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SECOND ENDORSEMENT on CO, 4th CAG ltr 3/RSB/hde over 5700
dtd 3Jan70

From: Commanding General, Fleet Marine Force, Pacific
To: Commandant of the Marine Corps (Code HD)

Subj: Command Chronology for period 01 November to 30
November 1969

1. The subject chronology has been reviewed for completeness
and is forwarded herewith.

R. D. White
R. D. WHITE
By direction

Copy to:
CO, 4th CAG

*File
4th CAG*

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HIST

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70-00821

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5750.1
Ser: 010370
25 JAN 1970

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FIRST ENDORSEMENT on CO, 4th CAG ltr 3/RSB/hde over 5700 of 3Jan70

From: Commanding General, III Marine Amphibious Force
To: Commandant of the Marine Corps (Code A03D)
Via: Commanding General, Fleet Marine Force, Pacific

Subj: Command Chronology for period 1 November 1969 to 30 November 1969

1. The subject chronology has been reviewed for completeness and is readdressed and forwarded herewith.

L.E. POGGEMEYER
L.E. POGGEMEYER

BY DIRECTION

Copy to:
CO, 4th CAG

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HEADQUARTERS
4th Combined Action Group
III Marine Amphibious Force
APO, San Francisco, 96602

3/MSB/hde
5700
3 January 1970

COPY 2 of 9 Copies
SER: OIM03

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From: Commanding Officer
To: Commandant of the Marine Corps
Via: Commanding General, III Marine Amphibious Force

Subj: Command Chronology for period 1 November 1969 to 30 November 1969

Ref: (a) MCO 5750.2
(b) FMFACO 5750.8

Encl: (1) 4th Combined Action Group Command Chronology

1. In accordance with the provisions of reference (a) and (b), enclosure (1) is submitted.

4th CAG

J. J. Keenan
J. J. KEENAN

HIST

Downgraded at 3-year intervals
Declassified after 12 years
MOL Dir 5200.10

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Nov-1969

SPOT REPORT

ALPHA - (Unit sending report) 4-1

BRAVO - (Where) IN Quang Tri PROVINCE 28 28 179 COORD
6 KM 3 OF Quang Tri City

CHARLIE - (When, DTG incident occurred) 300521Z Oct 69

DELTA - (Who, What, How) While a IF was on watch in the perimeter of
CAMP 4-1-2 CP, he heard movement and fired. There was no return fire.
An illumination mission was called and the area swept.

ECHO - (Results) (no Male civilian, Nguyen Lam, 40 years, ID # 005212,
was found MIA with gunshot wounds.

FOXTROT - FR/KIA _____ GOLF - FR/WIA _____ HOTEL - FR/MIA _____

INDIA - EN/ KIA _____ JULIET - EN/CAPTD _____ KILO - EN/SUS _____

LIMA - (Weapons Captured) _____

MIKE - (Equipment/Documents) _____

NOVEMBER - (Command Action Taken) CAMP Marines were not involved and the
body was turned over to the family.

OSCAR - (Initial, Interim, or Final Report) _____

SPOT REPORT

ALPHA -- (Unit sending report) 1-3

BRAVO -- (Where) IN Abang Tel PROVINCE YO 365577 COORD
2 KM NE OF Abang Tel City

CHARLIE -- (When, DTG incident occurred) 312315Z Oct 69

DELTA -- (Who, What, How) An ambush from CPT 1-3-2 received one grenade
~~from an unspecified direction. No movement was noticed. The ambush~~
~~searched the area under responsive illumination without further incident.~~

ECHO -- (Results)

FOXTROT -- FR/KIA _____ GOLF -- FR/WIA _____ HOTEL -- FR/MIA _____

INDIA -- EN/ KIA _____ JULIET -- EN/CAPIED _____ KILO -- EN/SUS _____

LIMA -- (Weapons Captured) _____

MIKE -- (Equipment/Documents) _____

NOVEMBER -- (Command Action Taken) _____

OSCAR -- (Initial, Interim, or Final Report) _____

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HEADQUARTERS
4th Combined Action Group
III Marine Amphibious Force
APO, San Francisco, 96602

COMMANL CHRONOLOGY

1 November 1969 - 30 November 1969

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PART I

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ORGANIZATIONAL DATA

1. Designation

Commander

Headquarters
4th Combined Action Group
III Marine Amphibious Force
APO, San Francisco, 9602

LtCol J. J. KEEMAN 1-30 November 1969

Subordinate Units

CACO 4-1	Capt. J. D. NIOTIS	1-30 November 1969
CACO 4-2	Capt. A. H. HILL	1-30 November 1969
CACO 4-3	Capt. A. E. SOMMERS	1-5 November 1969
	GySgt W. F. LANKFORD	6-19 November 1969
	Capt. A. B. HINSON	20-30 November 1969

2. Location

Headquarters	1-30 November 69 Quang Tri Combat Base
CACO 4-1	1-30 November 69 Dong Ha District
CACO 4-2	1-30 November 69 Hai Lang District
CACO 4-3	1-30 November 69 Trieu Phong District

3. Staff Officers

Group Executive Officer	Maj T. F. DEACHER	1-30 November 69
S-1 Admin Officer	2nd Lt C. C. BROOKS Jr.	1-30 November 69
S-3 Officer	Maj R. S. BURGESS	1-30 November 69
S-4 Officer	1st Lt T. O. GOLDSWORTHY	1-11 November 69
	GySgt K. D. TALCOTT	12-16 November 69
	1st Lt J. G. SHAW	17-30 November 69

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PART II

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NARRATIVE SUMMARY

COMMAND, OPERATIONS AND TRAINING

The month of November was devoted to normal operations in established Tactical Areas of Coordination (TAOCs). Operating areas continue to be restricted due to the seasonal monsoon rains, however, no critical flooding occurred during the month.

CAF 4-2-1 and 4-2-2 in Hai Lang District were relocated within the District as the activity level anticipated when the CAFs were originally inserted into the old TAOCs failed to materialize. There had been only one minor enemy contact in the two areas and the goals of the 1969 Accelerated Pacification Plan had been achieved. The level of pacification, the inability of the enemy infrastructure to establish inroads into the GVN political structure, and the sustained lack of enemy activity created an environment which minimized the requirement for Marine presence in the TAOCs. The military training of the RF platoons and the ability of the RF platoon leaders to conduct operations unaided reached a state where no further assistance was required.

CAF 4-2-1 was shifted from the hamlet of Don Que (YD 4752) to the hamlet of Cau Nhi (YD 4742). Cau Nhi is the principle hamlet of its village and contains the headquarters of the village government. The area is classified as a resettlement area as the inhabitants are returning to their homes which they had abandoned earlier. CAF 4-2-2 was relocated from the hamlet of Co Luy (YD 4553) to the hamlet of Lam Thuy (YD 4254). Lam Thuy is the most populous hamlet of its village and is also the seat of the village government. It was rated VC controlled until February 1969 and is a large rice producing area. A functioning VC infrastructure is known to be operating in the TAOC and there have been two political assassinations and a number of propaganda incidents in recent months in the area.

Liaison with elements of the 1st Brigade 5th Infantry Division (Mechanized) was completed during the month and reaction plans were finalized for the CAFs operating in the Tactical Areas of Responsibility of the 1st/5th Inf (Mech). Three CAFs in Dong Ha District continue to require reaction forces from the Group Headquarters and the adjacent CAFs due to their location outside American controlled TAOCs.

