U.S. Department of Homeland Security

United States Coast Guard

Telecommunication Tactics, Techniques, and Procedures (TTP)

Force Readiness Command (FORCECOM)

CGTTP 6-01.2
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United States Coast Guard

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COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 6-01.2

Subj: TELECOMMUNICATION TACTICS, TECHNIQUES, AND PROCEDURES (TTP)

Ref:
(a) Telecommunication Manual, COMDTINST M2000.3 (series)
(b) International Telecommunication Union (ITU) Radio Regulations (series)
(c) Communications Security (COMSEC) Monitoring, National Telecommunications and Information Systems Security Directive Number 600 (NTISSD No. 600), April 10, 1990
(d) Classified Information Management Program, COMDTINST M5510.23 (series)
(e) Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5260.5 (series)
(f) EKMS Policy and Procedures for Navy Electronic Key Management System Tiers 2 & 3, EKMS 1 (series)
(g) Electronic Key Management System (EKMS) Inspection Manual, EKMS 3 (series)
(h) Call Sign Book for Ships, Allied Communications Publication (ACP) 113 (series)
(i) Communications Instructions Teletypewriter (Teleprinter) Procedures, Allied Communications Publication (ACP) 126 (series)
(j) Operational Reports, Naval Warfare Publication (NWP) 1-03.01 (series)
(k) Standard Distribution List, COMDTNOTE 5605 (series)
(l) Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series)
(m) Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)
(n) Telecommunications Users Manual, Naval Telecommunications Procedures (NTP) 3 (series)
(o) Naval Communications, Naval Telecommunications Procedures (NTP) 4 (series)
(p) Spectrum Management Policy and Procedures, COMDTINST M2400.1 (series)
(q) U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)
(r) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)

(s) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
(t) Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series)
(u) Pre-Formatted (PROFORMA) Message Handbook, Naval Telecommunications Procedures (NTP) 4 Supplement-2 (series)
(v) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(w) Aids to Navigation Manual - Administration, COMDTINST M16500.7 (series)
(x) Radiotelephone Handbook, CGTTP 6-01.1 (series)
(y) COMDT COGARD Washington DC 021315Z Apr 13/ALCOAST 142/13, COMDTNOTE 5420, C4ISR CROP is the Improved C4ISR Requirements Management Process for Coast Guard

1. PURPOSE. To provide Coast Guard tactics, techniques, and procedures (CGTTP) on the Coast Guard Telecommunication System (CGTS) and its supporting organizations.

2. ACTION. The provisions of this CGTTP apply to all personnel conducting telecommunication operations. Internet release is authorized.

3. DIRECTIVES/TTP AFFECTED. None.

4. DISCUSSION. This TTP publication supports the policy in reference (a) and provides field users of the CGTS with detailed information regarding the use and operation of the same.

5. PROCEDURE. No paper distribution will be made of this publication. An electronic version of this publication will be posted in the Coast Guard TTP library at:

   https://cgportal.uscg.mil/units/forcecom/ttp.

6. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections by email to:

   FORCECOM-PI@uscg.mil

   Info COMCOGARD FORCECOM NORFOLK VA//FC-P// on message traffic containing lessons learned applicable to this TTP.

7. RECORDS MANAGEMENT CONSIDERATIONS. This publication has been thoroughly reviewed during the TTP coordinated approval process. It has been determined there are no further records scheduling requirements in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This publication does not have any significant or substantial change to existing records management requirements.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this publication and have been determined to not be applicable.

9. FORMS/REPORTS. None.

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Chapter 1: Introduction

Introduction

This tactics, techniques, and procedures (TTP) publication gives actionable, step-by-step procedures regarding the various facets of the Coast Guard Telecommunication System (CGTS) and its supporting organizations.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-3

Section A: Introduction

A.1. Overview

The CGTS links U.S. Coast Guard (USCG) facilities (e.g., shore units, aircraft, cutters, boats, and other mobile units) to other agencies and organizations throughout the nation and world. It encompasses all radio, satellite, telephone, and network facilities owned/leased, controlled, and used by the USCG. This includes associated terminal facilities, equipment, tools, techniques, and procedures.

Reference (a) establishes Coast Guard-specific telecommunication system policy and doctrine. Various Allied Communications Publications (ACPs), Naval Telecommunications Procedures (NTPs), Naval Warfare Publications (NWPs), and International Telecommunication Union (ITU) regulations (reference (b)) also provide direction regarding acceptable telecommunication procedures.

This TTP provides the field user detailed information regarding the use and operation of the CGTS.

Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in this TTP:

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

WARNING: ***A procedure, technique, or action that, if not followed, carries the risk of injury or loss of life.***

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Chapter 2:
Communication Security (COMSEC)

Introduction

The protection of government communications not intended for the general public is crucial to effectively planning and executing USCG missions. COMSEC includes cryptographic security, transmission security, emission security (including TEMPEST), computer systems security, and physical security of COMSEC material.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	COMSEC Monitoring	2-2
B	Unauthorized Disclosure	2-4
C	Electronic Key Management System (EKMS)	2-5

Section A: COMSEC Monitoring

A.1. Overview

COMSEC monitoring provides a means to detect unauthorized disclosure of classified and sensitive but unclassified (SBU) government information on non-secure telecommunication circuits and systems. The feedback provided to the agency being monitored assists in identifying trends, vulnerabilities, and weaknesses. It is not meant for punitive action.

References (a) and (c) govern COMSEC monitoring requirements and procedures.

A.2. COMSEC Legal Certification Procedures

The following legal certification procedures apply to COMSEC monitoring:

- Commandant (CG-65) coordinates with Commandant (CG-094) to ensure all legal provisions of reference (c) are met, reviewed, and recertified every 2 years with applicable monitoring agencies.
- Users of government telecommunication systems must be notified in advance that their use of these systems constitutes consent to COMSEC monitoring. Common notification methods are listed below.
- Area commander legal offices:
  - Conduct an annual legal review of current COMSEC monitoring procedures.

NOTE: **Commandant (CG-65) might direct a more frequent review on a case-by-case basis.**

  - Ensure at least one of the following COMSEC monitoring notification methods is in place at each unit within your area of responsibility (AOR):
    - Placing decals on transmitting and receiving devices.
    - Placing notices in the daily bulletin, plan of the day, or similar medium.
    - Issuing specific memorandum to users, including statements informing that communication systems are monitored for security purposes.

- Placing statements on the cover of official telephone books or communication directories.

- Placing statements in unit standard operating procedures (SOPs), communication and electronics operating instructions, or similar documents.

➢ When the annual legal review is completed, inform Commandant (CG-65) and Commandant (CG-094) that the provisions of reference (c) have been met. Submit this report by record message not later than 15 August each year. Use the following text in your record message:

- "The (insert appropriate area) legal officer, as authorized by the Judge Advocate General of the Coast Guard, certifies that the following means (please list) provided legally sufficient notice in terms of content, prominence, and specificity to United States Coast Guard users of government telecommunication systems that their use of such systems constitutes implied consent to communication security monitoring."

- Commandant (CG-65) and Commandant (CG-094) then ensure the USCG is recertified so monitoring agencies can legally continue to provide COMSEC monitoring for the USCG.

Section B: Unauthorized Disclosure

B.1. Overview

COMSEC monitoring often leads to the discovery of unauthorized disclosures. Commands must continually educate their personnel on how to avoid such disclosures, what to do if one is discovered, and who to contact. Immediately report all disclosures when discovered.

B.2. Computer-Related Disclosures

The Coast Guard Cyber Command (CGCYBERCOM) Security Operation Center (CSOC) has primary responsibility for reporting and acting on all reported computer-related disclosures. This includes classified, SBU, critical information list (CIL), essential elements of friendly information (EEFI), and personally identifiable information (PII) disclosures. Copy Commandant (CG-65) on all CSOC reporting.

B.3. Classified Information and Material Disclosures

Immediately notify your command security officer (CSO), information system security officer (ISSO), and the custodian of the disclosed information. Additionally:

- Report computer-related disclosures to CSOC.
- Include Commandant (CG-65) for all USCG network-related reports.
- Include Commandant (CG-DCMS-34) for all classified information disclosures.
- Include Commandant (CG-2) for all intelligence-related disclosures, regardless of classification.

Reference (d) gives additional direction.

B.4. SBU Disclosures

Immediately report SBU disclosures to your local CSO/ISSO. Include CSOC if the disclosure is computer-related.

B.5. PII Disclosures

Per reference (e), immediately report PII disclosures directly to your commanding officer. Include CSOC if the disclosure is computer-related.

Section C: Electronic Key Management System (EKMS)

C.1. Overview

The EKMS is used for the accounting and management of cryptographic equipment and physical keying material (KEYMAT) and the production, accounting, management, and distribution of electronic KEYMAT. Major components of the EKMS are:

- the Local COMSEC Management System (LCMS), a software application;
- the local management device (LMD), the hardware platform; and
- the key processor (KP), the cryptographic device.

LCMS provides the capability for automated generation, accounting, distribution, destruction, and management of electronic key, as well as management of physical key and non-key COMSEC related items. The Department of the Navy (DON) provides the vast majority of CG COMSEC equipment and acts as the central office of record.

Reference (f) is the primary source regarding EKMS policy and procedures. USCG specific EKMS policy and procedures are promulgated by numbered USCG COMSEC advisory messages and are effective until incorporated into reference (a), reference (f), and this TTP.

Immediately report any irregularities affecting COMSEC materials as per reference (f).

C.2. Inspections

EKMS accounts are inspected at least every 24 months. Prepare for inspections using procedures found in reference (g).

C.3. Training Visits

Per reference (a), all EKMS accounts are required to receive a Naval Communications Security Material System (NCMS) advice and assist (A&A) training visit not later than 90 days prior to their next scheduled formal inspection.

- Ensure the date of the latest training visit is reflected in the account correspondence and message file.
- EKMS managers are encouraged to take advantage of additional NCMS A&A training team services promulgated by the regional A&A team monthly message.

C.4. COMSEC Management Workstation (CMWS)

The U.S. Navy (USN) provides COMSEC management workstations (CMWS) running U.S. Air Force (USAF) data management device - power station (DMD-PS) software (CMWS DMD-PS). Supported by USCG-managed regional COMSEC EKMS accounts, these devices have:

- Demonstrated a marked increase in operator effectiveness.
- Eliminated lengthy EKMS course of instruction (COI) training requirements without any operational degradation.

This scaled down alternative to the LMD/KP equipped EKMS account is fully interoperable with all other services and civil agencies, and maintains compliance with Navy and national COMSEC policy and procedures.

Regional COMSEC EKMS accounts (using conventional LMD/KP and any replacement follow-on equipment) provide support to multiple CMWS DMD-PS local element issuing (LE(I)) accounts. LE/user operations and support remains unchanged and continues to be directly subordinate to either a regional EKMS account or a CMWS DMD-PS LE(I) that provides their COMSEC support.

NOTE: **For ease of use, the shortened acronym CMWS represents CMWS DMD-PS LE(I) throughout the remainder of this publication.**

C.4.a. Commanding Officer (CO) Roles

CO roles for CMWS operations parallel those of any EKMS account:

- Maintain a letter of agreement (LOA) with the current CO of the supporting regional account. See reference (f) for a sample LOA.
- Designate in writing one qualified CMWS manager and one alternate.
- Sign all required correspondence, including monthly destruction reports, all inventories, incidents, and practices dangerous to security (PDS) reports to the regional account.
- Ensure compliance with all policy and remain active in operational oversight, including conducting quarterly spot checks required by reference (f).
- Report results of quarterly spot checks to the regional account as specified by the LOA and reference (f).

C.4.b. CMWS Manager/ Alternate Roles

- Maintain the CMWS as a SECRET-level computer system per USN and USCG security doctrine and direction provided by your regional account manager.
- Accurately enter all COMSEC material received into the CMWS per the USCG CMWS Operator's Guide, available on CG Portal in the documents library under COMSEC.
- Issue, inventory, and destroy all COMSEC material provided by the regional account. Retain receipts, inventories, destructions, and records of all local user transactions and issues in local custody files as per reference (f).
- Develop and sustain a local training program for the CMWS and its users to maintain proficiency and certification. This training is in addition to mandatory CMWS training required by reference (f).
- Conduct at least one oversight and assessment for each user/unit in your AOR per calendar year.

NOTE: **The CMWS Oversight and Assessment Guide, available on CG Portal in the documents library under COMSEC, can be tailored to meet individual user requirements.**

- Install all software updates provided by the regional account (e.g., configuration, virus protection, and information assurance vulnerability alerts (IAVAs)) upon receipt. Notify the regional account manager upon successful completion.
- Mark and store all CMWS system administrator and user passwords (classified to the highest level key held in the CMWS) using Standard Form 700 (SF-700), "Inspection Log."
- Immediately upon discovery, report all incidents and PDS to your CO and regional account manager, preparing a formal report for your CO's signature per your regional account LOA.
- Ensure all personnel using COMSEC material are cleared, formally authorized access, and have completed a COMSEC responsibility acknowledgement form per reference (f).
- Submit a copy of the unit's emergency action plan (EAP) and/or emergency destruction plan (EDP) to your regional account manager.
- Ensure the relief of the CMWS manager is a complete and thorough exchange of all duties, to include an accurate account inventory and new letter of designation, both signed by the CO with copies forwarded to the regional account manager.

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Chapter 3:
Maritime Mobile Service Identity (MMSI) and International Radio Call Signs

Introduction

This chapter discusses procedures for requesting MMSIs and radio call signs.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Maritime Mobile Service Identity (MMSI)	3-2
B	International Radio Call Signs	3-3

Section A: Maritime Mobile Service Identity (MMSI)

A.1. Overview

MMSIs are nine digit numbers used by maritime digital selective calling (DSC) radios, Automatic Identification Systems (AISs), and certain other equipment to uniquely identify a ship, a coast radio station, a group of ships, a group of coast radio stations, or any combination thereof. MMSIs are regulated and managed internationally by the ITU.

A.2. Requesting an MMSI

Shore and afloat units without an MMSI can request one from Commandant (CG-652) via official record message, telephone call, or email. Access Commandant (CG-652) contact information at:

https://cgportal2.uscg.mil/units/cg652/SitePages/Home.aspx

If you need an MMSI assigned or wish to look up the previously assigned MMSI:

- Provide your unit name or hull number (if applicable).
- Provide your unit location and telephone number.

Commandant (CG-652) can also verify the assignment or non-assignment of any USCG MMSI upon request.

A.3. MMSI Installation

Contact your local electronic systems support unit (ESU)/electronic systems support detachment (ESD)/command, control, communications, computers, and information technology (C4IT) division for initial MMSI activation and installation.

NOTE:

Do not install an MMSI-equipped device unless it is programmed with the correct unit MMSI. Units that have swapped out devices must ensure MMSI reprogramming before installing on a different unit.

Section B: International Radio Call Signs

B.1. Overview

International radio call signs (only assigned to ships/cutters 65 feet and over in length) are used for:

- All nonmilitary communications.
- Military communications using unencrypted call signs.

Reference (h) lists the four-letter international radio call signs and hull numbers for ships under military control. The call signs in this publication are unclassified.

NOTE: **Vessels less than 65 feet in length use their hull numbers as their call sign.**

B.2. Requesting a Call Sign

Contact Communications Area Master Station Atlantic (CAMSLANT) directory services for international radio call sign assignment and management.

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Chapter 4:
Record Messaging

Introduction

The Coast Guard Record Message System (CGRMS) is comprised of several subsystems for the processing of both classified and unclassified record message traffic. CGRMS provides routing to various USCG, Department of Defense (DOD), and allied commands, as well as other Federal agencies.

A classified Coast Guard Messaging System (C-CGMS) is available via the secret Internet protocol router network (SIPRNET).

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Record Message Preparation	4-2
B	Record Message Handling	4-16
C	General Record Messages	4-24
D	Plain Language Addresses (PLAs)	4-26
E	Collective Addresses (AIGs/CADs/TASK Groups)	4-27
F	Exercise Record Messages	4-29
G	Special Handling Designation (SHD)	4-30

Section A: Record Message Preparation

A.1. Overview

Prepare record messages using CGMS, including general administrative (GENADMIN) formatted record messages.

NOTE: **If GENADMIN formatting is used, avoid combining it with modified ACP 126 formatting (reference (i)).**

Certain record messages require the use of United States message text format (USMTF) (e.g., CASREP, MOVREP, SORTS, and others as directed by operational commanders). In these cases, use reference (j) for formatting and content requirements.

A.2. Roles and Definitions

For ease of field use, the following roles and definitions are restated from reference (a).

A.2.a. Originator

The originator of a record message is the command by whose authority a record message is sent. The originator is responsible for the functions of the drafter and releasing officer.

A.2.b. Drafter

The drafter is the person who actually composes a record message for release by the releasing officer.

A.2.c. Releasing Officer

The releasing officer is a designated individual authorized to release record messages for transmission in the name of the originator. In addition to validating the contents of the record message, the releaser's signature affirms compliance with record message drafting instructions.

NOTE: **Local releasing authority is an administrative function authorized by each command.**

A.3. Use of Lowercase Letters

Except for USMTF record messages and messages destined for automatic broadcast (e.g., navigational telex (NAVTEX)), the use of lowercase letters in USCG record messages is now authorized by reference (a).

NOTE: **Use of lowercase letters is authorized below the subject line only. The subject line itself, and everything preceding it, must remain capitalized.**

A.4. Characters Authorized for Record Messages

Per reference (a), only the following characters are authorized for record message use. Approved log abbreviations are also included:

Punctuation	Authorized Character	Log Abbreviation
Comma	,	CMM
Colon	:	CLN
Full stop/period	.	PD
Hyphen	-	-
Oblique stroke/slant	/	SLANT
Paragraph	PARA	PARA
Parenthesis/left hand bracket	(	PAREN
Parenthesis/right hand bracket	)	UNPAREN
Question mark	?	QUES
Quotation marks	QUOTE/UNQUOTE	QUOTE/UNQUOTE
Semi-colon	;	SMCLN
Alphabetic characters (A through Z), numerics (0 through 9), and blank spaces are permitted. Render the character @ as (at): e.g., Name(at)uscg.mil.		

Table 4-1 Authorized characters for record messages

If you need to refer to a character that does not appear in the list above, spell it out within the record message (e.g., equal sign, underscore).

NOTE: **Render double oblique strokes/slants (//) in the RMKS section of a GENADMIN/USMTF formatted message as (SLANT SLANT), with the exception of the RMKS section closing "//." Failure to do so has resulted in incomplete message transmission.**

A.5. Heading

The record message heading provides precedence, unique identity, and delivery information (addressees) for the record message.

A.5.a. Precedence

Precedence enables record message drafters to indicate the relative order of processing and delivery. Precedence of an incoming record message has no direct effect on the time in which a reply must be sent or on the precedence assigned to that reply.

There are four precedence categories authorized for USCG use: routine, priority, immediate, and flash. The assignment of precedence is the drafter's responsibility, although the releaser can either confirm or change the assignment. Do not assign a higher precedence than is necessary. Criteria for assigning record message precedence are addressed below.

In addition to the four precedence categories authorized for USCG use, emergency command precedence (indicated by the procedural sign (prosign) "Y") has a flash preemption capability and requires special handling. Messages bearing this precedence are extremely time-sensitive, usually associated with flag words, and are originated by a very small community (e.g., Joint Chief of Staff; Commander, Fleet Forces Command).

NOTE: *** <u>NO</u> USCG unit is authorized to use the "Y" precedence. ***

A.5.a.(1). Single Precedence

In record messages containing only one precedence, the precedence applies equally to all addressees, including any information addressees included in the message heading.

A.5.a.(2). Dual Precedence

In record messages containing both action and information addressees, use dual precedence to indicate a lower precedence for information addressees, if possible. This eases the burden on record message processing systems with respect to higher precedence record messages in the system.

Dual precedence only applies to record messages with the primary precedence of priority or above.

NOTE: **Do not use dual precedence in record messages containing no information addressees.**

A.5.a.(3). System Processing

Record message processing systems handle outgoing record messages in order of precedence first. Date and time of message entry into the message queue is a secondary consideration.

Example: A queue with ten priority record messages pending receives an immediate precedence message for transmission. The processing system handles the immediate precedence message before the next priority message in the queue.

A.5.a.(4). Precedence Assignment Criteria

Tables 4-2 through 4-5 list precedence categories and their criteria, with examples of each. Precedence prosigns are also included.

Precedence	Prosign	Definitions and Examples
Flash	Z	Reserve flash precedence for initial enemy contact messages or operational combat messages of extreme urgency. Brevity is mandatory. Examples include: • Initial enemy contact reports. • Messages recalling or diverting friendly aircraft about to bomb targets unexpectedly occupied by friendly forces. • Messages taking emergency action to prevent conflict between friendly forces. • Warning of imminent large scale attacks. • Extremely urgent intelligence messages. • Messages containing major strategic decisions of great urgency. • Observations of tropical storms, typhoons, hurricanes, or tsunamis believed to be previously undetected. Commanders can use flash precedence for reporting, provided there are no extenuating circumstances that would jeopardize the tactical situation.

Table 4-2 Flash precedence assignment criteria

Precedence	Prosign	Definitions and Examples
Immediate	O	Reserve immediate precedence for very urgent record messages relating to situations which gravely affect the security of national/allied forces or population. Examples include: • Amplifying reports of initial enemy contact. • Reports describing unusual major movements of a foreign power's military forces in times of peace or during periods of strained relations. • Messages that report enemy counter attack, or that request or cancel additional support. • Attack orders to commit a force in reserve without delay. • Messages concerning logistic support of special weapons when essential to sustain operations. • Reports of widespread civil disturbance. • Reports warning of grave natural disaster (e.g., earthquake, flood, storm). • Request for, or directions concerning, distress assistance. • Urgent intelligence messages. • Aircraft movement reports (e.g., messages relating to aircraft in flight, flight plans, cancellation messages to prevent unnecessary search and rescue (SAR) actions). • Weather observations with surface wind speed of 34 knots or greater. • Administrative messages reporting death, serious illness, or serious injury.

Table 4-3 Immediate precedence assignment criteria

Precedence	Prosign	Definitions and Examples
Priority	P	Reserve priority precedence for record messages concerning the conduct of operations in progress and for other important and urgent matters when routine precedence does not suffice. Examples include: • Situation reports on combat frontline positions where attack is imminent, or where fire or air support will soon be placed. • Orders to coordinate aircraft or unit formations to coincide with ground or naval operations. • Messages concerning the immediate movement of naval, air, and ground forces. • Administrative, logistical, and personnel matters of an urgent and time sensitive nature. ➢ Note: Do not assign higher than priority precedence to administrative messages except those reporting death, serious illness, or serious injury, which are assigned immediate precedence. • Weather observations with surface wind speeds up to 33 knots, and all oceanographic observations.

Table 4-4 Priority precedence assignment criteria

Precedence	Prosign	Definitions and Examples
Routine	R	Use routine precedence for all types of record messages which justify transmission by rapid means but are not of sufficient urgency and importance to require a higher precedence. Examples include: • Messages concerning normal peacetime military operations, programs, and projects. • Messages concerning stabilized tactical operations. • Operational plans concerning projected operations. • Periodic or consolidated intelligence reports. • Ship/troop movement messages, except when time factors dictate use of a higher precedence. • Supply and equipment requisition and movement messages, except when time factors dictate use of a higher precedence. • Administrative, logistics, and personnel matters.

Table 4-5 Routine precedence assignment criteria

A.5.a.(5). Speed of Service Objectives (SOSOs)

SOSOs are an established set of "writer-to-reader" record message delivery time frames determined by the precedence assigned to a record message. SOSOs (based on legacy telecommunication systems) are listed below.

Precedence	Prosign	Speed of Service Objective
Flash	Z	As fast as possible, with a goal of less than 10 minutes.
Immediate	O	30 minutes or less.
Priority	P	3 hours or less.
Routine	R	6 hours, or start of next business day.

