTEMS AS WELL AS SOUND AND PRACTICABLE COMMUNICATIONS SECURITY OPERATING PROCEDURES.
3. TRANSMISSION SECURITY - THIS INCLUDES ALL MEASURES DESIGNED TO PROTECT TRANSMISSIONS FROM UNAUTHORIZED INTERCEPTION, TRAFFIC ANALYSIS, AND IMITATIVE COMMUNICATIONS DECEPTION.

TITLE: INTRODUCTION TO SECURITY

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

- I. DEFINE THE TERM "CLASSIFICATION" AS APPLIED TO DEFENSE INFORMATION.
- II. DEFINE THE TERM "CLASSIFIED MATTER".
- III. STATE THE THREE CATEGORIES OF CLASSIFIED INFORMATION AND GIVE THE DEFINITION OF EACH CATEGORY.
- IV. INDICATE THE CLASSIFICATION CATEGORY OF VARIOUS TYPES OF CLASSIFIED MATTER WHEN GIVEN A LIST OF VARIOUS TYPES OF CLASSIFIED MATTER

I. CLASSIFICATION

- A. DEFINITION: THE DETERMINATION THAT OFFICIAL INFORMATION REQUIRES, IN THE INTEREST OF NATIONAL DEFENSE, A SPECIFIC DEGREE OF PROTECTION AGAINST UNAUTHORIZED DISCLOSURE, COUPLED WITH A MARKING OR OTHER IDENTIFICATION SIGNIFYING THAT SUCH A DETERMINATION HAS BEEN MADE

II. CLASSIFIED MATTER

A. CLASSIFIED INFORMATION

1. CLASSIFIED INFORMATION IS OFFICIAL INFORMATION WHICH HAS BEEN DETERMINED TO REQUIRE, IN THE INTERESTS OF NATIONAL DEFENSE, PROTECTION AGAINST UNAUTHORIZED DISCLOSURE AND WHICH HAS BEEN SO DESIGNATED

B. CLASSIFIED MATERIAL

1. CLASSIFIED MATERIAL IS ANY MATTER, DOCUMENT, PRODUCT, OR SUBSTANCE ON OR IN WHICH CLASSIFIED INFORMATION IS RECORDED OR EMBODIED.
2. THE TERMS "CLASSIFIED INFORMATION", "CLASSIFIED MATERIAL", "~~CLASSIFIED MATTER~~" AND "CLASSIFIED DEFENSE INFORMATION" ARE SOMETIMES USED AS SYNONYMS. THE INSTANT DIFFERENTIATION BETWEEN "CLASSIFIED INFORMATION" AND "CLASSIFIED MATERIAL" OR "CLASSIFIED MATTER" IS NOT INTENDED TO INTERFERE WITH THAT BROADER MEANING WHEREVER EMPLOYED.

III. CATEGORIES OF CLASSIFIED INFORMATION

A. THERE ARE THREE CATEGORIES OF CLASSIFIED INFORMATION WHICH, IN DESCENDING ORDER OF IMPORTANCE, SHALL CARRY ONE OF THE FOLLOWING DESIGNATIONS: "TOP SECRET", "SECRET", OR "CONFIDENTIAL".

1. TOP SECRET

A. THE USE OF THE CLASSIFICATION TOP SECRET SHALL BE LIMITED TO DEFENSE INFORMATION OR MATERIAL WHICH REQUIRES THE HIGHEST DEGREE OF PROTECTION. THE 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.

2. SECRET

A. THE USE OF THE CLASSIFICATION SECRET SHALL BE LIMITED TO THE DEFENSE INFORMATION OR MATERIAL THE UNAUTHORIZED DISCLOSURE OF WHICH COULD RESULT IN SERIOUS DAMAGE TO THE NATION.

3. CONFIDENTIAL

A. THE USE OF THE CLASSIFICATION CONFIDENTIAL SHALL BE LIMITED TO DEFENSE INFORMATION OR MATERIAL THE UNAUTHORIZED DISCLOSURE OF WHICH COULD BE PREJUDICIAL TO THE DEFENSE INTERESTS OF THE NATION.

IV. CATEGORIES CLASSIFIED MATTER

A. THE TOP SECRET CLASSIFICATION SHALL BE APPLIED ONLY TO THE FOLLOWING TYPE OF INFORMATION OR MATERIAL:

1. LEADING TO A DEFINITE BREAK IN DIPLOMATIC RELATIONS AFFECTING THE DEFENSE OF THE UNITED STATES, AN ARMED ATTACK AGAINST THE UNITED STATES, OR ITS ALLIES, A WAR.
2. THE COMPROMISE OF MILITARY OR DEFENSE PLANS, OR INTELLIGENCE OPERATIONS, OR SCIENTIFIC OR TECHNOLOGICAL DEVELOPMENTS VITAL TO THE NATIONAL DEFENSE

A. EXAMPLES:

1. A STRATEGIC PLAN DOCUMENTING THE OVERALL CONDUCT OF A WAR.
2. WAR PLANNING DOCUMENTS WHICH CONTAIN WORLDWIDE WARTIME PLANNING FACTORS FOR THE USE OF NUCLEAR WEAPONS.

