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ACP 127 US SUPP-1(K)

**COMMUNICATIONS INSTRUCTIONS
TAPE RELAY PROCEDURES**

ACP 127 US SUPP-1 (K)

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NOVEMBER 2007

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U.S. NATIONAL LETTER OF PROMULGATION
FOR ACP 127 US SUPP-1 (J)

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For the Chairman of the Joint Chiefs of Staff

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ANNEX B 1

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CHAPTER 1**GENERAL****SECTION I****INTRODUCTION****101. Purpose and Format.**

- a. The purpose of this Supplement is to augment ACP 127() for intra-US use. The ACP 127 format is no longer used within the DOD but is still used by several civil agencies, most allied nations, and the North Atlantic Treaty Organization (NATO).
- b. Paragraph numbers of this Supplement correspond to those in ACP 127() for convenient and ready reference. Where there is an absence of a paragraph in this Supplement, the wording of the ACP 127() applies without implication or modification.

102. Operating Precautions.**103. Illustrations.**

For US use, the examples of service messages in ACP 127() must be modified to reflect the US requirement for service message format prescribed by Paragraph 405, this Supplement.

104. Permissive.

- a. Permissive procedures, unless absolutely essential, have been eliminated. Only those permissive procedures dictated by equipment limitations or by unique operating requirements have been retained in this Supplement.
- b. Modification of instructions prescribed by ACP 127() and/or this Supplement is prohibited. Amplification of ACP 127() and/or this Supplement will be limited to essential requirements only.

105. Spare.

SECTION II
DEFINITIONS OF TERMS USED

106. Definitions of Communications-Electronics Terms.

107. Accounting Symbol.

108. Address Designator.

109. Automatic Numbering Equipment.

110. Called Station.

111. Calling Station.

112. Channel Number.

113. Date-Time Group (DTG).

- a. For US use only, the date and time when the message was officially released to a communications facility for transmission, expressed as six digits followed by a zone suffix, first pair of digits denoting the date, second pair the hour, third pair the minutes. In addition, the abbreviated month and year of origin will be appended to the date-time group.

Example: 061530Z OCT 07

- b. Identical date-time groups will not be assigned to two or more messages by the same originator unless the message can be further identified by office symbol or cite/reference numbers in the text. The date-time group may be the same as or earlier than the filing time.

114. End-of-Message Indicator and End-of-Message Functions.

This is format line 15 and it consists of the four digital station serial number (from format line 3) preceded by the number sign (#).

115. Filing Time/Time Handed In.

The date and time a message is received from an originator by the communications center for transmission (shown as Julian date followed by the hours and minutes expressed in Greenwich Time without a zone suffix, e.g., 1831215). For readdressed messages, see paragraph 503. b. (8), ACP 127().

116. Message Processing Time.

The total time interval required providing for delivery of a message from the originator (writer) to the addressee (reader). The time interval is divided as follows:

- a. Writer - From the originator (releaser time) to the time of file at his serving communications facility.
- b. Communicator - From time of file at the originating communications facility to time available for delivery at the communications facility of the addressee. This includes the in-station handling time at both the originating and terminating communications facilities in addition to the total transmission time.
- c. Reader - From the time available for delivery at the receiving communications facility to receipt by the designated addressee.

117. Message Identification.**118. Misrouted Message.****119. Missent Message.****120. Open Number.****121. Pilot.**

For instructions governing the construction of pilots, see paragraph 425.

122. Refile.**123. Retransmission (Rerun).****124. Routing Indicator.****125. Security Warning.**

- a. The operating signals referred to in paragraph 124.b, ACP 127(), to provide security warnings are:
 - (1) ZNR - This message may be forwarded without change by radio or non-approved circuit.
 - (2) ZNY - Do not forward this message unencrypted by radio or non-approved circuit.

- b. Paragraph 203.a. provides additional repeated classifications characters and, in some circumstances, Transmission Release Codes (TRCs), which must be used in conjunction with the security warning.

126. Service Message.

127. Start-of-Message Function.

128. Start-of-Transmission Function.

129. Start-of-Message Indicator (SOM) - ZCZC.

130. Station Serial Number.

A message reference number assigned within a communication/signal center and appearing in format line 3 of the external message heading. Station serial numbers should not be confused with the internal reference numbers, which sometimes appear in the message text.

131. Straggler.

A message which has inadvertently passed through one or more relay stations trailing or attached to a preceding message without picking up a channel number and without the discrepancy being noticed immediately.

132. Transfer Station.

133. Transmission Identification (TI) (Channel Number).

- a. Stations of US ACP 127 networks will follow the concept stated in paragraph 112 of ACP 127().
- b. Channel Sequence Number – Three or four numerical characters which serve to sequentially number each transmission and will:
 - (1) Start at one (001 or 0001) on a daily basis, or;
 - (2) Run consecutively starting with number 001 through 000 (1,000) or 0001 through 0000 (10,000).

134. Julian Date.

A chronological date in which days of the year are numbered in sequence, i.e., the first day of the year is 001, the second 002, the last day of the year 365 (366 in Leap Year).

SECTION IIIPROSIGNS, PUNCTUATION, AND OPERATING SIGNALS**135. Prosigns.**

<u>Prosign</u>	<u>Meaning</u>
E E E E E E E E	a. When using the prosign E E E E E E E E (Error), the LTRS key shall be depressed once before the first E to insure that the receiving equipment is in lower case so that the prosign will be recognized.
AR	b. The prosign AR, when used in conjunction with the error prosign, shall be followed by the routing indicator of the station cancelling the transmission, e.g. E E E E E E E AR RUEP, wherever possible

136. Punctuation.

Punctuation symbols listed herein may be used in the text (body) of the message. If the originator uses the authorized abbreviations appearing in ACP 121 in place of the symbol, the abbreviations will not be changed by the networks/systems processing the message. Authorized punctuation symbols are the following:

Closed Parenthesis)
Colon	:
Comma	,
Hyphen	-
Open Parenthesis	(
Period	.
Question Mark	?
Quotation Mark	“
Semi Colon	;
Slant/Oblique	/

Please note that instructions contained in ACP 127() apply when a message contains other than US routing indicators in format line 2.

137. Operating Signals.**138. Spare.**

SECTION IV
MACHINE FUNCTIONS AND MESSAGE ALIGNMENT

139. Machine Functions.

140. Message Alignment.

- a. In accordance with ACP 127, the 5 spaces shall be transmitted by the originating station and manual relay stations, but need not be transmitted by automatic relay stations.
- b. Through f. (See Basic ACP 127())
- c. The FIGS key shall always be depressed after the space separating groups of figures or upper-case characters in a series. The LTRS key must be depressed after the last digit of the file time in format line 3 and after the last digit of the EOM validation number in format line 15 prior to the end-of-message functions.

141. Spare.

SECTION V
TELETYPEWRITER CODE AND GARBLE TABLE

- 142. Teletypewriter Code (International Telegraph Alphabet No. (2) (Murray Code).**

- 143. Teletypewriter Garble Table.**

SECTION VI
MESSAGE FORMAT

144. Schematic Diagram.**145. Types of Format.**

Messages handled intra-tape relay networks shall be prepared for transmission in one of three formats: PLAINDRESS, ABBREVIATED PLAINDRESS, or CODRESS. Messages destined for DOD, allied, or NATO recipients must be in PLAINDRESS format. Examples of messages prepared within the ACP 128 community and messages interchanged between the ACP 128 and ACP 127 communities are shown in paragraph 147.

146. US Originated PLAINDRESS.

Such messages will contain all format lines shown in the schematic diagram, including the sequence of textual information shown in the US supplemental schematic diagram, page B-1, Annex B.

147. ABBREVIATED PLAINDRESS.**148. CODRESS.****149. ACP 128 Format.**

- a. Narrative message as originated and transmitted from the ACP 128 community.

RTTUZYUW RUEAHQA1234 2411300-UUUU—RHMFIUU RUEHC	(2CR)(ILF)
ZNR UUUUU	(2CR)(ILF)
R 291215Z AUG 07	(2CR)(ILF)
FM HQ USAF WASHINGTON DC	(2CR)(ILF)
TO RHMFIUU/HQ USAFE RAMSTEIN AB GE	(2CR)(ILF)
INFO RHMFIUU/DISA WASHINGTON DC	(2CR)(ILF)
RUEHC/SECSTATE WASHDC	(2CR)(ILF)
ZEN/DA WASHINGTON DC	(2CR)(ILF)
BT	(2CR)(ILF)
UNCLAS	(2CR)(ILF)
REMAINDER OF TEXT	(2CR)(ILF)
BT	(2CR)(ILF)
#1234	(2CR)(8LF)
NNNN	(12LTRS)

- b. Same ACP 128 originated message after interchange into the ACP 127 community.

VZCZCHYA076	(2CR)(ILF)
RR RUEHC	(2CR)(ILF)
DE RUEAHQA #1234 2411300	(2CR)(ILF)
ZNR UUUUU	(2CR)(ILF)
R 291215Z AUG 07	(2CR)(ILF)
FM HQ USAF WASHINGTON DC	(2CR)(ILF)
TO RHMFIUU/HQ USAFE RAMSTEIN AB GE	(2CR)(ILF)
INFO RHMFIUU/DISA WASHINGTON DC	(2CR)(ILF)
RUEHC/SECSTATE WASHDC	(2CR)(ILF)
ZEN/DA WASHINGTON DC	(2CR)(ILF)
BT	(2CR)(ILF)
UNCLAS	(2CR)(ILF)
REMAINDER OF TEXT	(2CR)(ILF)
BT	(2CR)(ILF)
#1234	(2CR)(8LF)
NNNN	(12LTRS)

NOTE: The National Gateway Center (NGC) uses the ACP 128 header information to build format lines 2 and 3 in ACP 127 format. Format line 1 is also applied by the NGC if channel sequence numbers are used.

- c. ACP 127 message destined for addressee in the ACP 128 community.

VZCZCYHA102 (5 spaces)	(2CR)(ILF)
RR RHMCSYY	(2CR)(ILF)
DE RBDWDFA #1070 2411224	(2CR)(ILF)
ZNR UUUUU	(2CR)(ILF)
R 291219Z AUG 07	(2CR)(ILF)
FM BRITREP PLYMOUTH	(2CR)(ILF)
TO JOINT STAFF WASHINGTON DC	(2CR)(ILF)
BT	(2CR)(ILF)
UNCLAS	(2CR)(ILF)
REMAINDER OF TEXT	(2CR)(ILF)
BT	(2CR)(ILF)
#1070	(2CR)(8LF)
NNNN	(12LTRS)

- d. Same ACP 127 message after conversion to ACP 128 by the NGC.