Table 4-6 Speed of service objectives (SOSOs) for legacy systems

A.5.b. Date Time Group (DTG)

The DTG, in conjunction with the originating command's plain language address (PLA), uniquely identifies the record message. For this reason, it is important not to duplicate a DTG within the same command.

The DTG is composed of the calendar date in two digits, the time in coordinated universal time (UTC) (indicated by the suffix "Z"), the month as a three letter abbreviation, and the year in two digits.

The DTG immediately follows the record message precedence, separated by a single space:

Example: R 281332Z FEB 13

A.5.c. Originator

The originator is the command by whose authority a record message is sent. The originator's PLA appears in the record message heading "from" (FM) line and is followed by a staff symbol, if appropriate:

Example: FM COMCOGARD FORCECOM NORFOLK VA//FC-P//

NOTE:

Use staff symbols at the end of all PLAs for record messages originated by (or destined to) headquarters, area, logistic center, service center, and district staffs. When multiple staff symbols are used, the first symbol normally represents the action office while the following symbols take the record message as information addressees.

USCG staff symbols are listed in reference (k).

NOTE: **The USN no longer uses office codes/staff symbols in their PLAs.**

NOTE: **The PLA for all addressees must be correct to ensure accurate record message handling. Use the distributed PLA verification system (DPVS) embedded in CGMS to ensure the PLA is correct.**

A.5.d. Action Addressees

Action addressees are units from which a reply or specific response is expected, or which have primary interest in the record message content. Designate your action addressees by placing their PLAs in the record message "to" (TO) line.

Collective addresses (e.g., address indicating groups (AIGs), collective address designators (CADs), and task organization groups (TASKs)) can only appear as action addressees.

A.5.e. Information Addressees

Information addressees are units from which no reply or specific response is expected, but might have a secondary interest in the content of the record message. Designate your information addressees by placing their PLAs in the record message "information" (INFO) line.

Collective addresses (e.g., AIGs, CADs, TASKs) cannot appear as information addressees.

A.5.f. Exempt Addressees

Exempt addressees are used when addressing a record message to a collective addressee (e.g., AIG, CAD, or TASK) but delivery of the record message to certain members of that AIG, CAD, or TASK is not desired.

Designate your exempt addressees by placing their PLAs in the record message "exempt" (XMT) line.

- The PLA must be correct for exemption to work.
- Never use exempt addressees in record messages which do not contain an AIG, CAD, or TASK in the TO line.

A.6. Separation

The first separation serves to break up the heading from the text of a record message and is identified by the prosign BT.

A.7. Text

The text of a record message contains the substance of the information being conveyed by the message.

A.7.a. Classification

The first line of text always contains the record message classification spelled in upper case letters only:

- UNCLAS (unclassified).
- CONFIDENTIAL.
- SECRET.
- TOP SECRET.

When using unclassified CGMS, the only classification line available is UNCLAS, with or without the "for official use only" (FOUO) caveat.

NOTE: **Encrypted for transmission only (EFTO) is no longer authorized.**

When using classified CGMS (C-CGMS), users can select from all four classification levels listed above.

NOTE: **UNCLAS is not an authorized classification line when using the Joint Worldwide Intelligence Communications System (JWICS).**

A.7.b. Standard Subject Identification Code (SSIC)

The SSIC immediately follows the record message classification, separated by a single space:

Example: UNCLAS //N02000//

Reference (l) contains a complete list of USCG SSICs.

A.7.c. Subject Line (SUBJ)

All USCG originated narrative record messages, with the exception of service messages, contain a subject line. This line begins with "SUBJ:" followed by a brief description of the record message's content.

Example: SUBJ: TELECOMMUNICATIONS POLICY - FORMAT CHANGE TO COAST GUARD RECORD MESSAGES

NOTE: **Use of lowercase letters is authorized below the subject line only. The subject line itself, and everything preceding it, must remain capitalized.**

A.7.d. Reference Line

Identify previous record messages, instructions, manuals, or other forms of official correspondence (including memoranda, email, phone conversations, and conferences) in the reference line.

- Identify references sequentially beginning with "A."
- Include the originator's complete PLA (see exceptions below) followed by the DTG when referencing record messages:

Example:

A. COMDT COGARD WASHINGTON DC 221335Z JAN 13
B. COMCOGARD FORCECOM NORFOLK VA 041332Z FEB 13

NOTE: **Precedence and staff symbols are not included in record message references.**

  - Originators referencing their own record messages can substitute the word "My" for their PLA in that reference.
  - If a record message contains only one action addressee and includes a referenced message originated by that addressee, the word "Your" can be substituted for the PLA in that reference.
- If all current addressees were not originally addressed in a referenced record message, append the reference with "NOTAL" (not to all).
- If all addressees do not hold a cited reference (e.g., email or memorandum) but the record message originator intends to send a copy separately, append the reference with "SEPCOR" (separate correspondence).
- Sample reference formats are provided on the following page.

Reference Type	Sample Reference Format
Record message: Standard format (use complete originator's PLA).	COMDT COGARD Washington DC 221335Z Dec 12
Record message: Originator referencing own message.	My 011500Z Feb 13
Record message: Can use in message containing a single action addressee, from which reference originated.	Your 011500Z Dec 12
Record message: Not originally addressed to all current addressees.	COMDT COGARD Washington DC 011500Z Feb 13 NOTAL
Directive	Telecommunication Manual, COMDTINST M2000.3 (series)
TTP	CGTTP 6-01.2, Telecommunication TTP (series)
Memorandum	COMDT (CG-65) memo 2000 of 15 Jan 13
Email	Email btwn CAPT A.B. Sea, COMDT (CG-65) and CAPT R.U. Shore, LANTAREA (LANT-6) of 11 Feb 13
Phone conversation (PHONCON)	PHONCON btwn CAPT A.B. Sea, COMDT (CG-65) and CAPT R.U. Shore, LANTAREA (LANT-6) of 15 Jan 13
Conference	Waterside Conference, NCTAMS LANT Norfolk VA, 11 Dec 12
Forwarded separately	COMDT (CG-65) memo 2000 of 15 Feb 13 SEPCOR

Table 4-7 Sample reference formats

A.7.e. Content of Record Message	The record message drafter is responsible for the actual message content. Consult reference (m) to ensure consistency with other USCG correspondence. Record message lines of text are limited to sixty-nine characters, including spaces. CGMS automatically handles this for the drafter. No returns are required when entering text within a paragraph or sub-paragraph. Indent sub-paragraphs at least two spaces.
A.8. Separation	The second separation breaks the record message text from the end-of-message functions and is identified by the prosign BT.
A.9. Attach-ments	CGMS only allows the use of attachments strictly within the CGMS network. All attachments are stripped from record messages addressed to PLAs outside the CGMS network (e.g., cutters with their record message guards with USN units, or any non-USCG PLAs). When used, adhere to the following attachment limitations: • Maximum attachments per record message: 10 • Maximum accumulative file size: 10 megabyte (MB) • Maximum individual attachment file size: 5 MB

Section B: Record Message Handling

B.1. Security of Record Messages

Distribute and locate record messages and files in a manner that prevents unauthorized viewing or access. At a minimum, employ the following measures to protect record messages and files:

- Place printed record messages on covered boards and in covered files.
- Set restrictions on electronic record message boards.
- Instruct personnel with record message viewing capability not to discuss record message content with unauthorized personnel.
- Do not forward record messages to non-government email or facsimile (FAX) addresses.

B.2. Internet Release of Record Messages

Include the following statement as the last line of text on record messages authorized for Internet release:

- "Internet release authorized."

B.2.a. Posting to the Internet

Per reference (a), CAMSLANT is the only organization authorized to post USCG record messages to the Internet.

Address record messages requiring public release to COGARD CAMSLANT CHESAPEAKE VA. The CAMSLANT contact number is: (757) 421-6240.

B.3. Record Message Tracer Procedures

Per reference (a), each communications area master station (CAMS) is responsible for meeting SOSO. In the event a record message is not delivered in a timely manner or is not delivered at all, follow the tracer procedures below.

B.3.a. Originator/ Addressee Actions

If you suspect a record message delivery problem, notify your CAMS via record message, if possible. Deployed cutters serviced by a naval computer and telecommunications area master station (NCTAMS) notify their servicing NCTAMS per its published procedures.

P 101500Z JAN 13
FM CCGDFIVE PORTSMOUTH VA//DT//
TO COGARD CAMSLANT CHESAPEAKE VA
BT
UNCLAS //N02310//
SUBJ: TRACER ACTION
A. My 091200Z Jan 12
1. CCGDSEVENTEEN Juneau AK claims (non-receipt/delay) of Ref A. Request investigate and determine cause.
2. Request advise.
BT
NNNN

Figure 4-1 Record message non-delivery/delay notification sample from originator

B.4. MINIMIZE

MINIMIZE is a term used by command authorities to clear military telecommunication circuits of all nonessential traffic in an actual, simulated, or anticipated emergency. This includes record messaging systems, email (to include attachment size limitations), Coast Guard One network (CGOne), telephone and cellular circuits, chat, Internet, social media, and video teleconferencing.

NOTE: **Department of Homeland Security (DHS) One Network (OneNet) is the wide area network (WAN) for DHS. CGOne is the USCG implementation of DHS OneNet.**

NOTE: **Do not release non-urgent record messages while MINIMIZE is in effect.**

B.4.a. Imposing MINIMIZE

Per reference (a), all commanders and unit commanding officers can impose MINIMIZE within their AOR unless specifically denied by higher authority. Implement MINIMIZE by record message to Commander, Coast Guard Atlantic Area (COMLANTAREA) Detachment, National Command Center (LANT-3 DET NCC). Also list CAMSLANT, Communications Area Master Station Pacific (CAMSPAC), NCTAMS LANT, and NCTAMS PAC as action addressees. Include your area commander, district commander, and operational commander as information addressees.

NOTE: **For LANTAREA units, use multiple staff symbols following the COMLANTAREA PLA to send your record message to LANT-3 DET NCC for action and LANT-3 for information (//LANT-3 DET NCC/LANT-3//).**

Send requests for USCG-wide MINIMIZE to COMLANTAREA (LANT-3 DET NCC) as an action addressee, information to Commandant (CG-65) and both area commanders. A sample request follows:

O 221649Z FEB 13
FM (insert unit name)
TO COMLANTAREA COGARD PORTSMOUTH VA//LANT-3 DET NCC/LANT-3//
CCGDONE BOSTON MA//DT//
CCGDFIVE PORTSMOUTH VA//DT//
CCGDSEVEN MIAMI FL//DT//
CCGDEIGHT NEW ORLEANS LA//DT//
CCGDNINE CLEVELAND OH//DT//
CCGDELEVEN ALAMEDA CA//DT//
CCGDTHIRTEEN SEATTLE WA//DT//
CCGDFOURTEEN HONOLULU HI//DT//
CCGDSEVENTEEN JUNEAU AK//DT//
COGARD TISCOM ALEXANDRIA VA
COGARD CAMSLANT CHESAPEAKE VA
COGARD CAMSPAC PT REYES CA
NCTAMS LANT NORFOLK VA
NCTAMS PAC HONOLULU HI
INFO COMDT COGARD WASHINGTON DC//CG-65//
COMPACAREA COGARD ALAMEDA CA//PAC-3//
BT
UNCLAS //N02000//
SUBJ: MINIMIZE
A. Telecommunication Manual, COMDTINST M2000.3(series)
1. MINIMIZE is imposed within LANTAREA on all record message traffic and email destined to Eighth District and units operating under CGD8 OPCON/TACON due to (state reason).
2. Units shall ensure that all record messages and email meet the requirements of Ref (A) before being released.
3. Req LANT-3 DET NCC consider imposing MINIMIZE USCG-wide.
4. Released by (name and rank/grade).
BT
NNNN

Figure 4-2 Record message requesting Coast Guard-wide MINIMIZE sample

B.4.b. Record Messages Exempt From MINIMIZE

To preclude interruption of important operations, certain types of record messages are exempt from MINIMIZE. These include messages:

- Directly related to a particular mission accomplishment or operation.
- Safety of life.
- Critical intelligence.
- Perishable weather/navigation information.
- Status information or instructions pertaining to the telecommunication system affected by MINIMIZE.
- Casualty report (CASREP) record messages.
- Aircraft movements.
- Movement of fleet units.
- Continuing research and development (R&D) programs vital to the national interest.
- Serious illness, accident, or death involving USCG or DOD personnel and members of their immediate families.

NOTE:

Include the following statement as the last line of text on record messages released during MINIMIZE:

"Released by (name and rank/grade)."

B.4.c. Canceling MINIMIZE

Originators can impose MINIMIZE for a specified time period in their original record message, or send a separate cancellation record message once the incident requiring MINIMIZE has been resolved.

B.5. High-Precedence Record Message System Testing

Per reference (a), area commanders are tasked with determining message system performance and unit notification capabilities and shall conduct high-precedence message system testing (flash precedence only). Determine high-precedence testing results by the time a test message actually populates the addressees' message folders rather than the time of receipt (TOR) of the message's response. The message's action addressees notify the area office via the quickest means available.

- Areas conduct high-precedence tests quarterly, alternating between classified and unclassified record message systems.
- Areas select twelve random units, with emphasis on providing a good cross-section of units in various types of operational status within their AORs (e.g., at least one underway cutter, a cutter moored away from

homeport (if applicable), and a cutter moored in homeport; area unit, district, and sector units without communication watch personnel; etc.).

- Areas track results of high-precedence tests, capturing the following information:
  - Test record message date time group (DTG).
  - Addressees.
  - Addressees' operational status (if applicable).
  - Time of:
    - Record message transmission.
    - Recipient folder delivery.
    - Notification that the record message was acknowledged by the addressees.
  - Reason(s) SOSO was not met, if applicable.
  - Other problems identified by the test.
- Retain test results for 1 year.

B.6. Record Message Cancellations

Cancel record messages using a new, correctly prepared, and released record message. Use either a replacement record message or a short cancellation record message. For either, list the original record message as the first reference and ensure the first paragraph states "Cancel Ref A." If using a short cancellation record message, include a brief statement to explain the action being taken (e.g., "Message sent in error. Correction to follow.").

NOTE: **Only originators can cancel record messages.**

Address the cancellation message to all original addressees of the record message being canceled.

B.7. Record Message Corrections

To change the text of a record message after it has been transmitted, prepare a new record message containing corrections to the original. If changes are substantial, consider canceling the original record message and originating a new one.

NOTE: **Only originators can correct record messages.**

B.8. Canned Record Messages

Locally generated pre-formatted (PROFORMA) record messages are referred to as "canned" messages. These types of record messages can be a major source of record message corrections and retransmissions.

NOTE: **Exercise caution to ensure canned record message content is up to date.**

B.9. Acknowledgements

When addressee acknowledgement of receipt is desired, originators place "Acknowledge" as the last word of text and in its own paragraph. If using GENADMIN format, use optional set "AKNLDG/" from NTP 3 (reference (n)) for this purpose.

- Acknowledgement indicates a record message has been received and is understood.
- Address acknowledgements only to the originator requesting the same.
- Reference the original record message, followed by the word "Acknowledged."
- Both classified and unclassified record messages can be acknowledged in this manner.

NOTE: **If prompt reply is made to a record message requiring acknowledgement, a separate acknowledgement is not required.**

B.10. Readdressals

When necessary, readdress a record message to units not originally included on the message. To preclude record message duplication, restrict readdressals to the intended new recipient(s) only.

An originator or an action addressee can readdress a record message to another unit for either action (TO) or information (INFO). An information addressee can only readdress a record message to another unit for INFO.

Ensure the precedence of a readdressal is equal to or lower than that of the original record message. In the case of a dual precedence message, an information addressee readdresses using the INFO precedence (or lower) of the original record message.

When readdressing a record message, there is no need to inform the original record message's originator or addressees of this action. However, if readdressal is repeatedly required on certain types of record messages, contact the originator and request your readdressal addressees be included in future record messages.

A sample readdressal follows:

R 151500Z MAR 13
FM COMPACAREA COGARD ALAMEDA CA//PAC-6//
TO COGARD CAMSPAC PT REYES CA
INFO COMDT COGARD WASHINGTON DC//CG-652//
P 141500Z MAR 13
FM USCGC BERTHOLF
TO COMPACAREA COGARD ALAMEDA CA//PAC-6//
BT
UNCLAS //N02310//
SUBJ: EXAMPLE OF A MESSAGE READDRESSAL
A. CGTTP 6-01.2, Telecommunication TTP (series)
1. ISO Ref A, this is an example of a message readdressal.
2. The originator or an action addressee of the record message being readdressed can readdress to other units for either action or information.
3. An information addressee can only readdress a record message to another unit for information (INFO).
BT
NNNN

Figure 4-3 Record message readdressal sample

B.11. Quoting Record Messages

Per reference (a), special category (SPECAT) and PERSONAL FOR record messages shall not be readdressed.

NOTE: **Record messages requiring special handling (SPECAT and PERSONAL FOR) are discussed in greater detail in Section G: Special Handling Designation (SHD) of this chapter.**

In the event the entire content of a message needs further dissemination, but readdressal is not authorized, send a quoted message with the content included within a new record message.

A sample quoted message appears on the following page.

Classified for Illustration Purposes Only

R 161500Z JAN 12
FM COMDT COGARD WASHINGTON DC//CG-6//
TO COMPACAREA COGARD ALAMEDA CA//PAC-00//
BT
S E C R E T SPECAT EXCLUSIVE FOR (NAME) //N02319//
(references, comments, etc.)
QUOTE
R 150900Z JAN 12
FM COMPACFLT PEARL HARBOR HI
TO COMDT COGARD WASHINGTON DC//CG-6//
BT
S E C R E T SPECAT EXCLUSIVE FOR (NAME) //N02319//
(text)
BT
UNQUOTE
BT
NNNN

Figure 4-4 Quoted message sample

Section C: General Record Messages

C.1. Overview

Use general record messages to disseminate recurring types of information to a predetermined standard distribution. The title of the general message (e.g., ALCOAST, JAFPUB, ALPACFLT) determines its distribution.

General record messages are assigned a consecutive three-digit serial number followed by a single slant and the last two digits of the current calendar year.

C.2. Types of General Record Messages

USCG general record messages include:

- All Coast Guard (ALCOAST).
- All Coast Guard officer (ALCGOFF).
- All Coast Guard enlisted (ALCGENL).
- All Coast Guard personnel service center (ALCGPSC).
- All Coast Guard reserve (ALCGRSV).
- All Coast Guard civilian (ALCGCIV).
- All Coast Guard finance (ALCGFINANCE).
- All Coast Guard recruiting (ALCGRECRUITING).

C.3. Preparing General Record Messages

With the exception of how addressees are listed, prepare general record messages using the same procedures as for an organizational record message (consult Section A: Record Message Preparation of this chapter).

Enter the general record message title as an action addressee rather than individually listing each addressee. Add other addressees in the address lines, as needed.

Following the classification line, include the general record message title, three-digit sequential serial number (followed by a slant), and the last two digits of the calendar year.

```
R 221335Z MAR 13
FM COMDT COGARD WASHINGTON DC//CG-6//
TO ALCOAST
BT
UNCLAS //N02000//
ALCOAST 096/13
```

Figure 4-5 General message format sample

C.4. Retention and Cancellation

Per reference (a), use one of three methods to cancel general record messages:

- Include a cancellation date within the text of an individual general record message.
- For certain series of general record messages, the first general record message of a calendar year lists those messages that remain effective. By omission, all general record messages of the series not listed are canceled. If necessary, interim cancellation record messages can be sent at other times during the year.
- General record messages of a series for which a yearly recapitulation record message is not issued are automatically canceled at the end of 1 year. This period of time can be extended by a subsequent general record message (issued within 1 year of the original record message) stating a date when the record message is canceled.

NOTE: **If 1 year has passed and no extension or recapitulation has been issued, a general record message must be reissued to remain effective.**

Review all general record messages after 01 February each year to determine which remain in effect:

https://cgportal2.uscg.mil/library/generalmessages/SitePages/Home.aspx

Section D: Plain Language Addresses (PLAs)

D.1. Overview

PLAs are unit identifiers of a record message's command authority. A PLA normally contains a unit's short title and is sometimes followed by an identifying geographic area (e.g., COGARD CAMSLANT CHESAPEAKE VA).

D.2. PLA Requests

For new units, send requests for establishing a PLA to CAMSLANT (via your chain of command) once an operating facility change order (OFCO) has been released authorizing creation of your unit.

To change your PLA or request its disestablishment, send your request to CAMSLANT via your chain of command.

NOTE: **PLAs (including geographic area, where applicable) are limited to a maximum of 50 characters.**

Section E: Collective Addresses (AIGs/CADs/TASK Groups)

E.1. Overview

AIGs, CADs, and TASK groups are collective addresses used in record messages. Collective addresses can only be listed as action addressees.

Reference (a) authorizes CAMSLANT's directory services manager to act in place of cognizant authority for USCG-owned AIGs/CADs for the purpose of creation, modification, maintenance, and disestablishment.

NOTE: **Cognizant authority is the commander responsible for the composition and use of the AIG/CAD.**

Submit requests for changes to USCG AIGs and CADs to CAMSLANT:

https://cgportal2.uscg.mil/units/camslant/DirectoryServices/Directory%20Services%20%20Home/Home.aspx

E.2. Address Indicating Group (AIG)

An AIG is an address designator representing a list of specific, and frequently recurring, action and information addressees reflecting a community of common interest.

- An AIG is comprised of a minimum of 30 PLAs and is used a minimum of 15 times per calendar year.
- Request AIG assignment by record message to CAMSLANT via your chain of command.

E.3. Collective Address Designator (CAD)

A CAD is a single group that represents a predetermined set of activities linked by an operational or administrative chain of command.

- A CAD is comprised of a minimum of 30 PLAs and is used a minimum of 15 times per calendar year.
- Request CAD assignment by record message to CAMSLANT via your chain of command.

E.4. Task Organization (TASK) Groups

TASK groups are established and maintained by the USN.

E.5. Recapitulation

Per reference (a), cognizant authorities must recapitulate each AIG/CAD at least once per year (or when 10 modifications have been issued) and ensure that each AIG/CAD maintains a minimum of 30 members. Cognizant authorities are to route any changes to their AIGs/CADs through CAMSLANT's directory services manager.

Section F: Exercise Record Messages

F.1. Overview Identify exercise record messages by inserting EXERCISE EXERCISE EXERCISE below the record message's subject line. Also duplicate this as the last line of text.

NOTE: **Only proper authority can assign this identification.**

Commands or persons responsible for conducting exercises are to include appropriate instructions for identifying exercise record messages in the exercise directive or plan. Additionally, ensure exercise record message instructions are clear to the reader concerning actions that can or cannot be simulated.

FOUO for Illustration Purposes Only

O XXXXXXZ JUL 12
FM COMLANTAREA COGARD PORTSMOUTH VA//LANT-00//
TO AIG 11966
BT
UNCLAS FOUO //N02000//
SUBJ: (NAME OF EXERCISE)
EXERCISE EXERCISE EXERCISE
1. Operation XXXXXXX commences at XXXXXXZ Jul 12 and is applicable to all LANTAREA units.
2. Simulate all aspects of this exercise unless otherwise directed by the exercise coordinator.
EXERCISE EXERCISE EXERCISE
BT
NNNN

Figure 4-6 Exercise record message sample

Section G: Special Handling Designation (SHD)

G.1. Overview

SHDs are code words used following the classification of a record message informing the receiving unit that the message requires special handling.

G.2. Special Category (SPECAT)

The SPECAT designation applies to classified record messages identified with specific projects that have special handling restrictions beyond those normally required by the security classification assigned. The special handling procedures ensure the record message is handled and viewed by select personnel only.

