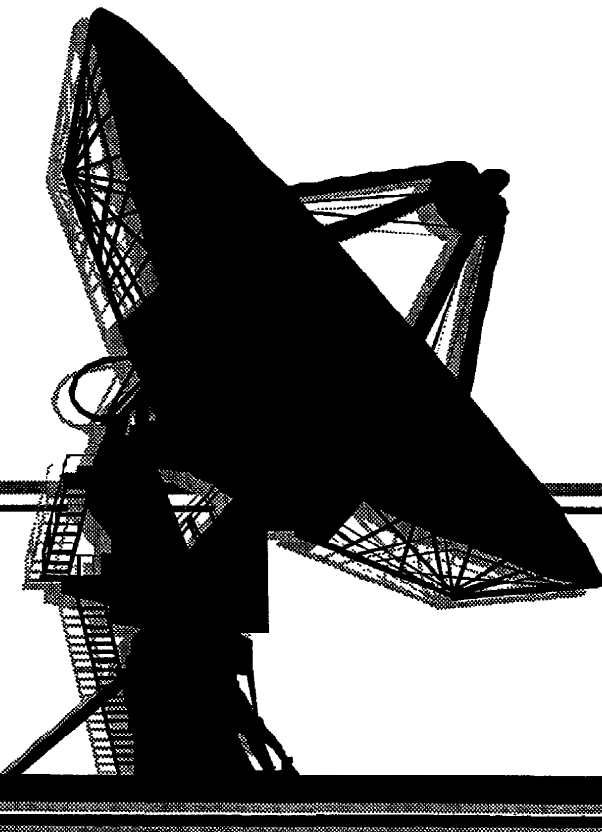Commander
Military Sealift Command
Washington Navy Yard Bldg 210
901 M Street SE
Washington DC 20398-5540   COMSC INSTRUCTION 2000.2

MILITARY SEALIFT COMMAND

Communications Policy and Procedures Manual

COMSC INSTRUCTION 2000.2

Subj: COMMUNICATIONS POLICY AND PROCEDURES MANUAL (CPPM)

1. Purpose. To consolidate Military Sealift Command (MSC) electronic communication requirements and baseline projected capabilities into a single "user-friendly" document. This manual outlines communications doctrine, policy and procedures that support MSC Fleet operations during routine operations and contingencies. The CPPM also outlines existing and projected architectures that will be implemented by MSC to support communications requirements into the twenty-first century.

2. Background. MSC's objective is to clearly articulate its requirements and to leverage available and emerging technologies to better serve its many customers. The CPPM reflects MSC's commitment to continuous improvement by clarifying current and projected communications capabilities and requirements, which have been consolidated into a single source reference that will assist operational users and staffs in the conduct of their duties.

3. Policy. The CPPM consolidates MSC communications policies and procedures from a myriad of sources into a single reference document. The information in this manual is derived from these references and as such, does not supersede or replace any source documentation.

4. Action

    a. Commander, Military Sealift Command

        (1) Director, Command, Control, Communications, Computer Systems (N6) is responsible for accuracy, review and updates to the CPPM. COMSC (N6) shall initiate necessary action to ensure that the CPPM fully satisfies its objectives.

        (2) MSC Program Managers (PMs) shall ensure that COMSC (N6) is kept apprised of changes in policy, procedures and/or communications requirements to permit timely incorporation and dissemination of CPPM changes.

(3) COMSC Program Managers/Directors/Special Assistants shall ensure that COMSC (N6) is kept apprised of emerging requirements and issues that should be incorporated and disseminated to the Fleet and staff through the CPPM.

b. MSC Area Commanders shall ensure that the CPPM satisfies their requirements and identify any changes in policy, procedures and/or communications requirements relevant to their areas of responsibility, and keep COMSC (N6) apprised of this information for incorporation into the manual.

c. Masters shall follow the policies and procedures outlined in the CPPM. Masters shall identify areas in this manual that could be improved to more adequately address fleet requirements and communicate these recommendations to COMSC (N6) for review.

D.A. FRAHLER
Deputy Commander

Distribution:
COMSCINST 5000.19
List I (Case A, B, C)
SNDL   21A   (Fleet Commanders in Chief (N6))
        41B   (MSC Area Commanders)
        41C   (MSC Subarea Commanders)
        41D3   (MSC Offices)
        41G   (MSC Surge Det NOLA)
        41J   (OICMILDEPTs)
        41K   (MSC Units)
        41L   (COMPSRONs)
        41M   (MSC TAGOS Project Office & Detachment)
        T-100 (Masters, civil service manned ships)
        T-102 (Masters & Operators, FSS)
        T-103 (Masters & Operators, TAGOS)
        T-104 (Masters & Operators, MPS)
        T-105 (Masters & Operators, LMSRs)
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MARAD
All time-chartered ships

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CHAPTER ONE

INTRODUCTION

1.1. Purpose

The purpose of this publication is to provide a communications doctrine, policy and procedures for ships operating under the operational control of MSC. It provides guidance on MSC communications and Standard Operating Procedures (SOP) for shipboard users, MSC shore operational support organizations, and external agencies.

1.2. Scope

This manual provides information on the current architecture supporting MSC ship/shore communications. Chapters (1) through (7) address communications doctrine, policy and procedures applicable to the entire MSC fleet. Annexes (A) through (H) provide amplifying information on unique ship/shore communications requirements within MSC's area commands and various ship classes. Annex (I) details MSC reporting requirements. Subsequent annexes provide an INMARSAT directory of MSC ships and a glossary of commonly used acronyms.

1.3. Baseline Maritime Communication Architecture/Future Strategy

The MSC shipboard user operates in a dynamic environment. This manual is intended to reflect changes in this environment through continual validation and revision of communications doctrine, policy, and procedures utilized throughout the MSC fleet. Updates to this publication will provide an effective mechanism for the promulgation of new information as technology advances and mission requirements evolve. Future changes immanent in the MSC communication environment are briefly discussed in the following subparagraphs.

1.3.1. Defense Message System (DMS) Implementation

Users need to transfer large volumes of information and operational data throughout the world to fixed locations, as well as to mobile units such as MSC ships. Within the Department of Defense (DOD), the U.S. Navy, and MSC, this information transfer is primarily accomplished by the staff-intensive and expensive Automated Digital Network (AUTODIN) system and its TeleCommunications Center (TCC) configurations, as well as extensive use of commercial TELEX within the MSC community. The DMS program has been designed as an evolutionary transition to improved messaging functions for users from obsolete communications systems based largely upon 1960's technology. DMS objectives are to:

- Phase-out obsolete hardware and software, i.e. AUTODIN
- Automate telecommunication's relay functions
- Use Commercial-Off-The-Shelf (COTS)/Non-Development Item (NDI) products
- Provide greater tactical communication systems interoperability
- Use the Defense Information System Network (DISN) as a backbone channel
- Provide user-friendly DMS messaging
- Provide efficient reader-to-writer security

DMS will be implemented with COTS computer hardware and software products based on a set of international, open-system standards that provide full interoperability from any writer to any reader. DMS consists of all the hardware, software, procedures, personnel, and facilities necessary for electronic delivery of messages among organizations and individuals in DOD. DMS takes organizational and individual electronic mail (e-mail) messaging and brings them together in a single workstation system based on a single set of standards. This includes message relay interfaces to diverse tactical, allied, and commercial systems. DMS capabilities will extend to the tactical warfare system user. MSC's Command, Control, Communication and Computer Systems (N6) staff is monitoring DMS implementation to ensure that it addresses the needs of the widely diverse cadre of potential MSC users.

DMS development includes commercial product base-lining to meet ACP 123 requirements, including X.400/X.500 messaging and directory services protocols. A user can purchase a COTS version of a DMS X.400 messaging user agent, including an e-mail application - LOTUS Notes, MICROSOFT Exchange or ESL, and upgrade to a fully "DMS compliant" version. Commercial product testing and validation will likely be completed this year.

The Defense Information Systems Agency (DISA) has indicated that tactical DMS Interim Operational Capability (IOC) and Independent Operational Test and Evaluation (IOT&E) will be completed in 1997, with Full Operational Capability (FOC) certified in July 1998. DMS infrastructure upgrades are necessary ashore to provide full interoperability with fleet units. The shore implementation of DMS began with shore IOT&E during the summer/fall of 1996. Fleet units may begin to be outfitted with DMS capability in major U.S. naval ports such as San Diego, CA and Norfolk, VA during FY97. The extension of DMS messaging capability to ships at sea will be on a ship-by-ship basis, and will be dependent on the communication systems that the individual ship has installed.

1.3.2. Regulatory Compliance

Implementation of the Global Maritime Distress and Safety System (GMDSS) and passage of the U.S. Telecommunications Act of 1996 will have a significant impact on MSC ship/shore communications policy and procedures. The Telecommunications Act provides relief from provisions of the U.S. Communications Act of 1934 mandating the carriage of a radiotelegraph station staffed by radio officers aboard compulsory vessels (1600 gross tons and larger) once a vessel is equipped with GMDSS equipment that is "properly installed and in good working order." Two qualified GMDSS operators are required onboard. MSC policy is to train all deck officers in accordance with the International Maritime Organization (IMO) Standards of Training Certification and Watchkeeping (STCW) model, Federal Communications Commission (FCC), and United States Coast Guard (USCG) requirements established for GMDSS Radio Operators.

MSC is currently assessing the impact of GMDSS implementation and redefining the qualifications and personnel description for shipboard communications officer based on required capabilities of the shipboard operating environment; not mandated by the statutory requirements of the 1934 Communications Act. The "living document" nature of this publication will take into account regulatory implementation as it affects the personnel complement and equipment aboard MSC ships.

CHAPTER TWO

ORGANIZATION

This chapter broadly describes the functions of the various elements of top level United States Government activities that directly and indirectly affect various fleet support operations and the Military Sealift Command (MSC) organization. It also provides an organizational overview to familiarize MSC shipboard communication system users with those areas of MSC and the U. S. Government that either directly or indirectly affect them, but that aren't dealt with on a daily basis.

Overviews of the military higher command relationships are diagrammed in Figure 2-1; MSC's Programmatic/Funding Support Structure, Figure 2-2; U. S. Unified Command Structure, and Figure 2-3; Defense Transportation System. These organizational relationships are also broadly discussed to familiarize shipboard personnel with the decision-making process that they support and which affects them. Later sections of this document will outline specific operating procedures and the interaction of the various organizational elements which interact to support MSC command, control, communications and information management.

2.1.   Department of Defense (DOD) Transportation Infrastructure Overview

2.1.1.   Transportation Program Administration and Organization

The Secretary of Defense (SECDEF) is responsible to the President of the United States for the conduct of defense operations worldwide. Material transportation to a geographic area of military operations, either for warfighting or operations other than war, is critical to SECDEF's ability to meet the national security requirements imposed upon the DOD. Accordingly, SECDEF has a direct interest in all aspects of the military transportation network. SECDEF has appointed various elements of his staff to accomplish specific functional missions.

MSC is also responsible to the Assistant Secretary of the Navy for Research, Development and Acquisition (ASNRD&A), through the Chief of Naval Operations (CNO), for sealift procurement policy and oversight. MSC is also designated as the type commander for all Navy-unique fleet support ships, including those for Naval Fleet Auxiliary Force (NFAF), special missions, afloat prepositioning, as well as all other afloat assets assigned to the Navy by other governmental agencies. MSC provides the management for acquisition, maintenance and operation of these maritime transportation resources as discussed later. Figure 2-1; MSC's Programmatic/Funding Support Structure, illustrates relationships between these management entities.

Figure 2-1. MSC's Programmatic/Funding Support Structure

2.2. Defense Transportation System

SECDEF works through the Joint Chiefs of Staff (JCS) for strategic and tactical planning and operations the defense transportation system. A key element in this system is review and validation of transportation requirements for routine needs as well as support of projected contingencies. These requirements are generated by the Unified Commanders-in-Chief (CINCs) who provide the Commander, U.S. Transportation Command (USTRANSCOM) with the transportation requirements necessary to accomplish various national security missions. The unified command structure is illustrated in Figure 2-2; U.S. Unified Command Structure.

Figure 2-2. U. S. Unified Command Structure

The unified command CINCs and USTRANSCOM are responsible for joint service planning as well as operations in their respective areas. They consolidate, among other things, transport needs from their subordinate commanders to provide JCS with an accurate transportation requirement for contingencies and specific operations. These CINCs determine when various materials must be available in theater. The Time Phased Force Deployment Data (TPFDD) categorizes material that must be in theater at various time points and outlines an orderly plan for sustaining logistics support for the operation.

JCS directs its unified command, the USTRANSCOM, to consolidate this data for the various operational CINCs and determine transportation requirements to support U. S. initiatives during peacetime, emergencies, contingencies or general war. JCS then allocates its resources based on appropriate transportation priorities. Effective communication between commercial maritime carriers, naval commands and the unified military command structure is essential to provide top level planners and decision makers with the information they need to accomplish essential national security missions.

USTRANSCOM, located at Scott Air Force Base, Illinois, consolidates all DOD transportation requirements for JCS and coordinates the transportation system. USTRANSCOM is a unified command with component operational commands from the Navy, Air Force and Army. It directs the interaction of various consolidated transportation forces so as to support specific requirements of the warfighting CINCs. When supporting a CINC during exercise or contingency operations, USTRANSCOM exercises operational control over the "common user" transportation assets of the Navy's Military Sealift Command (MSC), the Air Force's Air Mobility Command (AMC) and the Army's Military Traffic Management Command (MTMC). Each respective military service organizes, trains and equips the assets assigned to it in order to meet mission requirements.

Figure 2-3. Defense Transportation System

Within its Defense Transportation System role , MSC's mission is to provide sealift ships and coordination for strategic mobility. MSC's responsibility is to deploy and sustain military forces wherever and whenever needed, as rapidly and for as long as the operational requirements dictate. Sealift requirements must be met during peace, contingency, and war through quality, efficient, cost effective and centralized management of assets. Government-owned ships, ships kept in Reduced Operating Status (ROS) such as the Fast Sealift Ships (FSS) and hospital ships, Ready Reserve Force (RRF) ships, contract ships, and chartered ships are used by MSC to accomplish its mission.

2.3. MSC Organization Overview

In addition to MSC's sealift mission, MSC is responsible for the day-to-day operation and management of the Naval Fleet Auxiliary Force (NFAF), i.e., provide contract shipping for direct support of the Navy's fleet operations worldwide. MSC accomplishes this mission by using ships built specifically for MSC as well as former commissioned naval ships transferred to MSC from the Navy.

MSC operates the Special Mission Force composed of dedicated operating ships that support various special scientific and technical missions including, oceanographic research, hydrographic survey, and missile telemetry, on behalf of various DOD entities and other federal civilian agency sponsors.

MSC is charged with providing prepositioning combat-load ships which the U. S. Army, Air Force, Navy, Marine Corps and Defense Logistics Agency utilize in support of joint contingency preparation worldwide.

MSC has close working relationships with other U.S. federal agencies and organizations to effectively execute its transportation mission. Interaction between various external organizations such as shipping interests, unions and MSC, as well as other federal civilian government entities, also affect MSC operations.

- The U.S. Coast Guard licenses personnel and inspects and documents commercial vessels employed by MSC.

- The Department of Energy coordinates the Strategic Petroleum Reserve program.

- The Department of State coordinates foreign humanitarian assistance requests with DOD.

- The Federal Communications Commission (FCC) determines communications regulations and requirements for ships. Government-owned ships, as public vessels, are exempt from these requirements; however, MSC traditionally directs compliance with the regulations.

- The Federal Maritime Commission (FMC) determines applicability of various U. S. laws and regulations to MSC contractual charters or hired ships with regard to regulations and rates.

The Maritime Administration (MARAD) maintains the Ready Reserve Fleet (RRF) of inactive government-owned sealift ships.

2.3.1. MSC Command, Subordinate, and Civilian Authority Relationships

MSC ship/shore communication services must comply with existing policy and doctrine established by higher authority. The range of policies and doctrines that apply to MSC stem from its several different "hats," i.e., those of naval type commander, operational commander, joint component commander under USTRANSCOM and user of commercial shipping.

2.3.1.1. Operational Commander of MSC Forces

As an operational commander, MSC has diverse sets of roles depending on the type of ship, mission, and operating status involved. In general, the Naval Fleet Auxiliary Force (NFAF) and Prepositioning (PREPO) Force ships will be under the direct operational control of the FLTCINCs. Whereas, actual operational control of the contract operated and charter ships (Sealift Force) will be exercised through the MSC area commands. A ship of the Special Mission Force may be under the operational control of a naval fleet commander or it may operate independently and only in response to requirements of its specific mission sponsor.

2.3.1.2. Type Commander for MSC Forces

MSC is responsible to the Assistant Secretary of the Navy for Research, Development and Acquisition (ASNRD&A), through the Chief of Naval Operations (CNO), for sealift policy and oversight. MSC is designated as the Type Commander for all Navy sealift support, including special mission, prepositioning, and sealift. As part of its type commander responsibilities, MSC responsibilities include formulating and implementing required communications services throughout the MSC force.

2.3.1.3. Component Commander of USTRANSCOM

As discussed in paragraph 2.2, MSC has a significant subordinate role in the unified command structure since it is a component operational command of USTRANSCOM.

2.3.2. MSC Shore Establishment Organization

Commander, MSC (COMSC) Headquarters is located in Washington, DC. COMSC operates and administers assigned government-owned ships and other contracted or chartered ships that provide sealift. COMSC provides ships to support naval operations and thus must set MSC operating policy so as to support myriad fleet activities. MSC uses both government and privately-owned vessels, as well as chartered shipping services. The staff structure at headquarters has been realigned as functionally-oriented directorates similar to other DOD commands and is illustrated in Figure 2-4; MSC Headquarters Staff Structure.

Figure 2-4. MSC Headquarters Staff Structure

MSC's headquarters directorates provide specialized support services. These offices support worldwide operations. The area command organizations parallel these functions.

- **Personnel, Manpower and Management Directorate (N1)** ensures effective recruiting, retention, and utilization of MSC personnel through the development of policies and programs for military and civilian personnel ashore and afloat. Functions include personnel management, organizational structure, labor relations, staffing levels and plans, and employee relations.

- **Counsel Directorate (N2)** coordinates and administers the Navy's legal program for MSC. N2 provides legal advice and services for COMSC.

- **Operations/Plans Directorate (N3/5)** exercises operational control of sealift forces under the direct control of MSC. N3 collects, evaluates, and disseminates operational and readiness information. N3 analyzes operational plans, monitors execution of operations, training, security, etc., as well as maintaining an around-the-clock command center.

- **Logistics Directorate (N4)** formulates logistics policy and manages logistics programs. N4 ensures logistics support for MSC assets.

- **Command, Control, Communications, Computer Systems Directorate (N6)** analyzes command, control, communication and data management requirements in conjunction with the Maritime Administration (MARAD), DOD, Navy and area commands. N6 provides policy direction and information resources, and integrates communications systems.

- **Engineering Directorate (N7)** manages engineering programs and sets engineering and damage control policy.

- **Comptroller (N8)** executes the MSC budget and implements other financial management and accounting functions.

- **Policy, Programs and Congressional Affairs Directorate (N9)** conducts long term planning for policy and program issues.

- **Contracts and Business Management Directorate (N10)** provides contracting and business management policy, contracting resources and administers procurement activities.

- **Program Managers** provide a customer-focused approach that brings together a group of experience managers, specialists and technicians to support a specific business line. Program management results in skilled, modular units with a wide array of resources that can respond quickly and efficiently to customer needs.

2.3.3. MSC Area Commands

COMSC actually exercises the day-to-day operational direction and management control of MSC forces through area commanders who are double-hatted as Commanders, Sealift Task Group (CTG). These task oriented organizations are designated as follows:

- Pacific - CTG 18.1

- Atlantic - CTG 48.1

- European - CTG 63.8

- Far East - CTG 73.7

- Southwest Asia - CTG 53.2

The area commands exercise the direct operational control and provide for in-theater ship husbanding and -- in the case of MSCEUR and MSCFE -- immediate, priority repair services for all MSC ships in their areas of responsibility. Area commands often work directly with area MSC military transportation customers to help them refine their requirements and provide on-site transportation coordination and assistance, as required.

MSC Offices (MSCO) are area command subordinate field activities which provide liaison and support at major locations where there is a need for continual on-site presence. Additional support for MSC operations is often provided by various military attaches or service representatives assigned to U.S. embassy staffs, local U.S. Naval port authorities, DOD transportation officers or civilian employees. The MSC area command and subordinate organization is depicted in Figure 2-5; MSC Area Command Organization and Locations.

Figure 2-5. MSC Area and Locations Command Organization

2.3.4. Operational Control of MSC Assets

The previously described administrative organizations ensure that MSC assets are available for operational requirements. The following diagram outlines the operational organization relationships that control the actual movements of MSC seagoing assets.

Figure 2-6. Operational Control of MSC Assets

COMSC exercises nominal operational control of the sealift assets. The actual control is normally executed through the area command under which the sealift asset is operating. Operational control of NFAF ships, the Afloat Prepositioning Force ships, and Special Mission Force ships is exercised through the designated unified commander, fleet commander-in-chief, and naval fleet commander channels. Special Mission Force ship operations are normally directed by a naval fleet commander. NFAF ships are normally under the operational control of a naval logistics task force in a specific geographic area of operations. The Afloat Prepositioning Force is assigned to either COMSCFE/CTG 73.7 or COMSCEUR/CTG 63.8 depending upon the area where they are deployed. Figure 2-6, Operational Control of MSC Assets, illustrates the command structure that directs MSC ship movements.

Geographic boundaries are graphically depicted in Figure 2-7, MSC Area Command Boundaries. These boundaries correspond to the Navy Fleet areas.

Figure 2-7. MSC Area Command Boundaries

2.4. MSC Forces Afloat

The foundation of the transportation system is based on planning by various component commanders along with their customers. MSC works closely with the CINCs for sealift planning and operational functions. Recently the number and types of Naval Fleet Auxiliary Force (NFAF) ships have increased. The MSC relationships with Navy fleet commands have become more complex to support the increasing interoperability of fleet and auxiliary forces. Operations scheduling, maintenance and repairs, funding, and training issues have necessitated closer cooperation between MSC and the Fleet. MSC's forces are fully integrated into the operational structure of the Navy's major fleets and their subordinate numbered fleets worldwide. CINCs have operational control over all assigned military forces with the theatre commander responsible for off-loading and in-theater movement of personnel and material. Additional assets are available from the MARAD RRF. The MSC forces are managed through five functional programs:

- Naval Fleet Auxiliary Force (NFAF)

- Sealift Force

- Prepositioning (PREPO) Force

- Special Mission Force (SMSF)

- Ship Introduction

2.4.1. Naval Fleet Auxiliary Force (NFAF)

The NFAF program includes dedicated assets of the MSC Force that provide direct fleet support to Navy operations worldwide. NFAF ships provide underway replenishment for naval forces as part of the Navy's Combat Logistics Force. NFAF is the most homogeneous force in MSC. All ships are U.S. Government-owned with standardized communication and information system equipment suites that are interoperable with other naval combatant forces. The Shipboard Management Information System (SMIS) implementation with Local Area Network (LAN) installations and computer system workstation upgrades have also improved user information handling, access, and efficiency.

Civil Service Mariner (CIVMAR) crews operate NFAF ships. Small detachments of military department personnel (MILDEPT) on most NFAF ships provide communications, ordnance handling, helicopter operations and other military technical support. The MILDEPT's specific duties are tailored to support Navy Combat Logistics Force mission requirements.

Oilers provide underway replenishment to Navy ships and jet fuel for aircraft on carriers. Each oiler has 82 civilian mariners and 20 Navy personnel onboard.

HENRY J. KAISER (T-AO 187)
WALTER S. DIEHL (T-AO 193)
JOHN ERICSSON (T-AO 194)
LEROY GRUMMAN (T-AO 195)
KANAWHA (T-AO 196)
PECOS (T-AO 197)
BIG HORN (T-AO 198)

TIPPECANOE (T-AO 199)
GUADALUPE (T-AO 200)
PATUXENT (T-AO 201)
YUKON (T-AO 202)
LARAMIE (T-AO 203)
RAPPAHANNOCK (T-AO 204)

Combat Stores Ships provide underway replenishment to Navy ships for food and other supplies. Each ship has about 125 civilian mariners with between 45 and 80 Navy personnel.

MARS (T-AFS 1)
NIAGARA FALLS (T-AFS 3)
CONCORD (T-AFS 5)
SAN DIEGO (T-AFS 6)

SAN JOSE (T-AFS 7)
SIRIUS (T-AFS 8)
SPICA (T-AFS 9)
SATURN (T-AFS 10)

Ammunition Ships provide underway replenishment to Navy ships for ordnance and other supplies. Each ship is crewed by about 120 civilian mariners and 60 Navy personnel.

KILAUEA (T-AE 26)
SANTA BARBARA (T-AE 28)
MOUNT HOOD (T-AE 29)
FLINT (T-AE 32)

SHASTA (T-AE 33)
MOUNT BAKER (T-AE 34)
KISKA (T-AE 35)

Fleet Ocean Tugs provide towing and salvage support for naval operations. Seventeen civilian mariners and 4 Navy persons are assigned to each ship.

POWHATAN (T-ATF 166)
NARRAGANSETT (T-ATF 167)
CATAWBA (T-ATF 168)
NAVAHO (T-ATF 169)

MOHAWK (T-ATF 170)
SIOUX (T-ATF 171)
APACHE (T-ATF 172)

Hospital Ships provide mobile hospital support for military operations. Each ship has a 1,000 bed medical treatment facility, 20 trauma stations, and 12 operating rooms. Each ship is maintained in a reduced operating status (ROS) by civil service mariners and a Medical Treatment Facility of 40 persons who maintain the medical equipment and supplies. Each ship can be activated to full operating status in 5 days. The ships full complement is a crew of 72 civil service mariners and up to 1,250 military and medical personnel.

MERCY (T-AH 19)

COMFORT (T-AH 20)

2.4.2. Sealift Force

The Sealift Force program provides marine transportation to the DOD by meeting its heavy material transoceanic transportation requirements. It is the largest MSC force and relies heavily on mobilization of MARAD RRF assets to accomplish surge requirements. The Sealift Force provides transportation for nearly 95% of the total military material resources required for any large scale sustained military operation. It delivers equipment, theater-use petroleum products, parts and supplies, personnel, and provides bulk replenishment to NFAF ships. The Strategic Sealift Force (SSF) also provides unique capabilities needed to support combat logistics in remote regions. SSF includes Government-owned Fast Sealift Ships (FSS), long-term and short-term U.S. charters, and short-term foreign commercial charters to meet specific requirements. Government-owned ships may come from those ships maintained in Reduced Operational Status (ROS) as part of the MARAD RRF. Privately-owned ships may be contracted from those in regular commercial service. All SSF ships have civilian crews.

Communication and information services capabilities widely vary among the SSF ships depending upon specific mission requirements. Since allied or coalition countries may be sources of shipping to meet sealift requirements, the common information service capability may be limited to International Maritime Organization (IMO) and Global Maritime Distress and Safety System (GMDSS) mandated equipment suites. It is also likely that many ships will not be able to handled classified military message traffic for lack of equipment and because the crew is not be eligible for security clearances.

Fast Sealift Ships are the fastest cargo ships currently constructed. They were procured and converted to roll-on/roll-off (RORO) ships by the Navy and are equipped with cranes and self-contained ramps with the ability to support supercargo. They are able to off-load while at anchorage onto lighterage,causeways, or in ports where shore cranes may not be available. Naval compatible communications suites are installed.

ALGOL (T-AKR 287)	ALTAIR (T-AKR 291)
BELLATRIX (T-AKR 288)	REGULUS (T-AKR 292)
DENEBOLA (T-AKR 289)	CAPELLA (T-AKR 293)
POLLUX (T-AKR 290)	ANTARES (T-AKR 294)

Dry Cargo Ships fulfill normal DOD sealift requirements for worldwide movement of bulk supplies. These ships are operated by civilian mariner crews. There are no military persons normally assigned.

MV STRONG TEXAN	MV MARGARET B. CHOUSET
MV AMERICAN CONDOR	MV MAERSK CONSTELLATION
MV AMERICAN FALCON	MV GREEN RIDGE
MV GREEN WAVE	

Tankers deliver petroleum products to DOD facilities worldwide. These ships are operated by civilian mariner crews. There are no military persons normally assigned.

MV GUS M. DARNELL (T-AOT 1121)   MV VALIANT
MV PAUL BUCK (T-AOT 1122)   MV CHILKAT HUNTER
MV SAMUEL L. COBB (T-AOT 1123)   MV DUCHESS
MV RICHARD G. MATHIESEN (T-AOT 1124)   MV PATRIOT
MV LAWRENCE GIANELLA (T-AOT 1125)

2.4.3. Prepositioning (PREPO) Force

PREPO Ships deliver immediately required equipment and supplies during contingencies. PREPO ships are either Government-owned or leased and contractor operated. PREPO crews are U.S. citizens with key personnel holding security clearances. Military detachments may be assigned to some ships for maintenance and inspection of the embarked equipment and supplies. PREPO ships may be released for use by an operational commander to augment sustainment sealift requirements after the initial offload is completed. With the exception of flagship-capable units, communication and information system suites vary considerably. There is limited capability for tactical communication with the Navy.

This force additionally includes some activated RRF ships for use by the U.S Army as interim prepositioning ships. Other RRF ships within this force includes:

- Tankers (T-AOT) with Off-shore Petroleum Discharge System (OPDS)

- Auxiliary Crane Ships (T-ACS) that support Logistics over the Shore (LOTS) or Joint Logistics over the Shore (JLOTS) operations.

The RRF is discussed in more detail in paragraph 2.4.5.

PREPO ships are forward deployed in a high state of operational readiness with equipment to support deployed forces of the U.S. Marine Corps (USMC), U.S. Army (USA), or U.S. Air Force (USAF). Each of the 3 squadrons of Maritime Prepositioning Ships (MPS) carry sufficient equipment and supplies to sustain a Marine Corps Expeditionary Brigade for 30 days of combat. The Army War Reserve (AWR 3) ships carry equipment to support an Army heavy brigade of M1A1 tanks and 15 days of supplies. Other Army ships carry logistics water craft, ammunition and supplies for the Army forces during the first 38 days of a Major Regional Contingency. A Navy Support Element and USMC Debarkation Team will normally be embarked for offload operations.

AUSTRAL RAINBOW (T-AK 2046)   AMERICAN CORMORANT (T-AK 2062)
GREEN VALLEY (T-AK 2049)   AMERICAN OSPREY (T-AOT 5075)
GREEN HARBOUR (T-AK 2064)   CAPE DOUGLAS (T-AKR 5052)
JEB STUART (T-AK 9204)
STRONG VIRGINIAN (T-AK 9205)   CAPE HUDSON (T-AKR 5066)
BUFFALO SOLDIER (T-AK 9301)
AMERICAN MERLINE (T-AK 9302)   CAPE HORN (T-AKR 5068)

LTC CALVIN P TITUS (T-AK 5089)
SP5 ERIC G. GIBSON (T-AK 5091)
POTOMAC (T-AOT 181)
SHUGART (T-AKR 295)
Yano (T-AKR 297)
Soderman (T-AKR 299)

CAPE WASHINGTON (T-AKR 5080)
CAPE WRATH (T-AKR 5081)
GOPHER STATE (T-ACS 4)
GORDON (T-AKR 296)
GILLILAND (T-AK 298)

MARITIME PREPOSITIONING SHIPS
SQUADRON ONE
SS PFC EUGENE A. OBREGON (T-AK 3006) (F/S)
SS SGT MATEJ KOCAK (T-AK 3005)
MV 2ND LT JOHN P. BOBO (T-AK 3008) (ALT F/S)
SS MSJ STEPHEN W. PLESS (T-AK 3007)

SQUADRON TWO
MV CPL LOUIS J. HAUGE JR (T-AK 3000) (F/S)
MV PVT FRANKLIN J. PHILLIPS (T- AK 3004) (ALT F/S)
MV PFC JAMES ANDERSON JR (T-AK 3002)
MV PFC WILLIAM B. BAUGH (T-AK 3001)
MV 1ST LT ALEX BONNYMAN (T-AK 3003)

SQUADRON THREE
MV 1ST LT JACK LUMMUS (T-AK 3011) (F/S)
MV PFC DEWAYNE T. WILLIAMS (T-AK 3009)
MV 1ST LT BALDOMERO LOPEZ (T-AK 3010)
MV SGT WILLIAM R. BUTTON (T-AK 3012)(ALT F/S)

Aviation Logistics Support Ships provide equipment to for Marine Corps fixed and rotary wing aircraft maintenance. These ships are normally in a reduced operating status (ROS) with a retention crew onboard. They can be activated by the MARAD and turned over to MSC within 5 days.

SS WRIGHT (T-AVB 3)
SS CURTIS (T-AVB 4)

2.4.4. Special Mission Force (SMF)

SMF ships are the smallest component of MSC forces. SMF ships conduct highly specialized missions including surveillance, oceanographic research, missile tracking, and coastal surveying. They are U.S. Government-owned and are operated by federal civil service or contractor-employed mariners. They often have both military and civilian scientists and technicians onboard. They are equipped with mission-specific communication and information system suites.

Surveillance Ships operate towed array sensor systems that gather submarine acoustical data. These ships generally have no Navy personnel aboard. These ships are most closely associated with forward presence and contingency operations in support of JTF operations. They have fully compatible military communication suites with a range of secure communications options. Specific communication policies and procedures are defined by their operational commanders

STALWART (T-AGOS 1)
INDOMITABLE (T-AGOS 7)
PREVAIL (T-AGOS 8)
ASSERTIVE (T-AGOS 9)
AUDACIOUS (T-AGOS 11)

CAPABLE (T-AGOS 16)
VICTORIOUS (T-AGOS 19)
ABLE (T-AGOS 20)
EFFECTIVE (T-AGOS 21)
LOYAL (T-AGOS 22)

BOLD (T-AGOS 12)

Oceanographic Ships are used to study the ocean environment. This research improves technology in undersea warfare and ship detection. These ships do not operate in direct support of a JTF or fleet operations. Mission unique communications capabilities, policies and procedures are determined by their sponsors.

SILAS BENT (T-AGS 26)	LITTLEHALES (T-AGS 52)
KANE (T-AGS 27)	HAYES (T-AG 195)
WILKES (T-AGS 33)	PATHFINDER (T-AGS 60)
BOWDITCH (T-AGS 62)	SUMNER (T-AGS 61)
JOHN MCDONNELL (T-AGS 51)	

Missile Range Instrumentation, Navigation Test Support Ships monitor missile launches to collect data that is used to improve missile accuracy. These ships do not operate in direct support of a JTF or fleet operations. Mission unique communications capabilities, policies and procedures are determined by their sponsors.

RANGE SENTINEL (T-AGM 22)	VANGUARD (T-AG 194)
OBSERVATION ISLAND (T-AGM 23)	

2.4.5. Ready Reserve Force (RRF) Considerations

The MARAD RRF plays a key role in surge and sustainment operations. It consists of a fleet with both active and inactive ships maintained by the Maritime Administration. A varying number of RRF ships are in active use in the PREPO and Sealift forces. RRF ships are maintained, activated, and operated by RRF ship managers and generally located at government reserve fleet sites or at selected ports within CONUS. The level of maintenance manning is related to activation parameters.

Communication suite specifications for RRF ships are based on FCC, Coast Guard, and Safety Of Life At Sea (SOLAS) Convention criteria. There are no standard arrangements or specifications to meet MSC-unique requirements. However, communication capability upgrades and modernization programs are coordinated with MSC by MARAD. User information system and communication workstations, their location, and integration vary widely. There is a very limited capability to handle classified or sensitive information. Security clearance requirements for masters, mates, and radio officers are not uniformly specified in activation plans.

Ready Reserve Force (RRF) ships are maintained in either a 4, 5 10, 20, or 30 day readiness status. They were designed as commercial ships. RRF ships transport dry cargo and ammunition (T-AK/T-AKR), fuel (T-AOT), and troops (T-AP) in support of military operations. Auxiliary Crane Ships (T-ACS) provide logistics and cargo handling capabilities when necessary in remote areas. MARAD's RRF Operations Manual provides detailed ship activation, deactivation, and maintenance procedures. These ships are under MSC operational control when in an active status.

NORTHERN LIGHT (T-AK 184)
CAPE NOME (T-AK 1014)
PIONEER COMMANDER (T-AK 2016)
PIONEER CONTRACTOR (T-AK 2018)
PIONEER CRUSADER (T-AK 2019)
GULF SHIPPER (T-AK 2035)
GULF TRADER (T-AK 2036)
CAPE GIRARDEAU (T-AK 2039)
BANNER (T-AK 5008)
CAPE ANN (T-AK 5009)
CAPE ALEXANDER (T-AK 5010)
CAPE ARCHWAY (T-AK 5011)
CAPE ALVA (T-AK 5012)
CAPE AVINOF (T-AK 5013)
LAKE (T-AK 5016)
SCAN (T-AK 5018)
COURIER (T-AK 5019)
CAPE JOHN (T-AK 5022)

CAPE JACOB (T-AK 5029)
CAPE CHALMERS (T-AK 5036)
CAPE CLEAR (T-AK 5039)
CAPE COD (T-AK 5041)
CAPE CARTHAGE (T-AK 5042)
GULF BANKER (T-AK 5044)
GULF FARMER (T-AK 5045)
GULF MERCHANT (T-AK 5046)
CAPE GIBSON (T-AK 5051)
CAPE BRETON (T-AK 5056)
CAPE BOVER (T-AK 5057)
CAPE BORDA (T-AK 5058)
CAPE BON (T-AK 5059)
CAPE BLANCO (T-AK 5060)
CAPE FEAR (T-AK 5061)
CAPE CATAWBA (T-AK 5074)
CAPE JOHNSON (T-AK 5075)
CAPE JUBY (T-AK 5077)

COMET (T-AKR 7)
METEOR (T-AKR 9)
CAPE ISLAND (T-AKR 10)
CAPE INTREPID (T-AKR 11)
CAPE TEXAS (T-AKR 112)
CAPE TAYLOR (T-AKR 113)
ADM CALLAGHAN (T-AKR 1001)
CAPE ORLANDO (T-AKR 2044)
CAPE DUCATO (T-AKR 5051)
CAPE DOMINGO (T-AKR 5053)
CAPE DIAMOND (T-AKR 5055)
CAPE ISABEL (T-AKR 5062)
CAPE MAY (T-AKR 5063)
CAPE MENDOCINO (T-AKR 5064)
CAPE HENRY (T-AKR 5067)

CAPE EDMONT (T-AKR 5069)
CAPE FLATTERY (T-AKR 5070)
CAPE FORIDA (T-AKR 5071)
CAPE FAREWELL (T-AKR 5073)
CAPE INSCRIPTION (T-AKR 5076)
CAPE LAMBERT (T-AKR 5077)
CAPE LOBOS (T-AKR 5078)
CAPE VINCENT (T-AKR 9666)
CAPE RISE (T-AKR 9678)
CAPE RAY (T-AKR 9679)
CAPE VICTORY (T-AKR 9701)
CAPE TRINITY (T-AKR 9711)
CAPE RACE (T-AKR 9960)
CAPE DECISION (T-AKR 5054)

KEYSTONE STATE (T-ACS 1)
GEM STATE (T-ACS 2)
GRAND CANYON STATE (T-ACS 3)
FLICKERTAIL STATE (T-ACS 5)
CORNHUSKER STATE (T-ACS 6)
DIAMOND STATE (T-ACS 7)
EQUALITY STATE (T-ACS 8)
GREEN MOUNTAIN STATE (T-ACS 9)

MOUNT WASHINGTON (T-AOT 169)
MISSION BUENAVENTURA (T-AOT 1012)
MISSION CAPISTRANO (T-AOT 5005)
CHESAPEAKE (T-AOT 5084)
PETERSBURG (T-AOT 9011)
NODAWAY (T-AOG 78)
ALATNA (T-AOG 81)
CHATTAHOOCHEE (T-AOG 82)

PATRIOT STATE (T-AP 1000)

EMPIRE STATE (T-AP 1001)

2.4.6. Ship Introduction Program

The Ship Introduction Program manages MSC's ship acquisition, including new construction and conversion projects funded by Shipbuilding and Conversion, Navy (SCN) appropriations and Combat Logistics Force/Auxiliary ship transfers from the combatant naval surface forces to MSC.

CHAPTER THREE

MISSION SUPPORT REQUIREMENTS

"The primary mission of the Military Sealift Command is to provide sea transportation of equipment, supplies and ammunition to sustain U.S. forces worldwide during peacetime and in war for as long as operational requirements dictate."

3.1.   Operating Environment

In the peacetime to war continuum of the 1990's and beyond, a clear definition of the potential threat is increasingly difficult to clearly define. MSC must be ready to respond over a wide range of contingencies. These factors drive a requirement for affordable, flexible, and responsive communications services for the entire force.

3.1.1.   Operational Status

For the MSC shipboard user, ship/shore communication services must provide for rapid expansion, be reconfigurable and sustainable for all ships classes, including mobilization of the Ready Reserve Force (RRF). The shipboard user's operational environment is dynamic and can rapidly change on a continuum from normal peacetime operations to surge/crisis/contingency and sustainment operations as illustrated in Figure 3-1; MSC Missions and Operational Relationships.

Figure 3-1. MSC Missions and Operational Relationships

Forward presence operations are maintained by:

- NFAF support of deployed naval forces

- Prepositioning of equipment, supplies, and materials

- Sealift resupply

- SMF surveillance and survey support

Surge operations are supported by activation of Fast Sealift Ship (FSS) squadrons and RRF assets, as well as chartering commercial U.S. and foreign flag shipping for sealift augmentation. Sustainment operations are supported by continued RRF activations and supplemental commercial charter of U.S. and foreign flag shipping assets. A brief discussion of MSC Force Operational Characteristics follows:

- NFAF ships normally operate as an integrated part of the Joint Task Force/Task Force (JTF/TF) while in company with other fleet units or conducting independent operations. Ocean-going fleet tugs (T-ATF) and the hospital (T-AH) ships may operate independently.

- Sealift ships normally operate independently. Tankers equipped with the Modular Fuel Delivery Systems (MFDS) may conduct underway petroleum, oil, and lubricant (POL) replenishment of fleet combatants or Consolidation Operations (CONSOL) with NFAF oilers (T-AO).

- Prepositioning ships often operate together; however, they may sail independently. In the case of MPS roll-on/roll-off assets (T-AKR), they may be attached to an Amphibious Readiness Group (ARG).

- SMF ships normally operate independently. While the ocean surveillance ships (T-AGOS) may operate together in support of fleet units, surveillance information is usually processed ashore for delivery to JTF/TF users.

3.1.2. MSC Diversity

MSC ship/shore communications services policies and procedures must take into account the singularly high level of force diversity within the MSC fleet. As previously stated, the MSC force consists of varying types of ships that are engaged in a wide variety of missions and which are impacted by a wide variety of diversity variables as depicted in Table 3-1; MSC Force Mission Summary and Table 3-2; MSC Force Diversity Summary.

MSC FORCE MISSIONS
Forward presence operations for direct fleet support provided by the NFAF and contract-operated and chartered ships
Surge operations during contingencies by activating RRF and augmenting commercial ship inventory
Sustainment operations during contingency duration
Independent operations, such as scientific endeavors or specific missions proscribed by sponsors in the Special Mission Force or point-to-point tanker services
Prepositioning operations to forward deploy supplies and equipment for the U.S. Marine Corps, U.S. Army, and U.S. Air Force

Table 3-1. MSC Force Mission Summary

MSC FORCE DIVERSITY VARIABLES
Ship's mission and who is the administrative and operational commander?
Ship's operational status prior to surge or mobilization, i.e. Full or Reduced Operational Status (ROS/FOS) & activation period?
Ship's communications capability and configuration and does it meet the operational requirements of the ship?
Ship's manning status, i.e. U.S. Civilian Mariner (CIVMAR), contract operated by U.S. shipping company or by foreign nationals?
Ship's ownership, i.e. U.S. Government owned or commercially owned or foreign owned?
Ship's tactical communication requirements?
Ship's interoperability requirements, i.e. who does ship need to communication with?
Ship's secure/sensitive communications requirements?
Ship's status in complying with GMDSS requirements
Ship's commercial services utilization?

Table 3-2. MSC Force Diversity Summary

Table 3-3; MSC Ownership and Manning, shows the ship ownership and manning diversity found among ships being operated for or by MSC in December. If short term charter ships of either U.S. or foreign registry are added to this table, the force becomes more diverse.

MSC OWNERSHIP AND MANNING			
Force	Government Owned Civil Service Crew	Government Owned Contractor Crew	Privately Owned Contractor Crew
Naval Fleet Auxiliary Force (NFAF)	T-AE/T-AO/T-AFS T-ATF T-AH		
Prepositioning (PREPO)	T-AO	APF T-AVB	APF MPS T-AKR
Sealift		FSS T-AKR T-AKR	Dry Cargo Tanker
Special Mission	T-AGOS T-AGM/T-AGDS/T-AG/ T-ARC T-AGS	T-AGOS T-AGS	T-AGOS
APF - Afloat Prepositioning Force		MPS - Maritime Prepositioning Squadron	

Table 3-3. MSC Ownership and Manning

The discussion of the MSC shore organization in Chapter 2; Organization, included a brief description of MSC area commands. From the communication services perspective, diversity exists regarding communications related functions performed within the AOR infrastructure. For example, both MSCLANT and MSCPAC provide ship-shore cc:Mail Post Office services. MSCFE operates the only MSC communications facility and has the capability to perform a wide range of communication guard functions. MSCEUR operates within the NATO environment and Allied Communication Publication (ACP) spectrum.

3.2.   Operational Requirements

Paragraph 3.1 briefly described the MSC operational environment in terms of MSC Force operational status, characteristics and diversity. This environment has a fundamental impact on MSC operational requirements and how MSC is able to meet those requirements. The MSC ship/shore communication services infrastructure must be adaptable within the context of the operational environment and has a pivotal role in allowing MSC to meet its operational commitments.

3.2.1. Requirement Sources

The primary operational requirements for MSC Force units involved in forward presence, surge, or sustainment are originated by in theater commands and activities. The Joint Task Force Commander (CJTF) and his Navy Component Commander (NCC) are primary sources of requirements. The requirements generated by Marine Expeditionary Units and Coalition or Allied Forces are scenario dependent and coordinated by the JTF and N CC. The same is true of in theater Naval Control and Protection of Shipping (NCAPS), Seaport of Debarkation (SPOD), and Logistics Over-The-Shore (LOTS) or Joint LOTS (JLOTS) requirements. MSC mobile communications support of in theater or area of operations functions represent another set of operational requirements.

An important secondary source of requirements for MSC Force units are those mandated by the shore operational and support commands to include civilian ship managers. As the MSC Force type commander and operational commander of certain units, MSC Headquarters and its subordinate organizations are involved in supporting force units involved in forward presence, surge, or sustainment. For Prepositioning and Sealift ships, the civilian ship manager must exercise management and support functions. The FLTCINC and Logistics Group organizations are directly involved in the scheduling and support of NFAF units. The FLTCINC and sponsor has similar responsibilities for Prepositioning and Special Mission Ships.

A third source of requirements for MSC Force units derives from regulatory compliance. MSC has and will continue to comply with rules and regulations promulgated by appropriate government regulatory agencies. Regulatory compliance, in turn, has a derivative effect on operational requirements, resultant procedures and equipment configurations. For the purposes of this manual, regulatory compliance will be addressed from the communications services standpoint only.

3.2.2. Requirements Overview

Based on the organizational relationships covered in Chapter 2; Organization, and the operating environment discussed by MSC Force in Section 3.1; Operating Environment, the

basic framework for ship-shore information exchange and required interoperability has been developed. Table 3-2; MSC Force Diversity Summary, provides a top level view of these interoperability requirements. The Interoperability/Connectivity requirements are characterized as High (H), Medium (M), Low (L), or Not Required (NR). These terms are intended to provide a measure of the volume of information exchanged together with the frequency of these exchanges.