RFTUZYUW RBDWYHA0102 2411320-UUUU--RHMCSYY.	(2CR)(ILF)
DE RBDWDFA #1070 2411224	(2CR)(ILF)
ZNR UUUUU	(2CR)(ILF)
R 291219Z AUG 07	(2CR)(ILF)
FM BRITREP PLYMOUTH	(2CR)(ILF)
TO JOINT STAFF WASHINGTON DC	(2CR)(ILF)
BT	(2CR)(ILF)
UNCLAS	(2CR)(ILF)
REMAINDER OF TEXT	(2CR)(ILF)
BT	(2CR)(ILF)
#1070	(2CR)(8LF)
NNNN	(12LTRS)

NOTE: The ACP 128 header is built by the NGC using the first four letters of the primary routing indicator associated with the transmitting station, the three-letter channel designator associated with the circuit, and the input channel sequence number preceded by a zero if three-digit sequence numbers are used.

150. Spare.

151. Spare.

SECTION VII
PRECEDENCE

152. Significance.

- a. See Basic ACP 127()
- b. Four categories of precedence are authorized for US joint use. For communications purposes, each has been assigned a distinctive prosign:

<u>Precedence</u>	<u>Prosign</u>
(1) FLASH	Z
(2) IMMEDIATE	O
(3) PRIORITY	P
(4) ROUTINE	R

- c. In addition to the four prosigns listed above, the prosign "Y" is used by DOD for Emergency Command Precedence (ECP), for certain time-sensitive nuclear command and control messages (Emergency Action Messages). The letter "Y" indicates that the message will be processed ahead of all other messages and interrupt lower precedence messages already in processing in the NGC. Only the National Command Authority (NCA) and certain designated commanders of Unified and Specified Commands are authorized to originate messages bearing this precedence.

153. Communications Handling.

- a. See Basic ACP 127()
- b. ECP and FLASH message acknowledgment:

(1) Service messages acknowledging receipt of ECP or FLASH messages are not required on Mode I (controlled) circuits as the protocol automatically generates acknowledgement when an End-of-Message (EOM) is received. On uncontrolled circuits (Mode II), receipt of ECP or Flash messages will be acknowledged by manually generated service messages. These service messages will be assigned precedence no higher than IMMEDIATE rather than the precedence of the message being acknowledged. The service message will cite the station/channel designator letters and channel number appearing on the ECP or FLASH message.

Example:

(TI)(5 SPACES)	(2CR)(ILF)
OO RUEHC	(2CR)(ILF)
DE RUEACS 2411152	(2CR)(ILF)
ZNR UUUUU	(2CR)(ILF)
UNCLAS R Z JEA107 IMI JEA107	(2CR)(ILF)
NNNN	(12LTRS)

NOTE: This type of service message is excluded from the provisions of paragraph 114-1.

- (2) Within ten (10) minutes after receiving the completed transmission, each receiving station will transmit a station-to-station receipt to the transmitting station. The condition of the message does not relieve the receiving station from its responsibility of acknowledging receipt.
 - (a) Messages which require corrective action will be handled in accordance with paragraph 420 of ACP 127().
 - (b) Service messages requesting corrected copy action (ZDH) will be assigned the same precedence as the message being serviced.
- (3) If receipt acknowledgment is not obtained within fifteen (15) minutes after completion of the transmission, the following action will be taken:
 - (a) Between stations with alternative route capability, retransmit the message as a suspected duplicate over the designated alternative route or over the most reliable alternative route available. Simultaneous transmission of the same suspected duplicate message will not be made over other circuits.
 - (b) Between stations without alternative route capability, retransmit the message as a suspected duplicate.
- (4) The following rules apply to US ACP 127 stations having interchange connectivity with ACP 128 NGCs:
 - (a) FLASH messages originated within the ACP 127 network will be receipted for station-to-station, up to the point where sent to an ACP 128 NGC. The NGC accepting the transmission will give no receipt as message acknowledgement is handled via the Mode I protocol.
 - (b) FLASH messages originated within the ACP 128 community and relay into the ACP 127 network will be receipted for as prescribed by paragraph 151.b. (2).
 - (c) If the ACP 127 station or a designated altroute station cannot affect delivery of a high precedence message to the intended recipient, the originator of the message will be informed by the facility holding the message that it could not be delivered to the addressee.

154. Dual Precedence.

When a multiple address message is assigned a dual precedence of FLASH and a lower precedence, the originating station shall make separate transmissions, i.e., one transmission calling the station(s) serving the ACTION addressee(s), and an another calling the station(s) serving the INFO addressee(s) (see paragraph 303.b.).

CHAPTER 2
PREPARATION OF MESSAGES FOR TRANSMISSION

SECTION I
RULES

201. General Rules.

In certain critical fields of message headers, NGC software validates all characters to determine security and routing constraints and to guard against non-delivery resulting from character garbling or improper sequence. The two carriage returns and one line feed at the end of each format line, especially format lines 1, 2, 3 and 4, must be followed immediately by the prescribed first character of the next format line to avoid message rejection and generation of an automated service message. It is also necessary that routing indicators appearing in format line 2 be separated by only one space and the routing indicators must contain a minimum of four characters and a maximum of seven characters. In this respect, the requirement specified in paragraph 211 or in ACP 127() is particularly applicable. In addition, it is mandatory that the end of message functions be as prescribed in paragraph 138.d. of ACP 127(). Any deviation from these rules will result in the message being delayed due to automated reject by the NGC or, in some cases, diversion to an operator position for manual intervention.

202. Rules regarding Transmission Identification (TI).

203. Rules Regarding Security Warning.

- a. All US systems, whether ACP 127 or ACP 128, will provide security warning by use of the operating signals ZNR or ZNY as the first component of format line 4. The appropriate operating signal will always be followed by a space and the security classification character repeated five times except, for traffic destined for a regional defense organization and/or foreign nation. In these cases, the message must contain a Transmission Release Code (TRC) (see paragraph 203-1). The security classification characters are "U" for Unclassified, "C" for CONFIDENTIAL, "S" for SECRET, and "T" for TOP SECRET. The security classification character "U" will be used for messages transmitted in the clear in accordance with Paragraph 326 of ACP 121() and for messages that are off-line encrypted within those communities still supporting off-line encryption. In addition, when format line 1 pilots are used, the appropriate operating signal and the repeated classification characters must also appear in the pilot.

(1) Example of heading of UNCLASSIFIED message:

VZCZCHQA147 (5 SPACES)	(2CR)(ILF)
RR RHMCSUU	(2CR)(ILF)
DE RUEHC #0127 2412312	(2CR)(ILF)
ZNR UUUUU	(2CR)(ILF)
R 292249Z AUG 07	(2CR)(ILF)
FM SECSTATE WASHDC	(2CR)(ILF)
TO HQ USAFE RAMSTEIN AB GE	(2CR)(ILF)
BT	(2CR)(ILF)
UNCLAS	(2CR)(ILF)
REMAINDER OF TEXT	(2CR)(ILF)
BT	(2CR)(ILF)
#0127	(2CR)(8LF)
NNNN	(12LTRS)

(2) Example of heading of CLASSIFIED message:

VZCZCHQA147 (5 SPACES)	(2CR)(ILF)
RR RHMCSUU	(2CR)(ILF)
DE RUEHC #0127 2412312	(2CR)(ILF)
ZNY SSSSS	(2CR)(ILF)
R 292249Z AUG 07	(2CR)(ILF)
FM SECSTATE WASHDC	(2CR)(ILF)
TO HQ USAFE RAMSTEIN AB GE	(2CR)(ILF)
BT	(2CR)(ILF)
S E C R E T	(2CR)(ILF)
REMAINDER OF TEXT	(2CR)(ILF)
BT	(2CR)(ILF)
#0127	(2CR)(8LF)
NNNN	(12LTRS)

- b. The first sentence in Paragraph 203.b. (4) of ACP 127() cannot be applied.
- c. Special Category (SPECAT) messages will contain the letter "B" for all US caveats requiring special US handling only. The letter "B" will be indicated in format line 4 repeated five times immediately following the security redundancy characters. An oblique (/) will be placed between the five security redundancy characters and the five repeated SPECAT characters, e.g., TTTTT/BBBBB (a TOP SECRET SPECAT message). The letter "B" will only be used in conjunction with the SPECAT designated routing indicators listed in ACP 117 CAN-US SUPP-1 (). In other words, if the Plain Language Address (PLA) appearing in column B of ACP 117 CAN-US Supp-1 does not reflect a "D" or "S" in column E, the activity cannot be sent SPECAT messages. Other types of US classified messages falling under the "B" designator are EXCLUSIVE FOR and EXCLUSIVE and messages identified by the use of a code name/word. The State Department also uses special distribution designators of NO DISTRIBUTION (NODIS) and EXCLUSIVE DISTRIBUTION (EXDIS) but there are no SHDs associated with these two caveats. NODIS messages are to be handled only by the minimum number of personnel required to process the message and they are not to be readdressed without prior approval of the originator (original message) or the originator of subsequent distribution to DOD addressees. EXDIS messages are limited to officers having an essential need-to-know. Lateral transmission of EXDIS messages between DOD activities is permitted provided there is clear need-to-know by all addressees.

Within DOD, NODIS and EXDIS messages will be afforded the same protection and handling given to SHD "B" messages. SPECAT A, formerly used in conjunction with the Single Integrated Operations Plan-Extremely Sensitive Information (SIOP-ESI), is no longer authorized for use within any US messaging system/network. SIOP-ESI is no longer a valid handling caveat.

204. Rules Regarding Use of TRC and SPECAT Designators.

- a. The TRC is a two-letter field that is inserted in format line 4 in place of the last two security redundancy characters to designate release authorization for the transmission of the message to a regional defense organization or foreign nation (international traffic). TRCs are not employed on US to US national traffic, except as indicated below.
- b. The TRC consists of a two-character field comprised of the country codes listed in Para 203-1.e below. If the intended recipients are all in the same foreign country or regional defense organization, such as NATO, the single country code is repeated to fill the two-character field. If the intended recipients are in more than two foreign countries, multiple transmissions will be required due to the two character field limitation.
- c. The TRC will be assigned by the message originator's telecommunications facility.
- d. TRC designators must be listed in alphabetical sequence to preclude rejection by the NGC. TRCs will be assigned in the following manner:
 - (1) US Addressees Only. TRCs will not be used on US originated messages addressed only to US activities. Unclassified traffic addressed to a US element served by a communications facility of a regional defense organization or foreign nation must contain the TRC of the regional defense organization or foreign nation providing the service.
 - (2) Addressees of One Regional Defense Organization or Foreign Nation. Messages containing addressees of a single regional defense organization or foreign nation or a combination of US addressees and addressees of only a single regional defense organization or foreign nation will reflect the TRC assigned to the regional defense organization or foreign nation addressee, i.e., a message to a Canadian addressee would use the TRC "CC".
 - (3) Addressees of Two Regional Defense Organizations or Foreign Nations. Messages containing addressees of two regional defense organizations or foreign nations, or combination thereof, with or without US addressees, will reflect the TRC assigned to each of the regional defense organization or foreign nation addressees, i.e., the TRC "BC" would indicate a message was authorized for transmission to United Kingdom and Canadian recipients. The TRC "BX" would indicate a message was authorized for transmission to United Kingdom and to NATO recipients. See below for nations that exchange formal messages (record communications) with the US through gateways with the NATO messaging system.