Night operations continued to dominate the tactical scene during November, however, the number of combined operations during daylight hours increased slightly. The role of the Combined Action Platoon in combined operations remains that of providing blocking forces for RF companies or units of the FVMAFs.

Enemy activity increased slightly during the month. Rice collection attempts and increased emphasis on intelligence gathering activities were noted, together with a marked increase in the mining and terrorist activities of the VC. The location and movement of ARVN and FVMAF units appeared to be the prime target of the VC intelligence effort which could indicate the approach of the enemy Winter/Spring offensive.

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continues his propaganda and proselyting activities directed at the general public to support the National Liberation Front's Provisional Revolutionary Government. Numerous reports have stated that the NVA are reinforcing units presently in Quang Tri, primarily in the southeastern portion of the Province along the Quang Tri-Thua Thien border. An analysis of the information gathered during the month indicates that the enemy general offensive is scheduled to commence during the latter part of January or early February 1970.

The PF desire for a large command post continued to detract from night activities as personnel shortages limit the number of PF soldiers available for patrols and ambushes. The requirement for two PF soldiers for every Marine taking part in a tactical activity continues to be enforced throughout the Group.

On the job training of the Popular Force soldiers continues to receive major emphasis. Weapons training to include operation and functioning, care and cleaning, and familiarization firing of the M-16 was constantly stressed. Formal instruction in the form of classes in the areas of intelligence, communications and psychological operations were presented to individual companies during the month.

Plans were initiated to increase the amount of formal training presented to each CAP. Lesson plans were reviewed and updated and the groundwork for night live firing at a controlled range was begun.

The Group PSYOPS Program continued to complement the tactical situation in Quang Tri. The Chi Cu Hoi theme was stressed during the month with the distribution of four individual leaflets including two hand written messages that followed up a contact with the VC.

Other themes stressed during the month included the Volunteer Informant Program, the enhancement of the GVN image and information concerning the ways the CAPs can help the people. Leaflets explaining the program were distributed which aided in establishing the impression of the government's concern for the safety and well being of the people. Face to face contact with villagers continues to be the most effective method for leaflet and poster distribution. The employment of village and hamlet officials to accompany the PSYOPS patrols assists in establishing an image of governmental involvement in the pacification effort.

Results of the PSYOPS effort for the month were:

VIP Payments:	5,800
Total Leaflets Distributed:	13,795
Total Posters Distributed:	12,090
Total MEDCAPs:	425
Number of People Treated:	14,126
Total MEDCAP Hours:	1,720
Movie Van Operations:	7
Movie Van Employment Hours:	20
Movie Attendance:	1,272

CACO 4-1 operated in Dong Ha and Mai Linh Districts throughout the month with the command post located at the Dong Ha District Headquarters compound. The sub-station at Mai Linh District Headquarters compound continued as a communications link with the CAPs and also provided liaison with the District Senior Advisor. Significant incidents during the month include the following events.

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072100H Nov 69. An ambush from CAP 4-1-1 sighted one or two sampans on the river moving east. The boats were ordered to halt, but they continued on. The ambush opened fire sinking one boat. Illumination was fired and 3 individuals were sighted swimming to the opposite bank. The CAP CF maneuvered to the river bank and opened fire on the VC. One swimmer was seen to go under and not surface and contact was lost with the remaining VC. The result of the contact was one VC KIA (probable), and one boat sunk. The area was swept on both banks under illumination and at first light with negative results. An RF company at the Quang Tri Bridge was informed to watch for possible objects in the water.

201230H Nov 69. A daylight patrol from CAP 4-1-1 discovered a woman who apparently drowned in the Thach Han River. A PF stated she was a VC; however, no weapon or identification was found. The woman's uncle who had come to the scene identified the body and confirmed the PFs claim that she was VC, name Linh Thi. The body was examined by the US Army Medic from Mai Linh District. No visible signs of violence could be found and she was pronounced dead by drowning.

CACO 4-2 continued operations in Hai Lang District with the Company Headquarters located at the District Headquarters compound. Significant contacts with the enemy are as follows:

041205H Nov 69. A male Vietnamese civilian, identified only as an intelligence contact for CAP 4-2-3, informed the CAP of an unknown number of VC at YD 425535 who told hamlet residents to prepare rice for them as they would return to pick it up at 041400H Nov 69. A patrol from 4-2-3 was dispatched to sweep the area in search of the VC and a 4-2-4 patrol was moved to block to the south and/or become a reaction force if needed. The initial sweep proved negative, but a second effort produced contact at YD 423537, where two VC were found in a bunker. As the 4-2-3 patrol approached, one VC (later identified as Le-Van-Duyet) emerged with fists clenched and a PF thought he had a grenade. The PF shot him twice killing him instantly. The second VC, Nguyen-Tam, surrendered with three AK-47s, one M-26 grenade, 1 knife, 5 AK-47 magazines, 1 ammo box containing documents and one pack containing assorted clothing. (The one AK-47 and box of documents had been buried in the bunker.) The bunker was destroyed. Nguyen-Tam was brought to the Hai Lang BIOC where under interrogation he spoke freely. The documents were tax collection files for 1968 in Phuong Lang Dong Hamlet, where he and his dead companion were employed as Local Force VC. Under questioning the prisoner stated they had both been considering becoming Chieu Hoi's due to illness, lack of food and lack of the people's cooperation, but were very frightened at what might happen to them should they surrender. Further questioning revealed the two were part of a six man team working that area to collect, buy, or steal food for themselves and other VC units. It was discovered that collection or passing of food was done on dates containing a three (ie - 3 Nov, 13 Nov, 23 Nov, 30 Nov) and that meetings for the passage of orders were conducted on dates containing an eight (ie - 8 Nov, 18 - 28). The next such meeting was to take place in grid square YD 3952 - 4052 on 8 Nov 69. It had been rumored that the VC District Chief would come from the mountains (Base Area 101) with a reinforced squad to pass information of importance. Further queries produced the infiltration route currently being used and the presence of one way station at YD 373526, consisting of a