B. THE SECRET CLASSIFICATION SHALL BE APPLIED ONLY TO THE FOLLOWING TYPE OF INFORMATION OR MATERIAL:

1. JEOPARDIZING THE INTERNATIONAL RELATIONS OF THE UNITED STATES.
2. ENDANGERING THE EFFECTIVENESS OF A PROGRAM OR POLICY OF VITAL IMPORTANCE TO THE NATIONAL DEFENSE.
3. COMPROMISING IMPORTANT MILITARY OR DEFENSE PLANS, OR SCIENTIFIC OR TECHNOLOGICAL DEVELOPMENTS IMPORTANT TO THE NATIONAL DEFENSE
4. REVEALING IMPORTANT INTELLIGENCE OPERATIONS (SECRET IS CONFID.)

A. EXAMPLES:

1. INFORMATION OF VITAL IMPORTANCE TO THE NATIONAL DEFENSE CONCERNING SPECIFIC QUANTITIES OF WAR RESERVES.
2. COMMUNICATIONS SECURITY DEVICES AND CRYPTOGRAPHIC MATERIAL THAT REVEAL INFORMATION OF VITAL IMPORTANCE TO THE NATIONAL DEFENSE.

C. THE CLASSIFICATION CONFIDENTIAL IS LIMITED TO THE FOLLOWING TYPE OF DEFENSE INFORMATION OR MATERIAL

1. OPERATIONAL AND BATTLE REPORTS WHICH CONTAIN INFORMATION OF VALUE TO THE ENEMY.
2. INTELLIGENCE REPORTS. (CONFIDENTIAL IS SECRET)
3. DEVICES AND MATERIALS RELATING TO COMMUNICATIONS SECURITY.
4. PERSONNEL SECURITY INVESTIGATIONS AND OTHER INVESTIGATIONS WHICH REQUIRE PROTECTION AGAINST UNAUTHORIZED DISCLOSURE.

TITLE: INTRODUCTION TO SECURITY

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

I. DEFINE THE PHRASE "NEED TO KNOW" AND EXPLAIN THE BASIC CONSIDERATIONS THAT ESTABLISH THIS NEED.

II. DEFINE THE TERM "ACCESS" AS APPLIED TO CLASSIFIED MATTER.

III. DEFINE THE TERM "CLEARANCE".

IV. STATE THE PURPOSE FOR CONDUCTING A PERSONNEL SECURITY INVESTIGATION.

V. NAME AND BRIEFLY DESCRIBE THE CONSIDERATIONS OF THE TWO TYPES OF SECURITY INVESTIGATIONS.

VI. STATE THE TWO TYPES OF SECURITY CLEARANCES AND EXPLAIN THE CIRCUMSTANCES UNDER WHICH THEY MAY BE GRANTED.

VII. STATE WHO HAS FINAL AUTHORITY TO GRANT A SECURITY CLEARANCE.

I. NEED TO KNOW

A. THE TERM "NEED TO KNOW" IS GIVEN TO THE REQUIREMENT THAT DISSEMINATION OF CLASSIFIED INFORMATION BE LIMITED STRICTLY TO THOSE PERSONS WHOSE OFFICIAL MILITARY OR OTHER GOVERNMENTAL DUTIES REQUIRE KNOWLEDGE OR POSSESSION THEREOF.

B. RESPONSIBILITY FOR DETERMINING WHETHER A PERSON'S DUTIES REQUIRE THAT HE POSSESS OR HAVE ACCESS TO CLASSIFIED INFORMATION AND WHETHER HE IS AUTHORIZED TO RECEIVE IT RESTS UPON EACH INDIVIDUAL WHO HAS POSSESSION, KNOWLEDGE, OR COMMAND CONTROL OF THE INFORMATION INVOLVED AND NOT UPON THE PROSPECTIVE RECIPIENT. THIS PRINCIPLE IS APPLICABLE WHETHER THE PROSPECTIVE RECIPIENT IS AN INDIVIDUAL, A COMMAND, A DEFENSE CONTRACTOR, ANOTHER FEDERAL AGENCY, OR A FOREIGN GOVERNMENT. A "NEED TO KNOW" IS RECOGNIZED AS ESTABLISHED WHEN:

1. THE DISCLOSURE IS NECESSARY IN THE INTEREST OF NATIONAL DEFENSE.

2. THERE CLEARLY APPEARS FROM THE POSITION, STATUS, DUTIES, AND RESPONSIBILITIES OF THE APPLICANT THAT HE HAS A LEGITIMATE REQUIREMENT FOR ACCESS

TO THE CLASSIFIED INFORMATION IN ORDER TO CARRY OUT HIS ASSIGNED DUTIES AND RESPONSIBILITIES.