Specific types of SPECAT record messages include:

- Single integrated operational plan-extremely sensitive information (SIOP-ESI).
  - SPECAT A (SIOP-ESI).
    - Per reference (o), these record messages must be classified top secret.
  - SPECAT B (less SIOP-ESI).
    - Classified according to content, with a minimum classification of confidential.
- EXCLUSIVE FOR (intended for one individual recipient only).

Classified for Illustration Purposes Only

S E C R E T SPECAT EXCLUSIVE FOR (NAME) //N02319//

Figure 4-7 EXCLUSIVE FOR delivery instruction sample

G.3. SPECAT EXCLUSIVE FOR (SEF)

Use SEF for highly sensitive matters, high level policy, or politically sensitive information where distribution must be limited to the named recipient only. The following restrictions apply:

- Reserved for use by flag/general officers, civilian equivalents (senior executive service (SES)), and officers in command status.
- Do not use for operational matters.
- Do not reference in other general service (GENSER), narrative record messages.
- Do not readdress. If forwarding is necessary, use quote procedures.

G.4. PERSONAL FOR

Use of PERSONAL FOR is very similar to the use of EXCLUSIVE FOR, the major difference being PERSONAL FOR is used on non-SPECAT record messages.

Apply the PERSONAL FOR label to highly sensitive classified and unclassified record messages limited to a single recipient. This special delivery instruction is intended to ensure greater privacy than ordinary messages and to convey information on a personal basis. The recipient can, upon receipt, direct further distribution of the record message.

- Reserved for use by flag/general officers, civilian equivalents (SES), officers in command status, or their specifically designated representatives.
- Do not include SSICs, passing instructions, office codes, or other record message dissemination keys on PERSONAL FOR record messages.
- Do not readdress. If forwarding is necessary, use quote procedures.

```
UNCLAS PERSONAL FOR RADM JONES FROM RADM BROWN
//N00000//
```

Figure 4-8 PERSONAL FOR delivery instruction sample

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Chapter 5:
Report Procedures

Introduction

This chapter discusses specific reports and procedures to follow in support of reference (a) policy requirements.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Joint Spectrum Interference Resolution (JSIR) Report	5-2
B	Radio Violation Reports	5-4
C	CAMS Annual Distress and Safety Statistics Report	5-6
D	Aircraft/Vessel Status and Position Reports	5-8
E	Aircraft/Vessel Lost Communication Procedures	5-12

Section A: Joint Spectrum Interference Resolution (JSIR) Report

A.1. Overview

Use a JSIR to report all cases of harmful interference regardless of type, frequency, and source. Harmful interference is defined as interference which endangers the functioning of a radio navigation service or of other safety services, or seriously degrades, obstructs, or repeatedly interrupts a radio communication service operating in accordance with ITU regulations (reference (b)).

A.2. Actions

Make every effort to provide as much of the required JSIR information as possible in the initial report. However, do not delay the initial report because some information is not immediately available. Use follow-up reports to provide additional information as it becomes known.

- Submit a JSIR when harmful interference is first experienced.
- If the harmful interference continues over a prolonged time period (not to exceed 1 month), a single summary report can be submitted after the initial report. Submit supplemental reports until the harmful interference problem is resolved.
- Use all available resources to determine the source of interference:
  - Local Federal Communications Commission (FCC) office.
  - Military departments.
  - Command, Control, Communications, Computers, and Information Technology Service Center (C4IT SC).
  - District spectrum managers.
  - ESU.
- Close out all harmful interference reports with a final JSIR report that describes the cause of interference and actions taken to alleviate the interference.

NOTE: **Refer to your area commander's operations plan (OPLAN) annex K for a point of contact (POC) resource list.**

A.3. JSIR Format

JSIR reports have recently transitioned from record message format to a web-based format. However, SIPRNET access is required to submit a JSIR online (JSIR-O).

Per telecommunications policy message 016/12, USCG units with SIPRNET access shall set up a JSIR-O account and submit JSIR-O reports via SIPRNET. Units without SIPRNET access shall continue submitting JSIRs via record message to their appropriate chain of command and Command, Control, and Communications Engineering Center, Portsmouth, VA (C3CEN), information to Commandant (CG-652) and C4IT SC Field Services Division (FSD) Norfolk (consult Appendix B: Joint Spectrum Interference Resolution (JSIR) Report Format for JSIR format instructions). Their cognizant area and district command centers (CCs) shall, in turn, enter the information into JSIR-O on behalf of the submitting unit.

A.4. Retention Requirements

Per reference (p), retain all JSIR reports for 3 years from the date of the incident.

Section B: Radio Violation Reports

B.1. Radio Violation Reporting Procedures	Reference (p) is the governing directive regarding radio violation reports. Applicable portions of this directive are repeated here for ease of field use. Submit radio violation reports using "Report of Violation of the Radio Regulations or Communications Instructions," Form CG-2861A.
B.1.a. Violations Committed by USCG Units	Submit the original copy of Form CG-2861A to the violating unit, copy to the violating unit's chain of command, a copy to the reporting unit's operational commander, and retain a copy for file.
B.1.b. Violations Committed by Other Military Services, Federal Government Agencies, or Foreign Administrations	Submit the original copy of Form CG-2861A to Commandant (CG-652), a copy to the reporting unit's operational commander, and retain a copy for file.
B.1.c. Violations Committed by U.S. Non-Federal Government Stations	District commanders make local working agreements with FCC regional directors to resolve radio violations and abuses at the local level whenever possible. Submit radio violation reports per local arrangements between the cognizant USCG district commander and FCC regional director, as appropriate. Forward copies issued under these arrangements to Commandant (CG-652) for information. In the absence of local arrangements, submit radio violation reports involving non-Federal government stations to Commandant (CG-652) for referral to the FCC for action. Retain a copy for file.
B.1.d. False Distress Alerts	Dependent on the category listed above, submit radio violation reports for false distress alerts (e.g., false emergency position-indicating radio beacon (EPIRB) or DSC activation) where the person or vessel committing the violation can be identified.

NOTE: **Accidental false alerts that are properly canceled are NOT violations that require reporting unless they are inappropriately repeated.**

Also submit suspected false distress alerts to the Coast Guard Investigative Service (CGIS) for possible criminal prosecution.

B.2. Retention Requirements

Per reference (p), retain all radio violation reports for 3 years from the date of the incident.

Section C: CAMS Annual Distress and Safety Statistics Report

C.1. Overview

Statistics regarding distress and distress-related safety communications relayed by a CAMS or Communication Station (COMMSTA) Kodiak go directly to the appropriate CC/rescue coordination center (RCC) and, therefore, are not entered into the Marine Information for Safety and Law Enforcement (MISLE) database.

To correct this deficiency, each CAMS and COMMSTA Kodiak compile distress and safety statistics during the calendar year.

C.2. Report Contents

Per reference (a), each CAMS and COMMSTA Kodiak shall submit annual calendar year distress and safety statistics to Commandant (CG-65), and also to Commandant (CG-SAR) upon request, to enable evaluation of system performance.

This report includes:

- Number of distress alerts received by medium frequency (MF)/high frequency (HF) voice, except those initiated by DSC.
- Number of other safety and urgency calls received by MF/HF voice (e.g., medical communications (MEDICOs)), except those initiated by DSC.
- Number of routine (non-safety related) calls received by MF/HF voice.
- Number of distress alerts received by DSC, disregarding duplicate calls or relays of calls already received.
- Number of DSC distress alerts for which there were follow-up communications by HF voice.
- Number of DSC distress alerts for which there were no follow-up communications by HF voice.
- Number of DSC distress alerts which did not include a position or for which a position was obviously incorrect.
- Number of DSC distress alerts which had an MMSI which was obviously incorrect.
- Number of safety or urgency calls received by DSC which resulted in follow-up voice communications.
- Number of DSC test calls received.

C.3. Retention Requirements	Per reference (a), retain annual statistics reports for 5 years.

Section D: Aircraft/Vessel Status and Position Reports

D.1. Overview

Aircraft in flight and underway vessels have special reporting requirements to ensure their safety. These reports are restated here for ease of field use.

D.2. Aircraft in Flight

Per reference (a), aircraft in flight maintaining communication guard with a USCG unit shall keep the following communication schedule. Any communication between an aircraft and its communication guard unit serves to begin a new period for making the next required report.

D.2.a. Fixed-Wing Aircraft

Make flight operations status reports at least every 30 minutes and position reports at least every 60 minutes.

- Transmit normal flight operations status as "flight ops normal."
  - Report other than normal operations as appropriate.
- Include true course, altitude, and speed with each position report.

D.2.b. Helicopters

Make flight operations status reports at least every 15 minutes and position reports at least every 30 minutes.

- Transmit normal flight operations status as "flight ops normal."
  - Report other than normal operations as appropriate.
- Include true course, altitude, and speed with each position report. State "feet wet" or "feet dry" as appropriate.

D.2.c. Operating with an Air Traffic Control (ATC) Facility

When maintaining communication with ATC facilities, make required reports as per current Federal Aviation Administration (FAA) regulations. Whenever possible, also maintain a guard on USCG frequencies to the extent this does not interfere with primary ATC communications.

D.2.d. Operating on a Coordinated Mission

When maintaining communication with an on-scene commander or officer in tactical command (OTC) in conjunction with a coordinated mission (e.g., SAR), make required flight operations status and position reports to the on-scene commander or OTC.

Also shift your communications guard to the on-scene commander/OTC until released from the coordinated mission.

D.2.e. Radio Silence

When instructed to maintain radio silence, the requirement to make flight operations status and position reports is waived. Per reference (a), if an aircraft has an in-flight emergency, the pilot in charge can break radio silence if the aircraft or personnel are at risk.

NOTE: **When radio silence is lifted, immediately reestablish radio contact with your communications guard and resume flight operations status and position reports.**

D.2.f. Mission Complete or Communication Guard Shifted

When an aircraft's mission is complete or when its communication guard is transferred to another unit, immediately notify the losing unit to secure the guard.

NOTE: **Failure to notify the communication guard unit could result in a lost communication alert being issued.**

D.2.g. Lost Communications

If an aircraft fails to make a flight operations status or position report within 5 minutes of the communications schedule, the communications guard unit takes all necessary actions to reestablish communications, either directly or through another unit.

If unable to reestablish aircraft communications, the guard unit initiates a lost communication alert.

NOTE: **Consult Section E: Aircraft/Vessel Lost Communication Procedures of this chapter for lost communication alert procedures.**

D.3. Underway Vessels

Per reference (a), underway vessels are required to provide operations status reports to their operational control (OPCON) unit on a set communications schedule. Unlike aircraft, which submit separate flight operations status and position reports, underway vessels submit consolidated operations status reports that include:

- Operational status.
- Current position.
- Significant changes in weather, wind, and sea conditions.

NOTE:

Depending on the type of patrol being conducted, the operations status report content might change. For example, giving current position over a clear radio frequency while conducting a law enforcement patrol could possibly impact mission success.

Any communication with an underway vessel serves to begin a new period for making the next required report.

D.3.a. Boats (Under 65 Feet) and Auxiliary Vessels

Make operations status reports at least every 30 minutes, unless otherwise directed by your shore facility/cutter.

- Transmit normal operations status as "Ops normal."
- Report other than normal operations as appropriate.

WARNING:

Per reference (q), this communication interval shall be reduced during periods of increased risk of mishap (e.g., bad weather, darkness, etc.) or in environmental conditions that reduce survival time (e.g., cold, surf, etc.).

D.3.a.(1). Lost Communication

If a boat fails to make an operations status report within 10 minutes of the communications schedule, OPCON takes all necessary actions to reestablish communications, either directly or through another unit.

If unable to reestablish communications, OPCON initiates a lost communication alert.

NOTE:

Consult Section E: Aircraft/Vessel Lost Communication Procedures of this chapter for lost communication alert procedures.

D.3.b. Cutters (65 Feet and Larger)

Make operations status reports as directed by OPCON.

- Transmit normal operations status as "Ops normal."
- Report other than normal operations as appropriate.

D.3.c. Operating on a Coordinated Mission

When maintaining communication with an on-scene commander or OTC in conjunction with a coordinated mission (e.g., SAR), make required operations status reports to the on-scene commander or OTC, as directed.

D.3.d. Radio Silence	When instructed to maintain radio silence, the requirement to make operations status reports is waived.
NOTE:	**When radio silence is lifted, immediately reestablish radio contact with OPCON and resume operations status reports.**
D.3.e. Surf Operations	Small boats conducting surf operations are exempt from making operations status reports.
D.3.f. Mission Complete or Communication Guard Shifted	When an underway vessel's mission is complete or when its communication guard is transferred to another unit, immediately notify the losing unit of this change in status. Failure to notify the losing unit could result in a lost communication alert being issued.
NOTE:	**Consult Section E: Aircraft/Vessel Lost Communication Procedures of this chapter for lost communication alert procedures.**

Section E: Aircraft/Vessel Lost Communication Procedures

E.1. Overview

Initiate lost communication procedures when unable to reestablish communications with aircraft in flight or underway vessels.

E.2. Aircraft in Flight

If an aircraft fails to check in on either the primary or secondary frequency **within 5 minutes** of its communications schedule, the communications guard unit takes all necessary action to reestablish communications, either directly or through another unit.

If unable to reestablish communications:

- Notify the aircraft's parent command first.
- Then, notify the district CC, as appropriate.
- If still unable to locate/communicate with the aircraft, send an urgent marine information broadcast (UMIB).
- Next send an immediate precedence record message as follows:

O 120817Z JAN 13
FM (Unit reporting lost aircraft communication)
TO (District CC)
(COGARD SECTOR CC)
(All communication units/cutters within the AOR the aircraft was operating)
(Aircraft's parent command)
INFO (Appropriate area CC)
(Parent district CC) **[if operating out of district]**
BT
UNCLAS //N02000//
SUBJ: LOST COMMS REPORT
1. Orig lost comms with COGARD aircraft (tail number). Last comms on (list appropriate frequency). Last position (latitude/longitude). Last time comms established (list last time two-way communications were conducted).
2. Req radio equipped units attempt comms and advise.
3. Req ALSTAs advise if comms established on VHF/UHF/HF equipment or via other means.
4. Orig will advise all addees when comms reestablished.
BT
NNNN

Figure 5-1 Aircraft lost communication record message sample

When communications are reestablished with the aircraft, cancel the UMIB. Also send an immediate precedence record message to all addressees listed in the "LOST COMMS REPORT" informing that communications have been restored:

O 120848Z JAN 13
FM (Unit reporting lost communication)
TO (All action addressees of the LOST COMMS REPORT)
INFO (All information addressees of the LOST COMMS REPORT)
BT
UNCLAS //N02000//
SUBJ: REGAINED COMMS REPORT
A. My 120817Z JAN 13
1. Cancel Ref A.
2. Regained comms with COGARD aircraft (tail number) on (list appropriate frequency) in position (latitude/longitude). Reason for lost comms (list why comms were lost).
BT
NNNN

Figure 5-2 Aircraft regained communication record message sample

E.3. Underway Vessels

If an underway vessel fails to check in on either the primary or secondary frequency **within 10 minutes** of its communication schedule, OPCON takes all necessary action to reestablish communications, either directly or through another unit.

If unable to reestablish communications:

- Notify the vessel's parent command first (if different from OPCON).
- Then notify the district CC, as appropriate.
- If still unable to locate/communicate with the underway vessel, send a UMIB.
- Next, send an immediate precedence record message as follows:

O 120923Z FEB 13
FM (Unit reporting lost vessel communication)
TO (District CC)
(COGARD SECTOR CC)
(All adjacent units)
(Vessel's parent command)
INFO (Appropriate area CC)
(Parent district CC) **[if operating out of district]**
(Adjacent sectors)
BT
UNCLAS //N02000//
SUBJ: LOST COMMS REPORT
1. Orig lost comms with COGARD vessel (hull number). Last comms on (list appropriate frequency). Last position (geographic position and/or latitude/longitude). Last time comms established (list last time two-way communications were conducted).
2. Req radio equipped units attempt comms and advise.
3. Req ALSTAs advise if comms established on VHF/UHF/HF equipment or via other means.
4. Orig will advise all addees when comms reestablished.
BT
NNNN

Figure 5-3 Vessel lost communication record message sample

When communications are reestablished with the vessel, cancel the UMIB. Also send an immediate precedence record message to all addressees listed in the "LOST COMMS REPORT" informing that communications have been restored. Use Figure 5-2 above, replacing "aircraft (tail number)" with "vessel (hull number)."

Chapter 6:
Telecommunication Logs/Records

Introduction

This chapter discusses various telecommunication logs and records. Communication records are defined as any type of media format used to record official information that has been transmitted, received, or written down.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Daily Communication Logs	6-2
B	Search and Rescue (SAR) Communication Records	6-6
C	Additional Operational Records	6-7
D	Records Retention	6-8
E	Disposal of Records, Logs, Files, and Reports	6-11

Section A: Daily Communication Logs

A.1. Overview

Daily communication logs are official records documenting communications and related events concerning your command. They also provide a record that might be the subject of investigation or legal action.

"Communication Log," Coast Guard Form 2614A (CG-2614A) is available as an optional log format. A locally produced form that contains all required log content is also acceptable. Consult Appendix C: Daily Communication Log Entry Examples of this publication for daily communication log entry examples.

There are two types of daily communication logs: the complete log and the abbreviated log.

A.1.a. Complete Log

The complete log is a paper, electronic, or recorded log that contains all tactical and maritime public safety communication data a unit sends or receives. Units with recording equipment are not required to maintain a paper or electronic complete log unless the recording equipment fails.

NOTE: **If your recorder fails, maintain a manual complete log (paper or electronic) until the recorder is repaired. Verbatim entries are required.**

NOTE: **Per reference (a), units shall hold quarterly training on maintaining a manual complete log in the event of a recorder casualty.**

A.1.b. Abbreviated Log

An abbreviated log is a manually maintained paper or electronic log for all tactical and maritime public safety communication data a unit sends or receives. Verbatim entries are not required. Use standard acronyms, abbreviations, designators, symbols, and signals appearing in official publications (ACPs, NTPs, and ITU regulations). Table 4-1, Table 10-1, and Appendix C: Daily Communication Log Entry Examples of this publication list additional authorized abbreviations and acronyms. An abbreviated log provides the command a synopsis of communications and events that occurred throughout the day.

A.2. Daily Log Requirements

For ease of field use, the following log requirements are restated from reference (a):

- Daily communication logs are required for all operational units (including USCG Auxiliary and contingency communication assets) with the following exceptions:
  - Vessels 65 feet or more in length not equipped with a recorder or a dedicated communication watch. The bridge smooth log can be used for abbreviated communication entries.
  - Vessels under 65 feet in length.
  - Aircraft, except when acting as on-scene coordinator.
  - Unit vehicles with installed communications equipment.
  - Personnel deployed with handheld communications equipment.
- Daily communication logs can be paper, electronic, and/or recorded on a digital voice logger (DVL) or within the Rescue 21 (R21) system.
- Recorder-equipped units are to maintain a manual or electronic abbreviated log along with the recording.
- Supervisors must review all communication logs (less recorded logs) for completeness and accuracy prior to filing.
- Log all distress, urgency, or safety signals and related communications, regardless of the type of log maintained. Ensure abbreviated log entries for distress, MEDICO, and urgent signals contain the originator, frequency, time, and a brief synopsis of what occurred. Refer to the recorded log for more information, as required. Log these events until it is apparent they do not relate to your geographic area or that your unit will not play a part in the actual assistance.
- Include cellular phone conversations in the daily communication log when these conversations pertain to distress, urgency, or safety signals.

A.3. Daily Log Content

Per reference (a), the following information, at a minimum, shall be identified in daily communication logs:

- Unit name (use record message PLA).
- Call sign.
- Date and time (use UTC, indicated by the suffix “Z”).
- Frequency/channel.

- Communication information (e.g., voice communications, distress alarms, record messages sent/received, broadcasts, equipment outages affecting communications).
- Communication equipment status.

A.4. Recorded Logs

Recorded logs are captured on electronic media (e.g., DVL, R21 system). Per reference (a), units having recorded log capability shall maintain an abbreviated log along with the recording. In the event of a recorder casualty, the unit shall switch to a manually maintained paper or electronic complete log.

Attach a label to each recorded log disk that indicates:

- Unit name.
- Call sign.
- Date and period recorded (in UTC).
- Frequencies and/or phone lines recorded.

NOTE: **If a large number of frequencies and/or phone lines are recorded, a detailed listing is not required on the label if the information is available from other sources (e.g., supervisor's log, technical control log).**

A.5. Electronic Communication Logging Software

Radio Logs (RADLOGS) software is a database-driven operational logging system.

The RADLOGS program meets the requirement for a backup abbreviated log at units with recorders and RADLOGS software.

A.6. Manual Logs

Manual logs are handwritten, typewritten, or kept on a computer using electronic communication logging software (e.g., RADLOGS) or a locally produced form. If handwritten, make all entries in blue or black ink.

Do not erase log entries. Make log changes by drawing a single line in ink or typing slant signs through the original statement, indicating the changed version adjacent to the original entry. Initial all log changes in ink.

NOTE: **When using an electronic communication log, change procedures identified above are waived.**

Corrections to abbreviated logs are authorized after signature, if required to ensure consistency and agreement with recorded logs. However, do not make any changes to a complete manual log or its associated electronic file once signed by the operator.

Signatures are only required on a computer generated log if the software or locally produced form cannot permanently lock the data in a file as “read only” at the conclusion of the watch or log.

Section B: Search and Rescue (SAR) Communication Records

B.1. Overview

Maintain thorough communication records for all SAR situations in which USCG resources coordinate or render assistance, regardless of the location of the incident (e.g., MEDICO).

B.2. SAR Case Documentation

SAR communication case documentation includes:

- Logs and diaries (either recorded, electronic, or paper).
- SAR forms and check sheets.
- Situation reports (SITREPs), UMIBs, etc.
- Audio/video files.

NOTE:

If recorded radio transmissions, telephone calls, and video recordings must be retained (consult Section D: Records Retention of this chapter for retention requirements), ensure they include sufficient information to completely recreate the case, so far as possible, and to show the rationale for all decisions made.

- Line of bearing, DSC, and caller detail information (R21 equipped units only).

For further guidance, see reference (r).

Section C: Additional Operational Records

C.1. Overview Area and district commanders might require additional operational communication records. Consult annex K of your area and district commander's OPLAN or operational tasking communications (OPTASK COMMS). Examples include secret Internet protocol router network chat (SIPRCHAT) or other formally established operational chat circuits.

Section D: Records Retention

D.1. Overview

Reference (a) dictates retention requirements for telecommunication logs and records. These are repeated below for ease of field use.

D.2. Incidents of National Significance

Communication records relating to an incident of national significance, such as the Deepwater Horizon response, are retained permanently.

Records qualifying for permanent retention are maintained for 3 years at the unit that prosecuted the case or incident and then transferred to a Federal Records Center (FRC) as outlined in reference (s).

D.3. Records Relating to Claims, Litigation, or Investigation

Retain all communication records directly relating to an outstanding exception by the Government Accounting Office (GAO), an outstanding claim for or against the United States, a case under litigation, or an incomplete investigation until final clearance or settlement is determined.

If any personal injury, death, and/or property damage occurs while the USCG is rendering assistance to the public, immediately consult reference (t) and your servicing legal office to determine whether communication records related to the incident need to be retained.

If retention is required, ensure all files pertaining to the case or incident are retained until the claim or pending matter is finally resolved.

D.4. SAR Case Documentation

Retain all records per reference (r).

D.5. Audio Files

Audio files consist of radio transmissions and telephone calls, and are normally retained for 30 days. On the R21 system, all audio files are stored on the hard drive for at least 30 days.

Follow the hyperlink for procedures on how to save DVL and R21 audio files.

There are circumstances when original audio files (or copied portions of audio files) must be retained beyond 30 days. These include:

- Historically significant cases (retain permanently).
- Cases subject to potential litigation (retain until matter is fully resolved).
- Cases involving liability (retain until matter is fully resolved).