MSC Force	In Theater Supported Commands & Agencies							Shore Operational & Support Commands & Agencies						MSC Forces		
	JTF	Navy	FMAG	Coal'n	MSC	NCAPS	SPOD/ LOTS	MSC			FLT	LOG	Ship	NFAF	PRE-PO	S/L
		CC	MEU	Allied	Mob		JLOTS	HQ	A/C	S-A/C	CINC	GRU	Mgrs			
Naval Fleet Auxiliary Force (NFAF)																
T-AE T-AO T-AFS	M	H+T	N	L	L	L	N	L	M	M	M	L	-	H+T	L	L
T-ATF	L	L	L	L	M	L	L	L	M	M	M	M	-	M+T	L	L
T-AH	H	M	H	L	M	L	M	L	M	M	L	L	-	L	L	N
Prepositioning																
MPS	M	M	H	L	H	L	H+T	L	M	M	M	N	H	L	M+T	L
T-AVB	L	L	H	L	M	L	M	L	L	L	L	N	H	N	M	N
APR/ WR	M	L	L	L	M	L	H+T	L	L	L	L	N	H	L	M	N
T-ACS/ AOT%	M	M	M+T	L	M	L	H+T	L	L	M	L	N	H	L	M+T	M+T
Sealift																
FSS	L	M	L	L	M	L	M	L	M	M	L	N	H	L	L	L
Tanker	L	M+T@	L	L	M	M	M	L	M	M	L	L	H	M+T@	L	L
Cargo	L	L	L	L	M	M	M	L	M	M	L	L	H	L	L	L
For'n Flag	L	L	L	M	M	M	M	L	M	M	L	N	H	L	L	L
Special Mission																
T-AGOS	M	M	N	N	L	N	N	L	M	L	M	N	-	L	N	N
Other	N	L	N	N	L	N	N	L	M	M	L	N	-	N	N	N

LEGEND: H - High M - Medium L - Low N - Not Required T - Tactical FMAG - Fleet Marine Amphibious Group MEU - Marine Expeditionary Unit NCAPS - Navy Control & Protection of Shipping SPOD - Shore Port of Debarkation LOTS - Logistics Over The Shore JLOTS - Joint Logistics Over The Shore LOG GRU - Logistics Group @ - Modular Fuel Delivery System (MFDS) Equipped Only % - Other POL Delivery System (OPDS) Configured

Table 3-4. MSC Interoperability and Connectivity Requirements

MSC Force	In Theater Supported Commands & Agencies							Shore Operational & Support Commands & Agencies					
	JTF	Navy CC	FMAG MEU	Coal'n Allied	MSC Mob	NCAPS #	SPOD/LOTS JLOTS	MSC HQ	MSC A/C	MSC S-A/C	FLT CINC	LOG GRU	Ship Mgrs
Naval Fleet Auxiliary Force (NFAF)													
T-AE T-AO T-AFS	S	S	-	S	S	S/M	S	S	S	S	S	S	-
T-ATF	S	S	-	S	S	S/M	S	S	S	S	S	S	-
T-AH	SBU	SBU	SBU	SBU	SBU	-	SBU	SBU	SBU	SBU	SBU	SBU	-
Prepositioning													
MPS	S	S	S	S	S	S/M	S	S	S	S	S	-	S
T-AVB	S	S	S	SBU	S	S/M	S	S	S	S	S	-	S
APR/ WR	S	S	S	S	S	S/M	S	S	S	S	S	-	S
T-ACS/ AOT	S	S	S	S	S	S/M	S	S	S	S	S	-	S
Sealift													
FSS	SBU	SBU	-	-	SBU	SBU/ M	SBU	SBU	SBU	SBU	-	-	SBU
Tanker	SBU	SBU	-	-	SBU	SBU/ M	SBU	SBU	SBU	SBU	-	-	SBU
Cargo	SBU	SBU	-	-	SBU	SBU/ M	SBU	SBU	SBU	SBU	-	-	SBU
For'n Flag	-	SBU/ M	-	SBU	SBU/ M	SBU/ M	SBU/ M	-	SBU	SBU	-	-	SBU
Special Mission													
T-AGOS Other	Special Mission Force requirements are mission-dependent and required equipment and capabilities are configured accordingly.												

S - Up to SECRET   SBU - Sensitive But Unclassified   M - Contingency or Combat Operational Environment   # - Navy Control & Protection of Shipping

Table 3-5. MSC Classified and Sensitive Information Handling Requirements

Tactical interoperability/connectivity requirements are defined as interactive and real time information exchange needed for operational coordination where units are within Line-of-Sight (LOS) or Extended-line-of-Sight (ELOS) ranges.

National policy to protect information from unauthorized disclosure drives the requirements that are shown in Table 3-5, Classified and Sensitive Information Handling Requirements. With the exception of hospital ships that are prohibited by the Geneva Convention from encrypting information, all NFAF ships are required to handle classified information, including tactical information. Prepositioning ships have similar requirements. Special Mission ships have tailored requirements for classified information and, depending on employment and sponsor requirements, may require capabilities above SECRET

3.2.3. Communications Service Categories

The requirements for communications services that must be satisfied to insure mission accomplishment for the four diverse MSC Forces are shown in Figure 3-2, MSC Communications Service Categories.

Figure 3-2. MSC Communications Services Categories

- Operational communications services must support Combatant Command (COCOM), Operational Control (OPCON), and operational coordination. This information can be categorized as time sensitive and requires protection since it is often classified, but if

- Safety and environmental communications services must support The Convention for Safety of Life at Sea (SOLAS) requirements as well as reports to and information from Naval Meteorological and Ocean Centers (METOCCEN). This information is usually unclassified, receives wide distribution, is often perishable and may be of high precedence.

- Administrative support communications services process logistics, personnel, and ship management data. This data may include formatted information which may require accountability and/or authentication. This information will usually be of routine precedence.

- Morale/Public correspondence includes personal communications between shipboard personnel and interested parties ashore. It may include entertainment services. It is provided on a not to interfere basis under conditions prescribed by the Master and the operational environment. Protection of privacy is a requirement as is the ability to control access to off-ship transmission access.

3.3. Operational Environment vs. Communication Service Requirements

The normal operational environment for MSC forces supporting forward presence and other peacetime support operations places little stress on the current commercial and military communications support systems. As described in Section 2.4.5; Ready Reserve Force (RRF) Considerations, the majority of the RRF ships designated for sealift are in an Reduced Operational Status (ROS) where no demands are made on ship-shore information services. Routine point to point lift operations of active Sealift Force ships place modest demands on commercial ship-shore services. Prepositioned Force ships, although forward deployed, are normally underway only for scheduled brief training periods, and off load teams are not embarked.

The most stressing and challenging operational environment for the existing MSC communications support system is in support of Surge operations that result from crisis response or mobilization demands. The Sealift Force will undergo a major expansion. The force may be increased four to ten fold with activation of RRF ships and increase of chartered ships to include foreign flag units. Some Prepositioning Force ships will become active and will embark augmentation teams that may include up to a hundred plus Support Element and Debarkation Team personnel. NFAF ships tempo of operations will increase. With the possible exception of the T-AGOS surveillance ships, surge operations have little or no impact on Special Mission Force ships.

- Prepositioning and Sealift Force ships have a major requirement to handle Sensitive But Unclassified (SBU) information in connection with both forward presence and surge operations. They rely on commercially provided ship shore services, such as commercial TELEX, and connecting public switched networks. Thf Defense Information System Agency's (DISA's) Vision and Strategy for Defensive Information Warfare of September 1995 states, "You do not know how your information is being routed or who owns the circuits over which it is traveling. If your information is not encrypted, everything you put out over the commercial infrastructure can be intercepted and read or changed by someone

else without your knowledge. DOD Information Warfare documentation indicates that the following factors are critical to MSC operations:

- Availability
- Integrity
- Confidentiality
- Non-repudiation
- Identification and authentication

Operational security requirements for these forces demand that information be protected from unauthorized disclosure, spoofing, and intrusion. Valid information is important for ensuring authentic sail orders, location of minefields and/or other hazards in way points or destinations.

3.4. Evolving Information Services Impacts

MSC shipboard users require an integrated ship/shore communication services system that meets the operational requirements outlined in the previous paragraphs, is flexible enough to support the operational dynamics inherent to the widely varying missions of MSC, integrates diversified systems, as well as provides a broad level of interoperability across the military, federal civilian, commercial, and international spectrum. While this manual documents the existing baseline MSC ship/shore communications infrastructure, future trends must be recognized and MSC must be prepared to address future challenges. The following paragraphs address some trends that bear monitoring for future emergent requirements.

3.4.1. Operational Drivers

Experience from recent contingency operations and exercises is a primary driver in formulating a viable strategy that will be used to develop overall policy and meet MSC ship/shore communications requirements in the future. This recent experience indicates that:

- Merchant ship reliance on 50 baud TELEX communications is not feasible during high-tempo operations in the "information age." While it may be adequate during normal peacetime operations, speed of service and reliability standards cannot possibly be met when message traffic levels increase by a thousand percent or more. In addition to high traffic levels (in terms of message counts), information volume itself is much higher today than even 10 years ago due to technological advances in PC computing, data processing techniques, etc. and requires a much larger "pipeline" than that available with TELEX.

- INMARSAT voice and TELEX traffic contend with each other for access to the INMARSAT channel which further exacerbates the TELEX problem. This type of problem is particularly prevalent in high profile operations where flag staff, members of the press or other interested parties may be onboard.

- Upon becoming a part of a Task Force containing U.S. Navy fleet units, MSC merchant ships quickly get inundated by very long, multi-sectional, messages containing information that has no intrinsic value to the merchant ship. The TELEX costs associated

with this "junk mail" are also significant when one considers that each section to each ship is a separate TELEX transaction.

- Reporting requirements must be consolidated and report formats standardized to reduce messaging levels and workload associated with generating reports.

3.4.2. Architectural Drivers

The MSC ship/shore communication services infrastructure must meet the challenges inherent to a dynamic operational environment while simultaneously complying with emerging changes within the overall DOD communications architecture, i.e. DMS implementation.

3.4.2.1. DMS Impacts

The goal of the DMS architecture is to provide the user community with a totally automated writer-to-reader messaging system by applying internationally accepted standards and protocols and commercially available software. DMS will use the X.400 message handling protocol and the X.500 directory service protocol. Use of these protocols will provide a single addressing structure and improve interoperability since gateways-derived delivery difficulties will be eliminated. The only protocol translations required will be those needed to communicate between DMS compliant users and those not on similar systems. These users include AUTODIN during the transition to DMS (for organizational messaging only), other (non-DMS compliant) X.400 users and those using Simple Mail Transfer Protocol (SMTP)/ Multipurpose INTERNET Message Extension (MIME) as the common backbone for connecting enclaves of proprietary messaging components.

A desktop workstation, a FORTEZZA card with a pre-programmed Personal Identification Number (PIN), user ID, password, and DMS software applications will provide all required components for the DMS user to compose, edit, read, and send individual and organizational messages. Individual messages are normal business oriented messages sent by individuals, and roughly correspond to e-mail in today's environment. Upon application of appropriate addressees on the message, it will go directly to the recipient(s). Organizational level messages are treated somewhat differently in that they speak on behalf of the organization and therefore provisions for message release authority must be provided. Using the X.400 protocol and DMS applications, the user will be able to electronically build a message and electronically forward the message to the releaser directly or via a review chain. This allows the reviewers to edit and make comments, coordinate with the drafter or let the message go directly to the release authority. When the releaser actually releases the message, a copy will go back to the drafter so he/she can see what was actually sent and be able to follow-up.

3.4.2.2. Integrated Command, Control, Communications and Computer Systems (C4S) Environment (ICE)

MSC ship/shore communication service must be acquired and applied with consistency using an established listing of applicable standards and methodologies. MSC must balance the guidance and direction provided by DOD, USTRANSCOM, and Navy information and communication services technology standards. These include:

- Technical Architecture Framework for Information Management (TAFIM) developed by DISA for DOD-wide use. Its purpose is to define a consistent framework for developing information systems and migrating existing systems to an Open Systems Environment (OSE).

- Global Command and Control System (GCCS) Common Operating Environment (COE) developed by the JCS. MSC must be aware of its provisions since it is a component command of USTRANSCOM.

- Joint Maritime Command Information System (JMCIS) COE developed by the Navy to meet its command and control requirements.

A COE for the Defense Transportation System (DTS) is additionally under development and its impacts on MSC ship/shore communications services will need to be evaluated when the document is finally published.

3.4.2.3. MSC COE and Shipboard Management Information System (SMIS)

The MSC ship/shore communication services architecture must conform to the MSC COE and SMIS policy guidelines which provide official policy for MSC personnel and contractors engaged in information and communications system requirements definition and analysis. While the COE and SMIS documentation addresses the shipboard environment (for U.S. Government-owned USNS civilian manned ships only), the reality is that highly disparate shipboard configurations exist within the MSC forces, especially within the contract-operated and commercially chartered fleet. MSC contractual policies must address COE and SMIS requirements for the chartered fleet to achieve greater operational interoperability within the MSC force and between MSC force units and the fleet battle group.

3.4.3. Fiscal Drivers

Austere fiscal environments dictate that overall operations, maintenance and manpower costs associated with ship/shore communication services be reduced while concurrently providing improved communication services. The "lowest common denominator" approach has been used in the past to achieve interoperability among dissimilar communication systems and has resulted in reliance on obsolete message text format dominated technologies and expensive, labor-intensive services such as TELEX. The future MSC ship/shore communication services system must take advantage of advances in information technology, such as e-mail and capabilities for binary file transfer, to eliminate the costs and restrictions inherent with use of TELEX as well as raise the "common denominator" to a higher level.

3.4.4. Communications Requirement Identification versus Implementation

If the baseline MSC ship/shore communications capabilities described in this manual are insufficient to support operational requirements, then a potential communications upgrade requirement must be identified by the FLTCINC, USTRANSCOM, or MSC N3 and validated by the MSC sponsor, CNO N42. MSC N6 is responsible for implementation once the requirement is identified by the operational user. This publication will serve as a baseline reference source for MSC communications services against which emergent requirements will be compared. If a "delta" appears to exist between existing capabilities and emergent requirements, MSC N6 will

work with the operational user via the MSC N3/5 and Program Manager structure to identify the requirement and arrange for its implementation once it is validated.

CHAPTER FOUR

CURRENT MSC COMMUNICATIONS ARCHITECTURE

4.1. Top Level MSC Architecture

A simplified depiction of the current communications support system is shown in Figure 4.1, Current MSC Ship-Shore Communication Services Interconnect. The simplified interconnect shown is for messaging service only. Other communication services supported by this system to varying degrees are listed below, summarized in Table 4-1, Service vs. Force and Ship Class, and are discussed in more detail in Chapter 6; MSC Ship/Shore Communication Procedures. The ability to protect classified or Sensitive But Unclassified (SBU) information for any of these services varies widely by MSC Force, ship class, and transmission media utilized.

Figure 4-1. Simplified MSC Ship/Shore Communication Interconnect

- Teletype and TELEX are the most widely interoperable service, primarily via INMARSAT with HF Radio as a secondary means.

- Voice, primarily via INMARSAT, is available to all MSC ships and often interoperable.

- Facsimile, primarily via INMARSAT, is available to many MSC ships.

- e-mail, using cc:Mail primarily via INMARSAT, is available to selected MSC ships.

- Data services, with limited interoperability, are available to selected MSC ships.

Naval Fleet Auxiliary Force (NFAF), Maritime Prepositioning Ship Squadron (MPSRON) Flagships, and Special Mission Force (SMF) ships that have access to DOD

Standardized Tactical Entry Point satellite services have classified communications services available to them and utilize INMARSAT as a secondary transmission media. They also have ready access to Defense Information Systems Agency (DISA) services such as Automated Digital Network (AUTODIN).

Non-flagship MPSRON and other Prepositioning (PREPO) ships' plus Sealift Force ships' primary access is to the Public Switched Network (PSN) usually via INMARSAT. Their current interface to DOD DISA services and to military users is via commercial refile. This Navy operated activity provides message addressing and reformatting services to facilitate the flow of TELEX traffic into the AUTODIN messaging system. It also provides reverse refile for traffic flowing from AUTODIN to ships without MILDETs.

4.1.1.1. Forward Presence Operations

Requirements summarized in Table 3-4, MSC Interoperability and Connectivity Requirements, are met. For non-flagship Prepositioning Force ships and for Sealift Force ships, interoperability is achieved primarily through TELEX service via INMARSAT. As shown in Figure 4-1, Current MSC Ship-Shore Communication Service Interconnect, ships in these forces connect to DOD users through a single interface at the commercial refile activity. The functions of this single point interface are described in more detail in Section 4.3.1; TELEX. The entire TELEX process is manpower intensive and ship-shore service costs are high.

The requirements for classified and SBU information handling, summarized in Table 3-5; MSC Classified and Sensitive Information Handling Requirements, are met for NFAF and SMF ships and for MPSRON flag configured ships. However, the ability to protect SBU information or the capability to handle classified information is very limited within the Sealift Force and is limited within the non flag configured portion of the PREPO Force.

Required ship-shore movement of files and other information formats are met for NFAF ships via cc:Mail over INMARSAT. Some PREPO Force ships have a cc:Mail capability. This service is not currently secure.

4.1.2. Capability of Current MSC Ship-Shore Communication Support Systems

4.1.2.1. Surge Operations

The Current MSC Ship-Shore Service Interconnect for teletype/TELEX information exchange configuration shown in Figure 4-1; Simplified MSC Ship/Shore Communication Interconnect, is highly stressed during surge operations. The Commercial Refile Center becomes a critical and potentially overloaded interface between military and commercial communication systems for non flag configured PREPO and Sealift Force ships. The problem is compounded by the activation of RRF ships where, in a major activation, Radio Officers qualified and experienced

MSC Force	Transmission Systems						USER INTERFACE AND SERVICES											
	UHF SAT-COM	IN-MAR-SAT	HF	SITOR	UHF	VHF	CUD-IXS TTY	SAT-COM BCST	TLX	CC: MAIL	FAX	STU III	S/S VOX	TAC-TICAL VOX	SEC TAC VOX	PC STA	LAN	SMIS
Naval Fleet Auxiliary Force (NFAF)																		
T-AE T-AO T-AFS	X	X	X		X	X	X	X		X	X	X	X	X	X	X	X	X
T-ATF	X	X	X		X	X	X	X		X	X	X	X	X	X	X	X	X
T-AH	X	X	X		X	X	X	X		X	X	X	X	X		X	X	X
Prepositioning																		
MPS	X*	X	X	X	X	X	X*	X*	X	X	X	X	X	X	X*	X		
T-AVB		X	X	X		X			X		X	X	X	X		X		
APR/ WR		X	X	X		X			X				X					
T-ACS/ AOT%		X	X	X		X			X				X	X				
Sealift																		
FSS		X	X	X		X			X	X			X	X				
Tanker		X	X	X		X			X				X					
Cargo		X	X	X		X			X				X					
For'n Flag		X	X	X		X			X				X					
Special Mission																		
T-AGOS	#		X		X	X	X			X	X	X	X	X	X	X	X	X
Other	X	X	X		X	X	+			X	X	X	X			X		

@ - MFDS Equipped Only   % - OPDS Configured   * - Flagships Only   # - SHF   + - Specialized Data Links

Table 4-1. MSC Force and Type vs. Communication Services Capability

in Department of Defense (DOD) related communication policy and procedures are in short supply.

The requirement for information protection increases in surge or mobilization related operations. For Sealift Force ships, particularly those activated from the RRF, both the availability of cleared personnel and lack of security equipment severely limits the ability to protect SBU or classified information.

4.1.3. Selected Tactical Communication Capability

Three types of tactical information exchange capabilities may be required for MSC Force ships:

- Joint Maritime Command and Control Information System (JMCIS) oriented information via the Officer In Tactical Command Information Exchange System (OTCIXS). This tactical information display provides "situational awareness," ship locations, and related tactical information needed to facilitate underway replenishment operations. This information is classified and is in data format.

- Tactical voice utilized for tactical coordination in connection with underway maneuvering, coordination, and helicopter control during formation steaming and underway replenishment operations. These are secure voice UHF Line Of Sight (LOS) tactical networks included in the JTF/TF communications plan for the combat force being serviced.

- LOS voice communications required for interactive coordination of units both afloat and ashore within the local MSC Force operating area. These would include (Joint) Logistics over the Shore (JLOTS/LOTS) operations within the Shore Port of Debarkation (SPOD) area. In many operational situations, a requirement exists to protect this information.

4.1.3.1. Peacetime Forward Presence Operations

NFAF ships have adequate and secure JMCIS and tactical voice system capabilities. The number of JTF/TF tactical voice circuits that NFAF ships are expected to guard when in company does place a stress on both available tactical voice systems and watchstanders. Non-flag configured PREPO ships, unless assigned to an Amphibious Readiness Group (ARG), do not have the capability to guard tactical circuits due to both equipment and watchstander limitations. Sealift Force ships that are Modular Fuel Delivery System (MFDS) equipped may be required to underway replenish (UNREP) NFAF ships. However, they may not have sufficient numbers of personnel and equipment to guard tactical circuits.

4.1.3.2. Surge Operations

NFAF ships have adequate equipment, but sustained operations will challenge watchstanders. Non-flagship equipped PREPO Force ships have inadequate secure tactical equipment for in company steaming or LOTS/JLOTS operations. Unless the crew is augmented, adequately trained or cleared tactical watchstanders are not generally available. Sealift Force

ships do not have a tactical information exchange capability nor personnel trained in tactical communication procedures.

4.1.4. Area Command Communications Capabilities

The MSC area commands use a combination of DOD and commercial Public Switched Networks (PSN) for voice and record communications, data transfer, and e-mail connectivity. DOD connectivity includes access to the following networks and capabilities:

- AUTODIN for record messaging services

- Defense Switched Network (DSN) for voice services

- GCCS which is the WIN/WWMCCS replacement network

- Secure Telephone Unit (STU) III capability for secure voice, facsimile, and data transfer

- e-mail interface throughout the MSC shore organization for coordination and information exchange

- Ship/shore gateways (MSCLANT and MSCPAC only) for e-mail connectivity with selected MSC Force ships

From a commercial communications services standpoint, the area commands are accessible from a wide variety of domestic and international commercial networks and carriers, including:

- INMARSAT

- TELEX

- Foreign Post, Telephone and Telegraph (PTT) systems for MSC facilities located outside the continental U.S. (OCONUS)

MSCFE is unique from several aspects in that it owns and operates its own communications center in contrast to most naval telecommunications centers which are sponsored and operated by Commander, Naval Computer and Telecommunications Command (CNCTC). As a result, MSCFE is able to directly provide a higher level and more "personalized" communications support services to MSC Force ships operating in the Far East than can the other area commands. Figure 4-2, MSC Far East Communications Connectivity, graphically depicts the MSCFE communications configuration.

More detailed information concerning MSC area command communications and information services capabilities is contained in Annexes E through H to this manual.

Figure 4-2. MSC Far East Communications Connectivity

4.2. MSC Ship/Shore Communications Interfaces

Table 3-4, MSC Interoperability and Connectivity Requirements, provides a high level, order of magnitude view of which in-theater and shore-based commands and agencies MSC Force ships need to communicate with to carry out their mission. Figure 3-2, MSC Communication Services Categories, identifies the various types of information that is exchanged between MSC Forces and these organizations. Figure 4-1, Simplified MSC Ship/Shore Communication Interconnect, identifies the basic top level architecture that is currently in place to support MSC Force interoperability and information exchange requirements.

Operational commanders (Combined, Joint or Naval) must use a unique mixture of DOD and commercially provided communications services to task, control, and support assigned MSC units. Figure 4-3, MSC Theater Information Services Perspective, provides a view of DOD service gateways through Naval Computer and Telecommunications Area Master Station (NCTAMS) plus undefined gateways through commercial public switched service networks.

Wide variances exist in user interfaces, ship-shore transmission systems and shore accesses used by MSC Forces. Significant variances also exist within ship types, particularly Sealift and SMF ships. These interfaces and variances are discussed by Force below.

AFLOAT   **ASHORE**

Figure 4-3. MSC Theater Information Services Perspective

4.2.1. Naval Fleet Auxiliary Force

NFAF communications with supported commands and units afloat or ashore is via DOD systems. Communications services are well defined in CINC, Fleet, and JTF or TF operations orders. Communications policies and procedures are defined in Naval Warfare Publications (NWP), as well as in standard operating procedures. Operational information flow patterns are similar to those for the supported Fleet units. Administrative traffic flow patterns are different since CIVMAR payroll and administrative functions are supported by unique systems within the MSC support structure. Tactical communications are critical to UNREP operations and coordination. With the exception of bridge to bridge voice service, most communications functions, including tactical, are handled by MILDEPT radiomen (RM) and operations specialists (OS).

The Naval Computer and Telecommunications Area Master Station (NCTAMS) is the primary ocean area gateway for NFAF ships. DOD Standardized Tactical Entry Point(s) (STEP) are also used in forward operating areas. As shown in Figure 4-4; Naval Fleet Auxiliary Force Ship/Shore Services, ship-shore interconnect is accomplished through UHF satellite transmission with an increasingly limited HF radio backup capability. Message oriented traffic is passed via Common User Digital Information Exchange System (CUDIXS) to the Fleet Center and received via satellite broadcast through the Naval Communications Processing and Routing System (NAVCOMPARS). Interface to AUTODIN and other shore-based networks is provided from the Fleet Center. This message oriented service handles most traffic and service is secure. Access and availability are controlled by NCTAMS.

Figure 4-4. Naval Fleet Auxiliary Force Ship/Shore Services

Secure voice service is also provided via UHF Fleet Satellite Communications (FLTSATCOM) connectivity. Access is limited and controlled by the Naval Fleet Commander. Commercial satellite service is being expanded to and from fleet units, particularly flagships, and includes greatly expanded voice services, with data and video selectively available. From the NFAF perspective, the only commercial satellite service available is INMARSAT. INMARSAT service gateways are normally via COMSAT World Services operated earth stations. Other communications services provided via the INMARSAT include:

- Data and facsimile service

- Covered communications using a STU-III

- Unclassified cc:Mail via MSCPAC, MSCLANT, and MSCHQ Post Offices

- Streamlined Alternative Logistics Transmission System (SALTS) file transfer services.

4.2.2. Prepositioning Force

PREPO ships are part of the forward presence force structure. They are normally under the operational control of one of three MPSRON commanders and use commercial communications services for both operational and administrative communications support. When in the normal forward presence posture, operational traffic may be coordinated by the MPSRON. These contractor operated ships have cleared personnel and have the ability to handle classified information via STU III. In surge operations when PREPO ships embark military cargo handling detachments and move to the forward area of operations, operational traffic patterns may change drastically. TELEX, commercial refile or INMARSAT voice service now provides

the primary connectivity with supported commands. Surge information handling requirements are challenged both in capacity and ability to handle classified information.

With the exception of Flag configured MPSRON ships, PREPO ships support the same communications services as described in the following Sealift section. The Flag configured MPSRON ships are unique in that they have both an austere Navy communications suite operated by military personnel and a standard merchant ship suite operated by a Radio Officer. During surge operations, MPSRON staff personnel may be assigned to non Flagship-configured ships to provide additional communications and operational support.

Contractor managed and operated ships, regardless of whether they are part of the PREPO Force or Sealift Force, access shore communications services as shown in Figure 4-5; Contract/ Commercial Operator Baseline Ship/Shore Services. The number of user workstations varies widely as does interconnect or lack of interconnect with the ship's radio equipment. Traditionally the radio officer has been the "buffer" or primary access to these services. With the advent of GMDSS and the potential removal or change of duties of the currently required radio officer, radio equipment interconnect and operation will widely vary from ship to ship. Policy and procedures detailed in Chapter 5; MSC Ship/Shore Communication Services Polices, and Chapter 6; MSC Ship/Shore Communications Procedures, are intended to improve and simplify user access to external communications.

Figure 4-5. Contract/Commercial Operator Baseline Ship/Shore Services

4.2.3. Sealift Force

Sealift Force ships primary information exchange capability is via commercial communications services. Administrative support oriented communications services with the ship manager are often supported by proprietary services or commercial e-mail. Access to DOD communication systems and address for operational traffic is currently almost exclusively via TELEX and the commercial refile activity shown in Figure 4-1; Simplified MS Ship/Shore Communication Interconnect. Only a very small number of selected Sealift ships currently have the ability to handle classified information. All are currently manned by a single Radio Officer. Figure 4-6; Sealift Force External Communication Configuration, shows the typical Sealift and non-Flagship configured PREPO Force ship-shore interfaces.

Figure 4-6. Sealift Force External Communication Configuration

4.2.4. Special Mission Force

In general, only the T-AGOS surveillance ships of the SMF operate in support of JTF/ TF operations. These ships have a tailored communications suite that provides a variety of secure services via DOD service gateways and is depicted in Figure 4-7, Special Mission Force T-AGOS Ship/Shore Services. Specialized communications personnel may be either military or civilian. All personnel assigned to these ships hold required security clearances. Other SMF ships have individually unique communications suites, do not operate in support of JTF/TF operations, and ship-shore links are almost exclusively with the operational sponsor.

AFLOAT   ASHORE

Figure 4-7. Special Mission Force T-AGOS Ship/Shore Services

4.3.   Current MSC Ship/Shore Communications Methodologies

A current MSC communications initiative is to encourage reducing TELEX traffic to short, high precedence messages while increasing cc:Mail use to more efficiently and affordably meet ship shore information exchange requirements. As discussed in Section 4.2; MSC Ship/Shore Communication Interfaces, NFAF ships communications are similar both in services provided and procedures utilized to those of Fleet units. However, MSC initiatives to introduce wide use of cc:Mail, shipboard LAN implementation, and Shipboard Management Information System (SMIS) have changed the way NFAF ships are supported. These initiatives also promise shipboard user work load reduction and manning realignment through information system automation and movement of some support functions ashore. In general, Sealift and PREPO Force ships have limited e-mail service implementation and very few shipboard LANs. INMARSAT is the primary MSC Force wide method for ship-shore access with HF radio available as a second resource. The discussion of methodologies below focuses primarily on PREPO and Sealift Force ship users with NFAF and SMF users unique methodologies noted where appropriate.

4.3.1. TELEX

This 50 baud, 66 word per minute, labor intensive, and high cost per unit of information service has long been the backbone for both merchant and MSC ship-shore information transfer. Service is available world wide via INMARSAT or HF radio and service is for unclassified traffic only. TELEX is the de-facto lowest common denominator, most interoperable service

currently available to the full range of MSC users. As shown in Figure 4-1, Simplified MSC Ship/Shore Communication Interconnect, interfaces ashore are through the Public Switched Network (PSN). TELEX is a subset of message text format information exchange, but TELEX message formats and addressing are not directly interoperable with DOD messaging services.

· Commercial Refile, as shown in Figure 4-8; Commercial Refile Configuration, is the bridge between commercial TELEX and DOD services. The refile function (messages from AUTODIN to the commercial world) and reverse refile (messages from the commercial world to AUTODIN) are accomplished through semi automated reformatting . The facility has a "normal" processing workload of just over 1000 messages per day. This capacity can be expanded through manning two or three "ComDeskManager" workstations. Commercial Refile procedures are found in Section 6.5; Commercial Services Utilization Procedures. The current Commercial Refile Center is located at the Naval Telecommunications Center (NTCC) San Diego, CA.

COMMERCIAL COMMUNICATIONS ENVIRONMENT

DoD COMMUNICATIONS ENVIRONMENT

Figure 4-8. Commercial Refile Configuration

4.3.2. E-Mail/cc:Mail

User-friendly interface and reduced transmission cost through use of higher data rates is the driver for increasing e-mail use by MSC activities. Services are available world wide via INMARSAT voice or data connectivity. Ship managers and charter operators are increasing their e-mail use and similar information packaging services.

4.3.3. Voice and Facsimile

Voice, as the most user friendly and accessible service, is currently available in all ocean areas via INMARSAT, most U.S. coastal regions via cellular phone, or Line of Sight (LOS) marine radio services world-wide. HF voice service is also available in many regions. Service costs vary widely with user access primarily restricted to high precedence operational traffic, or in some situations, to personal correspondence for emergency or morale purposes. Shore originated calls are usually restricted and controlled by the operational commander or ship manager/operating company. "Who answers the phone" aboard ship is a watch standing concern discussed in Section 4.4.; Typical Afloat Configurations and User Interfaces.

Facsimile service is currently available on most ships. It is used for text, graphics, limited imagery, or form transmission and normally occupies a voice channel. However, it can be provided as part of e-mail or other proprietary data services.

4.3.4. Proprietary Services

Proprietary services are primarily used by ship managers and contract operators to reduce ship-shore information exchange costs by packaging information in formats that can take advantage of the highest available data rates over INMARSAT. Typically these systems include a shipboard computer workstation with file management software, an INMARSAT compatible modem, proprietary software to compress data and possibly commercially encrypt information, and the necessary interconnect to INMARSAT voice service. A typical configuration is shown in Figure 4-9, SALTS Ship-Shore Configuration. Note that the shore gateway must be compatible with the shipboard modem and software.

SALTS via Satellite

Data transmission to satellite initiated and data files are relayed to either of two land earth stations then to SALTS via PSTN

INMARSAT

SALTS

Southbury, CT

SALTS
ASO
Philadelphia

Santa Paula, CA.

Field Hospital

Deployed Unit

Figure 4-9. SALTS Ship-Shore Configuration

SALTS is found on NFAF ships and most Navy combatants. It was developed to support logistics oriented information exchange in data rather than message formats. It represents a unique commercial off the shelf (COTS) component integration that achieved an early operational capability while the Joint Maritime Command Information System (JMCIS) was undergoing program definition. Figure 4-10, SALTS Services, outlines the types of information service support made available to the user in a typical operation. A number of proprietary systems provide functions and support similar to those found in SALTS for non-government users. MARINET and SEASALTS are representative of systems now found afloat.

Current Services of SALTS

• Messages	• ATAC
• Internet E-MAIL	• Carcass Tracking
• MILSTRIP	• PLTS
• MILSTRIP STATUS	• Military Postal Tracking
• Exception MILSTRIP	• USO Grams
• Payroll	• DAO Financial Reporting
• SDS	
• Aviation 3-M	• News Services
• Asset Visibility	• File Storage/Retrievals

Figure 4-10. SALTS Services

4.3.5. INMARSAT Services

INMARSAT is the primary ship-shore service provider for MSC. Currently INMARSAT terminals are found on all MSC ships, regardless of Force. The same is true of U.S. Navy combatants, allied navies, and merchant shipping world wide. INMARSAT services are available from a number of different sources around the world. A range of INMARSAT terminals provide a variety of services with differing service costs. Services available and their costs vary by ocean area served as well. The continuing service trends include implementation of a wider range of services offered and generally decreasing cost to the user.

Figure 4-11; INMARSAT Service Configurations, provides a view of user to user INMARSAT configurations. An important operational feature of INMARSAT service configuration is that ship to ship service must be received and re-transmitted by an INMARSAT

earth station. This fact impacts cost as well as operational flexibility and required operating procedures. Service features allow for unattended receipt of data, fax, and TELEX traffic by the ship. These features also include the ability of the ship to over ride any incoming connection by a ship originated voice, data, or facsimile transaction.

Interoperability between INMARSAT A analog terminals and INMARSAT B or M digital terminals is accomplished at the earth station thus making service transparent to the user. There are some data rate restriction for INMARSAT M services. High speed data services, up to 64 CBS is available only for INMARSAT A and B terminals. INMARSAT C terminals are not interoperable with INMARSAT A, B or M terminals but messaging services such as TELEX provided by value added service providers make INMARSAT C to other INMARSAT terminals transparent to the user.

Figure 4-11. INMARSAT Service Configurations

The listed rates in Table 4-2; INMARSAT Rate (per minute) for Terminal Type, represent a simple depiction of a very complex , competitive and changing service rate structure. INMARSAT A, B and M ship to shore services are priced on a per minute cost basis. Shore to ship services are traditionally more expensive, primarily due to user to earth station costs added by the access provider. Recently several service providers are offering an 800 number access with costs close to that for ship to shore service.

INMARSAT C pricing is by message size and difficult to directly relate to INMARSAT A, B or M service. In general mobile to mobile service is 1.5 times the cost of mobile to base. INMARSAT B services are approximately half that of INMARSAT A. The less capable INMARSAT M services are slightly less but similar to those offered on INMARSAT B. Earth station location and service provided dictate charges levied from the earth station to the shore user. For DOD and U.S. Government use, the Defense Information Technology Contracting

Office (DITCO), has negotiated special rates with COMSAT World Systems for qualifying Mobile to Base and Mobile to Mobile users. Table 4-2; INMARSAT Rate (per minute) for Terminal Type, provides representative service cost.

DATA/CONNECTIVITY TYPE	INMARSAT A	INMARSAT B	INMARSAT M
Voice, Data, or FAX from:			
Mobile to Base	$5.80	$2.85	$2.75
Base to Mobile (800#)	$6.75	$4.00	$3.75
Mobile to Mobile	$11.80	$4.35	$4.10
High Speed Data			
Simplex Mobile to Base	$7.90	$5.95	N/A
Simplex Mobile to Mobile	$15.80	$11.90	N/A
Duplex Mobile to Base	$11.25	$9.00	N/A
Duplex Mobile to Mobile	$22.50	$18.00	N/A

Table 4-2. INMARSAT Rate (per minute) for Terminal Type

For INMARSAT C where all charges up to 400 characters are by message size, sizes are:

- Small   100 characters or less

- Medium   100 to 249

- Large   Up to 400

- Extra large   Over 401

A large message, 400 characters, will range from $2 to $4 depending on factors ranging from mobile to base, mobile to mobile, ocean area and whether TELEX, E-Mail, Fax, or via Government X.25. Reporting services are priced by packet with 32 bytes costing about $0.14.

4.3.6. High Frequency Radio Services

The role of HF Radio in support of ship-shore services is a secondary, but an important adjunct to the primary INMARSAT services. DOD HF shore interface availability has been severely curtailed. However, the U.S. Coast Guard (USCG) still maintains an HF capability. The USCG will relay traffic from public vessels and government stations into AUTODIN and naval message handling systems. Direct support will be provided when necessary to NFAF, SMF and other U.S. Government owned vessels. The following USCG communications stations have direct entry into the naval communications system and are tabulated in Table 4-3; USCG HF Ship-Shore Entry Points.

USCG COMMUNICATIONS STATION	CALL SIGN
Coast Guard CAMSLANT Portsmouth VA	NMN
Coast Guard COMSTA New Orleans LA	NMG
Coast Guard COMSTA San Francisco CA	NMC
Coast Guard COMSTA Kodiak AK	NOJ
Coast Guard COMSTA Honolulu HI	NMO

Table 4-3. USCG HF Ship/Shore Entry Points

Support is also available for MPS ships. However, as with other commercial charters, HF support is normally channeled through coast stations when there is no satellite capability available. Commercial vessels leased by MSC, including MPS ships that have delivered prepositioned cargo, will be expected to follow secondary and tertiary communications paths established by their owners, i.e. through a world wide system of commercial HF ship-shore entry stations. Services available are primarily TELEX and limited voice.

4.3.7. GMDSS

GMDSS requirements and operation are detailed in DMA/TC Publication 117, Radio Navigational Aids. GMDSS capabilities will be implemented in all MSC ships by the required 1999 deadline. As the primary system for safety and environmental information service shown in Figure 3-2; MSC Communications Services Categories, GMDSS system components such as the Standard C and DSC VHF or MF/HF can also be used for handling operational and administrative information. For example, the Standard C Ship ID can provide an alternate or back up address for TELEX, FAX or other store and forward services. User interface afloat is in the bridge, chart house, radio room or other designated area (e.g., MILDEPT spaces). The many and varied shore interfaces are described in Pub 117. Figure 4-12; Typical GMDSS Installation, shows a typical GMDSS console configuration.

Figure 4-12. Typical GMDSS Installation

4.4. Typical Afloat configurations and User Interfaces

Figure 4-5, Contract/Commercial Operator Baseline Ship-Shore Services, focuses on the shipboard user and illustrates the typical user interface to external communications services

found on any MSC PREPO or Sealift Force ship. While complexity, capability, and details vary widely, NFAF and SMF ships can also be viewed from the same user perspective. NFAF users have access to tactical radio circuits, to military satellite communications (SATCOM) transmission systems, and a range of secure communications options. SMF users may have access to specialized data links and unique transmission systems in addition to the baseline services shown in Figure 4-5; Contract/Commercial Operator Baseline Ship-Shore Services.

4.4.1. MILDEPT Operators, NFAF Configuration

With the exception of the hospital ships (T-AH), all NFAF ship classes have standard naval communications suites configured to be operated by RMs. The hospital ship communications suite may be upgraded to include a C or Ku band commercial satellite capability that will include high definition imaging.

4.4.1.1. External Communications

A simplified depiction of a typical NFAF ship external communications services configuration is provided in Figure 4-4; Naval Fleet Auxiliary Force Ship/Shore Services. In addition to the ability to handle at least 2 secure FLTSATCOM broadcast message channels, these ships can also guard Officer-in-Tactical Command Information Exchange System (OTCIXS) or other command and control oriented message/data circuits. With the implementation of cc:Mail capability together with user workstations connected by a LAN, most unclassified administrative traffic has shifted to cc:Mail. Classified traffic is handled via NAVMACS over FLTSATCOM.

Tactical secure voice radio is available on the bridge, at the helicopter control station (for helicopter operations capable ships) and in radio. Tactical voice circuit set up and maintenance is accomplished by RMs, but operators are either bridge watch or OSs. The radio room is the focus of external communications system operation and control and is manned on a 24 hour basis by radiomen while underway. The communications guard may be shifted ashore in some in port situations. Generally, ship-shore communication equipment cannot be operated from remote stations such as the bridge or shipboard offices. Exceptions to this include The Convention for Safety of Life at Sea (SOLAS) equipment and tactical voice service. All SOLAS systems can be operated from the bridge and may be guarded by deck watch officers or radiomen.

Visual communications capabilities that include flashing light and flag hoist still exist on all NFAF ships.

4.4.1.2. Internal Communications

All NFAF ships have, or are being outfitted with, LANs to connect the work stations to external communications services. A typical SMIS-configured LAN with connectivity to ship external communications is shown in Figure 4-13; SMIS and Communication Interconnections. The LAN administrator may be at the ship master's or some other designated work station. The administrator's workstation is frequently the cc:Mail and unclassified message interface with external communications. Classified message user interface is via paper media delivered to or received from the radio room.

For most NFAF ships, internal voice service is by a standalone Dimension 2000 dial telephone system supplemented with sound powered phones for emergency communications. Internal access to external voice service for unclassified use is via the Dimension 2000 system. Separate "Red" handsets and secure voice patching in the radio room are provided for both tactical and ship/shore secure service access.

Figure 4-13. SMIS and Communications Interconnections

4.4.2. Contractor Operated, Sealift and Prepositioning Configuration

A generic shipboard layout of user interfaces for non-flag configured PREPO and Sealift Ships is shown in Figure 4-5, Contractor/Commercial Operator Baseline Ship/Shore Services. Under most configurations, the radio room remains the focus of external communications system operation and control, but does include bridge monitoring capabilities for INMARSAT. In general, equipment can be operated from remote stations such as the bridge or some selected shipboard offices. SOLAS equipment is monitored and operated by bridge watchstanders when the radio officer is not on watch.. The radio room is currently manned on a scheduled watch basis by a single licensed radio officer. Operation by the radio officer beyond 8 hours a day is usually on an on call overtime basis. The radio officer maintains a watch schedule as prescribed by the master and the International Maritime Organization (IMO) watch keeping rules. Depending on the specific union contract detail, the master and other designated users may access INMARSAT voice service to include messaging services such as e-mail.

4.4.2.1. External Communications

A typical Contract Operated ship communication suite and services provided is shown in Figure 4-6; Sealift Force External Communication Configuration. The suite includes a primary and backup MF/HF radio transceiver plus an INMARSAT A or B terminal. Standard C terminals are being added in connection with GMDSS implementation and to provide added ship/shore capability. The GMDSS configurations will be similar to that shown in Figure 4-12, Typical GMDSS Installation. This suite is designed for operation by bridge watchstanders.

4.4.2.2. Internal Communications

With few exceptions, internal communications on typical contractor operated ships are very basic with user access primarily via the radio room. With increasing implementation of cc:Mail capable user work stations as mandated by MSC contract, the number of ships that utilize LAN's for internal interconnect and access to external communication services will increase. Figure 4-14, Internal Communication Access, shows a typical Government owned, contractor operated ship arrangement.

Figure 4-14. Internal Communication Access

CHAPTER FIVE

MSC SHIP/SHORE COMMUNICATIONS SERVICES POLICIES

5.1. Policy Overview

The purpose of this section is to consolidate MSC communication services policies in a format useful to ship-shore services users; particularly masters, MSC program managers, MSC functional directorates, MSC area commands, MSC field activities, ship managers, and various headquarters staff personnel who use MSC services. This section provides Force and Area of Responsibility (AOR) wide policy. Annexes covering MSC individual Force types and the individual AOR's, will contain Force and mission-unique policies. Policies from NWP 6-01 and other naval ship related policy documents will be referenced as applicable.

MSC is emphasizing three major initiatives to save money and reduce the burden on personnel:

- Reports are being consolidated

- cc:Mail and other commercially available information technologies are being used for ship-shore communications to eliminate reliance on manpower intensive rigid protocol message text format services such as TELEX.

- Shipboard computer workstation Common Operating Environment are being implemented throughout MSC

5.2. Reporting Consolidation/Reduction and Messaging Procedures

MSC is reducing reporting requirements to minimum essential levels, reducing duplication, utilizing standard formats and automation to improve efficiency and minimize communications service cost.

5.2.1. Messaging Standardization and Uniformity

MSC relies on various reports to effectively manage and direct its world-wide shore organization and diverse, globally deployed afloat force. MSC is reviewing the various directives, instructions, and other documents that require these reports to validate the requirement, identify duplicative reports and to clarify specific reporting requirements. MSC intends to eliminate duplicative reports; implement automated reporting capabilities, reduce reports and increase efficiencies by "recycling" information submitted for other purposes, and if appropriate, using standardized message templates wherever possible. Annex I, Operational Reporting, addresses message reports used to support MSC operations. This annex:

- Summarizes current MSC reporting requirements
- Indicates which Forces (or Force sub-elements, i.e. CIVMAR-manned USNS) are required to submit the report
- Indicates report triggering events
- Outlines briefly why the report is required
- Provides a template for guidance in formatting and submitting the required report

5.2.2. Formatting Requirements

The majority of reports submitted by MSC force elements are sent by electronic means, usually a message. The General Administrative (GENADMIN) subset of the U.S. Message Text Format (MTF) should be used as the standard format for all messages. The message templates contained in Annex I, Operational Reporting, use the GENADMIN format. MTF editor (Version 4.0) is currently implemented by the Navy as an interim measure, pending Defense Message System (DMS) establishment of a preferred MTF standard.

5.3. Communication Services Manning, Watchstanding and Training

MSC will use information and communication technology advances and make these services available to the user with minimal support.

MSC is validating personnel and training requirements during the transition to Global Maritime Distress and Safety System (GMDSS) and implementation of Defense Message System (DMS) to ensure that MSC-unique operational requirements are met. These requirements include:

- Navy communications procedures

- Navy tactical communications procedures

- Navy security including, including personnel security clearances and Classified Material Security (CMS)

- Information systems operation and local area network (LAN) administration

- Information and communication system maintenance and repair

Watchstanding requirements and qualifications for GMDSS and MSC unique operational requirements are specified in the MSC Force Annexes.

5.4. Ship-Shore Electronic Mail Utilization

Lotus cc:Mail should be used for unclassified priority and routine precedence information in a ship-shore exchange until DMS provides a DOD standard electronic mail (e-mail) capability. Classified and immediate precedence information, and specified operational information, should use other communication methods specified by the operational commander.

5.5. Commercial Communications Services Utilization Policies

Commercial communication services should be used when they meet operational requirements and are fiscally advantageous to the Government. This policy primarily applies to Prepositioning (PREPO) and Sealift Force ships but, extends to Navy Fleet Auxiliary Force (NFAF) and Special Mission Force (SMF) use of commercial services as adjuncts to DOD systems.

5.5.1. TELEX

Ship-shore TELEX, via Commercial Refile, is the primary bridge between DOD and commercial ship-shore users. Ship-shore TELEX should be limited to short (One Page) priority

or immediate precedence messages unless it is the only service available. Routine and other longer messages should be sent on cc:Mail. TELEX addresses should limited to essential commands and organizations. Address Indicating Groups (AIG's) should not be used for TELEX or TELEX bound messages, unless the need is validated by the message originator.

5.5.2. INMARSAT

INMARSAT service is the primary ship-shore communication service for Prepositioning and Sealift Force ships operated or chartered by MSC. Privately owned or chartered ships operated by MSC must be fitted with INMARSAT. INMARSAT A and B systems are authorized to support ship/shore voice, data, cc:Mail, facsimile, and TELEX communication services, subject to operations security restrictions.

INMARSAT C, with embedded GPS, is authorized to support reception of Maritime Safety Information, and selected store and forward services. In addition to INMARSAT A and B authorizations, INMARSAT C may be used for transmission of AMVER reports, environmental observations, polling response, and data reporting, again, subject to operations security restrictions.

5.5.2.1. INMARSAT A, B, C and M Equipment Configuration During Emissions Control (EMCON)

U.S. Government-owned (public) ships must be able to disable the transmit feature while retaining receive only capabilities. Privately owned Prepositioning Force ships and long term commercial charter Sealift Force ships must meet L-Band EMCON requirements that may be imposed by operational commanders. Short term commercial charters will be encouraged to meet these criteria or provided alternative operating procedures.

5.5.2.2. INMARSAT Use in Territorial Waters

MSC Force ships will maintain a receive only INMARSAT guard, unless a communications guard shift has been filed, when operating in the territorial waters of a nation that restricts INMARSAT use.

5.5.3. Cellular Telephone (CT)

Cellular telephone use is encouraged for official business when the service is available and cost effective, authorized by the Master, and permitted by local operational authority.

Use of privately owned cellular telephones or other communications equipment may be authorized by the Master when permitted by local operational authority. Masters will ensure that procedures are established to prevent use during certain operational situations.

5.6. High Frequency (HF) Radio

HF communications capabilities will be maintained aboard MSC controlled ships. HF communications is an essential element of the Navy's Command, Control, Communications, Computing and Intelligence (C4I) capability. It is the Navy's principal tactical and non-tactical extended line of sight (25 - 200 NM) communications for Battle Groups and Amphibious Ready Group in Expeditionary Warfare and an adjunct to satellite connectivity. The Navy is currently undertaking several initiatives to improve HF's value to naval operations. These improvements will be implemented aboard MSC ships as they become available.