squad living underground with the mission to escort infiltration parties across the stream by boat and guide them to the Tra Loc Hamlet area. Coordination with the Hai Lang District Chief allowed CACO 4-2 to temporarily extract CAPs 4-2-3, 4-2-2 and 4-2-1, each with one squad of PFs to activate a special operation in the Tra Loc area. The TROC of CAP 4-2-4 was extended to include the suspected meeting site. Three ambushes consisting of 11 men each were established at YD 395526, 402521 and 404524 (5 Marines, 4 PF, 2 KCS) and a fourth ambush consisting of 15 men (5 Marines, 4 PF, 1 USN, 2 KCS, 1 USA and CACO 4-2 CO) was established at YD 402523. The plan of execution called for the outlying ambushes to allow small enemy units to pass into the large ambush area (thought to be the meeting place) and for all units to wait for the larger enemy unit, in hopes of killing or capturing the VC Chief. At approximately 2130 three VC stopped in the 4-2-1 kill zone and the ambush thinking it may have been detected, opened fire killing two and possibly wounding the third. As this action took place an unknown size enemy force fired SA and M-79 fire from the vicinity of YD 405525, across CAP 4-2-1's ambush site and impacting into CAP 4-2-6's site wounding one Marine and one PF. Illumination was called immediately and adjusted as CAP 4-2-1 engaged the enemy with SA and proceeded to sweep after silencing all enemy fire. A medevac was called by 4-2-6; 4-2-2 was left in position to stop possible enemy movement and CAPs 4-2-1 and 4-2-6 linked to secure the LZ. Immediately after lift off the kill zone was searched again under illumination with negative results. The first search had provided two VC KIA, 1 Chicom pistol w/holster and belt, 1 canteen w/cover, 4 ponchos, assorted clothing, medical supplies, food stuffs, documents, 1 wristwatch, a pair of glasses and 8400 plasters. The VC were Dien, 25 year old Assistant Village Chief of Hai Ba, and Xuan Vinh, District Current Affairs (just promoted that day) and former Hai Xuan Village secretary. The documents were files of rice collection and personal letters with names encoded and referring to the 8400 plasters as money given to Xuan Vinh, to be delivered to various other VC at Base Area 101. All areas were again searched at first light - hasty firing positions were found and bare footprints of one enemy led from the 4-2 kill zone. No estimate of enemy size could be determined.

060205H Nov 69. Hai Lang District Headquarters was attacked by fire with four B-40 rounds from YD 419477. The RF position and a vacant school house were hit causing 1 RF KIA, 2 PF MIA (M) and two civilian police WIA (M). Fire was not returned because of civilian houses in the area. FSB Sandy across the road from the District Headquarters received 2 B-40 rounds with negative results. No U.S. personnel or property were hit. A sweep of the area found 3 unfired B-40 rounds. CACO personnel manned the defensive perimeter without further incident.

CACO 4-3 continued operations in Trieu Phong District with the Command Post located in the District compound. Significant contacts include.

011300H Nov 69. A daytime patrol from CAP 4-3-7 located 3 bunkers. The first bunker had been destroyed by artillery and contained 1 badly decomposed body approximately two months old. One AK-47 magazine, one NVA web belt with canteen, two NVA shirts, one pair of trousers, one battle dressing, and two sacks of rice were captured. The other bunkers were empty but one showed signs of recent use. The bunkers were destroyed and the material confiscated.

PERSONNEL AND ADMINISTRATION

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 JOINED AND TRANSFERRED During the month of November the following number of personnel were joined and transferred in the four categories listed below:

JOINED

<u>OFF</u>	<u>ENL</u>
2	38

ROTATED CONUS

<u>OFF</u>	<u>ENL</u>
1	21

TRANSFERRED WITHIN WESTPAC COMMAND

<u>OFF</u>	<u>ENL</u>
0	4

TRANSFERRED BY SR W/SK (OUT OF COUNTRY HOSPITALS)

<u>OFF</u>	<u>ENL</u>
0	3

EXTENSIONS

<u>OFF</u>	<u>ENL</u>
0	3

<u>CASUALTIES</u>	<u>KIA</u>	<u>DOW</u>	<u>WIA</u>	<u>WIANE</u>	<u>NBC</u>	<u>WIA/NBC</u>	<u>RET TO DUTY</u>
USMC	0	0	1	0	15	15	
USN	0	0	0	0	1	0	

PROMOTIONS

USMC TO: Pfc 2; LPl 30; Cpl 15

USN TO: HM3 1

REDUCTIONS

USMC TO: Pvt 1

LEGAL The following legal actions were taken during the month of November.

<u>ART 32</u>	<u>INFORMAL INV EST</u>	<u>NJP</u>	<u>COURTS</u>
0	1	3	10

ADMINISTRATIVE ASSISTANCE

Most of the Marines assigned to the Group S-1 office are relatively inexperienced in handling administrative duties of the Marine Corps. Every effort is being made to develop these Marines to an acceptable level of proficiency.

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MORALE AND WELFARE

The morale of the unit continues to be excellent. There are recreational facilities available for all hands. Quotas for both in-country and out of country Rest and Recuperation (R & R) are effectively being utilized. Twenty out of country quotas were allocated from ~~THE~~ MAF and utilized by the Group.

MAIL

Mail is processed and expeditiously delivered as quickly as operational requirements permit. Daily average of mail processed was as follows:

<u>Letters</u>		<u>Packages</u>	
<u>Incoming</u>	<u>Outgoing</u>	<u>Incoming</u>	<u>Outgoing</u>
525	325	6 bags	None

CONGRINTS/SPLINTS/WELREP

This command received no congressional or special interests during the month. Three (3) welfare reports were processed which answered concerned parents over the lack of correspondence and the present state of health of their sons.

SPECIAL SERVICES

During the month the special services program continues with the acquisition of items for Marines and Corpsmen of the Command. The following items were dispensed throughout the Command. Fifty decks of playing cards, 40 sweat shirts, 5 pair of tennis shoes, 250 packs of writing gear, 2 footballs and 1 set of horse shoes. Bear and Soda continue as items of resupply for the field troops.

HOSPITAL AND BRIG VISITS

Weekly hospital visits were made by an officer of the Command, and daily visits were made by a medical department representative. No welfare or other problems were uncovered. The command has one man confined who was visited by an officer of this command.

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LOGISTICS

During the month of November a continuing effort was devoted to improving the facilities, grounds, and the logistical support of the 4th CAG. Particular emphasis was placed on construction projects at the CAG Headquarters. Among these projects were the construction of one thirty-six man bunker and one eight man bunker located in the enlisted mens billeting area. Renovation of the Staff quarters was started which consisted of the installation of wire screening and monsoon waterproof canvas. Ceilings were also constructed in the Staff quarters and stoves M1941 installed. Construction was started on a new enlisted shower facility.

During the month great difficulty in resupplying the CAP's was encountered by the CACO Supply personnel due to the adverse road conditions and flooding caused by continuous rain throughout the Province.

Major items of equipment received during the month were one Truck, Utility M151, one Truck, Cargo M37, one Trailer, Cargo M101, and one Generator PU-482 which had been evacuated to Public Works, Yokosuka, Japan for repairs in January 1969. Also received under a special allowance were an additional five PSID's, AN/GSQ-151 which brought the total number of PSIDs held by this command to nine. A planned allowance of thirty-six is anticipated for the near future.

The electrical power situation has been greatly improved with the receipt of the 30KW Generator; however, this command continues to use a 60KW Generator on Temporary Loan from a local Naval Construction Battalion. The command continues to be in critical need of an additional PU-718 30KW Generator which is to be force feed from Force Logistic Command, Danang when it becomes available.

The Fiscal Section shows an authorization of \$225,800.00 for the first and second quarter of Fiscal Year 1970. During the month of November \$33,428.65 was obligated, bringing the total obligation for the first five months of Fiscal Year 1970 to \$149,467.00. The Phase I Mid-Year review of the budget for CY-70 and CY-71 was formulated for submission to the Comptroller Section, Force Logistic Command, Danang by 5 December.

The Motor Transport section logged 19,020 miles during the month of November. No accidents occurred during the same period.

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ENCLOSURE (1)

CHAPTER 1. TRANSMISSION SECURITY

101. DEFINITION. Transmission security is defined as all those practices and measures which are taken to prevent the enemy from gaining useful intelligence from friendly radio transmissions.