- (4) Addressees of More Than Two Regional Defense Organizations or Foreign Nations. If a message contains more than two regional defense organizations or foreign nation addressees, or combinations thereof, multiple transmissions are required. As an example, a message addressed and routed to Australia, Canada, and NATO would be processed as follows: The TRC "AC", "AX", or "CX" would be used on one transmission. The second transmission then would contain the TRC "AA", "CC", or "XX" as appropriate, dependent upon what combination was employed on the first transmission.
- e. TRCs assigned for regional defense organization and foreign national networks exchanging message traffic with the US are as follows:
- (1) A - Australia.
 - (2) B - British Commonwealth and South Africa (less Canada, Australia, and New Zealand).
 - (3) C - Canada.
 - (4) U - United States. Used only on traffic originated by an Allied/NATO system using ACP 128() format.
 - (5) X - All traffic destined for the following regional defense organizations or foreign nations. Messages addressed to any of these countries pass through the US/NATO gateways and exit the NATO system via the respective nation's gateway with NATO:
 - (a) Belgium
 - (b) Denmark
 - (c) France
 - (d) Germany
 - (e) Greece
 - (f) Italy
 - (g) Netherlands
 - (h) Norway
 - (i) Portugal
 - (j) Spain
 - (k) Turkey
 - (l) NATO
 - (6) Z - New Zealand
- f. Examples in the use of TRCs follow:

- (1) Example of an unclassified single addressed message destined for Canada.

VZCZCHQA168 (5 SPACES)	(2CR)(1LF)
RR RCCPUVA	(2CR)(1LF)
DE RUEHC #0181 2411646	(2CR)(1LF)
ZNR UUUC	(2CR)(1LF)
R 291640Z AUG 07	(2CR)(1LF)
FM SECSTATE WASHDC	(2CR)(1LF)
TO NDHW CMS OTTAWA	(2CR)(1LF)
BT	(2CR)(1LF)
UNCLAS	(2CR)(1LF)
REMAINDER OF TEXT	(2CR)(1LF)
BT	(2CR)(1LF)
#0181	(2CR)(8LF)
NNNN	(12LTRS)

- (2) Example of a classified multiple addressed messages destined for the UK and NATO. Please note that any classified message addressed to a non-US entity requires a proper Releasability statement.

VZCZCHQA181 (5 SPACES)	(2CR)(1LF)
PP RBDWC RXFPSH	(2CR)(1LF)
DE RUEHC #0129 2411800	(2CR)(1LF)
ZNY CCCBX	(2CR)(1LF)
P 291747Z AUG 07	(2CR)(1LF)
FM SECSTATE WASHDC	(2CR)(1LF)
TO RBDWC/MODUK	(2CR)(1LF)
RXFPSH/SHAPE	(2CR)(1LF)
BT	(2CR)(1LF)
C O N F I D E N T I A L//REL TO USA, GBR, NATO//	(2CR)(1LF)
REMAINDER OF TEXT	(2CR)(1LF)
BT	(2CR)(1LF)
#0129	(2CR)(8LF)
NNNN	(12LTRS)

- (3) Example of a classified multiple addressed messages destined for more than two regional defense organizations or foreign nations (NATO, UK, Canada) which requires two transmissions.

(a) First Transmission.

VZCZCHZA202 (5 SPACES)	(2CR)(1LF)
RR RXFPSH RBDWC	(2CR)(1LF)
DE RUEHC #0111 2410420	(2CR)(1LF)
ZNY SSSBX	(2CR)(1LF)
R 290415Z AUG 07	(2CR)(1LF)
FM SECSTATE WASHDC	(2CR)(1LF)
TO RXFPSH/SACEUR	(2CR)(1LF)
RBDWC/MODUK	(2CR)(1LF)
RCCPUVA/NDHQ CMS OTTAWA	(2CR)(1LF)
BT	(2CR)(1LF)
S E C R E T//REL TO USA, CAN, GBR, NATO//	(2CR)(1LF)
REMAINDER OF TEXT	(2CR)(1LF)
BT	(2CR)(1LF)
#0111	(2CR)(8LF)
NNNN	(12LTRS)

(b) Second Transmission

VZCZCHQA203 (5 SPACES)	(2CR)(1LF)
RR RCCPUVA	(2CR)(1LF)
DE RUEHC #0112 2410420	(2CR)(1LF)
ZNY SSSCC	(2CR)(1LF)
R 290415Z AUG 07	(2CR)(1LF)
FM SECSTATE WASHDC	(2CR)(1LF)
TO RXFPSH/SACEUR	(2CR)(1LF)
RBDWC/MODUK	(2CR)(1LF)
RCCPUVA/NDHQ CMS OTTAWA	(2CR)(1LF)
BT	(2CR)(1LF)
S E C R E T//REL TO USA, CAN, GBR, NATO//	(2CR)(1LF)
REMAINDER OF TEXT	(2CR)(1LF)
BT	(2CR)(1LF)
#0112	(2CR)(8LF)
NNNN	(12LTRS)

(4) Example of a classified multiple addressed messages destined for Denmark and Germany that also contains a US addressee.

VZCZCHQA140 (5 SPACES)	(2CR)(1LF)
PP RDFNQ RGFGBO RHMFISS	(2CR)(1LF)
DE RUEHC #0150 2411745	(2CR)(1LF)
ZNY CCCXX	(2CR)(1LF)
P 291740Z AUG 07	(2CR)(1LF)
FM SECSTATE WASHDC	(2CR)(1LF)
TO RDFNQ/MOD DA	(2CR)(1LF)
RGFGBO/GAFCOM	(2CR)(1LF)
RHMFISS/DISA WASHINGTON DC	(2CR)(1LF)
BT	(2CR)(1LF)
C O N F I D E N T I A L//REL TO USA,DEU, DNK//	(2CR)(1LF)
REMAINDER OF TEXT	(2CR)(1LF)
BT	(2CR)(1LF)
#0150	(2CR)(8LF)
NNNN	(12LTRS)

(5) Example of an unclassified message destined for a US activity served by a communications center of a regional defense organization or foreign nation.

VZCZCHAR165 (5 SPACES)	(2CR)(1LF)
RR RCWEWLA	(2CR)(1LF)
DE RUEOMFB #1616 2410420	(2CR)(1LF)
ZNR UUUC	(2CR)(1LF)
R 290415Z AUG 07	(2CR)(1LF)
FM USAISCFH SGS FT HUACHUCA AZ	(2CR)(1LF)
TO CDR US DET CHILLIWACK CAN	(2CR)(1LF)
BT	(2CR)(1LF)
UNCLAS	(2CR)(1LF)
REMAINDER OF TEXT	(2CR)(1LF)
BT	(2CR)(1LF)
#1616	(2CR)(8LF)
NNNN	(12LTRS)

NOTE: TRC authorized only on Unclassified US national messages when the serving routing indicator is other than US.

(6) Example of a CONFIDENTIAL message destined for a Canadian addressee.

VZCZCUAS414 (5 SPACES)	(2CR)(1LF)
RR RCCPUVA	(2CR)(1LF)
DE RUEADWD #1842 2411925	(2CR)(1LF)
ZNY CCCCC	(2CR)(1LF)
R 291924Z AUG 07	(2CR)(1LF)
FM DA WASHINGTON DC	(2CR)(1LF)
TO NDHQ CMS OTTAWA	(2CR)(1LF)
BT	(2CR)(1LF)
C O N F I D E N T I A L//REL TO USA CAN//	(2CR)(1LF)
REMAINDER OF TEXT	(2CR)(1LF)
BT	(2CR)(1LF)
#1842	(2CR)(8LF)
NNNN	(12LTRS)

NOTE: In this instance the two-character TRC is the same as the security classification character for Confidential. Regardless, the message still must contain the appropriate Releasability statement.

- g. Special Category (SPECAT) or Special Handling Designator (SHD) messages must be classified. In addition to the security redundancy characters appearing in format line 4, the appropriate SPECAT or SHD repeated five times, preceded by an oblique (/), must immediately follow the security redundancy characters. The message security, spelled out, and handling instructions are contained in format line 12 which must correspond to security redundancy characters and SHD contained in format line 4.
- h. All SPECAT messages will use the designator "B".

- i. The designator "B" will only be used in conjunction with the SPECAT designated routing indicators listed in ACP 117 CAN-US SUPP-1 (.). SPECAT B messages may only be addressed to US recipients.

(1) Example of a SPECAT message at the TOP SECRET security level.

VZCZCHQA167 (5 SPACES)	(2CR)(1LF)
OO RUEAHQA	(2CR)(1LF)
DE RUEHC #0010 2410540	(2CR)(1LF)
ZNY TTTTT/BBBBB	(2CR)(1LF)
O 290528Z AUG 07	(2CR)(1LF)
FM SECSTATE WASHDC	(2CR)(1LF)
TO HQ USAF WASHINGTON DC	(2CR)(1LF)
BT	(2CR)(1LF)
T O P S E C R E T SPECAT EXCLUSIVE FOR	(2CR)(1LF)
REMAINDER OF TEXT	(2CR)(1LF)
BT	(2CR)(1LF)
#0010	(2CR)(8LF)
NNNN	(12LTRS)

(2) Example of a SPECAT message at the CONFIDENTIAL security level.

VZCZCHQA242 (5 SPACES)	(2CR)(1LF)
PP RHMFISS	(2CR)(1LF)
DE RUEHC #1817 2411800	(2CR)(1LF)
ZNY CCCCC/BBBBB	(2CR)(1LF)
P 291743Z AUG 07	(2CR)(1LF)
FM SECSTATE WASHDC	(2CR)(1LF)
TO DISA EUR VAIHINGEN GE	(2CR)(1LF)
BT	(2CR)(1LF)
C O N F I D E N T I A L SPECAT EXCLUSIVE FOR	(2CR)(1LF)
REMAINDER OF TEXT	(2CR)(1LF)
BT	(2CR)(1LF)
#1817	(2CR)(8LF)
NNNN	(12LTRS)

- j. The SHD "F" will only be used on U.S. originated classified messages addressed to activities of the United Kingdom that contain the designation "US-UK EYES ONLY" or "SOSUS USUK EYES ONLY". In addition, the on-line special routing indicators RBOYST or RBONNOA will be used on messages that require special handling and are addressed to a UK activity. A US-UK EYES ONLY or a SOSUS USUK EYES ONLY message cannot include non-US and/or non-UK addressees.

- k. The designator "L" was previously used on US originated classified traffic addressed to NATO activities and NATO member nations that contained the special handling caveat ATOMAL. In 2006, NATO closed their Teletype Automated Relay Equipment (TAREs) and replaced the message switching functionality with the Allied Information Flow System (AIFS) which is not accredited for Top Secret or messages bearing SHDs.