D.6. COMSEC Files	Consult reference (f) for guidance regarding retention and destruction of COMSEC reports, logs, and files.
D.7. Visitor Registers	Visitor registers are any register or log used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers. Retain for 2 years after final entry or 2 years after date of document, as appropriate.
D.8. Record Messages	Upon implementation of CGMS 4.0, each CAMS will be able to retain a copy of all record messages for 90 days. Contact the message originator if a record message over 90 days old is required. The following exceptions apply:
D.8.a. USCG Originated Record Messages	The originating office retains a copy (paper or electronic) for 90 days or until the information contained therein is no longer effective.
D.8.b. Record Messages Addressed to an Action Office	The action office retains a copy (paper or electronic) for 90 days or until the information contained therein is no longer effective.
D.8.c. General Record Messages	Each CAMS maintains a copy of each DOD/USCG/DON generated general record message until canceled by the promulgating authority.
D.8.d. Collective Address Designator (CAD) Record Messages	Each CAMS maintains a copy of all USCG generated CAD promulgation, modification, or recapitulation record messages, including those generated by DOD/DON guarded by the USCG, until canceled by the promulgating authority.
D.8.e. Address Indicating Group (AIG) Record Messages	Each CAMS maintains a copy of all USCG generated AIG promulgation, modification, or recapitulation record messages, including specific DOD/DON generated AIGs the USCG requires, until canceled by the promulgating authority.
D.8.f. Record Message Tracers	Retain at unit for 6 months following resolution.
D.8.g. High Precedence Message Test Results	Retain at unit for 1 year.

D.9. Communication Logs	Cutters retain for 90 days; shore units retain for 6 months.
D.10. Telecommunication Files (SSIC 2000-2999)	Includes record message registers, logs, performance reports, daily load reports, and similar records. Also includes plans, reports, and other records pertaining to equipment requests, telephone service, and like matters. Retain per reference (s).
NOTE:	**SSIC stands for standard subject identification code. An SSIC is a four or five digit numeric code used to aid in the routing of official correspondence, including record messages. Some commands use SSICs as a means to determine internal record message distribution.**
D.11. Telephone Use Records	Contact Telecommunication and Information Systems Command (TISCOM) (TIS-312) for detailed billing records.

Section E: Disposal of Records, Logs, Files, and Reports

E.1. Overview Destroy all records, logs, files, and reports after specified retention requirements are met. Per reference (a), burn or shred these documents without report.

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Chapter 7:
Cutter/Mobile Unit Telecommunications

Introduction

This chapter discusses telecommunication procedures applicable to cutters and other mobile units (e.g., marine safety and security teams (MSSTs), marine security response teams (MSRTs), and port security units (PSUs)).

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Communication Guard Shifts	7-2
B	Communication Spot Reports	7-4
C	Communications Guard List	7-6

Section A: Communication Guard Shifts

A.1. Overview

Submit a communication guard shift (COMMSHIFT) when transferring telecommunication guards and record message delivery responsibilities from one communication facility to another. Transmit COMMSHIFTs prior to the actual transfer.

NOTE: **To prevent missing any record messages, contact the appropriate guarding facility to ensure their receipt of your COMMSHIFT record message prior to the COMMSHIFT actually taking effect.**

A.2. Telecommunication Guard Facilities

Per reference (a), shore facilities and mobile units that maintain a communication/record message guard for other units must ensure a contingency communication plan is in place to address outages and equipment casualties. Consult Chapter 12: Contingency Communications, Section A: Contingency Communication Plans of this publication for contingency plan guidelines.

A.3. COMMSHIFT Procedures

Dependent on the type of guarding facility, submit COMMSHIFTs as follows.

NOTE: **Mobile units (less cutters) deploying for less than 72 hours are not required to submit COMMSHIFT record messages unless shifting to a USN unit.**

A.3.a. Guard Maintained with Servicing CAMS

Consult the applicable annex K to your area commander's OPLAN, district supplement, and Atlantic Area Communication System (LANTCOMMSYS)/Pacific Area Communication System (PACCOMMSYS) series record messages for procedures and record message formatting guidance.

Maintain copies of these publications, either electronically or on paper, at all times due to limitations of underway connectivity to CGOne.

A.3.b. Guard Maintained with NCTAMS

Consult reference (n) and effective communication information bulletins (CIBs)/communication information advisories (CIAs) for current COMMSHIFT procedures.

Maintain copies of these publications, either electronically or on paper, at all times due to limitations of underway connectivity to CGOne.

A.3.c. Guard Maintained with Another USN Unit	Submit a COMMSHIFT record message as per reference (u).
A.3.d. Guard Maintained with a Cutter or Mobile Command Center	Contact your servicing CAMS for current procedures.

Section B: Communication Spot Reports

B.1. Overview

Submit communication spot (COMSPOT) reports whenever unusual communication difficulties are encountered (e.g., lost communications, equipment failure, interference). Submit the COMSPOT to your communications guard facility.

NOTE: **Assign either routine, priority, or immediate precedence to your COMSPOT report, as dictated by operational needs.**

B.2. CAMS Termination

Submit COMSPOT reports action to the CAMS, information to the appropriate area/district/parent command.

P 151900Z JAN 13
FM USCGC DAUNTLESS
TO COGARD CAMSLANT CHESAPEAKE VA
INFO COMLANTAREA COGARD PORTSMOUTH VA//LANT-6//
BT
[CLASSIFICATION AS REQUIRED] //N02318//
MSGID/COMSPOT/USCGC DAUNTLESS//
SUBJ/COMSPOT//
RMKS/1. SHIP'S POSITION OR PORT NAME.
2. DESCRIPTION OF PROBLEM, FREQUENCY (IF APPLICABLE), AND STATION INVOLVED. DESCRIBE CORRECTIVE ACTION TAKEN BY UNIT.
3. RECOMMENDED SOLUTION OR REQUEST ADVISE.
DECL/DDMMMYY (DAY MONTH YEAR) **[AS REQUIRED]**//
BT

Figure 7-1 COMSPOT report from cutter terminated with CAMS

NOTE: **The sample above is a USMTF record message. As such, use of lowercase letters following the subject line is not allowed.**

B.3. NCTAMS Termination

Submit COMSPOT reports action to NCTAMS, information to your CAM and area commander.

P 151800Z JAN 13
FM USCGC BERTHOLF
TO NCTAMS PAC HONOLULU HI
INFO COGARD CAMSPAC PT REYES CA
COMPACAREA COGARD ALAMEDA CA//PAC-6//
BT
[CLASSIFICATION AS REQUIRED] //N02318//
MSGID/COMSPOT/USCGC BERTHOLF//
SUBJ/COMSPOT//
RMKS/1. SHIP'S POSITION OR PORT NAME.
2. DESCRIPTION OF PROBLEM, FREQUENCY (IF APPLICABLE), AND STATION INVOLVED. DESCRIBE CORRECTIVE ACTION TAKEN BY UNIT.
3. RECOMMENDED SOLUTION OR REQUEST ADVISE.
DECL/DDMMMYY (DAY MONTH YEAR) **[AS REQUIRED]**//
BT

Figure 7-2 COMSPOT report from cutter terminated with NCTAMS

NOTE: **The sample above is a USMTF record message. As such, use of lowercase letters following the subject line is not allowed.**

Section C: Communications Guard List

C.1. Overview

Cutters and other mobile units use their communications guard list to determine record message guard requirements.

C.2. Guard List Procedures

Per reference (a), commanding officers are responsible for maintaining an accurate guard list of AIGs, CADs, and TASKs for which they are members.

- Include the applicable CAMS as an action addressee on all guard list requests, submittals, and modifications.
- Request and review guard lists prior to deployment and update as necessary.

Chapter 8:
Aircraft Telecommunications

Introduction

This chapter discusses telecommunication procedures applicable to aviation units.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Aircraft Communication Guard	8-2
B	Aircraft Detection of a DSC Alert	8-4
C	Aircraft Visual Communication Procedures	8-5

Section A: Aircraft Communication Guard

A.1. Overview

Generally, USCG aircraft maintain their primary operational communication guard through another USCG facility. Aircraft communication guard can also be assumed by other military facilities and civilian ATCs.

A.2. Aircraft Procedures During Flight Operations

Establish a communication guard with an aeronautical facility within 5 minutes after takeoff.

Where geographically and economically practical, use area communication system (COMMSYS) facilities for medium and long range HF air-to-ground support.

Conduct local operations, including taxiing, fire/crash truck dispatch, etc., on ultra-high frequency (UHF) and/or very high frequency-frequency modulated (VHF-FM) non-maritime bands.

While airborne, USCG aircraft guard the following emergency frequencies (operations permitting):

- 121.5 megahertz (MHz).
- Channel 16 VHF-FM (156.800 MHz).
- 243.0 MHz.

If a change of communication guard is required due to operations or deteriorating communication conditions, inform the primary guard unit immediately. Failure to do so might result in implementing lost communications procedures.

NOTE: **Consult Chapter 5: Report Procedures, Section E: Aircraft/Vessel Lost Communications Procedures of this publication for aircraft lost communication procedures.**

A.3. Communication Guard Procedures

Per reference (a), the facility accepting communication guard for the aircraft is responsible for maintaining communication for the aircraft until it lands or until another station accepts communication guard responsibility.

When accepting communication guard for an aircraft, ask the aircraft commander:

- How many persons are onboard?
- Where did the flight originate?
- What is current status and position?
- What is the aircraft's destination?
- How many hours of fuel remain?

Also provide the aircraft with primary and secondary communication frequencies, the time of the next scheduled communication check, as well as follow-on communication checks.

NOTE: **Consult Chapter 5: Report Procedures, Section D: Aircraft/Vessel Status and Position Reports of this publication for aircraft status and position report procedures.**

Section B: Aircraft Detection of a DSC Alert

B.1. Overview If in receipt of a DSC alert during flight operations, immediately relay pertinent information to your operational commander by the most expeditious means available, if operations permit.

Section C: Aircraft Visual Communication Procedures

C.1. Overview Follow standard aircraft visual communication procedures from the FAA Aeronautical Information Manual (AIM).

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Chapter 9:
Auxiliary Communication

Introduction

This chapter discusses procedures relating to the Coast Guard Auxiliary and its communication network. Some of the procedures contained in this chapter have been extracted from reference (v).

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Auxiliary Radio Call Signs	9-2
B	Keyed VHF-FM and UHF Handheld Radios	9-4

Section A: Auxiliary Radio Call Signs

A.1. Overview

The Auxiliary communication network consists of fixed and land mobile stations, radio direction finder (RDF) stations, portable radios, vessels, and aircraft.

Use assigned Auxiliary radio call signs when:

- Conducting SAR, emergency, or routine patrol communications.
- Conducting official Coast Guard or Coast Guard Auxiliary business on USCG assigned frequencies.

NOTE: **Authorized short-term events (e.g., vessel safety check stations, conferences, training exercises, etc.) might use temporary or tactical call signs to facilitate operations.**

A.1.a. Fixed Land Facility (Co-located)

An Auxiliary fixed land facility co-located with an active duty USCG radio facility uses "Coast Guard (active duty unit name) Auxiliary Radio."

Example: "Coast Guard Miami Auxiliary Radio."

A.1.b. Fixed Land Facility (Not Co-located)

When not co-located with an active duty USCG facility, use "Coast Guard Auxiliary (name of geographic location of station) Radio."

Example: "Coast Guard Auxiliary Lake Powell Radio."

A.1.c. Two or More Fixed Land Facilities

If two or more fixed land stations exist within the same geographic area, each station is assigned a call sign containing their subdivision, street or local area name, or simply a unique number for each.

Example: "Coast Guard Auxiliary Lake Powell Radio 3."

A.1.d. Fixed Land Facility with HF/MF Radios

If equipped with HF/MF radios, request call sign assignment from the appropriate district staff for exclusive use on the 2-30 MHz single side band (SSB) frequencies. Use call signs as described above for all other frequencies.

A.1.e. Land Mobile Facility	Use “Coast Guard Auxiliary (flotilla geographical name from charter) Mobile Number ____” or a district approved mobile numbering system such as “Coast Guard Auxiliary Mobile 1353.” In this example, 13 is the division number, 5 the flotilla number, and 3 the unit number within the flotilla.
A.1.f. Surface	Use a district approved number call sign.
A.1.g. Aircraft	Use “Coast Guard AuxAir (tail number).”

NOTE: **When assigned to a SAR mission, use “Coast Guard AuxAir Rescue (tail number).”**

Section B: Keyed VHF-FM and UHF Handheld Radios

B.1. Overview

Reference (a) authorizes issuing SBU keyed VHF-FM and UHF handheld radios to Auxiliary personnel in support of USCG operations, providing the following pre-issue requirements are met.

B.2. Pre-Issue Requirements

Prior to issuing these radios, ensure each Auxiliary recipient:

- Is qualified as a USCG Auxiliary communications operator per local unit requirements.
- Operates keyed radios only as approved by annex K to your area commander's OPLAN, district supplements, and local SOPs.
- Operates the radio only while under USCG orders.
- Possesses a favorable operational support personnel security investigation.
- Has a signed COMSEC Responsibility Acknowledgement Form on file.
- Has a signed Non-Disclosure Agreement, DHS Form 11000-6 on file.
- Has a letter on file, signed by the USCG orders issuing authority, authorizing use, possession, and custody of keyed handheld radios.
- Completes unit training in keyed radio operations, storage, transportation, reporting lost/stolen keyed radios, and over the air rekeying (OTAR) capabilities/operation.

B.3. Auxiliary Restrictions

Per reference (a), adhere to the following restrictions regarding Auxiliary use of keyed radios:

- Auxiliary personnel shall not maintain personal custody of keyed radios unless specifically authorized to do so.
- Auxiliary personnel shall not maintain custody of physical KEYMAT or loading devices.
  - ➢ The loading of KEYMAT in radios distributed to Auxiliary personnel is limited to authorized active duty USCG personnel at the unit to which assigned or at an authorized USCG support unit.

NOTE: **Authorization to load KEYMAT can be assigned to another USCG unit on a limited case-by-case basis only.**

Chapter 10:
Public Maritime Broadcast Operations

Introduction This chapter discusses the various broadcasts associated with the CGTS.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Broadcast Notice to Mariners (BNMs)/Marine Information Broadcasts (MIBs)	10-2
B	Navigational Telex (NAVTEX)	10-7
C	Additional Broadcast Systems	10-11
D	Other Broadcast Procedures	10-12

Section A: Broadcast Notice to Mariners (BNMs)/Marine Information Broadcasts (MIBs)

A.1. Overview

BNMs, also commonly referred to as MIBs, provide vital information to the maritime public. Determine broadcast precedence using the guidelines provided below.

Issue broadcasts by voice or by NAVTEX (see next section, Navigational Telex (NAVTEX)).

A.2. Broadcast Type and Precedence

There are three types of broadcasts: scheduled, safety, and urgent.

- Scheduled - Normally a routine or priority precedence broadcast, sent at the next scheduled broadcast time.
- Safety - A priority or immediate precedence broadcast, sent upon receipt of the safety-related information and repeated during each scheduled broadcast until canceled.
- Urgent - An immediate precedence broadcast, sent upon receipt of the urgent-related information and repeated during each scheduled broadcast until canceled.

A.2.a. Scheduled Broadcasts

Scheduled broadcasts, sometimes referred to as regular marine information broadcasts (RMIBs), provide a summary of all active broadcasts plus weather forecasts for specific areas of operation. Send scheduled broadcasts in the following order: active distress broadcasts first, then urgent broadcasts still in effect, followed by active safety broadcasts, and ending with current weather information.

NOTE: **Do not include marine assistance request broadcasts (MARBs) in a scheduled broadcast.**

Per reference (a), area and district commanders shall coordinate their broadcast times to minimize interference.

- Transmit the broadcast preliminary announcement on a distress frequency, then shift to a designated working frequency:
  - Preliminary Announcement (use channel 16 VHF-FM/2182 kilohertz (kHz)): ALL STATIONS (three times) - THIS IS (voice call sign three times) - COAST GUARD MARINE INFORMATION BROADCAST - LISTEN (working channel frequency) - OUT.

NOTE: **Per CFR 47 80.111(b) and CFR 47 80.116(f), no transmission on 156.8 MHz (channel 16 VHF-FM) or 2182 kHz shall exceed 1 minute in duration.**

NOTE: **The Coast Guard plans to discontinue monitoring 2182 kHz (and its associated DSC frequency 2187.5 kHz) in the near future. When this decision is implemented, please disregard all references to 2182 kHz and 2187.5 kHz in this publication.**

  - Broadcast Text (passed on the designated working frequency): ALL STATIONS (three times) - THIS IS (voice call sign three times) - BREAK - (text of scheduled broadcast) - BREAK - THIS IS (voice call sign once) - OUT.

- When no information is available during a scheduled broadcast period, make the following transmission on the appropriate distress frequency:
  - ALL STATIONS (three times) - THIS IS (voice call sign three times) - BREAK - NO COAST GUARD MARINE INFORMATION BROADCAST THIS SCHEDULE - BREAK - THIS IS (voice call sign once) - OUT.

A.2.b. Safety Broadcasts

Safety broadcasts report important navigational and meteorological warnings or other unusual events that might impact maritime activities.

- Transmit safety broadcasts when information is so important to the safety of navigation that a delay in its transmission could create a hazard to shipping and/or personnel:
  - Immediately transmit weather warnings.
  - Transmit navigation warnings as specified in the BNM.
- Limit each safety broadcast to cover a single topic, if possible.

- Per reference (b), precede the initial preliminary safety broadcast announcement with a DSC call on the appropriate international distress frequency. Include the frequency/channel of the follow-on voice broadcast in this DSC call. Operational commanders can direct that retransmission of each safety broadcast still in effect be preceded by a DSC call, if warranted.
- Use the safety signal *SECURITE*, a French word pronounced "SAY-CUR-I-TAY."
- Transmit the broadcast preliminary announcement on a distress frequency, then shift to a designated working frequency:
  - Preliminary Announcement (use channel 16 VHF-FM/2182 kHz): SECURITE (three times) - ALL STATIONS (three times) - THIS IS (voice call sign three times) - MMSI spoken once (if initial announcement is sent via DSC) - COAST GUARD SAFETY MARINE INFORMATION BROADCAST - LISTEN (working channel frequency) - OUT.
  - Broadcast Text (passed on the designated working frequency): SECURITE (three times) - ALL STATIONS (three times) - THIS IS (voice call sign three times) - MMSI spoken once (if initial announcement was sent via DSC) - BREAK - (text of safety broadcast) - BREAK - THIS IS (voice call sign once) - OUT.

A.2.c. Urgent Broadcasts

Urgent broadcasts concern the safety of a ship, aircraft, other vehicle, or the safety of a person.

- Immediately transmit urgent broadcasts to announce:
  - Severe weather (e.g., hurricanes, hurricane force winds, tsunami warnings, etc.).
  - Issues regarding safety of life at sea (SOLAS).

NOTE: **Urgent broadcasts have priority over all other transmissions except distress communications (consult Chapter 11: Distress Communications of this publication). Other communicators must exercise care not to interfere with urgent broadcasts.**

- Per reference (b), precede the initial preliminary urgent broadcast announcement with a DSC call on the appropriate international distress frequency. Include the frequency/channel of the follow-on voice broadcast in this DSC call. Operational commanders can direct that retransmission of each urgent broadcast still in effect be preceded by a DSC call, if warranted.
- Use the urgent signal *PAN-PAN*, a French word pronounced "PAHN-PAHN."
- Transmit the broadcast preliminary announcement on a distress frequency, then shift to a designated working frequency:
  - Preliminary Announcement (use channel 16 VHF-FM/2182 kHz): PAN-PAN (three times) - ALL STATIONS (three times) - THIS IS (voice call sign three times) - MMSI spoken once (if initial announcement is sent via DSC) - COAST GUARD URGENT MARINE INFORMATION BROADCAST - LISTEN (working channel frequency) - OUT.
  - Broadcast Text (passed on the designated working frequency): PAN-PAN (three times) - ALL STATIONS (three times) - THIS IS (voice call sign three times) - MMSI spoken once (if initial announcement was sent via DSC) - BREAK - (text of urgent broadcast) - BREAK - THIS IS (voice call sign once) - OUT.

A.2.c.(1). Urgent Broadcast Cancellation

Transmit cancellation messages on the same distress frequency used for the preliminary urgent announcement (e.g., channel 16 VHF-FM, 2182 kHz):

- PAN-PAN (three times) - ALL STATIONS (three times) - THIS IS (voice call sign three times) - MMSI spoken once (if initial announcement was sent via DSC) - BREAK - CANCEL URGENT MESSAGE OF (DTG) - (brief description of UMIB) - BREAK - THIS IS (voice call sign spoken once) - OUT.

A.3. Broadcast Duration

Keep the text length of broadcast messages to the minimum needed to pass important information.

- If transmitting broadcasts or other warnings on international distress and calling frequencies (e.g., channel 16 VHF-FM and 2182 kHz), keep broadcasts to less than 1 minute.
  - Use an appropriate working frequency to transmit broadcasts requiring more than 1 minute.
- Coordinate broadcasts with adjacent units to prevent interference with other broadcasts and operations.

A.4. Abbreviations

To reduce broadcast duration, use readily recognizable abbreviations. Authorized abbreviations from reference (w) are duplicated below for ease of field use:

Al - alternating	MHz - megahertz
bl - blast	Mo - Morse code
bu - blue	Oc - occulting
C - Canadian	ODAS - anchored oceanographic data buoy
Dbn - day beacon	Q - quick
ec - eclipse	R – red
ev - every	RACON - radar transponder beacon
F - fixed	Ra ref - radar reflector
fl - flash	s - seconds
Fl - flashing	si - silent
G - green	SPM - single point mooring buoy
I - interrupted	SS - sound signal
Iso - isophase	W - white
kHz - kilohertz	Y - yellow
Lt - light	

Table 10-1 Abbreviations approved for broadcast use

NOTE: **If broadcasting National Weather Service (NWS) information, transmit the exact text received from NWS.**

A.5. Cancellations

Make every effort to include a cancellation date in all broadcasts, when possible. Promptly cancel broadcasts when action is no longer required.

Per reference (w), issue weekly summaries of all active BNMs. These weekly summaries also serve to cancel all MIBs not included in the summaries.

Consult Appendix D: Broadcast Notice to Mariners (BNM) Weekly Summary (Sample) of this publication for a sample weekly BNM summary.

Section B: Navigational Telex (NAVTEX)

B.1. Overview

NAVTEX is an international broadcast service designed for the promulgation of navigational and meteorological warnings and forecasts, as well as urgent marine safety information to ships at sea. It provides an automatic printout (or a screen display on more modern receivers) using the internationally designated MF frequency 518 kHz. It is also part of the Global Maritime Distress and Safety System (GMDSS), which is addressed in Chapter 11: Distress Communications of this publication.

All SOLAS-regulated ships are required to carry NAVTEX receivers. For this reason, NAVTEX receivers are used on merchant and passenger vessels, as well as offshore fishing vessels.

B.2. NAVTEX Broadcast Type and Precedence

Like BNMs/MIBs, there are three types of NAVTEX broadcasts: scheduled, safety, and urgent.

- Scheduled - Normally a routine or priority precedence broadcast, sent at the next scheduled broadcast time.
- Safety - A priority or immediate precedence broadcast, sent upon receipt of the safety-related information and repeated during each scheduled broadcast until canceled.
- Urgent - An immediate precedence broadcast, sent upon receipt of the urgent-related information and repeated during each scheduled broadcast until canceled.

NAVTEX equipment uses three terms to describe NAVTEX broadcast priorities: routine, important, and vital.

- Routine - Coincides with a scheduled broadcast.
- Important - Coincides with a safety broadcast.
- Vital - Coincides with an urgent broadcast.

B.3. NAVTEX Broadcast Format

Format NAVTEX broadcasts per reference (w). This format is repeated below for ease of field use.