3. THERE IS NO OTHER EQUAL OR READY SOURCE OF THE SAME CLASSIFIED INFORMATION AVAILABLE TO HIM.
4. THE APPLICANT IS OR CAN BE APPROPRIATELY CLEARED FOR ACCESS TO THE DEGREE OF CLASSIFIED INFORMATION INVOLVED AND IS CAPABLE BOTH PHYSICALLY AND MENTALLY OF PROVIDING THE DEGREE OF PROTECTION WHICH THAT INFORMATION REQUIRES.

II. ACCESS

- A. DEFINITION: THE ABILITY AND OPPORTUNITY TO OBTAIN KNOWLEDGE OR POSSESSION OF CLASSIFIED INFORMATION.
- B. AN INDIVIDUAL DOES NOT HAVE ACCESS TO CLASSIFIED INFORMATION MERELY BY BEING IN A PLACE WHERE SUCH INFORMATION IS KEPT, PROVIDED THE SECURITY MEASURES WHICH ARE IN EFFECT PREVENT HIM FROM GAINING KNOWLEDGE OR POSSESSION OF SUCH CLASSIFIED INFORMATION.

DEFINITION OF
← ACCESS

III. CLEARANCE

- A. DEFINITION: AN ADMINISTRATIVE DETERMINATION BY COMPETENT AUTHORITY THAT AN INDIVIDUAL IS ELIGIBLE, FROM A SECURITY STANDPOINT, FOR ACCESS TO CLASSIFIED INFORMATION OF THE SAME OR LOWER CATEGORY AS THE CLEARANCE BEING GRANTED.

IV. PERSONNEL SECURITY INVESTIGATION

- A. PERSONNEL SECURITY INVESTIGATION ARE CONDUCTED TO DETERMINE WHETHER A PERSON, FROM A SECURITY STANDPOINT, SHOULD BE ALLOWED TO HAVE ACCESS TO CLASSIFIED INFORMATION.

V. TYPES OF SECURITY INVESTIGATIONS

A. NATIONAL AGENCY CHECKS (NAC)

1. NATIONAL AGENCY CHECKS CONSIST OF A CHECK WITH VARIOUS AGENCIES FOR PERTINENT FACTS HAVING A BEARING ON THE LOYALTY & TRUSTWORTHINESS OF THE INDIVIDUAL.

2. IN THE EVENT OF DEROGATORY OR QUESTIONABLE INFORMATION DISCLOSED BY A NATIONAL AGENCY CHECK, THE INQUIRY WILL BE EXTENDED AS NECESSARY TO OBTAIN SUCH ADDITIONAL INFORMATION AS MAY BE REQUIRED AS A BASIS UPON WHICH TO GRANT OR DENY CLEARANCE.

*NAC - good for
secret clearance.*

B. BACKGROUND INVESTIGATIONS

*BI - good for
top secret clearance.*

1. A BACKGROUND INVESTIGATION WHICH IS CONDUCTED FOR CLEARANCE PURPOSES IS DESIGNED TO DEVELOP INFORMATION AS TO WHETHER THE ACCESS TO CLASSIFIED INFORMATION BY THE PERSON BEING INVESTIGATED IS CLEARLY CONSISTENT WITH THE INTEREST OF NATIONAL SECURITY. IT SHALL MAKE INQUIRY INTO THE PERTINENT FACTS BEARING ON THE LOYALTY AND TRUSTWORTHINESS OF THE INDIVIDUAL. IT WILL NORMALLY COVER THE MOST RECENT 15 YEARS OF HIS LIFE OR FROM THE DATE OF HIS 18TH BIRTHDAY, WHICHEVER IS THE SHORTER PERIOD. WHEN DEROGATORY INFORMATION IS DEVELOPED IN THE COURSE OF ANY INVESTIGATION THE INVESTIGATION SHALL BE EXTENDED TO ANY PART OF THE INDIVIDUAL'S LIFE NECESSARY TO SUBSTANTIATE OR DISPROVE THE INFORMATION AND TO BASE A SECURITY DETERMINATION. THE INVESTIGATION MAY ALSO BE EXPANDED WHEN ADDITIONAL INVESTIGATION IS SPECIFICALLY REQUIRED BY COMPETENT AUTHORITY.

*NAC w/15 yrs. service
good for top secret
clearance.*

VI. TYPES OF SECURITY CLEARANCES

A. FINAL CLEARANCE

1. ONE GRANTED UPON COMPLETION OF ALL INVESTIGATIVE REQUIREMENTS.

B. INTERIM CLEARANCE

1. A DETERMINATION OF TEMPORARY ELIGIBILITY FOR ACCESS TO CLASSIFIED INFORMATION. AN INTERIM CLEARANCE SHALL BE ISSUED ONLY WHEN IT IS CLEARLY ESTABLISHED THAT THE DELAY WHILE WAITING FOR THE COMPLETION OF THE INVESTIGATION REQUIRED FOR A FINAL CLEARANCE WOULD BE HARMFUL TO THE NATIONAL DEFENSE. INVESTIGATION REQUIRED TO EFFECT A FINAL CLEARANCE SHALL BE INITIATED IMMEDIATELY WHEN INTERIM CLEARANCE PROCEDURES ARE USED. A FINAL CLEARANCE SHALL

*INTERIM SECRET MUST HAVE
2 yrs. service.*

*INTERIM TOP SECRET
MUST HAVE 30
NAC COMPLETED*

BE EXECUTED UPON SATISFACTORY COMPLETION OF THE INVESTIGATION, UNLESS SUCH CLEARANCE IS NO LONGER REQUIRED.