- l. The designator "P" was previously used on US-originated classified traffic addressed to NATO activities and NATO member nations that contained the

special handling caveat EXCLUSIVE. s indicated above, Top Secret or messages bearing SHDs may no longer be passed through the NATO messaging system.

- m. The designator "Y" was previously used on US-originated classified traffic addressed to NATO activities and NATO member nations that contained the special handling caveat CRYPTOSECURITY. These messages may no longer be passed through the NATO messaging system.
- n. The NATO Special Handling Designators (L, P, and Y) were not solely for US use and required special handling in accordance with the appropriate cryptographic or administrative instructions.
- o. Service Messages. Service messages of any type, such as a request for retransmission, tracer action, etc., that are addressed to a regional defense organization or foreign nation must contain a proper TRC in format line 4. In the unlikely event that a service message of any type requires special handling under the criteria of SPECAT, the rules outlined for the use of the SPECAT designator in format line 4 shall apply.
- p. Readdresses. Messages readdressed to regional defense organizations or foreign nations must contain the proper TRC in format line 4 of the message.
- q. CODRESS Messages. US activities that still have an off-line encryption capability and address CODRESS messages to a routing indicator of a regional defense organization or foreign nation must apply the proper TRC in format line 4 of the message. As stated previously, within DOD, CODRESS messages are not supported by the DMS.

205. Rules Regarding EOM Validation Number.

- a. The US NGCs validate that the EOM validation number appearing in format line 15 matches the station serial number in format line 3 to ensure the message does not contain a straggler message. If the numbers do not correspond, the message is rejected and a service message is generated to the originator.
- b. Special attention must be given to applying the EOM validation number when performing such actions as message readdresses and retransmissions to insure that it corresponds to the station serial number used in format line 3. This may be accomplished by either changing the EOM validation number (format line 15) in the original message to agree with the SSN used in the readdressal heading or retransmission pilot, or by using the SSN in format line 3 of the original message as the SSN in the readdressal heading or retransmission pilot if a copy of the original transmission is available.
- c. EOM validation within the NGCs is considered to be part of the EOM processing. Format line 15 and the entire sequence must be prepared in uninterrupted form, i.e., figures key, number sign (#), four digits, letters key, two carriage returns, eight line feeds and four Ns. The lettering out correction method must not be used within this sequence.
- d. EOM validation numbers are not required on cancellation notices (E E E E E E E AR).

206. Rules for Routing Messages.**207. Rules Regarding Use of Address Designations.****208. Rules for Indicating Delivery Responsibility.**

- a. Certain messages are required to be delivered as single address messages. When released by the drafter, these messages will be stamped "DELIVER AS A SINGLE ADDRESS MESSAGE". When released for transmission, the messages are transmitted as multiple address messages and the operating signal ZYQ will appear in format line 5, e.g., R 291800Z AUG 07 ZYQ.
- b. DOD message originators must exercise good judgment in assigning immediate or higher precedence to messages when the intended recipients include American embassies or facilities served by the Department of State. Most of these activities only have messaging support during normal duty hours and given the fact that they are located in various time zones throughout the world, common sense mandates not assigning an immediate precedence on messages such as a theater or country clearance requests. However, if immediate delivery is required to a recipient served by the State Department, the operating signal ZZK will be inserted in format line 4 following the security redundancy characters, e.g., ZNY CCCCC ZZK RUEHPG.

209. Rules Regarding CODRESS Messages.**210. Rules Regarding Long Messages.**

- a. The rules regarding paging apply only to the narrative type messages submitted to the message center in page copy form. Paging rules shall not apply to statistical and meteorological (weather) messages in which paging information would disrupt processing by the user of the information. Such messages, however, shall be divided into transmission sections if they exceed 100 lines of text.
- b. Paging rules will not apply to long narrative messages originating from activities served by the Department of State. Such messages will be accepted and processed as regular traffic. Long messages originating from DOD activities will contain page breaks. For exception, see paragraph 503.
- c. See Basic ACP 127().
- d. The letters UNCLAS shall not be separated by spaces. The number sign (#) will not be used preceding the station serial number. Under no circumstances will paging identification exceed one line of 69 characters.
 - (1) The second and succeeding pages of SPECAT will include the term SPECAT and may be followed by the special category caveat after the classification, e.g., "PAGE 2 RUEOMFC0115 S E C R E T SPECAT COFRAM". This will readily identify the information and aid in safeguarding each page during reproduction.

- (2) Second and succeeding pages of messages containing special handling caveats such as US-UK eyes only will contain the caveat as part of the paging information, e.g., "PAGE 2 RUEAMFD0115 S E C R E T US-UK EYES ONLY."
- e. See Basic ACP 127().
- f. Each section shall be numbered. The section identification shall be inserted in plain language at the beginning of the text following the classification or abbreviation UNCLAS (and SPECAT or special handling caveat, if used by the originator). For example, when a message is divided into two sections, the first section shall be identified as Section 1 of 2, and the second as final section of 2, e.g., UNCLAS SECTION 1 of 2.
- g. See Basic ACP 127().
- h. See Basic ACP 127().

211. Rules Regarding Plain Language Transmission of Messages.

- a. See Basic ACP 127().
- b. See Basic ACP 127().
- c. When a message is not classified, the abbreviation UNCLAS shall appear as the first word of text (format line 12). If the message is not classified but contains sensitive or privacy data information (e.g., social security number), it shall be transmitted as unclassified, For Official Use Only (FOUO). FOUO shall be separated from UNCLAS by one space, e.g., UNCLAS FOUO.

212. Rules Regarding Tabulated Messages.

213. Rules Regarding Correction of Errors.

- a. See Basic ACP 127()
- b. See Basic ACP 127()
- c. See Basic ACP 127()
- d. See Basic ACP 127()
- e. Voluntary Correction of Transmitted Messages - When an originating station subsequently detects an error which was not corrected by the methods outlined above, a voluntary correction message will be prepared and sent to the intended recipients. Voluntary correction messages will only be used to correct those errors determined by competent authority to be significant enough to affect the substance of the original message. Such corrections may be in the form of a brief service message, or a corrected and retransmitted message, dependent upon message length. The use of either the abbreviation "VOL CCN" or the prosign "C" will distinctively identify all voluntary correction messages. Please note that when sending a voluntary correction outside of the ACP 127 community, the

service message must be Class A (contain format lines 5, 6, 7 and 8 if info addees).

Example of voluntary correction within ACP 127:

RR RUEHC
 DE RUEHPG #1234 2411417
 ZNR UUUUU
 BT
 UNCLAS SVC VOL CCN RUEHPG 1222 2411350
 291335Z FIFTH GR NOT IMI NOT
 BT
 #1234
 NNNN

or

RR RUEHC
 DE RUEHPG #0123 2420200
 ZNR UUUUU
 BT
 UNCLAS SVC C RUEHPG 0056 2412330
 292302Z IN TEXT LINE 7 CHANGES DURING TO HOURS
 TO READ DURING THE EVENING HOURS
 BT
 #0123
 NNNN

Example of voluntary correction to ACP 128 community:

RR RHMFIUU
 DE RUEHPG #0123 2410530
 ZNR UUUUU
 R 290530Z AUG 07
 FM AMEMBASSY PRAGUE
 TO DISA WASHINGTON DC
 BT
 UNCLAS SVC VOLUNTARY CORRECTION
 REF AMEMBASSY PRAGUE 282303Z AUG 07
 PLEASE CHANGE LINE SEVEN "DURING TO HOURS" TO READ
 "DURING THE EVENING HOURS"
 BT
 #0123
 NNNN

214. Rules Applying to Improper Transmission of Classified Messages.

- a. Within the ACP 127 community, the following instructions will be applied in handling:
 - (1) Classified messages received over unsecured/non-approved circuits.

- (2) Top Secret and/or SPECAT messages received over secured, on-line circuits without prior off-line encryption, if on-line transmission of Top Secret and/or SPECAT is not authorized for the circuit(s) or recipient(s) involved.
- b. When a classified message is improperly transmitted over an unsecured/non-approved circuit and is subsequently detected at a relay station, the station noting the violation will:
- (1) Forward the message by appropriate secure means to the called addressee(s) accompanied by a statement reading: "This message received in clear text over an unsecured circuit. Originating station has been notified".
- (a) If the message is forwarded via on-line cryptographic means, the statement prescribed above will be incorporated in a pilot preceding the message involved.
- (b) If the message is forwarded via off-line means, the statement will be included in the internal instructions portion of the encrypted text.
- (c) Relay stations not possessing an on-line or off-line cryptographic capability will be responsible for the further handling of such messages in accordance with applicable Department or Agency instructions. At a minimum, this must include notifying the originator of the problem and that the message requires re-protection via secure means.
- (2) Originate a Confidential service message, priority precedence, addressed to the originating station, preceding relay station, and all intermediate relay stations that can be identified by channel numbers in the TI line of the detected message. When a cryptographic capability does not exist, the service message may be unclassified. The message will contain all available channel numbers, routing line, DE line, and a statement to the effect that the message has or has not been forwarded by secure means to the addressee(s).

Example:

PP RUEKJCS RUEHC
 DE RUEHKN #0124 2411020
 ZNY CCCCC
 TO RUEKJCS
 INFO RUEHC
 BT
 C O N F I D E N T I A L SVC. PARA 212A(1) ACP 127
 US SUPP-1 () APPLIES TO MSG JUA123DXB456 RR RUEHKN
 DE RUEKJCS2254. TRANSMISSION TO ADDRESSEE(S)
 BY APPROPRIATE MEANS EFFECTED
 BT
 #0124

- c. When a Top Secret or SPECAT message is improperly transmitted over a secured on-line circuit that is not authorized to handle such categories and is subsequently

detected at a relay station, the station noting the violation will take one of the following actions depending upon its local capability:

- (1) Forward the message via appropriate off-line means to the called addressee(s) with the following statement included in the internal instructions portion of the encrypted text: "This message received over a secured circuit not authorized for the transmission of such a message without prior off-line encryption. Originating station has been notified".
- (2) Forward the message via appropriate secure means to its associated crypto center with a request that the message be off-line encrypted to the called addressee(s) and to include within the internal instructions portion of the encrypted text the statement prescribed in c. (1) above.
- (3) Forward the message (along with the statement prescribed in c. (1) above) via on-line secured means to the addressee(s) if it is definitely known that all personnel who will have access to the message during its transmission and processing have a the appropriate clearance and/or are authorized access to the type of SPECAT information involved.
- (4) Originate a Confidential service message, priority precedence, addressed to the originating station, preceding relay station and all intermediate relay stations that can be identified by channel numbers in the TI line of the detected message. This message will identify the message that was subject to possible compromise by citing all available channel numbers, routing line, DE line and a statement to the effect that the message has not been forwarded to the called addressee(s).