102. PRACTICES. In a combat or tactical situation it must be assumed that the enemy is monitoring all transmissions made by friendly radio stations. Therefore, in view of this, every radio operator shall be aware of, and practice, proper radio procedures, thereby minimizing the possibility of the enemy gaining intelligence from our radio networks.

A. Practices Strictly Forbidden.

- (1) Linkage of call signs and/or frequencies with their plain language equivalents or meanings.
- (2) Transmission of any classified information in plain language.
- (3) Transmission of unauthorized messages.
- (4) Profane or obscene language.
- (5) Excess testing and tuning.
- (6) Operator chatter.

B. Mandatory Practices.

- (1) Proper radio procedures at all times.
- (2) Strict observance of radio silence when imposed.
- (3) Proper use of authentication, shackle cipher tables, operational codes, and their procedures.
- (4) Immediate recognition of attempts at imitative deception, and jamming.

103. LINKAGE. No call sign and/or frequency linked with the unit it identifies will be transmitted in plain language over the radio. All frequencies shall be encoded in the Shackle Cipher prior to transmission.

104. TRANSMISSION OF CLASSIFIED INFORMATION. No classified information shall be transmitted in plain language by radio, except as authorized by the commanding officer.

A. In an emergency situation, the commanding officer may authorize Confidential information to be transmitted in plain language over the radio. In the event this becomes necessary, the first word of the text will be: "CLEAR". The security classification will not be transmitted. The warning "CLEAR" indicates to the addressee that the contents of the message are Confidential which were probably compromised during its transmission, and should be handled accordingly.

B. Under no circumstances shall Secret or above classified information be transmitted in plain language by radio, or any other means of communication.

105. AUTHORIZED MESSAGES. Only those messages which effect the tactical situation, facilitate administration or supply are authorized for transmission.

106. AUTHENTICATION.

A. Definition. Authentication is a security measure available to the operator to ensure a received message is from a friendly station, and not an attempt at imitative deception by an enemy station. Authentication, therefore, is a means to defeat imitative deception.

B. Types. Generally, there are two types of authentication employed by operators on radio nets:

- (1) Challenge and reply authentication.
- (2) Transmission authentication.

C. Challenge and Reply. This is a method by which the receiving operator challenges the sending operator. The challenge consists of characters selected at random. If the correct reply is not received, the sending station is assumed to be an enemy.

D. Transmission. This method of authentication is transmitted in the Final Instructions of the message, and consists of characters selected from pre-determined positions of the message. This method of authentication will not be used on the 4th Combined Action Group Networks.

E. Receiving Wrong Authentication Reply. UNDER NO CIRCUMSTANCES WILL THE CHALLENGING OPERATOR INDICATE TO THE REPLYING OPERATOR THE AUTHENTICATION REPLY IS INCORRECT. If the challenging operator does not receive a correct authentication reply, the challenging operator will challenge twice more. If a wrong reply is received each time, the operator will discontinue challenging and make the following notation on the message received: "NOT PROPERLY AUTHENTICATED". This will indicate to the addressee that the message is a possible attempt at imitative deception, and may be bogus.

F. When to Authenticate. It is mandatory that authentication be performed when the following situations arise:

- (1) When imitative deception is suspected.
- (2) When challenged.
- (3) When lifting and imposing radio silence.
- (4) When a classified message sent in plain language is cancelled.
- (5) When initially entering a net.
- (6) When leaving a net.
- (7) For training purposes, maximum use of authentication procedures shall be made by all operators.

G. Authentication Tables. These are provided by the Group Communication Section at regular intervals. They shall be used in accordance with the instructions contained herein.

107. SHACKLE CIPHER (NUMERICAL CODE)

A. Purpose. The shackle cipher is a means available to the message originator with which to encode numbers which make an otherwise Confidential message
Unclassified .

B. What to Shackle. The shackling of the below listed numbers is mandatory:

- (1) Friendly KIA an/or WIA
- (2) Coordinates of friendly positions NOT KNOWN to the enemy
- (3) Quantities of supplies, rations, ammunition and other ordnance
- (4) Dates and times of planned or pending operations
- (5) Coordinates of future ambush sites, defensive positions, or patrols.
- (6) Radio frequencies linked with the plain equivalent of the command it represents

C. What Not To Shackle.

- (1) Friendly MIA or POW
- (2) Enemy KIA, WIA, and/or POW
- (3) Coordinates of enemy positions
- (4) Coordinates of friendly positions KNOWN to the enemy
- (5) Numbers of enemy troops, or quantities of enemy supplies, ammunitions, other ordnance, and rations.
- (6) Generally, any information which is known by the enemy. IF THERE IS DOUBT, DO NOT SHACKLE. Remember, the shackle cipher is relatively insecure, and could be compromised very easily.

D. Shackle Cipher Tables. These are provided by the Group Communication Section at regular intervals. They shall be used in accordance with the instructions contained therein.

108. OPERATIONAL CODE.

A. Purpose. The operational code is a means available to the message originator by which certain commonly used words and phrases may be encoded for radio transmission. Normally, the operational code will be used to encode Confidential information. In an emergency situation the operational code may be used to encode Secret information, if no other means is available, and it is imperative the information be transmitted. This code will not be used to code Top Secret information.

B. Operational Code Tables. These are provided by the Group Communications Section at regular intervals. They shall be used in accordance with the instructions obtained therein.

109. IMITATIVE DECEPTION.

A. Definition. Imitative deception is an attempt by the enemy to "dupe" an unwary operator into accepting a fraudulent message as one which is authentic by imitating the procedures and voice characteristics of an operator at another station on the net.

B. Purpose. The purpose of imitative deception is to cause confusion, in friendly troop movements, unnecessary radio transmissions, and possible disaster. If operators are not alert to imitative deception attempts, possible bogus messages containing false orders luring patrols into enemy ambushes may be the results.

C. Measures to Defeat Imitative Deception.

- (1) Operators must be alert for imitative deception attempts
- (2) Operators should become thoroughly familiar with the voice characteristics, and procedural mannerisms of distant friendly operators
- (3) When the operator suspects imitative deception is being attempted, the sending operator should be challenged to authenticate. If the authentication is incorrect, follow the procedure outlined in paragraph 106.E.
- (4) Operators should be suspicious of any sudden changes in radio tone, or voice quality.
- (5) In order to defeat attempts at imitative deception, the operator must be thoroughly trained, and alert at all times.

110. JAMMING.

A. Purpose. Jamming is an attempt by the enemy to disrupt communications of friendly radio networks by producing noise and static on the net. Jamming will either interrupt, or completely obliterate radio signals.

B. Anti-jamming Procedures. Should jamming occur on the 4th Combined Action Group radio network, the operator should first disconnect the radio antenna to determine if it is jamming, or merely noise caused by an internal malfunction of the radio. When the antenna is disconnected and the noise persists, the radio receiver is defective. If the noise disappears it is jamming, and the operator should take one or more of the following steps:

- (1) Notify the commanding officer or squad leader.
- (2) Screen the antenna. The screen should be placed between your antenna and the jamming station. Shift the screen around the antenna in several directions until the position is found in which the noise is diminished the most. This will also effect the incoming signal but may enable you to read through the noise.
- (3) Shift the radio to another site. If this does not work the first time, try several more, preferably amongst trees, buildings, or other obstructions which may help to screen out the jamming station.
- (4) Vary the volume control. The intensity of the incoming signal may be raised above that of jamming.
- (5) If the above procedures do not provide sufficient signal separation, request a change to an alternate frequency and call sign.
- (6) Important. Do not let the enemy know his jamming is effective. Do not request excessive repetitions.