2. IF, UPON REVIEW OF THE STATEMENT OF PERSONAL HISTORY (DD FORM 398) BY THE CLEARING AUTHORITY, IT IS APPARENT THAT THE FULL INVESTIGATIVE REQUIREMENTS FOR THE CATEGORY OF CLEARANCE REQUESTED CANNOT BE COMPLETED, AN INTERIM CLEARANCE SHALL NOT BE GRANTED, NOR SHALL THE INVESTIGATION BE INITIATED.

VII. GRANTING SECURITY CLEARANCES

- A. UPON RECEIPT OF THE RESULTS OF A COMPLETED NATIONAL AGENCY CHECK (NAC) OR BACKGROUND INVESTIGATION (BI) WHICH HAS BEEN SUBMITTED FOR SECURITY CLEARANCE PURPOSES, THE COMMANDING OFFICER OR OTHER COMPETENT AUTHORITY SHALL EITHER GRANT OR DENY A SECURITY CLEARANCE.

CLASS NOTES WEEK THREE PROCEDURE (3-3-1)

TITLE: COMPROMISE

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

- I. DEFINE THE TERM "COMPROMISE" AS APPLIED TO CLASSIFIED MATTER
 - II. STATE AND EXPLAIN THE THREE PROBABILITIES OF COMPROMISE
 - III. EXPLAIN THE PRECAUTIONS USED TO PREVENT COMPROMISES OF CLASSIFIED DOCUMENTS DURING WORKING HOURS
 - IV. EXPLAIN THE PRECAUTIONS USED TO PREVENT COMPROMISE OF CLASSIFIED DOCUMENTS AFTER WORKING HOURS
-

I. COMPROMISE

- A. A "COMPROMISE" IS A LOSS OF SECURITY WHICH RESULTS FROM AN UNAUTHORIZED PERSON OBTAINING KNOWLEDGE OF CLASSIFIED INFORMATION
- B. THE TERM "UNAUTHORIZED PERSON" MEANS ANY PERSON NOT AUTHORIZED TO HAVE ACCESS TO CLASSIFIED INFORMATION.

II. PROBABILITIES OF COMPROMISE

A. COMPROMISE CERTAIN

1. IT IS ~~NOT~~ DEFINITELY KNOWN THAT UNAUTHORIZED PERSONS HAVE OBTAINED KNOWLEDGE OR POSSESSION OF CLASSIFIED MATTER

B. COMPROMISE POSSIBLE

1. IT IS NOT DEFINITELY KNOWN THAT UNAUTHORIZED PERSONS HAVE HAVE NOT OBTAINED KNOWLEDGE OR POSSESSION OF CLASSIFIED MATTER. FOR INSTANCE, A LOST OR MISPLACED CLASSIFIED DOCUMENT.

C. COMPROMISE IMPOSSIBLE

1. IT IS DEFINITELY KNOWN THAT UNAUTHORIZED PERSONS HAVE NOT OBTAINED KNOWLEDGE OR POSSESSION OF CLASSIFIED MATTER. FOR INSTANCE, KNOWN DESTRUCTION OF A PUBLICATION BY FIRE.

BEST TYPE IS COMPROMISE UNSUSPECTED (POSSIBLE)

- III. PRECAUTIONS USED TO PREVENT COMPROMISE OF CLASSIFIED DOCUMENTS DURING WORKING HOURS

A. EACH INDIVIDUAL IN THE NAVAL ESTABLISHMENT SHALL TAKE EVERY PRECAUTION TO PREVENT DELIBERATE OR CASUAL ACCESS TO CLASSIFIED INFORMATION BY UNAUTHORIZED PERSONS. AMONG THE PRECAUTIONS TO BE FOLLOWED:

1. WHEN CLASSIFIED DOCUMENTS ARE REMOVED FROM STOWAGE FOR WORKING PURPOSES, THEY SHALL BE KEPT UNDER CONSTANT SURVEILLANCE OR FACE DOWN OR COVERED WHEN NOT IN USE
2. VISITORS NOT AUTHORIZED ACCESS TO THE PARTICULAR CLASSIFIED INFORMATION WITHIN A WORKING SPACE SHALL BE RECEIVED OR INTERVIEWED IN SPECIFICALLY ARRANGED RECEPTION ROOMS OR AREAS.
3. PRELIMINARY DRAFTS, CARBON SHEETS, CARBON PAPER, TYPEWRITER RIBBONS (ONE TIME) PLATES, STENCILS, STENOGRAPHIC NOTES, WORKSHEETS, AND ALL SIMILAR ITEMS CONTAINING CLASSIFIED INFORMATION SHALL EITHER BE:
 - A. DESTROYED BY THE PERSON RESPONSIBLE FOR THEIR PREPARATION IMMEDIATELY AFTER THEY HAVE SERVED THEIR PURPOSE.
 - B. SHALL BE GIVEN THE SAME CLASSIFICATION AND SAFEGUARD IN THE SAME MANNER AS THE CLASSIFIED MATERIAL PRESCRIBED.
4. IF FOR ANY REASON A ROOM MUST BE VACATED DURING WORKING HOURS, THE CLASSIFIED MATERIAL THEREIN MUST BE STOWED IN THE MANNER PRESCRIBED