Example:

```
PP RUEKJCS RUEHC
DE RUEHKN #1331 2411223
ZNY CCCCC
TO RUEKJCS
INFO RUEHC
BT
C O N F I D E N T I A L SVC. PARA 212A(2) ACP 127 US
SUPP-1() APPLIES TO MSG EPD145EYA117 RR RUEHKN
DE RUEKJCS 1235. DELIVERY TO ADDRESSEE(S)
HAS NOT BEEN EFFECTED.
BT
#1331
```

- d. After taking one of the actions described in paragraphs 212. c. (1) through (3) above, the relay station will originate a service message similar to the type required by paragraph 212. c. (4) above, except that the text will indicate that the message was forwarded to the addressee(s) by authorized secure means.
- e. Immediately upon receipt of a service message of the type required by paragraphs 212. b. (2), 212. c. (4) or 212. d. above, the communications center serving the originator will notify the originator or his authorized representative of the possible compromise so that appropriate action can be initiated as provided for within individual Departmental/Agency regulations. Where applicable (paragraph 212. c. (4) above) a determination must be made as to whether or not the message can be transmitted via authorized secure means.

f. Tributary station(s) in receipt of an improper transmission of a type listed in paragraph 212. a. (1) or (2) above will annotate all hard copies with the following: "This message subject to possible compromise by reason of a transmission violation. Originating station notified".

(1) If the tributary station normally handles classified traffic, the received copies of the message subject to possible compromise will be accorded normal in station handling and delivery. If the station is not designated to handle classified traffic, all copies of the message will be turned over to the Officer-in-Charge for disposition in accordance with local security regulations. In the latter case, a skeleton message (containing all information except classified textual contents) will be prepared and placed in the station file for continuity purposes.

(2) Additionally, the identical action prescribed in paragraphs 212. b. (2) or 212. d. above, as appropriate, will be accomplished.

SECTION II
EXAMPLES

215. General.

For use within US ACP 128 networks, the examples for US Department of Defense originated messages shown in ACP 127() must be modified to include the EOM validation number in message format lines 3 and 15 (See paragraph 114-1 and examples reflected throughout this Supplement for further guidance). Further, the format must be modified to include the sequence of textual information as contained in Annex B, e.g., the requirement for a subject line/delimiter in PLAINDRESS messages.

216. Example of PLAINDRESS Single Call, Single Address Message

217. Example of PLAINDRESS Multiple Call, Multiple Address Message

218. Example of PLAINDRESS Book Message.

(See paragraph 206.c of ACP 127())

219. Example of an Abbreviated PLAINDRESS Message.

(See paragraph 145 of ACP 127())

220. Example of Single Call, CODRESS Message

221. Example of Multiple Call, Multiple Address CODRESS Message

222. Multiple Call, Multiple Address CODRESS Message, for which the Originating COMMCEN has Separate Transmission Routes.

223. Example of Message Using Collective Address Designator.

224. Examples of Messages Employing Address Indicating Groups (AIG).

The example shown in paragraph 222.c. of ACP 127() contains the AIG number (plain language designator), as well as address groups in the address component. It is therefore in conflict with the rule set forth in paragraph 205.a. of ACP 127(). To conform to the latter paragraph, two examples are shown below and shall be followed by US users until ACP 127(), currently frozen, is amended. The second example is routed to the Message Conversion System (MCS) which will automatically expand the collective address (AIG 4503) to all members:

<u>FORMAT</u> <u>LINE</u>	<u>LINE CONTENTS</u>	<u>END OF LINE</u> <u>FUNCTIONS</u>
	(TI) (5 SPACES)	(2CR)(1LF)
	RR RUERAAA RHMFIUU RUEADWD RHEGGTN RUEATRS	(2CR)(1LF)
	RHEFDIA RUETIAA RUZDADA RUEKJCS RUGIAAA	(2CR)(1LF)
	RUETVAJ RUETVAA RHEFLGX RUEHC RUEAUSA	(2CR)(1LF)
	DE RUEAIAA #1450 2411600	(2CR)(1LF)
	ZNR UUUUU	(2CR)(1LF)
	R 291515Z AUG 07	(2CR)(1LF)
	FM CIA WASHINGTON DC	(2CR)(1LF)
	TO AIG 4503	(2CR)(1LF)
	BT	(2CR)(1LF)
	UNCLAS (Rest of text)	(2CR)(1LF)

<u>FORMAT</u> <u>LINE</u>	<u>LINE CONTENTS</u>	<u>END OF LINE</u> <u>FUNCTIONS</u>
	(TI) (5 SPACES)	(2CR)(1LF)
	RR RHMCSUU	(2CR)(1LF)
	DE RUEAIAA #1450 2411600	(2CR)(1LF)
	ZNR UUUUU	(2CR)(1LF)
	R 291515Z AUG 07	(2CR)(1LF)
	FM CIA WASHINGTON DC	(2CR)(1LF)
	TO AIG 4503	(2CR)(1LF)
	BT	(2CR)(1LF)
	UNCLAS (Rest of text)	(2CR)(1LF)

NOTE: AIGs that contain addressees of a regional defense organization or foreign nation must contain a proper TRC in format line 4 (See paragraph 203-1).

225. Examples of Long Messages

(See paragraph 208).

226. Example of Tabulated Message.

(See paragraph 210).

CHAPTER 3**ROUTING AND RELAY OF MESSAGES**SECTION 1GENERAL**301. Relay of Single Call Messages.****302. Routing of Messages.****303. Relay of Multiple Call Messages.****304. Relay Station Action on Inaccurately Prepared Messages.**

- a. When a relay station operator determines that the originating station has not used prescribed procedures or proper format in preparing a message for transmission, action will be taken as outlined below:
 - (1) If the message containing the error(s) is Priority precedence or higher, correction and immediate relay of the transmission will be effected insofar as possible.
 - (2) If the message is Routine precedence, correction of the errors will be attempted by relay station personnel only if practicable and at the option of the relay station; or the message containing the errors may be filed without relay, and the originating station advised accordingly by service message. This notification will consist of the operating signal ZAH, identification of the message involved, and reference to the specific error(s) requiring correction. When routed to other than a directly connected station, the ZAH notification will also include the routing line of the message involved.
- b. Relay stations' switching equipment/software will automatically inspect each message received from connected tributary stations to determine that the prescribed machine functions, spacing and sequences are correct in format lines 1, 2, 3, 4, and if used, 15. Messages in which errors are detected will be handled in accordance with paragraph 304. a. above.
 - (1) In the event that an intermediate relay station transmits a message containing errors which are subsequently detected or causes transmission rejection at another relay, action as prescribed in paragraph 304. a. above applies at the latter station subject to the following modification:
 - (2) If the message is filed without relay, a service message (ZAH notification as specified in paragraph 304. a. (2) above) will be transmitted as

ACTION to the station having originated the message and as INFO to the associated relay station. The originating station has full responsibility for further protection of the message, and the relay station (INFO) will assure appropriate corrective action to prevent recurrence.

- c. Errors in message preparation are most readily recognized when they reach an automatic relay station, the NGC, or the DMS where the message is rejected. ACP 127 stations detecting errors are encouraged to assist by advising the originators of improperly prepared messages.

SECTION II
RELAY OF MESSAGES BETWEEN NETWORKS

305. Transfer Circuits and Transfer Stations.

- a. Within the US, the National Gateway Centers (NGCs) function as the transfer stations or gateways between the national systems of allies and NATO as well as between the DMS and legacy communities within the US.
- b. The terms Transfer Circuits and Transfer Stations are applicable to the circuits between the NGCs and the national systems they interface, and the NGCs respectively.

306. Routing Indicator Limitations.

- a. The basic ACP 127 is frozen but generically limits the routing line (format line 2) of a transferred message to two lines which equates to 16 seven-character routing indicators. The US has formal agreements with Australia, Canada, NATO, New Zealand, and the United Kingdom as to the maximum number of routing indicators allowable in a single transmission. If a message contains more than the allowable number, the NGC software will automatically make the necessary number of transmissions to comply. As such, US users are not confined to this limitation.
- b. Routing indicators appearing in format line two must contain a minimum of four valid characters and a maximum of seven valid characters.

SECTION III
ALTERNATIVE ROUTING

307. Requirement for Alternative Routing.

308. Establishing and Using an Alternative Route.

- a. See basic ACP 127 ().
- b. See basic ACP 127 ().
- b. See basic ACP 127 ().
- c. See basic ACP 127 ().
- d. Alternate routing action that involves one or more NGC will be coordinated through the Messaging Network Control Center (MNCC) which is co-located with the Detrick NGC. Telephonic contact: (301) 619-6762/6763 or DSN (312) 343-6762/6763. Message contact: MNCC FT DETRICK MD.

309. Terminating Use of an Alternative Route.

310. Spare

SECTION IV
EXAMPLES

311. Multiple Call Dual Precedence Message Processed by Routing Line Segregation.

(See paragraph 34.a.).

312. Variations of Routing Line Segregation.

313. Example of Alternative Routing.

CHAPTER 4

OPERATING INSTRUCTIONS

SECTION 1

OPERATOR RESPONSIBILITIES

401. Objectives.

402. Responsibilities of Receiving Operator.

403. Responsibilities of Transmitting Operator.

SECTION II
SERVICE MESSAGES

404. Purpose and Content of Service Messages.

405. Format of Service Messages.

- a. The following instructions will be followed in lieu of those contained in paragraph 405.c (4), ACP 127(). The text of all service messages (except as pertains to the example shown in paragraphs 411.a (1) and (2), and 412.e, ACP 127()) shall begin with an indication of security as the first word of text followed by the abbreviation SVC unless the service message is one requiring special handling. In this case, the abbreviation SVC will follow the special handling designator, e.g., UNCLAS SVC or S E C R E T SPECAT COFRAM SVC. Service messages addressed to a regional defense organization or foreign nation must contain the proper TRC in format line 4 (See paragraph 203-1 for use of TRC).
- b. Service messages may be assigned sequential reference numbers. When used, these reference numbers shall be consecutively assigned to all service messages on a monthly basis, commencing on the first and ending on the last calendar day of each month. They shall immediately follow the abbreviation SVC in the message text. Service message reference numbers are authorized for use in those stations where in-station service action would benefit by such use, e.g., stations wherein the service section does not have a separate transmitting position and, as a result, originated service messages are intermingled with other traffic at preparation and transmitting positions. When replying to a service message received with a reference number, the text of the reply shall make reference to the number.

Example: UNCLAS SVC ZUI SVC 125.

- c. In addition to normal message identification, service messages shall also refer to the date-time group and, when applicable, the cite number of the message(s) being serviced (See examples in paragraph 419).
- d. Service messages between directly connected stations shall identify a transmission by repeating the channel number, message identification and date-time group in the text to insure accuracy, e.g., UNCLAS SVC EUC128 IMI EUC128 DE RUFDAE 1174 2410532 290525Z AUG 07 ZES2.
- e. When the text of a service message references a station serial number, the number sign (#) will not be used.