III RADIO SILENCE.

A. Purpose. Radio silence is a security measure available to the Commanding

Officer to prevent the enemy from prematurely learning of a units presence and pending plans through traffic analysis. Radio silence shall be imposed and lifted only by the Commanding Officer. During radio silence, no stations under radio silence shall transmit traffic, or key their transmitters. However, stations under radio silence may monitor incoming traffic from higher or adjacent commands.

B. Imposing Radio Silence.

(1) The operator will transmit the following warning message with all numbers shackled, at the direction of the Commanding Officer.

RADIO SILENCE WILL BE IMPOSED AT (Date-time group).
SILENCE WILL BE LIFTED AT (Date-time group) BY MY COMMAND.

(2) The first receipting operator only will challenge the sending station to authenticate. All other receipting operators will have monitored the challenge and reply, thereby knowing the message is authentic. All other operators will receipt.

(3) At the time indicated in the warning message, the station imposing radio silence will transmit the following order:

ALL STATIONS THIS NET SILENCE, SILENCE, SILENCE

(4) No further authentication is necessary. No station will receipt and no further transmission will be made until until silence is lifted.

C. Imposing Emergency Silence. In the event sufficient time does not exist to transmit a warning message, and radio silence must be imposed without delay, the station imposing radio silence will transmit the following message:

ALL STATIONS THIS NET SILENCE, SILENCE, SILENCE

(1) The first receipting operator will challenge the sending station to authenticate. All other receipting operators will have monitored the challenge and reply, thereby knowing the message is authentic. All other operators will receipt. After the final operator has receipted for the message, no other transmissions will be made until silence is lifted.

D. Lifting Radio Silence. Only the station which imposed radio silence or higher authority may lift it. Lifting radio silence is accomplished:

(1) Upon order from the Commanding Officer, the radio operator at the station which imposed radio silence will transmit the following message:

ALL STATIONS THIS NET WILL LIFT RADIO SILENCE

(2) The first receipting operator will challenge the sending operator to authenticate. The remaining stations will have monitored the challenge and reply, thereby knowing the transmission is authentic. After radio silence is lifted, normal communications will continue.

PART II. PHYSICAL SECURITY

201. DEFINITION. Physical security is that phase of communication security which concerns itself with the physical means by which classified material is safeguarded from loss or compromise.

A. Responsibility. Physical security is the responsibility of everyone that comes into contact with or handles classified material.

B. Methods. The methods by which physical security is enhanced are through:

- (1) Proper handling.
- (2) Proper stowage.
- (3) Accountability.
- (4) Timely destruction.

202. COMPROMISE.

A. Definition. Any classified material which is unaccounted for, falls into the hands of, or viewed by, unauthorized persons is compromised. When classified material is compromised it has lost its security value and must be reported immediately to the next higher headquarters. It must be assumed the enemy has knowledge of it, and its use must be discontinued.

B. Compromise Categories. There are several degrees of compromise which depend on the circumstances of compromise. There categories are:

- (1) Known compromise.
- (2) Possible compromise.
- (3) Unknown compromise.

Of the categories listed above, the Unknown Compromise is by far the most serious. An unknown compromise is a compromise that has occurred, but has remained undiscovered, or has been discovered but not reported to proper authority. Therefore, the material which has been compromised will continue to be used with possible serious consequences.

203. REPORTING OF COMPROMISED CLASSIFIED MATERIAL.

A. When a compromise of classified material is discovered, the report shall be made by the Commanding Officer of the company in which the compromise occurred. This report shall contain the information outlined in Enclosure (1) and shall be forwarded to S-3, 4th Combined Action Group by the most expeditious means without undue delay.

B. Upon receipt of the compromise report, the S-3, 4th Combined Action Group shall determine, in-so-far as possible, if the material is in fact, compromised.

C. If the S-3 determines the material is compromised, the report of compromise shall be forwarded to the S-2, 1st Brigade 5th Infantry Division (Mech) for action. If the compromised material concerns communication security a copy of the report shall be forwarded to the Signal Officer, 1st Brigade 5th Infantry Division (Mech) for information.

204. PREVENTION OF COMPROMISE.

A. Responsibility. The Commanding Officer of each company within the 4th Combined Action Group is responsible for the accountability, handling, and stowage of all classified material within that company.

B. Safeguarding.

(1) Accountability. This is the "key" to security. The Commanding Officer of each company should account for all classified material under his command at regular intervals. This will ensure all copies are being handled and stowed properly.

(2) Stowage. Classified material should not be allowed to indiscriminately lie in any place which is convenient. All stowage places should be viewed from the standpoint of maximum security and minimum chance of compromise. When the classified material is not in use, it should be stowed in these areas of stowage. Further, the Commanding Officer of each company should assign an NCO in each platoon responsible for the accounting, stowage, and handling of classified material.

(3) Security Inspectors. The company commander should, from time to time, make security checks to ensure the provisions of this chapter are being complied with.

205. DESTRUCTION OF CLASSIFIED MATERIAL.

A. Routine Destruction. A security measure designated to prevent superseded classified material from falling into the hands of unauthorized persons. As soon as classified material is superseded it should be destroyed completely without delay. Superseded classified material has not lost its security, just its usefulness.

B. Emergency Destruction.

(1) Purpose. In the event any position is in danger of being overrun by the enemy, all classified material shall be destroyed to prevent it from falling into the hands of the enemy. This should be accomplished without delay.

(2) Means of Destruction.

(a) Documents.

1. Burn. This is the most effective method of destruction. Place all documents together with a white phosphorous or thermite grenade, or soak the documents with gasoline, kerosene, or other flammable liquid.

2. Shred. If the means to burn is not available, tear the documents into small pieces and scatter them over wide areas.

3. Bury. This is the least desirable method and should be used only as a last resort.

(b) Equipment.

1. Burn. Place a white phosphorous or thermite grenade on to radio or in the battery case.

2. Disintegrate. Place equipment in a hole with a fragmentation grenade, after the explosion inspect to ensure all equipment is completely destroyed.

3. Smash. Use any heavy object to smash the radio so it is not usable by the enemy. Antennas can be bent until broken. Head sets can be taken apart by unscrewing the plastic caps over the transmitter and receiver portions and cutting the power cord. Scatter the different components. Batteries should be torn apart and scattered.

(3) During emergency destruction, all documents and equipment must be completely destroyed. It is better to have a few documents and equipment destroyed beyond use than to have many partially destroyed.

CHAPTER III. VOICE RADIO OPERATION PROCEDURES

301. General. The operating procedures explained and illustrated in this chapter shall be followed by all personnel acting as radio operators. All personnel in the 4th Combined Action Group shall familiarize themselves with the procedures contained herein.

A. Training. In order to maintain the highest state of training possible, the Company Communication NCO will conduct a communication school at Company levels as required. To ensure all radio operators are familiar with the Voice Radio Procedures contained herein, Company Commanders should ensure maximum participation of personnel when this school is scheduled.