B.3.a. Subject Line

Use the following subject lines, as appropriate:

- SUBJ: SCHEDULED BROADCAST NOTICE TO MARINERS//X//
- SUBJ: SAFETY BROADCAST NOTICE TO MARINERS//X//
- SUBJ: URGENT MARINE INFORMATION BROADCAST//X//

NOTE: **If you want a message to be broadcast by NAVTEX, insert //[subject indicator character]// at the end of the subject line. In the examples above, "//X//" represents the subject indicator character. Subject indicator characters are listed below.**

B.3.b. Subject Indicator Characters

Use the following characters, as appropriate:

A - Navigational warnings.

B - Meteorological warnings.

C - Ice reports.

D - Search and rescue information and pirate attack warnings.

E - Meteorological forecasts.

F - Pilot service messages.

G - Decca messages (please note that Decca is now defunct.).

H - Long range navigation (LORAN) messages.

NOTE: **The Coast Guard ceased transmitting LORAN signals in 2010.**

J - Satellite navigation (SATNAV) messages.

K - Other electronic navigational aid messages.

L - Navigational warnings (additional to A).

Z - I have nothing for you (QRU).

B.3.c. Time

The time given in the text of a broadcast can be either local time or UTC. Use the single time zone indicator to designate the standard of time used.

NOTE: **Do not use the term "local" in the broadcast.**

B.3.d. Special Broadcast Instructions

Include any special broadcast instructions on the NAVTEX line immediately following the subject line. Special instructions can include information such as how frequently to broadcast (e.g., broadcast until canceled) or which antenna sites to transmit from.

Separate special instructions from the message text using two slant marks (//) and a carriage return.

B.3.e. Message Text

Use the following format for the text of a NAVTEX broadcast:

B.3.e.(1). Line 1

- Include the originator of the information and the broadcast number:
  - CCGD7 BNM 155-12.
  - CCGD13 BNM 56-13.
  - CCGD5 UMIB 23-13.

NOTE: **Number each broadcast consecutively.**

B.3.e.(2). Line 2

- List the geographic location involved.
- Use a hyphen to separate distinct segments of the message.
- Only use blank spaces when the added space helps clarify the information.
  - MARYLAND-SEACOAST.
  - RHODE ISLAND-NARRAGANSETT BAY.
  - VIRGINIA-SEACOAST-VA CAPES OPAREA.
- For an aid to navigation (ATON), include the complete name of the ATON, light list number, and geographic position.

B.3.f. Cancellations

Cancel NAVTEX broadcasts using one of the following three methods:

- Include a cancellation DTG as the last line of the message:
  - CANCEL AT TIME//020600Z JAN 13//
- Draft a separate record message:
  - SUBJ: BROADCAST NOTICE TO MARINERS CANCELLATION

    1. CANCEL CCGD11 BNM 1228-12 DTG 280015Z DEC 12.
- Cancel by means of the weekly BNM summary.

B.4. Broadcast Schedule/ Duration

NAVTEX scheduled broadcasts are conducted six times a day, with a normal duration of 20 minutes and a maximum duration of 40 minutes.

The broadcast can exceed 40 minutes if there is no other station in the area scheduled for that period or if the station scheduled for that period gives permission to continue broadcasting.

- If permission to exceed 40 minutes is not granted, broadcast any non-transmitted messages during the next regularly scheduled broadcast, immediately after all urgent and new messages and before repeated messages.
- In cases where a broadcast is expected to exceed 40 minutes, transmit all new messages first.

NOTE: **Transmit forward error correction (FEC) idle signals between each NAVTEX broadcast to allow NAVTEX receivers to re-synchronize.**

Consult Appendix E: NAVTEX Broadcast Schedules of this publication for NAVTEX broadcast transmit schedules.

Section C: Additional Broadcast Systems

C.1. Overview

To ensure broadcast content is consistent and schedules are met, certain broadcast functions are automated through a software application at each CAMS and COMMSTA Kodiak.

Consult annex K to your area commander's OPLAN for frequency assignment and broadcast schedule information.

C.2. Voice Broadcast Automation (VOBRA)

VOBRA provides computer-controlled, voice synthesized HF broadcasts at regularly scheduled times, ensuring all broadcasts are conducted at a consistent speed and diction for the maritime public.

C.3. Simplex Teletype Over Radio (SITOR)

Use SITOR to broadcast ice information, weather products, and hydrographic information in hard copy form.

Currently, only CAMSPAC, COMMSTA Boston, and Sector Guam provide this service to the public.

C.4. Radiofax

Radiofax products include traditional weather charts for specific geographic areas and are provided by the NWS for further broadcast by each CAMS and COMMSTA Kodiak.

Section D: Other Broadcast Procedures

D.1. Overview

Use the following precautionary measures and procedures when transmitting a broadcast:

- Make radiotelephone broadcasts at normal conversational speed, with more important and difficult portions (e.g., geographic coordinates of storms, forecast winds, etc.) sent at a slower rate of speech to enable users to write this information down. Good diction is essential, reading text in phrases rather than word-for-word.
- Make every effort to transmit scheduled broadcasts on time, and do not exceed authorized duration.

WARNING: ***Units conducting broadcasts are discouraged from using a single operator broadcasting live while simultaneously monitoring SAR frequencies.***

- Equip voice positions with a system that mutes the receiver when the microphone is keyed. At voice positions not-so-equipped, adjust receivers to minimize feedback during transmission.

NOTE: **See reference (a) for policy on broadcast quality monitoring.**

D.2. Service Changes/ Casualties

Per reference (a), use a BNM to inform the maritime community of broadcast changes or service outages, including those caused by watch keeping constraints (e.g., a unit's inability to provide continuous, uninterrupted monitoring on a given distress circuit).

- Send any changes, casualties, or casualty corrections concerning the following services to the applicable USCG broadcast station for broadcast as a BNM:
  - Sector channel 16 VHF-FM (156.8 MHz)/2182 kHz watch keeping constraints.
  - Safety broadcast on channel 22A VHF-FM (157.1 MHz)/2670 kHz.
  - District and sector CC emergency telephone.
  - MF/HF/VHF DSC capabilities.

- Send any changes, casualties, or casualty corrections concerning the following broadcast station services to NGA NAVSAFETY WASHINGTON DC for broadcast to NAVAREA IV (Atlantic), NAVAREA XII (Pacific), HYDROPAC (Guam), or HYDROLANT:
  - NAVTEX broadcasts.
  - HF SITOR, HF voice, and HF Radiofax (ice and weather) broadcasts.
  - HF SSB voice Global Maritime Distress and Safety System (GMDSS) guards.
  - Area CC emergency telephone and telex numbers.
- In cases where area and district CCs are affected, notify:
  - Vizada (https://sby2.vizada-usa.net/ttlink/term/ccare.jsp).
  - Southbury, CT Teleport (shift leader +1-203-262-5010).
  - Inmarsat London UK (011-44-0-20-7728-1142).

NOTE: **Area and district CCs have password protected access to a Vizada Web site that provides direct access to their operations center.**

Additionally, publish a notice to mariners (NTMs) for service outages expected to last more than seven days, including anticipated date of service restoral.

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Chapter 11:
Distress Communications

Introduction

This chapter discusses the Global Maritime Distress and Safety System (GMDSS), National Distress and Response System (NDRS)/Rescue 21, and SAR and MEDICO communications.

Proactively respond to all distress calls received and ensure they are relayed to the appropriate CC/RCC. Use an initial SAR check sheet to document distress case information (see reference (r)).

NOTE:

Distress communications have absolute priority over all other transmissions. Per reference (a), all units in receipt of distress traffic shall immediately cease non-distress-related transmissions and continue to listen on the frequency used for the distress call until satisfied that assistance is being rendered.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Global Maritime Distress and Safety System (GMDSS)	11-2
B	National Distress and Response System (NDRS)/Rescue 21	11-6
C	SAR Telecommunication	11-7
D	Medical Communications (MEDICO)	11-8
E	Uncorrelated Distress Calls	11-9
F	Emergency Position-Indicating Radio Beacons (EPIRBs)	11-10

Section A: Global Maritime Distress and Safety System (GMDSS)

A.1. Overview

GMDSS is an international system that provides rapid, automated, and coordinated aid to vessels, aircraft, and people in distress. GMDSS also provides for urgent and safety communications, the transmission of maritime safety information, navigational and meteorological warnings and forecasts, and other maritime distress events.

The basic concept is to ensure SAR authorities ashore, as well as shipping in the immediate vicinity of the vessel/aircraft/person in distress, are rapidly alerted through satellite and terrestrial communications so they can assist in a coordinated SAR operation with minimum delay.

NAVTEX is a broadcast service specifically designed for the promulgation of maritime safety information as a part of GMDSS and is addressed in Chapter 10: Public Maritime Broadcast Operations, Section B: Navigational Telex (NAVTEX) of this publication.

A.2. Distress Alert Methods

DSC is the internationally recognized method of sending terrestrial digital distress alerts under GMDSS.

The 406 MHz EPIRB and GMDSS mobile satellite are the internationally recognized methods for satellite distress alerts. See Section F: Emergency Position-Indicating Radio Beacons (EPIRBs) for EPIRB procedures.

For mariners not equipped with EPIRBs, mobile satellite, or DSC, traditional MF, HF, and VHF-FM distress voice channels are the preferred method for distress alerts. Consult reference (x) for distress traffic radiotelephone procedures.

NOTE:

Use procedures found in Chapter 5: Report Procedures, Section A: Joint Spectrum Interference Resolution (JSIR) Report of this publication to report any harmful interference that affects GMDSS frequencies.

A.3. GMDSS Sub-Systems

GMDSS consists of numerous telecommunication sub-systems, including:

- DSC.
- NAVTEX.
- SITOR.
- Inmarsat terminals.

- Radiotelephone.
- EPIRBs.
- Search and rescue transponders (SARTs), used for locating survival craft.
    - AIS - SARTs, while technically not part of GMDSS, are an acceptable alternative to SARTs for locating survival craft.

NOTE: **Per reference (a), keep test transmissions on GMDSS frequencies to a minimum. If unavoidable, coordinate test transmissions with competent authority and use artificial antennas or reduced power when possible.**

A.3.a. DSC

DSC is digital technology that initiates non-voice communication over maritime radio. Using DSC, mariners can instantly send an automatically formatted distress alert and provide distress alert information to USCG CCs and foreign RCCs.

NOTE: **A DSC distress alert is the equivalent of a MAYDAY call and requires the same level of response.**

Upon receiving a DSC distress alert, first acknowledge receipt of the call via DSC and then attempt to establish voice communication on an appropriate channel:

- If received by an afloat unit, wait a short interval to allow a shore station to respond. If a shore station does not respond, acknowledge receipt of the call and relay the DSC alert to the nearest USCG shore station.
- If received by an aircraft, relay pertinent alert information to your operational commander by the most expedient means available.
- If received by a shore station (other than a CC/RCC), route the alert as soon as possible to the appropriate CC/RCC.
- If received by a CC, attempt to identify the unit in distress either through database sources, by establishing direct voice communications with the distressed unit, or by contacting the appropriate RCC based on the caller's MMSI country code.

NOTE: **For SAR operations, there are no restrictions on CC personnel directly contacting foreign RCCs.**

The most important information to obtain from an incoming DSC distress call is the distressed unit's MMSI, information for follow-up voice communications, position of the distressed unit (if not part of the DSC call), and the nature of the distress.

A.3.a.(1). DSC Relay Procedures

When a distressed unit is unable to transmit its own DSC distress alert, initiate and transmit a distress alert relay on their behalf. In the distress alert relay, include your MMSI and indicate you are NOT the vessel in distress.

A.3.a.(2). DSC Guard Frequencies

The following DSC guard frequencies, and their equivalent voice and SITOR frequencies, are restated from reference (a) for ease of user access:

DSC Guard Frequency	Voice Frequency	SITOR Frequency
156.525 MHz	156.800 MHz	N/A
2187.5 kHz	2182.0 kHz	2174.5 kHz
4207.5 kHz	4125.0 kHz	4177.5 kHz
6312.0 kHz	6215.0 kHz	6268.0 kHz
8414.5 kHz	8291.0 kHz	8376.5 kHz
12577.0 kHz	12290.0 kHz	12520.0 kHz
16804.5 kHz	16420.0 kHz	16695.0 kHz

Table 11-1: DSC guard frequencies and equivalent voice and SITOR frequencies

A.3.a.(3). DSC False Alert Procedures

If you receive a DSC distress alert that you later determine was wrongfully sent, submit a radio violation report per Chapter 5: Report Procedures, Section B: Radio Violation Reports of this publication.

A.3.b. NAVTEX	See Chapter 10: Public Maritime Broadcast Operations, Section B: Navigational Telex (NAVTEX) of this publication.
A.3.c. SITOR	Use SITOR to broadcast ice information, weather products, and hydrographic information in hard copy form.
A.3.d. Inmarsat Terminals	Inmarsat terminals provide satellite telephone, data, facsimile, telex, email, and videoconferencing capabilities. Inmarsat also provides service access codes for medical advice and medical assistance.
A.3.e. Radio-telephone	See reference (x) for radiotelephone procedures.
A.3.f. EPIRBs	See Section F: Emergency Position-Indicating Radio Beacons (EPIRBs) in this chapter for EPIRB procedures.
A.3.g. SARTs	The SART radar transponder appears as a distinctive line of 12 equally spaced blips (dots) on a radar screen extending outward from the SART position along its line of bearing. An audible alarm or light is activated on the SART when a rescue ship or aircraft is within close range.
A.3.g.(1). AIS SARTs	The AIS SART can be used in lieu of the SART. It is used for locating survival craft by transmitting messages recognized and displayed on AIS installations.

Section B: National Distress and Response System (NDRS)/Rescue 21

B.1. Overview

The modernization of NDRS has resulted in Rescue 21 (R21), the Coast Guard's advanced command, control, and direction finding (DF) communication system. R21 accurately identifies the location of callers in distress by using towers that generate lines of bearing to the source of VHF radio transmissions, thereby significantly reducing search time. R21 provides coverage out to a minimum of 20 nautical miles from the coastline. It improves information sharing and coordination with DHS and other Federal, state, and local first responders. It can also identify suspected hoax calls, conserving valuable response resources.

R21 is operational along the entire Atlantic, Pacific, and Gulf coasts of the continental United States, as well as along the shores of the Great Lakes, Puerto Rico, Hawaii, and Guam. Remote sites in Alaska and along the Western Rivers are scheduled to receive modified R21 coverage by 2017.

B.2. R21 Procedures

Access an extensive library of R21 operating and maintenance procedures at:

https://cgportal2.uscg.mil/units/c3cen/Rescue21/SitePages/Manuals%20and%20Guides.aspx

Section C: SAR Telecommunication

C.1. Overview

The objective of SAR telecommunication is to obtain information on a distress incident and promptly disseminate it to all units and commands capable of providing assistance.

C.2. SAR Telecommunication Coordination

The coordination of telecommunication relating to SAR incidents closely follows the command structure of the SAR case:

- The SAR mission coordinator (SMC) directs the overall response to a SAR incident, maintaining oversight of all SAR-related telecommunication.
- The on-scene commander reports to the operational commander and is also subject to tasking by the SMC. Accordingly, the on-scene commander must have rapid and reliable telecommunications to execute command and control decisions ordered by the SMC.
- All assets on-scene in support of a SAR incident are subordinate to and tasked by the SMC via the on-scene commander. Per reference (a), all communications destined for the SMC shall be made via the on-scene commander.

C.3. Public Release of SAR Information

Refer public requests for the release of logs and recorded audio to your unit's servicing legal office.

Section D: Medical Communications (MEDICO)

D.1. Overview

International Radio Medical Center (CIRM) in Rome, Italy provides free assistance and medical advice to mariners around the world via radio. As MEDICOs and medical evacuations (MEDEVACs) are part of the Coast Guard SAR mission, the USCG provides message relay services for CIRM.

Messages to the USCG are handled either by a USCG medical officer or by a hospital the USCG has an agreement with.

Prefix medically-related distress messages as "DH MEDICO."

D.2. DH MEDICO Procedures

In some cases, commercial stations incorrectly address DH MEDICO messages to the USCG.

- Accept all DH MEDICO messages and immediately forward them to the appropriate area or district CC.
- When prior arrangements have been made by appropriate authority or the communication facility involved, deliver messages requesting medical advice directly to hospitals or other suitable facilities
- Send any DH MEDICO messages addressed to CIRM ROMA to the appropriate area CC for proper handling. Contact information for CIRM ROMA includes:
  - Telex: 612068 C.I.R.M. I
  - Telephone: [+39] 06 54223045
  - Mobile GSM Telephone: [+39] 348 3984229
  - FAX: [+39] 06 5923333
  - E mail: telesoccorso@cirm.it
- If a medical case develops into a need for USCG assistance, handle the messages via other USCG units as much as possible to avoid incurring unnecessary DH MEDICO fees. When commercial facilities must be used, the USCG absorbs the cost.
- Maintain liaison with commercial facilities to ensure the USCG remains well informed regarding MEDICO messages not handled via USCG circuits.

Section E: Uncorrelated Distress Calls

E.1. Overview

An uncorrelated distress call is a call that does not include position or identification information sufficient to generate a reasonable search area. An uncorrelated distress call could also originate from a DSC radio where the radio was not interfaced with a Global Positioning System (GPS) and/or the MMSI was not registered. Use procedures found in reference (r) when responding to uncorrelated distress calls.

E.2. Cellular Telephone Tower Location Procedures

With an increasing number of mariners relying on cellular telephone, the following procedures are duplicated from reference (r) for ease of field use.

When a distress call is received via cellular telephone and the caller's location is unknown, use the following cellular tower location procedures to help correlate this distress call:

- Obtain the caller's name, cellular telephone number, and cellular provider.
- If unable to obtain the provider from the caller, enter the cellular telephone number into http://fonefinder.net to determine the provider.
- Contact the provider's subpoena/court order compliance center and request the tower location and height for the most recent distress call:
  - Sprint/Nextel: (888) 877-7330.
  - AT&T: (800) 635-6840 (option 4).
  - Verizon: (800) 451-5242 (option 4).
  - US Cellular: (630) 875-8270 or (865) 777-8200 (after hours).
- Explain you are from a Coast Guard emergency response center and have received (or are the intended recipient of) a distress call from a cellular telephone serviced by the provider. Further explain you are authorized to request cellular tower information per 18 U.S.C. 2702(b)(1) and (3).

WARNING:

If applicable, tell the provider's center you have determined an emergency exists that involves immediate risk of death or serious physical injury, and this emergency justifies immediate disclosure of cellular tower information per 18 U.S.C. 2702(b)(8).

Section F: Emergency Position-Indicating Radio Beacons (EPIRBs)

F.1. Overview

EPIRBs are 406 MHz distress beacons designed to transmit an alerting and locating signal when activated, usually by floating free when a vessel goes below the surface of the water.

F.2. Terminating False Signals

Under the provisions of 14 U.S.C. 88, the USCG can perform any and all acts necessary to rescue and aid persons, and protect and save property, while performing its maritime SAR mission. This is interpreted as providing authority for the USCG to terminate the accidental transmission of an EPIRB when such transmissions might interfere with signals from vessels or aircraft in actual distress.

When sufficient effort has been made to determine that an EPIRB signal is being broadcast from a vessel or aircraft not really in distress, take all necessary steps to turn the false signal off.

- Coordinate with other agencies, particularly the FCC, to locate and silence the offending signal.
- If unable to contact the nearest FCC field office, coordinate with the FCC headquarters watch officer at (202) 418-1122.

NOTE: **Encourage beacon users to register their beacons. Registration can be done online at www.beaconregistration.noaa.gov.**

F.2.a. Termination Procedures

Use the following procedures (listed in order of preference) to turn off false EPIRB signals:

- Inform the beacon owner his or her EPIRB is transmitting and request it be turned off. In cases of noncompliance, warn the operator it is a violation of Federal regulations to knowingly continue to transmit and his or her EPIRB could be creating a hazard to public safety.
- If accessible without having to break into any compartment, the boarding officer can deactivate the signal by following the instructions on the device.
- Exercising operational control, the district commander can consider further efforts to terminate the transmission, including forcible entry, if the procedures discussed above are not successful.
  - ➢ If the district commander authorizes forcible entry, take appropriate steps to safeguard the property and notify the owner.

- Submit a radio violation report to the appropriate district commander using procedures provided in Chapter 5: Report Procedures, Section B: Radio Violation Reports of this publication.

NOTE: **Per reference (a), an administrative letter shall be sent to the EPIRB owner expressing concern from a SAR and safety perspective.**

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Chapter 12:
Contingency Communications

Introduction

This chapter discusses contingency communication plans, as well as mobile and deployable contingency communication assets.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Contingency Communication Plans	12-2
B	Mobile and Deployable Contingency Communication Assets	12-5

Section A: Contingency Communication Plans

A.1. Overview

Per reference (a), all USCG units with communication assets shall develop a contingency plan to facilitate the restoration of communication systems following a man-made or natural disaster.

A.2. Preparation

Consider the following actions while formulating your contingency plan:

- Assess anticipated damage to your area and identify potential problem areas.
- Prioritize mission critical communication systems.
- Identify local assets that could be deployed to your area to help bridge communication coverage gaps.
- If applicable, determine watchstander requirements in the event personnel are dispatched to staff a remote fixed facility (RFF).

A.3. Execution

Execute your contingency plan based on the situation at hand:

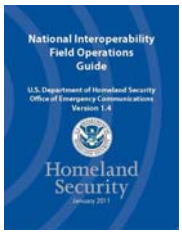
- Assess damage to your area.
- Determine the impact of communication services lost.
- Identify communication services not impacted and determine if/how they can be leveraged to mitigate communication outages.
- Determine what local assets can be deployed to assist in providing short term communication gap coverage.
- Request sector, district, or area assets, as required.
- If applicable, establish staffing requirements for affected RFFs.
- Estimate duration of outage.
- Is the site accessible? (weather conditions, road conditions)
- Identify Federal, state, and DOD components operating within the affected area.
- Issue mobile and/or portable radios to support interoperability efforts with Federal, state, and local partners during contingency operations.
- If applicable, leverage R21 capabilities to assist in bridging communication gaps.
- Request contingency communication equipment support (consult the next section of this publication, Section B: Mobile and Deployable Contingency Communication Assets).

A.4. Resources

The following resources provide available frequencies and radio regulations for use of Coast Guard and nationwide interoperability channels during contingency communications events.

A.4.a. National Interoperability Field Operations Guide (NIFOG)

The DHS NIFOG is a pocket-sized technical guide designed for emergency communications planning and for radio technicians responsible for radios used in both disaster response and planned events. The NIFOG includes radio regulations for use of nationwide and other interoperability channels, tables of frequencies, standard channel names, and other reference material.



http://www.dhs.gov/files/publications/gc_1297699887997.shtm

Figure 12-1 National Interoperability Field Operations Guide (NIFOG)

A.4.b. VHF Radio Frequency Handbook

The VHF Radio Frequency Handbook provides operators with information identifying what frequency is programmed into each zone and channel of USCG-supported radios, as well as their intended use.

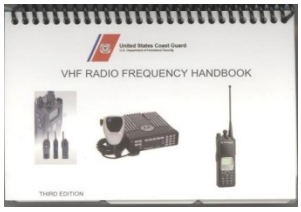


Figure 12-2 VHF Radio Frequency Handbook

While a hard copy of the handbook is not authorized for Internet release, its content can be accessed at:

http://cgweb.rss.uscg.mil/communicationsportal/content/HQ_GMF/dsp_frq.aspx

A.4.c. Communications Portal

Commandant (CG-652) provides a Web site detailing information on frequency management, access to unit specific frequency plans and authorizations, and information on USCG communications.

http://cgweb.rss.uscg.mil/communicationsportal/Default.aspx

Figure 12-3 Communications portal

A.4.d. Other Resources

Consider the following resources as well:

- National Emergency Communications Plan.
- Federal Emergency Management Agency (FEMA).
- Your state's emergency management agency Web site, if applicable.