The HF band will be used for Beyond Line of Sight (BLOS) (greater than 200 nautical miles) communications when INMARSAT or Fleet Satellite Communications (FLTSATCOM) services are not available and for extended line of sight (20 to 200 nautical miles) when operating with U.S. Navy Task Force (TF) units. HF Single Side Band (SSB) voice will be used when joining the MSC Voice Coordination Net, when coordinating with U.S. Navy/Allied units, or when accessing the command switchboard at Naval Computer and Telecommunications Stations (NCTS). HF SSB voice will be used when accessing the Automated Mutual Assistance Vessel Rescue (AMVER) circuits. HF will also be used for Military Affiliate Radio System (MARS) and for Amateur Radio Services (ARS), if such operation is authorized by appropriate authorities.

5.7. Regulatory Compliance

5.7.1. Policy

MSC will comply with U.S. Government and DOD regulations.

5.7.2. FCC Rules

MSC Force ships will follow Federal Communications Commission (FCC) requirements for radio station licensing, personnel and equipment, which includes compliance with 1974 Safety Of Life At Sea (SOLAS) Convention (as amended), and International Radio Regulations. MSC is reviewing its personnel and equipment requirements in view of the Telecommunications Act of 1996, which eliminated the requirement for an approved radiotelegraph installation and licensed Radio Officer aboard ships equipped with GMDSS per the SOLAS convention. FCC requirements do not extend to U.S. Government-owned (public) ships and foreign flag charters.

5.8. GMDSS

MSC complies with the requirements and policies for safety of life at sea equipment and its use as prescribed by rules and regulation of the International Maritime Organization (IMO), International Telecommunications Union (ITU), and Federal Communications Commission (FCC). Per 47 CFR 80.1065, every U.S. ship subject to the communications act or the safety convention must comply with GMDSS. These include cargo ships of 300 gross tons and upward.

GMDSS will bring major improvements to maritime safety and communications. GMDSS is an automated ship to shore distressing alerting system. It relies on satellite and advanced terrestrial communications links. GMDSS also provides limited ship to ship

communication capabilities. GMDSS is designed to quickly alert Search and Rescue (SAR) authorities ashore and vessels in the vicinity of a distress. This rapid communications is intended to aid them in a well-executed SAR operation.

GMDSS Marine Safety Information (MSI) broadcasts use the coastal NAVTEX system and the high seas SafetyNET system as the primary means of delivering marine warnings and forecasts. In addition, some ports have local VHF broadcasts and some nations have supplemented the SafetyNET broadcasts with HF broadcasts. Details on these systems and the broadcast schedules are given in DMA Publication 117. SafetyNET is also used for SAR alerting to ships needed to provide assistance. Since SAR events must be handled immediately, the broadcasts are unscheduled and the broadcasts are typically directed to a small geographic area around the scene of the distress. The broadcasts will be made with Urgent or Distress priority to alert the bridge watch. The SafetyNET geographical alerting protocols permit addressing to prescribed circular or rectangular areas

5.8.1. Policy

MSC will equip U.S. Government-owned ships with GMDSS facilities to meet the 1 February 1999 compliance date. All contractor operated or chartered ships under the operational control of MSC shall meet the compliance date. During the transition period to full GMDSS implementation, MSC intends to take actions to eliminate record communications transacted via manual radiotelegraphy (CW) system. To accomplish this, advanced terrestrial techniques, satellite communications, and key capabilities of the GMDSS will be implemented.

47 CFR 80. 1081 requires ships be capable of the following GMDSS functional requirements at sea:

- Receiving ship to shore distress alerts
- Transmitting and receiving SAR coordinating communications
- Transmitting and receiving on-scene communications
- Transmitting and receiving locating signals
- Transmitting and receiving Maritime Safety Information (MSI)
- Transmitting and receiving bridge-to-bridge communications
- Transmitting and receiving general communications with shore-based facilities
- Transmitting and receiving distress alerts by 2 separate, independent means
- Transmitting and receiving ship-to-ship distress alerts

47 CFR 80.1075 requires a record of all incidents connected with radiocommunications which appear to be of importance to safety of life at sea.

5.8.2. Operation

MSC ships will normally maintain required GMDSS equipment in a fully active status. The Master may direct that certain GMDSS automated response and reporting features be disabled if necessary to meet the Operational Security (OPSEC) requirements of a classified

mission. MSC ships will operate GMDSS equipment to comply with OPSEC and EMCON requirements during crisis, regional conflict, or wartime support operations.

Certain GMDSS requirements (e.g. equipment carriage, maintenance, etc.) are based upon a ship's intended sea area of operation. One of the notable features of GMDSS is that it divides the worlds oceans into four distinct communications areas; A1, A2, A3, and A4 as described below. MSC ships are to be fitted for area A3 operations.

MARITIME SEA AREAS	
AREA	**DESCRIPTION**
Sea Area A1 (Approximately 25NM from shore)	An area within radiotelephone coverage of at least on VHF coast station in which continuous digital Selective Calling alerting is available.
Sea Area A2 (Up to approximately 150NM from shore	An area within MF radiotelephone coverage of at least one coast station at which continuous DSC is available. Area A2 excludes Area A1.
Sea Area A3 (Within INMARST coverage)	An area within the coverage of an INMARSAT satellite in which continuous alerting is available (Approx. 70N-70S). Area A3 excludes Areas A1 and A2.
Sea Area A4 (Primarily polar regions)	All areas outside of Sea Areas A1, A2, and A3. Sea area A4 relies primarily on HF communications.

5.8.2.1. GMDSS Watch Standing

The GMDSS watch is normally maintained on the bridge and for that reason the equipment must be located in or near the wheelhouse. Equipment located elsewhere should be capable of being answered by remote terminals on the bridge. The intent is to eliminate live listening watches under GMDSS and that monitoring be done by automated equipment which sounds an alarm if traffic is addressed to the ship. In addition, the alarm will alert to incoming traffic of urgent or distress priority addressed to all shipping.

5.8.2.1.1. Transition Period Watch Standing

During the transition period ending 1 February 1999, 500 khz MF/CW single operator watches must be maintained pending legislative relief. In addition, a live listening watch is required on VHF-FM Channels 13 and 16, and 2182 khz. As soon as DSC is fitted, a DSC watch should also be maintained on VHF Channel 70 and 2187.5 kHz MF. While the intent is to ultimately discontinue a live watch on VHF Channel 16, delayed installation of the shore VHF-DSC network in the U.S. may require an extended live watch beyond 1 February 1999.

5.8.2.1.2. Non GMDSS Communications Guard

While the mates maintain the GMDSS watch on the bridge, no formal watch standing is specified for routine ship's traffic. The bulk of the ship's administrative traffic should be handled by e-mail service and the master should prescribe procedures for department heads to follow in sending and receiving e-mail. These instructions should also include checking for routine precedence incoming INMARSAT traffic addressed to the ship. The masters instructions should also cover release of routine position reports, weather observations, AMVER reports etc. - -

5.8.3. GMDSS Implementation

MSC intends to implement GMDSS in the most cost effective manner consistant with installation opportunities and personnel training requirements. MSC Program Managers will plan and schedule installation and personnel training to met GMDSS requirements. To meet mission requirements and ensure communications equipment availability, corrective and preventive maintenance will be provided through a combination of equipment duplication, shore based maintenance and on-board repair capabilities.

5.8.4. GMDSS Equipment

Table 5-1 GMDSS Equipment Suite for MSC Operated Government Owned Ships, depicts equipment, quantity, applicability and implementation of GMDSS emergency communication requirements for MSC owned ships equipped with either Military Department Communications Centers or standard commercial radio rooms.

Table 5-2, GMDSS Equipment Suite for Long Term Charter ships operating under MSC control, provides the equipment list to be specified in contract language for ships under long term charter to MSC.

GMDSS EQUIPMENT SUITE FOR MSC OPERATED GOVERNMENT OWNED SHIPS		
SYSTEM	QUANTITY	REQUIREMENT DATE
406 Mhz EPIRB	1	August 1993
NAVTEX Receiver	1	August 1993
VHF Lifeboat Radios	3	February 1995
Search and Rescue Radar Transponders	2	February 1995
VHF DSC Transceivers with dedicated watch receiver	1	February 1999
VHF DSC Transceiver	1	February 1999
INMARSAT-C Mobile Earth Station with EGC	1	February 1999
MF DSC, 2182 Khz and Radiotelephony	1	February 1999
MF DSC 2187.5 Khz Watch receiver	1	February 1999
HF DSC	1	February 1999

Table 5-1 GMDSS Equipment Suite for MSC Operated Government Owned Ships

GMDSS EQUIPMENT SUITE FOR MSC LONG-TERM CHARTERED SHIPS		
SYSTEM	QUANTITY	REQUIREMENT DATE
406 Mhz EPIRB	1	August 1993
NAVTEX Receiver	1	August 1993
VHF Lifeboat Radios	3	February 1995
Search and Rescue Radar Transponders	2	February 1995
VHF DSC Transceivers with dedicated watch receiver	1	February 1999
VHF DSC Transceiver	1	February 1999
INMARSAT-A Ship Earth Station with EMCON[1]	1	
INMARSAT-C Mobile Earth Station with EGC	1	February 1999
MF DSC, 2182 Khz and Radiotelephony	1	February 1999
MF DSC 2187.5 Khz Watch receiver	1	February 1999
HF DSC[2]	1	February 1999
HF Weather Facsimile	1	
Cellular Telephone System with RJ-11C[3]	1	
Facsimile Machine	1	

[1] The INMARSAT-A SES must be equipped with a method of inhibiting SES transmitter operation while permitting reception of Enhanced Group Call or other "broadcast" messages.

[2] The HF Digital Selective Calling equipment must be capable of receiving DSC calls on 8414.5 Khz and at least one other HF DSC frequency designated for safety, urgency and distress communications.

[3] The Cellular Telephone system shall include an external power supply of sufficient capacity for continuous operation, an externally mounted high gain antenna with a minimum 5 dbl gain which is fed by low-loss (Belden 9914, or equivalent) coaxial cable.

Table 5-2 GMDSS Equipment Suite for MSC Long-Term Chartered Ships

The emergency power source (EPS) that will operate GMDSS specified emergency communication equipment must have sufficient capacity for 18 hours of operation, and must have a reserve source of energy that will operate the same emergency equipment for a period of 1 hour after the EPS is lost.

All emergency communication equipment that could be affected by normal variations or interruptions in ship's power shall be powered by an uninterrupted power source (UPS) within equipment tolerances.

Short term charter and foreign flag ships under contract to MSC will be required to meet mimimum SOLAS/GMDSS equipment requirements in effect for the period of the charter.

5.8.5. GMDSS Personnel Requirements

Per 47 CFR 80.1073, GMDSS-equipped ships must carry at least two persons holding GMDSS Radio Operator Licenses. One of the qualified GMDSS radio operators must be designated to have primary respnsibility for radiocommunications during distress incidents. A qualified GMDSS radio operator must serve as backup.

GMDSS operator certification in the U.S. is obtained by passing an examination prescribed by the FCC. The examination is based on a question pool developed by the FCC and administered by contractors. Preparation for the examination may be by self study, but there are several short resident training programs that provide a better foundation and offer hands on experience with GMDSS equipment. To the extent possible, MSC will provide resident training

for GMDSS operators. Ships desiring to support a self study program may request a copy of the FCC GMDSS question pool from MSC Headquarters. Graduates of Maritime Academies will receive GMDSS training and certification as part of the regular curriculum.

For MSC ships with MILDEPTs, GMDSS equipment will be operated by CIVMAR deck officers. GMDSS equipment will be maintained by properly trained military personnel. All CIVMAR deck officers will have both FCC and Standard of Training, Certification and Watchkeeper (STCW) certification. To ensure that the master and chief mate are available for emergency related duties:

- The 2nd mate will serve as the Primary GMDSS Radio Operator

- The 3rd mate will serve as the Secondary GMDSS Radio Operator

For long term contractor and long term charter operated ships, a minimum of the Master and two deck officers or one deck officer and the radio officer will be liscensed GMDSS operators. For short term and foreign flag charter, the minimum SOLAS/GMDSS operator liscensing requirements will be met.

5.8.6. GMDSS Licensing, Certification and Inspection

NFAF, PREPO, and SMF ships' GMDSS suites will not be subject to full FCC licensing or outside agency inspection. MSC and MARAD, as appropriate, will provide required certification and inspection procedures to insure proper system performance.

5.8.7. GMDSS Radio Maintenance Requirements

GMDSS equipment maintenance for vessels in Sea Areas A1 and A2 must provide for at least one maintainance option. Ships sailing into Sea Areas A3 and A4 must provide for at least two of the three permitted options. GMDSS provides for three options to ensure radio-communications equipment is properly maintained:

- Duplication of equipment -- This does not require duplication of the whole GMDSS suite, just the long range communication equipment and an additional VHF-FM transceiver. Since the GMDSS configuration for most MSC ships will consist of both an Inmarsat-C and an Inmarsat-A or B, long range equipment duplication is already provided for. Since all MSC ships also carry an additional VHF-FM transceiver, MSC will use duplication as one of the maintenance options. The duplicate equipment must be installed and ready to operate with antenna and power connections.

- Shore based maintenance -- This option requires prior arrangements with organizations that have a network of support facilities that can support the ship during normal operations. Special repairs can also be arranged when needed in ports where the regular maintenance network does not have facilities. Under the GMDSS concept, ships with inoperable equipment can proceed to the next port of call, but should normally have the equipment restored to operation before sailing from that port.

On Board Maintenance - This option is provided by a qualified Radio Electronics Officer (REO) as a member of the ship's company supported by appropriate spare parts, manuals, and test equipment. However, even with a reasonable allowance for spare parts and test equipment,

some failures may occur which cannot be repaired at sea and require shore based maintenance support.

Shipboard maintenance is the only option that allows for real-time repairs to electronic equipment while the ship is at sea. Accordingly, it is recommended for vessels operating in remote areas and for ships at sea for extended deployment periods. Shipboard maintenance affecting the proper operation of the GMDSS station must be performed by or under the direct supervision of a qualified GMDSS radio maintainer.

5.9. Automated Ship Tracking and Reporting System (ASTARS)

MSC supports implementation of the Automated Ship Tracking and Reporting System (ASTARS). ASTARS utilizes polling and data reporting capabilities of the INMARSAT satellite system to provide the chain of command with geo-locational information on MSC ships via the Joint Maritime Command Information System (JMCIS). All MSC ships, (including NFAF and SMF ships) equipped with INMARSAT-C Ship Earth Stations shall cooperate in the passing of unclassified position reports via participation in ASTARS. At this time, ASTARS participation does not diminish or abate other movement reports required by the chain of command.

5.10. Information Security and Communication Security Policy

Provisions of OPNAVINST 5510.1H, "DON Information and Personnel Security Program Regulation" should be fully complied with by personnel required to handle or have access to sensitive or classified information in the performance of their duties. OPNAVINST 5239.1, "An Information Systems Security Manual" is the guide to be followed for user work station and communication system security matters. INFOSEC and COMSEC policies for NFAF and CIVMAR manned SMF ships are fully covered in the listed OPNAV Instructions. Policies for PREPO and Sealift Force contractor operated ships are contained in their respective Annexes.

5.11. Policy Relating to Minimum Communication Suite, Information System Capabilities, Key Personnel Clearances, and Radio Officers

MSC will specify manning qualifications and clearances requirements plus minimum communications suite and information system capabilities for contractor operated or ships under the purview of a ship manager or on time charter. Three sets of contract language criteria are defined:

- Government owned ships

- Long term time charter (over a year)

- Short term charter that may be less than a year or for a single lift to include foreign flag time charter

5.11.1. Communications Guard Responsibility for Ships Undergoing ROH/Conversion

Ships undergoing overhaul or conversion and otherwise unable to protect for their own record message traffic shall coordiante with cognizant Area Command N6 representatives.as to

the appropriate and best method for the processing of incoming and outgoing traffic. Options available to Ship's Masters are as follows:

- Ships with Military Department (MILDEPT) communications personnel: Shift the communication message guard to local NAVCOMMTELSTA and utilize remote (dial-in) Gateguard procedures via landline.

- Ships without MILDEPT communications personnel: Shift the communications guard to their cognizant Area Command and utilize remote dial-in for sending and receiving unclassified traffic via cc:mail. The Area Command N6 will refile outgoing message traffic into AUTODIN. For classified traffic the PC-PC via STU III method of transfer will be utilized.

- Time-chartered and contractor operated ships will maintain their communications guard via TELEX and/or e-mail with the Commercial Refile Center at NTCC NI.

5.11.2. Manning/Clearance Requirements

Manning qualifications and clearance requirements are in a period of transition due to the U.S. Telecommunications Act of 1996, the introduction of DMS, and The Convention for the Safety of Life At Sea (SOLAS), as amended.

5.11.3. Communications Suite Capabilities

Required communications suite capabilities are also in a period of transition due to GMDSS implementation. Required suite detail per GMDSS General Requirements and MSC Required Operational Capabilities/ Projected Operating Environment (ROC/POE) follow:

- **VHF Equipment.** A VHF-FM radio installation must be compliant with 47CFR80.1087 (1), (5), (b).

- **MF/HF Equipment.**

  ◆ A MF radio installation must be compliant with 47CFR80.1089 (a), (1), (2), (b), (c) (1) with a minimum transmitter RF power output of 400 watts. Digital Selective Calling (DCS) controllers must be fitted with a method of inhibiting automatic acknowledgements of DSC calls. When enabled, this feature shall render the DSC installation totally passive so that manual intervention is required to activate the transmitter associated with the DSC controller.

  ◆ A HF radio installation must be compliant with 47CFR80.1091 9b), (1), (2), (4) with a minimum transmitter RF power output of 400 watts. This unit may be separate from or combined with the MF radio installation. DSC controllers must be fitted with a method of inhibiting automatic acknowledgements of DSC calls. When enabled, this feature shall render the DSC installation totally passive so that manual intervention is required to activate the transmitter associated with the DSC controller.

  ◆ The MF/HF radio installation shall also be capable of transmitting and receiving general radio communications using radio telephony or NBDP/SITOR on working

frequencies in the bands between 1605 and 27,500 Khz with a minimum transmitter RF power output of 400 watts.

♦ The MF/HF radio installation shall be compliant with 47CFR80.1091 (2) and be capable of maintaining DSC watch on frequencies indicated therein.

- **INMARSAT Equipment.**

  ♦ An INMARSAT Standard A or Standard B terminal compliant with 47CFR80.1091 (a) (1) (I), (ii), (iii), (iv) INMARSAT A/B Ship Earth Station (SES). The SES is to be equipped with an method of inhibiting SES transmitter operation while permitting the reception of group calls or other "broadcast" messages. The INMARSAT A/B SES shall be left on at all times and accessible during all FOS periods, at sea and in port. Contractors shall provde trained personnel who are familiar with INMARSAT procedures and capable of full SES operations. Such personnel must demonstrate proficiency in SES operation to the satisfaction of the Master prior to the ship's departure from port.

  ♦ An INMARSAT Standard C terminal compliant with 47CFR80.1085(5) and capable of two-way messaging and receiving SafetyNET Maritime Safety Information (MSI). The INMARSAT Standard C terminal shall be logged into the appropriate ocean region for the ship's area of operation.

- **NAVTEX Receiver.** A receiver capable or receiving international NAVTEX service broadcasts per 47CFR80.1085 (4).

- **Survival Craft Equipment.**

  ♦ A satellite Emergency Position Indicating Radio Beacon (EPIRB) capable of transmitting a distress alert through the polar orbiting COSPAS-SARSAT system operating in the 406 Mhz band per 47CFR80.1085 (6).

  ♦ Three VHF-FM Survival Craft Transmitters compliant with 47CFR80.1095.

- **2182 Khz Radiotelephone Equipment.**

  ♦ Ships placed into service prior to 01 February 1997 shall be equipped with a 2182 Khz radiotelephone watch receiver per 47CFR80.807 until 01 February 1999. Ships placed into service after 01 February 1997 shall not be required to carry this equipment.

  ♦ Ships placed into service prior to 01 February 1997 shall be equipped with a 2182 Khz radiotelephone alar signal generator per 47CFR80.1085 (6), (c) until 01 February 1999. Ships placed into service after 01 February 1997 shall not be required to carry this equipment.

- **Miscellaneous Equipment.**

  ♦ **Cellular telephone.** Contractor shall provide a cellular telephone for use by the ship for comunications with shore staff as well as with other ships involved in the operation. The cellular telephone installation shall include:

    ◊ An external, high gain antenna

◊ An external power supply capable of supplying sufficient power for continuous operation

◊ An interface capable of interface with RJ-11c devices (e.g., STU-III telephones, facisimile machine, PC modem.

♦ **Facsimile Machine.** Contractors shall provide a facsimile machine capable of transmitting and receiving Group 3 facsimile transmitals per specifications of the MSC Common Operating Environment.

♦ **HF Weather Facsimile Receiving System.** Contractors shall provide a system for receiving weather facsimile maps broadcast over high frequencies. This system must be capable of unattended operation and "hardcopy" printout.

5.11.4. Information Suite Capabilities

All ships operating in support of MSC must be outfitted with a personal computer (PC) based suite capable of being interfaced with the communications suite in the current operating environment.

- Currently this system must be able to support Lotus cc:Mail. The minimum requirement is a 486 chip computer with a minimum of 16 Mbytes of RAM. System data storage capability must be consistent with the ability to support already loaded software and the additional requirements for any MSC-unique requirements.

- Soon this system must also be able to support DMS compliant products.

5.12. MSC Common Operating Environment (COE) Policy

The MSC COE defines a profile of technical standards and operating guidelines for information systems developed and used by MSC Headquarters, the area commands, offices, and ships. The COE is intended to promote interoperability among C4 systems and facilitate application software portability through the use of standards. As such, the MSC COE is the policy document that shall be employed in MSC information and communications system development, operations, and configuration management.

5.12.1. MSC Ashore

MSC COE requirements for all communications services-related projects ashore follow:

- Each MSC site maintains a client-server environment that is capable of operating in a distributed fashion with other MSC sites

- All MSC operating and database systems are standardized across the command

- All office automation applications will be standardized across the command

5.12.2. MSC Afloat Forces

5.12.2.1. USNS Civilian Manned Ships

Communication services implementation aboard these ships shall conform with COE requirements. Local Area Networks (LANs) are being installed aboard USNS civilian-manned (CIVMAR) ships by MSC. LAN hardware, software, and peripheral configurations installed onboard MSC-owned ships are in accordance with COE guidelines and the COE Preferred Products List.

5.12.2.2. Other MSC Afloat Forces

Other MSC afloat forces consist of contract-operated and chartered vessels where MSC does not directly control internal shipboard system configurations. MSC shall develop and maintain necessary contractual clauses, language, and checklists to use in Request For Proposal (RFP) development such that communications and information services capabilities onboard these ships conform to COE guidelines as much as feasible.

5.12.3. Mobile Sealift Operations Center (MSOC)

MSOC communications and information system capabilties and configuration shall comply with the MSC COE. Equipment details and configurations are discussed in Chapter 7 of this manual.

5.13. Shipboard Management Information System (SMIS) Policy

The overall objective of the SMIS has been and will continue to be the deployment and maintenance of shipboard information modules to assist shipboard managers in accomplishing administrative and operational responsibilities. From the communications services perspective, MSC will comply with all SMIS interface requirements.

The significant transfer of naval fleet auxiliary ships to MSC necessitates planning and preparation for additional SMIS deployment. MSC will continue SMIS deployment by retrofitting ships that have been turned over to MSC, as well as installing SMIS onboard ships newly constructed for MSC.

The SMIS is not a COTS software application. It was specifically developed to address functional activities that are performed by MSC. Contractor-operated and charter ships will not be SMIS-capable.

THE SMIS LAN IS APPROVED, DESIGNED, CERTIFIED, AND PROVIDED TO THE FLEET FOR PROCESSING UNCLASSIFIED MATERIAL ONLY. NO CLASSIFIED INFORMATION IS TO BE PROCESSED OR STORED ON SMIS LAN WORKSTATIONS OR FILE SERVERS, NOR TRANSMITTED ON THE SMIS SHIPBOARD LAN. SHIP'S MASTERS ARE RESPONSIBLE FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL UNDER THEIR CONTROL AND MUST BE AGGRESSIVE IN PREVENTING UNAUTHORIZED DISCLOSURE AND/OR PROCESSING.

5.14. Personal and Public Correspondence Communications

In the interest of good morale, MSC permits the use of shipboard equipment and services to make personal telephone calls or send personal messages subject to operational considerations and the master's approval. Communications via INMARSAT, HF radio, and VHF marine operators will be on a collect basis or billed to a credit card whenever possible. Shore to ship calls of a personal nature should be minimized except in cases of emergency. Personal communications requiring the services of a radio officer will be scheduled during normal duty hours.

5.15. Amateur Radio System (ARS) and Military Affiliate Radio System (MARS) Policy

5.15.1. MARS Policy

MARS is a DOD program that permits licensed U.S. amateur radio stations and operators to voluntarily provide auxiliary communications on a local, national, or international basis as an adjunct to normal communications. MARS also provides auxiliary communications to military and/or civil disaster officials during periods of emergency. U.S. Navy-Marine Corps MARS operations afloat are authorized by area commanders and in port under normal routine peacetime conditions, unless:

- Operational chain of command interposes objections

- EMCON is imposed

- Foreign port host government regulations do not permit operation

An afloat MARS station is normally established as a "station under military auspices" and therefore does not require a licensed amateur radio operator. However, personnel are encouraged to have amateur radio experience.

5.15.2. ARS Policy

The ARS is a radio communication service for the purpose of self training, intercommunication and technical investigations carried out by amateurs; that is duly authorized persons interested in radio technique solely with a personal aim and without pecuniary interest. An amateur radio station is a station licensed in the amateur service embracing necessary apparatus at a particular location used for amateur communication. An amateur radio operator is a person holding a valid license to operate an amateur station issued by the Federal Communications Commission (FCC).

- Amateur Radio Guidelines

COMNAVCOMTELCOMINST 2093.2 (series) provides policies, instructions, and guidance concerning amateur radio operation and amateur stations. Amateur radio operation on board MSC contracted ships are under the jurisdiction of the Fleet Commanders in Chief. Only individual type amateur radio stations will be used for shipboard amateur radio. Thus, only the individual call sign of the FCC licensed amateur will be used.

- Amateur Radio Restrictions

Requests for establishing amateur radio stations must be made directly to Fleet Commanders in Chiefs (FLTCINCS) via the cognizant MSC area commander, in accordance with applicable directives.

5.15.3. Armed Forces Radio Broadcast

The Armed Forces Radio and Television Service (AFRTS) provides a 24 hour audio broadcast of news and sports via the INMARSAT-A system in all four ocean regions. This broadcast can be received by a dedicated receiver added to the INMARSAT-A or B SES with the output patched to the ship's internal entertainment distribution system. In the interest of maintaining good morale, ships equipped with the INMARSAT-A or B systems will also fit the add-on receiver for the AFRTS broadcast.

5.16. Required Communication Publications

The following publications are required reference material that must be maintained aboard MSC ships. Some publications are only required by certain MSC forces and are so indicated.

5.16.1. All MSC Force Ships

All MSC Force ships are required to carry the following publications:

1. "MSC Communications Services Plans and Procedures Manual"
2. DMA Publication 117 (current edition), "Radio Navigational Aids"
3. SECNAVINST 5216.5 (current edition), "Naval Correspondence Manual"
4. MSC C4S Directorate Publication, "Common Operating Environment for Information Management" (current version)
5. Selected CFR documentation pertaining to GMDSS
6. COMSCINST 5530.3, "MSC Physical Security"

5.16.2. Naval Fleet Auxiliary Force Ships

All NFAF ships are required to carry the following publications in addition to those listed in paragraph 5.16.1:

1. OPNAVINST 5510.1 (current edition), "DON Information and Personnel Security Program Regulation"

2. OPNAVINST 5239.1 (current edition), "An Information Systems Security Manual"

3. CMS 6, "Secure Telephone Unit Third Generation (STU-III) COMSEC Management Manual" dated October 1990.

4. OPNAVINST 3100.6 (current edition), "Special Incident (OPREP-3) Procedures"

5.16.3. Special Mission Support Ships

All Special Mission Support Ships are required to carry the following publications in addition to those listed in paragraph 5.16.1:

1. OPNAVINST 5510.1 (current edition), "DON Information and Personnel Security Program Regulation"

2. OPNAVINST 5239.1 (current edition), "An Information Systems Security Manual"

3. CMS 6, "Secure Telephone Unit Third Generation (STU-III) COMSEC Management Manual" dated October 1990.

4. OPNAVINST 3100.6 (current edition), "Special Incident (OPREP-3) Procedures"

5.16.4. Prepositioning Ships

All Prepositioning ships are required to carry the following publications in addition to those listed in paragraph 5.16.1:

1. CMS 6, "Secure Telephone Unit Third Generation (STU-III) COMSEC Management Manual" dated October 1990

2. NWP 22-10, "Maritime Prepositioning Force Operations"

3. OPNAVINST 3100.6 (current edition) "Special Incident (OPREP-3) Procedures" (USNS ships only)

5.16.5. Sealift Force

All sealift ships are required to carry the following publications in addition to those listed in paragraph 5.16.1:

1. OPNAVINST 3100.6 (current edition), "Special Incident (OPREP-3) Procedures" (USNS ships only)

CHAPTER SIX

MSC SHIP/SHORE COMMUNICATIONS PROCEDURES

6.1 Procedures Overview

This section provides shipboard communication services users with a relatively concise "how-to" summary of the procedures necessary to prepare, process, and transmit or receive required information. It is tailored to ship's Masters, Radio Officers, and Mates. The information provided stresses the procedures that are often unique to MSC Force shipboard users however, reference is made to Navy-wide procedures whenever appropriate. Area of Responsibility (AOR) or specific MSC Force unique procedures are amplified in appropriate annexes. A number of the procedures covered are in the process of implementation, as in the case of GMDSS, or in transition, as in the shift from TELEX to cc:Mail. Therefore, material is highly perishable. MSC Headquarters or area commanders will promulgate procedure updates as annual changes to this section or by separate means as required.

6.2 Reports Consolidation/Reduction and Messaging Procedures

Reports consolidation/reduction goals are not communications procedures per se, but, directly impact the cost and efficiency of information exchange. As part of the MSC reinvention implementation, report reduction and consolidation are expected to be a continuing effort. Reports that must follow ship/shore communication paths must be given special attention with a view toward reduction of the number of addressees and relieving shipboard personnel of repetitive preparation tasks. This action is particularly important as it relates to surge operations where Prepositioning (PREPO) Force ship deployment and Sealift Force Ready Reserve Force (RRF) activations will stress available ship/shore communications capabilities. Shipboard users are encouraged to suggest report consolidation, reduction automation, or other related initiatives to MSC Headquarters or area commanders via the appropriate military chain of command or ship manager.

6.2.1 Reporting and Messaging Procedures

6.2.1.1 Message Handling and Release

Masters shall ensure that adequate means of routing messages, both incoming and outgoing, are established to ensure that necessary information is relayed expeditiously. The Master is responsible for all communications originated by the ship and should establish message release/authorization procedures appropriate for specific ship and/or situation. In many cases, the Master retains sole release authority.

Ships with an embarked military unit may be responsible for transmitting and receiving communications for the embarked unit. The Commanding Officer (CO)/Officer in Charge (OinC) is responsible for the outgoing messages and is responsible for their content. The MSC Force ship will transmit the message for the embarked unit but, the CO/OinC is ultimately responsible for all communications originated by the embarked military unit. The Master of the MSC ship should coordinate

appropriate handling procedures with the CO/OinC to ensure expeditious information handling.

6.2.1.1.1 Official Messages

Since MSC Force ships operations are closely related to the mission(s) of embarked unit(s), information related to MSC support for that unit may be critical to their planning and preparations for their mission(s). The Master shall ensure that all official messages pertaining to the ship's current or future operations are provided to embarked unit(s) CO(s)/OinC(s). Outgoing unclassified messages related to current or future operations should be routed to the embarked unit(s) CO(s)/OinC(s) prior to transmission.

6.2.1.1.2 Personal Messages

Incoming and outgoing personal messages shall be handled and transmitted per the Master's Standing Orders.

6.2.1.1.3 MINIMIZE

Minimize may be imposed when an actual or simulated emergency arises, or is anticipated, or when it is necessary to reduce the volume of narrative, data, and long distance telephone traffic ordinarily transmitted over U. S. military telecommunications networks. Minimize is used to facilitate the prompt transmission of essential communications. Essential communications is that traffic, of any precedence, which may be transmitted electronically in order for the command or activity concerned to avoid a serious detrimental impact on mission accomplishment or safety of life.

The authority to impose Minimize worldwide is limited to the Joint Chiefs of Staff. Commanders of the unified and specified command may impose Minimize only within their commands or AOR. Minimize will be automatically imposed worldwide or within a command upon the declaration of Defense Condition (DEFCON) 3, 2, or 1, Defense Emergency, or Air Defense Emergency, whichever defense condition is declared first.

MSC ships and shore stations will monitor information destined for and/or originating from areas covered by Minimize. Masters shall ensure that alternative information delivery methods, such as the mail system, overnight express services, etc., are effectively used for administrative matters in lieu of electronic communications. The last sentence of message text transmitted during a Minimize condition will include a "Released By" statement and the words, "Minimize Considered." (e.g., RELEASED BY A. B. SEAMASTER, MINIMIZE CONSIDERED).

6.2.1.2 Naval Message Format Procedures

Formal naval messages have a standard order or sequence in which the content of the message is placed for transmission over communications circuits. General Administrative (GENADMIN) is the format used for most narrative messages unless other instructions or directives require a different format. The format of messages normally transmitted over bridge-to-bridge radiotelephone circuits may be simplified and exclude many elements found in messages prepared for ship-to-shore communications.

Ships with MSC Military Departments (MILDEPTs) aboard will follow rules and general instructions for formatting GENADMIN messages found in NTP-3. Commercial ships under MSC operational control may refer to DMA Publication 117; Radio Navigational Aids, for general information on the basic naval communications message format. Specific information about individual operational reports required by COMSC may be found in Annex I; Operational Reports.

MSC uses naval message formats for all record communications with ships. This standard procedure ensures consistency among all communications. The basic naval message has several individual parts.

6.2.1.2.1 Message Heading

The heading provides communications handling instructions.

```
P 011235Z APR 96
FM USNS DENEBOLA
TO COMSC WASHINGTON DC//N6//
INFO COMSCLANT BAYONNE NJ//N6//
COMSCPAC OAKLAND CA//N6/N3//
```

6.2.1.2.1.1 Precedence

Precedence is the desired timeliness for delivery of the message to the intended reader. This is the first letter of every naval message. It precedes the Date Time Group of the message. There are 4 precedences for naval messages that should be considered before transmitting any communication from the ship. The precedence sets the urgency upon which the message is handled. Speed of delivery requirements can vary between action addresses, i.e., a message may need to be delivered within 30 minutes to an entity required to take immediate action but, it is other entities are included in the header to maintain status of the ship; a 3 or 6 hour delivery may be acceptable. The precedence is extremely important in processing communications. It distinguishes between communications requiring immediate attention and those that can reasonably be reviewed after other important issues have been resolved.

SYMBOL	TITLE	TIME OF DELIVERY OBJECTIVE
R	Routine	6 Hours
P	Priority	3 Hours.
O	Immediate	30 Minutes
Z	Flash	10 Minutes or Less

6.2.1.2.1.2 Date Time Group (DTG)

The DTG is assigned for identification and filing purposes. The standard format of the DTG is **DDHHMMZ MON YR**. The DTG is used to reference naval messages.

SYMBOL	TITLE	REMARKS
DD	Date	Two Numbers Represent the Date (UTC)
HH	Hour	Time of Day (UTC) Based on 24 Hour Clock
MM	Minute	Time of Day
Z	Time Zone	All DTG's are Expressed in UTC (Z)
MON	Month	Three Letter Abbreviation for Month
YR	Year	Last Two Digits

For example, "011235Z APR 96" indicates that the message was transmitted on April 1, 1996 at 1235 Universal Coordinated Time (UTC)/Greenwich Mean Time (GMT).

MONTH ABBREVIATIONS USED IN NAVAL CORRESPONDENCE					
APR	April	JAN	January	MAY	May
AUG	August	JUL	July	NOV	November
DEC	December	JUN	June	OCT	October
FEB	February	MAR	March	SEP	September

6.2.1.2.1.3 Message Addresses

Messages intended to be introduced into the Naval Telecommunications System (NTC) must adhere to the JANAP 128 format and be addressed to a registered Plain Address (PLAD). PLADs may be addressed as Action addressees or Information addressees. Action addressees are listed after the "TO" line of the message. They are responsible for determining what action, if any, is required to be taken in response to the message content. Information Addressees are listed after the "INFO" line of the message. They are provided a copy of the message for information purposes only.

6.2.1.2.1.3.1 Originator

The Originator is the plain language address of the unit transmitting the communication. This is the "FM" line of the message. Ships operating for MSC will use the ships name. For example, "FM USNS DENEBOLA."

6.2.1.2.1.3.2 Action Addresses

Action Address is who the communication is being sent to. Plain language addresses of action addresses will be provided in this document. Specific offices (codes) should be also specified when appropriate, such as at COMSC, i.e., "TO COMSC WASHINGTON DC//N6//" routes the message to the Command, Control and Communications Directorate at MSC Headquarters.

6.2.1.2.1.3.3 Information Addresses

Information Address(es) are to get copies of the communication but are not required to take any action. For example, "INFO COMSCLANT BAYONNE NJ//N6//" provides a copy of the information being transmitted from the ship but requires no action.

6.2.1.2.2 Message Text

The Message Text follows the Heading. It is separated from the Heading by two letter - "BT" The "BT" at the beginning and end of the message indicate the beginning and end of the communication. The following sections discuss the format and content of the various communications that are required.

```
BT
UNCLAS//N03150//
MSGID/GENADMIN/USNS DENEBOLA//
1.   THIS EXAMPLE SHOWS THE CLASSIFICATION LINES AND MESSAGE
IDENTIFICATION CODE FOR A SINGLE PARAGRAPH NON-FORMATTED NAVAL
MESSAGE.
BT
```

6.2.1.2.2.1 Classification

The first line of the naval message indicates the classification of the communication. There are four basic classifications.

SYMBOL	TITLE	REMARKS
UNCLAS	Unclassified	Release of This Information Is Authorized.
CONFIDENTIAL	Confidential	Compromise of This Material Could Affect The Security of the United States.
SECRET	Secret	Compromise of This Material Could Cause Danger To The Security of the United States.
TOP SECRET	Top Secret	Compromise of This Material Could Cause Grave Danger To The Security of the United States.

The classification of the message must be consistent with the sensitivity of the information being transmitted, and made in consideration of the need to transmit a message and the encryption capabilities of the ship transmitting and/or receiving the communication. Classified communications will only be transmitted over encrypted nets.

6.2.1.2.2.2 Standard Subject Identification Code (SSIC)

The SSIC is a Navy means of categorizing and tracking communications. The SSIC immediately follows the classification code for the message. The SSIC in a naval message will have six (6) characters. The first character will always be an "N" which will be followed by a string of five (5) numbers. All SSICs required for MSC required messages will be provided in this manual. When responding to a unique message, use the SSIC from the message that illicit the response. If unknown, use N00000.

6.2.1.2.2.3 Message Identification Code (MSGID)

MSGID is a brief description of the information that will follow in the naval message and will identify the ship transmitting the communication. This line is used by the naval communications system to automatically route messages to cognizant staff elements. The specific MSGID will be provided for all messages required in this manual. For example "MSGID/GENADMIN/USNS DENEBOLA//" will be automatically routed to staff elements that require this information. A subject line is required following the MSGID line in all GENADMIN messages.

6.2.1.2.2.4 Message Text

The Text of the message will either be specifically formatted to automatically feed into a database or numbered paragraphs to communicate a message that will be processed manually. The templates in this manual will specify the destination of the various information and provide guidelines for preparation of the message. Other messages provide information that is manually processed to address specific or unique circumstances.

6.2.1.2.2.5 Formatted Message Text

Formatted Messages, except for sighting reports, are used to maintain a current Navy Status of Forces (NSOF) file which is used by Fleet Commanders in Chief (CINCs) to determine force disposition, operational status and readiness. MOVREP, POSREP, CASREP and SORTS data collectively summarize force status. Sighting report information updates various databases to provide intelligence about the movement and location of ships at sea or in port. Weather information data is used to develop forecasts and for ship routing information. CHOP and COMMGUARD messages provide for effective command and control. LOGREQs ensure in port support is available. Field markers (/) are recognized as the beginning of data fields. Do not use slant bars (/) in the middle of data fields. Double slant bars (//) mark the end of the data for all data sets.

6.2.1.3 Commercial Messages

Commercial messages are often used to support personal communications and the day-to-day business activities of steamship companies operating ships under MSC OPCON. These messages may be transmitted directly via INMARSAT Coast Earth Stations or terrestrial Coastal Radio Stations. When necessary, messages may be jointly addressed to commercial and military activities via the Commercial Refile Center. Refer to Section 6.5, Commercial Services Utilization Procedures, for more details.

6.2.1.4 Communication Circuit Logs and Files

Commercial ships shall maintain communications logs per procedures established by the International Telecommunications Union (ITU) and the Federal Communications Commission (FCC). MSC MILDEPTs and other embarked military units are responsible for maintenance of all circuit logs and message files in accordance with NWP-4. No person is entitled to inspect communication files on MSC controlled ships unless authorized by the Master or higher authority.

A record must be kept as required by ITU radio regulations and 47 U.S. Code of Federal Regulations (CFR) 80.409 of all incidents connected with the radio communication service which appear to be of importance to safety of life at sea. Records and logs aboard commercial ships relating to a distress situation or disaster must be retained for three years from the date of entry. Radiotelephone station logs shall be retained aboard the ship in their original form for a period of at least 30 days unless otherwise directed.

6.2.1.5 General Message Administrative Procedures

A general message is one which requires wide distribution and justifies transmission by electronic means. Each general message is assigned an identifying title. Each message is given a title and a sequential serial number covering a calendar year. It is the responsibility of recipients to determine what action, if any, is required in response to general messages. Informational copies of general messages may be provided to addresses not under the jurisdiction of the message originator, or the recipient may be in an operational area outside that covered by the general message.

A copy of each general message appropriate to the ship should be placed in a separate file which is segregated by title. Messages should be filed in sequential order and retained until canceled or superseded. Copies of general messages may be obtained from appropriate MSC activities when in port. All general messages pertinent to the ship or its area of operations should be retained until canceled or superseded.

Military detachments, other than MSC MILDEPTs, may receive general messages from their sponsors. MSC area commanders will ensure that this responsibility is included in the communication annex of the Operation Order (OPORD) concerning these detachments. General messages which do not require immediate action shall be obtained during in port periods.

6.2.1.5.1 COMSC General Message Series

COMSC is authorized by the Chief of Naval Operations (CNO) to establish a general message series for the promulgation of information to the MSC community and ships under MSC Operational Control (OPCON). Currently, COMSC originates two types of general messages, ALMSC and ALMSC FOXTROT. Area commanders are authorized to issue general messages pertinent to their AOR.

6.2.1.5.2 Use of COMSC General Messages

COMSC uses general messages to disseminate operational, administrative and communications information which requires timely action by the intended recipients. The LAMSC general message series may be used to disseminate administrative or operational information to area and subordinate commanders, units, offices and contractor operated/civil service manned ships. ALMSC general messages may also be used to promulgate information to the OinC of MSC military detachments. ALMSC FOXTROT general messages are used to promulgate operational information only. Area commands also promulgate general messages. For example, ALMSCLANT and ALMSCPAC

general messages are pertinent to the specific AOR. MSC ships and subordinate commands are not authorized to originate general messages however, they may request COMSC or an area command to promulgate pertinent information for them via the general message series.

6.2.1.5.3 Directive Type COMSC Message

ALMSC messages may fall within the scope of the Navy Directives System due to the nature of information being promulgated. In such cases, messages will include the title, "COMSC," followed by "INST," for instruction, or "COMSC," followed by "NOTE," for notice, in the message text. Such messages will be assigned an appropriate directives classification number. ALMSC messages which promulgate notices and instructions are self-canceling in 90 days from the date of release, unless otherwise indicated. All COMSC INST messages will be properly formatted and reissued within 90 days after release.

6.2.1.5.4 Use of COMSC General Messages

COMSC will promulgate a list of effective ALMSC and ALMSC FOXTROT general messages at the beginning of each calendar year. All other COMSC general messages are considered canceled and should be destroyed by approved means. ALMSC and ALMSC FOXTROT messages should be retained until canceled or superseded.

6.2.1.5.5 Maintenance of General Message Files

MSC contract operated ships are required to maintain a complete set of general message files of ALMSC and appropriate area command general messages as defined by the area commander. MSC civil service manned ships are required to maintain a complete set of ALMSC and ALMSC FOXTROT general message files.

6.2.1.5.6 Area Command General Messages

MSC ships should maintain a separate file of general messages issued by an area command to effect administrative control.

6.3 Communications Services Manning, Watchstanding and Training Procedures

6.3.1 Military Department (MILDEPT) Ships

Communications services aboard certain Special Mission Force (SMF) and all Naval Fleet Auxiliary Force (NFAF) ships are manned by Navy MILDEPTs. MILDEPT personnel operate a communications equipment suite specified by OPNAVINST 2300.44 (series) and COMSCINST 9670.1 (series). These suites utilize standard terrestrial, satellite, tactical and visual signaling systems used throughout the Navy.

6.3.1.1 Watchstanding

A 24-hour communications watch is maintained on designated circuits by MILDEPT personnel. Interoperability with commercial ships is attainable via VHF Bridge-To-Bridge, INMARSAT and HF Radio systems. MILDEPTs adhere to exacting communications procedures prescribed by ACP 124(series) and other DOD directives.

Standard Operating Procedures (SOPs) are being amended to reflect the implementation of the Defense Message System (DMS). DMS will provide direct writer-to-reader connectivity via X.400 and X.500 compliant electronic mail systems. Communications security may be protected via FORTEZZA (PCMIA) cards inserted into a personal computer. FORTEZZA cards provide access to designated addressees. They also enable transmission of DMS messages up to a pre-determined level of classification.

6.3.1.2 Training

MILDEPT personnel receive training pertinent to their particular rating and specific duties required to meet mission requirements. Training is conducted to in formal Navy schools and on-the-job training (OJT) to meet mission requirements in accordance with chain of command directives and Navy training plan.

6.3.2 Commercial Ships

Communications services aboard commercial ships under short and long term charter to MSC are currently manned by civilian Radio Officers. Radio Officers operate a communications equipment suite specified by the MSC Charter Party, FCC Rules, and International Radio Regulations. These suites utilize INMARSAT satellite, High Frequency (non-secure voice), Narrow Band Direct Printing (SITOR), manual radiotelegraphy (CW) and bridge-to-bridge systems used internationally by the commercial fleet.

6.3.2.1 Watchstanding

Radio Officers traditionally stand an 8 hour aggregate watch on the radiotelegraph calling and distress channel (500 Khz), the Medium Frequency (MF) distress and calling channel (2182 Khz), and the VHF radiotelephone channel (156.8 Mhz - CH 16). In accordance with International Radio Regulations, the Radio Officer will be on watch underway during the following hours (local time):

0800-1200
1300-1500
1800-2000

Watches are maintained on the frequencies 500 Khz and 2182 Khz by dedicated automatic-alarm watch receivers when a radio officer is not on duty.

6.3.2.2 Global Maritime Distress and Safety System (GMDSS) Implementation

There has been recent action by the International Maritime Organization (IMO), U.S. Congress and the FCC that significantly affect the MSC Force. Initiatives to implement GMDSS and provisions of the U. S. Telecommunications Act of 1996 will affect manning, watchstanding and training requirements aboard commercial ships. Underway, these ships will follow GMDSS watchstanding procedures.

6.3.2.3 GMDSS Training

Internationally, commercial ships of 300 gross tons (GRT) or greater are expected to be GMDSS compliant by 01 February 1999. Ships operating in accordance with GMDSS requirements must carry at least two persons holding the FCC GMDSS Radio Operator's Licenses. These licenses are normally attained in conjunction with training programs offered by Maritime Academies, Training Organizations and the private sector.

6.4 Ship/Shore Electronic Mail (e-mail) Procedures

Where available, e-mail should be used for ship/shore information exchange. The MSC e-mail system of choice for shore and ship/shore use is Lotus cc:Mail. It has been in use ashore between MSC offices and individuals for several years. Procedures are well established. Shore user utilization and procedures are detailed by COMSC and amplified for AOR use by MSC area commanders. MSC ship/shore cc:Mail utilization is of more recent origin and procedures are evolving. In view of the wide acceptance of e-mail as a communication delivery medium, installation of e-mail capabilities are being accelerated significantly to accommodate its increased use. Current status of ship/shore utilization remain under development. This current status is summarized below:

- **NFAF**. NFAF ships are cc:Mail capable. Streamlined Alternative Logistics Transmission System (SALTS) equipped NFAF ships also have e-mail service available via SALTS through INTERNET access.

- **PREPO**. A growing number of PREPO ships are cc:Mail capable. Some of these ships have e-mail services available via proprietary systems provided by the ship manager.

- **Sealift**. Within the Sealift Force, Fast Sealift Ships (FSS) have cc:Mail capability. Remaining Sealift Force ships may or may not have cc:Mail™ or some other proprietary e-mail system, depending upon shipping company internal procedures.

6.4.1 When To Use cc:Mail

cc:Mail™ is a cost effective alternative to voice and other "hard-copy" or record communications. It is recognized by COMSC and area commanders as an acceptable communications method. cc:Mail can be used as a formal means of information transfer between selected "official" mailboxes or for the informal exchange of information between individuals. When authorized by COMSC, cc:Mail may be used to support normal, established, chain of command procedures. The use of cc:Mail via cellular and INMARSAT telephone circuits is encouraged to support more cost-effective communications. Shipboard users should access their mailbox(es) a minimum of every

12 hours to check for routine message traffic. Notification to the shipboard user to access the mailbox and retrieve immediate precedence information will be queued by the shore originator either by TELEX or voice.