Example of normal single address service message:

(TI)(5SPACES)	(2CR)(1LF)
RR RUEHPIF	(2CR)(1LF)
DE RUEHC #0131 0201417	(2CR)(1LF)
ZNR UUUU	(2CR)(1LF)
BT	(2CR)(1LF)
UNCLAS SVC INT ZKD RUFDAE 1145 0192330	(2CR)(1LF)
PAGE 1 LINES 3 AND 4	(2CR)(1LF)
BT	(2CR)(1LF)
#0131	(2CR)(8LF)
NNNN	(12LTRS)

f. Service messages being addressed to the ACP 128 community, including Navy Afloat and Mobile Units and activities deriving messaging services via the Defense Message System (DMS), must be formatted as follows:

- (1) In PLAINDRESS format and must include the sending organization's Plain Language Address (PLA) in the FROM line, format line 6.
- (2) A plain text explanation for the service action, as described in ACP 131, must be included in the text of the service message. (NOTE: This service explanation is in addition to, NOT in LIEU of, the communications operating signal for the service action).
- (3) The original message "Subject" line should always be included with the identification data in the text of the service message.

Example: Service Message back to ACP 128 community

(TI)(5SPACES)	(2CR)(1LF)
RR RHMFIUU	(2CR)(1LF)
DE RUEHBAD #0182 2411232	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
R 291546Z AUG 07	(2CR)(1LF)
FM USIS PERTH WA AS	(2CR)(1LF)
TO RHMFIUU/CNO WASHINGTON DC	(2CR)(1LF)
UNCLAS SVC	(2CR)(1LF)
ZUI RUEOMFB 1174 2410105 290100Z AUG 07 ZES2	(2CR)(1LF)
SUBJ: FLEET EXERCISE POLAR STORM	(2CR)(1LF)
YOUR MESSAGE WAS RECEIVED GARBLED	(2CR)(1LF)
PLEASE RESEND	(2CR)(1LF)
#0182	(2CR)(8LF)
NNNN	(12LTRS)

NOTE: Message was not addressed to the Originating Station Routing Indicator (OSRI) (RUEOMFB) as this routing indicator is not associated with the message originator, CNO WASHINGTON DC. The routing indicator for the originator must be obtained from the ACP 117.

405-1. Straggler Service Messages.

- a. Service messages originated by the NGCs pertaining to straggler messages will always cite the OSRI and SSN of the lead message. Stations receiving such a service message will, if an actual straggler condition exists, separate the messages involved, provide the prescribed EOM on the lead message, and retransmit both messages involved to the called station(s). In those instances wherein an actual straggler condition does not exist, the provision of paragraph 304 applies.
- b. FLASH messages received by the NGCs with a straggler message attached will be processed to the addressee of the FLASH message. The originating station will be notified by a NGC automatic generated service message to re-protect the straggler message to all addressees.

406. Classification of Service Messages.**407. Precedence of Service Messages.****408. Spare****409. Spare****410. Spare**

SECTION III
MAINTAINING COMMUNICATIONS

- 411. Opening and Testing Circuits/Channels.**
- 412. Ensuring the Continuity of Traffic.**
- 413. Changing Number Sequence and Making Final Number Comparisons.**
- 414. Closing Part-Time Stations.**
- 415. Spare**

SECTION IV
CORRECTION REQUESTS AND REPLIES

416. Source of Corrections.

- a. Requests for corrections of joint general messages will be transmitted to the directly connected station from which received. See Basic ACP 127().
- b. Requests for corrections of messages originated within the DMS community require a basic understanding that normal message identifications such as the channel numbers, channel ID, SSN, page number, section number, or routing indicators do not exist in the DMS community. A message originated in the DMS community received by an ACP 127 station can be readily identified by the DE Line, format line 3. The OSRI will contain "MF" in positions five and six, e.g., RUEOMFA, RUEAMFD, etc.

417. Rules Regarding Correction Requests.**418. Rules Regarding Replies to Correction Requests.****419. Requesting Retransmission (Rerun).**

- a. Policy. When only US addressees are involved, the following deviations from the rules set forth in ACP 127 () shall be applied in the situations indicated. Retransmissions will be made only to requesting station(s) or to the station(s) designated in the request. "Voluntary" retransmissions are not authorized and are specifically prohibited. Retransmission requests being sent to US message originators should be formatted as follows:
 - (1) In PLAINDRESS format and addressed to (format line 7) the PLA from the FROM line (format line 6) of the original message.
 - (2) A plain text explanation for the service action, as described in ACP 131(), must be included in the text of the service message. (NOTE: This service explanation is in addition to, NOT in LIEU of, the communications operating signal for the service action.)
 - (3) The original message "Subject" should always be included with the identification data in the text of the service information. See paragraph 416.b. if the request is being addressed to an organization deriving messaging services from the DMS.
- b. Applicability. These procedures apply to the incomplete, garbled, or mutilated messages that require complete retransmission. They are not to be used where only a portion of a message requires correction (paragraph 417), or where "Subject to Correction" procedures (paragraph 420) or "Correction of Error" procedures (paragraph 211) apply.
- c. Exceptions. The following exceptions to retransmission procedures apply as indicated.

- (1) Requests for retransmission of joint general messages will always be transmitted to the directly connected station from which received and should include the general message title as part of the message identification.
 - (2) Requests for retransmission of messages which can be identified only by channel number (format lines 3 and 6 garbled) will be routed to the relay from which received quoting the channel numbers and indicating the reason for this particular action, e.g., "UJA172FUB089 IMI UJA172FUB0899 ZES2 UNABLE IDENTIFY ORIG STA OR ORIGINATOR." Relay to relay action will continue, citing incoming channel numbers, until the message is identified. Each relay action will stipulate retransmission directly to the initial requesting station with required "citing" identification.
 - (3) Request for retransmission of messages originated by a regional defense organization or foreign nation must contain the proper TRC in format line 4. (See paragraph 203-1 for the use of TRC.)
 - (4) Requests for retransmission of theater tactical originated messages routed by Section IV, ACP 117 CAN-US SUPP-1 (), must be forwarded within 4 days of the original time of transmission.
- d. General. The responsibility for providing a retransmission promptly rests upon the station or organization to which the transmission request is addressed.
- (1) Each station is responsible for the establishment of necessary in-station procedures and safeguards to ensure that all requests are promptly and correctly handled. This includes the essential requirements of maintaining strict continuity at receiving positions and insuring that station records reflect all actions pertaining to retransmission requests.
 - (2) Each service message containing a request for retransmission must be assigned a station serial number.
 - (3) Retransmission requests for each garbled message received will be requested by individual service messages unless the garbled messages are in channel number sequence between directly connected stations that employ CSNs. In that case, a composite rerun request carrying precedence equal to the highest precedence assigned among the messages being serviced may be used.
 - (4) Messages requiring retransmission will be identified by normal message identification (see paragraph 116, ACP 127), as well as by date-time group. See paragraph 416.b. if the request is being addressed to an organization deriving messaging services from the DMS.
- e. Relay Station Action. Relay stations will not maintain suspense records.
- (1) A relay station requesting retransmission of a message prior to its relay of the message to its intended recipients will route the retransmission request to the station of origin citing the station(s) to whom retransmission is required.

Example of a relay station originated request to station of origin:

(TI)(5SPACES)	(2CR)(1LF)
RR RUEHAB	(2CR)(1LF)
DE RUEHC #0131 2411421	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
BT	(2CR)(1LF)
UNCLAS SVC RUEHAB 1174 2411040 291020Z	(2CR)(1LF)
AUG 07 ZES2 TO RUEKJCS	(2CR)(1LF)
BT	(2CR)(1LF)
#0131	(2CR)(8LF)
NNNN	(12LTRS)

- (2) A relay station responding to a rerun request by a connected tributary will, if a good copy is available, retransmit the message involved under a new channel number and without a pilot. If a good copy is not available, service action will be initiated by the relay to the station of origin, INFO to the requesting tributary, directing retransmission to the requesting tributary. The requesting tributary will maintain suspense for follow-up action if necessary.

Example of service message directing action by relay on tributary originated request:

QRA097	(2CR)(1LF)
RR RUEHDA RUCPDC	(2CR)(1LF)
DE RUEHC #0131 2411442	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
TO RUCPDC	(2CR)(1LF)
INFO RUEHDA	(2CR)(1LF)
BT	(2CR)(1LF)
UNCLAS SVC INT ZKD RUCPDC 1174 2411040 291020Z	(2CR)(1LF)
AUG 07 TO RUEHDA CITING CUA103 IMI CUA103	(2CR)(1LF)
BT	(2CR)(1LF)
#0131	(2CR)(8LF)
NNNN	(12LTRS)

- (3) Format line 2 garbles apparently caused by circuit/equipment failures will be reported to the station from which received.
- f. Tributary Station. A tributary station receiving a transmission that is incomplete, or in a garbled or mutilated condition will:
- (1) If connected to a fully automatic or semiautomatic relay station, transmit the request for retransmission to the station that originated the message. Reference shall be made to message identification and further identification data as required

Example:

(TI)(5SPACES)	(2CR)(1LF)
PP RUEHC	(2CR)(1LF)
DE RUEHBA #1171 2411432	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
BT	(2CR)(1LF)
UNCLAS SVC RUEHC 0123 2411324	(2CR)(1LF)
291301Z ZES2	(2CR)(1LF)
BT	(2CR)(1LF)
#1171	(2CR)(8LF)
NNNNN	(12LTRS)

- (2) If the request is being sent outside the ACP 127 community:
- (a) The service message must be in PLAINDRESS format and the PLA that was in the FROM line (format line 6) must be addressed in format line 7 of the service message.
 - (b) A plain text explanation for the service action, as described in ACP 131, must be included in the text of the service message. (NOTE: this service explanation is in addition to, NOT in LIEU of, the communications operating signal for the service action.)
 - (c) (c). The original message "Subject" should always be included with the identification data in the text of the service message. See paragraph 416.b. if the request is being addressed to an organization deriving messaging services from the DMS.

Example of a service message going back to a US organization deriving messaging services from the DMS:

(TI)(5SPACES)	(2CR)(1LF)
RR RHMFIUU	(2CR)(1LF)
DE RUEHTH #0182 2411232	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
R 291546Z AUG 07	(2CR)(1LF)
FM AMEMBASSY ATHENS	(2CR)(1LF)
TO RHMFIUU/CNO WASHINGTON DC	(2CR)(1LF)
UNCLAS SVC	(2CR)(1LF)
REF YOUR 290100Z AUG 07 MESSAGE, SUBJ: FLEET	(2CR)(1LF)
EXERCISE POLAR STORM ZES2 TO AMEEMBASSY	(2CR)(1LF)
ATHENS. MESSAGE RECEIVED GARBLED. PLEASE	(2CR)(1LF)
RETRANSMIT TO THIS ADDEE	(2CR)(1LF)
#0182	(2CR)(8LF)
NNNN	(12LTRS)

- (3) If connected to a manual torn-tape relay station, request for retransmission shall be directed as follows:

- (a) To the originating station if message was originated by a station served by the same relay station.