Section B: Mobile and Deployable Contingency Communication Assets

B.1. Overview

The CAMS maintain USCG contingency communication assets that provide temporary communications capabilities in support of surge operations, continuity of operations (COOP), and other emergent requirements. These assets can deploy on short notice and provide a wide array of communication support including radio (HF, UHF, and VHF), military and commercial voice and data satellite communication, and R21 disaster recovery system (DRS) equipment.

The requesting unit's operational requirements dictate the contingency assets appropriate for the mission.

In addition to the CAMS assets, both area commanders maintain separate contingency communications equipment that can be requested, as needed. Find a description of LANTAREA assets at:

LANTAREA contingency communications cache hyperlink

PACAREA assets include VHF-FM handheld radios, Iridium satellite phones, and key-loaders.

Procedures to request area commander assets are the same as those listed below.

B.2. Request Procedures

For planned events, submit requests for deployable communication equipment through the operational commander, via the appropriate area and district commanders, as outlined in LANTCOMMSYS/PACCOMMSYS series record messages and district supplements.

Initiate short notice emergency requests for deployable communication equipment by phone call to:

- LANTAREA (LANT-6): (757) 398-6330
- LANT Command Center: [after hour emergencies] (757) 398-6770
- PACAREA (PAC-6): (510) 437-3855
- PAC Command Center: [after hour emergencies] (510) 437-3701

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Chapter 13: Procurement/Installation Procedures

Introduction

This chapter discusses procedures regarding the procurement of new or replacement telecommunication equipment and services.

Acquisition and use of telecommunication equipment and services by Federal agencies is subject to significant legal and regulatory restrictions. Before purchasing any telecommunication equipment or services, contact your district or area telecommunications staff for specific guidance. This includes telephone and cellular equipment and services, public Internet services, video teleconferencing services, portable or base station radio transceivers, and/or other wireless systems for the purposes of extending any network access.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Telecommunication Services	13-2
B	Enterprise Data Network Services	13-3
C	Telephone Voice Services	13-5
D	Land Mobile Radio (LMR) Procurement	13-7
E	Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS)	13-8
F	Cellular Telephones	13-9
G	Code Plugs	13-10
H	Participation in Federal, State, or Local Wireless Voice Networks	13-11
I	Commercial Satellite Communication (COMSATCOM)	13-12
J	Military Satellite Communication (MILSATCOM)	13-14
K	Telecommunication Certification Office (TCO)	13-15

Section A: Telecommunication Services

A.1. Overview

Make requests for new telecommunication services (or changes to existing services) using the Command, Control, Communication, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) Capabilities and Requirements Oversight Panel (CROP) SharePoint site:

http://hqsms-spdb-001:5100/pages/default.aspx.

NOTE: **Requests for enterprise data network and telephone voice services are exceptions to this procedure and are addressed later in this chapter.**

A.2. Documents to Review

Refer to the following documents prior to initiating any new requirement requests:

- Requirements Generation and Management Process, Publication 7-7.
- C4ISR Operational Requirements Document (ORD).
- Long range and short range telecommunications requirements document (under development by Commandant (CG-761)).

A.3. Request Procedures

Use the procedures outlined in reference (y) (ALCOAST 142/13) and on the C4ISR CROP SharePoint site when submitting requests for telecommunication services other than enterprise data network and telephone voice services.

Section B: Enterprise Data Network Services

B.1. Overview

Enterprise data network services include CGOne, non-classified Internet protocol router network (NIPRNET), SIPRNET, and Internet access.

B.2. Request Procedures

Submit requests for enterprise data network services to TISCOM (TIS-31) via your chain of command. Such service requests are limited to area and district commanders, unit commanding officers, and directorates/special staff divisions at USCG headquarters.

Make all requests using official USCG memorandum.

NOTE: **The use of email is insufficient to satisfy contractual and fiscal commitments.**

Include the following information in all requests:

- Type of access desired (CGOne dedicated, CGOne frame relay, DHS OneNet, NIPRNET, SIPRNET, JWICS, etc.).
- Desired installation date (most provisioning activities take 90-120 days, on average).
- Type of terminal and protocol (e.g., government furnished equipment (GFE) router).
- Location: Street address (no post office boxes), demarc location (room name/number), service delivery point, and demarc manager (if building is leased or on a DOD facility).
- Unit POC (include telephone number, FAX number, and email address).
- Area code and prefix for existing service at the address specified above.
- Any known telephone numbers or data circuit numbers at the address specified above.
- Servicing ESU/ESD/C4IT division POC.
- Funding for moves and changes to the networks, including estimated installation costs (non-recurring charges (NRC)) and estimated monthly maintenance costs (monthly recurring charges (MRC)).

Upon receipt of the memorandum, TISCOM (TIS-31) provides a quote for the service requested, including anticipated NRC and MRC for the remainder of the current fiscal year, in addition to the unit's commitment for MRC charges for follow-on years. Anticipate collection of annual fees (MRC) at the beginning of every follow-on fiscal year once the budget is approved.

Section C: Telephone Voice Services

C.1. Overview

Telephone voice services are provided by a variety of vendors and systems. These include local exchange carriers, General Services Administration (GSA), Federal contract vendors, and, in rare cases, the Defense Information Systems Network (DISN), DOD, or other department/agency telephone services.

C.2. Request Procedures

The various types of telephone voice services available could involve different processing and payment requirements. Submit requests for new or modified telephone services to your ESU or area C4IT designated agency representative (DAR) for evaluation and processing.

NOTE: **Most requests do not require official correspondence unless directed by the DAR.**

Ensure requests include the following:

- Type of telephone services desired.
- Requirement/use for new service or expansion of existing service.
- Desired installation date (provisioning activities vary widely, with requested service taking anywhere between 2 weeks and 60+ days to complete).
- Location: Street address (no post office boxes), demarc location (room name/number), service delivery point, and demarc manager (if building is leased or on a DOD facility).
- Unit POC (include telephone number, FAX number, and email address).
- Area code and prefix for existing service at the address specified above.
- Any known telephone numbers at the address specified above.
- Servicing ESU/ESD/C4IT division POC.

C.3. Funding Telephone Services

Upon receipt of the telephone service request, the DAR determines the appropriate funding category (e.g., direct or central), based on the requirements of the service requested and current ordering policy, and provides a quote for the service including anticipated NRC and MRC for the remainder of the current fiscal year.

C.3.a. Direct-Billed Services	Funding for new direct-billed services (or adds, moves, and changes to existing services) have obligations toward the current purchase document increased by the funding authority to cover estimated installation costs (NRC) and estimated monthly maintenance costs (MRC) for the remainder of the fiscal year and beyond. For directly-billed services, a valid line of accounting is required from the requesting unit's funding authority, and units are expected to fund the service throughout its life.
C.3.b. Centrally-Billed Services	Funding for new centrally-billed enterprise services (or adds, moves, and changes to existing enterprise services) also include estimated installation costs (NRC) and estimated monthly recurring costs (MRC) for the remainder of the fiscal year. For centrally-billed services (e.g., long distance), C4IT SC requires funding that covers all NRCs and MRCs through the end of the fiscal year. Significant increases in the cost of centrally-billed services that are the result of a major project require out-year funding and a source of funds adjustment to the C4IT SC base.

Section D: Land Mobile Radio (LMR) Procurement

D.1. Overview

Make requests for new or additional VHF/UHF LMRs using the C4ISR CROP SharePoint site:

http://hqsms-spdb-001:5100/pages/default.aspx.

D.2. Replacing VHF/UHF LMRs

If you need to replace VHF/UHF radio assets that were previously approved, the following procedures apply:

D.2.a. Units With Funds Available

- Submit requests directly to C4IT SC, information to your chain of command.

D.2.b. Units Without Funds Available

- Submit requests to C4IT SC via your operational chain of command requesting funding and authorization for procurement.

D.3. 800 MHz LMRs

Per reference (a), procurement and use of 800 MHz radios is not authorized unless USCG unit participation is invited by a state or local government agency. To meet such unique local or regional interoperability requirements, 800 MHz radio procurement and support shall be at unit expense.

Section E: Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS)

E.1. Overview

The GETS/WPS program is sponsored by the National Communications System (NCS). C4IT SC is the lead systems support agent and program manager, while ordering and inventory management is delegated to ESU program administrators.

E.2. GETS

GETS provides priority telephone call routing, allowing units to complete emergency calls when landline telephone circuits are overloaded. GETS gives access only where an existing telephone infrastructure (dial tone) exists and only expedites completion of calls through priority handling of calls through the public switched telephone network (PSTN).

GETS calls do not preempt calls in progress or deny the general public use of the PSTN.

NOTE: **GETS cards are not Federal calling cards.**

Always try to complete your call by normal means, only using a GETS card if telephone lines are persistently busy.

E.3. WPS

WPS was developed to provide priority treatment for emergency calls made from cellular telephones and is very similar to the terrestrial-based GETS system. If congestion develops in a wireless network, an emergency call using WPS has priority in the queue for the next available channel.

WPS calls do not preempt calls in progress or deny the general public use of the cellular spectrum.

E.4. Requesting GETS/WPS Services

Request GETS/WPS service from your GETS/WPS program administrator. Program administrators provide enrollment forms and further detailed instructions on how to setup GETS/WPS on your telephones.

Section F: Cellular Telephones

F.1. Overview

Reference (a) authorizes unit commanding officers, officers-in-charge, and office chiefs to procure cellular equipment and usage services, as required.

F.2. Unit Actions

- Closely monitor cellular telephone use.
- Establish local procedures for effective management and oversight of locally acquired cellular equipment and services.

F.3. COMSEC

Cellular systems do not provide COMSEC unless they use a Global System for Mobile Communication Security module (GSM-SM).

- Forward requests for cellular GSM-SMs to Commandant (CG-64) via your administrative commander.

Section G: Code Plugs

G.1. Overview

Handle USCG standard code plugs and associated encryption assignments as SBU material. Code plugs must remain internal to the USCG unless specifically authorized for release by your area C4IT division.

G.2. Download Procedures

Download code plugs and remote programming window (RPWIN) files at:

http://cgweb.rss.uscg.mil/communicationsportal/default.aspx.

Restrictions and guidance for standard code plugs and radio frequency plans are also on this site, as well as information on other USCG tactical radio support resources.

G.3. Command and Control Channels

USCG command and control channels are selectable for either encrypted or clear operation, providing necessary flexibility for interoperability.

NOTE: **Select the radio's encrypted mode when transmitting operational traffic over tactical command and control or USCG maritime channels.**

G.4. Code Plug Support

C3CEN maintains a system management and engineering facility (SMEF) desk to provide customers a single POC for code plug support:

- Telephone: (757) 686-2156.
- Email: D05-SMB-C3CENSMEF@uscg.mil.

Support for developing, modifying, and loading local code plugs, to include district zones of convenience, is provided by the local unit's ESU/ESD/C4IT division.

G.5. Modification Requests

Submit code plug modification requests to your district telecommunications division/branch for approval. Cutters submit such requests to their respective area telecommunications staff.

Section H: Participation in Federal, State, or Local Wireless Voice Networks

H.1. Overview

To enhance communications interoperability, use a gateway to connect a USCG communication asset (e.g., HF, VHF, UHF) to a Federal, state, or local agency's interoperability system (e.g., integrated wireless network (IWN), enterprise land mobile radio (ELMR), 800 MHz, HF/VHF, trunked, or conventional).

Connections can be made permanently or on an as-needed basis. Without the assurance of end-to-end encryption, consider such circuits non-protected.

H.2. Installation of Radios

Make requests for installation of new or additional equipment using the C4ISR CROP SharePoint site:

http://hqsms-spdb-001:5100/pages/default.aspx.

NOTE: **Per reference (a), handheld radios provided by another government agency or procured by a unit are authorized for use on standard small boats.**

Section I: Commercial Satellite Communication (COMSATCOM)

I.1. Overview

COMSATCOM includes mobile satellite services (MSS) and fixed satellite services (FSS), and provides a high quality, rapid, wireless voice or data communication link to deployed/mobile units.

MSS includes any COMSATCOM equipment that can be used to communicate while the device is in motion. FSS equipment can only communicate while the transmit/receive equipment is stationary.

I.2. Request Procedures

Make requests for installation of COMSATCOM using the C4ISR CROP SharePoint site:

http://hqsms-spdb-001:5100/pages/default.aspx.

I.3. Iridium Satellite Phones

Iridium is a component of DISN and is the only provider meeting all DOD requirements for secure handheld MSS. For that reason, DOD refers to the handheld Iridium satellite phone as the enhanced mobile satellite service (EMSS). A majority of USCG Iridium satellite phones have service through DISN.

C4IT SC is the sole provisioning agent for Iridium satellite phones on the DOD contract, including obtaining secure capabilities. Per reference (a), procurement of services from this contract must be approved by area or district commanders and Commandant (CG-64).

I.3.a. Iridium Satellite Phone Use

Unless permanent shipboard mounts have been installed per an approved time compliance technical order (TCTO), use Iridium phones with the handset only. Temporary magnetic mounting of external antennas can be used as deemed necessary.

Per reference (a), conduct communication checks at least once a month on low usage Iridium satellite phones (used less than twice a month) to ensure the equipment is ready for operations.

NOTE: **Test phones capable of secure communications in both clear and encrypted modes.**

I.3.b. Iridium Satellite Phone Numbers	Identify DISN Iridium satellite phones by removing the back cover and inspecting the subscriber identity module (SIM) card. The first two sets of numbers imprinted on the DISN SIM card are: 89881, 69312, or 89881, 79312. Additionally, DISN mobile station international subscriber directory numbers (MSISDNs) (phone numbers) begin with the prefix 8816-763. No commercial MSISDNs duplicate this prefix. Contact the Defense Information Systems Agency (DISA) Iridium satellite phone contractor at 1-877-449-0600 to verify your DISN SIM number and status. Iridium satellite phone numbers (and SIM card inventory) for USCG units are listed at: http://cgweb.tiscom.uscg.mil/scripts/tis31_IridiumView.asp
I.3.c. Iridium Satellite Phone Acquisition and Repair	Airtime costs for DISN Iridium phones are centrally funded. However, repair and replacement of existing phones remains unfunded. Follow specific area procedures provided in the link below for repair or acquisition of new or replacement equipment: https://cgportal2.uscg.mil/units/tiscom/SupportedSystems/SitePages/Home.aspx

Section J: Military Satellite Communication (MILSATCOM)

J.1. Overview

MILSATCOM is the DOD satellite constellation providing near-global operational communications for military aircraft, ships, submarines, and ground stations to meet requirements for rapid, reliable, secure, and hardened communications throughout DOD.

The USCG requires access to MILSATCOM for interoperability with the USN and DOD in time of war as per U.S.C. Title 14 § 3 and also to meet USCG, DHS, and interagency missions in peacetime.

J.2. Request Procedures

Make requests for installation of MILSATCOM using the C4ISR CROP SharePoint site:

http://hqsms-spdb-001:5100/pages/default.aspx.

If the compilation of information is classified, use appropriate security measures to prevent disclosure.

NOTE: **If in doubt whether your information is classified, consult your district or area security manager.**

J.3. Access Procedures

When MILSATCOM access is required, contact your servicing facility to ensure all local satellite access request (SAR) procedures are followed. The CAMS promulgate MILSATCOM access procedures through LANTCOMMSYS/PACCOMMSYS series record messages.

NOTE: **Access to extremely high frequency (EHF) satellites is granted on a per mission basis. Approved EHF satellite access is valid only for the dates specified in the satellite access authorization (normally the duration of the patrol).**

Section K: Telecommunication Certification Office (TCO)

K.1. Overview Per reference (a), the TCO shall comply with all DISA/Defense Information Technology Contracting Organization (DITCO) policies and procedures for requesting telecommunication services or facilities.

K.2. TCO Codes TCO codes designate the command responsible for certifying and funding a circuit requirement.

NOTE: **TISCOM currently represents USCG headquarters in all such matters, using TCO code "CC."**

Two "legacy" TCO codes are also still active in the system until circuits leased under them are discontinued, at which point they will be disestablished. These two legacy TCO codes are:

CL: Maintenance and Logistics Command (MLC), Atlantic
CX: Maintenance and Logistics Command (MLC), Pacific

The TCO code forms the first two characters of all order numbers issued to DISA/DITCO:

Example: "CC23AUG122755" represents TISCOM/date/sequence number.

K.3. Program Designator Codes (PDCs)

The TCO provides a PDC for all new telecommunication service orders, as well as requests for changes in service. The PDC is a six character code used by DISA/DITCO for billing purposes.

The first four characters of the PDC indicate service areas (e.g., W2 - Coast Guard, G[“X”] - service):

Code	Service Area
W2GA	DISA Inmarsat Services
W2GB	Private data lines – CCGD1
W2GC	Private data lines – CCGD8 & Western Rivers
W2GD	Private data lines – Legacy MLC LANT
W2GH	Private data lines – CCGD9
W2GK	Private data lines – CCGD14
W2GL	Private data lines – CCGD13
W2GM	Private data lines – CCGD11
W2GN	Private data lines – CCGD17
W2GQ	NIPRNET/SIPRNET/EMSS Services
W2GR	Private line services – CGOne & Inmarsat terrestrial
W2GS	Legacy Inmarsat analog lines

Table 13-1 Program designator code (characters 1-4)

The fifth character in the PDC identifies the program the circuit supports and is assigned by the TCO. Use "Q" (communication services) for multi-use circuits:

Character	Program
A	Search and rescue
B	Short range aids to navigation
C	Radio navigation aids
D	Commercial vessel safety
E	Port safety and security
F	Marine environmental protection
G	Polar ice operations
H	Domestic ice operations
I	Marine science activities
J	Reserve forces
K	Military operation/preparedness
L	Personnel (including training)
M	Engineering
N	Financial management, personnel supply
O	Research, development, test, and evaluation
P	Law enforcement, intelligence, and security
Q	Communication services
R	Bridge administration
S	Recreational boating safety
T	Medical support
U	Legal support
V	Safety and health
W	Civil rights

Table 13-2 Program designator code (character 5)

The sixth character in the PDC indicates the circuit type and purpose:

Character	Circuit Type and Purpose
A	Frame relay
B	Asynchronous transfer mode (ATM)
C	DISA/SIPRNET
D	DISA/NIPRNET
E	VHF-FM guard 156.8 (MHz)
F	VHF-FM select
G	MF-AM guard 2182 kHz
H	MF-AM select
I	DISA subscription services
J	TBD
K	Equipment lease
L	TBD
M	Network operation center (NOC) services
N	Network operation center (NOC) services
O	TBD
P	TBD
Q	Equipment purchases (modem/cables/video teleconference (VTC) equipment)
R	TBD
S	EMSS/Iridium equipment and services
T	High frequency Coast Guard broadcast network 4.8 kilobits per second (kbps); also T3 data circuits
U	Data circuit, 9,600 bits per second (bps)
V	Data circuit, 19,200 bps
W	Data circuit, 56,000 bps
X	Data circuit, 1,544 megabits per second (mbps)
Y	FX trunk
Z	Tie lines (PBX to PBX) (PBX: public branch exchange)
1	Voice (other)
2	Data (other)
3	TBD
4	Fleet55 Patrol Forces Southwest Asia (PATFORSWA)
5	Fleet77
6	Inmarsat - A (obsolete in the USCG)
7	Inmarsat - C
8	Inmarsat - M
9	Inmarsat - B

Table 13-3 Program designator code (character 6)

Appendix A:
Glossary and Acronyms

A&A	Advice and assist.
ACP	Allied Communications Publication.
AIG	Address indicating group (a collective address).
AIM	Aeronautical Information Manual.
AIRSTA	Air station.
AIS	Automatic Identification System.
AIS SART	AIS - search and rescue transponder.
AKNLDG	Acknowledge.
ALC	Aviation Logistics Center.
ALCGCIV	All Coast Guard civilian (general record message CAD) (see below for CAD).
ALCGENL	All Coast Guard enlisted (general record message CAD).
ALCGFINANCE	All Coast Guard finance (general record message CAD).
ALCGOFF	All Coast Guard officer (general record message CAD).
ALCGPSC	All Coast Guard personnel service center (general record message CAD).
ALCG-RECRUITING	All Coast Guard recruiting (general record message CAD).
ALCGRSV	All Coast Guard reserve (general record message CAD).
ALCOAST	All Coast Guard (general record message CAD).

ALPACFLT	All Pacific fleet (general record message CAD).
AOR	Area of responsibility.
ATC	Air traffic control.
ATM	Asynchronous transfer mode.
ATON	Aids to navigation.
bps	Bits per second.
BNM	Broadcast notice to mariners.
BT	Break (record message prosign) (see below for prosign).
C3CEN	Command, Control, and Communications Engineering Center, Portsmouth, VA.
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance.
C4IT	Command, control, communications, computers, and information technology.
C4IT SC	Command, Control, Communications, Computers, and Information Technology Service Center.
CAD	Collective address designator (a collective address).
CAMS	Communications area master station.
CAMSLANT	Communications Area Master Station Atlantic.
CAMSPAC	Communications Area Master Station Pacific.
CASREP	Casualty report.

CC	Command center.
C-CGMS	Classified Coast Guard Messaging System.
CGCYBERCOM	Coast Guard Cyber Command.
CGIS	Coast Guard Investigative Service.
CGMS	Coast Guard Messaging System.
CGOne	Coast Guard One Network.
CGRMS	Coast Guard Record Message System.
CGTS	Coast Guard Telecommunication System.
CIA	Communication information advisory.
CIB	Communication information bulletin.
CIL	Critical information list.
CIRM	International Radio Medical Center, Rome, Italy.
CLN	Colon (authorized log abbreviation).
CMM	Comma (authorized log abbreviation).
CMS	COMSEC Material System (see below for COMSEC).
CMWS	COMSEC management workstation (see below for COMSEC).
CMWS DMD-PS LE(I)	CMWS data management device - power station local element issuing.
CO	Commanding officer.
COI	Course of instruction.

COMLANT-AREA	Commander, Coast Guard Atlantic Area.
COMMSHIFT	Communications guard shift.
COMPACAREA	Commander, Coast Guard Pacific Area.
COMMSTA	Communication station.
COMMSYS	Communication system.
COMSATCOM	Commercial satellite communication.
COMSEC	Communication security.
COMSPOT	Communication spot report.
COOP	Continuity of operations.
Coordinated Universal Time (UTC)	UTC is the time at the prime meridian (0° longitude). Indicated by the suffix "Z."
CROP	Capabilities and Requirements Oversight Panel.
CSO	Command security officer.
CSOC	Coast Guard Cyber Command Security Operation Center.
DAR	Designated agency representative.
Decca	Company name of a defunct marine and aeronautical navigation system.
DET	Detachment.
DF	Direction finding.
DHS	Department of Homeland Security.
DHS OneNet	DHS One Network.

DISA	Defense Information Systems Agency.
DISN	Defense Information Systems Network.
DITCO	Defense Information Technology Contracting Organization.
DMD-PS	Data management device - power station (software).
DOD	Department of Defense.
DON	Department of the Navy.
DPVS	Distributed PLA verification system (see below for PLA).
DRS	Disaster recovery system.
DSC	Digital selective calling.
DTG	Date time group.
DVL	Digital voice logger.
EAP	Emergency action plan.
EDP	Emergency destruction plan.
EEFI	Essential elements of friendly information.
EFTO	Encrypted for transmission only.
EHF	Extremely high frequency.
EKMS	Electronic Key Management System.
ELMR	Enterprise land mobile radio.
EMSS	Enhanced mobile satellite service. The DOD term for the handheld Iridium satellite phone.