6.4.2 Management and Control

Management and control of e-mail systems, including cc:Mail, will be exercised by COMSC via the chain of command. Control of these systems is required to ensure compliance with COMSC policy. e-mail systems may not be used for the transfer of classified data unless the system, including its network, is protected for the highest level of classified information passed. This may preclude the use of INMARSAT, cellular telephone systems or cc:Mail for the transfer of classified information, unless an approved encryption method is utilized.

6.4.3 Organizational e-mail

Formal communications between elements of MSC requires authorization by designated officials of the sending command/organization. The receiving command/ organization is responsible for determining appropriate internal distribution. Commanders designate e-mail as formal in nature when messages are drafted and addressed as "FROM" a command, organization or individual and "TO" other organizational addresses. Such use of e-mail constitutes an understanding by users that this type of information transfer does not have the guaranteed delivery provided by Naval Computer and Telecommunications System (NCTS) and/or the Automated Digital Network (AUTODIN).

6.4.4 e-mail Message Format

- **HEADING** - The heading of messages transmitted as organizational and individual e-mail will include as a minimum the elements "FROM," "TO," "SUBJECT," "DATE," and "CC" (Copy) captions, as appropriate. Message originators should avoid sending "CC" copies to subordinates in the "TO" individual's chain of command. Office codes should be included in e-mail addresses to facilitate routing and delivery of organizational e-mail messages. All addressees have action responsibilities, e.g., in the absence of "CC" (Copy) captions and specific directions to the contrary.

- **TEXT** - Good message writing dictates that messages should clear and concise. The forwarding of word processing files to additional addressees by cc:Mail is authorized. When attaching word processing spreadsheet, or graphics files to cc:Mail messages, they should be formatted using MSC COE-specified software programs to ensure software compatibility though the MSC organization.

- **SIGNATURE** - Organizational e-mail is to contain a complete signature block identifying who sent the communication. The terms "/s/" is used in place of the signature. Commanders may delegate message release authority to subordinates as appropriate.

6.4.5 Individual e-mail

Information exchanged between individuals using e-mail applications will normally be in the form of narrative text. Working level information exchange between individual DOD personnel within administrative channels is not used to commit or direct an organization or command. In this context, e-mail is used for the benefits of information exchange, writer-to-reader direct connectivity, and ease of use.

Individual e-mail messages will follow the same format as organizational e-mail messages, except a formal signature block may not be required. Instead, a less formal signature element may be used and the "close" may be omitted entirely if the computer system automatically generates sender identification.

6.4.6 e-mail Limitations

Until full implementation and integration of the Defense Message System (DMS), organizational information exchange by e-mail cannot meet the standards of organizational message transactions available via NCTS and the AUTODIN system. e-mail is not the equivalent of a naval message. e-mail messages will not be handled by communications centers, nor will records be maintained in their files. Costs for e-mail systems, including telecommunications support, are the responsibility of the originating activity or command.

Due to the cost of INMARSAT communications, a size limitation of 500 kilobytes should be used as a guideline for ship/shore cc:Mail messages. Ships are directed to use the highest attainable data transmission rates and most cost-effective means of telecommunications support to transact cc:Mail messages.

6.4.7 INTERNET Mail Instructions

The use of INTERNET mail has been made available for authorized MSC shipboard cc:Mail users. To send INTERNET mail, the SMTPGW post office is selected from the cc:Mail directory. The user is then prompted by cc:Mail to provide the INTERNET address.

INTERNET users may address e-mail messages to cc:Mail mailboxes at MSC post offices. e-mail messages to MSC cc:Mail users must be addressed per the following convention:

billet.shipname@smtpgw.msc.navy.mil

Example: **master.comfort@smtpgw.msc.navy.mil**

6.4.8 e-mail Message Writing Procedures

cc:Mail has become the most widely used messaging service for MSC. In order to keep the system running smoothly, the following procedures should be used to improve cost effectiveness and message traffic efficiency:

- When replying to a large message, delete text from the original message or start a new message if the original text is not vital to your response.

- Do not utilize the return receipt option on outgoing cc:Mail messages unless extremely important.

- If a message is too large to be transmitted in its entirety, split the message into smaller messages. Limit the text of cc:Mail messages to essential information, particularly when addressing messages to multiple addressees.

6.5 Commercial Services Utilization Procedures

6.5.1 TELEX Procedures

For contractor operated and chartered ships, including foreign flag, under the operational control of MSC, TELEX will remain the most interoperable basic messaging system for some time. The aggressive introduction of cc:Mail and e-mail services discussed in Section 6.4, and the implementation of DMS will reduce reliance on TELEX. However, TELEX will continue to play an important role for delivery of high precedence unclassified information.

The information provided below is provided primarily for ships operated by or under the control of MSC that do not have MILDEPT radio personnel and for MSC staff and organizational users ashore. Emergency communications procedures, to include TELEX, involving other U.S. or foreign merchant shipping in general, is found in DMA Publication 117, Radio Navigational Aids. Routing information for record messages to MERSHIPS engaged in foreign commerce are briefly covered below.

6.5.1.1 Commercial Refile

DoD has a requirement for the transfer of AUTODIN messages to and from commercial e-mail systems, telegrams (includes Class E messages), and facsimile. A commercial refile service is available for users who do not have direct access to AUTODIN as described in Section 4.3.1. The operational concept provides for the Commercial Refile and Reverse Refile Center taking all messages addressed to the Naval Computer and Telecommunications Station (NAVCOMTELSTA) INMARSAT Terminal, San Diego, California for:

- Retransmission and determination of the address
- Transmission options
- Selecting most desirable transmission option
- Ensuring delivery

This service provides the middleman, interchanging messages between AUTODIN and commercial sources.

For Commercial Refile, an AUTODIN message arrives at the center switch where:

- The AUTODIN message is parsed to determine the recipient and priority

- The best transmission method is determined from a database

- The message is encapsulated into a format acceptable for the selected transmission method

- Automatically, or with operator intervention the message is retransmitted to the mobile user.

For Reverse Refile a message is received from a mobile user via INMARSAT or HF Radio through a value added service provided by MCI, ATT, Global Comm. or other service providers, arriving at the center's switch where:

- The message is parsed into a format acceptable for submission to the AUTODIN system,

- The message is reviewed by an operator who checks the message for correctness, and

- The message is retransmitted via AUTODIN.

6.5.1.2 The Ship / Mobile User

A major effort has been made to provide message templates to facilitate message preparation by mobile users and to simplify addressing. Accurate and timely COMMSHIFT messages be provided to NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA to ensure adequate support and timely handling by the commercial refile facility for ship/shore traffic bound for DoD/Government addressees as well as to ensure receipt of DoD/Government originated traffic.

The commercial refile activity routing indicator is RUWMBUA. The servicing communications center is NTCC North Island RUWFSGG. At times the service center will indicate invalid plain language routing indicators (PLAs). These addresses are not in the Common Source Routing File (CSRF) and are considered undeliverable. Valid delivery addresses will be protected for unless the ships sends to a single incorrect "Action" addee. In the event of an invalid address, it is the ships responsibility to correctly reassign and reprotect with a correct PLA. Should difficulty be experienced in locating the correct PLA, then the ship should message their command authority to provide proper PLA information.

The NAVCOMTELSTA INMARSAT TERM maintains a TELEX data base separate from the naval CSRF. Therefore, they must be addressed as well as NAVCSRF on communication guard shifts so they can track for message routing purposes. COMMSHIFTS are the only message to be addressed to NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA. They have no operational responsibility other than to deliver unclassified messages via INMARSAT and worldwide TELEX.

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All TELEXing is done on a store and forward basis utilizing MCI International and ATT EasyLink. Current Numbers are shown in Table 6-1, TELEX Numbers below.

TELEX NUMBERS				
825133	4979054	4979057	6771433	6771434
265852	265853	160407	160413	170770

Table 6-1. TELEX Numbers

Messages to naval or other DOD activities, which include commercial addressees with TELEX capability, must include the PLA "NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA", for refile from the military message system to the commercial addressees. Note that the commercial company name must be placed in the line below the PLA and be indented 5 spaces.

The refile activity has difficulty with messages that are sent as a "batch" transaction, two or more separate messages run together. Recognizing the transmission cost savings associated with "batch" messaging, it is important that the individual messages be clearly separated or that some indication of a multiple message transmission be indicated at the beginning of the transmission.

Merchant ships (MERSHIPS) engaged in foreign commerce are required by law to report their positions every 48 hours while underway and when entering and departing port using the US Flag Merchant Vessels Location Filing System (USMER). Per request of the U.S. Maritime Administration (MARAD), Masters and Radio Officers of MERSHIPS should include the primary and local geographic radio stations being guarded in the remarks section of their USMER reports. MERSHIPS send these reports to the Naval Marine Intelligence Center (NAVMARINTCEN), who provides the information to the U.S. Coast Guard for their Automated Mutual Assistance Vessel Rescue (AMVER) system. AMVER is a voluntary participatory computerized system for maintaining the positions of participating merchant ships and is used for search and rescue purposes.

6.5.1.3 The Shore User

If cc:Mail or e-Mail service is not available, shore users resorting to TELEX must understand routing methodologies and should utilize standard message formats shown in Annex I; Operational Reporting.

6.5.1.4 Routing Record Messages To Merchant Ships (MERSHIPS)

Commercial charter and ship manager companies have well established ship/shore routing procedures. DOD users to reach these commercial charter and ship manager operated ships via AUTODIN delivery by routing traffic to the NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA routing indictor RUWMBUA. It is important to keep messages short and to constrain the number of addressees. For TELEX, the use of AIG's should be restricted.

6.5.1.5 Routing Information for Other Merchant Ships (MERSHIPS)

The U.S. Military Communications-Electronics Board (USMCEB) has designated the Naval Computer and Telecommunications Area Master Station, Eastern Pacific (NCTAMS EASTPAC) the DOD central routing authority for messages addressed to MERSHIPS. To ensure proper routing and delivery, all naval and DOD activities should send record traffic to NCTAMS EASTPAC for further routing to MERSHIPS unless they have other positive message routing information available.

When it is known that a MERSHIP is guarding INMARSAT, all unclassified messages will be routed via AUTODIN using the established INMARSAT routing indicator RUWMAWA.

NCTAMS EASTPAC uses the following standard operating procedures to obtain communications routing information for MERSHIPS not under COMSC control.

The NCTAMS data base operator will request the routing information from the NAVMARINTCEN Merchant Analyst, DSN 293-2106 or Commercial (301) 763-2106. NAVMARINTCEN will provide information from its radio guard data base, which is updated by information taken from ships' AMVER reports. If NAVMARINTCEN is unable to provide the requested information, NCTAMS, upon determination of the best known routing, will forward messages for delivery. Established DoD communications doctrine permits traffic to be handled by DOD, U.S. Government or commercial stations in order to improve traffic delivery to MERSHIPS. Messages can then be directly routed to another coastal station for delivery via AUTODIN to the commercial refile station nearest the coastal station which is transmitting traffic to the ship. Because complete information is not always available within U. S. Government channels as to what station is serving a particular ship, positive message routing is often difficult to achieve. Consequently, messages addressed to MERSHIPS are sometimes delayed. To improve this situation, the FCC has ruled that record carriers should improve the alternate route capability and interconnectivity between coastal stations for final delivery to ships. Better interconnectivity between coastal transmission in the event a ship did not establish contact with a primary calling station. The record carriers also reserve the option of using either INMARSAT or the coastal stations to deliver messages to MERSHIPS at sea.

However, when it is known that a U.S. Flag MERSHIPS is guarding INMARSAT, the INMARSAT procedures may be used for message delivery.

6.5.2 INMARSAT Utilization Procedures

INMARSAT is the primary system used to support ship-to-shore and shore-to-ship MSC communications. A network of commercial Coast Earth Stations (CES) offer various services and provide connectivity to the Public Switched Telephone Network (PSTN) and Public Switched Data Network (PSDN). Foreign Earth Station Warning: NFAF/SMS/MPSRON staff must use Government obtained services, i.e., COMSAT.

6.5.2.1 INMARSAT Installations

INMARSAT Above Deck Equipment (ADE) should be located to provide the highest possible unobstructed view to the horizon, without increasing the air draft of the ship. Cable runs to Below Deck Units (BDUs) should be as short as possible to minimize signal loss. If the BDU is not located on the ship's bridge or chartroom, a remote distress message generator should be installed at the position from which the ship is normally navigated.

6.5.2.2 INMARSAT Commissioning

Prior to operation, INMARSAT Ship Earth Stations (SESs) must be commissioned. The commissioning process for each SES will depend on its type (e.g., Standard-A, Standard-B, Standard-C, Standard-M, etc.). INMARSAT SES terminals must be tuned to the appropriate common NCE signaling channel based on their area of operation and unique SES identification number. NCS tuning and SES commissioning will normally be conducted by installation personnel as part of the initial check-out procedure.

6.5.2.3 INMARSAT Capabilities

Once commissioned, INMARSAT SES terminals may be used for two-way messaging capabilities. INMARSAT-A and INMARSAT-B terminals offer TELEX and voice channel capabilities. Over an INMARSAT A or B voice channel, data, facsimile, STU-III and non-secure telephone communications may be transacted. INMARSAT-C SES terminals offer no voice channel capability. Instead, INMARSAT-C communications utilize packet oriented data protocol at the throughput rates of approximately 600 bps. INMARSAT-C messages received by the CES are stored and then forwarded for delivery as TELEX, facsimile, or certain types of e-mail messages. INMARSAT-M terminals offer a low speed data (2400 bps) and voice capability. Communications personnel should refer to the manufacturer's manual for operating instructions specific to their particular terminal.

6.5.2.4 Selection of Coast Earth Station

MSC ships will guard specific INMARSAT satellites for shore-to-ship message traffic appropriate to the ship's operating area. Unless otherwise directed, ship-to-shore message traffic should be transacted via CES given least cost routing, reliability and operational security considerations.

6.5.2.5 Least Cost Routing

When more than one INMARSAT system is available for ship-to-shore communications, INMARSAT-C should be used for relatively short messages (including AMVER reports and weather observations). Large files and e-mail systems requiring real-time connectivity should be transmitted as data over INMARSAT-A or INMARSAT-B voice channels unless cellular circuits are available. The maximum data throughput rate should be used to minimize INMARSAT communication costs. Non-secure voice and STU-III communications should be transacted over INMARSAT-M or INMARSAT-A/B when cellular circuits are unavailable. HF SITOR is recommended for transmission of record copy messages in lieu of INMARSAT-A/B TELEX whenever practicable.

6.5.2.6 Emergency Callup Procedures

Refer to Section 6.6.5, Emergency Callup Procedures.

6.5.2.7 Distress Procedures

INMARSAT SES terminals for the maritime service are equipped with a remote distress button to facilitate the transmission of a ship-to-shore distress alert. Upon receipt of such an alert, the CES will forward its contents to the Rescue Coordination Center (RCC) priority 3 distress communication. Should the satellite system be completely saturated at the time of distress, one or more users will be pre-empted to facilitate completion of the distress alert to the RCC.

6.5.3 Cellular Telephone (CT) Utilization Procedures

CT should be used in lieu of INMARSAT service for voice, data, facsimile communications whenever service is available. CT circuits may be used to support ship-to-shore, ship-to-ship and shore-to-ship communications. Covered communications may be conducted via STU-III telephone. The CT concept of operations was developed in 1983 based on Advanced Mobile Phone System specifications. The CT system divides its service area into small, low power coverage areas called "Cells." Each cell contains radio transceivers and related control equipment which provides connectivity to the PSTN

6.5.3.1 CT Service Providers

In CONUS, the FCC has divided cellular radio frequency spectrum to allow two independent cellular service providers to co-exist and compete in the same geographic coverage area. When first turned on, cellular transceivers (i.e., telephones) scan designated frequencies to determine if CT service is provided and whether the unit is

within its "Home" coverage area. Cellular users may utilize other CT service providers when not in their home area depending on the level of service requested by the user. The dialing sequence: *611 is commonly used to reach CT providers to establish service in a new area.

6.5.3.2 Cellular Installations

Shipboard CT installations operate in a unique environment. Ships normally operate well offshore beyond the intended service area of CT systems, yet shipboard platforms typically offer certain advantages in configuration compared to land-based vehicular users (e.g., superior placement of higher gain antennas, etc.). To optimize CT operations in the offshore environment, recommended specifications for CT hardware are provided below:

- **Power Supply.** Cellular users aboard ship should ensure their CT hardware provides reliable service by using an external power supply of sufficient capacity for continuous operation.

- **RJ-11c Interface.** The cellular transceiver should be connected to a Commercial Off The Shelf (COTS) interface that provides compatibility with RJ-11c devices (e.g., telephones, facsimile machines, computer MODEMs, etc.). These interfaces typically connect between the handset and transceiver, and are widely available from cellular telephone service providers and CT equipment manufacturers. To minimize susceptibility to electromagnetic interference, connections between the RJ-11c interface and COTS hardware should only be with high quality, shielded cabling.

- **External Antenna.** CT installations aboard ship should use a high gain, omni-directional antenna mounted at the highest possible location above deck. An antenna with a minimum of 6db gain should be used. For any given installation, a 9db gain antenna will provide extended coverage of CT service. Only superior quality (i.e., lowest loss) coaxial cable should be used between the antenna and CT hardware below deck. The use of crimp-on connectors is discouraged. Poor antenna installations account for a very high percentage of post-installation CT failures.

- **MODEMs.** To optimize data throughput, CT installations used for data communications should only utilize MODEMs with error correcting features. As CT calls are "handed off" from cell to cell within the service area, noise introduced into the data stream and changes in levels of transmit and receive audio can wreak havoc when error correcting techniques are not used. MODEMs specifically designed for use via cellular systems (e.g., MNP-10) is highly recommended for data communications via CT circuits.

- **Programming.** Initial programming should be accomplished when the cellular telephone is purchased. Ships engaged in a "liner" run between two or more ports on a regular basis would be well serviced to purchase cellular telephones capable of storing more than one telephone number (NAM). Each programmed NAM would correspond to a unique "Home" system providing service in each regular port of call.

Service providers outside of "Home" service areas typically levy a substantial "Roaming Charge" on users of their system.

6.6 High Frequency (HF) Radio Utilization Procedures

HF radio is used to support ship-to-shore, ship-to-ship and shore-to-ship communications. A network of government and commercial HF Coastal Radio Stations (CRS) engaged in "Public Correspondence" offer "High Seas" radiotelephone, and Narrow Band Direct Printing (SITOR) services. Some stations continue to offer manual Morse radiotelegraphy (CW) service. CRS operate on frequencies allocated to the Maritime Mobile Service by the ITU and assigned by national administrations (e.g., FCC). As described below, HF radio is commonly used:

- As a cost-effective alternative to INMARSAT

- For communications between stations Beyond Line Of Sight (BLOS)

- For interoperability between merchant vessels and warships

- For operation on MSC directed networks

- To effect EMERGENCY CALLUP procedures

- To receive Maritime Safety Information aboard ship

6.6.1 INMARSAT Alternative

Commercial HF CRS provide connectivity to the PSTN and PSDN. The cost-effectiveness of HF radio is particularly advantageous in lieu of INMARSAT-to-INMARSAT Ship Earth Station communications. Operational details of HF CRS may be found in the ITU List of Coast Stations, The British Admiralty List of Radio Signals and from proprietary sources. Some U.S. stations are listed in DMA Publication 117; Radio Navigational Aids, and the USCG "AMVER Bulletin."

"High Seas" radiotelephony stations use Single Side Band (SSB) on assigned frequencies to provide operated-assisted telephone calls via the PSTN. While HF circuit quality is significantly degraded compared to INMARSAT voice channels, per-minute rates are generally substantially less. "High Seas" telephone conversations are normally conducted in a half-duplex mode (i.e., each party takes a turn speaking and listening).

Real time connectivity to the PSDN is provided by HF CRS offering SITOR service. TELEX messages may be sent to ashore subscribers in real time or via store and forward systems. On HF Frequencies of Optimum Traffic (FOT), information throughput is comparable to INMARSAT-A TELEX, however the per minute rates are substantially less. SITOR ship-to-shore communications are conducted in the Automatic Repeat Request (ARQ) mode on half duplex channels assigned by the ITU.

Shore-to-ship TELEX messages are indicated by "Traffic Lists" broadcast by CRS at specific times in the Forward Error Correction (FEC) mode. Traffic lists are an alphabetical listing of ships International Radio Call Signs (IRCS). Ships whose IRCS

are included in these traffic lists should establish communications with the coast station in the ARQ mode on an appropriate channel to retrieve their messages.

6.6.2 Beyond Line-Of-Sight

HF radio is an essential element of the Navy's Command, Control, Communications, Computing and Intelligence (C4I) Strategy. The HF spectrum (3-30 Mhz) is a principal medium for tactical and non-tactical communications for battle groups and amphibious ready groups for stations located Beyond Line Of Sight (BLOS). BLOS HF communications is possible via ground wave, and long range, over-the-horizon links are attainable via skywave propagation. Near Vertical Incidence Skywave (NVIS) techniques are used to support littoral warfare. Because HF radio can overcome blockage, and provide reliable communications from moving platforms, HF capabilities are often used to overcome the constraints and costs inherent in satellite communications systems.

6.6.3 Interoperability

HF radio circuits may be used to provide interoperability when alternative communication systems are incompatible. Merchant ships, warships (U.S. and allied) have various levels of satellite communication capabilities. Non-secure HF SSB radiotelephony may be used to "bridge" these incompatibilities.

6.6.4 MSC Directed Networks

COMSC may establish a HF SSB voice coordination networks for each MSC area commander. These nets are used to provide a means of timely communications in support of command and control requirements. Assigned frequencies and guard times will be promulgated by the specific area commander.

Each HF SSB net will be directed by a Net Control Station (NECOS). While the net is in session, ships must obtain permission of NECOS prior to calling or passing message traffic to another station. Transmissions shall be kept as short as possible in keeping with good circuit discipline and SOP promulgated in ACP 125 (series). Classified and unclassified but sensitive information will not be transmitted over HF SSB nets.

Ships under MSC operational control may be directed to contact the appropriate MSC area commander or designated MSCO upon entering the area and periodically as directed. Such reporting requirements will normally be transmitted to ships as part of the "Welcome to the Area" INCOP message.

6.6.5 Emergency Callup Procedures

Emergency callup procedures are used by U.S. merchant ships to establish communications with cognizant naval commanders in time of emergency. Attack, threat of attack, terrorist attack, seizure or threat of seizure, piracy and the observance of mine laying operations in international waters would justify the implementation of emergency callup procedures.

Upon receipt of emergency transmission by the FLTCINC command center, the Navy will determine what action will be taken in response. Decision factors affecting such response are contingent upon Navy units available, their proximity to the merchant ship and/or rules of engagement applicable to the theater of operations.

Emergency callup may be executed via INMARSAT by direct dialing the cognizant CINC Operational Control Center (OPCONCEN) for the ship's ocean area. Telephone and TELEX numbers for the CINC OPCONCENs are listed in DMA Publication 117; Radio Navigational Aids.

If the ship is unable to execute a direct dial call via INMARSAT, HF SSB radiotelephony through a "High Seas" Coastal Radio Station may be used to place the call. Alternatively, the U.S. Coast Guard (USCG) may be contacted directly on specified HF SSB and HF SITOR frequencies. The USCG HF Radiotelephony and Radioteletype/ NBDP working frequencies are listed in DMA Publication 117; Radio Navigational Aids.

If the ship is unable to contact the USCG, emergency callup procedures may be used on HF HICOM net frequencies guarded by the U.S. Navy and U.S. Air Force. U.S. Navy and Air Force HICOM nets are dedicated to command and control of military units and air traffic control. HF HICOM frequencies are not to be used except in cases of emergency.

6.6.6 Maritime Safety Information

Ships under MSC OPCON are required to receive Maritime Safety Information (MSI) pertinent to their operating area while underway. MSI is made available to ships at sea as part of the Global Maritime Distress and Safety System (GMDSS). MSI is promulgated via: NAVTEX, INMARSAT SafetyNET and HF NBDP. HF NBDP broadcasts of MSI are transmitted by designated stations on assigned frequencies. Ships may use their HF receivers and SITOR terminals in the FEC mode to receive MSI broadcasts at designated times. Refer to the "GMDSS Master Plan of Shore Based Facilities" for more details.

6.7 GMDSS Procedures

6.7.1 Watchstanding

MSC ships will maintain a watch on the following frequencies when suitably equipped:

- VHF Digital Selective Calling (DSC) on 156.525 Mhz (CH 70)

- VHF Radiotelephony on 156.8 Mhz (CH 16) (See Note 1)

- MF Radiotelephony on 2182 Khz (See Note 2)

- MF Digital Selective Calling (DSC) on 2187.5 Khz

- HF Digital Selective Calling on: 8414.5 Khz and one other HF assigned for distress, urgency and safety (See Note 2)

- INMARSAT A/B in an ocean region pertinent to the vessel's operational area

- INMARSAT C in an appropriate ocean region pertinent to the vessel's operational area. At all times, the INMARSAT C Ship Earth Station (SES) shall be logged into the ocean region's Network Control Station (NCS) to ensure the timely delivery of shore-to-ship message traffic and for the receipt of Maritime Safety Information (MSI) via SafetyNET broadcast. SafetyNET receivers shall be programmed to reject categories of messages which are not pertinent to the vessel or its area of operation.

- NAVTEX receivers shall be programmed to selectively reject transmitting stations and categories of messages which are not pertinent to the vessel or its area of operation. NAVTEX receivers shall be placed turned on no later than 8 hours prior to departure from any port.

Note 1: Manual listening watches on VHF channel 16 and 2182 Khz are no longer required by International Radio Regulations or FCC Rules and Regulations after 01FEB99. However, ships under MSC charter will maintain manual listening watches on these frequencies until otherwise directed by COMSC.

Note 2: A scanning receiver may be used to maintain a continuous DSC watch on these frequencies. MF/HF DSC watches may be maintained by MILDEPT personnel in their shipboard communication's space.

6.7.2 Pre-Departure Tests

MSC ships must test each item of GMDSS equipment prior to departure from every port. Testing of battery operated devices (e.g., EPIRB, SART and VHF Survival Craft Transceiver) should be minimized to that necessary to ensure proper equipment operation. This will prevent premature depletion of the battery's service life.

Equipment performance must be verified and noted in the ship's record or GMDSS Logbook. To accomplish this, each ship shall carry a performance check off sheet listing each GMDSS equipment carried on a mandatory basis.

If batteries are used as a "Reserve Source of Energy" as defined by 47CFR80.1099(b), they must be checked by hydrometer reading or other appropriate method as part of the pre-departure tests. Times the battery is placed on or taken off charge must be noted in the ship's log. Testing of the emergency lighting at the principal radio operating position shall be included as part of the ship's pre-departure tests.

6.7.3 Distress Communications

MSC ships shall initiate and respond to distress alerts, urgency signals and safety messages in accordance with directives from the chain of command, FCC Rules and International Radio Regulations, subject to emission control restrictions that may be imposed during specific periods of the mission.

6.8 Automated Ship Tracking and Reporting System (ASTARS) Procedures

ASTARS provides location data on MSC ships to combatants, selected Unified Commanders, FLTCINCs, the Chief of Naval Operations (CNO), and other organizations and commands throughout DOD.

ASTARS-capable ships are equipped with INMARSAT-C Mobile Earth Stations (MES) and navigational receivers (e.g., Global Positioning System (GPS), TRANSIT, LORAN, etc.). Location data from the ship is automatically transmitted via store-and-forward INMARSAT-C circuits to an electronic mailbox ashore per a pre-defined transmission schedule. Ashore, MSC Headquarters uses a dial-up PSTN system to retrieve the position reports, parse the necessary information into a C4I format, and forward the information to the chain of command via the Joint Maritime Command Information Service (JMCIS).

JMCIS displays geo-locational information on friendly, hostile, and neutral land, sea, and air forces integrated with environmental and other nationally derived information for command and control purposes. Data is displayed graphically as a common operational picture in near real time. A geographical display of units (naval, ground, and air) overlays electronic charts and maps. JMCIS ashore communicates via wide area networks (WANs) (e.g., SIPRNET). Fleet Satellite Communications (FLTSATCOM) circuits are used to downlink JMCIS data to Navy afloat units.

6.8.1 Activation Procedures

In order to activate the ASTAR System, all shipboard INMARSAT-C Mobile Earth Stations (MES) must be fully operational and logged into one of the four INMARSAT ocean area Network Control Stations (NCS). Refer to the MES operating manual for specific software commands to determine which NCS is currently logged.

An initial ASTARS activation request should be transmitted from the ship when:

- The INMARSAT-C MES is first installed and commissioned
- Upon activation from Reduced Operating Status (ROS) such as the Ready Reserve Force (RRF) and Fast Sealift Ships, or
- When the vessel is first brought on-hire by MSC

```
P 031600Z JAN 97
FM SS PFC EUGENE A OBREGON
TO COMSC WASHINGTON DC//N62//
BT
UNCLAS//N02390//
MSGID/COMMGUARD/SS PFC EUGENE A OBREGON//
SUBJ/ASTARS ACTIVATION REQUEST//
REF/A/DOC/MSC COMMUNICATIONS POLICY AND PROCEDURES
MANUAL//
ALFA: SS PFC EUGENE A OBREGON
BRAVO:050001Z DEC 96
CHARLIE: NA
DELTA: NEW INSTALLATION OF AN INMARSAT-C TERMINAL
ECHO: REQUEST ASTARS ACTIVATION FOR MES ID 430394296
LOGGED INTO INMARSAT AOR-W SATELLITE.  INMARSAT MES
MAKE/MODEL IS MTI MDT6000, SERIAL NO: 15033.//
BT
```

Figure 6-2. Sample ASTARS Activation Message

Refer to Annex I, Section 1.3 for further information.

6.8.2 System Updates

Ships currently active in the ASTAR system should submit updated information whenever the transmission of a COMMGUARDSHIFT messages is required. The following information should be included in paragraph ECHO of any required COMMGUARDSHIFT message:

- INMARSAT-C Mobile Earth Station (MES) Identification Number

- INMARSAT satellite currently logged into (AOR-E, AOR-W, POR, IOR)

- Make and Model of INMARSAT-C MES

- Status of Ship Operations (i.e., Classified or Unclassified)

   Refer to Annex I, Section 1.3 for further information.

6.9 Information Security (INFOSEC) and Communications Security (COMSEC) Procedures

6.9.1 Operations Security (OPSEC) Considerations

OPSEC is a critical element in naval operations. OPSEC is applicable to any situation where information should be denied to an outsider in order to achieve mission goals. An important OPSEC consideration is that unclassified information must also be safeguarded. It has been proven that all military intelligence operations successfully derive critical operations information by piecing together unclassified information and indicators. OPSEC procedures are not difficult nor complex. For the most part, they consist mostly of exercising common sense. Be sensitive to the information you pass on to other because some innocent comment about when the ship is getting underway, a potential port of call, the type of clothing needed for the operation, etc., could compromise an operation by filling in a small detail or directing the intelligence agent to look in another area.

6.9.2 e-Mail OPSEC Considerations

Internet connectivity and the ability to easily forward this information complicates OPSEC and places a real burden on e-mail originators. Technology for disseminating information is rapidly outstripping our ability to cope with its implications for OPSEC. The entire planet has access to the Internet and that means that the entire planet potentially has access to your computer system. Problems inherent to controlling sensitive information transmitted via e-mail was vividly by the account of the O'Grady rescue mission in Bosnia. Millions of persons had access to an account of the rescue with in days when it was innocently drafted by one of the participants and sent to a fried using e-mail.

Over the last few years, cc:Mail use within MSC has proliferated both ashore and afloat. It has become a critical tool for conducting the command's day-to-day business operations. Be sensitive to what information you transmit via e-mail because computer networks can be exploited. Everyone has responsibility to carefully screen the information that is being put out on public networks. Millions of persons are conversing on a computer keyboard. Now in the information age, "loose lips sink ships" really means, "careless keystrokes can kill."

6.9.3 Physical Security

Only those persons who are authorized to enter radio rooms in the execution of their duties shall have access. Unless authorized personnel are present, the radio rooms are to be locked and keys retained by the Master, Deck Officer of the Watch, or the Radio Officer. Communications operating spaces shall be clearly marked "Restricted Area."

When not actually in use, cryptographic publications and message files are to be kept in the custody of the Master of delegated officer in a safe with a combination lock or similar secure storage. When in use, a watch-to-watch check of cryptographic

publications is to be maintained and such publications are to be signed for and handed over from one officer to another.

Keying materials for manual cryptography must be shielded from photography. During encryption or decryption, doors should be locked, windows should be closed and screened to prevent papers blowing away and subversive photography of cryptographic materials.

If a safe is used for storage of classified material, the combination should be changed after transfer of personnel knowing the combination, and at least every six months. Persons are reminded to select random numbers for combinations; patterns or familiar dates, times, etc., may easily be identified and could compromise the security of the safe.

Used carbon paper and typewriter ribbons can reveal the text of a secret message, even if it has been used for many different messages. Used carbon paper and typewriter ribbons should be kept in locked approved containers until they are destroyed. Where computers, including personal computers (PCs), are used and when classified information is stored on removable hard disk or on floppy disks, these disks are to be protected as any other piece of classified material, by placing them in an approved locked container when not actually in use. PCs, not having a removable hard disk and used for processing classified information, will be retained in approved secure spaces. Users are cautioned that erasing a diskette or hard disk does not destroy or obliterate the stored information. Appropriate measures must be taken to properly handle magnetic media storage when it is no longer needed.

MILDEPTs shall be guided in the physical security of classified information by OPNAVINST 5510.1, the Department of the Navy's Information and Personnel Security Program Regulations, and as amplified by other directives issued by competent authority.

The ship's station bill should provide for a responsible person guarding the cryptographic material so that during a shipboard fire there is no chance for an inadvertent breach of security or subversive attempt to obtain the material.

Any person having knowledge or suspicion that cryptographic material has been lost, compromised, or come to the knowledge of unauthorized persons, shall immediately report the facts to the Master who, in turn will report such loss to the appropriate naval or consular authority.

6.9.3.1 Disposal of Documents

Classified material disposal shall be accomplished by approved methods. Classified material destruction shall be performed by two appropriately cleared persons and a record of the destruction retained for two years per OPNAVINST 5510.1 (current edition), the Department of the Navy's Information and Personnel Security Program Regulations.

COMSEC material will be destroyed in accordance with applicable Director, COMSEC Material System (DCMS) directives. Unclassified messages, logs, and records connected with a communications services which appear to be of importance to SOLAS

shall be retained for a period of three years in accordance with part 80 of FCC publications and regulations. Messages and logs relevant to any claim or complaint of which the ship has been notified shall be retained until such claim or complaint has been fully satisfied or until the same has been barred by statute limited the time for filing of suits upon such claims. The bridge-to-bridge station log shall be retained for one year unless otherwise required.

The destruction bill is the plan for the organized destruction of the ship's secret papers and cryptographic material. There should be an itemized list of these material and papers and during destruction it should be checked off document-by-document so that in due course a report can be made to the appropriate authority as to which cryptographic publications have been destroyed and which should be considered compromised. Destruction of papers is accomplished by shredding or burning and pulverizing the ashes.

6.9.4 Cryptographic Security

No personnel, other than those specifically authorized by the MILDEPT OinC, ship's master or higher authority, shall be permitted to view cryptographic devices employed by or held by the MILDEPT or ship. The restriction extends to personnel in the military service (active duty, reserve, or retired), civil service employees, and other civilians. No person by virtue of rank alone may have access to cryptographic systems. The ship's master's responsibilities for CMS material management includes responsibility/ authorization to sign CMS documents and accounting reports. This responsibility cannot be delegated.

All classified information will be encrypted prior to electrical transmission outside approved/secure spaces. The importance of passing information quickly should be weighed against the requirement to conceal information from a third party at all times. Alarm reports, distress messages and messages of extreme urgency are typical examples where the master will clearly consider speed to be of overriding importance.

When working with off-line encryption systems, the following basic security rules apply:

- Before transmission of an encrypted message, it should be checked for accuracy by proof decryption. If delay is unacceptable, this proof decryption should be done immediately after transmission. If necessary, a correction message should follow the original message.

- Encrypted messages received are to be decrypted immediately. When part of a message is missed or received garbled, the part received should be decrypted and clearly marked to show that the message is incomplete. Messages, even though incomplete, are to be delivered to the master as soon as decrypted.

- Encrypted and plain language versions of messages are never to be kept together.

- Encrypted versions of messages are to be retained until the master has reported to the Naval Control of Shipping Office (NCSO) at the first port of arrival after which they are to be destroyed by burning. Plain language versions of messages are to be retained and kept in the master's safe until two weeks after reporting to the NCSO.

Messages will be destroyed by shredding or burning and pulverizing the ashes, or in an emergency, by jettisoning.

- Tactical call signs or secure merchant ship call signs will not be used on INMARSAT or ARQ SITOR to avoid compromise.

6.9.5 Crytpographic Systems

Guidance on the management and operation of cryptographic accounts is provided in CMS directives.

The MILDEPT will use crytpographic systems installed on the ship per OPNAVINST 2200.44 or those systems provided by MSC or NSCO.

Ships not outfitted with permanently installed cryptographic equipment will be provided systems to support transfer of classified information to meet mission requirements.

The NATO Merchant Ships Cryptographic System (MERCS) is comprised of cryptographic equipment stockpiled in peacetime at national distribution agencies. MERCS equipment and procedures will not be utilized unless specifically ordered. When merchant ships are taken under naval control, it may become necessary to provide them with MERCS cryptographic equipment and/or documents. This fact will be noted in sailing orders so that correct message routing procedures may be facilitated.

6.9.6 Transmission Security

All electronic emissions (including those from INMARSAT terminals) are subject to interception and direction finding. Radio transmission in the VHF and UHF bands can normally be intercepted only a short distance beyond the visible horizon. However, depending upon the height of the receiver, this may be a substantial distance from the ship. Satellite transmission in the VHF and UHF bands can be intercepted by those activities within the footprint of the satellite. Radio transmissions in the MF and HF bands can normally be intercepted at great distances. The ability of a shore-based Direction Finding (DF) network to intercept emissions from merchant ships is limited by the communications range of the radio band in use and the height of the receiver. Although interception of terrestrial UHF and VHF transmission at sea is substantially less than for MF and HF, the risk of such interception should not be disregarded. Radio silence and electronic emission control (EMCON) are employed to reduce the opportunities for intelligence gathering and direction finding.

6.9.6.1 Radio Silence

Radio silence means an effective measure to enhance the safety of ships by concealing their location and identity. Unrestricted radio transmission by ships at sea quickly reveal their presence and invites enemy attack. In convoys, the convoy commodore enforces radio transmission control policy. When in convoy, the commodore will establish a directed radio telephone net for command and control with the commodore's ship acting as net control station (NECOS).

6.9.6.2 Electronic Emission Control (EMCON)

EMCON restricts or eliminates emissions from electronic devices to deny belligerent forces intelligence gathering and direction finding opportunities. It controls the overall electronic environment to allow ships in company to effectively use emitters and sensors without mutual interference.

6.9.6.2.1 Radiation from Receivers and Miscellaneous Electrical Apparatus

Receiver radiation of 0.1 micro-volt per meter or less, measured at a distance of one nautical mile from the receiver, on any frequency to which the receiver's local oscillator may be tuned, is an acceptable figure below which receiver radiation will not constitute a hazard to security.

The use of diathermy, x-ray, spark-plug testers, or similar equipment in EXPOSED LOCATIONS is prohibited during darkness and low visibility, wartime operations, or when radio silence has been imposed. Generally this equipment may be used in enclosed spaces however, limited used should be made of such equipment during EMCON periods.

6.9.6.2.2 EMCON Plans

The NCSO will normally provide an EMCON Plan, as part of the Sailing Order Folder, for each ship sailing under naval control. This plan will state the conditions under which each shipboard electronic emitter (e.g., radar, Doppler logs, echo sounder, hand-held transceivers, etc.) may be used. In convoys, more than one EMCON plan may be promulgated to allow for contingencies.

6.9.6.2.3 EMCON Procedures

The following measures shall be imposed during EMCON periods:

- Verify the specific requirements outlined in the EMCON Plan.

- Observe radio silence, or follow other specific guidance, on all EMCON designated bands.

- Secure power to all transmitters affected by the EMCON plan.

- Disable INMARSAT Ship-to-Earth Station (SES) transceivers by securing low level exciters or power amplifiers. This procedure disables SES transmission but, allows receipt of INMARSAT messages broadcast by Enhanced Group Calling (EGC) techniques.

- Ground all antennas not used for receiving.

- Render inoperative all radio receivers including, personal entertainment receivers, that do not meet non-radiation standards outlined in section 6.9.6.2.2, Radiation from Receivers and Miscellaneous Electrical Apparatus.

6.10 Secure Telephone Unit (STU) III Procedures

The STU-III provides encrypted and non-encrypted communications between authorized users. When interfaced to appropriate ancillary equipment, the STU-III can also provide secure data and facsimile communications. The highest level of classified information that may be transferred is dependent on the Cryptographic Ignition Key (CIK) or "Key" for an individual STU-III terminal. Each terminal is specifically designated for a specific individual key. During a secure call, the clearance level displayed on each STU-III "sight window" indicates the clearance of the other unit involved in the call. This is the highest level of communication common to both terminals, that may be authorized of the call.

6.10.1 Physical Security

Unkeyed STU-III terminals are sensitive, high-value Controlled Cryptographic Items (CCI) which must be protected in an appropriate manner to ensure access and accounting integrity is maintained. Spaces containing STU-III terminals are to be secured with a propriety security lock and keys tightly controlled.

Keyed STU-III terminals must be afforded protection commensurate with the classification of the key it contains. When persons in a space are not cleared to the level of the keyed terminal, the STU-III must be kept under the control and supervision of at least one appropriately cleared, authorized person. Normally, keys should be removed from all STU-III terminals unless actually in use.

Cryptographic Ignition Keys (CIKs) are plastic keys that are inserted into the STU-III to electronically lock and unlock the phone's secure mode. The secure mode is unlocked with the CIK inserted and locked when the CIK is removed. When the CIK is

stored in the same room as the STU-III terminal, it should be afforded protection commensurate with the classification of the keyed terminal (e.g., in a approved security container). If the CIK is stored in another room, it may be placed in a locked desk or file cabinet.

6.10.2 Operational Security

During a secure call, the highest classification level common to both terminals is displayed in the liquid crystal display (LCD) "sight window."

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The user must avoid discussing information that is classified at a higher level than that indicated in the sight window. Personnel without the appropriate clearance should not be in the same room or within audible range of classified conversations.

Classified information must not be discussed if there is any question as to the validity of the information displayed in the sight window, if the display indicates that the distant terminal's key has expired, if the distant terminal contains a compromised key, or if the LCD display fails.

6.10.3 Operational Procedures

STU-III terminals are normally interfaced to shipboard INMARSAT or cellular telephone communications hardware via an RJ-11c interface. STU-III terminals operate as full service telephones that provide both normal service and secure capabilities. When the CIK is not inserted in the STU-III, only non-secure calls can be made and the STU-III operates as a standard telephone.

To operate the STU-III in the secure mode, the CIK must be inserted (and normally turned 1/4 turn in the clockwise direction). A non-secure call is then made to another STU terminal. The caller advises the distant party of the requirement to "Go Secure." When the remote party has inserted the CIK and both parties are ready, either party may initiate the secure mode by pressing the "Secure Voice" button on the STU terminal. After a 12-20 second synchronization period, each STU will display the command or organization name of the distant terminal, and the highest level of classification common to both terminals. When the secure call is completed, the CIK should be removed and stored.

6.10.4 Emergency Destruction Procedures

The following steps should be taken to prevent compromise of a STU-III terminal:

- Zeroize all loaded STU-III terminals in descending order of classification. This is usually done by placing a switch or button in the "Zeroize" position. Normally this "Zeroize" button is either on the back or bottom of the machine. But, refer to the STU-III manufacturer's operating manual for detailed information. Loss of power will not automatically Zeroize the STU-III terminal. **Zeroizing the terminal prevents its continued use with the CIK and eliminates identification data stored in the terminal. The STU-III terminal will no longer function in a secure mode after it has been Zeroized.**

- Physically destroy, damage or jettison the CIK to prevent compromise if the STU-III terminal cannot be Zeroized.

- Destroy any classified account records and reports

- Remove STU-III terminals and unclassified account records from the work area if time permits.

6.11 Military Affiliate Radio System (MARS)/Amateur Radio Service (ARS)

6.11.1 MARS Service Procedures

A ship desiring to operate as a MARS station will apply for MARS membership per NTP-8; U.S. Navy-Marine Corps Military Affiliate Radio System, by submitting a message request. Procedures for making this request are contained in Annex I, Operational Reporting.

The operational commanders will review and approve MARS requests, and determine any restrictions associated with the membership. If no objections or restrictions are identified by the operational commanders within 10 working days, the Director, Navy-Marine Corps Military Affiliate Radio System (DIRNAVMARCORMARS) will reply to the ship with a message assigning the MARS call sign. DIRNAVMARCORMARS will also mail the ship a station license, a copy of the Afloat Specialty Network Current Operations Guide, and other pertinent information.

Additional questions and/or schedules should be coordinated through the MARS afloat coordinator. Use MARS message NNNOPPE or direct the inquiry to either of the following:

- DIRNAVMARCORMARS REGION TWO NAVBASE CHARLESTON SC (DSN 563-2929)

- DIRNAVMARCORMARS REGION FIVE COMNAVBASE SAN DIEGO CA (DSN 522-1491)

Frequencies assigned will be comprised of Atlantic and Pacific MARS afloat specialty network and are to be used by all afloat units. The use of other MARS

frequencies is not authorized. Ships participating in the MARS program are requested to provide an activity report, preferably by MARS message, to the Afloat Specialty Network Coordinator not later than the 27th of each month per NTP-8, U.S. Navy-Marine Corps Military Affiliate Radio System. Negative participation reports are not required.

The MARS system is a non-secure system. To preclude sensitive or classified information from being transmitted via MARS, commands shall promulgate detailed instructions on control and operation of MARS radio stations. Security education programs shall provide guidance to individuals on procedures to be employed when using MARS to prevent inadvertent disclosure of classified or sensitive information.

6.11.2 Amateur Radio Service (ARS) Procedures

Responsibility for maintenance of proper security standards for personnel using shipboard amateur radio facilities rests with the master. The master shall:

- Promulgate detailed instructions for control and operation of shipboard amateur radio stations.

- Ensure that conversations are limited to non-official, unclassified, personal or technical topics, such as amateur radio equipment. Conversations concerning ship missions, movements and state of material readiness are prohibited. Disclosure of Essential Elements of Friendly Information (EEFI) is also prohibited.

- Require that a licensed operator be present during all periods of amateur radio operations and effectively monitor all transmissions made by the station. Tape recording of amateur operations for security evaluation by the station custodian is one way of determining the adequacy of shipboard indoctrination and instructions.

- Designate an officer as station custodian with responsibility to the master for control and security of the amateur station. Take appropriate disciplinary action in all cases of security violations.

CHAPTER SEVEN

MOBILE SEALIFT OPERATIONS CENTER (MSOC)

7.1 Introduction

The Mobile Sealift Operations Center (MSOC) is a modular, deployable sealift operations and communications support system for operations that are conducted in areas without an established Military Sealift Command Office (MSCO). It provides basic communications, Automated Data Processing (ADP), and administrative functions in support of MSC port operations. Potential MSOC deployment scenarios include support of contingency operations, exercises, disaster relief, humanitarian aid operations, as well as limited support of normal/daily staff and Naval Control of Shipping (NCS) functions. This section describes the operational concept for the MSOC.

7.1.1 Operational Environment

The traditional MSC operational environment has seen radical changes in recent years as a result of the new world order and doctrinal changes in military operations. The "blue water" scenario where naval forces would fight a superpower adversary has evolved into a scenario of supporting localized, regional, littoral operations in non-traditional Areas of Operational Responsibility (AOR). Such contingency operations have been conducted under a Joint Task Force (JTF) concept in conjunction with other services or in coalition with other United Nations (UN) forces. Mission scope has additionally expanded into peacekeeping and humanitarian areas. The typical AORs for these operations do not have established MSCOs to support MSC operations. To remedy this deficiency, the MSOC (functionally equivalent to an MSCO) has been designed to provide sealift operations, administrative, and communications support capability within these non-traditional AORs.

7.1.2 Requirement

Established, shore-based MSCOs are capable of carrying out various operational support functions and communicating with numerous echelons in the chain of command. MSC also has a well documented requirement for a transportable means to support an operations and communications capability. The MSOC is configured to functionally perform as an MSCO and meet sealift operations support requirements under varying port environments. The MSOC also provides operational support to bridge the needs of the ships' masters and port personnel. Level and type of support provided is primarily dependent upon personnel/manning and, in general, consists of the following activities:

- Coordinates and oversees various types of on-load/off-load operations. This may include but is not limited to bulk or palletized cargo, tracked or wheeled vehicles, liquids (potable water), and hazardous materials (ammunitions and explosives).

- Provides communications interfaces to other command echelons, port activities, naval messaging services, and secure/non-secure voice networks and services.

- Provides communications support to MSC shipping.

- Schedules piloting/tug services.

- Provides logistic support services, as required.

- Coordinates with the nearest U.S. Defense Attache Office (USDAO) to arrange for diplomatic clearance, if necessary.

- Performs on-hire/off-hire surveys.