Example:

(TI)(5SPACES)	(2CR)(1LF)
RR RUCABA	(2CR)(1LF)
DE RUCARB #0182 2411232	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
BT	(2CR)(1LF)
UNCLAS SVC BAA236 IMI BAA236 RUCABA 2345	(2CR)(1LF)
2411045 291030Z AUG 07 ZES2	(2CR)(1LF)
BT	(2CR)(1LF)
#0182	(2CR)(8LF)
NNNN	(12LTRS)

- (b) To the connected relay station for all other requests.

Example:

(TI)(5SPACES)	(2CR)(1LF)
RR RUCA	(2CR)(1LF)
DE RUCABA #0182 2411232	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
UNCLAS SVC CUA103 IMI CUA103 RUEHC 0562	(2CR)(1LF)
2411010 ZES2	(2CR)(1LF)
#0182	(2CR)(8LF)
NNNN	(12LTRS)

- (4) Requests for retransmission of joint general messages will always be transmitted to the directly connected station from which received and should include the general message title as a part of the message identification.

g. The originating station shall:

- (1) Upon receipt of a retransmission request from a relay station as outlined in paragraph e. (1) above, retransmit the message involved under a new channel number and without a pilot to designated stations only.
- (2) Upon receipt of a retransmission request similar to examples outlined in paragraph 419. e.(2) above, retransmit the message involved with a service message retransmission pilot which cites the appropriate identification pertaining to the transmission.

NOTE: If the message originator derives messaging services from the DMS, in all likelihood the retransmission will not cite the original service and will not contain a piloted header.

Example of an ACP 127 station service message with pilot:

(TI)(5SPACES)	(2CR)(ILF)
RR RUEHDA	(2CR)(ILF)
DE RUCPDC #1174 2411445	(2CR)(ILF)
ZNR UUUUU	(2CR)(ILF)
BT	(2CR)(ILF)
UNCLAS SVC ZUI CUA103 ZDK RUCPDC 1174	(2CR)(ILF)
2411040 291020Z AUG 07	(2CR)(ILF)
RR RUEHDA	(2CR)(ILF)
DE RUFDAE #1174 2411040	(2CR)(ILF)

- (3) In the case of a multiple call message, the message in question shall be reprocessed to remove all routing indicators from format line 2 except those representing the station(s) to which the message is to be retransmitted.
- (4) Each station is responsible for the establishment of the necessary in-station procedures and safeguards to ensure that all requests are promptly and correctly handled. This includes the essential requirements of maintaining strict continuity at receiving positions and insuring that all records pertaining to retransmission requests indicate clearly the action taken in each case.

h. Follow-Up Action by Tributary Station:

- (1) The responsibility of providing a retransmission promptly rests with the station to which the transmission request is routed. Elapsed time allowed between the first and succeeding requests is determined by such factors as: precedence of the message involved, indication of previous delay, nature of the request, speed of service between originating and terminating station, operative hours of the station to which the services is destined - if known, and any indication of abnormal traffic/ circuit conditions which may exist. When no reply is received to a service request within times prescribed below, as influenced by factors stated above, another request will be initiated.

IMMEDIATE:	2 Hours
PRIORITY:	8 Hours
ROUTINE:	16 Hours

- (2) When a reply to a service request for a retransmission is not received within this time criteria, a second request will be sent to the originating station using the operating signal ZAR2.

Example:

(TI)(5SPACES)	(2CR)(1LF)
PP RUFPAE	(2CR)(1LF)
DE RUEPBA #1173 2411923	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
BT	(2CR)(1LF)
UNCLAS SVC ZAR2 RUFPAE 0123 2411320	(2CR)(1LF)
291312Z AUG 02 ZES2	(2CR)(1LF)
BT	(2CR)(1LF)
#1173	(2CR)(8LF)
NNNN	(12LTRS)

- (3) When no reply is received to a second or subsequent request within the time criteria specified in paragraph 419. h. (1) above, an official message will be sent to the operating organization/activity requesting a response to the previous service messages.
- i. If a relay station receives a request from a connected tributary for retransmission of a garbled message (ZES2) and cannot identify the originating station or the originator (garbles in format lines 3 and 6) but can identify the incoming channel number from the previous relay station, the following action shall be taken:
- (1) The retransmission request will be transmitted for ACTION to the previous relay station, INFO to the original requesting station, identifying the message by the incoming channel number(s) and specifying that retransmission should be made directly to the original requesting station. The reason for this particular action will be indicated in the request, e.g., "UJA172FUB089 IMI UJA172FUB089 ZES2 TO RUEHTH CITING HQC253. UNABLE IDENTIFY ORIG STA OR ORIGINATOR."
- (2) The previous relay station upon receipt of a request as outlined above will take action as prescribed in paragraph 419.c. above except that the retransmission will be piloted to the initial requesting station with required "citing" identification.

420. Handling Messages "Subject to Correction".

When only US ACP 127 stations are involved, PRIORITY and higher messages requiring correction shall be relayed "Subject to Correction" without delay. The routing indicator of the station forwarding the message subject to correction will follow the operating signal ZDG. The originating station shall be requested to retransmit the message directly to the destination station(s) (See paragraph 419).

Example:

(TI)(5SPACES)	(2CR)(1LF)
OO RUEHBS	(2CR)(1LF)
ZNR UUUUU ZDG RUEH	(2CR)(1LF)
HQA123	(2CR)(1LF)
OO RUEHBS	(2CR)(1LF)
DE RUEHQU #0088 2411633	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
O 291630Z	(2CR)(1LF)

421. Spare.

422. Spare.

SECTION V
CANCELLING TRANSMISSIONS

423. Authority and Responsibility.

424. Methods of Canceling Transmission.

Refer to paragraph 133 for amplifying instructions regarding the cancellation prosign.

425. Use of Pilots.

Pilots will contain the routing indicator of the station preparing the pilot. For examples of format, see paragraphs 426 and 427, ACP 127 ().

SECTION VIMISROUTED, MISSENT, SUSPECTED DUPLICATE AND DUPLICATE MESSAGES**426. Misrouted and Missent Messages.**

- a. See Basic ACP 127().
- b. See Basic ACP 127().
- c. If a misrouted message requires rerouting to a non-US routing indicator, the two-character position within the security redundancy field (format line 4) will be changed to reflect the appropriate TRC. (See paragraph 203-1.)
- d. See Basic ACP 127().
- e. See Basic ACP 127().
- f. See Basic ACP 127().

427. Suspected Duplicates.

Messages are not to be reintroduced as "suspected duplicates" at the request of the originator because the addressee(s) failed to reply or action the message. In those instances, a new message must be generated by the originator.

428. Duplicates.

SECTION VII
DISCREPANCIES IN TRANSMISSION AND/OR MESSAGE IDENTIFICATION

429. Two Messages With Same Number.

430. One Message Preceded by Two Numbers.

431. One Transmission Containing Channel Numbers Separated by Portions of the Message Involved.

432. Message Without A Channel Number.

433. Open Numbers.

Messages retransmitted as a result of an open number report shall be piloted as a suspected duplicate. Department of State (DTS) stations will not apply the suspected duplicate pilot to such messages.

434. Messages Without A Station Serial Number.

435. Stragglers.

- a. Stragglers, as defined in paragraph 129-1, shall be treated as indicated in the following subparagraphs.
- b. If the straggler is noted at a relay station and there is nothing wrong with the message involved, it shall be separated from the numbered message that it trailed or was attached to, piloted as a suspected duplicate and reintroduced as a new transmission. If the message needs correction or retransmission, it shall be treated as a message requiring retransmission action, i.e., the appropriate procedures in paragraph 419 shall be applied.
- c. When stragglers are not noted until they arrive at a tributary station, they shall be handled as follows:
 - (1) If the straggler is single call and bears only the routing indicator of the station at which it arrives as a straggler, and if the message involved is otherwise correct, it shall be released for delivery. If any corrections are needed, or if a retransmission is required, the request for corrections or retransmission shall be addressed to the originating station.
 - (2) If the straggler is single call but is not intended for the station at which it arrived as a straggler, it shall, if it is otherwise correct, be piloted and transmitted as a suspected duplicate to the unprotected station. If the message needs correction or retransmission, the tributary station at which it arrives as a straggler shall service the originating station requesting that the message be retransmitted under a new channel number. The straggler shall

be attached to a copy of the service message and filed at the tributary station.

- (3) If the straggler is multiple calls, the tributary station receiving the straggler shall, if the message is otherwise correct, pilot it as a suspected duplicate to all unprotected stations appearing in the routing line. If the station, which received it, as a straggler is one of the stations, called, it shall be released for delivery. If the message needs correction or retransmission, the tributary station at which it arrives as a straggler shall service the originating station accordingly. The straggler shall be attached to a copy of the service message and filed at the tributary station. The originating station shall retransmit the message as a suspected duplicate.

436. Channel Number Only.

- a. When a channel number is received from the preceding station without an accompanying message, it shall be reported immediately by service message to the station from which it was received. In-station records will indicate that the transmission was a "Number Only" (blank).

Example:

(TI)(5SPACES)	(2CR)(1LF)
PP RUEHTR	(2CR)(1LF)
DE RUEC 2411714	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
UNCLAS SVC TRA126 IMI TRA126 NUMBER ONLY	(2CR)(8LF)
NNNNN	(12LTRS)

- b. When a "Number Only" report is received, it shall be the responsibility of the station receiving the report to ascertain whether or not a transmission has been lost. If a transmission was not made, the operator or supervisor involved shall indorse the notification accordingly, add his personal sign, and file the service message with other in-station records.
- c. If a message was transmitted under the reported channel number, retransmission will be accomplished under a new channel number and the reporting service message will be annotated indicating the action taken.

SECTION VIII
TRACER ACTION

437. Definition.

438. Tracer Action.

- a. General.
 - (1) Theater Tactical. Tracer action requests for messages originated by or destined for a theater tactical network addressee will be initiated as soon as the discrepancy is discovered but no later than 4 days after the original time of transmission. Histories and/or supporting audit records will be retained for at least 4 days by all elements of the network. (Note: A reduced retention time may become necessary due to the tactical situation). Tracer action is not authorized on messages originated by the theater tactical network 4 days after the original transmission. Tracer actions involving messages of regional defense organizations or foreign nations must contain the proper TRC in format line 4.
 - (2) All Others. Tracer action requests will be initiated as soon as the discrepancy is discovered but no later than 30 days from the original time of transmission. Histories and/or supporting audit records will be retained for 30 days. Tracer action on messages older than 30 days is not authorized. Tracer actions involving messages or regional defense organizations must contain the proper TRC in format line 4.
- b. Delayed Message. The communications center serving the message originator will initiate tracer action on delayed messages. This station will carefully examine records and the message heading to determine if the cause of delay can be ascertained and adequately explained prior to commencing tracer action. Cognizance must be taken of any adverse circuit or traffic conditions previously known or reported by intermediate relay stations which would have caused delay, format line 1 pilots (retransmission, suspected duplicate, corrected copy, misroute, etc.) and the elapsed time between the releaser time and the TOF, indicating possible cause of delay. If the cause of delay cannot be locally established, delay tracer action will normally be initiated by routine message as outlined in paragraph 438.d, ACP 127 (NOTE: Use of the releaser's time and the TOF will compensate for the loss of accuracy resulting from variations in the means used by manual and automated tributary stations in message header preparation).