EPIRB	Emergency position-indicating radio beacon.
ESD	Electronic systems support detachment.
ESU	Electronic systems support unit.
EXCLUSIVE FOR	A special handling designation ensuring a special category (SPECAT) record message is delivered to one individual recipient only.
FAA	Federal Aviation Administration.
FAX	Facsimile.
FCC	Federal Communications Commission.
FEC	Forward error correction.
FEMA	Federal Emergency Management Agency.
FM	Frequency modulated.
FM	From (use in record message heading to designate message originator).
FOUO	For official use only.
FRC	Federal Records Center.
FSD	Field services division.
FSS	Fixed satellite services.
FX Trunk	Foreign exchange trunk (a type of trunk data circuit).
GAO	Government Accounting Office.
GENADMIN	General administrative.
GENSER	General service record message.

GETS	Government Emergency Telecommunications Service.
GFE	Government furnished equipment.
GMDSS	Global Maritime Distress and Safety System.
GPS	Global Positioning System.
GSA	General Services Administration.
GSM-SM	Global System for Mobile Communication Security module.
HF	High frequency.
IAVA	Information assurance vulnerability alert.
INFO	Information (use in record message heading to designate information addressees).
Inmarsat	The name of a commercial mobile satellite company.
ISO	In support of.
ISSO	Information system security officer.
ITU	International Telecommunication Union.
IWN	Integrated wireless network.
JSIR	Joint spectrum interference resolution.
JSIR-O	JSIR online.
JWICS	Joint Worldwide Intelligence Communications System.
kbps	Kilobits per second.
KEYMAT	Keying material.

kHz	Kilohertz.
KP	Key processor.
LANTAREA	Atlantic Area.
LANTCOMM-SYS	Atlantic Area Communication System.
LCMS	Local COMSEC Management System.
LE	Local element.
LE(I)	Local element issuing.
LMD	Local management device.
LMR	Land mobile radio.
LOA	Letter of agreement.
LORAN	Long range navigation. The Coast Guard ceased transmitting LORAN signals in 2010.
MARB	Marine assistance request broadcast.
MB	Megabyte.
mbps	Megabits per second.
MEDEVAC	Medical evacuation.
MEDICO	Medical communications.
MF	Medium frequency.
MHz	Megahertz.
MIB	Marine information broadcast.

MILSATCOM	Military satellite communication.
MINIMIZE	MINIMIZE is a term used by command authorities to clear military telecommunication circuits of all nonessential traffic in an actual, simulated, or anticipated emergency. This includes record messaging systems, email (to include attachment size limitations), CGOne, telephone and cellular circuits, chat, Internet, social media, and video teleconferencing.
MISLE	Marine Information for Safety and Law Enforcement.
MLC	Maintenance and Logistics Command.
MMSI	Maritime mobile service identity.
MOVREP	Movement report.
MRC	Monthly recurring charges.
MSISDN	Mobile station international subscriber directory number.
MSRT	Marine security response team.
MSS	Mobile satellite service.
MSST	Marine safety and security team.
NAVTEX	Navigational telex (see below for telex).
NCC	National Command Center.
NCMS	Naval Communications Security Material System.
NCS	National Communications System.
NCTAMS	Naval computer and telecommunications area master station.
NDRS	National Distress and Response System.
NIFOG	National Interoperability Field Operations Guide.

NIPRNET	Non-classified Internet protocol router network.
NOC	Network operations center.
NOTAL	Not to all.
NRC	Non-recurring charges.
NTM	Notice to mariners.
NTP	Naval Telecommunications Procedures.
NWP	Naval Warfare Publication.
NWS	National Weather Service.
OFCO	Operating facility change order.
OPCON	Operational control.
OPLAN	Operations plan.
OPSIG	Operating signal.
OPTASK COMMS	Operational tasking communications.
ORD	Operational requirements document.
OTAR	Over the air rekeying.
OTC	Officer in tactical command.
PACAREA	Pacific Area.
PACCOMMSYS	Pacific Area Communication System.
PARA	Paragraph (authorized log abbreviation).

PAREN	Parenthesis/left hand bracket (authorized log abbreviation).
PATFORSWA	Patrol Forces Southwest Asia.
PBX	Public branch exchange.
PD	Period/full stop (authorized log abbreviation).
PDC	Program designator code.
PDS	Practices dangerous to security.
PERSONAL FOR	A special handling designation ensuring a record message is delivered to one individual recipient only.
PHONCON	Phone conversation.
PII	Personally identifiable information.
PLA	Plain language address.
POC	Point of contact.
PROFORMA	Pre-formatted record message.
Prosign	Procedural sign. Consists of one or more letters or characters, or combination of both. Used to facilitate rapid communication by conveying certain frequently used orders, instructions, requests, reports, and information into a condensed standard form.
PSTN	Public switched telephone network.
PSU	Port security unit.
PWE	Previous watch entry.
QRU	OPSIG for “I have nothing for you.”
QUES	Question mark (authorized log abbreviation).

R21	Rescue 21.
R&D	Research and development.
RADLOGS	Radio Logs, a database-driven operational logging system.
RCC	Rescue coordination center.
RDF	Radio direction finder.
RFF	Remote fixed facility.
RMIB	Regular marine information broadcast.
RPWIN	Remote programming window.
SAR	Satellite access request.
SAR	Search and rescue.
SART	Search and rescue transponder.
SATNAV	Satellite navigation.
SBU	Sensitive but unclassified.
SEF	SPECAT EXCLUSIVE FOR. A special handling designation ensuring a special category (SPECAT) record message of a highly sensitive nature is delivered to one individual recipient only.
SEPCOR	Separate correspondence.
SES	Senior executive service (flag/general officer civilian equivalent).
SFLC	Surface Forces Logistics Center.
SHD	Special handling designation.

SIM	Subscriber identity module.
SIOP-ESI	Single integrated operational plan - extremely sensitive information.
SIPRCHAT	Secret Internet protocol router network chat.
SIPRNET	Secret Internet protocol router network.
SITOR	Simplex teletype over radio.
SITREP	Situation report.
SMC	SAR mission coordinator.
SMCLN	Semi-colon (authorized log abbreviation).
SMEF	System management and engineering facility.
SOLAS	Safety of life at sea.
SOP	Standard operating procedure.
SORTS	Status of resources and training system.
SOSO	Speed of service objective.
SPECAT	Special category.
SSB	Single side band.
SSIC	Standard subject identification code.
SUBJ	Subject (use in record message text).
T3	Telecommunication line (a type of trunk data circuit).
TASK	Task organization (a collective address).

TBD	To be determined.
TCO	Telecommunication Certification Office.
TCTO	Time compliance technical order.
Telex	Teleprinter exchange network.
TEMPEST	A term referring to unintentional intelligence-bearing signals which, if intercepted and analyzed, might disclose information transmitted, received, handled, or otherwise processed by telecommunication equipment.
TISCOM	Telecommunication and Information Systems Command.
TO	To (use in record message heading to designate action addressees).
TOR	Time of receipt.
TTP	Tactics, techniques, and procedures.
UHF	Ultra high frequency.
UMIB	Urgent marine information broadcast.
UNCLAS	Unclassified.
UNPAREN	Parenthesis/right hand bracket (authorized log abbreviation).
USAF	U.S. Air Force.
USCG	U.S. Coast Guard.
USMTF	United States message text format.
USN	U.S. Navy.
UTC	Coordinated universal time, which is the time at the prime meridian (0° longitude). Indicated by the suffix “Z.”

VHF-FM	Very high frequency-frequency modulated.
VOBRA	Voice broadcast automation.
VTC	Video teleconference.
WAN	Wide area network.
WPS	Wireless Priority Service.
XMT	Exempt (use in record message heading to designate exempt addressees).

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Appendix B:
Joint Spectrum Interference Resolution (JSIR) Report Format

R 311340Z JAN 13
FM **[UNIT EXPERIENCING INTERFERENCE]**
TO COGARD C3CEN PORTSMOUTH VA
COMDT COGARD WASHINGTON DC//CG-652//
COMLANTAREA COGARD PORTSMOUTH VA//LANT-6// **[as appropriate]**
COMPACAREA COGARD ALAMEDA CA//PAC-6// **[as appropriate]**
CCGD (DISTRICT DT/OT/RT) **[as appropriate]**
INFO COGARD C4ITSC ALEXANDRIA VA
BT
UNCLAS FOUO //N02420//
MSGID/GENADMIN/ORIGINATOR AND OFFICE CODE/000-00 or -// **[where 000-00 is your local tracking number. Use only a hyphen if no local tracking number is used.]**
SUBJ/SECURITY CLASSIFICATION/PRECEDENCE)/**XXX** JOINT SPECTRUM INTERFERENCE RESOLUTION (JSIR) REPORT 000-00/**YYYYYY**/TYPE OF ACTIVITY (e.g., OPERATIONAL, EXERCISE, CONTINGENCY)// **[where XXX is SHF, EHF, VHF, HF, LF, VLF OR ELF (affected system name) and YYYYYY is INITIAL, FOLLOW-UP or FINAL.]**
REF/A/DOC/CJCSI/3320.02B//
REF/B/DOC/SPECTRUM MANAGEMENT POLICY AND PROCEDURES M2400.1(SERIES)//
REF/C/ANY ADDITIONAL REFERENCES (DOCUMENT/PHONCON/EMAIL/ETC.)//
RMKS/1. DESCRIPTION OF AFFECTED SYSTEM:
A. FREQUENCIES AFFECTED BY INTERFERENCE **[if HF, list assigned and window frequency]**.
Example: M163.1375, K8920.4 (8919)
B. FREQUENCY ASSIGNMENT NUMBER.
Example: CG 042001
C. NETWORK(S)/CIRCUIT(S) AFFECTED.
Example: COMMAND AND CONTROL, AERONAUTICAL OFF ROUTE, SAFETY OF LIFE.
D. LOCATION OF SYSTEM(S) AFFECTED BY INTERFERENCE.
Example: 012345N0123456W/CG SECTOR ATLANTIC CITY, NJ.
E. SYSTEM(S) AFFECTED.
Example: PRIMARY COMMAND AND CONTROL CHANNEL FOR GRU ATLANTIC CITY.
F. OPERATING MODE.
Example: VOICE/DATA/PULSE.
G. NETWORK CONTROL STATION AND PRINCIPAL USERS.
Example: SECTOR ATLANTIC CITY, NJ.
H. OTHER STATIONS OR UNITS EXPERIENCING INTERFERENCE.
Example: SECTOR HAMPTON ROADS, STA POINT PLEASANT BEACH, NJ, STA BARNEGAT LIGHT, NJ.

2. CHARACTERIZATION OF EMI:
A. INTERFERENCE FREQUENCY, BANDWIDTH, AND SIGNAL STRENGTH.
Example: M163.1375/8K10F1E/STRONG
B. INTERFERENCE CHARACTERISTICS.
Example: CONTINUOUS DATA.
C. DESCRIPTION OF INTERFERENCE EFFECTS ON PERFORMANCE.
Example: CIRCUIT UNUSABLE.
D. CIRCUIT RELIABILITY.
Example: CIRCUIT UNUSABLE FOR VOICE.
E. INTERFERENCE CAUSE AND SOURCE, IF AVAILABLE.
Example: INTERFERENCE CAUSED BY DATA SIGNAL TRANSMISSION FROM LOCAL MARINA, AS DETERMINED BY FCC, CASE NUMBER XXXXX.
F. DATE AND TIME INTERFERENCE BEGAN AND STOPPED.
Example: START: 0930R 20 JAN 2013, STOP: 0735R 31 JAN 13 **[or continuous]**.
3. RESOLUTION:
A. SPECIFIC ACTIONS TAKEN TO MITIGATE, NULLIFY, IDENTIFY, OR RESOLVE INTERFERENCE.
Example:
1. SECTOR ATLANTIC CITY ENGAGED FCC TO ASSIST IN IDENTIFYING TYPE AND ORIGIN OF INTERFERENCE, AND SUBMITTED FCC FINDINGS TO HIGHER AUTHORITY.
2. OFFENDING STATION CLAIMS AUTHORIZATION TO TRANSMIT ON ASSIGNED FREQUENCY.
3. ORIGINATOR SUBMITTED JSIR TO HIGHER AUTHORITY.
B. EMI STATUS: **[Indicate whether the problem has been identified and resolved.]**
Example: FCC IDENTIFIED EMISSION AS F1B. FCC RECEIVED THE SIGNAL AT MONITORING SITES ALONG THE EAST COAST IN NEW JERSEY AND NORTHERN VIRGINIA.
C. REQUEST FOR RESOLUTION ASSISTANCE: **[Indicate if technical assistance is desired or anticipated by reporting unit. Direct your request to your operational chain of command.]**
Example: REQUEST HQ ASSISTANCE IN INTERFERENCE RESOLUTION.
4. POC: ADDITIONAL INFORMATION. **[Include POC who is most knowledgeable about and can discuss the interference. Also include any information that might be useful, but not covered in previous paragraphs.]**
Example: POC: WATCH OFFICER, PH:505 123-4567. CWO(AT)USCG.MIL//
BT

NNNN

NOTE: **The sample above is a USMTF record message. As such, use of lowercase letters following the subject line is not allowed.**

Appendix C:
Daily Communication Log Entry Examples

NOTE: **Use Courier New, 10 point font for typed logs. Ensure all letters are uppercase. The following log entry examples are based on best practices and are not to be construed as log entry "requirements."**

Department of Homeland Security, U.S. Coast Guard	**COMMUNICATION LOG**	
UNIT COMCOGARD SECTOR BOSTON MA/NMF7	**GUARDING** 156.8/2182/2187.5/5696	**DATE** DD MMM YY

ENTRIES	**FREQUENCY**	**TIME**

BEGIN NEW RADIO DAY

(COMPLETE/ABBREVIATED LOG)

BEGIN NEW RADIO DAY, OS3 R.M. SCOPE ON WATCH, EQP: NML, TFC: CLR, ZKP: NONE	ZUB	0000Z

BEGIN NEW RADIO DAY
WITH EQUIPMENT INOPERATIVE, TRAFFIC PENDING, RADIO GUARDS, UMIB, AND SAR ACTIVE

(COMPLETE/ABBREVIATED LOG)

BEGIN NEW RADIO DAY, OS3 R.M. SCOPE ON WATCH, EQP: RT-9000 #2 INOP, TFC: 3 O 2 P PEND, ZKP: CGC SANIBEL/ NDCK, CG6543, UMIB: CCGDONE BOSTON MA DDHHMMZ MMM YY (S/V SNOWBIRD OVERDUE), SAR: F/V GOT FISHY FISH DISABLED, 30 MIN COMMSKED ACTIVE	ZUB	0000Z

SET THE WATCH
NOT AT RADIO DAY. WATCH PREVIOUSLY SECURED (E.G., PORT CALL WITH SHIFTED GUARD)

(COMPLETE/ABBREVIATED LOG)

OS3 R.M. SCOPE SETS THE WATCH, EQP: NML, TFC: CLR, ZKP: CGC SANIBEL/NDCK	ZUB	0100Z

ASSUME THE WATCH
"PREVIOUS WATCH ENTRY (PWE)" NOT AUTHORIZED FOR USE

(COMPLETE/ABBREVIATED LOG)

OS3 R.M. SCOPE ON WATCH, EQP: RT-9000 #2 INOP, TFC: 3 O 2 P PEND, ZKP: CGC SANIBEL/NDCK, CG6543, UMIB: CCGDONE BOSTON MA DDHHMMZ MMM YY (S/V SNOWBIRD OVERDUE), SAR: F/V GOT FISHY FISH DISABLED, 30 MIN COMMSKED ACTIVE	ZUB	0101Z

ENTRIES	FREQUENCY	TIME
TIME TICK *STATION WWV, FORT COLLINS, CO*		
(COMPLETE/ABBREVIATED LOG) OBTAINED WWV TIME TICK: CLOCK CORRECT	10000	0102Z
TIME TICK *INCORRECT TIME*		
(COMPLETE/ABBREVIATED LOG) OBTAINED WWV TIME TICK: CLOCK 8 SECONDS FAST, CORRECTED	10000	0103Z
INITIAL EQUIPMENT OUTAGE		
(COMPLETE/ABBREVIATED LOG) OPNOTE: R-2368 #3 INOP, NO AUDIO, LED NOT LIT (SPVR NTFD)	ZUB	0105Z
REPAIRED EQUIPMENT		
(COMPLETE/ABBREVIATED LOG) OPNOTE: R-2368 #3 REPAIRED, POWER SUPPLY REPLACED (SPVR NTFD)	ZUB	0155Z
TRANSMIT OFFICIAL RECORD MESSAGE (VOICE)		
(COMPLETE/ABBREVIATED LOG) SENT NRDL: CCGDONE BOSTON MA DDHHMMZ MMM YY (SPVR NTFD)	157.05	0157Z
RECEIVED OFFICIAL RECORD MESSAGE (VOICE)		
(COMPLETE/ABBREVIATED LOG) RCVD NRDL: CGC SANIBEL DDHHMMZ MMM YY (SPVR NTFD)	157.05	0158Z
RECEIVED RADIO GUARD		
(COMPLETE/ABBREVIATED LOG) RCVD CG41414: ASSUMED RDO GRD, 5 POB, ENR SCITUATE HARBOR FOR TRAINING (SEE COMM SHEET) (SPVR NTFD)	157.05	0444Z
RCVD CG6032: ASSUMED RDO GRD, 4 POB, ENR SCITUATE HARBOR FOR TRAINING, 4HR FUEL REMAINING (SEE COMM SHEET) (SPVR NTFD)	5696	0446Z
OPERATIONS STATUS AND POSITION REPORTS		
(COMPLETE/ABBREVIATED LOG) RCVD CG41414: OPS NML, POSN 25-15.5N 080-12.2W (SPVR NTFD)	157.05	0451Z
RCVD CG6032: OPS NML, POSN 25-15.5N 080-12.2W, CSE 195(T/M), SPD 90KTS, ALT 2000FT (SPVR NTFD)	5696	0514Z

ENTRIES	FREQUENCY	TIME
RECEIVED RADIO GUARD FOR ASSET ON SAR *"R" DENOTES UNIT IS ON A "RESCUE" MISSION*		
(COMPLETE/ABBREVIATED LOG) RCVD CGR6521: ASSUMED RDO GRD, 3 POB, ENR S/V GOT THAT SINKIN FEELING, ETA 15 MIN, 3 HR OF FUEL REMAINING (SEE COMM SHEET) (SPVR NTFD)	5696	0555Z
LOST COMMUNICATIONS *ATTEMPT COMMUNICATIONS EVERY 5 MINUTES ON PRIMARY AND SECONDARY FREQUENCIES UNTIL COMMUNICATIONS ARE REGAINED*		
(COMPLETE LOG)		
CGR6521 DE CG SECTOR BOSTON K (2) (NEGRES)	5696/8984	0610Z
CGR6521 DE CG SECTOR BOSTON K (2) (NEGRES)	5696/8984	0615Z
OPNOTE: LOST COMMS WITH CGR6521 (SPVR NTFD)	ZUB	0615Z
OPNOTE: SENT LOST COMMS MSG FOR CGR6521 ZUI MY DDHHMMZ MMM YY (SPVR NTFD)	ZUB	0618Z
(ABBREVIATED LOG)		
SENT CGR6521: CALL OUTS PRIMARY/SECONDARY (NEGRES)	5696/8984	0610Z
SENT CGR6521: CALL OUTS PRIMARY/SECONDARY (NEGRES)	5696/8984	0615Z
OPNOTE: LOST COMMS WITH CGR6521 (SPVR NTFD)	ZUB	0615Z
OPNOTE: SENT LOST COMMS MSG FOR CGR6521 ZUI MY DDHHMMZ MMM YY (SPVR NTFD)	ZUB	0618Z
REGAINED COMMS ENTRY *POSITION AND REASON FOR LOST COMMUNICATIONS*		
(COMPLETE/ABBREVIATED LOG) RCVD CGR6521: OPS NML, QTH 41-34N 071-26W, CSE 205(T/M), SPD 90KTS, ALT: 2000FT, LOST COMMS DUE TO ONBOARD HF TRANSMITTER FAILURE (SPVR NTFD)	5696	0622Z
OPNOTE: REGAINED COMMS WITH CGR6521 AT 0622Z, SENT REGAINED COMMS MSG ZUI MY DDHHMMZ MMM YY (SPVR NTFD)	ZUB	0625Z
SECURED RADIO GUARD *POSITION/LOCATION IS REQUIRED*		
(COMPLETE/ABBREVIATED LOG) RCVD CG41414: SECURED RDO GRD, MOORED STA BOSTON (SPVR NTFD)	157.05	0625Z
RCVD CG6032: SECURED RDO GRD, O/D A/S BOSTON (SPVR NTFD)	5696	0626Z

ENTRIES	FREQUENCY	TIME
UMIB/URGENT BNM DSC ANNOUNCEMENT *SEND THE DSC ANNOUNCEMENT 60 SECONDS BEFORE YOUR INITIAL URGENT BROADCAST*		
(COMPLETE/ABBREVIATED LOG) SENT DSC URGENCY ANNOUNCEMENT: S/V GOT THAT SINKIN FEELING T.O.W. (SPVR NTFD)	156.525/ 2187.5	0701Z
UMIB/URGENT BNM		
(PRELIMINARY BROADCAST ANNOUNCEMENT - COMPLETE LOG) PAN PAN (3) ALSTAS (3) DE CG SECTOR BOSTON (3) MMSI 366123456 (1) BT S/V GOT THAT SINKIN FEELING T.O.W. LSN CH22A 157.1 MHZ OR 2670 KHZ AR	156.8/2182	0702Z
(PRELIMINARY BROADCAST ANNOUNCEMENT - ABBREVIATED LOG) SENT PRELIM: UMIB (S/V GOT THAT SINKIN FEELING)	156.8/2182	0702Z
(BROADCAST - COMPLETE/ABBREVIATED LOG) SENT UMIB: CCGDONE BOSTON MA DDHHMMZ MMM YY (S/V GOT THAT SINKIN FEELING T.O.W.) (VERBATIM BCST ATTACHED) (SPVR NTFD)	157.1/2670	0703Z
UNCORRELATED MAYDAY UMIB/URGENT BNM DSC ANNOUNCEMENT *SEND THE DSC ANNOUNCEMENT 60 SECONDS BEFORE YOUR INITIAL URGENT BROADCAST*		
(COMPLETE/ABBREVIATED LOG) SENT DSC URGENCY ANNOUNCEMENT: S/V WHISTFUL T.O.W. (SPVR NTFD)	156.525/ 2187.5	0741Z
UNCORRELATED MAYDAY UMIB/URGENT BNM		
(BROADCAST - COMPLETE/ABBREVIATED LOG) SENT UMIB: UNCORRELATED MY DDHHMMZ MMM YY (VERBATIM BCST ATTACHED) (SPVR NTFD)	156.8/2182	0744Z
UMIB/URGENT BNM CANCELLATION (QTA) DSC ANNOUNCEMENT *SEND THE DSC ANNOUNCEMENT 60 SECONDS BEFORE YOUR CANCELLATION*		
(COMPLETE/ABBREVIATED LOG) SENT DSC URGENCY ANNOUNCEMENT: S/V GOT THAT SINKIN FEELING QTA (SPVR NTFD)	156.525/ 2187.5	0747Z
UMIB/URGENT BNM CANCELLATION (QTA)		
(COMPLETE/ABBREVIATED LOG) SENT UMIB QTA: CCGDONE BOSTON MA DDHHMMZ MMM YY (S/V GOT THAT SINKIN FEELING T.O.W.) (VERBATIM BCST ATTACHED) (SPVR NTFD)	156.8/2182	0748Z