B. Procedure. The 4th Combined Action Group radio networks shall operate in accordance with the procedures contained in the current edition of the ACP-125, and the instructions contained therein. No deviations are authorized. In the event situations occur which are not covered by these instructions, sound judgement and good common sense should be used to resolve the situation.

302. TECHNIQUES OF VOICE OPERATION. Talking over radio is different than talking over a telephone, or person to person. For maximum intelligibility, each operator should practice the following techniques of voice radio operation:

A. Talk Slowly. Remember, the receiving operator may have to copy what is being transmitted.

B. Talk Distinctly. Pronounce each syllable of each word distinctly, but do not exaggerate.

C. Talk in Monotone. Do not raise or lower the pitch of your voice while talking. The frequency response of the radio handset is not as broad as the range of your voice. If you vary the pitch of your voice as you talk some of the words may be partially transmitted or completely lost.

D. Speak Clearly. Do not slur your words, form each word separately.

E. Do Not Hesitate. Know what you have to say BEFORE keying the transmitter. Convey the message to the receiving operator in as few words as possible. REMEMBER: BE BRIEF, CLEAR AND CONCISE.

F. Procedure Words (Prowords). Make each transmission as short as possible by making maximum use of prowords.

G. Voice Volume. Do not shout or whisper, use a natural voice level.

H. Do Not Become Irritated. Remain calm, cool and collected. This attitude should be reflected in your voice at all times. When acting as a radio operator you are not a personality, but a part of the radio.

I. Push-To-Talk Lever. Keep this depressed tightly while transmitting, otherwise your voice will be intermittently cutout.

U. Radio Volume. Keep this at a comfortable level for the station you are receiving. It may vary from station to station, depending on many factors such as; distance, antenna site, terrain, weather, etc. The volume being too high will cause noise and voice distortion.

303. PHONETIC ALPHABET. The phonetic equivalents of the alphabet should be used whenever single letters are to be transmitted to avoid misunderstanding or confusion. The phonetic equivalents and their correct pronunciation is included below:

<u>LETTER</u>	<u>PHONETIC EQUIVALENT</u>	<u>FRONOUNCIATION</u>	<u>LETTER</u>	<u>PHONETIC EQUIVALENT</u>	<u>FRONOUNCIATION</u>
A	ALFA	al - fah	N	NOVEMBER	no-ven-ber
B	BRAVO	brah - voh	O	OSCAR	os-car
C	CHARLIE	char - lee	P	PAPA	pa-pa
D	DELTA	del - tuh	Q	QUEBEC	kay-bek
E	ECHO	ek - oh	R	ROMEO	row-me-oh
F	FOXTROT	foks - trot	S	SIERRA	se-air-uh
G	GOLF	golf	T	TANGO	tang-oh
H	HOTEL	ho - tell	U	UNIFORM	you-ni-form
I	INDIA	in - dee - uh	V	VICTOR	vick-ter
J	JULIETT	jew - lee - et	W	WHISKEY	wis-kee
K	KILO	key - low	X	X-RAY	eks-ray
L	LIMA	lee - ma	Y	YANKEE	yank-ee
M	MIKE	mike	Z	ZULU	zoo-lee

A. Transmitting Initial Letters. To avoid confusion between the spelled version and the initial version of phonetic letters, the initial version should be prefixed with the proword "INITIAL" which means: The phonetic equivalent (s) following are to be copied as initials. The receiving operator will then copy the phonetic letter as an initial.

EXAMPLE (1): "INITIAL CHARLIE" will be copied by the receiving operator as the single letter "C".

EXAMPLE (2): "CHARLIE" will be copied by the receiving operator as the spelled out phonetic equivalent "C-H-A-R-L-I-E".

304. NUMBERS. The pronunciation and proper method of writing numbers is included below:

<u>NUMBER</u>	<u>PRONOUNCE</u>	<u>WRITE AS</u>	<u>NUMBER</u>	<u>PRONOUNCE</u>	<u>WRITE AS</u>
One	wun	1	Six	siks	6
Two	tco	2	Seven	sev-en	7
Three	thuh-ree	3	Eight	ate	8
Four	fo-wer	4	Nine	nine	9
Five	fi-yuv	5	Zero	zee-row	0

A. Transmitting Numbers As Figures. To avoid confusion between the spelled version and the figure version of a number, the figure version should be prefixed with the proword "FIGURES" which means: The numbers following this proword are to be copied as symbols. The receiving operator will then copy the number as a figure symbol.

EXAMPLE (1): "FIGURE SEVEN" will be copied by the receiving operator as the figure symbol "7".

EXAMPLE (2): "SEVEN" will be copied by the receiving operator as the spelled version "S-E-V-E-N".

305. PUNCTUATION. The punctuation included below is authorized for transmission by radio and other means of communication.

<u>PUNCTUATION SYMBOL</u>	<u>WRITTEN ABBREVIATION</u>	<u>PRONUNCIATION</u>	<u>PUNCTUATION SYMBOL</u>	<u>WRITTEN ABBREVIATION</u>	<u>PRONUNCIATION</u>
/	Slant	slant	(PAREN	pair-en
.	PD	period)	UNPAREN	un-pair-en
,	CMM	comma	-	DASH	dash
;	SFMICLN	semi-colon	\$	DOL	dollar
:	CLN	colon	?	QUES	question
" "	QTE	quote	&	AND	and

A. Transmitting Punctuation As Symbols. To avoid confusion between the written abbreviation and the punctuation symbol, the symbol version should be prefixed with the proword "FIGURES". The receiving operator will then copy the punctuation as a symbol.

EXAMPLE (1): "FIGURES DOLLAR" will be copied by the receiving operator as the punctuation symbol "\$".

EXAMPLE (2): "DOLLAR" will be copied by the receiving operator as the written abbreviation "DOL".

306. PROCEDURE WORDS.

A. Definition. Procedure words, or Prowords as they are commonly called are pronounceable words or short phrases with predetermined meanings which convey orders, requests, and information of a common communication nature. Prowords were designed for use between operators to increase brevity and clarity of transmissions.

B. Prosigns. These are abbreviated forms of prowords which convey the same meaning as the proword, but are designed for use in other means of communications. Prosigns are not to be used on voice networks, however, for ease in copying, the receiving operator may write the prosign in lieu of the proword, further, this practice is encouraged.

C. Use. Prowords are used extensively in the Basic Message Format, in procedure message texts, and in establishing communications. Therefore, each radio operator must know these prowords, their meanings, and where they are used. This will provide each operator with the means for more rapid and reliable transmission of messages.

D. Prowords. Contained below is a list of all prowords authorized for use on the 4th Combined Action Group radio networks. All operators shall make maximum use of these prowords at all times when transmitting messages, or other traffic.