IV. PRECAUTIONS USED TO PREVENT COMPROMISE OF CLASSIFIED DOCUMENTS AFTER WORKING HOURS.

A. COMMANDING OFFICERS SHALL INSTITUTE A SYSTEM OF SECURITY CHECKS AT THE CLOSE OF EACH WORKING DAY TO INSURE THAT THE CLASSIFIED MATERIAL HELD BY THE COMMAND IS PROPERLY PROTECTED. THEY SHALL REQUIRE THE CUSTODIANS OF THE CLASSIFIED MATERIAL TO MAKE AN INSPECTION WHICH SHALL INSURE AS A MINIMUM, THAT:

1. ALL CLASSIFIED MATERIAL IS STOWED IN THE MANNER PRESCRIBED IN OPNAVIST 5510.1

DEPT. OF NAVY SECURITY MANUAL
FOR CLASSIFIED INFORMATION

2. ALL CLASSIFIED MATERIAL WHICH MUST BE PASSED FROM WATCH TO WATCH IS PROPERLY ACCOUNTED FOR.
 - A. ALL CLASSIFIED MATERIAL WHICH MUST BE PASSED FROM WATCH TO WATCH MUST BE INVENTORIED AT THE BEGINNING OF EACH WATCH AND THE END OF EACH WATCH.
 3. BURN BAGS ARE PROPERLY STOWED OR DESTROYED
 4. THE CONTENTS OF WASTBASKETS WHICH CONTAIN CLASSIFIED MATERIAL HAVE BEEN STOWED OR DESTROYED
 5. CLASSIFIED SHORTHAND NOTES, CARBON PPAPER CARBON PAPER TELETYPE RIBBONS, ROUGH DRAFTS AND SIMILAR PAPERS HAVE BEEN PROPERLY STOWED OR DESTROYED, AS A MATTER OF ROUTINE DURING THE DAY, SUCH ITEMS SHALL BE PLACED IN BURN BAGS IMMEDIATELY AFTER THEY HAVE SERVED THEIR PURPOSE
- B. COMMANDING OFFICERS SHALL PRESCRIBE PROCEDURES WHEREBY APPROPRIATE IDENTIFICATION OF THE INDIVIDUAL RESPONSIBLE FOR THE CONTENTS OF EACH CONTAINER OR CLASSIFIED MATERIAL SHALL BE READILY AVAILABLE.
- C. IF A CONTAINER IN WHICH CLASSIFIED MATTER IS STOWED IS FOUND UNLOCKED IN THE ABSENCE OF ASSIGNED PERSONNEL, SUCH INFORMATION SHALL BE REPORTED IMMEDIATELY TO THE SENIOR DUTY OFFICER PRESENT.
1. THE CONTAINER SHALL BE GUARDED UNTIL THE DUTY OFFICER ARRIVES AT THE LOCATION OF THE UNLOCKED CONTAINER.
 2. THE DUTY OFFICER SHALL THEN INSPECT THE CLASSIFIED MATERIAL INVOLVED, LOCK THE CONTAINER, AND MAKE A SECURITY VIOLATION REPORT TO THE COMMANDING OFFICER.
 3. IF THE DUTY OFFICER BELIEVES THAT CLASSIFIED INFORMATION MAY HAVE BEEN COMPROMISED, HE SHALL REQUIRE THE RESPONSIBLE PERSON TO RETURN TO THE SHIP OR STATION TO MAKE A DEFINITE INSPECTION REPORT.

TITLE: INTRODUCTION TO NAVAL MESSAGE

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

- I. DEFINE THE TERM "MESSAGE" AS APPLIED TO NAVAL COMMUNICATIONS
- II. STATE THE LONG AND SHORT TITLE AND GIVE A BRIEF DESCRIPTION OF THE CONTENTS OF THE PUBLICATION CONTAINING GENERAL COMMUNICATIONS INSTRUCTIONS
- III. GIVE A BRIEF EXPLANATION OF THE CONCEPT OF NAVAL MESSAGES
- IV. DEFINE THE TERMS "ORIGINATOR", "DRAFTER", AND "RELEASING OFFICER" AS APPLIED TO NAVAL COMMUNICATIONS.
- V. EXPLAIN THE RESPONSIBILITIES OF THE ORIGINATOR AND THE ORIGINATOR FUNCTIONS THAT ARE PERFORMED BY THE DRAFTER AND RELEASING OFFICER.