- Provides assistance in rendering Navy salvage services, if necessary.

- Provides engineering support to MSC controlled ships such as performing damage inspections and effecting repairs, ordering parts, etc. in response to casualty reports (CASREPs).

- Provides contracting support to MSC controlled ships:

    1. Tugs/Barge Services
    2. Pilot Services
    3. Longshoreman Services
    4. Fuel/Water Purchases
    5. Garbage Removal Service
    6. Port Services
    7. Ship Re-provisioning

The MSOC provides limited basic administrative services that are available at an established MSCO. This includes computer support for word processing, spreadsheets, graphics and data transfer and database capabilities necessary to support local operations. Automated Data Processing (ADP) and software interfaces are standardized and all commercial software packages conform to MSC standards as established by the MSC Common Operating Environment (COE). The MSOC must additionally operate and interface with power sources and phone lines in foreign countries.

7.1.3 MSOC Overview

MSOC has two components: 1) Managed, modular equipment and 2) A complete containerized system housed in International Standard Organization (ISO) vans. A van can be deployed to support sealift operations for any port. The modular equipment includes components and systems needed to support operations in ports not requiring the full support of the entire van.

7.1.4 Administrative and Operational Responsibility for MSOC

The MSC Command, Control, Communications and Computer Systems (C^4S) Directorate (N6) has overall administrative responsibility for the MSOC and for ensuring that its configuration and capabilities continue to meet the operational support requirements of the MSC Operations Directorate (N3). MSC N6 exercises day-to-day management and administrative

control over the MSOC assets through the MSC area commands and its field support personnel. MSOC vans will be prepositioned in the following locations:

- Norfolk, VA
- Yokohama, JA
- Bahrain

- Diego Garcia, BIOT
- Guam

When deployed, the MSOC will be under the operational control of the supported MSC commander.

7.2 Functional Description

For descriptive purposes in terms of functionality, the MSOC is divided into 3 separate subsystems: 1) The Communications Subsystem, 2) The Sealift Support and Administrative Subsystem, and 3) The Facilities Subsystem. These subsystems are described in more detail in the following subparagraphs.

7.2.1 MSOC Communications Subsystem

The communications subsystem provides a communications support package to on-scene MSC personnel. Its primary purpose is to establish communications with MSC shipping to assist with directing and controlling sealift operations. It additionally provides a capability to interface with other organizations within the MSC chain of command, other in-theater commands and activities, other military units participating in port operations, and possibly commercial shipping companies (if chartered vessels are involved in the operation). The communications subsystem supports processing record messages, facsimile, electronic mail (e-mail) and secure/unsecure voice. A complete communications subsystem includes the following:

- INMARSAT
  1. Voice
  2. Data
  3. Fax
- STU III
- UHF LOS (van only)
- VHF LOS
- HF
- Internal/external fax/modem

7.2.2 Sealift Operations and Administration Subsystem

This subsystem provides all requisite equipment to support sealift operations and administrative functions of a typical established MSCO. It supports the various activities associated with cargo and tanker operations (scheduling and sailing order generation), loading and unloading operations, interfaces with other port operations and activities, performs necessary contracting and accounting functions, as well as other limited administrative tasks.

Administrative tasks are limited to those required for sealift operations. Full fledged administrative support, e.g., personnel and payroll processing, are beyond the capabilities of the MSOC. A complete mobile sealift operations and administrative subsystem consists of:

- Notebook-style computers with appropriate internal and external peripherals (modems, CD-ROM drives, printers, etc.) as specified by the MSC COE

- Latest MSC office applications, database, and data transfer software package as specified in the MSC COE policy statement

- Fax machine (secure and non-secure)

- Desktop copiers

- Document scanners

- General administrative supply items: (Pens, pencils, paper, and other consumables)

7.2.3 Facilities Subsystem (Van Only)

MSOC communications/ADP equipment, furniture, and other miscellaneous items are housed in an ISO containerized van. The van is a fundamental tactical shelter with dimensions of 20'L x 8'W x 8'H, foam and beam material construction, and exterior surface of painted aluminum. It can be configured as a supply, operations, administrative, or personnel support relocatable facility, is transportable by land, sea, or air, and can be mounted on running gear and towed by a truck. The vans are environmentally controlled using an Environmental Control Unit (ECU) which is a combination heater/air conditioner. Electrical power is provided by a self-contained generator set. A rollout canopy is attached to the van's side where the door is located and can be expanded if additional working or storage space becomes necessary. The canopy runs the length of the van and is 8' wide, so van floor space is effectively doubled if the canopy is used. Descriptions/dimensions/illustrations of the van are included at the end of this chapter.

7.3 Concept of Operations

MSC is tasked to operate and administer government-owned ships assigned, and all other ships acquired, for the purpose of providing ocean transportation (sealift) services for the Department of Defense. In general, this applies to all movement of personnel, material, and petroleum, oil, and lubricants (POL) by sea. MSC additionally exercises operational control (OPCON) over MSC Force ships not specifically assigned to the OPCON of a Fleet Commander-in Chief (FLTCINC).

MSC Force operations are supported by a shore based infrastructure that includes MSCOs located worldwide. As previously noted, MSC can fully expect to encounter increased requirements to provide sealift support in AORs where established MSCOs do not exist. This section describes an operational concept where the deployed MSOC's mission and functional capabilities replicate those of an established MSCO in providing sealift operations and communications support. The MSOC is designed in a modular fashion so that selected portions of the subsystems can be deployed depending upon the operational environment. Actual deployed MSOC configuration will depend on the AOR operational environment and may include the entire MSOC or only selected modules depending on local conditions. Actual deployed configuration will be determined by the on-scene commander. Requested site support

information is contained in Appendix C. Additionally, the length of anticipated support requirements will also have a bearing on which and how many modules to deploy.

A comprehensive listing of equipment comprising the various MSOC modules is provided in Appendix A. The equipment listing is generic in the sense that unique brands and models are not specified in this operational concept. Hardware and software brands and configuration will be as specified by the current edition of the MSC COE.

The terms "subsystem" and "module/modular" are not synonymous within the context of this operational concept. "Subsystem" refers to a functional part of the MSOC (such as the communications subsystem) and is used for descriptive purposes only. A "module" refers to a collection of physical components (i.e. vans and ADP/communications equipment) deemed necessary for a particular mission or deployment and can cross "subsystem" lines.

7.3.1 Operational Scenarios

The MSOC may be deployed on land or based upon a ship if a suitable land location is not available. MSOC deployment is expected to be land based in the vast majority of cases.

7.3.1.1 Land Based

Land based deployment can occur under a varying continuum of conditions. These conditions range from a fully developed environment with a complete support infrastructure in terms of power, telephones, consumables, etc. to a totally austere environment with no infrastructure support whatsoever as well as some combination in between the two extremes. For the purposes of this operational concept, four different port scenarios are developed and provide a representative port at different points on the continuum. This chapter includes a summary of the port amenities and level of support guidelines under each of the scenarios (Port A through Port D). MSOC configuration and composition will be based upon site survey information.

7.3.1.1.1 Port A : Developed Environment with Complete Infrastructure Support

Port A has the basic amenities and a well-developed infrastructure that includes facilities and utilities in which to house office-related ADP equipment, as well as radios and ancillary gear associated with communications. MSOC support is minimal and selected office ADP or communications equipment is provided to supplement local capabilities or deployed to on-site personnel during periods of increased operational tempo.

7.3.1.1.2 Port B : Partially Developed Environment and Close Proximity of Infrastructure

Port B amenities in terms of shelter and utilities are sufficient to house ADP and communications equipment; however, the equipment itself is either not available or in short supply in the operations area. MSOC ADP and communications equipment modules may be required. Module composition is determined by the on-scene commander.

7.3.1.1.3 Port C : Mostly Austere Environment with Limited Local Infrastructure

Port C environment is largely undeveloped and has limited amenities in terms of shelter and utilities to support MSCO functions and equipment. MSOC ADP and communications equipment modules requires deployment. The power generator, batteries, and/or UPS units are deployed to supplement or replace local power capabilities. This is expected to be the most common situation.

7.3.1.1.4 Port D : Totally Austere Environment Requiring Complete MSOC Support

Port D environment is completely undeveloped, totally lacks local amenities and resources in terms of shelter, power, utilities, and requires total MSOC support for communications and office functions. Under this scenario, the complete, fully equipped MSOC is deployed to the AOR. Rapid mobility may also dictate total deployment even when in a partial or fully developed environment because time constraints may not allow for MSOC disassembly and reassembly of specific equipment or facility modules.

7.3.1.2 Sea Based:

MSOC deployment to a mobile platform is not commonly expected to occur since the completely outfitted unit is self-sustaining in a land-based configuration. In selected circumstances, a MSOC may be deployed onboard a mobile platform to meet unique mission requirements. An example includes having a requirement for Navy liaison personnel on board to ensure safe transport of sensitive cargo. However, certain operational limitations will be encountered, particularly with regards to using the communications subsystem. MSOC sealift support and administrative software applications will have to be interfaced with the shipboard communications system for the following reasons:

- The MSOC INMARSAT system is a land-based installation versus a marine installation and is unable to maintain synchronization with the satellite onboard a moving platform. A marine installation is interfaced with the ship's gyro for satellite synchronization purposes and the land-based installation does not have this capability.

- Other MSOC communications capabilities (HF, UHF, VHF) generate radiation patterns that could pose safety hazards by interfering with radar and navigation systems. Unknown radiation patterns could also pose a significant danger if the ship was carrying POL products or ammunition.

7.3.2 MSOC Operational Concept and Deployment Summary

Figure 7.1, MSOC Deployment Process, graphically summarizes the various stages during the MSOC deployment process. Figure 7.2, MSOC Deployment Players, graphically depicts the tasking and roles of the various players involved in the MSOC deployment process.

7.3.2.1 MSOC Deployment Process

The MSOC deployment process is depicted in Figure 7.1, MSOC Deployment Process. Prior to contingency development, an extensive deliberate planning process has already occurred at high levels within the Department of Defense that has attempted to reasonably identify potential contingency hotspots, evaluated various alternatives for an appropriate response, and made decisions as to which alternatives are the most feasible. This planning process is documented by an Operations Plan (OPLAN) for each contingency scenario. The OPLAN contains all the necessary information on required resources to respond to the contingency including (but not limited to):

- Combat troops
- Support personnel
- Combat and combat support equipment
- Logistical support
- Communications support
- Intelligence support

The OPLAN also details who is the on-scene combatant commander responsible for leading all contingency operations, which commanders are responsible for supporting the combatant commander and who is responsible for providing what resources. OPLAN provisions are executed when the FLTCINC issues an Operation Order (OPORDER) which formally initiates a response to the contingency. The OPORDER may also be issued by the Joint Chiefs of Staff (JCS) if contingency operations are conducted in conjunction with the other services.

Sealift support may or may not be required for any particular contingency; if a determination is made that no sealift support is required, then MSC probably will have minimal, if any, involvement during the contingency.

In most cases, current potential contingency hotspots are located in regions where troops, support personnel, and equipment/materials are not permanently deployed; therefore, transport to the theater of operations will probably be required. The majority of required combat equipment, combat support equipment, and other material will be transported by sealift. Theater port facilities and available local amenities will be evaluated from the standpoint of their ability to support sealift operations by performing port surveys within the theater of operations. Port survey results will be used to make a determination as to whether MSOC assets are to be deployed and whether the entire MSOC van or a tailored equipment module will be deployed.
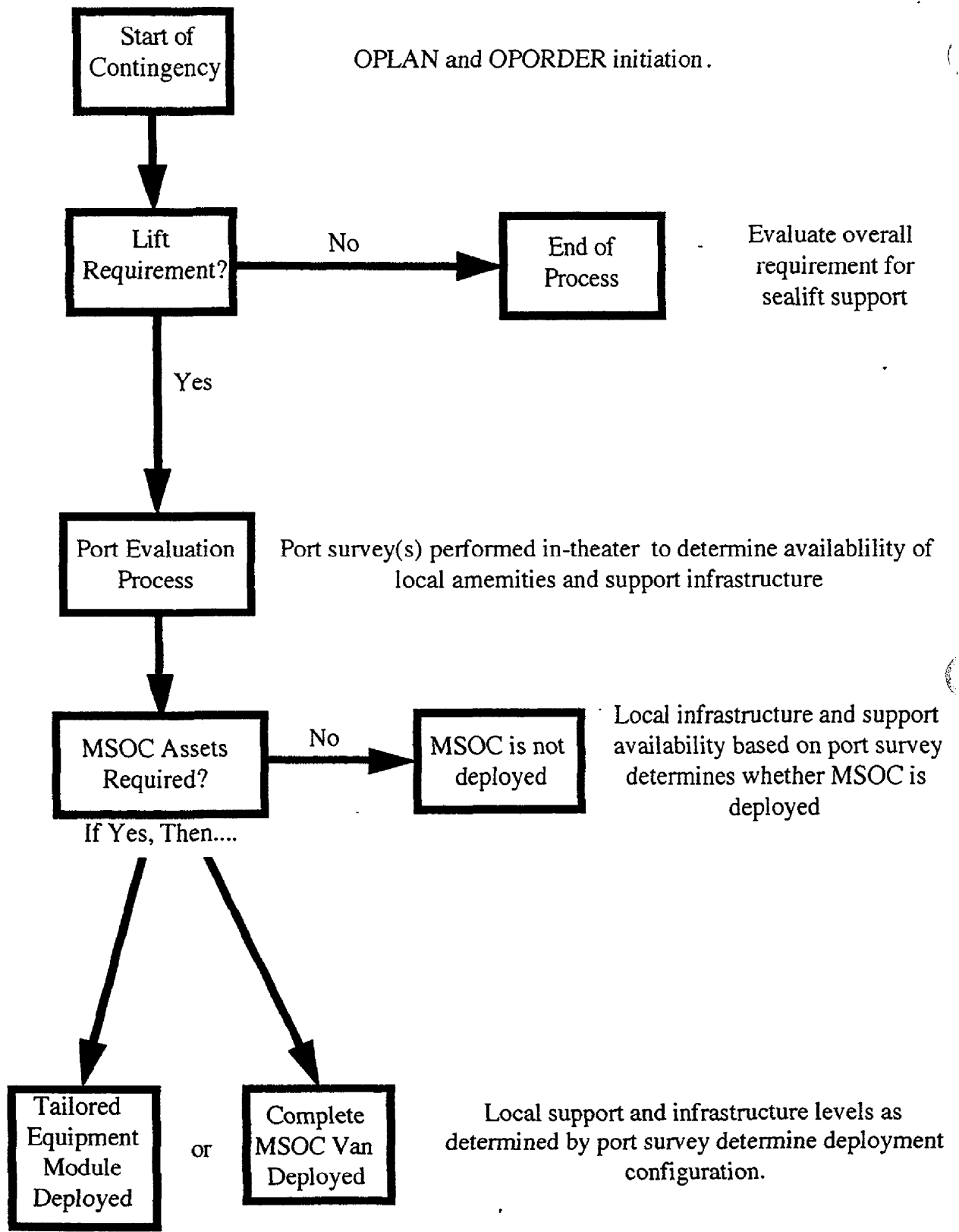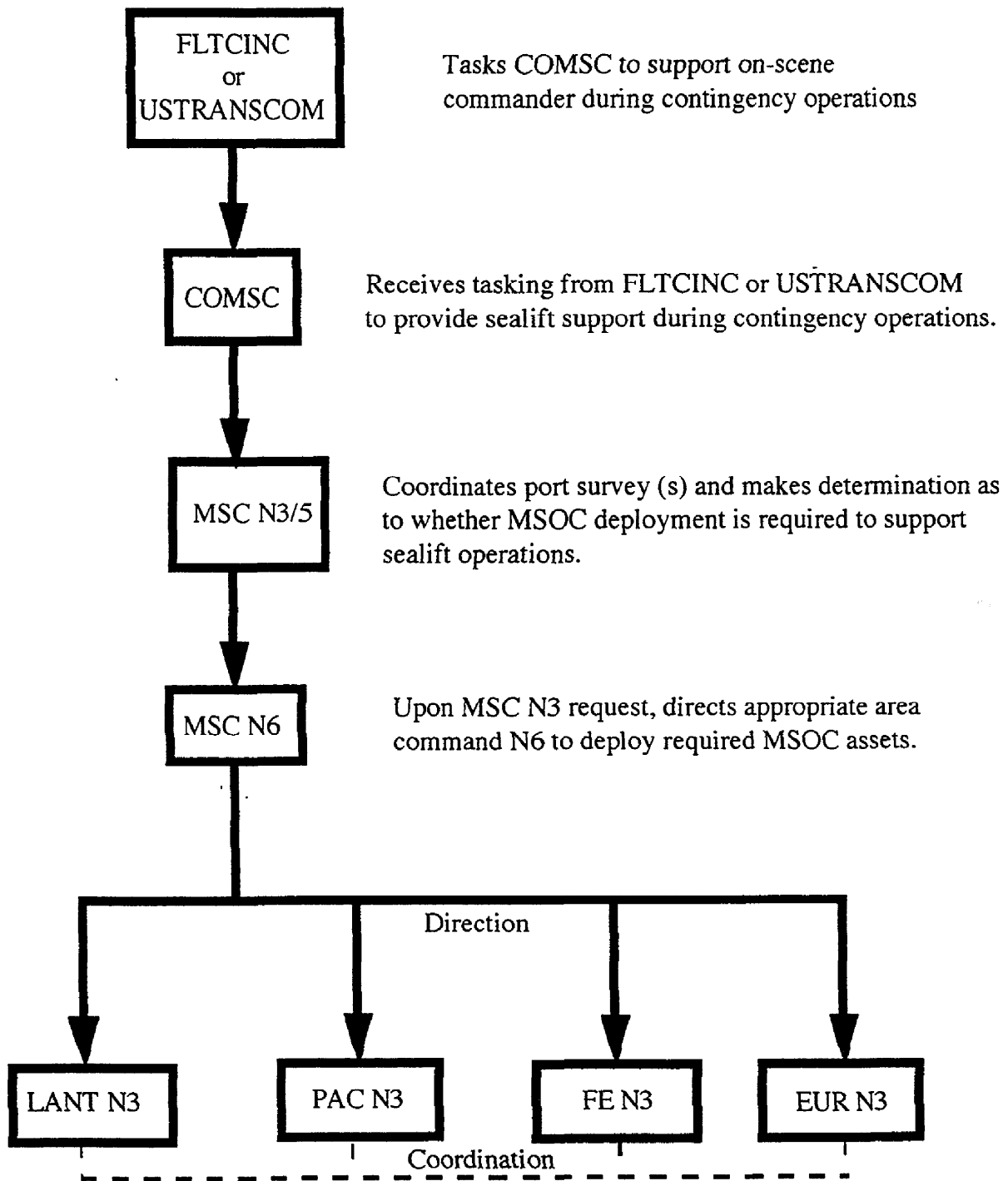
Figure 7-1. MSOC Deployment Process

7.3.2.2 MSOC Deployment Players

MSC personnel involved in the MSOC deployment process described in the previous paragraph and their respective roles are depicted in Figure 7.2, MSOC Deployment Players. The MSC role commences when COMSC receives tasking from the FLTCINC/USTRANSCOM via OPORDER to support contingency operations and a determination is made that sealift support is required to achieve the objectives contained in the OPLAN.

7.3.2.2.1 MSC Operations and Plans Directorate

The MSCOperations Directorate has responsibility for the overall conduct of sealift operations during contingency operations and exercises operational control via the appropriate area command Operations Directorate. The MSC Operations and Plans Directorate is responsible for conducting the necessary port surveys within the theater of operations. The port survey provides a framework where a detailed examination can be made of port facilities and local infrastructure. This includes facilities, utilities, local communications capability, ADP support, and consumable availability. Based upon the port survey(s), the MSC Operations and Plans Directorate decides whether or not MSOC assets are required at the port(s) to support sealift operations.

```
┌─────────────┐
│   FLTCINC   │     Tasks COMSC to support on-scene
│     or      │     commander during contingency operations
│ USTRANSCOM  │
└─────────────┘
       │
       ▼
┌─────────────┐
│    COMSC    │     Receives tasking from FLTCINC or USTRANSCOM
│             │     to provide sealift support during contingency operations.
└─────────────┘
       │
       ▼
┌─────────────┐
│  MSC N3/5   │     Coordinates port survey (s) and makes determination as
│             │     to whether MSOC deployment is required to support
│             │     sealift operations.
└─────────────┘
       │
       ▼
┌─────────────┐
│   MSC N6    │     Upon MSC N3 request, directs appropriate area
│             │     command N6 to deploy required MSOC assets.
└─────────────┘
       │
```

Direction

```
┌──────────┐    ┌──────────┐    ┌──────────┐    ┌──────────┐
│  LANT N3 │    │  PAC N3  │    │   FE N3  │    │  EUR N3  │
└──────────┘    └──────────┘    └──────────┘    └──────────┘
```

Coordination

Area commands maintain, support, and configure MSOC for deployment.
Coordinate with other area command N6 for asset reallocation to meet operational needs.

Figure 7-2. MSOC Deployment Players

7.3.2.2.2 MSC C4S Directorate

The MSC Command, Control, Communications, and Computer System (C4S) Directorate is the program manager for MSOC. It provides guidance and direction to the MSC area command C4S Directorate on MSOC deployment and asset allocation to meet the operational needs of the Operations Directorate. The Operations Directorate makes the determination that MSOC deployment is required while actual implementation is the MSC C4S Directorate responsibility. The MSC C4S Directorate is responsible for continual coordination with Operations Directorate to ensure that MSOC equipment status is maintained in operational readiness to meet any emergent requirements. The MSC C4S Directorate is also responsible for ensuring MSOC ADP assets conform with current configurations established by the MSC COE document.

7.3.2.2.3 Area Command Operations and C4S Directorates

When directed by the MSC C4S Directorate, the area command C4S Directorate is responsible for the actual deployment of MSOC assets to the theater of operations. Once deployed, the MSOC is under the operational command of the area command Operations Directorate. Prior to deployment, the area command C4S Directorate configures the MSOC as required by MSC Operations Directorate, i.e. the entire van is deployed or a tailored equipment module is provided to addresses specific deficiencies in the local area. When not deployed, the area command C4S Directorates have physical custody of MSOC assets and, under the guidance and direction of the MSC C4S Directorate, are responsible for storage, inventory control and management, maintainance, and ensuring overall readiness to meet operational requirements. Since MSOC asset inventory is not identical at all area commands, the area command N6s additionally coordinate among themselves to ensure the MSOC is configured appropriately for a particular mission by transferring inventory between area commands, as required.

7.3.2.3 MSOC Deployment for Naval Control of Shipping (NCS)Requirements

NCS provides for the safe routing of merchnat ships during contingency situations, national emergencies, or in time of war. COMSC is double hatted as the Chief of Naval Operations, Assistant for Naval Control of Shipping, and administers the NCS program during peacetime. NCS manning consists of reserve personnel and, when activated during contingency situations, are directly controlled by the FLTCINCs and not COMSC. NCS office organization is comparable to an MSC office. The offices operate at designated locatons worldwide, controlling the movement of merchant shipping to ensure maximum protection of ships and crews. An NCS office unit is responsible for routing ships (independently or in convoy), reporting, sailing route diversions, and liaison with the maritime community and fleet commands. Therefore, the NCS community may also conceivably have a requirement for MSOC support when deployed.
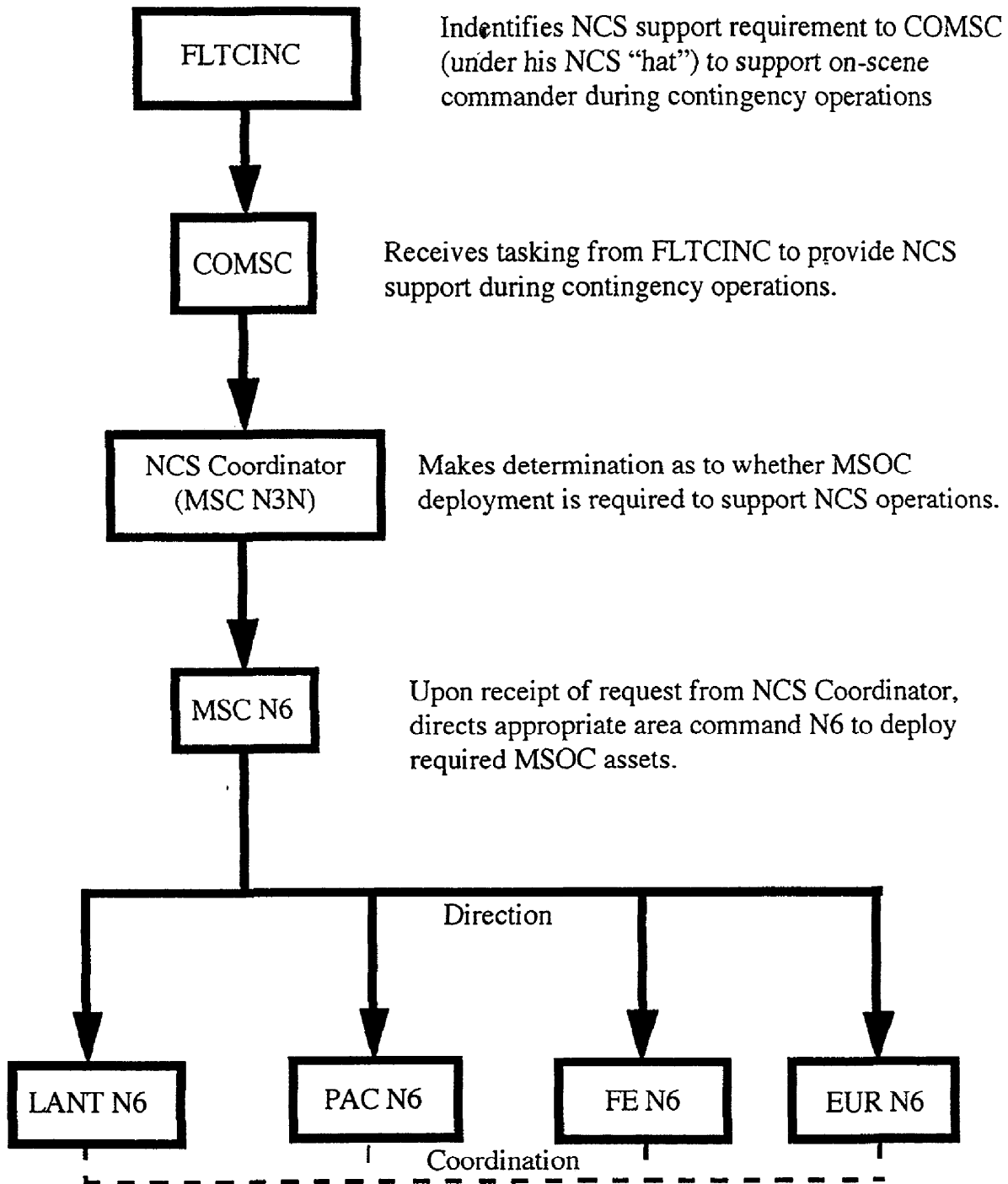
7.3.2.3.1 MSOC Deployment Process For NCS Requirements

In general, the MSOC deployment process for an NCS requirement would be the same as for an MSC N3 generated requirement, as is depicted in Figure 7.1, MSOC Deployment Process. The same analysis would be performed as to whether the contingency was likely to involve MSC

shipping and, if so, the port amenities would also be analyzed as to what capabilities needed to be imported and whether the MSOC could address those deficiences.

7.3.2.3.2 MSOC Deployment Players for NCS Requirements

Players involved in MSOC deployment for NCS requirements differ somewhat from those involved in an MSC deployment and are depicted in Figure 7-3, MSOC Deployment for NCS Players.

```
┌──────────────┐     Indentifies NCS support requirement to COMSC
│   FLTCINC    │     (under his NCS "hat") to support on-scene
└──────────────┘     commander during contingency operations
        │
        ▼
┌──────────────┐     Receives tasking from FLTCINC to provide NCS
│    COMSC     │     support during contingency operations.
└──────────────┘
        │
        ▼
┌──────────────┐     Makes determination as to whether MSOC
│ NCS Coordinator │  deployment is required to support NCS operations.
│  (MSC N3N)   │
└──────────────┘
        │
        ▼
┌──────────────┐     Upon receipt of request from NCS Coordinator,
│   MSC N6     │     directs appropriate area command N6 to deploy
└──────────────┘     required MSOC assets.
        │
```

Direction

```
   ▼           ▼            ▼            ▼
┌────────┐  ┌────────┐  ┌────────┐  ┌────────┐
│LANT N6 │  │ PAC N6 │  │ FE N6  │  │ EUR N6 │
└────────┘  └────────┘  └────────┘  └────────┘
```
Coordination

Area commands maintain, support, and configure MSOC for deployment.
Coordinate with other area command N6 for asset reallocation to meet operational needs.

Figure 7-3. MSOC Deployment for NCS Players

7.4 MSOC Life Cycle Management and Support Requirements

The MSC C4S Directorate is identified as the implementation agent for all MSOC support. MSOC composition and requirements will be developed by MSC Operations Directorate. Each area command Operations Directorate will identify MSOC requirements to MSC Operations Directorate in the event of contingency or mobilization operations.

7.4.1 MSOC Deployment Assumptions

7.4.1.1 Transportation, Siting and Distribution

MSOC vans and/or modular equipment will be prepositioned at the locations cited in paragraph 7.1.4. While central control of MSOC assets rests with the MSC C4S Directorate, all MSOC vans and equipment modules are forwarded deployed to the maximum extent feasible to ease deployment when required. The MSOC equipment and vans will be included as cargo with the equipment and material transported by MSC shipping going to the AOR. MSC shipping is deemed to be the best transportation means since MSOC arrival will coincide with arrival of the ships and therefore the capability will be in place to conduct required sealift support operations.

7.4.1.2 Life Support for MSOC Cadre

Upon deployment, MSOC operations and maintenance must be as self-sufficient as possible so as to reduce the logistical burden upon the supported commander. However, certain requirements regarding MSOC cadre basic life support must be met; yet are clearly beyond the scope of the MSOC program. The JTF/FLTCINC contingency planning process must account for MSOC cadre basic life support requirements, such as:

- Overall physical shelter and sustenance (messing, berthing, sanitary facilities)
- Port security services
- Fuel for powering the generator
- Consumable supply line

Although the MSOC is considered to be primarily a workspace, minimal life support amenities are provided in the van to support 24-hour per day operations. Amenities include a conference table that converts into a bed, microwave oven, small refrigerator, and coffee pot.

7.4.2 Inventory Management and Control

Under the direction of the MSC C4S Directorate, MSOC components are physically managed and controlled by the area command C4S Directorate personnel. Component inventories will be updated and maintained using bar code methodology.

7.4.3 Maintenance Concept/On-Hand Spares

MSOC equipment and configuration comply with DOD policies to use Commercial-Off-The-Shelf (COTS) versus MIL-STD equipment suites whenever operationally feasible. COTS equipment must be used for interoperability purposes since many ships with which MSC must communicate are not equipped with MIL-STD equipment. C4S Directorate personnel have

primary responsibility for maintaining a sufficient level of spares and ancillary supplies to ensure MSOC operational availability within the AOR since they are also primary inventory managers for the basic equipment. Any MSOC equipment that cannot be repaired on-site will be returned to the appropriate area command C4S Directorate for repair or replacement.

MOBILE SEALIFT OPERATIONS CENTER COMMUNICATIONS EQUIPMENT	
EQUIPMENT *	REMARKS
Portable INMARSAT-A, B, or M units; STU-III unit	Voice, data, FAX, and STU III capable
Programmable VHF marine base station (30W),	Handheld radios (5W) with batteries/chargers and antenna included
Programmable UHF base station (100W),	Van Unique System
AM/FM Radio/Cassette Player with Clock	Van Unique System
13-inch Color Television with VCR	With tower-mount antenna (Van Unique System)
Single line wall-mounted analog telephones	Van Unique System
Phone Patch Panel	To connect to commercial phone line (if available) (Van Unique System)
HF SSB Radiotelephone Set (125W)	Whip antenna and coupler (Van Unique System)

 * Equipment quantities will be determined for each mission and will be based upon the operational support requirements for that mission.

MOBILE SEALIFT OPERATIONS CENTER ADMINISTRATIVE OUTFITTING	
EQUIPMENT	REMARKS
Notebook Style Computers with peripherals	Configured in accordance with specifications in MSC COE
Office Automation Application Software	In accordance with MSC COE
Record Message Interchange Service	In accordance with MSC COE
Messaging System Software	In accordance with messaging standards in MSC COE para 5.7
Desktop Laser and Inkjet Printers	Compatible with command standards and guidance
Secure Fax Machine	Compatible with command standards and guidance.
Non-Secure Fax Machine	Faxmodem w/ appropriate software acceptable substitute
Cross-cut Shredder	Compatible with command standards and guidance
Surge suppresser	Optimal quantity based upon amount of equipment
Scanner	Compatible with command standards and guidance
Typewriter	Compatible with command standards and guidance
Desk Top Copier	Compatible with command standards and guidance
A/B Switch	
Printer Cables, Extension Cords, etc.	
UPS/Generator (Gas)	
Transformer	

 * Equipment quantities will be determined for each mission and will be based upon the operational support requirements for that mission.
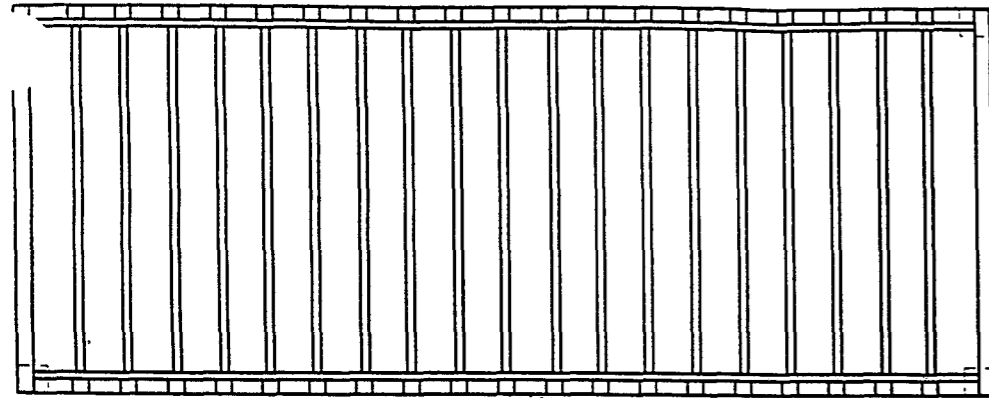
MSOC Van Description

- Basic Structure: 20 foot ISO container w/fork receptacles
- Insulation along floor, walls, ceiling, and double doors
- Interior Covering: Metal sheeting
- Flooring: Electrical Safety Covering
- Window: 2 foot x 2 foot Shatterproof glass
- External ports: Shore power single phase 60Hz, 220 VAC
- Exterior walls: Painted with corrosion resistant coats of paint as required to prolong periods of maintenance-free operations
- Side Door
- Canvas Canopy extension from side of container with door (8 foot extension) and capable of enclosing on all sides
- Heater/Air Conditioner unit
- Fluorescent Overhead Lights (sufficient quantity)

Power and Ancillary Equipment

- Diesel Generator to meet power needs (Est. at 12KW)
- Uninterruptable Power Supply (UPS)
- Tool Kit
- Sufficient Cargo Straps
- Grounding Rods
- Extension Cord (50 foot)
- Work Stations w/swivel chair-
- Refrigerator (dormitory style)
- Conference table w/bench seats (able to convert to bed) and storage space under benches
- Microwave Oven
- Coffee Maker
- Ladder
- First Aid Kit
- Fire Extinguisher (ABC)
- Gun Locker (capable of holding 6 rifles/riot guns and 6 side arms)
- 2-Drawer Classified Material Container (Group 1 Safe Combination) for up to SECRET storage

Consumables

The MSOC should deploy with 20-30 days of basic consumable, i.e. paper, ink jet cartridges, laser cartridges, FAX paper, shredder oil, floppy disks, typewriter ribbons, transparency blanks for both laser and ink jet printers, etc.
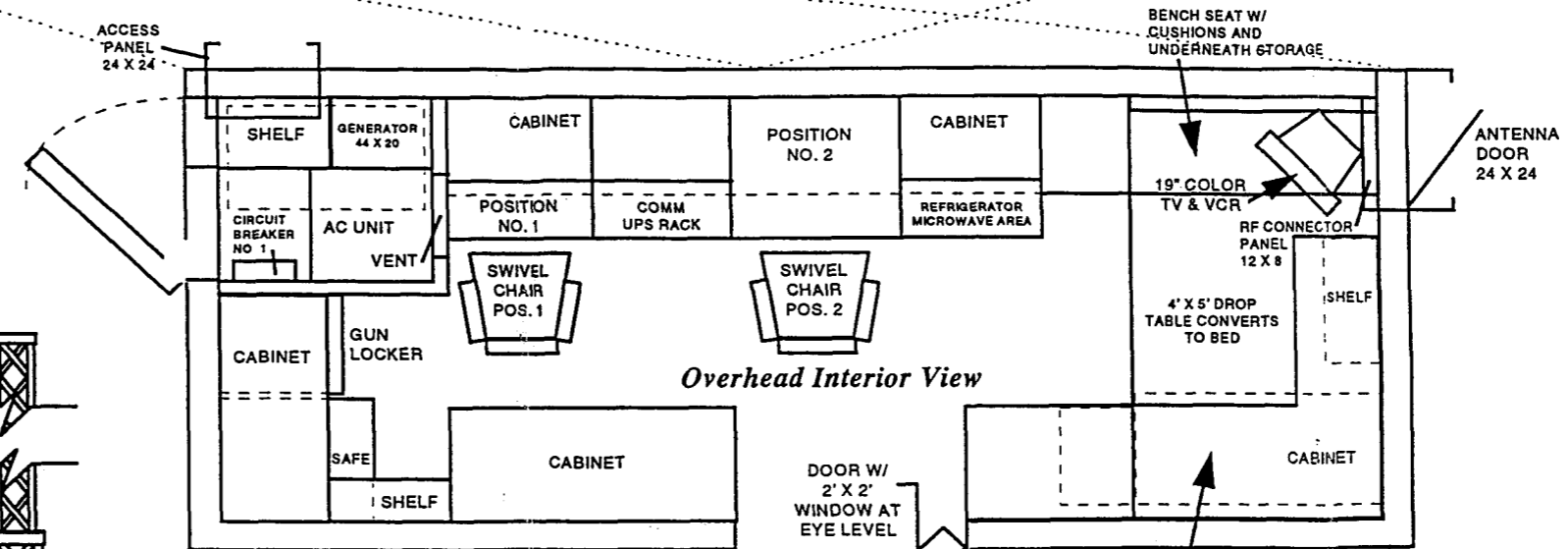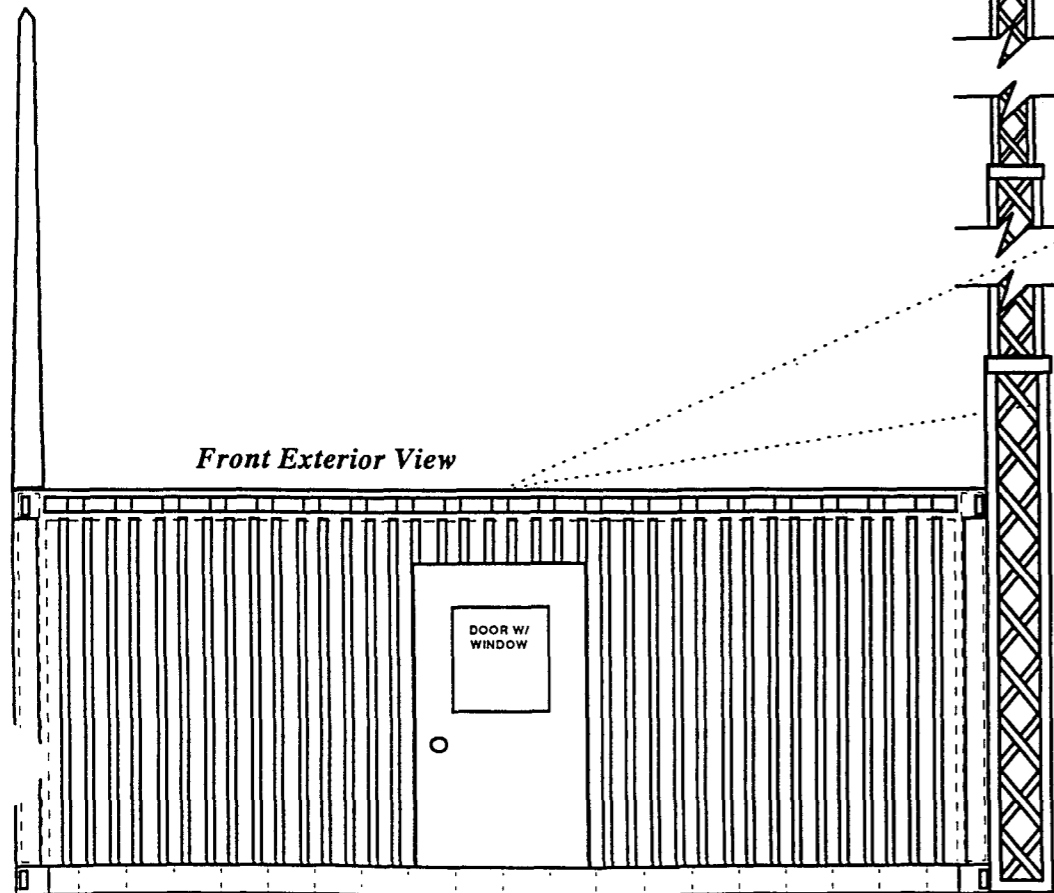
**MILITARY SEALIFT COMMAND
MOBILE COMMUNICATIONS/
OFFICE PROJECT**

Rear Exterior View

Rear Interior Wall View

HVAC

ACCESS PANEL

GENERATOR

TANK

PATCH PANEL

VHF

HF/SSB

SECURE FAX

FAX

LIGHT

THINKPAD

AN/URC-94 POWERSUPPLY & RACK

BASE STATION

SHELF

POSITION NO. 1

UPS

PRINTER

MICROWAVE

13" MONITOR

LIGHT

POSITION NO. 2

REFRIGERATOR

CABINET

SHELF

COFFEE MAKER

BULLETIN BOARD

VCR

19" COLOR TV

RF CONNECTOR PANEL

CUSHIONS

ANTENNA DOOR

ANTENNA STORAGE

Interior Side Wall View

RF CONNECTOR PANEL

19" COLOR TV

VCR

CABINET

SHELF

RADIO

PHONE

DROP TABLE CONVERTS TO BED

BENCH SEAT W/ CUSHIONS & ANTENNA STORAGE

ANTENNA DOOR

BENCH SEAT W/ CUSHIONS & UNDERNEATH STORAGE

Overhead Interior View

ACCESS PANEL 24 X 24

SHELF

GENERATOR 44 X 20

CABINET

POSITION NO. 2

CABINET

BENCH SEAT W/ CUSHIONS AND UNDERNEATH STORAGE

CIRCUIT BREAKER NO. 1

AC UNIT

VENT

POSITION NO. 1

COMM UPS RACK

REFRIGERATOR MICROWAVE AREA

19" COLOR TV & VCR

RF CONNECTOR PANEL 12 X 8

ANTENNA DOOR 24 X 24

SWIVEL CHAIR POS. 1

SWIVEL CHAIR POS. 2

4' X 5' DROP TABLE CONVERTS TO BED

SHELF

CABINET

GUN LOCKER

SAFE

SHELF

CABINET

DOOR W/ 2' X 2' WINDOW AT EYE LEVEL

CABINET

BENCH SEAT W/ CUSHIONS AND UNDERNEATH STORAGE

Front Exterior View

DOOR W/ WINDOW

Front Interior Wall View

CABINETS

DOOR W/ WINDOW

CABINETS

SHELF

SHELF

FIRST AID KIT

BULLETIN BOARD

BENCH SEAT W/ CUSHIONS & UNDERNEATH STORAGE

GUN LOCKER

COPIER

SHREDDER

SAFE

Interior Side Wall View

VENT

METER PANEL

RADIO BATTERY CHARGER

CIRCUIT BREAKER PANEL

BATTERY CHARGER

COPIER

AIR INTAKE

GENERATOR CONTROL PANEL

SAFE

ACCESS PANEL

MSOC SUPPORT REQUEST FORM		
SITE CHARACTERISTICS	CHARACTERISTIC DETAIL & VARIETY	REMARKS
Location	City/Town_____ Country_____	
Port Standup Date		
Purpose	Contingency Peacekeeping Exercise Operations	
N3 POC		
No. Personnel Assigned		
Local Power Capability	Yes No	
Power Type	110V 220V 60Hz 50Hz	
Local Support Facilities	Yes No	
Distinct from limited facilities within MSOC	Warehouse Hotel Pier Office Space Other	
Local Telephone Capability	Yes No	
Type Available	Landline Cellular Satellite Other	
Unique Customs Rqmts	Yes No	
Applicable to:	Equipment Ancillary Mat'l Supplies Mail Personal Belongings	
Local Vendor Support		
Consumables	Yes No (Describe in Remarks)	
Local Potential for Maintenance and Repair	Excellent Good Fair Poor	
Security		
Port Area	Excellent Good Fair Poor	
Outside Port Area	Excellent Good Fair Poor	
Best Estimate of Port Type (Refer to Table 1)	Port A Port B Port C Port D	
Port Services for MSOC Van and Equipment Transport?	Yes No	
Anticipated MSOC Site	Pier Hotel Office Space Warehouse Other	

MSOC EQUIPMENT/COMPONENT CUSTODY FORM		
DESCRIPTION/NOMENCLATURE	SERIAL/BAR CODE NUMBER	REMARKS

Port/Site Location_____

Issued by:
Name _____
Organization _____

Operation/Exercise_____

Received by:
Name_____
Organization _____

Distribution: (Original Plus 2 Copies)
Original retained by Area Command N6
2 Copies Accompany Equipment or Van
    Recipient acknowledges receipt and returns
    one signed copy to the issuing comand

Supportability Guidelines And Recommended Equipment Compositions
for
Projected Operational Environments (Ports A Through D)

MSOC PORT ENVIRONMENT					
PORT TYPE	PORT AMENITY AVAILABILITY				
	Facilities	Commercial Telephone Lines	Utilities	ADP Support	Consumables
Port A	Yes	Yes	Yes	Yes	Yes
Port B	Yes	Yes	Yes	Maybe	Yes
Port C	Yes	Min	Min	No	No
Port D	No	No	No	No	No

Table 7-C-1: MSOC Port Environment

MSOC SUPPORTABILITY REQUIREMENTS							
PORT TYPE	MSOC SUPPORTABILITY GUIDELINES						
	Vans	STU III	INMAR-SAT	Hand Helds	ADP	Power/ UPS	Consum-ables
Port A	No	No	No	Maybe	No	No	No
Port B	No	Maybe	Maybe	Maybe	Maybe	No	No
Port C	Maybe	Yes	Yes	Yes	Yes	Maybe	Maybe
Port D	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Table 7-C-2: MSOC Supportability Requirements

ANNEX A

NAVAL FLEET AUXILIARY FORCE (NFAF) OPERATIONS

A-1. Purpose and Executive Summary

This annex is intended to provide the master with a ready reference to the unique report and messaging requirements associated with MSC operations. This annex replaces the communications related material found in NTP-10; Communications Instructions for Merchant Ships Controlled by the Military Sealift Command, and operational reporting requirements previously found in COMSC Instruction 3121.9; Standard Operating Manual. This annex also contains MSC policy and procedures extracts of particular interest to Naval Fleet Auxiliary Force (NFAF) operations. Other material includes a description of communication and information system capabilities together with an overview of NFAF operations.

A-1.1 Reports and Messaging

A-1.2 Reports Consolidation and Reduction

As part of the MSC reinvention implementation, reports reduction and consolidation are expected to be a continuing effort. Reports that must transit ship/shore communication paths must be given special attention with a view toward reduction of addees and relieving shipboard personnel of preparation tasks. This action is particularly important as it relates to surge operations where Preposition Force (PREPO) ship deployment and Sealift Force Ready Reserve Force (RRF) activations will stress available ship/shore communications capabilities. Shipboard users are encouraged to suggest report consolidation, reduction, automation, or other related initiatives to MSC Headquarters or area commanders via appropriate military chain of command or ship manager.

NFAF reporting requirements are included in Annex I, Operational Reporting and Messaging, which contains a ready reference for operational report preparation. Templates are provided together with required information detail. The reporting requirements are organized under the following categories:

- Preparations to get underway
- Routine underway
- Routine situational underway
- Non-routine/emergency underway
- Pre-arrival/arrival at port
- Routine inport
- Routine situational inport

- Non-Routine/emergency inport

A-1.3 NFAF Policy and Procedures Extract

There are no unique COMSC communications policies or procedures for NFAF ships other than those contained within this manual. In general, Military Departments (MILDEPTs) on board NFAF ships shall comply with the basic guidance provided by NTP-4; Naval Telecommunications Procedures - Fleet Communications, as well as other applicable fleet and joint task force (JTF) communications directives.

Overall messaging procedures for MSC are addressed in Chapter 6; MSC Ship/Shore Communications Procedures, of this manual. Table A-1, NFAF Procedures Matrix, provides a summary cross reference for Chapter 6 messaging topics and associated paragraphs. The third column is a placeholder for annotating any NFAF-unique policies or procedures applicable to that particular topic. If column three for the topic is left blank, then procedures in the corresponding paragraph of Chapter 6 apply.