<u>PROSIGN</u>	<u>PROWORD</u>	<u>MEANING/USE</u>
II	UNKNOWN STATION	<u>USE:</u> To call an unidentified station.
AA	ALL AFTER	<u>USE:</u> To indicate a word or group, after which, a part of a message was not received.
AB	ALL BEFORE	<u>USE:</u> To indicate a word or group, before which, a part of a message was not received.
AR	OUT	<u>MEANING:</u> This is the end of my transmission. No reply is expected. <u>USE:</u> Transmission Ending Sign.
AS	WAIT	<u>MEANING:</u> I will pause for a few seconds, standby. <u>USE:</u> By the sending operator to inform the receiver he must leave the net for a few seconds.
ASAR	WAIT CUT	<u>MEANING:</u> I will pause for longer than a few seconds, do not standby. <u>USE:</u> By the sending operator to indicate he must interrupt the transmission.
B	MORE TO FOLLOW	<u>MEANING:</u> After this message is receipted for, I have more traffic. <u>USE:</u> In the message final instructions.
BT	BREAK	<u>USE:</u> To separate the message text from the heading and ending.
C	CORRECT	<u>MEANING:</u> That is correct. You are correct <u>USE:</u> To indicate a repeated portion of a message is correct.
CFN	CONFIRMATION	<u>MEANING:</u> All text numbers are confirmed as follows <u>USE:</u> Follows the text of a message after the Break, all numbers are repeated.

<u>PRO SIGN</u>	<u>PROWORD</u>	<u>MEANING/USE</u>
DE	THIS IS	<u>MEANING:</u> The call sign of the calling station is _____. <u>USE:</u> In the message Call.
EEEEEEE	CORRECTION	<u>MEANING:</u> The last word or group sent is in error, the correct version is _____. <u>USE:</u> Whenever an error occurs which must be corrected.
EEEEEEE AR	DISREGARD THIS MESSAGE	<u>MEANING:</u> Disregard this message as if it had never been sent. <u>USE:</u> To cancel a message being sent
F	DO NOT ANSWER	<u>MEANING:</u> After I have transmitted this message, do not receipt for it. <u>USE:</u> In the message Transmission Instructions.
G	READ BACK	<u>MEANING:</u> After I transmit this message read it back to determine if your copy is correct. <u>USE:</u> In the message Transmission Instructions.
FM	FROM	<u>MEANING:</u> The originator of this message is _____. <u>USE:</u> In the Message Address.
GR	GROUPS	<u>MEANING:</u> The groups counted in the text of the message are _____. <u>USE:</u> In the message Prefix.
GRNC	GROUPS NO COUNT	<u>MEANING:</u> The groups in the message text have not been counted. <u>USE:</u> In the message Prefix.
HM HM HM	SILENCE SILENCE SILENCE	<u>MEANING:</u> Emergency silence is imposed. <u>USE:</u> To impose emergency silence.
IMI	SAY AGAIN: I SAY AGAIN	<u>MEANING:</u> All words after this proword are repeats (I) (you) requested <u>USE:</u> To indicate an answer to a request, or a request for a repetition.
INFO	<u>INFORMATION</u>	<u>MEANING:</u> All addressees following this proword are information. <u>USE:</u> To indicate the address of the message.
INT	INTERROGATIVE	<u>USE:</u> To indicate that a proword is being used as a question rather than a statement.

<u>PROSIGN</u>	<u>PROWORD</u>	<u>MEANING/USE</u>
J	VERIFY	<u>MEANING:</u> Verify with the originator of the message and repeat the message, or portions requested. <u>USE:</u> To confirm doubtful or questionable messages or portions of messages.
K	OVER	<u>MEANING:</u> This is the end of my transmission, your receipt is invited. <u>USE:</u> In the message Ending.
NR	NUMBER	<u>MEANING:</u> The station serial number of this message is _____. <u>USE:</u> In the message Call.
O	IMMEDIATE	<u>MEANING:</u> The precedence of this message is immediate. <u>USE:</u> In the message Preamble, prior to the date-time group.
P	PRIORITY	<u>MEANING:</u> The precedence of this message is priority. <u>USE:</u> Same as immediate.
R	ROGER	<u>MEANING:</u> I am receipting your message.
R	ROUTINE	<u>MEANING:</u> The precedence of this message is routine. <u>USE:</u> Same as immediate.
TO	TO	<u>MEANING:</u> All addresses following this proword are action.
T	RELAY TO	<u>MEANING:</u> Relay this message to the station whose call sign follows. <u>USE:</u> In the message Transmission Instructions.
WA	WORD AFTER	<u>USE:</u> To indicate a word or group, after which, another word or group was not received.
WB	WORD BEFORE	<u>MEANING:</u> To indicate a word or group, before which, another word or group was not received.
XMPT	EXEMPT	<u>MEANING:</u> The station(s) whose call sign(s) following this proword are exempted from the Call (Address) <u>USE:</u> (In the message call or address)

Z	FLASH	<u>MEANING:</u> The precedence of this message is Flash.
		<u>USE:</u> Same as immediate.
- - - -	FIGURES	<u>MEANING:</u> The numbers (punctuation) following are to be copied as symbols.
- - - -	INITIAL	<u>MEANING:</u> The phonetic equivalent(s) following are to be copied as initial(s).
- - - -	I SPELL	<u>MEANING:</u> To avoid confusion, the following group will be spelled.
- - - -	MESSAGE FOLLOWS	<u>MEANING:</u> The following message is to be copied for record purposes.
		<u>USE:</u> After the preliminary call to indicate to receiving operator he must be prepared to copy.
- - - -	TIME	<u>MEANING:</u> The numbers following will be a time group, or a date-time group, copy as symbols.
- - - -	WILCO	<u>MEANING:</u> I have receipted for, understand and will comply with the content of this message.

307. MESSAGE.

A. Definition. A message is any thought or idea transmitted in plain of secret language by any means of communication.

B. Originator. The originator of a message is the command by whose authority the message is sent. Messages are sent for and in the name of the unit commander. Therefore, the unit commander is the originator of all messages sent from his unit; even though he may not actually write all messages transmitted, the responsibility for their contents rests with him. The unit commander should be aware of the contents of all messages sent from his command.

C. Message Format. All messages to be transmitted by radio are prepared for transmission using a format specifically designed for this purpose. This is known as the Basic Message Format. The Basic Message Format applies to all means of electrical communications. For Voice Radio Procedure, the operator need be concerned only with those contents of the format which pertains to voice operating procedure.

D. Basic Message Format Parts. The Basic Message Format is divided into three parts for identification purposes, which are: The Heading, Text, and Ending.

E. Basic Message Format Components. Each Part of the Basic Message Format is further divided into Components.

(1) Heading. The Heading consists of 5 Components:

- (a) Procedure
- (b) Preamble
- (c) Address
- (d) Prefix
- (e) Separation

(2) Text. The Text consists of the subject and textual matter.

(3) Ending. The Ending consists of 2 components:

- (a) Separation
- (b) Procedure

F. Basic Message Format Lines and Contents. Each Component consists of a certain number of Format Lines and Contents. These are outlined in the Basic Message Format Schematic Diagram, shown in Annex A.

308. FORMS OF MESSAGES.

A. Purpose. Because all messages do not require all components and contents of the Basic Message Format for their transmission, there has been devised three different forms of the Basic Message Format. Each Form is designed to fit a particular need. The three Forms of messages are: Plaindress, Abbreviated Plaindress, and Codress.

B. Plaindress Form.

(1) Definition. The term "plain dress" is a contraction of the phrase "Plain Address", which indicates a message is transmitted with the address either in plain language or unencrypted call signs. This form will also contain all Format parts, components, lines, and contents, as required for the transmission of the message.

(2) Purpose. To provide the operator with a format in which all components and lines of the Basic Message Format are used, as necessary for the transmission of the message.