I. NAVAL MESSAGE

- A. DEFINITION: ANY THOUGHT OR IDEA EXPRESSED BRIEFLY IN A PLAIN OR SECRET LANGUAGE, PREPARED IN A FORM SUITABLE FOR TRANSMISSION BY ANY MEANS OF COMMUNICATIONS

II. COMMUNICATIONS PUBLICATIONS

- A. SHORT TITLE: ACP-121
- B. LONG TITLE: COMMUNICATIONS INSTRUCTIONS GENERAL
- C. PURPOSE: THIS PUBLICATION PROVIDES GENERAL INFORMATION ON COMMUNICATIONS MATTERS.
1. FOR THE GUIDANCE OF ALL PERSONNEL
 2. TO PROMOTE AN UNDERSTANDING OF THE CONCEPTS AND CAPABILITIES OF MODERN MILITARY COMMUNICATIONS SYSTEM
 3. TO FACILITATE USE OF AVAILABLE COMMUNICATIONS SERVICES BY COMMANDERS, STAFF OFFICERS AND OTHER NON-COMMUNICATIONS PERSONNEL
 4. TO PROVIDE A BASIS FOR DETAILED PROCEDURAL AND OPERATIONAL PUBLICATIONS IN SUCH COMMUNICATIONS SUBJECTS AS FREQ., CALL SIGNS, ADDRESS GROUPS, AND ROUTING INDICATORS
- D. SCOPE: CHAPTERS 2 & 3 OF THIS PUBLICATION ARE DESIGNED TO ORIENT NON-COMMUN. PERSONNEL IN GENERAL COMMUNICATIONS MATTERS AND TO INSTRUCT ALL PERSONNEL IN THE DETAILS AT MESSAGE PREPARATION, OTHER CHAPTERS ARE INTENDED PRIMARILY FOR USE BY COMMUNICATIONS PERSONNEL

III. CONCEPT OF NAVAL MESSAGES

- A. NAVAL COMMUNICATIONS ARE THE MEANS BY WHICH A COMMANDER MAKES HIS WILL KNOWN, AS SUCH, ARE THE VOICE OF COMMAND. ANY NAVAL MESSAGE SPEAKS FOR AND WITH THE AUTHORITY OF COMMANDER WHO ORIGINATED IT.
- B. ALL OFFICIAL MESSAGES, WHETHER CLASSIFIED OR NOT, CONTAIN PRIVILEGED INFORMATION. THE REVELATION OF CLASSIFIED INFORMATION TO AN UNAUTHORIZED PERSON IS PROHIBITED BY LAW. NO PERSON IS ENTITLED TO KNOWLEDGE OR POSSESSION OF CLASSIFIED OR UNCLASSIFIED COMMUNICATION SOLELY BY VIRTUE OF HIS GRADE, POSITION, OFFICE, OR CLEARANCE; *A NEED TO KNOW MUST EXIST*
- C. THE CONTENTS OF ALL OTHER PERSONAL AND COMMERCIAL MESSAGES HANDLED BY NAVAL COMMUNICATIONS SHALL NOT BE REVEALED TO ANYONE BUT THE PERSON(S) ADDRESSED AND THE PERSONNEL WHO MUST HANDLE THEM AT THE COMMUNICATIONS CENTER. UNAUTHORIZED DISCLOSURE IS PROHIBITED BY LAW.
EX - DEATH MESSAGE

IV. ORIGINATOR, DRAFTER AND RELEASING OFFICER

A. ORIGINATOR

THE ORIGINATOR OF A MESSAGE IS THE AUTHORITY IN WHOSE NAME A MESSAGE IS SENT, OR IS THE COMMAND OR AGENCY UNDER DIRECT CONTROL OF THE AUTHORITY APPROVING A MESSAGE FOR TRANSMISSION

*NOT C.O. BUT
COMMAND INST ?*

2. THE ORIGINATOR IS RESPONSIBLE FOR THE FUNCTIONS OF THE DRAFTER AND RELEASING OFFICER

B. DRAFTER

1. A DRAFTER IS A PERSON WHO ACTUALLY COMPOSES A MESSAGE FOR RELEASE BY THE ORIGINATOR OR RELEASING OFFICER

USUALLY JR. OFFICERS

C. RELEASING OFFICER

A RELEASING OFFICER IS A PERSON WHO MAY AUTHORIZE THE TRANSMISSION OF A MESSAGE FOR ~~IN~~ IN THE NAME OF THE ORIGINATOR

USUALLY DEPT HEADS

V. RESPONSIBILITIES OF ORIGINATOR, DRAFTER AND RELEASING OFFICER.

- A. ORIGINATOR *RESPONSIBLE FOR EVERYTHING THAT HAPPENS AT THE COMMAND*
 1. THE ORIGINATOR OF A MESSAGE HAS CERTAIN DEFINITE RESPONSIBILITIES AS FOLLOWS:

- A. DETERMINING WHETHER THE MESSAGE IS NECESSARY. A MESSAGE IS NOT TO BE USED WHEN A LETTER OR OTHER FORM OF COMMUNICATION WILL SUFFICE
- B. DETERMINE THE ADDRESSEE AND THE TYPE OF MESSAGE
- C. ENSURING THAT THE TEXT IS DRAFTED IN ACCORDANCE WITH ACP 121 *Comm. Inst. General*
- D. ENSURING PROPER USE OF THE PRESCRIBED MESSAGE FORM.
- E. DETERMINING THE SECURITY CLASSIFICATION
- F. DETERMINING THE PRECEDENCE
- G. ENSURING THAT THE MESSAGE IS SIGNED BY THE RELEASING OFFICER
- H. FORWARDING THE MESSAGE TO THE APPROPRIATE AGENCY FOR TRANSMISSION
- I. ENSURING ALL ADDRESSEE HOLD MESSAGEREFERENCES.

B. DRAFTER

- 1. THE DRAFTER OF A MESSAGE ACTUALLY COMPOSES THE MESSAGE AND WRITES IT ON A MESSAGE BLANK. THE ORIGINATOR IS RESPONSIBLE FOR THE FUNCTIONS OF THE DRAFTER.

DRAFTER DETERMINES IF MESSAGE SHOULD GO BY MAIL OR BY ELECTRICAL MEANS, BUT THE RAO DECIDES BY WHAT MEANS IS COMMON. THE MESSAGE IS SENT.

C. RELEASING OFFICER

- 1. THE RELEASING OFFICER AUTHORIZES THE TRANSMISSION OF A MESSAGE FOR AND IN THE NAME OF THE ORIGINATOR
- 2. THE RELEASING OFFICER CHECKS THE MESSAGE THAT THE DRAFTER COMPOSES PRIOR TO RELEASING IT. HE ENSURES THAT THE MESSAGE IS BRIEF, CONCISE, HAS PROPER PRECEDENCE, CLASSIFICATION, DOWNGRADING INSTRUCTIONS, AND THE TEXT IS IN ACCORDANCE WITH ACP 121. THE RELEASING OFFICER MAY CHANGE OR CORRECT ANY OF THE ABOVE MENTIONED ITEMS PRIOR TO RELEASING THE MESSAGE.

TITLE: BASIC MESSAGE FORMAT

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

- I. LIST THE PARTS, COMPONENTS AND ELEMENTS IN PROPER ORDER, INCLUDING PORTIONS OF A NAVAL MESSAGE.
- II. DEFINE THE TERM "PRECEDENCE" AND EXPLAIN ITS SIGNIFICANCE TO THE ORIGINATOR, COMMUNICATIONS PERSONNEL AND ADDRESSEES.
- III. DEFINE AND EXPLAIN THE PURPOSE OF THE DATE-TIME GROUP.
- IV. DEFINE AND EXPLAIN THE PURPOSE OF MESSAGE INSTRUCTIONS.

I. NAVAL MESSAGE; PARTS, COMPONENTS AND ELEMENTS

A. EACH NAVAL MESSAGE WILL HAVE THREE "PARTS":

- 1. HEADING
- 2. TEXT
- 3. ENDING

B. EACH MESSAGE PART HAS CERTAIN COMPONENTS WHICH ARE BROKEN DOWN INTO ELEMENTS AND CONTENTS.

C. HEADING

1. COMPONENTS

A. PROCEDURE

- ★ { 1. CALL
- 2. TRANSMISSION INSTRUCTIONS

B. PREAMBLE

- ★ { 1. PRECEDENCE
- 2. DATE-TIME GROUP
- 3. MESSAGE INSTRUCTIONS

C. ADDRESS

- 1. ORIGINATORS SIGN, ORIGINATOR
- 2. ACTION ADDRESSEE SIGN, ACTION ADDRESSEE
- 3. INFORMATION ADDRESSEE SIGN, INFORMATION ADDRESSEE
- 4. EXEMPTED ADDRESSEE SIGN, EXEMPTED ADDRESSEE

D. PREFIX

1. ACCOUNTING INFORMATION, GROUP COUNT

D. TEXT

1. SUBJECT MATTER

E. ENDING

1. PROCEDURE

A. TIME GROUP

B. CONFIRMATION (AS REQUIRED)

1. CORRECTIONS; FINAL INSTRUCTIONS
FILING TIME

D. ENDING SIGN

F. UNCHANGEABLE PORTIONS

1. THE PREAMBLE, ADDRESS PREFIX
AND TEXT MAY NOT BE CHANGED

II. PRECEDENCE

- A. DEFINITION: A DESIGNATION ASSIGNED TO A MESSAGE BY THE ORIGINATOR TO INDICATE TO COMM. PERSONNEL THE RELATIVE ORDER OF HANDLING AND TO THE ADDRESSEE THE ORDER IN WHICH THE MESSAGE IS TO BE NOTED.

- B. SIGNIFICANCE TO THE ORIGINATOR, COMMUNICATIONS PERSONNEL, AND ADDRESSEES.