NFAF PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
Reports Consolidation/Reduction and Messaging Procedures		
Reporting and Messaging Procedures	6.2.1	
Message Handling and Release	6.2.1.1	
Official Messagage	6.2.1.1.1	
Personal Messages	6.2.1.1.2	
MINIMIZE	6.2.1.1.3	
Naval Message Format Procedures	6.2.1.2	
Commercial Messages	6.2.1.3	
Communications Circuit Logs and Files	6.2.1.4	
General Message Procedures	6.2.1.5	
COMSC General Message Series	6.2.1.5.1	
Use of COMSC General Messages	6.2.1.5.2	
Directive Type COMSC Message	6.2.1.5.3	
Cancellation of COMSC General Messages	6.2.1.5.4	
Maintenance of General Message Files	6.2.1.5.5	
Area Command General Messages	6.2.1.4.6	
Communications Services Manning, Watchstanding, and Training Procedures		
MILDEPT Ships	6.3.1	
Watchstanding	6.3.1.1	See A-2.2.1, NFAF Communications Manning and Watchstanding
Training	6.3.1.2	
Commercial Ships	6.3.2	
Watchstanding	6.3.2.1	
GMDSS Implementation	6.3.2.2	
GMDSS Training	6.3.2.3	
Ship/Shore E-Mail Procedures		
When to Use cc:Mail	6.4.1	
Management and Control	6.4.2	

NFAF PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
Organizational E-Mail	6.4.3	
e-mail Message Format	6.4.4	
Individual e-mail	6.4.5	
e-mail Limitations	6.4.6	
INTERNET Mail Instructions	6.4.7	
Message Writing Procedures	6.4.8	
Commercial Services Utilization Procedures		
TELEX Procedures	6.5.1	
Commercial Refile	6.5.1.1	
The Ship/Shore Mobile User	6.5.1.2	
The Shore User	6.5.1.3	
Routing Record Messages to Merchant Ships	6.5.1.4	
Routing Information for other Merchant Ships	6.5.1.5	
INMARSAT Utilization Procedures	6.5.2	
INMARSAT Installations	6.5.2.1	
INMARSAT Commissioning	6.5.2.2	
INMARSAT Capabilities	6.5.2.3	
Selection of Coast Earth Station	6.5.2.4	
Least Coast Routing	6.5.2.5	
Emergency Call-Up Procedures	6.5.2.6	
Distress Communications	6.5.2.7	
Cellular Telephone (CT) Procedures	6.5.3	
CT Service Providers	6.5.3.1	
Cellular Installations	6.5.3.2	
HF Radio Utilization Procedures		
INMARSAT Alternative	6.6.1	
Beyond-Line-Of-Sight	6.6.2	
Interoperability	6.6.3	
MSC Directed Networks	6.6.4	
Emergency Callup Procedures	6.6.5	
Maritime Safety Information	6.6.6	
GMDSS Procedures		
Watchstanding	6.7.1	
Pre-Departure Tests	6.7.2	
Distress Communications	6.7.3	
Automated Ship Tracking and Reporting System (ASTARS) Procedures		
Activation Procedures	6.8.1	
INFOSEC/COMSEC Procedures		
OPSEC Considerations	6.9.1	
E-Mail OPSEC Considerations	6.9.2	
Physical Security	6.9.3	
Disposal of Documents	6.9.3.1	
Cryptographic Security	6.9.4	
Cryptographic Systems	6.9.5	
Transmission Security	6.9.6	
Radio Silence	6.9.6.1	
EMCON	6.9.6.2	

A-3

NFAF PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
STU-III Procedures		
Physical Security	6.10.1	
Operational Security	6.10.2	
Operational Procedures	6.10.3	
Emergency Destruction Procedures	6.10.4	
Military Affiliate Radio System (MARS)/Amateur Radio Service (ARS) Procedures		
MARS Service Procedures	6.11.1	
Amateur Radio Operations Procedures	6.11.2	

Table A-1; NFAF Procedures Matrix

A-1.3.1 NFAF Communications Manning and Watch Standing

MILDEPT watchstanding procedures and schedules will support the standard operating procedures of the supported fleet unit(s) or, if operating independently, watch arrangements will be configured to support local operational requirements for MILDEPT communications support.

A-2. Brief Mission Overview

The primary mission of NFAF ships is to provide underway replenishment for naval forces and it operates as part of the Combat Logistics Force (CLF). Civil service crews operate these ships with military personnel providing specialized functions, such as communications. Ship types include ammunition (T-AE), oilers (T-AO), stores (T-AFS), and towing services (T-ATF). As of 1 February 1996, the hospital ships which were previously part of the (PREPO) Force became part of the NFAF. On 13 February 1996 and 26 April 1996, the Amphibious Cargo ships (T-LKA) EL PASO and MOBILE respectively, also became part of the NFAF. The NFAF provides direct support for Navy combatant ships and operates with the Fleet under the Naval Component Commander of a JTF as a matter of routine. Operations are governed by doctrine found in applicable Naval Warfare Publications (NWP).

The NFAF provides a wide variety of services to the fleet: underway replenishment (UNREP), towing, salvage and special services, and point-to-point transfer of cargo. UNREPs conducted by the oilers, stores ships, and ammunition ships involves the transfer of fuel, food, ammunition, spare parts, and the other supplies and material needed to maintain the Navy's combatants' readiness while at sea. The NFAF's ocean-going tugs carry out towing operations worldwide. They also conduct salvage and rescue operations. Civilian tug crews are augmented by trained Navy divers and salvage specialists who are put aboard when needed.

In general, NFAF manning is clearly specified with a balanced mixture of Civil Service Mariners (CIVMAR) and a MILDEPT tailored to the CLF support mission. Reducing the size of the MILDEPT or civilianizing some billets has received considerable study.

A-3. Publications/Directives Extracts/Guide

The following publications are required reference material that must be maintained aboard NFAF ships. All MSC Force ships are required to carry the following publications:

1. MSC Communications Services Plans and Procedures Manual
2. DMA Publication 117 (current edition), "Radio Navigational Aids"
3. SECNAVINST 5216.5 (current edition), "Naval Correspondence Manual"
4. MSC C4S Directorate Publication, "Common Operating Environment for Information Management" (current version)
5. Selected CFR documentation pertaining to GMDSS
6. COMSCINST 5530.3 (current edition), "MSC Physical Security"

All NFAF ships are required to carry the following publications in addition to those listed in the previous paragraph:

1. OPNAVINST 5510.1 (current edition), "DON Information and Personnel Security Program Regulation"
2. OPNAVINST 5239.1 (current edition), "An Information Systems Security Manual"
3. CMS 6, "Secure Telephone Unit Third Generation (STU-III) COMSEC Management Manual" dated October 1990.
4. NTP-4 (current edition), "Fleet Communications"
5. OPNAVINST 3100.6 (current edition), "Special Incident (OPREP-3) Procedures"

A-4. Communications/Information System Capabilities

Specific communication procedures are provided by Fleet and Task Force or JTF Operation Orders. NFAF ships have a communications equipment suite as specified by OPNAVINST 2300.44F, Communications Characteristics for Navy Ships, MSC ships, and COMSCINST 9670.1G, Allowance of Electronic Equipment for MSC Ships. These equipment suites are fully compatible and interoperable with systems used by the JTF or in place on U.S. Navy ships. Tactical radio and visual communications capability is included as part of the standard equipment suite. With the exception of hospital ships, a full range of secure information services are available and a Communications Security (COMSEC) Material System (CMS) account is maintained on board. The master, mates, department heads, the MILDEPT OIC, and naval personnel have required security clearances.

While providing a high level of interoperability with naval fleet units and considerable redundancy in terms of capabilities, the NFAF communications suites are manpower intensive to operate and difficult to maintain. At the same time, the Shipboard Management Information System (SMIS) implementation, Local Area Network (LAN) installations, and workstation upgrades have improved user access and efficiency.

A-4.1 Shipboard Management Information Systems (SMIS) Implementation

MSC crewing of former Navy auxiliary ships requires only approximately two thirds of the complement when compared with Navy staffing of the same ship. However, the administrative and operational burden basically remains unchanged. SMIS is a LAN-based, integrated, modular, management information system that was developed to increase productivity, improve overall ship readiness, provide a shore-based management information systems interface and thereby reduce the daily per diem rates of MSC operated ships. All newly constructed ships for MSC and ships turned over to MSC from the Navy are initially outfitted with SMIS.

SMIS modules are broken down along departmental lines and implementation can be tailored based upon the ship's mission, crewing, and information requirements identified by MSC ship managers. Not all ships have all SMIS modules. For example, tankers have unique management information system requirements addressed by a SMIS module that is not installed on other MSC ships or if a ship does not have a nurse onboard, the SMIS medical module will not be installed. In general, SMIS module installation is driven by the information requirements identified by the ship managers or the various MSC headquarters directorates (engineering, logistics, personnel, etc.)

Within the MSC afloat forces, the NFAF is the largest SMIS user. Table A-2. details SMIS module definitions.

A-4.2 NFAF Ship Class SMIS Configurations

SMIS configuration for the various NFAF ship classes are fairly similar in the case of the T-AE, T-AO, T-AFS, and T-AH. The T-AE configuration is depicted in Figure A-1. The other ship classes do not have the DEXTER and GLAS module for the Engineering Department and, the T-AO class has a FUELS module for the Supply Department. The T-ATF class has a smaller SMIS configuration and is depicted in Figure A-2.

SHIPBOARD MANAGEMENT INFORMATION SYSTEMS (SMIS) IMPLEMENTATION		
SMIS Module	**SMIS Module Name**	**SMIS Module Description**
MILDEPT	Military Department	Assists in MILDEPT operations, management, and personnel accounting functions.
LOGS	Vessel Logs	Collect summary data.
SAMM	Shipboard Automated Maintenance Mgmt.	Provides automated support to maintenance functions.
VMS	Vibration Monitoring System	Provides tool for non-intrusive equipment condition monitoring.
DEXTER	Diesel Engine Test Engineering Reasoner	Provides accurate condition monitoring and performance analysis based on preestablished performance curves.
GLAS	Graphic Lube Oil Analysis System	Provides graphical trending of lube oils analysis results and lab test results and reports.
SM	Supply Management	Covers shipboard supply functions such as inventory control, requisitioning, and accounting.
SAC 224	Special Accounting Code 224	Transfers material carried onboard CLF ships for issue or sale to customer ships UNREP.
FLEET FREIGHT	Fleet Freight	Enables the CLF transporting ship to track any of cargo that comes aboard classed as "fleet freight".
SHIPCLIP	Ship Configuration and Logistics Improvement Program	Provides a hull tailored reference tool for retrieving ship's configuration, logistics, and technical information.
FSM	Food Service / Habitability Mgmt	Maintains the food service administrative and record keeping functions aboard MSC ships.
EXCHANGE	Ship's Exchange	Maintains inventories, tracks transactions, and provides accountability/auditability for "ship's exchange" items.
FUELS	Bulk Petroleum Products (BBP)	Maintains BBP stock levels carried onboard T-AO ships for issue to customer ships during UNREPs.
EZ-MED	Easy Medical	Processes & retrieves medical data. Assists occupational health and environmental surveillance activities.
DHAMS	Dept. Head Admin.and Mgmt System	Assists in departmental planning and analysis and is the front-end to the CIVMARS Payroll System.
COINS	Command Inspection System	Allows for recording and reporting inspections performed on MSC ships for monitoring ashore and afloat.
EQUIP	Controlled Equipage	Maintains inventory control and accountability of equipment assigned to a ship which does not fall under normal supply accountability
AIMS	Automated Instruction and Manual System	Provides online access to various COMSC inspection and directives.
UCPS	Unified Civilian Marine Payroll System	Allows Purser to maintain personnel, pay and leave information.
IEMS	Import/Export Message System	Provides interface for ship/shore information exchange for all SMIS data.

* Only applicable for diesel powered vessels.

Table A-2. SMIS Module Definitions

Figure A-1. T-AE SMIS Configuration

Figure A-2. T-ATF SMIS Configuration

ANNEX B

PREPOSITIONING FORCE (PREPO) OPERATIONS

B-1. Purpose and Executive Summary

This annex is intended to provide reference material for MSC ship masters associated with MSC prepositioning operations. This annex replaces the communications related material found in NTP-10; Communications Instructions for Merchant Ships Controlled by the Military Sealift Command, and operational reporting requirements previously found in COMSC Instruction 3121.9; Standard Operating Manual. This annex also contains MSC policy and procedures extracts of particular interest to the master and officers aboard PREPO ships. Other material includes a description of communication and information system capabilities for PREPO ships together with an overview of PREPO operations.

To enhance U.S. capability to deploy its forces rapidly to areas of Major Regional Conflicts (MRCs) and Low Intensity Conflicts (LICs) and to improve the operational readiness of existing forces, an Afloat Prepositioning Force (APF) was created that was comprised of elements from the Navy, Army and Air Force. It was originally referred to as the Rapid Deployment Joint Task Force (RDJTF).

The Navy originally provided seven merchant ships owned or chartered by MSC as the Near Term Prepositioned Force (NTFP). These ships carried tactical equipment, ammunition, petroleum products and supplies to sustain combat operations until reinforcements could be shipped from the continental United States (CONUS). In July 1980, NTPF was first deployed to the Indian Ocean at Diego Garcia, BIOT. NTPF was later expanded to 17 ships to cover interim operational requirements. Eventually, 13 ships were converted or built as part of the Maritime Prepositioning Ship (MPS) program.

B-2. Reports and Messaging

B-2.1 Reports Consolidation and Reduction

As part of the MSC reinvention implementation, reports reduction and consolidation are expected to be a continuing effort. Reports that must transit ship/shore communication paths must be given special attention with a view toward reduction of addees and relieving shipboard personnel of preparation tasks. This action is particularly important as it relates to surge operations where Prepositioning Force (PREPO) ship deployment and Sealift Force Ready Reserve Force (RRF) activation's will stress available ship/shore communications capabilities. Shipboard users are encouraged to suggest report consolidation, reduction, automation, or other related initiatives to MSC Headquarters or area commanders via appropriate military chain of command or ship manager.

PREPO reporting requirements are included in Annex I, Operational Reporting and Messaging, which contains a ready reference for operational report preparation. Templates are provided together with required information detail. The reporting requirements are organized under the following categories:

- Preparations to get underway

- Routine underway

- Routine situational underway

- Non-routine/emergency underway

- Pre-arrival/arrival at port

- Routine inport

- Routine situational inport

- Non-Routine/emergency inport

B-2.2 Prepositioning Force (PREPO) Communications Policy and Procedures Extract

Overall messaging procedures for MSC are addressed in Chapter 6; MSC Ship/Shore Communications Procedures, of this manual. Table B-1, Prepositioning Force Procedures Matrix, provides a summary cross reference for Chapter 6 messaging topics and associated paragraphs. The third column is a placeholder for annotating any PREPO-unique policies or procedures applicable to that particular topic. If column three for the topic is left blank, then procedures in the corresponding paragraph of Chapter 6 apply.

PREPOSITIONING FORCE PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
Reports Consolidation/Reduction and Messaging Procedures		
Reporting and Messaging Procedures	6.2.1	
Message Handling and Release	6.2.1.1	Embarked units, such as MPSRON staff, will release their own messages.
Official Message	6.2.1.1.1	
Personal Messages	6.2.1.1.2	
MINIMIZE	6.2.1.1.3	
Naval Message Format Procedures	6.2.1.2	
Commercial Messages	6.2.1.3	
Communications Circuit Logs and Files	6.2.1.4	
General Message Procedures	6.2.1.5	
COMSC General Message Series	6.2.1.5.1	
Use of COMSC General Messages	6.2.1.5.2	
Directive Type COMSC Message	6.2.1.5.3	
Cancellation of COMSC General Messages	6.2.1.5.4	
Maintenance of General Message Files	6.2.1.5.5	
Area Command General Messages	6.2.1.4.6	
Communications Services Manning, Watchstanding, and Training Procedures		
MILDEPT Ships	6.3.1	
Watchstanding	6.3.1.1	
Training	6.3.1.2	
Commercial Ships	6.3.2	See paragraph B-2.2.1; Manning and Training

PREPOSITIONING FORCE PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
Watchstanding	6.3.2.1	See paragraph B-2.2.2; Watchstanding
GMDSS Implementation	6.3.2.2	See paragraph B-2.2.8; GMDSS Implementation
GMDSS Training	6.3.2.3	
Ship/Shore E-Mail Procedures		
When to Use cc:Mail	6.4.1	
Management and Control	6.4.2	
Organizational E-Mail	6.4.3	
e-mail Message Format	6.4.4	
Individual e-mail	6.4.5	
e-mail Limitations	6.4.6	See paragraph B-2.2.3; Ship/Shore e-mail
INTERNET Mail Instructions	6.4.7	
Message Writing Procedures	6.4.8	
Commercial Services Utilization Procedures		
TELEX Procedures	6.5.1	See paragraph B-2.2.5; TELEX Usage
Commercial Refile	6.5.1.1	
The Ship/Shore Mobile User	6.5.1.2	
The Shore User	6.5.1.3	
Routing Record Messages to Merchant Ships	6.5.1.4	
Routing Information for other Merchant Ships	6.5.1.5	
INMARSAT Utilization Procedures	6.5.2	See paragraph B-2.2.4; INMARSAT Usage
INMARSAT Installations	6.5.2.1	
INMARSAT Commissioning	6.5.2.2	
INMARSAT Capabilities	6.5.2.3	
Selection of Coast Earth Station	6.5.2.4	
Least Coast Routing	6.5.2.5	
Emergency Call-Up Procedures	6.5.2.6	
Distress Communications	6.5.2.7	
Cellular Telephone (CT) Procedures	6.5.3	See paragraph B-2.2.6, Cellular Telephone Usage
CT Service Providers	6.5.3.1	
Cellular Installations	6.5.3.2	
HF Radio Utilization Procedures		
INMARSAT Alternative	6.6.1	
Beyond-Line-Of-Sight	6.6.2	
Interoperability	6.6.3	
MSC Directed Networks	6.6.4	
Emergency Callup Procedures	6.6.5	
Maritime Safety Information	6.6.6	
GMDSS Procedures		
Watchstanding	6.7.1	See paragraph B-2.2.7; GMDSS Operation
Pre-Departure Tests	6.7.2	
Distress Communications	6.7.3	
Automated Ship Tracking and Reporting System (ASTARS) Procedures		

PREPOSITIONING FORCE PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
Activation Procedures	6.8.1	
INFOSEC/COMSEC Procedures		
OPSEC Considerations	6.9.1	
E-Mail OPSEC Considerations	6.9.2	
Physical Security	6.9.3	
Disposal of Documents	6.9.3.1	
Cryptographic Security	6.9.4	
Cryptographic Systems	6.9.5	
Transmission Security	6.9.6	
Radio Silence	6.9.6.1	
EMCON	6.9.6.2	
STU-III Procedures		
Physical Security	6.10.1	
Operational Security	6.10.2	
Operational Procedures	6.10.3	
Emergency Destruction Procedures	6.10.4	
Military Affiliate Radio System (MARS)/Amateur Radio Service (ARS) Procedures		
MARS Service Procedures	6.11.1	
Amateur Radio Operations Procedures	6.11.2	

Table B-1. PREPO Procedures Matrix

B-2.2.1 PREPO Communications Manning and Training

MSC policy on manning and training is to comply with requirements generated by regulatory changes and emergent technological advances, such as GMDSS and DMS implementation. Since the PREPO Force is primarily comprised of contract-operated and chartered ships, MSC does not directly control the Force's manning and training. Instead, MSC exerts significant influence in these areas through definition of requirements and specifications in contract language.

PREPO Force ships are operated under MSC contract and crewed by U.S. nationals. Often the crews include masters, mates, and radio officers holding security clearances. Corrective and preventive maintenance to the ship's cargo, engine and equipment is normally maintained by the crew. Material Maintenance Inspections are normally conducted by an MSC representative at quarterly intervals. Maintenance and repair to Department of Defense (DOD) cargo is contracted to a maintenance company on an annual or multi-year basis. A contracting officer's representative (COR) typically assumes contractual and managerial supervisory responsibilities.

B-2.2.2 Watchstanding

PREPO Force watchstanding procedures must meet tactical communications requirements of the operational commander, as well as comply with appropriate regulations pertaining to required radio officer watches aboard contract-operated or commercially chartered ships.

B-2.2.3 Ship/Shore e-Mail

MSC policy is to make greater use of commercially available information technology for PREPO Force ship/shore communications transactions such as increased use of e-mail applications and reduction of manpower intensive rigid protocol message text format utilization, particularly TELEX service. Pending Defense Message System (DMS) implementation that will provide a DOD-wide standard e-mail capability, MSC policy is to use Lotus cc:Mail as the preferred e-mail application and the primary method for handling unclassified priority and routine precedence information for ship/shore information exchange.

Since PREPO Force ships are primarily contractor-operated or chartered, MSC policies for messaging are implemented via the contractual process.

B-2.2.4 INMARSAT Usage

INMARSAT service is the primary ship/shore communication service for Sealift Force ships operated for or chartered by MSC. Contractual specifications will require that ships be fitted with INMARSAT. INMARSAT-B is the preferred terminal and is the maintenance replacement for INMARSAT-A. Subject to meeting the operational security requirements outlined in Section 5.5.2.1; INMARSAT Configuration During Emission Control (EMCON), of this manual and CINC or JTF restrictions, the use of INMARSAT-A and INMARSAT-B systems is authorized to support ship/shore voice, data, cc:Mail facsimile, and TELEX communication services. The use of INMARSAT-C with embedded GPS is authorized to support reception of Maritime Safety Information, TELEX services, and selected store and forward services.

Subject to the master's discretion, cellular telephone (CT) should be used in lieu of INMARSAT service for voice, data, facsimile communications whenever service is available. CT circuits may be used to support ship-to-shore, ship-to-ship, and shore-to-ship voice, data, and facsimile communications.

B-2.2.5 TELEX Usage

MSC policy is to restrict use of ship/shore TELEX to short (1 page) messages of priority or operational immediate precedence unless TELEX is the only interoperable service available. Messages of greater than 1 section, whether of priority or routine precedence, should be sent via cc:Mail or other available e-mail service, if available. When TELEX is the only available alternative, addresses must be limited to essential command and organizations. The use of Address Indicating Groups (AIGs) for TELEX or TELEX bound messages is highly discouraged.

B-2.2.6 Cellular Telephone (CT) Usage

When CT service is available and cost effective, is authorized by the ship's master, and permitted by local operational authority, CT use aboard PREPO Force ships is encouraged for the conduct of official business. The use of privately owned CT or other privately owned communication equipment is allowed only when authorized by the ship's master and permitted by local operational authority. If use is authorized, provisions must be made for collection and

storage of such personal equipment under certain operational situations dictated by the master or higher authority.

B-2.2.7 GMDSS Implementation

Early GMDSS implementation and personnel qualifications are desired. However, MSC does not directly control PREPO Force ship configuration or personnel since they are contract-operated or chartered. Regulatory requirements do not require full compliance from the ship owner or operator until 01 February 1999.

B-2.2.8 GMDSS Operation

During normal peacetime operations, all PREPO Force ships will maintain all required GMDSS equipment in a fully active status to facilitate reception of Maritime Safety Information (MSI) and Safety of Life at Sea (SOLAS) support operations. For classified operations, certain automated response and reporting features of GMDSS equipment may be disabled as directed by the master in order to meet operational security (OPSEC) requirements of the mission.

During crisis, regional conflict or wartime support operations, all PREPO Force ships will operate GMDSS equipment to comply with OPSEC and emission control (EMCON) requirements as directed by the supported commander.

B-3. Brief Mission Overview

The MSC PREPO Force currently includes MPS Squadrons, Army War Reserve (AWR) squadrons, and other PREPO ships. The PREPO Force is managed under the purview of MSC's Program Manager for Prepositioning (PM-3) who has three project officers to oversee the 3 PREPO Force components; MPS, PREPO, and AWR. PREPO Force ships are normally forward deployed with equipment load-out to support deployed forces of the U.S. Marine Corps (USMC), U. S. Army (USA) or U.S. Air Force (USAF). While all ships within this force are contractor operated, some ships are U.S. Government owned and some are contractor owned.

Since the early 1980's, MSC has demonstrated the value of prepositioning wartime equipment and supplies at sea. Maritime prepositioning provides the Unified Commanders-in-Chief with deployment flexibility and increased national capability to respond rapidly to crisis or contingency with a credible force. The essential contribution to strategy of prepositioning operations stems from its inherent mobility and flexibility which allow concentration of forces quickly in a specified area. The existence of this power projection capability is a deterrent to potential adversaries. Amphibious and prepositioning operations are complementary in nature. Amphibious operations provide the means for forcible entry, while prepositioning permits rapid deployment into areas where force introduction is essentially unopposed.

PREPO Force operations begin with the decision to employ MPS, AWR, or PREPO assets and the issuance of the necessary directives to major participants. The decision to employ military armed force is ultimately the responsibility of the President. Specific assignments for operations are issued predicated upon National Command Authority direction and guidance. After receipt of an alert/warning order, an initiating directive will be issued by the responsible unified commander to participating commands. Operational planning is continuous, but the

execution planning phase begins with the assignment of a specific mission. Termination occurs when all prerequisites in the initiating directive are met and military forces are established ashore.

From the Persian Gulf Ward of the early 1990's to the more recent challenges in the Middle East, MSC's PREPO Forces have provided a powerful and rapid response to aggression. In addition to supporting U.S. forces during military operations, the PREPO Force has been actively supporting many peacekeeping and humanitarian actions worldwide. The PREPO Force program will continue to grow in importance as PREPO ships are added or upgraded in the next decade, giving the nation greater military presence "forward...from the sea."

B-3.1 MPS Squadrons (MPSRON)

MPSRON cargo ships (T-AK) are organized into 3 MPS Squadrons. MPSRON ONE is deployed in the western Atlantic/Mediterranean Sea, MPSRON TWO is in Diego Garcia, BIOT, and MPSRON THREE is near Guam/Tinian. MPSRON ships doctrine may be found in NWP-22-10/FMFM 1-5; Maritime Prepositioning Force Operations. This and related publications provide detail on MPSRON operational concept, command relationships, planning, and communications. Fleet and supporting MPSRON Operation Orders (OPORDERS) provide communications requirement detail and procedures.

To further reinforce the capabilities of the MPS program, two RO/RO ships were converted into Maintenance Aviation Support Ships (T-AVB). Each ship has the capability to load the vans and equipment of a Marine Aviation Intermediate Maintenance Activity. The ships' mission is to service aircraft until a more permanent maintenance depot is established in-theater.

Normally operating from on e of the flagship capable units, the Squadron Commanders provide operational direction and administrative support to MPS, AWR, or other PREPO ships assigned to the squadron. For example, COMPSRON TOW controls the MPS, as well as any PREPO ships, located at Diego Garcia.

B-3.2 Prepositioning (PREPO) Force

The PREPO ships carry Army, Navy, and Air Force equipment and supplies. Eventually, most Army prepositioning equipment and supplies will be carried aboard the Army's own PREPO ships in the AWR program. As of 01 December 1995, 11 PREPO ships were active, not including 10 Ready Reserve Force (RRF) ships providing the Army with interim prepositioned equipment. These ships include tankers (T-AO/T-AOT), freighters (T-AK), Float-On/Float-Off (FLO/FLO-or T-AKF), Roll-On/Roll-Off (RO/RO or T-AKR), and crane ships (T-ACS).

B-3.3 Army War Reserve (AWR) Program

Since the inception of the Afloat Prepositioned Force (APF), the value of prepositioning wartime equipment and supplies at sea has been demonstrated. Subsequent to Operation Desert Storm, a U.S. mobility requirements study identified a significant shortfall in available sealift to meet DOD requirements. Based on this shortfall and the successes of the MPS program during

Operation Desert Storm, the Army's AWR program was established. The AWR program will be organized in similar fashion to the MPS program. Large Medium Speed RO/RO (LMSR) ships will carry prepositioned equipment and supplies to support a U.S. Army Mechanized Battalion. The first BOB HOPE Class LMSR is now on station and ready with 2 converted container ships.

These ships are supported by an additional 7 RO/ROs which have been activated from the RRF to provide an interim prepositioning capability for the Army. An additional 5 RO/ROs are currently undergoing conversion and additional LMSRs are under construction. When completed, these ships will relieve RRF ships upon reaching Full Operational Capability (FOC). The Army's AWR cargo ship operations doctrine is currently under development.

B-4. Publications/Directives Extracts/Guide

The following publications are required reference material that must be maintained aboard PREPO Force ships. All MSC Force ships are required to carry the following publications:

1. MSC Communications Services Plans and Procedures Manual
2. DMA Publication 117 (current edition), "Radio Navigational Aids"
3. SECNAVINST 5216.5 (current edition), "Naval Correspondence Manual"
4. MSC C4S Directorate Publication, "Common Operating Environment for Information Management" (current version)
5. Selected CFR documentation pertaining to GMDSS
6. COMSCINST 5530.3, "MSC Physical Security"

All PREPO Force ships are required to carry the following publications in addition to those listed in the previous paragraph:

1. CMS 6, "Secure Telephone Unit Third Generation (STU-III) COMSEC Management Manual" dated October 1990.
2. NWP 22-10; Maritime Prepositioning Force Operations

B-5. Communications/Information System Capabilities

With the exception of flagship capable units in the MPSRON, PREPO Force communications and information system suites vary considerably. Equipment suite configuration for flagship capable units are found in OPNAVINST 2300.44F, Communications Characteristics for Navy Ships, MSC ships, and COMSCINST 9670.1G, Allowance of Electronic Equipment for MSC Ships. Equipment allowances for AWR and PREPO ships are found in procurement or conversion specifications. Generally non-flagship unit capability is limited to equipment specified by Federal Communications Commission (FCC) and U.S. Coast Guard (USCG) regulations plus some sponsor specified capabilities. Flagship configured ships can handle a range of classified information services; however, non-flagship configured ships' ability to handle classified information is generally limited to STU-III related services. MPS units may be attached to Amphibious Groups to provide additional support and equipment for

contingency operations. The lack of tactical communications capability and limited knowledge of JTF/TF operations stress communications operation and support capabilities.

B-5.1 Sealift Force Shipboard Management Information Systems (SMIS) Implementation

SMIS is a LAN-based, integrated, modular, management information system that was developed to increase productivity, improve overall ship readiness, provide a shore-based management information systems interface and thereby reduce the daily per diem rates of MSC operated ships. All newly constructed ships for MSC and ships turned over to MSC from the Navy are initially outfitted with SMIS.

SMIS modules are broken down along departmental lines and implementation can be tailored based upon the ship's mission, crewing, and information requirements identified by MSC ship managers. Not all ships have all SMIS modules. For example, tankers have unique management information system requirements addressed by a SMIS module that is not installed on other MSC ships or if a ship does not have a nurse onboard, the SMIS medical module will not be installed. In general, SMIS module installation is driven by the information requirements identified by the ship managers or the various MSC headquarters directorates (engineering, logistics, personnel, etc.). Table B-2 details SMIS module definitions.

B-5.2 Sealift SMIS Configurations

Certain MPS ships have SMIS installation and configurations are depicted in Figures B-1 through B-3.

Figure B-1. T-AK SMIS Configuration

SMIS LAN   RADIO

ENGINEERING
DEPT.

VMS / SAMM

MAINTENANCE
MONITORING

DUAL
PASSIVE
FIBER
OPTIC
STAR
HUBS

IEMS and
cc:MAIL™ LINK

PRIMARY
FILESERVER

SMIS
FILE SERVER
DISK DRIVES

BACKUP
FILESERVER

SHIP
RADIO
EQUIP
INTER-
CONNECT

HF
SITOR

MF

INMARSAT

TELEX

E-MAIL

8 -- Current Installations
19 -- Future Installations

DEPARTMENTAL &
CREW VOICE
SERVICE
(Includes
Morale Calls &
Personal Fax/
Correspondence)

TELEPHONE
PABX

Figure B-2. T-AKR SMIS Configuration

SMIS LAN   9 -- Current Installations   RADIO
                          13 -- Future Installations

ENGINEERING
DEPT.   SAMM

MAINTENANCE
MONITORING

SUPPLY
DEPT.

SM / SAC224
FLEET FREIGHT
SHIPCLIP
FSH/EXCHANGE

MSC SHIPBOARD SUPPLY
COMBAT LOGISTICS FORCE

MEDICAL
DEPT.   EZ-MED

HEALTH CARE
PREVENTIVE MEDICINE
MEDICAL INVENTORY

ADMIN
DEPT.

DHAMS / COINS
AIMS / UCPS

ADMINISTRATION
PERSONNEL
PAYROLL

EMBARKED
DET.   MILDEPT

OPERATIONAL & MANAGEMNT
REPORTING

DUAL
PASSIVE
FIBER
OPTIC
STAR
HUBS

IEMS and
cc:MAIL™ LINK

PRIMARY
FILESERVER

SMIS
FILE SERVER
DISK DRIVES

BACKUP
FILESERVER

SHIP
RADIO
EQUIP
INTER-
CONNECT

HF
SITOR

MF

INMARSAT

TELEX

E-MAIL

DEPARTMENTAL &
CREW VOICE
SERVICE
(Includes
Morale Calls &
Personal Fax/
Correspondence)

TELEPHONE
PABX

Figure B-3. T-AOT SMIS Configuration

SHIPBOARD MANAGEMENT INFORMATION SYSTEMS (SMIS) IMPLEMENTATION		
SMIS Module	**SMIS Module Name**	**SMIS Module Description**
MILDEPT	Military Department	Assists in MILDEPT operations, management, and personnel accounting functions.
LOGS	Vessel Logs	Collect summary data.
SAMM	Shipboard Automated Maintenance Mgmt.	Provides automated support to maintenance functions.
VMS	Vibration Monitoring System	Provides tool for non-intrusive equipment condition monitoring.
DEXTER	Diesel Engine Test Engineering Reasoner	Provides accurate condition monitoring and performance analysis based on preestablished performance curves.
GLAS	Graphic Lube Oil Analysis System	Provides graphical trending of lube oils analysis results and lab test results and reports.
SM	Supply Management	Covers shipboard supply functions such as inventory control, requisitioning, and accounting.
SAC 224	Special Accounting Code 224	Transfers material carried onboard CLF ships for issue or sale to customer ships UNREP.
FLEET FREIGHT	Fleet Freight	Enables the CLF transporting ship to track any of cargo that comes aboard classed as "fleet freight".
SHIPCLIP	Ship Configuration and Logistics Improvement Program	Provides a hull tailored reference tool for retrieving ship's configuration, logistics, and technical information.
FSM	Food Service / Habitability Mgmt	Maintains the food service administrative and record keeping functions aboard MSC ships.
EXCHANGE	Ship's Exchange	Maintains inventories, tracks transactions, and provides accountability/auditability for "ship's exchange" items.
FUELS	Bulk Petroleum Products (BBP)	Maintains BBP stock levels carried onboard T-AO ships for issue to customer ships during UNREPs.
EZ-MED	Easy Medical	Processes & retrieves medical data. Assists occupational health and environmental surveillance activities.
DHAMS	Dept. Head Admin. and Mgmt System	Assists in departmental planning and analysis and is the front-end to the CIVMARS Payroll System.
COINS	Command Inspection System	Allows for recording and reporting inspections performed on MSC ships for monitoring ashore and afloat.
EQUIP	Controlled Equipage	Maintains inventory control and accountability of equipment assigned to a ship which does not fall under normal supply accountability
AIMS	Automated Instruction and Manual System	Provides on-line access to various COMSC inspection and directives.
UCPS	Unified Civilian Marine Payroll System	Allows Purser to maintain personnel, pay and leave information.
IEMS	Import/Export Message System	Provides interface for ship/shore information exchange for all SMIS data.

* Only applicable for diesel powered vessels.

Table B-2. SMIS Module Definitions

ANNEX C

SEALIFT FORCE OPERATIONS

C-1. Purpose and Executive Summary

This annex is intended to provide MSC ship masters with a ready reference to the unique report and messaging requirements associated with MSC operations. This annex replaces the communications related material found in NTP-10; Communications Instructions for Merchant Ships Controlled by the Military Sealift Command, and operational reporting requirements previously found in COMSC Instruction 3121.9; Standard Operating Manual. It focuses on the needs of masters and other shipboard officers during activation of Ready Reserve Force (RRF) ships and short term charter ships obtained to support "surge" operations. This annex also contains MSC policy and procedures extracts of particular interest to sealift operations. Other material includes a description of communication and information system capabilities together with an overview of Sealift Force operations.

The Sealift Force is managed under the purview of MSC's Program Manager for Sealift (PM-5) who has three project officers to oversee the 3 Sealift Force components; tankers dry cargo ships, and ships supporting surge operations. Sealift Force ships, often referred to as being part of the Common User Ocean Transportation asset pool, are involved in worldwide, routine, peacetime dry cargo and petroleum, oil and lubricant (POL) delivery operations to support forward deployed forces. In contingency operations and mobilization situations, Fast Sealift Ships (FSS), other RRF ships, ships of U.S. registry, and U.S. owned ships operating under a foreign flag, known as Effective U.S. Controlled (EUSC), ships are activated, requisitioned, or otherwise made available for surge and sustainment operations.

C-2. Reports and Messaging

C-2.1 Reports Consolidation and Reduction

As part of the MSC reinvention implementation, reports reduction and consolidation are expected to be a continuing effort. Reports that must transit ship/shore communication paths must be given special attention with a view toward reduction of addees and relieving shipboard personnel of preparation tasks. This action is particularly important as it relates to surge operations where Preposition Force (PREPO) ship deployment and Sealift Force RRF activation's will stress available ship/shore communications capabilities. Shipboard users are encouraged to suggest report consolidation, reduction, automation, or other related initiatives to MSC Headquarters or area commanders via appropriate military chain of command or ship manager.

Within MSC's Sealift Force, unique reporting requirements are primarily concentrated within the dry cargo and tanker fleets. These reporting requirements are included in Annex I, Operational Reporting and Messaging, which contains a ready reference for operational report preparation. Templates are provided together with required information detail. The reporting requirements are organized under the following categories:

- Preparations to get underway
- Routine underway
- Routine situational underway
- Non-routine/emergency underway
- Pre-arrival/arrival at port
- Routine inport
- Routine situational inport
- Non-Routine/emergency inport

C-2.2 Sealift Communications Policy and Procedures Extract

Overall messaging procedures for MSC are addressed in Chapter 6; MSC Ship/Shore Communications Procedures, of this manual. Table C-1, Sealift Force Procedures Matrix, provides a summary cross reference for Chapter 6 messaging topics and associated paragraphs. The third column is a placeholder for annotating any Sealift Force-unique policies or procedures applicable to that particular topic. If column three for the topic is left blank, then procedures in the corresponding paragraph of Chapter 6 apply.

SEALIFT FORCE PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
Reports Consolidation/Reduction and Messaging Procedures		
Reporting and Messaging Procedures	6.2.1	
Message Handling and Release	6.2.1.1	
Official Message	6.2.1.1.1	
Personal Messages	6.2.1.1.2	
MINIMIZE	6.2.1.1.3	
Naval Message Format Procedures	6.2.1.2	
Commercial Messages	6.2.1.3	
Communications Circuit Logs and Files	6.2.1.4	
General Message Procedures	6.2.1.5	
COMSC General Message Series	6.2.1.5.1	
Use of COMSC General Messages	6.2.1.5.2	
Directive Type COMSC Message	6.2.1.5.3	
Cancellation of COMSC General Messages	6.2.1.5.4	
Maintenance of General Message Files	6.2.1.5.5	
Area Command General Messages	6.2.1.4.6	
Communications Services Crewing, Watchstanding, and Training Procedures		
MILDEPT Ships	6.3.1	
Watchstanding	6.3.1.1	
Training	6.3.1.2	
Commercial Ships	6.3.2	See paragraph C-2.2.1; Crewing and Training
Watchstanding	6.3.2.1	See paragraph C-2.2.2; Watchstanding
GMDSS Implementation	6.3.2.2	See paragraph C-2.2.8; GMDSS Implementation
GMDSS Training	6.3.2.3	
Ship/Shore E-Mail Procedures		

SEALIFT FORCE PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
When to Use cc:Mail	6.4.1	
Management and Control	6.4.2	
Organizational E-Mail	6.4.3	
e-mail Message Format	6.4.4	
Individual e-mail	6.4.5	
e-mail Limitations	6.4.6	See paragraph C-2.2.3; Ship/Shore e-mail
INTERNET Mail Instructions	6.4.7	
Message Writing Procedures	6.4.8	
Commercial Services Utilization Procedures		
TELEX Procedures	6.5.1	See paragraph C-2.2.5; TELEX Usage
Commercial Refile	6.5.1.1	
The Ship/Shore Mobile User	6.5.1.2	
The Shore User	6.5.1.3	
Routing Record Messages to Merchant Ships	6.5.1.4	
Routing Information for Merchant Ships	6.5.1.5	
INMARSAT Utilization Procedures	6.5.2	See paragraph C-2.2.4; INMARSAT Usage
INMARSAT Installations	6.5.2.1	
INMARSAT Commissioning	6.5.2.2	
INMARSAT Capabilities	6.5.2.3	
Selection of Coast Earth Station	6.5.2.4	
Least Coast Routing	6.5.2.5	
Emergency Call-Up Procedures	6.5.2.6	
Distress Communications	6.5.2.7	
Cellular Telephone (CT) Procedures	6.5.3	See paragraph C-2.2.6, Cellular Telephone Usage
CT Service Providers	6.5.3.1	
Cellular Installations	6.5.3.2	
HF Radio Utilization Procedures		
INMARSAT Alternative	6.6.1	
Beyond-Line-Of-Sight	6.6.2	
Interoperability	6.6.3	
MSC Directed Networks	6.6.4	
Emergency Callup Procedures	6.6.5	
Maritime Safety Information	6.6.6	
GMDSS Procedures		
Watchstanding	6.7.1	See paragraph C-2.2.7; GMDSS Operation
Pre-Departure Tests	6.7.2	
Distress Communications	6.7.3	
Automated Ship Tracking and Reporting System (ASTARS) Procedures		
Activation Procedures	6.8.1	
INFOSEC/COMSEC Procedures		
OPSEC Considerations	6.9.1	
E-Mail OPSEC Considerations	6.9.2	
Physical Security	6.9.3	
Disposal of Documents	6.9.3.1	

SEALIFT FORCE PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
Cryptographic Security	6.9.4	
Cryptographic Systems	6.9.5	
Transmission Security	6.9.6	
Radio Silence	6.9.6.1	
EMCON	6.9.6.2	
STU-III Procedures		
Physical Security	6.10.1	
Operational Security	6.10.2	
Operational Procedures	6.10.3	
Emergency Destruction Procedures	6.10.4	
Military Affiliate Radio System (MARS)/Amateur Radio Service (ARS) Procedures		
MARS Service Procedures	6.11.1	
Amateur Radio Operations Procedures	6.11.2	

Table C-1; Sealift Force Procedures Matrix

C-2.2.1 Sealift Communications Crewing and Training

MSC policy on crewing and training is to comply with requirements generated by regulatory changes and emergent technological advances, such as Global Maritime Distress and Safety System (GMDSS) and Defense Message System (DMS) implementation. These continuing actions are necessary to ensure that MSC unique communications services related functions are fully met by properly trained and qualified personnel. These include:

• Naval and commercial communications procedures

• Tactical communication procedures

• Appropriate security clearances and communications security (COMSEC) and information security (INFOSEC) procedures

• Management information systems operation and local area network (LAN) administration

• Management information and communication system maintenance

Since the Sealift Force is primarily comprised of contract-operated and chartered ships, MSC does not directly control the Force's crewing and training. However, MSC exerts significant influence in these areas through definition of requirements and specifications in contractual documentation.

Most Sealift Force ships are operated under MSC contract and crewed by U.S. nationals. Often the crews include masters, mates, and radio officers holding security clearances. Core maintenance crewing is based on the RRF ship's Readiness, i.e., whether the ship is on 4, 5, 10, 20, or longer day breakout to Full Operating Status (FOS). These ships are selectively fully manned and activated by the ship manager. The FSS are maintained under the direction of MSC. All other RRF ROS ships are maintained under the MARAD region and port engineer organization working with ship managers.

In a declared national emergency or in some contingency mobilization situations, MARAD can requisition U.S. flag shipping that is either subsidized by the U.S. Government or under some other contractual arrangement. In general, crew are U.S. nationals. For the same situations, U.S. owned ships under "flags of convenience" (Liberia, Panama, Honduras, Marshal Islands, Bahamas) are considered Effective U.S. Controlled (EUSC) shipping and may be requisitioned. These ships are usually crewed by foreign nationals, so the availability of masters, mates, or radio officers that can qualify for security clearances is questionable.

For foreign flag ships, special security arrangements must be in place for any classified information to be handled.

C-2.2.2 Watchstanding

Sealift Force watchstanding policy is to comply with appropriate regulations pertaining to required radio officer watches aboard contract-operated or commercially chartered ships, i.e., 46 CFR, Articles 8101, 8102, and 8103.

C-2.2.3 Ship/Shore e-Mail

MSC policy is to make greater use of commercially available information technology for PREPO Force ship/shore communications transactions such as increased use of e-mail applications and reduction of manpower intensive rigid protocol message text format utilization, particularly TELEX service. Pending DMS implementation that will provide a DOD-wide standard e-mail capability, MSC policy is to use Lotus cc:Mail as the preferred e-mail application and the primary method for handling unclassified priority and routine precedence information for ship/shore information exchange.

Since Sealift Force ships are primarily contractor-operated or chartered, MSC policies for messaging are implemented via the contractual process.

C-2.2.4 INMARSAT Usage

INMARSAT service is the primary ship/shore communication service for Sealift Force ships operated for or chartered by MSC. Contractual specifications will require that ships be fitted with INMARSAT. INMARSAT-B is the preferred terminal and is the maintenance replacement for INMARSAT-A. Subject to meeting the operational security requirements outlined in Section 5.5.2.1; INMARSAT Configuration During Emission Control (EMCON), of this manual and Commanders-in-Chief (CINC) or Joint Task Force (JTF) restrictions, the use of INMARSAT-A and INMARSAT-B systems is authorized to support ship/shore voice, data, cc:Mail facsimile, and TELEX communication services. The use of INMARSAT-C with embedded GPS is authorized to support reception of Maritime Safety Information, TELEX services, and selected store and forward services.

Subject to the master's discretion, cellular telephone (CT) should be used in lieu of INMARSAT service for voice, data, facsimile communications whenever service is available. CT circuits may be used to support ship-to-shore, ship-to-ship, and shore-to-ship voice, data, and facsimile communications.

C-2.2.5 TELEX Usage

MSC policy is to restrict use of ship/shore TELEX to short (1 page) messages of priority or operational immediate precedence unless TELEX is the only interoperable service available. Messages of greater than 1 section, whether of priority or routine precedence, should be sent via cc:Mail or other available e-mail service, if available. When TELEX is the only available alternative, addresses must be limited to essential command and organizations. The use of Address Indicating Groups (AIGs) for TELEX or TELEX bound messages is highly discouraged.

C-2.2.6 Cellular Telephone (CT) Usage

When CT service is available and cost effective, authorized by the ship's master, and permitted by local operational authority, use aboard Sealift Force ships is encouraged for conduct of official business. Use of privately owned CT or other privately owned communication equipment is allowed only when authorized by the ship's master and permitted by local operational authority. If use is authorized, provisions must be made for collection and storage of personal CT equipment under operational situations dictated by the master or higher authority.

C-2.2.7 GMDSS Implementation

Early GMDSS implementation and personnel qualifications are desired. However, MSC does not directly control Ship Force ship configuration or personnel since they are contract-operated or chartered. Regulatory requirements do not require full compliance from the ship owner or operator until 01 February 1999.

C-2.2.8 GMDSS Operation

During normal peacetime operations, all Sealift Force ships will maintain all required GMDSS equipment in a fully active status to facilitate reception of Maritime Safety Information (MSI) and Safety of Life at Sea (SOLAS) support operations. For classified operations, certain automated response and reporting features of GMDSS equipment may be disabled as directed by the master in order to meet operational security (OPSEC) requirements of the mission.

During crisis, regional conflict or wartime support operations, all Sealift Force ships will operate GMDSS equipment to comply with OPSEC and emission control (EMCON) requirements as directed by the supported commander.

C-3. Brief Mission Overview

The Sealift Program Mission is defined "To provide maritime transportation to the DOD by meeting its sealift requirements in peace, contingency and war with quality, efficient cost effective assets and centralized management." The Sealift Force is the largest and most mobilization sensitive MSC force and represents the most diverse force with U.S. Government owned, U.S. operator owned, and foreign owned ships. After discharge or prepositioning equipment and release by the operational commander, Prepositioning (PREPO) Force ships may be assigned to common user missions and become part of the Sealift Force. The Sealift Force has an almost infinite variety and type of missions that it supports. Missions range from requirements to provide underway replenishment of Naval Fleet Auxiliary Force (NFAF) ships to long or short haul cargo lifts. Beside routine peacetime supply of U.S. forces worldwide, the Sealift Force has been actively supporting all peacekeeping and humanitarian actions through delivery of dry cargo and POL. Additional post-Cold War missions include retrieval and

repositioning of equipment, materiel, and ammunition as a result of "right-sizing" and base closure actions in the European theater. MSC's Sealift Force has continued its participation in European, Arctic and Antarctic operations. These include resupplying the U.S. Air Base at Thule, Greenland and remote sites in Alaska where service recipients include the Bureau of Indian Affairs, the U.S. Fish and Wildlife Service, the U.S. Army Corps of Engineers, the U.S. Coast Guard, and the U.S. Air Force.