ENTRIES	FREQUENCY	TIME
SMIB/SAFETY BNM DSC ANNOUNCEMENT *SEND THE DSC ANNOUNCEMENT 60 SECONDS BEFORE YOUR INITIAL SAFETY BROADCAST*		
(COMPLETE/ABBREVIATED LOG) SENT DSC SAFETY ANNOUNCEMENT: NTM 014-13 (SPVR NTFD)	156.525/ 2187.5	0831Z
SMIB/SAFETY BNM		
(PRELIMINARY BROADCAST ANNOUNCEMENT - COMPLETE LOG) SECURITE (3) ALSTAS (3) DE CG SECTOR BOSTON (3) MMSI 366123456 (1) BT CG SMIB LSN CH22A 157.1 MHZ OR 2670 KHZ AR	156.8/2182	0832Z
(PRELIMINARY BROADCAST ANNOUNCEMENT - ABBREVIATED LOG) SENT PRELIM: SMIB	156.8/2182	0832Z
(BROADCAST - COMPLETE/ABBREVIATED LOG) SENT SMIB: CCGDONE BOSTON MA DDHHMMZ MMM YY (NTM 014-13) (VERBATIM BCST ATTACHED) (SPVR NTFD)	157.1/2670	0833Z
SCHEDULED MIB/BNM *ALSO SOMETIMES REFERRED TO AS A REGULAR MARINE INFORMATION BROADCAST (RMIB)*		
(PRELIMINARY BROADCAST ANNOUNCEMENT - COMPLETE LOG) ALSTAS (3) DE CG SECTOR BOSTON (3) CG MIB LSN CH22A 157.1 MHZ OR 2670 KHZ AR	156.8/2182	0910Z
(PRELIMINARY BROADCAST ANNOUNCEMENT - ABBREVIATED LOG) SENT PRELIM: MIB	156.8/2182	0910Z
(BROADCAST - COMPLETE/ABBREVIATED LOG) SENT MIB: MY DDHHMMZ MMM YY (S/V GOT THAT SINKIN FEELING T.O.W.)/CCGDONE BOSTON MA DDHHMMZ MMM YY (S/V SNOWBIRD OVERDUE)/NWS BOSTON MA DDHHMMZ MMM YY/CCGD1 NTM 015/014/013-13 (VERBATIM BCST ATTACHED)	157.1/2670	0912-23Z
MARINE ASSISTANCE REQUEST BROADCAST (MARB)		
(PRELIMINARY BROADCAST ANNOUNCEMENT - COMPLETE LOG) ALSTAS (3) DE CG SECTOR BOSTON (3) RELAYING A MARINE ASSISTANCE REQUEST BCST FOR P/C BOOMERANG DISABLED IN THE VICINITY OF MUD ISLAND LSN CH22A 157.1 MHZ OR 2670 KHZ AR	156.8/2182	1005Z
(PRELIMINARY BROADCAST ANNOUNCEMENT - ABBREVIATED LOG) SENT PRELIM: MARB (P/C BOOMERANG)	156.8/2182	1005Z
(BROADCAST - COMPLETE/ABBREVIATED LOG) SENT MARB: P/C BOOMERANG OUT OF GAS (VERBATIM BCST ATTACHED) (SPVR NTFD)	157.1/2670	1006Z

ENTRIES	FREQUENCY	TIME
DSC DISTRESS ALERT		
(COMPLETE/ABBREVIATED LOG) RCVD DSC DISTRESS ALERT: MMSI 235762000 POSN 42-10N 112-35W ON FIRE (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.525/ 2187.5	1516Z
DSC DISTRESS ALERT ACKNOWLEDGEMENT		
(COMPLETE/ABBREVIATED LOG) SENT MMSI 235762000: DISTRESS ALERT ACKNOWLEDGEMENT (SPVR NTFD)	156.525/ 2187.5	1517Z
(COMPLETE LOG) MAYDAY *(VESSEL NAME OR MMSI#, IF KNOWN. IF UNKNOWN, VESSEL IN DISTRESS)* DE SECTOR BOSTON RCVD MAYDAY WHAT IS YOUR POSN AND NATURE OF DISTRESS K (SPVR NTFD)	156.8/2182	1518Z
(ABBREVIATED LOG) SENT MMSI 235762000: DISTRESS ALERT ACKNOWLEDGEMENT (SPVR NTFD)	156.8/2182	1518Z
UNCORRELATED DSC DISTRESS ALERT		
(COMPLETE LOG) RCVD DSC DISTRESS ALERT: UNCORRELATED WITHOUT MMSI, NATURE OF DISTRESS, OR POSN INFO (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.525/ 2187.5	1520Z
(ABBREVIATED LOG) RCVD DSC DISTRESS ALERT: UNCOR (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.525/ 2187.5	1520Z
UNCORRELATED DSC VESSEL CALL OUT		
(COMPLETE LOG) MAYDAY *(VESSEL NAME OR MMSI#, IF KNOWN. IF UNKNOWN, VESSEL IN DISTRESS)* DE SECTOR BOSTON RCVD MAYDAY WHAT IS YOUR POSN AND NATURE OF DISTRESS K (SPVR NTFD)	156.8/2182	1521Z
(ABBREVIATED LOG) OPNOTE: MADE CALL OUT FOR *(VESSEL NAME OR MMSI#, IF KNOWN. IF UNKNOWN, VESSEL IN DISTRESS)* (SPVR NTFD)	156.8/2182	1521Z

ENTRIES	FREQUENCY	TIME
UNCORRELATED MAYDAY DISTRESS CALL		
(COMPLETE LOG) MAYDAY (3) CG HELP DE (GARBLED)//MAYDAY VSL IN DISTRESS DE CG SECTOR BOSTON RCVD MAYDAY SAY AGAIN NAME WHAT IS YOUR POSN AND NATURE OF DISTRESS K//MAYDAY VSL IN DISTRESS DE CG SECTOR SOUTHEASTERN NEW ENGLAND RCVD MAYDAY SAY AGAIN NAME WHAT IS YOUR POSN AND NATURE OF DISTRESS K (NEGRES) (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.8/2182	1522Z
(ABBREVIATED LOG) RCVD MAYDAY: NO NAME/MMSI, POSN, OR NATURE OF DISTRESS GIVEN (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.8/2182	1522Z
MAYDAY DISTRESS CALL		
(COMPLETE LOG) MAYDAY (3) DE F/V HOOK LINE AND SINKER (3) WE ARE ON FIRE IN POSN 42-10N 070-35W HELP US//MAYDAY F/V HOOK LINE AND SINKER DE CG SECTOR BOSTON RCVD MAYDAY RGR YOU ARE ON FIRE POSN 42-10N 070-35W HOW MANY POB K//CG SECTOR BOSTON DE HOOK LINE AND SINKER WE HAVE 5 POB K (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.8/2182	1523Z
(ABBREVIATED LOG) RCVD MAYDAY F/V HOOK LINE AND SINKER: ON FIRE IN POSN 42-10N 070-35W (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.8/2182	1523Z
(COMPLETE/ABBREVIATED LOG) RCVD F/V HOOK LINE AND SINKER: IN POSN 42-10N 070-35W FIRE UNDER CONTROL BUT ENGINE DISABLED, 5 POB, FRED MILLER MINOR BURNS ON LEFT ARM, 57FT TRAWLER GREEN HULL, WHITE CABIN, 6 ORANGE PFD'S, FIRST AID KIT, 6 MAN LIFERAFT (SEE MEDICO CHECK SHEET) (SPVR NTFD)	156.8/2182	1526-28Z
ALL ADDITIONAL DISTRESS/SAR ENTRIES		
(COMPLETE/ABBREVIATED LOG) SENT TUG GOOD FELLOW: UPDATED SITUATION ON F/V HOOK LINE AND SINKER ZUI MY 1526-28Z (SPVR NTFD)	157.1/2670	1532Z
(COMPLETE/ABBREVIATED LOG) RCVD F/V HOOK LINE AND SINKER: SITUATION REMAINS SAME, FRED MILLER STABLE (SPVR NTFD)	157.1/2670	1534Z

ENTRIES	FREQUENCY	TIME
DISTRESS ENTRY NOT INVOLVING YOUR UNIT		
(COMPLETE LOG) HELP ME COAST GUARD DE F/V FISHY FISH GOING DOWN IN POSN 5 MILES E OF HARWICHPORT HBR I AM T.O.W. IN THE STERN I THINK I HAVE LOST MY SHAFT PACKING//MAYDAY F/V FISHY FISH DE CG SECTOR BOSTON RCVD MAYDAY RGR YOU ARE T.O.W. IN THE STERN 5 MILES E OF HARWICHPORT HBR HOW MANY POB K//MAYDAY F/V FISHY FISH DE CG SECTOR SOUTHEASTERN NEW ENGLAND RCVD MAYDAY RGR YOU ARE T.O.W. 5 MILES E OF HARWICHPORT HBR HOW MANY POB K//CG SECTOR SOUTHEASTERN NEW ENGLAND DE F/V FISHY FISH I'M T.O.W. AND SINKING (SECTOR SOUTHEASTERN NEW ENGLAND WORKING THE CASE) (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.8/2182	1535-37Z
(ABBREVIATED LOG) RCVD MAYDAY F/V FISHY FISH: GOING DOWN 5 MILES E OF HARWICHPORT HBR (SECTOR SE NEW ENGLAND WORKING THE CASE) (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.8/2182	1535-37Z
MAYDAY RELAY BY USCG		
(COMPLETE LOG) MAYDAY RELAY (3) ALSTAS (3) DE CG SECTOR SOUTHEASTERN NEW ENGLAND (3) MMSI 366123454 (1) {MMSI OF RELAYING STATION} S/V DONNA MARIE CALLING MAYDAY T.O.W. IN POSN 41-21N 071-29W NEAR THE ENTRANCE TO PT JUDITH HBR 3 POB, 25FT WHT HULL REQ IMMEDIATE ASSISTANCE S/V DONNA MARIE CALLING MAYDAY BT DE CG SECTOR SOUTHEASTERN NEW ENGLAND AR (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.8/2182	1632-33Z
(ABBREVIATED LOG) SENT MAYDAY RELAY: S/V DONNA MARIE T.O.W. IN POSN 41-21N 071-29W, 3 POB, 25FT WHT HULL, NEED IMMEDIATE ASSISTANCE (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.8/2182	1632-33Z
MAYDAY RELAY BY NON-USCG		
(COMPLETE LOG) MAYDAY RELAY (3) ALSTAS (3) DE M/T KOBAYASHI MARU (3) MMSI 366123453 (1) {MMSI OF RELAYING STATION} S/V DONNA MARIE CALLING MAYDAY T.O.W. IN POSN 41-21N 071-29W NEAR THE ENTRANCE TO PT JUDITH HBR 3 POB 25FT WHT HULL REQ IMMEDIATE ASSISTANCE S/V DONNA MARIE CALLING MAYDAY BT DE M/T KOBAYASHI MARU AR (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.8/2182	1640-41Z
(ABBREVIATED LOG) RCVD MAYDAY RELAY: S/V DONNA MARIE T.O.W. IN POSN 41-21N 071-29W, 3 POB, 25FT WHT HULL (SEE INITIAL SAR CHECK SHEET) (SPVR NTFD)	156.8/2182	1640-41Z

ENTRIES	FREQUENCY	TIME
IMPOSING RADIO SILENCE DURING DISTRESS/SAR OPERATIONS		
(COMPLETE LOG) ALSTA (3) DE CG SECTOR BOSTON (3) SILENCE MAYDAY (3) AR (SPVR NTFD)	156.8/2182	1645Z
(ABBREVIATED LOG) SENT ALL: IMPOSED RADIO SILENCE (SPVR NTFD)	156.8/2182	1645Z
LIFTING RADIO SILENCE AFTER DISTRESS/SAR OPERATIONS		
(COMPLETE LOG) MAYDAY (3) ALSTA (3) DE CG SECTOR BOSTON (3) *(DDHHMMZ)* *(NAME OF DISTRESSED VESSEL)* SILENCE FINISHED (3) AR (SPVR NTFD)	156.8/2182	1646Z
(ABBREVIATED LOG) SENT ALL: LIFTED RADIO SILENCE *(NAME OF DISTRESSED VESSEL)* (SPVR NTFD)	156.8/2182	1646Z
WATCH RELIEF *WITH EQUIPMENT INOPERATIVE, TRAFFIC PENDING, RADIO GUARDS, ACTIVE UMIB/URGENT BNM*		
(COMPLETE/ABBREVIATED LOG) WATCH RELIEVED BY OS2 I.M. SPARKMAN, EQP: RT 9000 #2 INOP, TFC: 3 P 1 R PEND, ZKP: CGC SANIBEL/NDCK, CGR6543, UMIB: CCGONE BOSTON MA DDHHMMZ MMM YY (S/V SNOWBIRD OVERDUE) ACTIVE	ZUB	2045Z
OS3 R.M. SCOPE *(3 BLANK LINES, TYPED NAME ON 4TH LINE)*		

NOTE: **Do not line out or initial blank lines at the end of a log following the signature block.**

ENTRIES	FREQUENCY	TIME

SECURE THE WATCH

NOT WATCH RELIEF, CUTTER NO LONGER MAINTAINS RADIO GUARD – INPORT, ETC.

(COMPLETE/ABBREVIATED LOG)

OS3 R.M. SCOPE SECURES THE WATCH, EQP: NML, TFC: CLR,
ZKP: CGC SANIBEL/NDCK, UMIB: CCGDONE BOSTON MA DDHHMMZ
MMM YY (S/V SNOWBIRD OVERDUE) ACTIVE ZUB 2105Z

OS3 R.M. SCOPE

(3 BLANK LINES, TYPED NAME ON 4TH LINE)

NOTE: **Do not line out or initial blank lines at the end of a log <u>following</u> the signature block.**

END RADIO DAY

WITH EQUIPMENT INOPERATIVE, TRAFFIC PENDING, RADIO GUARDS, UMIB/URGENT BNM AND SAR ACTIVE

(COMPLETE/ABBREVIATED LOG)

END RADIO DAY, OS3 R.M. SCOPE ON WATCH, EQP: R-2368 #4
INOP, TFC: 1 P 3 R PEND, ZKP: CGC SANIBEL/NDCK, CGR6521,
UMIB: CCGDONE BOSTON MA DDHHMMZ MMM YY (S/V SNOWBIRD
OVERDUE) ACTIVE, SAR: F/V FISHY FISH DISABLED, INJURED
PERSON O/B CGR6512, 30 MIN COMMSKED ACTIVE ZUB 2400Z

OS3 R.M. SCOPE

(3 BLANK LINES, TYPED NAME ON 4TH LINE)

NOTE: **Do not line out or initial blank lines at the end of a log <u>following</u> the signature block.**

Consult the next page for authorized communication log abbreviations, acronyms, and prosigns.

Authorized Communication Log Abbreviations, Acronyms, and Prosigns

Note: This list is not all inclusive. Check with your supervisor for any other approved abbreviations and acronyms.

Term	Abbreviation
Aids to navigation	ATON
Airborne	A/B
Air station	A/S
Air temperature	A/T
Allied Communication Publication	ACP
All stations	ALSTAS
Altitude	ALT
As soon as possible	ASAP
Attention	ATTN
At this time	ATT
Barrels	BBLS
Bearing	BRG
Bearing line	BL
Break	BT
Broadcast	BCST
Broadcast notice to mariners	BNM

Term	Abbreviation
Cabin cruiser	C/C
Channel	CH
Civilian medical care	CIV MED CARE
Clear	CLR
Coast Guard	CG
Coast Guard Auxiliary	CG AUX
Coast Guard cutter	CGC
Coast Guard Message System	CGMS
Coast Guard rescue	CGR
Coast Guard standard workstation	CGSW
Communication(s)	COMM(S)
Communication Area Master Station Atlantic	CAMSLANT
Communication Area Master Station Pacific	CAMSPAC
Communication schedule	COMMSKED
Confirmed	CFMD
Course	CSE or C
Danger	DGR
Date of birth	DOB
Dead in the water	DIW

Term	Abbreviation
Dead reckoning	DR
Degrees	DEG
Delivers	DLVRS
Departed	DPTD
Departing scene	D/S
Description	DESC
Digital selective calling	DSC
Digital voice logger	DVL
Diverted	DIV
Document	DOC
East	E
Emergency position-indicating radio beacon	EPIRB
Emissions control	EMCON
End of case	EOC
Enroute	ENR
Equipment	EQP
Estimated position	EP
Estimated time of arrival	ETA
Estimated time of repair	ETR

Term	Abbreviation
Feet/foot	FT
Fisheries patrol	FISHPAT
Fishing vessel	F/V
Flash message precedence	Z
From	FM
Gallons per minute	GPM
Geographical	GEO
Global Maritime Distress and Safety System	GMDSS
Global Positioning System	GPS
Government owned vehicle	GOV
Greenwich mean time	GMT
Guard	GRD
Harbor	HBR
High frequency	HF
Horsepower	HP
Hospital	HOSP
Hour(s)	HR
House boat	H/B
Immediate message precedence	O

Term	Abbreviation
Inboard	I/B
Inboard/outboard	I/O
Information	INFO
Inoperative	INOP
International	INTL
Island	IS
Kilohertz	KHZ
Knots	KTS
Last known position	LKP
Law enforcement patrol	L/E or LPAT
Length of axis	LOA
Light-emitting diode	LED
Light list number	LLNR
Light list page	LLPG
Lighted bell buoy	LBB
Lighted whistle buoy	LWB
Line of bearing	LOB
Line of position	LOP
Line of sight	LOS

Term	Abbreviation
Listen	LSN
Local	LCL
Magnetic	M
Man overboard	MOB
Marine assistance request broadcast	MARB
Marine information broadcast	MIB
Marine Information for Safety and Law Enforcement	MISLE
Marine safety and security patrol	MSSP
Marine Safety Office	MSO
Maritime mobile service identity	MMSI
Medical or medicines	MED
Medical communications	MEDICO
Medical evacuation	MEDEVAC
Medium frequency	MF
Megahertz	MHZ
Message	MSG
Message precedence	Z, O, P, or R
Mile marker	MM

Term	Abbreviation
Mile(s)	MI
Miles per hour	MPH
Minute(s)	MIN
Motor life boat	MLB
Motor tanker	M/T
Motor vessel	M/V
National Oceanic and Atmospheric Administration	NOAA
National Transportation Safety Board	NTSB
National Weather Service	NWS
Nature of distress (note taking only)	NOD
Naval Telecommunications Procedures	NTP
Naval Warfare Publication	NWP
Negative response/results	NEGRES
No further information	NFI
Normal	NML
North	N
Notice to mariners	NTM
Notified	NTFD

Term	Abbreviation
Number	NR
Onboard	O/B
On deck	O/D
On scene	O/S
On-scene commander	OSC
Operational control	OPCON
Operations	OPS
Operations normal	OPS NML
Operations plan	OPLAN
Operator note	OPNOTE
Out	AR (prosign)
Outboard	O/B
Over	K (prosign)
Overcast	OVC
Owner/operator	O/O
Pending	PEND
Person in water	PIW
Person(s) (or soul(s)) onboard	POB
Personal flotation device	PFD

Term	Abbreviation
Pleasure craft	P/C
Point	PT
Pollution patrol	POLPAT
Position	POSN
Power	PWR
Preliminary broadcast announcement	PRELIM
Previous watch entry	PWE
Priority message precedence	P
Privately owned vehicle	POV
Probable survival time	PST
Radio	RDO
Radio detection and ranging	RADAR
Radio guard	RDO GRD
Received	RCVD
Relative bearing	RB
Remain overnight	RON
Report(s)	RPT(S)
Request	REQ
Rescue swimmer	R/S

Term	Abbreviation
Return to base	RTB
Rigid hull inflatable	RHI
Roger	RGR
Roll-on/roll-off cargo vessel	RORO
Regular (scheduled) marine information broadcast	RMIB
Routine message precedence	R
Safety marine information broadcast	SMIB
Safety of life at sea	SOLAS
Sailing vessel	S/V
Search and rescue	SAR
Search and rescue mission coordinator	SMC
Search and rescue transponder	SART
Second(s)	SEC
Service	SVC
Simplex teletype over radio	SITOR
South	S
Speed	SPD
Speed of advance	SOA

Term	Abbreviation
Station	STA
Subject	SUBJ
Subject named vessel	SNV
Superstructure	S/S
Supervisor	SPVR
Taking on water	T.O.W.
Target of interest	TOI
This is	DE
Time of broadcast	TOB
Time of delivery	TOD
Time of incident	TOI
Time of last entry	T O L E
Time of receipt	TOR
Traffic	TFC
Transfer	XFR
Transmit	XMIT
True	T
True bearing	TB
Tug boat	T/B

Term	Abbreviation
Uncorrelated	UNCOR
Underway	U/W
Urgent marine information broadcast	UMIB
Utility boat	UTB
Very high frequency	VHF
Vessel	VSL
Vessel in distress (note taking only)	VID
Visibility	VIS
Voice	VOX
Watch-to-watch inventory	WTW
Water temperature	W/T
Weather	WX
West	W
White	WHT
Wind(s)	WND
Yard(s)	YD(S)
Years of age	YOA
ZULU	Z

Table C-1 Authorized communication log abbreviations, acronyms, and prosigns

Authorized Communication Log Operating Signals (OPSIGs)

(See ACP 125 (series) for additional OPSIGs)

OPSIG	Meaning
QRU	I have nothing for you.
QTA	Cancel telegram/message ...
QTH	Position is ... latitude ... longitude ...
ZKP	I am (or ... is) radio guard for ... on ... kHz (or MHz).
ZUB	At …
ZUI	Your attention is invited to …

Table C-2 Authorized communication log operating signals (OPSIGs)

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Appendix D:
Broadcast Notice to Mariners (BNM) Weekly Summary (Sample)

R 151300Z JAN 13
FM CCGDFIVE PORTSMOUTH VA//DPW//
TO COGARD CAMSLANT CHESAPEAKE VA
AIG 8916
BT
UNCLAS //N16503//
SUBJ: WEEKLY SUMMARY OF ACTIVE D5 BROADCAST NOTICE TO MARINERS
1. The following broadcast notice to mariners are in effect as of 151300Z Jan 13:
A. CCGD5 (D5) - 576, 577, 578, 579, 582, 586, 587, 589, 590, 593, 594-12.
B. Sector Delaware Bay (DB) - 526, 527, 531, 535, 536, 538, 542-12.
C. Sector Baltimore (BA) - 377, 378, 383, 384, 386, 387, 388-12.
D. Sector Hampton Roads (HR) - 423, 428 thru 435, 437, 440, 442, 447, 448-12.
E. Sector North Carolina (NC) - 642, 643, 648, 649, 652, 657, 660 thru 670, 672, 674, 676, 679 thru 683, 685 thru 688, 690 thru 693, 695 thru 698, 701 thru 705, 707 , 708, 710 thru 714-12.
2. Cancel at time//221300Z JAN 13//
BT
NNNN

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Appendix E:
NAVTEX Broadcast Schedules

Atlantic Area		
Broadcast Station	**Identifier**	**Broadcast Schedule (All Times UTC)**
Boston	F	0050/0450/0850*/1250/1650/2050*
Portsmouth	N	0210*/0610/1010/1410*/1810/2210
Charleston	E	0040/0440/0840*/1240/1640/2040*
Miami	A	0000/0400/0800*/1200/1600/2000*
New Orleans	G	0100/0500/0900*/1300/1700/2100*
San Juan	R	0250*/0650/1050/1450*/1850/2250

Pacific Area		
Broadcast Station	**Identifier**	**Broadcast Schedule (All Times UTC)**
Kodiak (East)	J	0130/0530/0930*/1330/1730/2130*
Kodiak (West)	X	0350/0750/1150*/1550/1950/2350*
Astoria	W	0340*/0740/1140/1540*/1940/2340
San Francisco	C	0020/0420*/0820/1220/1620*/2020
Cambria	Q	0240*/0640/1040/1440*/1840/2240
Honolulu	O	0220/0620/1020*/1420/1820/2220*
Guam	V	0330/0730/1130/1530/1930/2330

Note: Weather is normally broadcast four times per day. An asterisk (*) in the tables above annotate times when weather is NOT broadcast.

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