1. ORIGINATOR

A. THE REQUIRED SPEED OF DELIVERY OF THE MESSAGE TO THE ADDRESSEES

B. COMMUNICATIONS PERSONNEL

1. THE RELATIVE ORDER OF MESSAGE PROCESSING, TRANSMISSION, AND DELIVERY.

C. ADDRESSEE

1. THE RELATIVE ORDER IN WHICH TO NOTE THE MESSAGE.

III. DATE-TIME GROUP

- A. DEFINITION: THE DATE-TIME GROUP IS PLACED IN THE DATE-TIME GROUP BLOCK AND CONSISTS OF 10 DIGITS AND A ZONE DESIGNATION.
- B. PURPOSE: GREENWICH MEAN TIME (GMT, ZULU TIME) IS NORMALLY EMPLOYED IN DATE-TIME GROUPS (DTG) TO INDICATE THE TIME OF ORIGIN OF NAVAL MESSAGES.

MD HOUR
01200R
ZONE DESIGNATOR

IV. MESSAGE INSTRUCTIONS

- A. ARE OPERATING SIGNALS WHICH ARE NORMALLY ORDERED BY COMMUNICATIONS CENTERS OR ORIGINATORS TO EXPRESS HANDLING AND DELIVERY INSTRUCTIONS AND FOLLOW THE DATE-TIME GROUP.
- B. THESE MESSAGE INSTRUCTIONS ARE TO REMAIN UNCHANGED

PROCEDURE (3-4-1)

TITLE: BASIC MESSAGE FORMAT

I. ADDRESS COMPONENT

A. THE ADDRESS COMPONENT OF A MESSAGE MAY CONTAIN:

1. ORIGINATOR

A. COMMAND BY WHOSE AUTHORITY THE MESSAGE IS SENT.

2. ACTION ADDRESSEE(S)

A. AUTHORITY(IES) REQUIRED BY THE ORIGINATOR TO TAKE NECESSARY ACTION.

3. INFORMATION ADDRESSEE(S)

A. AUTHORITY(IES) CONSIDERED BY THE ORIGINATOR TO REQUIRE THE MESSAGE FOR INFORMATION.

4. A COMBINATION OF BOTH ACTION AND INFORMATION ADDRESSEES AS APPROPRIATE

~~5. WHEN THE ORIGINATOR~~

5. EXEMPTED ADDRESSEES

A. WHEN THE ORIGINATOR DESIRES TO EXCLUDE ONE OR MORE AUTHORITIES FROM A COLLECTIVE TITLE.

Cognizance

FM NAVCOMAST WASH DC

TO DESRON 4 (COLLECTIVE TITLE)
INFO (COGNIZANCE)

II. PREFIX COMPONENT

A. GR FOLLOWED BY NUMERALS MEANS "THIS MESSAGE CONTAINS THE NUMBER OF GROUPS INDICATED". IT MUST BE INCLUDED IN THE PREFIX OF ALL MESSAGES CONTAINING COUNTABLE CODED GROUPS

B. GRNC MEANS "THE GROUPS IN THIS MESSAGE HAVE NOT BEEN COUNTED". THIS ~~PROVISION~~ PROVISION IS INCLUDED IN THE PREFIX IF IT IS NECESSARY TO INDICATE THAT GROUPS HAVE NOT BEEN COUNTED. IT MUST BE INCLUDED IN MESSAGES BEARING AN ACCOUNTING SYMBOL IF THE GROUPS ARE NOT COUNTED.

- C. ACCOUNTING SYMBOLS ARE A COMBINATION OF LETTERS USED TO INDICATE THE AGENCY, SERVICE OR ACTIVITY WHICH ASSUMES FINANCIAL RESPONSIBILITY FOR THE MESSAGE. WHENEVER ACCOUNTING SYMBOLS ARE USED, A GROUP COUNT OR GRNC MUST BE INSERTED.

III. TEXT

A. DEFINITION: THAT PART OF A MESSAGE WHICH CONTAINS THE THOUGHT OR IDEA THE ORIGINATOR DESIRES TO BE COMMUNICATED.

B. THE NEED FOR BREVITY IN MESSAGE PREPARATION IS STRESSED. TO AVOID MISINTERPRETATION AND FURTHER EXPLANATORY MESSAGE MUST STATE EXACTLY WHAT IS MEANT AND MUST NOT BE VAGUE OR AMBIGUOUS. ~~IT~~ ^{DOES NOT} ^{MEANING} CONSISTENT WITH THIS AXIOM, ALL UNNECESSARY WORDS ARE TO BE ~~ELIMINATED~~ ^{ELIMINATED}. ABBREVIATIONS AND SHORT TITLES ARE USED IN MESSAGES IN ORDER TO SHORTEN THE TEXT, THEREBY SAVING TRANSMISSION TIME.

C. THE MESSAGE TEXT ALSO CONTAINS THE SECURITY CLASSIFICATION AND DOWNGRADING INSTRUCTIONS.