C-4. Publications/Directives Extracts/Guide

The following publications are required reference material that must be maintained aboard Sealift Force ships:

1. MSC Communications Services Plans and Procedures Manual
2. DMA Publication 117 (current edition), "Radio Navigational Aids"
3. SECNAVINST 5216.5 (current edition), "Naval Correspondence Manual"
4. MSC C4S Directorate Publication, "Common Operating Environment for Information Management" (current version)
5. Selected CFR documentation pertaining to GMDSS
6. COMSCINST 5530.3, "MSC Physical Security"

C-5. Communications/Information System Capabilities

No single document exists that specifies a required suite of communication capabilities for Sealift Ships. Communications suites must meet Safety of Life at Sea (SOLAS) requirements but, configurations vary widely so that communications and information system capabilities are neither uniform nor interoperable among the Sealift Force. U. S. ships must Federal Communications Commission (FCC) requirements. The ability to handle classified or sensitive information by Sealift Force ships is limited and currently restricted to relatively few units having STU-III capability. Sealift Force ships have no tactical communications capability.

C-5.1 Foreign Flag Shipping Assets

Allied or coalition countries are a source of foreign flag shipping that may be available to temporarily become part of the Sealift Force for meeting unique or one-time sealift support requirements or in cases where U.S. Flag shipping is not available. In some instances, supporting nations have "donated" ships to participate in contingency operations. For information services capability, the common denominator for these ships is International Maritime Organization (IMO) and Global Maritime Distress and Safety System (GMDSS) mandated equipment suites. These ships will also be crewed by foreign nationals so the availability of masters, mates, or radio officers that can qualify for security clearances is uncertain.

C-5.2 Ready Reserve Force (RRF) Assets

The most challenging aspect for Sealift Force communications services is within the surge category. User workstations, their location, and integration vary widely. In general, very limited capability is available to handle classified or sensitive information. Security clearance requirements for masters, mates, and radio officers are not uniformly specified by any single authority. Any major mobilization of RRF ships can be expected to increasingly stress the available staffing pool for radio officers, as well as masters and mates with MSC operational experience.

The RRF includes active and inactive ships maintained by the Maritime Administration (MARAD) and plays a key role in surge and sustainment operations. A varying number of RRF ships are active at any one time in the PREPO and Sealift Forces. The balance of the RRF is maintained in a 4, 5, 10, 20 day or longer activation status. The RRF Operations Manual that is published by MARAD provides detailed ship activation, deactivation, maintenance, and related information and procedures.

RRF ships are maintained, activated, and operated by ship managers under contract to MARAD. These ships are generally located at Government reserve fleet sites or selected ports within the continental U.S. (CONUS). The level of maintenance staffing is related to activation parameters. Communication suite specifications are primarily determined the FCC, the U.S. Coast Guard, and SOLAS criteria. No standard arrangements or specifications currently exist to meet MSC-unique requirements. However, upgrades and modernization are coordinated with MSC.

C-5.3 Sealift Force Contractual Communications Specifications

MSC contractual documentation does specify minimum communication suite requirements for Sealift Force ships. However, clauses have differed among contracts in the past. Guidelines do not currently exist that outline specific contractual language to be included for shipboard communication requirements. Contractual policy paragraphs in this manual and associated checklists used to perform communications requirements analysis are a baseline for an important initiative of developing standard contractual language.

C-5.4 Sealift Force Communications Doctrine

With the exception of operating procedures provided to Sealift Force ships by MSC area commanders when the come under their operational control (OPCON), little current communications doctrine or procedures are available for the shipboard operator to use. NTP-10 (D); Communications Instructions for Merchant Ships Controlled by the Military Sealift Command, is being replaced by this document. Most NATO documentation regarding merchant ship communication procedures is outdated and receives limited distribution. NWP-4 has sections on MSC and merchant ship communications; this document is outdated and being replaced by NWP 6-01; Basic Operational Communications Doctrine. COMSC (N6) is coordinating with the Naval Computer and Telecommunications Command during the drafting phase of NWP 6-01 to ensure that NWP 6-01 refers to this manual as the authoritative source for MSC communications policies and procedures.

ANNEX D

SPECIAL MISSION SUPPORT FORCE (SMSF) OPERATIONS

D-1. Purpose and Executive Summary

This annex is intended to provide the master with a ready reference to the unique report and messaging requirements associated with MSC operations. This annex replaces the communications related material found in NTP-10; Communications Instructions for Merchant Ships Controlled by the Military Sealift Command, and operational reporting requirements previously found in COMSC Instruction 3121.9; Standard Operating Manual. This annex also contains MSC policy and procedures extracts of particular interest to special mission support operations. Other material includes a description of communication and information system capabilities together with an overview of Special Mission Support Force (SMSF) operations.

D-2. Reports and Messaging

D-2.1 Reports Consolidation and Reduction

As part of the MSC reinvention implementation, reports reduction and consolidation are expected to be a continuing effort. Reports that must transit ship/shore communication paths must be given special attention with a view toward reduction of addees and relieving shipboard personnel of preparation tasks. Shipboard users are encouraged to suggest report consolidation, reduction, automation, or other related initiatives to MSC Headquarters or area commanders via appropriate military chain of command or ship manager.

SMSF reporting requirements are included in Annex I, Operational Reporting and Messaging, which contains a ready reference for operational report preparation. Templates are provided together with required information detail. The reporting requirements are organized under the following categories:

- Preparations to get underway
- Routine underway
- Routine situational underway
- Non-routine/emergency underway
- Pre-arrival/arrival at port
- Routine inport
- Routine situational inport
- Non-Routine/emergency inport

D-2.2 Special Mission Support Force (SMSF) Policy and Procedures Extract

Commander, Military Sealift Command (COMSC) does not have any unique communications or communication security (COMSEC)/information security (INFOSEC) policy or procedures pertaining to SMSF ships. Any unique communications requirements are addressed in Memorandums of Agreement (MOAs) between individual mission sponsors

and COMSC. These MOAs are briefly discussed.

D-2.2.1 MSC/Mission Sponsor Relationships

MSC/mission sponsor MOAs address administrative, operational, personnel, and financial policies and the functional relationships between the two organizations, as well as the relationships between ship's crew and sponsor personnel. Oceanographic units onboard the T-AGS conduct hydrographic, oceanographic, and geophysical surveys. The latest edition of the joint COMSC Instruction 5401.2 and NAVOCEANCOM Instruction 5400.66; Oceanographic Unit Functional Relationships and Procedures, promulgate specific procedures, functional relationships, and organizational relationships between COMSC, COMNAVOCEANCOM, and the Navy Oceanographic Units.

D-2.2.2 SMSF Communications Staffing, Training and Watchstanding

In general, communications watchstanding onboard SMSF ships conform with standard procedures described in Section 6.3 of this manual. Any unique requirements or deviations from standard procedures due to mission sponsor requirements are detailed in the MOA between COMSC and the mission sponsor.

SMSF mission sponsors may have organic communications capabilities, in addition to the ship's communication suite. Mission sponsor personnel are responsible for operating and maintaining this equipment.

D-2.2.3 T-AGOS Ship-Unique Policies and Procedures

Basic communication procedures, logs and files shall be maintained per NTP-4; Fleet Communications, as well as other applicable fleet telecommunications directives.

D-2.2.3.1 Communications Concerning Contract Administration, Operations Maintenance and Repair

Communications requiring action by COMSC, T-AGOS Support Units (TSU), or a specific T-AGOS ship which concerns contract administration, operations, maintenance, repair and alterations to hull, machinery, and equipment shall be addressed to COMSC and/or the appropriate TSU with a copy to the appropriate MSC area commander. Any communication relating to or affecting current or future T-AGOS operations will include a copy to COMSC and the cognizant Fleet Commander-in-Chief (FLTCINC), MSC area commander, and TSU. The use of uncovered/non-secure telephones to address these subjects will likely cause a security violation. Accordingly, all such communications will be screened and evaluated by operational security (OPSEC) standards.

D-2.2.3.2 Communications Security (COMSEC)/Information Security (INFOSEC)

The Surveillance Towed Array Sensor System (SURTASS) Mission Supervisor (SMS) has authority and responsibility at sea for emergency destruction of classified materials in the SURTASS restricted spaces. The master has identical responsibility for classified material under his/her cognizance.

D-2.2.4 MSC Messaging Procedures Reference

Overall messaging procedures for MSC are addressed in Chapter 6; MSC Ship/Shore Communications Procedures, of this manual. Table D-1, Special Mission Support Force

Procedures Matrix, provides a summary cross reference for Chapter 6 messaging topics and associated paragraphs. The third column is a placeholder for annotating any SMSF-unique policies or procedures applicable to that particular topic. If column three for the topic is left blank, then procedures in the corresponding paragraph of Chapter 6 apply.

SPECIAL MISSION SUPPORT FORCE PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
Reports Consolidation/Reduction and Messaging Procedures		
Reporting and Messaging Procedures	6.2.1	
Message Handling and Release	6.2.1.1	
Official Message	6.2.1.1.1	
Personal Messages	6.2.1.1.2	
MINIMIZE	6.2.1.1.3	
Naval Message Format Procedures	6.2.1.2	
Commercial Messages	6.2.1.3	
Communications Circuit Logs and Files	6.2.1.4	
General Message Procedures	6.2.1.5	
COMSC General Message Series	6.2.1.5.1	
Use of COMSC General Messages	6.2.1.5.2	
Directive Type COMSC Message	6.2.1.5.3	
Cancellation of COMSC General Messages	6.2.1.5.4	
Maintenance of General Message Files	6.2.1.5.5	
Area Command General Messages	6.2.1.4.6	
Communications Services Manning, Watchstanding, and Training Procedures		
MILDEPT Ships	6.3.1	
Watchstanding	6.3.1.1	
Training	6.3.1.2	
Commercial Ships	6.3.2	
Watchstanding	6.3.2.1	
GMDSS Implementation	6.3.2.2	
GMDSS Training	6.3.2.3	
Ship/Shore E-Mail Procedures		
When to Use cc:Mail	6.4.1	
Management and Control	6.4.2	
Organizational E-Mail	6.4.3	
e-mail Message Format	6.4.4	
Individual e-mail	6.4.5	
e-mail Limitations	6.4.6	
INTERNET Mail Instructions	6.4.7	
Message Writing Procedures	6.4.8	
Commercial Services Utilization Procedures		
TELEX Procedures	6.5.1	
Commercial Refile	6.5.1.1	
The Ship/Shore Mobile User	6.5.1.2	
The Shore User	6.5.1.3	
Routing Record Messages to Merchant Ships	6.5.1.4	
Routing Information for other Merchant Ships	6.5.1.5	
INMARSAT Utilization Procedures	6.5.2	

SPECIAL MISSION SUPPORT FORCE PROCEDURES MATRIX		
COMMUNICATIONS PROCEDURAL TOPIC	SECTION	AMPLIFYING REMARKS
INMARSAT Installations	6.5.2.1	
INMARSAT Commissioning	6.5.2.2	
INMARSAT Capabilities	6.5.2.3	
Selection of Coast Earth Station	6.5.2.4	
Least Coast Routing	6.5.2.5	
Emergency Call-Up Procedures	6.5.2.6	
Distress Communications	6.5.2.7	
Cellular Telephone (CT) Procedures	6.5.3	
CT Service Providers	6.5.3.1	
Cellular Installations	6.5.3.2	
HF Radio Utilization Procedures		
INMARSAT Alternative	6.6.1	
Beyond-Line-Of-Sight	6.6.2	
Interoperability	6.6.3	
MSC Directed Networks	6.6.4	
Emergency Callup Procedures	6.6.5	
Maritime Safety Information	6.6.6	
GMDSS Procedures		
Watchstanding	6.7.1	
Pre-Departure Tests	6.7.2	
Distress Communications	6.7.3	
Automated Ship Tracking and Reporting System (ASTARS) Procedures		
Activation Procedures	6.8.1	
INFOSEC/COMSEC Procedures		
OPSEC Considerations	6.9.1	
E-Mail OPSEC Considerations	6.9.2	
Physical Security	6.9.3	
Disposal of Documents	6.9.3.1	
Cryptographic Security	6.9.4	
Cryptographic Systems	6.9.5	
Transmission Security	6.9.6	
Radio Silence	6.9.6.1	
EMCON	6.9.6.2	
STU-III Procedures		
Physical Security	6.10.1	
Operational Security	6.10.2	
Operational Procedures	6.10.3	
Emergency Destruction Procedures	6.10.4	
Military Affiliate Radio System (MARS)/Amateur Radio Service (ARS) Procedures		
MARS Service Procedures	6.11.1	
Amateur Radio Operations Procedures	6.11.2	

Table D-1; SMSF Procedures Matrix

D-3. Brief Mission Overview

The SMSF ships represent the smallest component of MSC forces. Their mission is to carry out a variety of highly specialized missions including surveillance, oceanographic research, missile tracking, and coastal surveying. Operated by civil service mariners or contractor employed mariners, they may carry military and civilian scientists and technicians. Unlike the other MSC forces, the SMSF carry out a number of non-transportation related missions by serving various customers, all of whom depend upon MSC to furnish the ship and crews.

SMSF ships operate worldwide, conducting hydrographic/oceanographic research and surveys. They also perform various service for such agencies as the Air Force's Eastern Space Missile Center, the Space and Naval Warfare Systems Command, the Strategic Systems Project Office, the Naval Sea Systems Command, and the Naval Oceanographic Office. These customers, generally referred to as "ship sponsors" provide MSC with the data regarding the types and number of ships, the characteristics required, the facilities to be provided, communications requirements and the number and mix of personnel for special operations. Arrangements between MSC and the ship sponsor are formalized in an MOA which documents the policy, requirements, guidelines, and other factors related to ship operations.

Oceanographic survey ships (T-AG/T-AGS) conduct deep water hydrographic, gravity and magnetic survey operations in support of mine warfare and submarine navigation. Ocean bottom contours are charted by technicians and scientists aboard the ships. These ships are equipped with a vast array of oceanographic sensors, acoustical measurement devices, and sophisticated computers which process and analyze a multitude of data.

Oceanographic surveillance ships (T-AGOS) play a major role in augmenting the U.S. Navy's overall Antisubmarine Warfare (ASW) capabilities by towing sophisticated sonar equipment known as SURTASS. Three T-AGOS ships have been converted for use in the national drug interdiction program.

Missile range instrumentation and navigation test support ships (T-AGM/T-AG) support U.S. Air Force and Navy missile test ranges and the Navy's submarine force. Whether supporting space flights or missile launches from land-based facilities or from submerged submarines, MSC range instrumentation ships are equipped to track their targets and to gather a vast array of data. These data help assure flight safety and are used for performance analysis, event documentation, and helping to monitor the re-entry of spacecraft into the atmosphere.

Oceanographic research ships (T-AGOR) measure ocean currents and water temperature and salinity, study marine life and ecology, document the effect of tides, and even analyze the affect of certain hydrocarbon fluorides on the ozone. Other activities include basic and applied research, weather forecasting, and mapping and charting. MSC's hydrographic surveys contribute to development of charts and maps needed by specialists in many areas, including those seeking to harness technology for warfare purposes, and those interested in the peaceful development of ocean resources.

The cable repair ships (T-ARC) support the Navy's SOSUS system.

D-4. Publications/Directives Extracts/Guide

The following publications are required reference material that must be maintained aboard MSC ships.

D-4.1 All MSC Force Ships

All MSC Force ships are required to carry the following publications:

1. MSC Communications Services Plans and Procedures Manual
2. DMA Publication 117 (current edition), "Radio Navigational Aids"
3. SECNAVINST 5216.5 (current edition), "Naval Correspondence Manual"
4. MSC C4S Directorate Publication, "Common Operating Environment for Information Management" (current version)
5. Selected CFR documentation pertaining to GMDSS
6. COMSCINST 5530.3, "MSC Physical Security"

D-4.2 Special Mission Support Force (SMSF) Ships

All SMSF ships are required to carry the following publications in addition to those listed in the previous paragraph:

1. OPNAVINST 5510.1H; DON Information and Personnel Security Program Regulation
2. OPNAVINST 5239.1; An Information Systems Security Manual
3. CMS 6, "Secure Telephone Unit Third Generation (STU-III) COMSEC Management Manual" dated October 1990.
4. NTP-4; Fleet Communications (T-AGOS only)
5. OPNAVINST 3100.6; Special Incident (OPREP-3) Procedures

D-5. Communications/Information System Capabilities

Ships are diverse and carry out a variety of highly specialized missions. All are U.S. Government owned and may be CIVMAR or contractor operated. They are equipped with mission specific communication and information system suites. The surveillance (T-AGOS) are closely associated with forward presence and contingency operations in support of an Joint Task Force (JTF). They have fully compatible military communication suites with a range of secure communication options. Their operating procedures are clearly defined and well documented. Other SMSF ships have varied sponsors, do not routinely operate in direct support of JTF or fleet operations, and have mission unique communications suites per mission sponsor requirements.

D-5.1 T-AGOS Communications

T-AGOS ships utilize communications equipment and circuits significantly different than Navy combatants or merchant ships. Primary communications support is through a dedicated satellite link to a shore station. An interface ashore provides for the passing of incoming and outgoing message traffic through Navy/DOD communications circuits. A detailed description of this communication system is found in NTP 11; Mission Communications. As a result of special

communication requirements, three specially trained SURTASS technician/communicators are assigned in place of a T-AGOS radio officer.

D-5.2 SMIS

SMIS is a local area network (LAN) based, integrated modular management information system that was developed to increase productivity, improve overall ship readiness, provide a shore-based management information systems interface and thereby reduce the daily per diem rates of MSC operated ships. All newly constructed ships for MSC and ships turned over to MSC from the Navy are initially outfitted with SMIS.

SMIS modules are broken down along departmental lines and implementation can be tailored based upon the ship's mission, crewing, and information requirements identified by the MSC ship managers. Not all ships have all SMIS modules. For example, tankers have unique management information system requirements addressed by a SMIS module that is not installed on other MSC ships or if a ship does not have medical personnel onboard, the SMIS medical module will not be installed. In general, SMIS module installation is driven by the information requirements identified by the ship managers or the various MSC headquarters directorates (engineering, logistics, personnel, etc.)

SMIS module definitions are contained in Table D-2 and SMIS configurations for various SMSF ships are depicted in Figures D-1 through D-3.

Figure D-1. T-AGOS SMIS Configuration

SHIPBOARD MANAGEMENT INFORMATION SYSTEMS (SMIS) IMPLEMENTATION		
SMIS Module	**SMIS Module Name**	**SMIS Module Description**
MILDEPT	Military Department	Assists in MILDEPT operations, management, and personnel accounting functions.
LOGS	Vessel Logs	Collect summary data.
SAMM	Shipboard Automated Maintenance Mgmt.	Provides automated support to maintenance functions.
VMS	Vibration Monitoring System	Provides tool for non-intrusive equipment condition monitoring.
DEXTER	Diesel Engine Test Engineering Reasoner	Provides accurate condition monitoring and performance analysis based on preestablished performance curves.
GLAS	Graphic Lube Oil Analysis System	Provides graphical trending of lube oils analysis results and lab test results and reports.
SM	Supply Management	Covers shipboard supply functions such as inventory control, requisitioning, and accounting.
SAC 224	Special Accounting Code 224	Transfers material carried onboard CLF ships for issue or sale to customer ships UNREP.
FLEET FREIGHT	Fleet Freight	Enables the CLF transporting ship to track any of cargo that comes aboard classed as "fleet freight".
SHIPCLIP	Ship Configuration and Logistics Improvement Program	Provides a hull tailored reference tool for retrieving ship's configuration, logistics, and technical information.
FSM	Food Service / Habitability Mgmt	Maintains the food service administrative and record keeping functions aboard MSC ships.
EXCHANGE	Ship's Exchange	Maintains inventories, tracks transactions, and provides accountability/auditability for "ship's exchange" items.
FUELS	Bulk Petroleum Products (BBP)	Maintains BBP stock levels carried onboard T-AO ships for issue to customer ships during UNREPs.
EZ-MED	Easy Medical	Processes & retrieves medical data. Assists occupational health and environmental surveillance activities.
DHAMS	Dept. Head Admin. and Mgmt System	Assists in departmental planning and analysis and is the front-end to the CIVMARS Payroll System.
COINS	Command Inspection System	Allows for recording and reporting inspections performed on MSC ships for monitoring ashore and afloat.
EQUIP	Controlled Equipage	Maintains inventory control and accountability of equipment assigned to a ship which does not fall under normal supply accountability
AIMS	Automated Instruction and Manual System	Provides on-line access to various COMSC inspection and directives.
UCPS	Unified Civilian Marine Payroll System	Allows Purser to maintain personnel, pay and leave information.
IEMS	Import/Export Message System	Provides interface for ship/shore information exchange for all SMIS data.

* Only applicable for diesel powered vessels.

Table D-2. SMIS Module Definitions

Figure D-2. T-AG SMIS Configuration

T-AGS and T-AGM SMIS configurations are similar to those of the T-AG. T-AGS does not have the MILDEPT and FSH modules. T-AGM configuration is identical to that of the T-AG except that it does not have the MILDEPT module.

Figure D-3. T-ARC SMIS Configuration

D-5.3 T-AGS Communications Capabilities

A generic T-AGS communications configuration is depicted in Figure D-4. Specific equipment and GMDSS capabilities for the various T-AGS ships is depicted in Table D-3.

Figure D-4. Generic T-AGS Communications Configuration

Ships	INMARSAT (A/B)		INMARSAT (C)		HF SITOR		GMDSS
	Type	Service	Type	Service	Type	Service	Equipped
T-AGS 51/52	Magnovox MX-2400 Standard A	TELEX 50 Baud Data/VOX 2400bps FAX 9600bps	MTI MDT 6000*	Data 600bps TELEX 50 Baud	Intech 5200 1000 Watts	TELEX 50 Baud	Partially: EPIRB SART VHF 6/16 NAVTEX
T-AGS 60/61	Magnovox MX-2400 Standard A	TELEX 50 Baud Data/VOX 2400bps FAX 9600bps HSD 56,000bps	Sperry H209	Data 600bps TELEX 50 Baud	1) Sperry RE2100 250 Watts 2) Furuno FS5000 400 Watts	TELEX 50 Baud	Fully
Kane	Sperry MCS2B Standard A·	TELEX 50 Baud Data/VOX 2400bps* FAX 9600bps	MTI MDT 6000*	Data 600bps TELEX 50 Baud ·	Furuno FS5000 400 Watts	TELEX 50 Baud	Partially: EPIRB SART VHF 6/16 NAVTEX
Silas Bent	AB Nera Saturn Bm Standard B	TELEX 50 Baud Data/FAX 9600bps VOX 16,000bps	MTI MDT 6000*	Data 600bps TELEX 50 Baud	Furuno FS5000 400 Watts	TELEX 50 Baud	Partially: EPIRB SART VHF 6/16 NAVTEX
* -- To be installed FY-96							

Table D-3. T-AGS Communications Suite Equipment

ANNEX E

COMMANDER, MILITARY SEALIFT COMMAND, ATLANTIC (COMSCLANT)

E-1. Overview

This Annex provides specific information regarding communications capabilities and arrangements in MSC's Atlantic Area of Responsibility (AOR). This includes:

- Administrative information such as points of contact for communications matters, phone numbers, TELEX numbers, etc.

- Supplemental or AOR-unique policies

- Supplemental or AOR-unique procedures

- AOR-unique operational impacts on communications, such as special reports, etc.

This Annex is an information source for ship masters, MSC staff personnel, and other parties who have a need to know about AOR-specific or unique communications policies and/or procedures. Each policy or procedural topic discussed in this Annex refers back to authoritative area command documentation for additional details or information, if appropriate.

E-1.1 Atlantic Task Organization

E-1.1.1 Commander, Sealift Forces, Atlantic (CTF 48)

Commander Task Group 48.1 (CTG 48.1), under the Commander, Sealift Forces, Atlantic (CTF 48), exercises operational control of assigned sealift forces for the purpose of providing strategic sealift, naval fleet auxiliary, and special mission support to the U.S. and allied forces in the Atlantic Ocean; maintains the highest practicable state of readiness for sealift operations, including operations in support of other forces; and coordinates logistical sealift services during peacetime to support all elements of the DOD by worldwide delivery of personnel and military ocean cargo. Table E-1 depicts the Atlantic AOR standing task organization.

Commander Sealift Support Group, Atlantic (CTG 48.1)			
Command Unit TU 48.1.0	Sealift Support Unit, Atlantic TU 48.1.1	COMSCMIDLANT TU 48.1.2	MSCO Port Canaveral TU 48.1.3
MSCO Balboa TU 48.1.4	MSCU New Orleans TU 48.1.5	Not Uesd TU 48.1.6	Not Used TU
Not Used TU 48.1.8	Dry Cargo Unit TU 48.1.9	Tanker Unit TU 48.1.10	Special Mission Unit TU 48.1.11
FBM Support Unit TU 48.1.12	Cable Layer Unit TU 48.1.13	TAGOS SUPPULANT TU 48.1.14	

Table E-1. Commander, Sealift Support Group, Atlantic (CTG 48.1) Organization

E-1.1.2 Commander, Combat Logistics Forces, Atlantic (CTF 25.9)

Commander Task Group 25.9 (CTG 25.9), under Commander, Second Fleet, exercises operational control over of the Combat Logistics Forces. Support

E-1.2 MSCLANT Communications

During normal duty hours (1300Z-2130Z), communications with MSCLANT is:

- Easylink 62075002 or 62661069
- TELEX 126641
- TWIX 7107294501
- Commercial telephone (201) 823-7559
- Facsimile (201) 823-7584

During non-duty hours, Saturday, Sunday, or holidays, the MSCLANT duty officer may be contacted via

- Commercial telephone (201) 823-7584
- Defense Switched Network (DSN) 247-7584

E-2. Policies

E-2.1 Drug Interdiction Program

Guidance is provided in COMSCLANTINST 3190.1A, "Participation of MSCLANT Controlled Ships in the Drug Interdiction Program dated 10 August 1990.

The Maritime Intelligence Center (MARINCEN) Miami publishes a weekly summary of suspect smuggling vessels. In order to widen the MARINCEN network of surveillance and location reporting, MSCLANT ships not already incorporated into MARINCEN are being tasked for support in locating these suspect vessels. Since it is increasingly difficult to identify a profile smuggling vessel, Ship Sighting Reports, described in Annex I, Operational Reporting, shall be used to report all ships encountered during operations.

E-2.2 Operations Security (OPSEC)

Guidance is provided in COMSCLANTINST 3070.1, "MSCLANT Operations Security (OPSEC) Plan" of 6 November 1990.

MSCLANT policy is that OPSEC is a command responsibility and that commanding officers must ensure that OPSEC is deliberately considered and employed every phase of an operation, exercise, or activity. OPSEC policies apply to the entire MSCLANT organization, including MSCLANT-controlled ships of the MSC Force. MSC ships under operational control of other commands will operate under the provisions of that Commander's OPSEC plan.

E-2.3 cc:Mail

In accordance with the MSC COE, cc:Mail is the MSCLANT e-mail software application for ship/shore e-mail communications, as well as within the MSC shore organization.

E-2.4 STU-III Usage

The following regulations and directives shall be complied with for STU-III usage:

- CMS-6 promulgates regulations and guidance for issuing, accounting, handling, safeguarding, and destroying STU-III Type 1 materials.

- EKMS-702.01, STU-III Key Management Plan, outlines fundamental key management functions.

- National Telecommunications and Information Systems Security (NTISSI) No. 3013 provides operational security doctrine for the STU-III Type 1 Terminal.

E-3. Procedures

E-3.1 Drug Interdiction Program

Ship Sighting Reports, described in Annex I, Operational Reporting, shall be used to report all ships encountered during operations.

E-3.2 Operations Security (OPSEC)

Commanding officers and OinCs of MSCLANT subordinate commands shall follow procedural guidance concerning OPSEC threat reduction, command training and education program requirements per COMSCLANTINST 3070.1, "MSCLANT Operations Security (OPSEC) Plan." The following are examples of MSC-specific items that may require OPSEC protection measures, depending on the existing situation:

- Cargo manifests
- ETAs/ETDs/Sailing times
- Ship destinations
- Ship documentation
- Movement of sensitive items through a port, such as ammunition, electronic equipment, missiles, nuclear weapons, pharmaceutical items
- Plans concerning ship movement, such as routes, documentation, movement tables, port capacity
- Discussing sensitivity of communications at sea
- Secrecy in support of military operations

E-3.3 cc:Mail

Lotus cc:Mail™ is the official MSC e-mail application in the MSCLANT AOR. Specific MSCLANT cc:Mail procedures are still being codified into official, up-to-date documentation. Set procedures are being developed for ships to check their cc:Mail, message prioritization, shipboard configuration, cc:Mail "hand-off" between MSCLANT and MSCPAC, and procedures to follow when RRF ships are activated. cc:Mail procedures currently under development also include provisions to ensure that the ship receives only pertinent cc:Mail traffic due to bandwidth limitations. Typical coordination messages, replies, etc. shall not be shotgunned to all addees in

the original message. cc:Mail response message originators shall ensure that the addee list is appropriately revised so that recipients include only those addees with action and/or a need-to-know. Another cc:Mail shipboard cc:Mail procedure being developed involves the desire of the ship's master to review cc:Mail traffic before it leaves the ship.

cc:Mail is extensively used to coordinate actions within the MSCLANT shore organization; however, it remains an unofficial communications channel unless one receives tasking from an "official" cc:Mail mailbox. At MSCLANT, the Commodore, deputy and single digit codes have official cc:Mail mailboxes. Action is unofficially coordinated via cc:Mail between individuals below the single digit code level. When coordination is complete, the action is officially addressed via the official cc:Mail mailbox. The official mailboxes are currently only located within the shore organization.

E-3.4 STU-III Usage Procedures

All MSCLANT authorized STU-III users are required to comply with procedures for terminal physical security, authentication verification, and appropriate actions during emergencies per COMSCLANTINST 2280.1, "Policies and Procedures Governing the Use of the Secure Telephone Unit Version III (STU-III) Type 1 Terminal." Authorized users are also required to be familiar with relevant provisions outlined in CMS-6 and the STU-III Key Management Plan.

Heads of Directorates will ensure that personnel check in/out procedures include notifying the SCA custodian of any changes in authorized users and holders of CIKs.

Communications Division (N65) (SCA Custodian/User Representative) will provide assistance and guidance on STU-III terminal policy, doctrine, security and operating procedures. The SCA custodian is the MSCLANT POC for all STU-III matters.

E-3.5 Commercial Refile Information

Messages to naval or DOD activities, which include commercial addressees with TELEX capability, must include the Plain Language Address (PLA) "NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA" for commercial refile purposes. The commercial addee must be placed in the line below the PLA and indented 5 spaces as depicted in the following sample:

```
P DDHHMMZ MON YR
FM (SHIP NAME)
TO COMSCLANT BAYONNE NJ//N3//
INFO COMSC WASHINGTON DC//N3//
NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA
        OVERSEAS LIMITED NEW ORLEANS LA//TLX 617770//
BT
UNCLAS //N04020//
.....REMAINDER OF MESSAGE
BT
```

Figure E-1. Commercial Refile Addressing

E-4

Naval Computer and Telecommunications Station San Diego CA (NAVCOMTELSTA SAN DIEGO CA) is the commercial refile location for all messages addressed to naval or other Department of Defense (DOD) activities. NAVCOMTELSTA SAN DIEGO CA TELEX numbers are:

825133 4979054 4979057 6771433 6771434 265852 265853 160407 160413 170770

E-3.6 Secure Operating Procedures for Office Information Systems (OIS)

OIS use applies automated technology to document preparation, storage, retrieval, manipulation, and distribution in an office environment. Microcomputers, because of their small size, unsecured location, abundance in the office environment, create a need for developing procedures to control access, prevent data loss, and prevent unauthorized processing of classified material. MSCLANTINST 5530.2A, "Secure Operating Procedures for Office Information Systems (OIS)" dated 7 March 1991 provides specific procedures for:

- Processing classified and Privacy Act information
- OIS access, operating, and usage for official business only guidelines
- Preparation of an OIS contingency plan

E-3.7 Secure Communications in the Command and Control Center (CCC)

The CCC secure telephone system is provided by the STU-III terminal. CAT members and others using the CCC STU-III terminal will be come familiar with procedures listed in the STU-III Operators Manual located in the CCC.

Messaging systems in the CCC consist of the AUTODIN and WIN TLCF service. The general service AUTODIN should be used for record traffic. The WIN TLCF service may be used to transferred information to commands having access to the system. While the system is less formal, it usually delivers the message quicker than the AUTODIN. A backup AUTODIN message may also be sent to ensure that record copies are provided.

MSCLANTINST 3301.1, "Standard Operating Procedures for the MSCLANT Command and Control Center" of 8 June 1990 provides additional details concerning CCC capabilities and operating procedures.

E-4. Area Unique Operations Impacts on Communications

Operational reporting requirements are discussed in Annex I. This section addresses AOR-unique reporting requirements not addressed in Annex I and supplemental information concerning Annex I operational reports that only applies within the Atlantic AOR.

E-4.1 Movement Reporting

All East Coast/Gulf transiting MOVREPs are to use way points if transit exceeds a change of five (5) degrees latitude or longitude, as well as, entry/exit points for transit of straits or channels.

E-4.2 Position Reporting

In addition to the required OTSR information, the following data should be required in the report: ambient temperature, distance by engines, distance made good (actual), and bunkers consumed since last report. Reports should be made in GMT.

E-4.3 Panama Canal Transit Requirements

In addition to normal communications when approaching/departing the Panama Canal, ensure that reports are sent to MSCO Rodman PM TELEX 3070 with answerback MSCOBCZ PG. To preclude transit delays if hazardous cargo is onboard, ensure reporting requirements specified by 35 CFR, Section 113 and 123 are complied with.

E-4.4 CASREP Reporting

NAVLANTMETOCCEN should be added as an INFO addee on any casualty reporting message that reflects a degradation in the ship's speed of advance (SOA) and/or ability to maneuver.

E-4.5 Astern Refueling Exercise Report

MSC tankers are tasked to provide astern refueling services and training within the LANT AOR. After each refueling exercise, the delivery ship must submit a report within 24 hours using Figure E-2 as an example.

```
R DDHHMMZ MON YR
FM  MSC TANKER
TO  CTU FOUR EIGHT PT ONE PT ONE
                    or
CTU FOUR EIGHT PT ONE PT TOW
INFO  CTF FOUR EIGHT
CTG EIGHT FOUR PT ONE
BT
UNCLAS //N01380//
MSGID//GENADMIN/SHIP'S COMPLETE NAME//
SUBJ/POST-EX AFTER REFUELING (DRY HOOK-UP)//
RMKS/1.  DATE OF EVOLUTION:          EVENT NUMBER: (IF AVAILABLE)
2.  RECEIVING SHIP:
3.  REPLENISHMENT COURSE:
4.  REPLENISHMENT SPEED:
5.  SEQUENCE OF EVENTS:  (INCLUDE COMEX AND FINEX TIME)
6.  COMMENTS/RECOMMENDATIONS://
BT
```

Figure E-2. Astern Refueling Exercise Report

E-4.6 Mail Routing Instructions (MRI) Report

COMSCLANT BAYONNE NJ///JJJ// should be included as an INFO addee in all MRI reports while operating within the Atlantic AOR.

E-4.7 Ship Sighting Reports

Ship Sighting Reports shall be submitted in accordance with the format contained in the template. The following supplementary guidance is provided:

- Location sighting reports will not be submitted under EMCON.

- Ships will not attempt to interdict or otherwise harass suspect vessels in any manner.

- If the location report is based upon a MARINCEN weekly summary report that is more than 3 weeks old or delayed due to EMCON, the master should so state in the remarks portion. The serial number of the last weekly summary, if over 3 weeks old, should be noted.

- T-AGOS and special mission ships will not submit reports, if so doing will compromise their mission or position.

- Messages will be serialized in numerical order each month beginning the "001", starting over numerically with the beginning of each new month.

E-4.8 Free Seas After Action Report

Periodically, CTG 48.1 ships will be required to transit waters which are claimed by foreign countries, but which are not recognized by the U.S. If reaction by foreign nations is limited to trailing while transiting disputed waters, ship masters are required to submit a Free Seas After Action Report within 48 hours upon completion of transit or exercise operations.

```
P DDHHMMZ MON YR
FM  MSCLANT SHIP
TO  SHIP'S OPERATIONAL COMMANDER
COMSCLANT BAYONNE NJ (IF CTG 48.1 NOT INFO ADDEE OR
OPERATIONAL COMMANDER)
BT
UNCLAS //N01380//
MSGID/GENADMIN/SHIP'S COMPLETE NAME//
SUBJ/FREE SEAS AFTER ACTION REPORT//
RMKS/1. COUNTRY.
2. NUMBER/TYPE OF SHIPS OR AIRCRAFT INVOLVED.
3. DATE/TIME OF ACTIVITIES.
4. TYPE OF OPERATIONS SHIP WAS INVOLVED IN (EXERCISE, TRANSIT,
ETC.)
5. DESCRIPTION OF REACTION.//
BT
```

Figure E-2. Free Seas After Action Report

E-4.9 Change of Command/Relief of Master

All Task Units and ships in TG 48.1 shall notify CTG 48.1 promptly of all expected dates of any change of command/relief of master (including OICs of embarked detachments). Include the name of the prospective relief and lineal number, if applicable.

E-4.10 Military Personnel Casualty Reports

Casualty reports shall be made in accordance with Article 4210100 of the Military Personnel Manual (MILPERSMAN). COMSECONDFLT, COMSC, appropriate administrative commander, appropriate area coordinator and CTG 48.1 shall be information addees on all personnel casualties reports for personnel who are missing in action, captured, or dead (but not recovered).

E-4.11 Embarkation of Female Personnel

Ships joining to TG 48.1 shall inform CTG 48.1 of the number of women embarked, breaking the list down into the following categories:

- Military/Civilian
- Officer/Enlisted
- Ship's Company/Embarked Detachment/TAD

E-4.12 Inport Ship Location Report

A ship location must be provided that will provide the operational commander, administrative commander, and sponsor with ship inport location data and telephone numbers, as well as facilitate the delivery of materials.

E-4.13 Weekly Operations Summary Report

Per MSCLANTINST 3100.3A, "Weekly Operations Summary Report" of 28 February 1990, MSCLANT USNS ships (less FSS) are required to submit a weekly operations summary report that advises COMSC, COMSCLANT, other ships of the same class of type and other interested commands on occurrences concerning ship operations, training, personnel status, ship material status, and other noteworthy events or significant actions that may have occurred.

The reporting period for each report starts at 0001 (local) on Monday and ends at 2400 (local) the following Sunday. The report shall be compiled and transmitted by close of business the following Monday, unless Monday is a legal holiday in which case the report shall be sent on Tuesday. If under EMCON, report submittal shall be deferred until no longer operating under EMCON. Each report shall be serialized using the last two number of the calendar year followed by a hyphen and a two digit sequential number signifying the week of the year in which the

report is being generated. Sponsor representatives and MILDEPT OinCs will include comments in the report concerning their MILDEPTs in the same subject areas.

ANNEX F

COMMANDER, MILITARY SEALIFT COMMAND, PACIFIC (COMSCPAC)

F-1. Overview

This Annex provides specific information regarding communications capabilities and arrangements in MSC's Pacific Area of Responsibility (AOR). This includes:

- Administrative information such as points of contact for communications matters, phone numbers, TELEX numbers, etc.

- Supplemental or AOR-unique policies

- Supplemental or AOR-unique procedures

- AOR-unique operational impacts on communications, such as special reports, etc.

This Annex is an information source for ship masters, MSC staff personnel, and other parties who have a need to know about AOR-specific or unique communications policies and/or procedures. Each policy or procedural topic discussed in this Annex refers back to authoritative area command documentation for additional details or information, if appropriate.

F-1.1 Pacific Task Organization

CTG 31.1, under the Commander, Combat Support force, Third Fleet (CTG 31), exercised Operational Control (OPCON) of assigned sealift forces for the purpose of providing sealift, naval fleet auxiliary, and special mission support to U.S. and allied forces in the eastern Pacific Ocean; maintains the highest possible state of readiness for sealift operations, including operations in support of other forces; participates in combined, joint and intertype training exercises; and acts as advisor to CTF 31 for planning, logistics and operations involving sealift forces. The MSCPAC task organization is depicted in Figure 1-1.

```
┌─────────────────────────────────────────────┐
│                 CINCPACFLT                   │
└─────────────────────────────────────────────┘
                       │
┌─────────────────────────────────────────────┐
│                COMTHIRDFLT                   │
└─────────────────────────────────────────────┘
                       │
┌─────────────────────────────────────────────┐
│  Commander, Combat Support Force, Third Fleet │
│                    CTF 31                     │
└─────────────────────────────────────────────┘
                       │
         ┌─────────────────────────────────┐
         │  Commander, Sealift Group Pacific │
         │              CTG 31.1             │
         └─────────────────────────────────┘
```

Figure F-1. MSCPAC Task Organization

F-1.2 Communications Information

F-1.2.1 Points of Contact and Telephone Numbers

During normal duty hours (1600Z-0030Z), communications with MSCPAC is:

- Commercial telephone (510) 302-6892
- Facsimile (510) 302-6894

F-1.2.2 Record Messaging

MSCPAC record messaging requirements are met by Naval Telecommunications Center (NTCC) Oakland and delineated in a Communications Service Agreement (CSA) between the two organizations. The MSCPAC Communications Branch (N624) acts as liaison between the MSCPAC Staff and NTCC Oakland and performs the following functions:

- Screens outgoing messages for correct routing and format
- Logs outgoing messages for coordinates delivery to NTCC Oakland
- Maintains a central message file of incoming/outgoing messages
- Retrieves messages from central files based on staff member or shipboard personnel request
- Trains MSCPAC staff and reserve personnel in the use of U.S. Message Text Format (USMTF) for record message preparation
- Researches and formulates communications procedures for exercises
- Resolves communications problems and issues for MSCPAC staff and shipboard personnel

MSCPACMST 2100.1D, "Telecommunications Manual" contains additional detailed information concerning outgoing message preparation, incoming message pick-up and delivery, communications procedures during exercises, communications procedures for the MSCPAC Command Duty Officer (CDO), MINIMIZE and EMCON, communications security, and who on the MSCPAC staff have message release authority.

F-2. Policies

F-2.1 Facsimile/e-mail

Facsimile and e-mail policies are contained in MSCPACINST 5230.3A "cc:Mail Directory Policy and Procedures" and MSCPACINST 5230.4, "Electronic Mail (e-mail) and Facsimile (Fax) Policy and Procedures." MSCPAC provides guidance and direction for the use of e-mail and FAX throughout MSCPAC so that efficient, standardized procedures govern interoffice and inter-workstation e-mail communications. This will:

- Reduce telecommunications center and facsimile facilities use by shifting unclassified routine administrative message traffic from AUTODIN to a more efficient distribution of information (word processing, spreadsheets, graphics and database files) for storage and access without the need for duplicate copy and with the option to print if required
- Shift the creation, transmission, and storage of workstation local and long-haul correspondence/information from hardcopy to electronic form.

- Establish standardized Name/Comment field entries into the cc:Mail directory at MSCPAC in accordance with MSC direction.

- Ensure that FAX machines will not be used for the transmission of data that could be sent via e-mail. An official FAX number is designated in paragraph 1.2 and all official FAX traffic will be sent to this machine/number. Cover sheets are no longer to be used and TO and FROM information shall be noted on the first page if not clearly defined.

F-2.2 INMARSAT

MSCPACINST 2000.3A, "Guidelines for INMARSAT Use and Invoice Processing" provides policy guidance for use of INMARSAT. INMARSAT shall be used when fiscally advantageous and when a determination has been made that use of other means of communicating is not feasible, due to operational urgency of absolute need for immediate communications. Examples of appropriate INMARSAT use include:

- Where steaming distances are short and associated time periods are of brief duration, thus negating the timeliness and effectiveness of e-mail

- Where positive/timely issuance and confirmation of changes in operational orders are required

- Where direct and immediate communications is required, as in circumstances of a critical nature; i.e. immediate diversions, storm evasion, loss of personnel at sea, etc.

F-2.3 Operations Security (OPSEC)

MSCPACINST 3070.1, "Operations Security (OPSEC) Plan" provides policy guidance for MLCPAC. MSCPAC assets will comply with all required OPSEC precautions to ensure mission accomplishment. These provisions apply to the entire MSCPAC organization including ships under MSCPAC administrative control, all MSCPAC MSCOs, and reserve units. To ensure integrity of operations, NFAF and special mission ships while under the operational control of other commands will operate under the provisions of that Commander's OPSEC Plan.

F-2.4 Use of Public Domain Software on MSCPAC Networks

MSCPACINST 5239.2A, "Use of Public Domain Software on Microcomputers and the Datapoint/AMDAHL COMNET Network" provides policy guidance for MLCPAC. Public domain software is software acquired from outside sources, when the source takes no responsibility for the integrity or maintenance of the software, i.e. software acquired from bulletin boards. Commercial-Off-The-Shelf (COTS) software and in-house produced software is not considered public domain software for the purpose of this policy.

Public domain software use on microcomputers and intelligent terminals when in a stand alone mode is at the discretion of local commanders and ships' masters. However, such use is not encouraged due to potential for virus infection or other coding that may be disruptive to resident software. Public domain software shall not be used on Datapoint/Amdahl COMNET Network, to include intelligent workstations attached to the Datapoint/Amdahl COMNET Network, unless first approved by the ADP Security Officer.

F-2.5 Information Security

F-2.5.1 Information Security Program

MSCPACINST 5510.1D, "Information Security Program" provides policy guidance for MLCPAC. MSCPAC assets will comply with all Navy directives and guidance pertaining to safeguarding classified material (OPNAVINST 5510.1 (series)). These policies apply to the entire MSCPAC shore organization and all ships under MSCPAC administrative control that have custody of classified material.

F-2.5.2 Office Automated Information System (AIS)

MSCPACINST 5239.4A, "Information System Security Procedures for Users of Microcomputers, Memory Typewriters, Electronic Memory Devices and Associated Software" provides policy guidance for MLCPAC. The electronic processing of both classified and sensitive but unclassified data shall be limited to users with valid clearances and a legitimate "need-to-know". This policy applies to MSCPAC, MSC ships under MSCPAC administrative control, and subordinate MSCOs and detachments.

F-3. Procedures

F-3.1 E-Mail

MSCPACINST 5230.4, "Electronic Mail (E-Mail) and Facsimile (FAX) Policy and Procedures" and MSCPACINST 5230.3A "cc:Mail Directory Policy and Procedures" provide procedural guidance. E-mail users at MSCPAC will use standardized practices to promote efficient and secure handling of e-mail traffic. These instructions provide detailed procedures on drafting an e-mail, applying special handling designators such as FOUO, handling sensitive unclassified traffic, e-mail routing, passwords and applying for an e-mail mailbox.

In accordance with the MSC COE, cc:Mail is the MSCPAC e-mail software application used within the MSCPAC shore organization and for ship/shore e-mail communications. cc:Mail is extensively used to coordinate actions within the MSCPAC shore organization; however, it remains an unofficial communications channel unless one receives tasking from an "official" cc:Mail mailbox. The official mailboxes are located within the shore organization only at this point in time.

MSCPAC makes extensive use of EasyLink which can be interfaced with cc:Mail.

F-3.2 INMARSAT

MSCPACINST 2000.3A "Guidelines for INMARSAT Use and Invoice Processing" outlines INMARSAT procedures. All INMARSAT call originators shall comply with the following:

- Maintain a record of all calls indicating name of ships, date, time call was made, and brief statement on why call was required

- Upon receipt of monthly telephone invoices, each user activity will verify calls with the INMARSAT log prior to forwarding bills for payment to Accounts Payable Branch, Code N822, MSCPAC, and

- Direct any questions relative to billing procedures to Director, Accounting Division, Code N82, DSN 672-6419, commercial 510-302-6419.

F-3.3 Operations Security (OPSEC)

MSCPAC personnel shall comply with the OPSEC requirements listed in MSCPACMST 3070.1, "Operations Security (OPSEC) Plan." All military and civilian personnel will receive an OPSEC orientation briefing within 60 days after reporting to duty with MSCPAC. All MSCPAC personnel are required to attend annual OPSEC re-orientation lectures. OPSEC requirements and procedures for MSCPAC contractors are included. It also lists representative examples of Essential Elements of Friendly Information (EEFI) that may require OPSEC protection, depending upon the operation or mission involved. , as well.

F-3.4 Use of Public Domain Software on MSCPAC Networks

Enclosure (1) to MSCPACINST 5239.2A, "Use of Public Domain Software on Microcomputers and the Datapoint/AMDAHL COMNET Network" contains an Automated Services Request Form that must be submitted to the ADP Security Officer prior to installing public domain software on a workstation connected to the Datapoint/Amdahl COMNET network. A complete source code for evaluation must be submitted with the completed form.

F-3.5 Information Security

F-3.5.1 Information Security Program

MSCPACINST 5510.1D, "Information Security Program" contains a detailed security checklist that lists security inspection items. It provides a guide for shore based security managers and ships' masters to follow when establishing a security program.

F-3.5.2 Office Automated Information System (AIS)

All offices and ships using TEMPEST or non-TEMPEST microcomputers, memory typewriters or other electronic memory devices will provide the same physical security to the electronic media as is afforded in the handling of classified hard copy documents. Access to assigned AIS devices will be severely restricted and the user must ensure that maintenance and repair personnel are properly cleared prior to obtaining maintenance or repair services for AIS equipment. AIS media (diskettes, hard disks, tapes, etc.) will be handled at the highest security level of the data stored on them. MSCPACINST 5239.4A "Information System Security Procedures for Users of Microcomputers, Memory Typewriters, Electronic Memory Devices and Associated Software" lists detailed procedures to follow regarding marking, storage, backup procedures, password protection, and physical protection of AIS equipment and devices.