Example: Excessive delay tracer to first relay by originating station.

(TI)(5SPACES)	(2CR)(1LF)
RR RUEHCS	(2CR)(1LF)
DE RUEHTR #1171 2410030	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
UNCLAS SVC ZUI TRA123 RUEHTR 1114	(2CR)(1LF)
2351615 231603Z AUG 07 TOR RUUEKJCS	(2CR)(1LF)
23/2320Z. 7 HR DELAY. INT ZDN	(2CR)(1LF)
#1171	(2CR)(8LF)
NNNN	(12LTRS)

- (1) Upon receipt of an excessive delay tracer, each station will examine its records for time of transmission of the message being traced. This information will be compiled and transmitted to the next station in the relay path and to the station, which originated the tracer. If any station(s), which handled the traced message, caused delay, the reason for the delay and the corrective action will be stated in the report.

Example: Relay station's report on an excessive delay tracer.

(TI)(5SPACES)	(2CR)(1LF)
RR RUEACSA RUEHTR	(2CR)(1LF)
DE RUEHCS #1212 2410115	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
TO RUEACSA	(2CR)(1LF)
INFO RUEHTR	(2CR)(1LF)
UNCLAS SVC ZUI OPB829TRA123 RUEHTR 1114	(2CR)(1LF)
2351615 231603Z FEB 02 TOR RUEKJCS	(2CR)(1LF)
23/2320Z. 7 HR DELAY. ZDQ RUEA	(2CR)(1LF)
23/1920Z. DELAYED 2 HOURS THIS STA DUE	(2CR)(1LF)
SWITCHING DIRECTOR FAILURE. INT ZDN	(2CR)(1LF)
#1212	(2CR)(8LF)
NNNN	(12LTRS)

- (2) Delay tracer actions will be discontinued as soon as station-to-station reporting has accounted for the excessive delay claimed.
- c. Lost Messages. The communications center serving the message originator will initiate tracer action on messages upon request from the originator, an addressee which did not receive the message in question, or any source interested in which a message was not received by the addressee(s).
- (1) Upon receipt of a tracer request, which clearly indicates non-receipt of a message, the originating communications center shall retransmit the message as a duplicate unless the originator prefers to cancel it. If a duplicate transmission is made, the operating signal ZFG shall be transmitted in format line 5. Any message bearing ZFG in format line 5 shall be delivered to the addressee. Tracer action will be initiated immediately in accordance with procedure outlined in paragraph 438.c. (3) below.
- (2) If the originator suspects, but is not certain, that a message has been lost, a duplicate transmission as specified above shall be made if the message was

IMMEDIATE precedence or higher. In addition, a service message normally of equal precedence to the message believed to have been lost must be transmitted to the addressee station, properly identifying the particular message, requesting verification of receipt or non-receipt. When the addressee station advises that the message was not received, tracer action may be initiated. If the message believed to have been lost was PRIORITY or ROUTINE, duplicate transmission or tracer action will not be initiated until it has been verified by service action that the original transmission was not received.

- (3) The communications center serving the originator, upon receiving verification of the non-receipt, will then transmit a service message tracer to the first relay station involved with the original transmission. The latter station, after determining that mishandling was not involved, will then transmit the tracer to the next relay station for action and to the originating station for information. Such action will be continued on a station-to-station basis until the cause for the lost message has been determined and reported to the originating station.

Example: As reported to the first relay by the originating station.

(TI)(5SPACES)	(2CR)(1LF)
RR RUEHCS	(2CR)(1LF)
DE RUEHTR #0025 2411500(2CR)(1LF)	
ZNR UUUUU	(2CR)(1LF)
UNCLAS SVC RUEHTR 1040 2350800 230750Z	(2CR)(1LF)
AUG 07 ZDE4 RHMFIUU/HQ USAFE RAMSTEIN AB GE	(2CR)(1LF)
ZDQ RUEH TRA236 23/0900Z	(2CR)(1LF)
#0025	(2CR)(8LF)
NNNN	(12LTRS)

Tracer action as continued by RUEH.

(TI)(5SPACES)	(2CR)(1LF)
RR RUEACSA RUEHTR	(2CR)(1LF)
DE RUEHCS #0075 2411625	(2CR)(1LF)
ZNR UUUUU	(2CR)(1LF)
TO RUEACSA	(2CR)(1LF)
INFO RUEHTR	(2CR)(1LF)
UNCLAS SVC RUEHTR 1040 2350800 230750Z	(2CR)(1LF)
AUG 07 ZDE4 RHMFIUU/HQ USAFE RAMSTEIN AB GE	(2CR)(1LF)
ZDQ RUEA EAA185 23/0950	(2CR)(1LF)
#0075	(2CR)(8LF)
NNNN	(12LTRS)

Tracer action as continued by RUEA

(TI)(5SPACES)	(2CR)(1LF)
RR RHMFIUU RUEHTR	(2CR)(1LF)
DE RUEACSA #1090 2411705	(2CR)(1LF)
ZNR UUUUU(2CR)(1LF)	
R 291645Z AUG 07	(2CR)(1LF)
FM NATIONAL GATEWAY CENTER PTC WASHINGTON DC	(2DR)(1LF)
TO RHMFIUU/HQ USAFE RAMSTEIN AB GE	(2CR)(1LF)
INFO RUEHTR/AMEMBASSY ATHENS	(2CR)(1LF)
BT	(2CR)(1LF)
UNCLAS SVC AMEMBASSY ATHENS	(2CR)(1LF)
MESSAGE 230750Z AUG 07, SUBJ: COUNTRY	(2CR)(1LF)
CLEARANCE BEING TRACED FOR NON-RECEIPT BY	(2CR)(1LF)
HQ USAFE RAMSTEIN AB GE. DMS TRACE REVEALS	(2CR)(1LF)
MESSAGE DELIVERED YOUR SERVER 231000Z AUG 07	(2CR)(1LF)
PLEASE TRACE AND ADVISE ALCON	(2CR)(1LF)
BT	(2CR)(1LF)
#1090	(2CR)(8LF)
NNNN	(12LTRS)

Report by HQ USAFE RAMSTEIN AB GE (RHMFIUU)

(TI)(5SPACES)	(2CR)(1LF)
RR RUEHTR	(2CR)(1LF)
DE RUEWMFB #1223 2411915	(2CR)(1LF)
ZNR UUUU ZUI RUEWMCD0934 2411914	(2CR)(1LF)
R 291900Z AUG 07	(2CR)(1LF)
FM HQ USAFE RAMSTEIN AB GE	(2CR)(1LF)
TO AMEMBASSY ATHENS	(2CR)(1LF)
BT	(2CR)(1LF)
UNCLAS SVC	(2CR)(1LF)
REF NATIONAL GATEWAY CENTER PTC WASHINGTON DC	(2CR)(1LF)
MSG 291645Z AUG 07 TRACING AMEMBASSY ATHENS	(2CR)(1LF)
MSG 230750Z AUG 07 TO HQ USAFE RAMSTEIN AB GE	(2CR)(1LF)
MESSAGE RECEIVED BUT INADVERTENTLY MISFILED	(2CR)(1LF)
NO FURTHER ACTION REQUIRED	(2CR)(1LF)
BT	(2CR)(1LF)
#1223	(2CR)(8LF)
NNNN	(12LTRS)

- d. Tracer messages being returned to US DOD networks, including Navy Afloat and Mobile Units and Defense Message System (DMS), must be formatted as in the last two examples above.

439. Spare.

CHAPTER 5**READDRESSING MESSAGES****501. General.****502. Responsibilities of the Originator.****503. Rules for Readdressing Messages.**

- a. The provisions of paragraph 203-1.c will be applied when readdressing messages.
- b. See Basic ACP 127().
- c. A message cannot be readdressed if any alteration is made to its original preamble, address, prefix or text, except:
 - (1) See Basic ACP 127().
 - (2) When readdressing messages originated by non-DOD activities that do not contain page identification information and line functions, the appropriate page identification information associated with the readdressal will be inserted if additional formatting changes are required. However, if a copy of the original transmission is available, the page identification information machine function need not be inserted.
 - (3) When preparing readdressals of multiple address or book messages, the routing indicators or operating signal ZEN preceding the original address designators shall not be inserted if the message requires preparation. However, if a copy of the original transmission is available, the routing indicators or ZEN need not be deleted.
 - (4) Messages readdressed and routed to a regional defense organization or foreign nation must contain a proper TRC (see paragraph 203-1 for use of TRC).

504. Examples of Readdressed Messages.**505. Spare.**

ANNEX B**SCHEMATIC DIAGRAM OF MESSAGE FORMAT**

Format Line 1. (See Annex B to ACP 127()).

Format Line 2. (See Annex B to ACP 127()).

Format Line 3. (See Annex B to ACP 127()).

Format Line 4. (See Annex B to ACP 127()).

Format Line 5. (See Annex B to ACP 127()).

Format Line 6. (See Annex B to ACP 127()).

Format Line 7. (See Annex B to ACP 127()).

Format Line 8. (See Annex B to ACP 127()).

Format Line 9. (See Annex B to ACP 127()).

Format Line 10. (See Annex B to ACP 127()).

Format Line 11. (See Annex B to ACP 127()).

Format Line 12.

- a. Elements: Security classification, the abbreviation UNCLAS, or the word, CLEAR. Explanation: (See ACP 121 ()).
- b. Elements: Special Handling Designations. Contents: SPECAT, US-UK EYES ONLY, etc. Explanation: If required, includes LIMDIS, EXDIS and NODIS.
- c. Elements: Releasability statements, or appropriate regional defense organization security classification statement. Explanation: If required, (See paragraph 508, ACP 128 US SUPP-1 ()).
- d. Elements: Subject Indicator Code (SIC), Standard Subject Indicator Code (SSIC), or Delivery Distribution Indicator (DDI). Explanation: If required, for SSIC (See SECNAVINST 5210.11D).
- e. Elements: Special delivery instructions, contents FOR, FROM, PASS TO, PERSONAL FOR, etc. Explanation: If required.
- f. Elements: Exercise name. Explanation: If used.
- g. Elements: Subject, contents subject. Explanation: With the exception of service messages, all messages should contain a subject line. The subject line serves as a critical identification element for messages originated within the DMS. The letters SUBJ also serve as a delimiter in PLAINDRESS messages to identify the

end of information pertaining to security and handling and that portion of textual information which must appear in every section of a sectionalized message.

h. Elements: Reference(s). Explanation: If used.

i. Elements: Thought or idea.

Format Line 13. (See Annex B to ACP 127()).

Format Line 14. (See Annex B to ACP 127()).

Format Line 15. (See Annex B to ACP 127()).

Format Line 16. (See Annex B to ACP 127()).

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