(3) Use. The Plaindress Form will be used whenever any message which must be copied and delivered to the addressee(s).

(4) Format Lines Omitted. The following message format lines may be deleted from the message only for the reason stated below during its transmission.

LINE # REASON FOR DELETION

- 1 Not used in radio procedure
- 4 Used only as necessary
- 6-9 When the call serves as the address
- 10 Required only when the message text is coded
- 14 Required only when numbers are in the text
- 15 Used only as necessary

(5) Determining Line To Be Used. In the plaindress form, use only those components, lines, and contents which are necessary for the rapid and clear transmission of the message.

C. Abbreviated Plaindress Form.

(1) Purpose. This form, generally, is used for messages which need not be copied, and are usually exchanges of information between operators.

(2) Use. The Abbreviated Plaindress Form is used for the transmission of messages between operators to exchange communication information, to obtain or request corrections, repetitions, verifications, and other information concerning messages, radio networks, procedures, call signs, frequencies, etc. This form may be used in place of the Plaindress Form when necessary.

(3) Message Format Lines Used. Generally, the below listed message format lines are used in the abbreviated plaindress form:

LINE # LINE TITLE

- 2-3 Message Call
- 4 Transmission Instructions (only as required)
- 12 Text
- 15 Final Instructions (only as required)
- 16 Ending Sign

(a) Rules of Exceptions.

1. If a date-time group is used, the separations are necessary.
2. If all stations are not in direct contact with each other the address must be used.
3. The text will usually consist of prowords, message identification, and correcting and verifying information.
4. Abbreviated Plaindress may be used for other types of messages.

309. CALLING AND ANSWERING.

A. Establishing Communications. When initially establishing communications, all stations involved will use preliminary calls to contact each other.

(1) Preliminary Call. Preliminary call is used by the calling station and all answer stations to initially establish communications. It consists of the call sign(s) of the call station(s). The proword THIS IS, the call sign of the calling station, and the proword OVER or OUT, whichever applies. The proword EXEMPT may also be used if a station or stations are being exempted from a preliminary call employing a net call sign.

(2) Abbreviated Call. An abbreviated call is used by all stations after initially establishing communications. An abbreviated call sign consists of the proword THIS IS, and the call sign of the calling station, and the proword OVER or OUT, whichever applies.

(3) Single Call. A call in which the calling station calls only one station.

(4) Multiple Call. Call in which the calling station calls two or more stations. Stations called will be in alphabetical-numerical order.

(5) Net Call. A call in which the calling station calls all other stations on that net by using a call sign which means ALL STATIONS THIS NET.

a. Answering a Net Call. The stations included in a net call will answer the calling station in alphabetical-numerical order. If any station fails to answer in turn, the same procedure as for Multiple Call is followed.

B. CALLING AND ANSWERING EXAMPLES:

(1) Preliminary Call and Answer

CORAL REEF-THIS IS-BIG DRIP-OVER
BIG DRIP-THIS IS-CORAL REEF-OVER

(2) Preliminary Multiple Call and Answers

CORAL REEF-DRY SAND- JIM DANDY-THIS IS-BIG DRIP-OVER
BIG DRIP-THIS IS-CORAL REEF-OVER
BIG DRIP-THIS IS-DRY SAND-OVER
BIG DRIP-THIS IS-JIM DANDY-OVER

(3) Preliminary Net Call and Answers

ALL STATIONS-THIS NET-THIS IS-BIG DRIP-OVER
BIG DRIP-THIS IS-CORAL REEF-OVER
BIG DRIP-THIS IS-DRY SAND-OVER
BIG DRIP-THIS IS-JIM DANDY-OVER
BIG DRIP-THIS IS-MAN QUEEN-OVER
BIG DRIP-THIS IS-SMALL ANCHOR-OVER
BIG DRIP-THIS IS-ZANY ZULU-OVER

(4) Abbreviated Call

THIS IS-BIG DRIP-OVER

(5) Station Failing to Answer in Turn

CORAL REEF-DRY SAND-JIM DANDY-THIS IS-BIG DRIP-OVER
BIG DRIP-THIS IS-CORAL REEF-OVER
(DRY SAND fails to answer within 5 seconds)
BIG DRIP-THIS IS-JIM DANDY-OVER
BIG DRIP-THIS IS-DRY SAND-OVER

From: Commanding Officer, Combined Action Company 4-_____
 To: S-3, 4th Combined Action Group

Subj: Compromised Classified Material Report

1. This is a report of a (known) (possible) compromise
2. Title of compromised material: _____
 - a. Page Number:
 - b. Table Number:
 - c. Item Number:
 - d. Frequency:
 - e. Call Sign:
3. Time at which compromised was discovered _____.
4. Was compromised material used prior to discovery of compromise? (yes) (No)
 - a. Approximately how long was compromised material used prior to discovery of compromise? _____.
5. Name of person(s) discovering compromise and location of compromise.
6. Persons involved in compromise (If known):
7. Cause of compromise: A. Document was:

(1)	Lost
(2)	Captured
(3)	Unaccounted for extended time
(4)	Viewed by unauthorized person

B. Call sign was linked with plain language equivalent.

C. Frequency was linked with plain language equivalent.
8. Circumstances surrounding compromise. (A short resume of why the compromise occurred)

 Signature

ENCLOSURE (1)

ANNEX ABASIC MESSAGE FORMAT SCHEMATIC DIAGRAM

<u>PART</u>	<u>COMPONENT</u>	<u>LINE#</u>	<u>LINE TITLE</u>	<u>CONTENTS</u>
H	P	1	Pilot	Not used in radio procedure.
E	R	2-3	Message Call	Call sign(s) of called station(s); proword EXEMPT; call sign(s) of exempted station(s); proword THIS IS; call sign of calling station; proword NUMBER and station serial number of calling station.
	O			
	C			
A	D	4	Transmission Instructions	Prowords READ BACK, or DO NOT ANSWER, or RELAY (TO).
	U			
	R			
	E			

D	PREAMBLE	5	Date-time group	Prowords ROUTINE, or PRIORITY, or IMMEDIATE, or FLASH; proword TIME; date-time group; zone suffix; message instructions.

I	A	6	Message Originator	Proword FROM; call sign of message originator.
	D	7	Action Addressee(s)	Proword TO; call sign(s) of action addressee(s).
N	R	8	Information Addressee(s)	Proword INFORMATION; call sign(s) of information addressee(s).
	E	9	Exempted Addressee(s)	Proword Exempt; call signs of exempted addressee(s).
G	S	10	Accounting Information	Proword GROUPS followed by numerical count of totaled number groups in text; proword GROUPS NO COUNT.
	S			

	SEPARATION	11	Long Break	Proword BREAK, separates Text from Heading.

T E X T	TEXT	12	Text	Message classification or UNCLAS; passing instructions; drill or exercise identification; subject line, references, textual material.

	SEPARATION	13	Long Break	Proword BREAK, separates Text from Ending.

E N D I N G		14	Confirmation	Proword CONFIRMATION; all numbers and/or odd groups in text repeated.
		15	Final Instructions	Prowords MORE TO FOLLOW; CORRECTION; DISREGARD THIS MESSAGE; ALL AFTER; ALL BEFORE; WORD AFTER; WORD BEFORE
		16	Ending Sign	Prowords OVER or OUT