ANNEX G

COMMANDER, MILITARY SEALIFT COMMAND, FAR EAST (COMSCFE)

G-1. Overview

This Annex provides specific information regarding communications capabilities and arrangements in MSC's Far East Area of Responsibility (AOR). This includes:

- Administrative information such as points of contact for communications matters, phone numbers, TELEX numbers, etc.

- Supplemental or AOR-unique policies

- Supplemental or AOR-unique procedures

- AOR-unique operational impacts on communications, such as special reports, etc.

This Annex is an information source for ship masters, MSC staff personnel, and other parties who have a need to know about AOR-specific or unique communications policies and/or procedures. Each policy or procedural topic discussed in this Annex refers back to authoritative area command documentation for additional details or information, if appropriate.

G-1.1 MSCFE Task Organization

MSCFE operations are the most highly integrated with fleet operations of all the MSC area commands. Figure 1-1 depicts the MSCFE task organization.

G-1.2 MSCFE Points of Contact (POC)

Upon joining the Far East {Commander, Seventh Fleet (COMSEVENTHFLT) Area of Responsibility (AOR)}, Commander Task Group Seven Three Pt Seven (CTG 73.7) is the operational commander for all MSC ships not operating under the operational control of a numbered fleet commander. CTG 73.7 is also dual hatted as the Commander, Military Sealift Command, Far East (COMSCFE) to provide MSC administrative support in the COMSEVENTHFLT AOR.

Locally, inquiries concerning communications matters may be made in person at the Telecommunications Center (TCC) or by contacting the following persons by telephone:

POSITION	TELEPHONE (DSN)
Director, Command, Control, Communications, and Computer Systems (C4S)	269-6320
Director, Telecommunications Division	269-6130
Traffic Checker/Files/Analysis	269-6125
Message Center Watch Supervisor (24 hours)	269-6542/6625

Table 1-1. MSCFE Local POC Telephone Numbers

```
                    ┌────────────────────────────────────┐
                    │ Commander, Sealift Group Seventh Fleet │
                    │              CTG 73.7                 │
                    └────────────────────────────────────┘
```

Commader, Sealift Group (COMSCFE) CTU 73.7.0	Commander, Seagroup Western Pacific CTU 73.7.1

— All Seventh Fleet NFAF Logistics
  (If not assigned to CTG 73.5 of BG 70.X)
— MSC Controlled Tankers

— MSC Controlled by Dry Cargo Ships

— NFAF Ships in Repair Availability
  (NSRF Yokosuka, NSRF Guam, civilian yard)

— Diego Garcia Shuttle Ship

— NFAF T-ATFs
  (If not assigned to CTG 73.6)
— NFAF Ships in Repair Availability
  (NSRF Guam or civilian yard in Singapore)
— MSC-controlled and contract shipping
  (Inport Guam)

COMPSRON TWO CTU 73.7.2	COMPSRON THREE CTU 73.7.3

— All PREPO Ships assigned to APF at Diego Garcia
  TE 73.7.2.1
— All MPS Ships assigned to APF at Diego Garcia
  TE 73.7.2.2

— PREPO Ships assigned to APF Guam, Saipan
  TE 73.7.3.1
— MPS assigned to APF at Guam and Saipan
  TE 73.7.3.2

Commander, Military Sealift Group Seventh Fleet CTU 73.7.4	Commander, Military Sealift Group Seventh Fleet CTU 73.7.5

— CO, MSCO Pusan Korea
  CTE 73.7.4.1
— CO, MSCO Naha Japan
  CTE 73.7.4.2
— OIC, MSCO Diego Garcia
  CTE 73.7.4.3
— MSCO, Guam
  CTE 73.7.4.4
— OIC, MSCO Singapore SN
  CTE 73.7.4.5

— All Special Mission Ships
  (Within Seventh Fleet AOR under CTG 73.7 OPCON)
— All Oceanographic Survey Ships (less T-AGOS)
  (Within Seventh Fleet AOR under CTG 73.7 OPCON)

Figure G-1. MSCFE Task Organization

Communications with MSCFE and subordinate activities is also available as follows:

- INMARSAT   81-45-441-1179

- Telephone   81-311-769-6542

- FAX   81-45-451-1646

COMSCFE, MSCO Pusan, MSCO Naha, and COMSCWESTPAC Guam guard 12667.6kHz during normal working hours and 4571kHz on request.

G-1.3 TELEX Numbers

COMSCFE TELEX number is 3822-178.

Naval Computer and Telecommunications Station San Diego CA (NAVCOMTELSTA SAN DIEGO CA) is the commercial refile location for all messages addressed to naval or other Department of Defense (DOD) activities. NAVCOMTELSTA SAN DIEGO CA TELEX numbers are:

825133 4979054 4979057 6771433 6771434 265852 265853 160407 160413 170770

G-2. Policies

G-2.1 Telecommunications Center Operations

COMSCFE operates the TCC in conformance with policies and directives established by Commander, Naval Computer and Telecommunications Command (CNCTC) and other higher authority. MSCFE local staff personnel and other organizations subscribing to TCC services are required to conform with these policies. MSCFEINST 2000.1A, "Operating Policy for Telecommunications Center (TCC), North Pier, Yokohama, JA" dated 9 January 1996 is the governing instruction.

G-2.2 Information Security (INFOSEC)

G-2.2.1 Automated Information Systems Security Plan (AISSP)

COMCSFE assets shall comply with all DOD and Navy regulations concerning AIS operations and management. MSCFEINST 5239.1D, "COMSCFE AISSP" dated 20 March 1995 provides MSCFE security procedures and contains specific MSCFE policy guidance concerning:

- Processing classified and unclassified/sensitive information
- Security modes of operation for AIS processing classified information
- Basic accreditation requirements
- Control of privately owned and Government owned personal computers and software
- Software licensing agreements
- Compliance policy
- Risk Analysis (RA) methodology
- Contingency planning

MSCFE staff operates and uses the AIS on a daily basis for word processing, spreadsheet, electronic mail and database management purposes. The following subordinate MSCFE commands are included in the MSCFE security program and must comply with AISSP policies:

- COMSCWEST PAC Guam
- COMSCWESTPAC DET Singapore
- COMPSRON TWO
- COMPSRON THREE
- MSCO Korea
- MSCO Okinawa
- MSCU Diego Garcia

Personnel who are temporarily in the MSCFE AOR (i.e. temporary duty, official visitors, shipboard personnel, etc.) and use MSCFE AIS resources must comply with AISSP policies.

G-2.2.2 Remote Terminal Access

Capabilities provided by computer terminals, telecommunications networks, and modems enable electronic links to mainframe computer systems such as the Ship's Parts Control Center (SPCC) greatly enhance MSCFE ability to perform and improve its varied missions. MSCFE policy is contained in MSCFEINST 5239.2A, "Security Procedures for Remote Terminals Accessing Mainframe Computer System" dated 5 February 1992. MSCFE assets shall follow security guidelines and follow appropriate procedures to prevent vulnerabilities and safeguard the viability of information provided from host computer systems.

G-2.3 Communications Security (COMSEC)

G-2.3.1 STU-III Handling and Control

MSCFE assets shall comply with directives contained in CMS-6 for STU-III handling and control.

G-2.3.2 Supplemental CMS Guidance for MPSRON TWO and MPSRON THREE

MPSRON TWO and MPSRON THREE shall comply with CMS 1, CMS 6, and OPNAVINST 5510.1 (current edition). Supplemental CMS procedures in paragraph 3.5.2. shall also be followed.

G-2.4 Computer Resources Usage and Support

MSCFEINST 5239.4B, "Computer Resources Usage and Support" dated 6 September 1996 outlines MSCFE policy for appropriate use, control, and support of computer resources within the MSCFE organization. Policy areas addressed in the reference include:

- MSCFE N6 service desk usage

- MSC common operating environment compliance

- Individual computer resource custody requirements

- Privately owned computer resource usage policy

All users of MSCFE computer resources are required to comply with this instruction if using MSCFE computer resources or connecting to an MSCFE computer or network.

G-3. Procedures

G-3.1 TCC Operations

TCC Yokohama provides communications services to afloat units upon receipt of a guard shift message in accordance with NTP 4. Each subscriber shall execute a Communications Support Agreement per enclosure (1) to MSCFEINST 2000.1A, "Operating Policy for Telecommunications Center (TCC), North Pier, Yokohama, JA" dated 9 January 1996. Unresolved conflicts shall be referred to CNO (N-6) and Commander, Naval Computer and

Telecommunications Command (CNCTC), as appropriate, via the chain of command. If required services are not addressed by the Communications Support Agreement, the subscriber shall request a local Communications Support Agreement per enclosure (2) of the instruction.

G-3.2 Commercial Refile Information

Messages to naval or other DOD activities, which include commercial addressees with TELEX capability, must include the Plain Language Address (PLA) "NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA" for commercial refile purposes. The commercial address must be placed in the line below the PLA and indented 5 spaces. Figure G-1 is an example of a Commercial Refile Addressing.

```
P DDHHMMZ MON YR
FM (SHIP NAME)
TO CTG SEVEN THREE PT SEVEN
INFO MSCO NAHA JA//N3//
NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA
     OVERSEAS LIMITED NEW ORLEANS LA//TLX 617770//
BT
UNCLAS //N04020//
.....REMAINDER OF MESSAGE
BT
```

Figure G-1. Commercial Refile Addressing

G-3.3 Supplemental Message Addresses

The following INFO addresses are required on all messages sent by ships operating within the MSCFE AOR:

COMSC WASHINGTON DC//N3//

COMLOG WESTPAC//N3//

COMSCPAC OAKLAND CA//N3//

COMSCWESTPAC GU//N3//

COMSCWESTPAC DET SINGAPORE SN//N3//

MSCO PUSAN KOR//N3//

MSCO NAHA JA//N3

CHMTMCPAC OCCA YOKOHAMA JA//MTWPA-OP-CA//

All ships transiting the Arabian Sea should include "NAVPACMETOC DET BAHRAIN" on all MOVREPs, OTSR, and WEAX OBS messages.

G-3.4 Information Security (INFOSEC)

G-3.4.1 Automated Information Systems Security Plan (AISSP)

COMSCFE is responsible for implementing an AIS security program to ensure that AIS policies are carried out. To this end, COMSCFE assigns responsibility to several AIS officers for developing AIS procedures that conform with policy directives and for ensuring that the procedures are complied with by all personnel within the MSCFE AOR.

TITLE	RESPONSIBILITY
ADP Security Officer (ADPSO)	Focal point for all MSCFE ADP security matters.
ADP Systems Security Officer (ADPSSO)	Focal point for specific MSCFE ADP system security matters
Network Security Officer (NSO)	Focal point for all MSCFE network security matters in the MSCFE AOR
Terminal ADP Security Officer (TASO)	Responsible for security of remote terminal areas

Table 3-1. MSCFE AIS Officers

In general, these officers develop and maintain comprehensive AIS procedures for MSCFE that:

- Sustain the overall security and integrity of the MSCFE AIS and all its components (hardware, software, peripheral equipment, and communications links)

- Ensure access to the MSCFE AIS is limited to personnel who are appropriately cleared and have a valid need-to-know

- Ensure that MSCFE AIS users are properly trained concerning AIS procedures

- Provide the MSCFE AIS with adequate life cycle support

- Conduct periodic evaluations, inspections, and audits to ensure AIS security problems and potential risks are addressed

MSCFEINST 5239.3A, "Functional Responsibilities of Terminal Area Security Officer" dated 16 Jan 1992 discusses specific responsibilities and procedures.

G-3.4.2 Remote Terminal Access

Remote terminal access security procedures address physical security guidelines, such as unauthorized personnel access, securing the work areas unless attended, and actions to take in the event of suspected tampering with equipment. Other procedures require maintaining access lists, obtaining log-on codes from the host computer system administrator, and appropriately securing downloaded data. MSCFEINST 5239.2A, "Security Procedures for Remote Terminals Accessing Mainframe Computer Systems" dated 5 February 1992 provides details.

G-3.5 Communications Security (COMSEC)

G-3.5.1 Supplemental STU-III Handling and Control Procedures

Each individual within the MSCFE AOR who assumes custody of STU-III materials must be provided a copy of STU-III User Responsibility Acknowledgment, enclosure (2) to MSCFEINST 2280.2A, "Instructions for the Handling and Control of STU-III COMSEC Material dated 4 October 1993. This acknowledgment must be executed and kept on file by the custodian until the individual is transferred. This reference also includes MSCFE-specific instructions regarding:

- STU-III handling and safeguarding requirements
- STU-III system security
- Foreign access
- Destruction instructions

G-3.5.2 Supplemental CMS Guidance for MPSRON TWO and MPSRON THREE

MSPRON TWO and MPSRON THREE shall follow procedures in CMS 1, CMS 6, and OPNAVINST 5510.1 (current edition). COMSCFE assets shall also follow procedural guidance per MSCFEINST 2280.1C, "Guidance for Communications Security Material System (CMS) Material dated 4 May 1995.

G-3.5.3 CMS Readiness

The Squadron Commander shall review CMS readiness on a quarterly basis. CMS 1, Annex D contains guidelines and a checklist to assist in this effort.

G-3.5.4 Training

CMS training must be included long range and quarterly training schedules. Custodians shall spot check this program by routinely examining watch section inventory and destruction procedures. CMS training visits must be held at a minimum of every 18 months.

G-3.5.5 Inspections

NO NOTICE CMS inspections must be held every 24 months. More frequent inspections may be held:

- Coincident to command inspections
- Coincident to change of command or custodian
- Subsequent to a training visit that identifies significant discrepancies in the administration of the account
- Subsequent to a COMSEC incident which reveals non-compliance with existing CMS directives

G-3.5.6 STU-III

Squadron ships are required to hold STU-II terminals. Since most operating companies do not have STU-III accounts, this equipment is issued on a local holder basis from the COMPSRON CMS custodian. The Masters of ships that operate in areas without readily available STU-III support may be issued issue STU-III Seed Key and Crypto Ignition Keys (CIK) by CMS custodians for use in the event a terminal is zeroized.

G-3.6 Computer Resources Usage and Support

G-3.6.1 MSCFE N6 Service Desk

Enclosure (2) to MSCFEINST 5239.4B, "Computer Resources Usage and Support" dated 6 September 1995 provides standard procedures for requesting computer support from the MSCFE N6 Service Desk.

G-3.6.2 MSC Common Operating Environment

Due to limited resources, efforts will be taken to minimize hardware and software that must be supported within the MSCFE computing environment. Enclosure (3) to to MSCFEINST 5239.4B, "Computer Resources Usage and Support" dated 6 September 1995 establish the MSCFE common operating environment per COMSC directives.

G-3.6.3 Computer Resource Custody

Enclosure (4) to to MSCFEINST 5239.4B, "Computer Resources Usage and Support" dated 6 September 1995 will be signed by users to acknowledge custody of MSCFE computer resources.

G-3.6.4 Privately Owned Computer Resources

Privately owned personal computers and/or software will not be used or connected to an MSCFE computer or network (including off-site offices and ships) without the written approval of the MSCFE ADP Security Officer. Enclosure (5) to to MSCFEINST 5239.4B, "Computer Resources Usage and Support" dated 6 September 1995 will be used to certify authorization to use privately owned computer resources in an MSCFE workspace to conduct official business.

G-3.6.5 Miscellaneous Computer Usage

Procedures will be followed to protect government interest computer against computer virus attacks. These include ensuring BBSs are reputable and have procedures in place to guard against software modifications, perform boot operations using diskettes that have been scanned for viruses, and ensuring unknown diskettes are not in place during normal boot-up or when rebooting.

MSCFE-licensed will not be copied except for backup purposes or as authorized by the software manufacturer. System software must be authorized and issued by MSCFE N6. Unauthorized software will be removed.

G-4. Area Unique Operations Impacts on Communications

G-4.1 TCC Operations

MSCFE operates the only communications center within the MSC organization. The TCC is also the only one in the Navy that is not owned by CNCTC since this would preclude its ability to provide certain services. As a result, MSCFE has unique capabilities and procedures. MSCFE is able to directly assume communications guard functions for NFAF and MPSRON ships during periods of equipment downtime versus relying on a communications center external to the MSC organization. MSCFE has also developed a computer-to-computer file transfer capability in conjunction with compression techniques to deliver message traffic to ships when MSCFE has the guard. This procedure is relatively fast and efficient compared to the usual procedures. TCC functions are expected to remain in place even if the NIPRNET is implemented to bypass the AUTODIN, since MSCFE will still be required to maintain an interface with foreign flag vessels.

G-4.2 Reporting Requirements

CTG 73.7 OPORD 201, Book 1, dated 9 December 1994 details MSCFE reporting requirements. The following paragraphs provide details on AOR-unique reporting requirements or provide supplemental information regarding Annex I reporting requirements.

G-4.2.1 Maritime Locator Message

The Maritime Locator Message must be submitted directly to CINCPACFLT daily at 0800 and 1600 local time (during radio officer normal working hours). Figure G-2 is an example of a typical locator report.

```
P DDHHMMZ MON YR
FM (SHIP NAME)
TO  CINCPACFLT PEARL HARBOR HI//N3/N6/CSC//
INFO  COMSC WASHINGTON DC//N3/N6//
COMSEVENTHFLT
CTG SEVEN THREE PT SEVEN
CTU SEVEN THREE PT SEVEN PT ONE (for Diego Garcia shuttle)
CTU SEVEN THREE PT SEVEN PT TWO (for MPSRON TWO ships)
CTU SEVEN THREE PT SEVEN PT THREE (for MPSRON THREE ships)
BT
UNCLAS LOCATOR
MSGID/LOCATOR/SHIP NAME/SERIAL NUMBER/MONTH//
TMPOS/ (ZULU TIME EX:  100800Z) / (POSIT EX:  3450N2-04523W4) / (CSE
EX: 071T) / (SPD EX: 09.5 KTS) / FIXED/SURF/OTR//
AMPN/OWN SHIP POSITION REPORT FOR BLUE FORCE LOCATOR//
BT
```

Figure G-2. Maritime Locator Report

G-4.2.2 Voyage Information Planning and Analysis System (VIPS) Report

The VIPS report is a detailed daily account of inport cargo operations which provides information on cargo operations, bunkering, repairs, labor/terminal problems, anticipated delays and other conditions that impact upon overall ship operations. Figure G-3 is an example of this report.

```
P DDHHMMZ MON YR
FM (SHIP NAME)
TO COMSC WASHINGTON DC//N3//
COMSCFE YOKOHAMA JA//N3//
INFO (ADDEES)
BT
UNCLAS //N_____//
MSGID/GENADMIN/SHIP NAME//
SUBJ/VOYAGE INFO PLANNING AND ANALYSIS SYSTEM (VIPS) INPUTS//
RMKS/1. DATA                          EXAMPLE
A. PORT NAME                          SINGAPORE
B. REASON FOR STOPPING                BUNKERS, LOAD CARGO
C. ARR TIME SEABUOY (LOCAL)           31 JAN 96 0800 (LOCAL)
D. ARR FUEL ROB (BBLS) SEABUOY        8490 IFO-180/655 MGO
E. AMT OF ALL FUEL RECEIVED           5000 IFO-180/950 MGO
F. DEP FUEL ROB SEABUOY               12600 IFO-180/950 MGO
G. FUEL REMOVED FROM VESSEL           300 IFO-180 (CONTAMINATED)
H. DEP LOCAL TIME SEABUOY             31 JAN 96 1800 (LOCAL)
I. ARR AND DEP DRAFT (FT/IN)          ARR FWD 18-00 AFT 21-11
J. MILEAGE STEAMED (LAST PORT)        3500 (FROM SUBIC BAY)
K. REPORT DAILY INPORT STATUS OF ALL CARGO OPS/NON-CARGO
OPS CONDUCTED. INCLUDE DATE/TIME/MEASUREMENT TON/LOADED
OR DISCHARGED. IDENTIFY NUMBER AND TYPE OF GANGS USED TO
LASH/UNLOAD/SHEATH ETC. SPECIFY BREAKS IN CARGO OPS AND
REASON FOR BREAKS. REPORT ALL INSTANCES OF DELAYS OR
DISRUPTIONS IN CARGO OPERATIONS.
L. WHEN BUNKERING IN SINGAPORE, PROVIDE HUSBANDING AGENT'S
NAME, TELEPHONE AND FAX NUMBER.//
BT              Template 4-2.  VIPS Report
```

Figure G-3. Voyage Information Planning and Analysis System (VIPS) Report

G-4.2.3 Crossing MSC Boundaries Report

When crossing MSC boundaries into COMSCFE AOR, a message must be submitted to CTG 73.7 and required information addresses. This is often referred to as a "Change of Operational Control" or "CHOP." Although not technically the correct term, it is common

throughout MSC because of its close ties to the U.S. Navy. This message summarizes equipment and engineering casualties, bunker capacity, current bunker status and type of fuel(s) burned. Required INFO addresses for incoming and outgoing AORs are:

COMSCLANT AOR	COMSCPAC AOR	COMSCFE AOR
COMSC WASHINGTON DC//N3//	COMSC WASHINGTON DC//N3//	COMSC WASHINGTON DC//N3//
CINCLANTFLT NORFOLK VA//N3//	CINCPACFLT PEARL HARBOR HI//N3//	CINCPACFLT PEARL HARBOR HI//N3//
Cognizant MSCO for next port call	COMTHIRDFLT	COMTHIRDFLT
	COMSEVENTHFLT	COMSEVENTHFLT
	Cognizant MSCO for next port call	COMLOG WESTPAC//N3//
		Cognizant MSCO for next port call

Table G-2. Required INFO Addresses for CHOPP Reports

Crossing MSC Boundaries reports should be sent using the following format:

```
R DDHHMMZ MON YR
FM MSC Ship
TO CTG SEVEN THREE PT SEVEN
INFO AS APPROPRIATE
BT
UNCLAS //N03121//
MSGID/GENADMIN/SHIP'S COMPLETE NAME//
SUBJ/CROSSING MSC AREA COMMAND BOUNDARIES//
RMKS/1. DATE-TIME-GROUP, LATITUDE-LONGITUDE (INCLUDE CHECK
SUM DIGITS).
2. DEPARTED (AS APPROPRIATE) AOR AND ENTERED (AS
APPROPRIATE) AOR.//
BT
```

Figure G-4. Crossing MSC Boundaries Report

G-4.2.4 Ship Hostile Activity Report (SHAR)

All piracy, terrorist attacks, harassment, and threat reports in the MSCFE AOR must be reported through the Defense Mapping Agency (DMA) SHAR system. Reports should be submitted for all incidents while at sea, inport, or at anchor. Report format is outlined in Chapter 4, Article 400G of DMA PUB 117.

G-4.2.5 Refugee Reports

Ships and MPSRON commanders who hold CINCPACFLT OPORD 201, COMSEVENTHFLT OPORD 201, and OPNAVINST 3100.6 will originate their own OPREP-3 PINNACLE reports. TG 73.7 ships not holding those references will submit feeder reports to their operational commander for transformation into OPREP-3 PINNACLE reports using the following feeder formats:

R DDHHMMZ MON YR
FM MSC Ship
TO CTG SEVEN THREE PT SEVEN
BT
UNCLAS //N0____//
MSGID/GENADMIN/SHIP'S COMPLETE NAME//
SUBJ/REFUGE SIGHTING REPORT//
RMKS/1. TIME OF SIGHTING
2. LATITUDE/LONGITUDE/COURSE/SPEED
3. DESCRIPTION OF REFUGEE VESSEL; SIZE, NAME, COLOR,
SUPERSTRUCTURE OR SHELTER, ETC.
4. NUMBER OF REFUGEES (IF KNOWN)
5. SEAWORTHINESS ASSESSMENT.//
BT

Note: This example is used in circumstances where a refugee vessel is observed at
sea, but judged fit to continue on its own.

Figure G-5. Refuge Sighting Report

R DDHHMMZ MON YR
FM MSC Ship
TO CTG SEVEN THREE PT SEVEN
BT
UNCLAS //N0_____//
MSGID/GENADMIN/SHIP'S COMPLETE NAME//
SUBJ/REFUGE ASSISTANCE WITHOUT EMBARKATION REPORT//
RMKS/1. TIME OF SIGHTING
2. LATITUDE/LONGITUDE/COURSE/SPEED
3. DESCRIPTION OF REFUGEE VESSEL; SIZE, NAME, COLOR,
SUPERSTRUCTURE OR SHELTER, ETC.
4. NUMBER OF REFUGEES: MALE/FEMALE/CHILDREN. NUMBER OF
REFUGEES LOST SINCE VOYAGE BEGAN.
5. ASSISTANCE RENDERED AND FURTHER PLANS FOR ASSISTANCE.
QUANTITY OF FOOD AND WATER.
6. WHETHER ASSISTANCE WAS PREVIOUSLY RENDERED BY OTHER
VESSELS; SHIP'S NAME, FLAG, TIME, AND/OR POSITION WHERE
ASSISTANCE IS SAID TO HAVE OCCURRED.
7. ASSESSMENT OF VESSEL'S SEAWORTHINESS: HULL AND ENGINE.
ASSESSMENT OF NAVIGATIONAL CAPABILITY. ASSESSMENT OF
PROVISIONS: WATER, FOOD, FUEL BY NUMBER OF DAYS. NUMBER OF
DAYS REFUGEES HAVE BEEN AT SEA.//
BT

Note: This example is used in circumstances where the MSC ship rendered
assistance, but judged the vessel seaworthy or near enough to other appropriate
assistance that the refugees were not embarked.

Figure G-6. Refuge Sighting Report

R DDHHMMZ MON YR
FM MSC Ship
TO CTG SEVEN THREE PT SEVEN
BT
UNCLAS //N0____//
MSGID/GENADMIN/SHIP'S COMPLETE NAME//
SUBJ/REFUGE EMBARKATION REPORT//
RMKS/1. TIME OF SIGHTING. TIME REFUGEES EMBARKED.
2. POSITION OF EMBARK.
3. NUMBER OF REFUGEES: MALE/FEMALE/CHILDREN. WHETHER ANY
WERE DECEASED AND DISPOSITION OF REMAINS. ANY SUSPECTED
ADVERSE MEDICAL TRENDS OR INFECTIOUS DISEASES WHICH COULD
HINDER DEBARKING IN NEXT PORT.
4. STATUS OF REFUGEES' VESSEL: ADRIFT, SUNK, ETC. VESSEL
IDENTIFYING DATA IF ADRIFT, I.E. NAME, HULL FORM, SIZE,
CONSTRUCTION, NUMBER OF MASTS, COLOR.
5. NEXT SCHEDULED PORT AND ETA.//
BT

Note: This template is used in circumstances when refugees are brought aboard and
vessel is cast adrift.

Figure G-7. Refugee Embarkation Report

R DDHHMMZ MON YR
FM MSC Ship
TO CTG SEVEN THREE PT SEVEN
BT
UNCLAS //N0____//
MSGID//GENADMIN/SHIP'S COMPLETE NAME//
SUBJ/REFUGE DEBARKATION REPORT//
RMKS/1. LOCATION OF DEBARKING.
2. DATE/TIME OF DEBARKING.
3. WHICH AUTHORITIES TOOK THE REFUGEES.
4. NUMBER OF REFUGEES DEBARKED.//
BT

Note: This template is used in circumstances when refugees are turned over to shore
authorities.

Figure G-8. Refugee Debarkation Report

G-4.2.6 Casualty Reporting

Casualty reporting for MSC ships is addressed in Annex I. The following specific procedures for casualty reporting apply while operating within the SEVENTHFLT AOR.

G-4.2.6.1 Special Mission Support Force Ships

Updates for C3/C4 CASREPs shall be submitted every 24 hours until the casualty is corrected or downgraded to C2. The following address shall be included in CASREPs:

SMSF CASUALTY REPORTING	
To	**INFO**
Contractor	AIG SIX EIGHT FOUR TWO
	AIG FOUR THREE EIGHT
	COMSEVENTHFLT
	COMLOG WESTPAC//N3//
	CTG SEVEN THREE PT SEVEN
	COMSC WASHINGTON DC//N3//
	COMSCLANT BAYONNE NJ//N3//
	NAVOCEANO STENNIS SPACE CENTER MS//N35//
	(Others deemed appropriate)

G-4.2.6.2 Contract-Operated and Chartered Ships

Updates for C3/C4 CASREPs shall be submitted every 24 hours until the casualty is corrected or downgraded to C2. The following addresses shall be included in CASREPs:

CONTRACT-OPERATED AND CHARTERED SHIPS CASUALTY REPORTING	
To	**INFO**
CTG SEVEN THREE PT SEVEN	COMSC WASHINGTON DC//N3//
CTU SEVEN THREE PT SEVEN PT ONE	Administrative commander, if other than operational commander
	MSC Area or Subarea Commander (if other than operational commander) or MSCO Office where ship is operating
	MSC Area or Subarea Commander (if other than operational commander) or MSCO Office where ship is en route
	Contract Operator and/or Owner of Chartered Vessel
	COMLOG WESTPAC//N3//
	COMSEVENTHFLT

G-4.2.6.3 APF Commanders

APF commanders shall address CASREP messages as outlined in the following table. U.S. Army and U.S. Air Force PREPO ships do not have any additional INFO addresses in CASREP messages.

APF COMMANDERS' CASUALTY REPORTING	
TO	INFO
COMSEVENTHFLT	COMLOG WESTPAC//N3//
COMSC WASHINGTON DC//N3// CTG SEVEN THREE PT SEVEN	AIG FOUR THREE EIGHT
	AIG SIX EIGHT FOUR TWO
	CG FMFPAC//63/64// (MPS ships)
	CG III MEF//G-3/G-4// (MPS ships)
	CG I MEF//G-3/G-4// (MPS ships)
	BLOUNT IS COMMAND JACKSONVILLE FL//JJJ// (MPS ships)
	MARAD-SAR NORFOLK VA//TLX 91022402806// Army Interim Brigade Afloat (IBAF)

G-4.2.7 Supplemental MOVREP Addresses

MOVREP reporting is addressed in detail in Annex I. For ships operating in the Far East AOR, include CTG SEVEN THREE PT SEVEN, COMLOG WESTPAC, and COMSEVENTHFLT as addresses in all MOVREPs. Additionally, appropriate addresses from the following table should be added when en route to their port of country.

WHEN EN ROUTE TO COUNTRY OR PORT:	INCLUDE AS INFO ADDRESS
Diego Garcia	NAVSUPPFAC DIEGO GARCIA//N3// COMPSRON TWO MSCO DIEGO GARCIA//N3//
Guam, Apra Harbor	NAVSTA GU//N3// MSCO GU//N3//
Hong Kong	NAVCONTDEP HONG KONG BC
Indonesia (All ports)	USDAO JAKARTA ID//JJJ//
Japan (less Okinawa)	
Iwakuni	MCAS IWAKUNI JA//G-4//
Sasebo	COMFLEACT SASEBO JA//N32//
Yokohama	CDR1316THMEDIUMPORTCMD YOKOHAMA JA//MTWPA-YO//
Yokosuka	COMFLEACT YOKOSUKA JA//N300//
Japan-Okinawa (All ports)	MSCO NAHA JA//N3//
Naha	CDR1315THMEDIUMPORTCOM OKINAWA JA//MTWPA-NO//
White Beach	COMFLEACT OKINAWA JA//N3//
Korea (All ports)	MSCO PUSAN KOR//N3//
Singapore	MSCO SINGAPORE SN//N3//
Sri Lanka (All ports)	USDAO COLOMO CE//JJJ//

G-4.2.8 Maritime Mishap Reporting

All MSC ships are required to file MISHAP reports when damages, property losses, mishaps, or deaths occur on ships operating in the Far East. While masters of public vessels, as defined in 46 CFR, are not required to file such reports, some MSC chartered vessels must submit a report. Since the report is submitted on Coast Guard Form 2692, CTG 73.7 would not necessarily receive information on these mishaps. Accordingly, masters of CTG 73.7 ships will submit a report to CTG 73.7 whenever a Coast Guard Form 2692 is filed.

```
P DDHHMMZ MON YR
FM  MSC Ship
TO  CTG SEVEN THREE PT SEVEN
INFO  COMSC WASHINGTON DC//N00M/N2/N3//
COMSCPAC OAKLAND CA//N2/N3// (Some time charter ships)
COMSCLANT BAYONNE NJ//N2/N3//(Contract operated survey ships)
BT
UNCLAS //N05102//
MSGID//GENADMIN/SHIP'S COMPLETE NAME/(ser no.)/(mon)//
SUBJ/MARITIME MISHAP REPORT//
RMKS/ALPHA:
1.  UIC OF COMMAND OR REPORTING ACTIVITY
2.  NAME OF COMMAND OR REPORTING ACTIVITY/HULL NUMBER
3.  TYPE OF MISHAP
4.  LOCAL TIME AND DATE OF MISHAP
5.  GEOGRAPHICAL LOCATION
6.  WEATHER CONDITIONS
7.  LOCATION WHERE MISHAP OCCURRED
8.  SHIP'S EMPLOYMENT
9.  SEA STATE AND DIRECTION
10. CARGO
11. POINT OF CONTACT WITH TELEPHONE/INMARSAT NUMBER
BRAVO:
1.  DESCRIPTION OF PROPERTY DAMAGED OR DESTROYED
2.  ESTIMATED COST TO REPAIR OR REPLACE
3.  NUMBER OF OPERATING DAY'S LOST
4.  NAMES/PERMANENT ADDRESSES OF WITNESS OR PERSONS HAVING INFORMATION
ON THE MISHAP
CHARLIE: (REPEAT IF MORE THAN ONE PERSON INVOLVED)
1.  NAME/SSN/AGE/SEX OF VICTIM
2.  ARTICLE AND JOB ON SHIP
3.  WATCH STATUS
4.  SPECIFIC JOB OR ACTIVITY ENGAGED IN AT TIME OF MISHAP
5.  NUMBER MONTHS EXPERIENCE ON JOB OR ACTIVITY
6.  MEDICAL DIAGNOSIS
7.  EXTENT OF INJURIES AND PROGNOSIS FOR DISABILITY
8.  ESTIMATE OF LOST TIME:
     A.  TOTAL NUMBER DAYS AWAY FROM JOB
     B.  DAYS IN HOSPITAL OR SICK
9.  NAMES/PERMANENT ADDRESSES OF WITNESS OR PERSONS HAVING INFORMATION
ON THE MISHAP
DELTA: NARRATIVE
1.  CHAIN OF EVENTS LEADING UP TO, THROUGH, AND SUBSEQUENT TO MISHAP
ECHO:
1.  NAME(S) OF ANY OTHER PERSONS OR GOVERNMENT AGENCIES WHICH MAY, IN
OPINION OF ORIGINATOR HAVE CAUSED OR CONTRIBUTED TO THE MISHAP.//
BT
```

Figure G-9. Maritime Mishap Report

ANNEX H

COMMANDER, MILITARY SEALIFT COMMAND, EUROPE (COMSCEUR)

H-1. Overview

This Annex provides specific information regarding communications capabilities and arrangements in MSC's European Area of Responsibility (AOR). This includes:

- Administrative information such as points of contact for communications matters, phone numbers, TELEX numbers, etc.

- Supplemental or AOR-unique policies

- Supplemental or AOR-unique procedures

- AOR-unique operational impacts on communications, such as special reports, etc.

This Annex is an information source for ship masters, MSC staff personnel, and other parties who have a need to know about AOR-specific or unique communications policies and/or procedures. Each policy or procedural topic discussed in this Annex refers back to authoritative area command documentation for additional details or information, if appropriate.

H-1.1 Mediterranean Task Organization

The COMSCEUR AOR includes the AORs of CINCUSNAVEUR and COMUSNAVCENT. Figure H-1 are wiring diagrams of the COMSCEUR Task Organizations.

H-1.1.1 CINCUSNAVEUR AOR (Europe & Africa, including Mediterranean Sea)

H-1.1.1.1 SEALIFT (PM5)

Sealift (PM5) operations fall under the operational and administrative control of Commander, Task Force 106.0 (Commander, Sealift Forces Europe/COMSCEUR). NFAF (PM1), Special Mission (PM2), and Prepositioning (PM3) operations also fall under the operational and administrative control of CTF 106.0 except within the Sixth Fleet AOR (Mediterranean) where they fall under the administrative control of COMSCEUR and the operational control of CTF 63 (COMSERVFORSIXTHFLT), as follows:

- NFAF (PM1): Under direct operational control (OPCON) of CTF 63

- Special Mission (PM2): CTF 63 OPCON via CTG 63.8 (COMSCEUR)

- Prepositioning (PM3): CTF 63 OPCON via CTU 63.8.1.9 (COMPSRON ONE)

H-1.1.2 COMUSNAVCENT/COMFIFTHFLT AOR (Southwest Asia, including the Red Sea and Arabia Sea/Gulf):

All MSC ships fall under the OPCON of CTF 53 (COMLOGFORNAVCENT) and the administrative control of CTG 53.2 (MSCO SWA).

```
                      ┌─────────────────────┐
                      │    CINCUSNAVEUR      │
                      └──────────┬──────────┘
              ┌──────────────────┴────────────────┐
    ┌─────────────────┐              ┌─────────────────────┐
    │   COMSIXTHFLT    │              │   CTF 106/CTG 106.1  │
    │                  │              │      COMSCEUR        │
    └────────┬─────────┘              └──────────┬──────────┘
             │                    ┌──────────────┴──────────────┐
    ┌─────────────────┐   ┌─────────────────┐   ┌─────────────────────┐
    │     CTF 63       │   │    CTG 106.1     │   │     CTG 106.2        │
    │                  │   │   (MSCEUR DET)   │   │   (MSCO BENELUX)     │
    └────────┬─────────┘   └─────────────────┘   └─────────────────────┘
             │
    ┌─────────────────┐
    │    CTG 63.8       │
    │   (COMSCEUR)      │
    └─────────────────┘


                      ┌─────────────────────┐
                      │     COMFIFTHFLT      │
                      └──────────┬──────────┘
                                 │
                      ┌─────────────────────┐
                      │       CTF 53         │
                      └──────────┬──────────┘
                                 │
                      ┌─────────────────────┐
                      │      CTG 53.2         │
                      │     (MSCO SWA)        │
                      └─────────────────────┘
```

Figure H-1. COMSCEUR Task Organization

H-1.2 Commercial Refile Information

Ships with AUTODIN capability, send messages direct to the appropriate Plain Language Address (PLA) addresses. Otherwise, messages are sent via NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA via TELEX™ 825113, 265852, 265853, 4979037, 160407, 160413, 6771453, 6771433/34 MCI or 4979054 through 57 ATT.

The answerback is NCS SDN.

Telephone POC: (619) 545-6052.

Messages to USN or other DOD activities which include commercial addresses with TELEX capability must include the PLA "NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA for commercial refile purposes. The commercial TELEX number must be placed in the line below the PLA, indented 5 spaces and preceded by TLX.

Note: All ships operating within the COMUSNAVCENT AOR (COMFIFTHFLT/MSCO SWA AOR) which have secure communications capability must encrypt all INMARSAT communications.

H-1.3 MSCEUR Points of Contact (POC)

COMMAND/POSITION	TELEPHONE
COMSCEUR NAPLES IT	
Staff Duty Officer (SDO)	39-81-724-3124/4691
SDO; Cellular	39-337-855694 (outside IT)
	0-337-855694 (inside IT)
TELEX™ (IT)	720342 or 710468 (COMSCM I)
Oil and Hazardous Substance (OHS) Spills	
Augusta Bay, Gaeta, La Maddalena, Naples, Santo Stefano & Souda Bay	
COMFAIRMED	39-81-724-4648
(After hours)	39-81-724-4101/5
All other ports and spills at sea	
COMSIXTHFLT	39-81-724-6000
MSCO SWA BAHRAIN	
Command Duty Officer (CDO)	973-724-108
CDO Pager (After hours)	973-9-488-336; plus your telephone number
NAVCENT SDO (If CDO not available	973-724-006
OSH Spills	973-724-026/006
TELEX™ (Bahrain)	9334
MSCO BENELUX ROTTERDAM NL	
SDO/OPS	31-10-459-2358/2247
(After hours)	31-10-459-2210
TELEX™ (Netherlands)	23660 MSCO NL
OHS Spills	44-171-514-4653 (CINCUSNAVEUR N76)
(After hours)	44-171-514-4500/4600
COMSCEUR DET LONDON	
SDO/OPS	44-181-385-5322/5564/5277
(After hours)	44-181-840-7000; Ask for pager 0848739. Leave telephone number.
TELEX™ (UK)	923069 MSCO LN G
OHS Spills	0-189-561-6157 (COMNAVACTUK/A011)
	0-171-514-4715

H-2. Policies

H-2.1 AOR Boundaries

The COMSCEUR AOR includes the coastal waters, associated islands and seaports of the United Kingdom, Republic of Ireland, Europe, Africa, Madagascar and Southwest Asia; including the Baltic Sea, Mediterranean Sea, Black Sea, Red Sea, Arabian Gulf, Arabian Sea, and the Indian Ocean north of 5° South latitude and west of 68°East longitude, including the

Seychelles. AOR responsibilities are divided between COMSCEUR headquarters and three component commands:

- Military Sealift Command Office, Southwest Asia (MSCO SWA Bahrain/CTG 53.2) is responsible for the waters areas, associated islands, and seaports of the Suez Canal, Red Sea, Arabian Gulf, Arabian Sea and the Indian Ocean north of 5° South latitude and west of 68°East longitude; including Pakistan, Somalia, Kenya, and the Seychelles.

- COMSCEUR Detachment London (COMSCEUR DET LONDON UK/CTG 106.1) is responsible for the coastal waters, associated islands and seaports of the United Kingdom and the Republic of Ireland.

- MSCO, Belgium, Netherlands and Luxembourg (MSCO BENELUX ROTTERDAM NL/CTG 106.2) is responsible for the Baltic Sea and coastal waters, associated islands and seaports of all European continental countries which border the Kar Sea, Barents Sea, Norwegian Sea, North Sea, English Channel, and the Bay of Biscay, excluding Spain.

- COMSCEUR/CTF 106.0 will retain responsibility for all other areas within the AOR, including European ports not under the cognizance of MSCO BENELUX.

H-2.2 Crossing MSC Boundaries

The operational control of ships crossing MSC boundaries shifts to the appropriate commander responsible for the AOR. This is often referred to as a "Change of Operational Control" or "CHOP." Although CHOP is not technically the correct term, it is common throughout MSC because of its close ties to the U.S. Navy.

- Ships proceeding from the COMSCFE/CTG 73.7 AOR will CHOP to MSCO SWA/CTG 53.2 when crossing 5° South latitude or 68° East longitude.

- Ships proceeding from the COMSCLANT/CTG 48.1 AOR to any port in western Europe or Africa will CHOP to COMSCEUR/CTF 106.0 upon arrival at the port.

- Ships proceeding from the COMSCLANT/CTG 48.1 AOR to the Mediterranean will CHOP at 005°55' West longitude; with the exception of ships making a port call in Portugal or on the south coast of Spain immediately prior to, or following, a Mediterranean port call will CHOP upon arrival/departure at that port rather than at 005°55' West longitude, as follows:

  - USNS CHOP to CTF 63

  - SMS, MPS and APF CHOP to CTF 63.8 (COMSCEUR)

  - All other ships CHOP to CTF 106.0 (COMESEUR)

    Note: Ships in direct transit between ports within the COMSCEUR AOR will remain under COMSCEUR OPCON.

- Ships proceeding between the Mediterranean Sea and the Red Sea via the Suez Canal will CHOP upon arrival at Port Said as follows:

  - Southbound ships will CHOP to MSCO SWA/CTG 53.2.

  - Northbound ships will CHOP as follows:

    - USNS CHOP to CTF 63

    - SMS, MPS and APF CHOP to CTF 63.8 (COMSCEUR)

    - All other ships CHOP to CTF 106.0 (COMESEUR)

H-3. Operational Reports

Operational reports are submitted in accordance with Annex I to this manual. The following items are unique to the COMSCEUR AOR:

H-3.1 Crossing MSC Boundaries

Paragraph H-2.2 defines the boundaries within COMSCEUR AOR. A message must be submitted to the gaining command when crossing one of these boundaries. Refer to Annex I, Operational Reports, Section 3.4.5, for details. At a minimum additional data must include Bunker capacity, bunker onboard, and master and crew information.

```
P DDHHMMZ MON YR
FM  (Your Ship)
TO  (Appropriate Action Address listed below)
INFO  (Appropriate Action Address listed below)
BT
UNCLAS//N03121//
MSGID/CROSSMSCBOUND//(Your Ship's Name)//
SUBJ/CROSSING MSC AREA COMMAND BOUNDARIES//
1. IDENTIFICATION:  NAME: (Your Ship)
TYPE:  (Ship Type)
2. DEPARTURE DATA:  DEPARTED:  (Latitude, Longitude or Geographical Location)
(Use check-sums, if appropriate)
TIME OF DEPARTURE:  (Date-time-group) (Use check-sums)
CLASSIFICATION:
3. ARRIVAL DATA:  DESTINATION: (Latitude, Longitude or Geographical Location)
(Use check-sums, if appropriate)
ETA: (Date-time-group) (Use check-sums)
OUTSTANDING CASREPS: (summarize)
4. ADDITIONAL DATA:  BUNKER CAPACITY: (quantity and type)
ONBOARD: (quantity and type)
CREW DATA:  MASTER: (name)
TOTAL CREW:  (number)
CREW NATIONALITY: (Nationalities & numbers of each)//
BT
```

Figure H-2. Commercial Refile Addressing

Note: USNS ships entering the Mediterranean Sea (OPCON of COMFIFTHFLT/CTF 53) or to the Red Sea, Arabian Sea or Arabian (Opcon of COMFIFTHFLT/CTG 53.2) should receive updated versions of the following messages from their operational commander shortly before arrival:

- AOR Standardized OPREP-5 Feeder

- AOR Operational Reports

- Incident Reporting

- LOGREQ Addresses

- AOR Medical Procedures

H-3.1.1 Addees for Crossing MSC Boundary Messages

- Substitute COMSCEUR LONDON UK for COMSCEUR NAPLES IT

- Delete COMSCEUR DET LONDON UK

CROSSING MSC BOUNDARY MESSAGES	
ACTION TO:	INFORMATION TO:
CHOP TO/FROM COMSCLANT/CTG 48.1 TO EUROPEAN PORTS	
COMSCEUR NAPLES IT//N3//	COMSC WASHINGTON DC//N3//
	CINCUSNAVEUR LONDON UK //N3//
	CINCLANTFLT//N3//
	CTG FOUR EIGHT PT ONE
	MSCO BENELUX ROTTERDAM NL//N3//
	COMSCEUR DET LONDON UK//N32//
CHOP TO/FROM COMSCLANT/CTG 48.1 TO MEDITERRANEAN PORTS	
CTF SIX THREE (NFAF Ships)	COMSC WASHINGTON DC//N3//
CTG SIX THREE PT EIGHT (MPS and APF Ships)	CINCUSNAVEUR LONDON UK //N3//
CTF ONE ZERO SIX (All Other Ships)	COMSCEUR NAPLES IT//N3//
	CINCLANTFLT//N3//
	COMSIXTHFLT
	CTG FOUR EIGHT PT ONE
	COMSCEUR DET LONDON UK//N32// (All cargo ships and tankers)
	COMSCMED NAPLES IT//N3// (Until 1 March 1997)
CHOP TO/FROM COMSCFE/CTG 73.7	
CTG FIVE THREE PT TWO	COMSC WASHINGTON DC//N3//
	COMUSNAVCENT//N3//
	CINCPACFLT PEARL HARBOR HI//N3//
	COMSCEUR NAPLES IT//N3//
	CTF FIVE THREE
	COMSEVENTHFLT//N3//
	CTG SEVEN THREE PT SEVEN
	COMLOGWESTPAC//N3//
	COMSCEUR DET LONDON//N32// (All cargo ships and tankers)

CROSSING MSC BOUNDARY MESSAGES	
ACTION TO:	**INFORMATION TO:**
CHOP TO/FROM MSCO SWA/CTG 53.2 TO MEDITERRANEAN VIA SUEZ CANAL (NORTHBOUND)	
CTF SIX THREE (NFAF Ships)	COMSC WASHINGTON DC//N3//
CTG SIX THREE PT EIGHT (MPS and APF Ships)	CINCUSNAVEUR LONDON UK //N3//
CTG ONE ZERO SIX PT ZERO (All Other Ships)	COMSCEUR NAPLES IT//N3//
	COMUSNAVCENT//N3//
	COMFIFTHFLT//N3//
	COMSIXTHFLT//N3//
	CTF FIVE THREE
	COMSCEUR DET LONDON//N32 (All cargo ships and tankers)
	COMSCMED NAPLES IT (Until 01 March 1997)
CHOP TO/FROM MSCO SWA/CTG 53.2 TO MEDITERRANEAN VIA SUEZ CANAL (SOUTHBOUND)	
CTG FIVE THREE PT TWO//N3//	CTG SIX THREE PT EIGHT
	CTG ONE ZERO SIX PT ZERO

Note: COMSCEUR will relocate from London to Naples, IT effective 01 April 1997. The following lists reflect that change. Until that time:

H-3.2 Movement Reports (MOVREPs)

MOVREP reporting is addressed in detail in Annex I, Operational Reporting. Ships operating in the COMSCEUR AOR should use the same Action and Information addees outlined in section H-3.1.1, Addees for Crossing MSC Boundary Messages, according to the gaining command.

All message reports are to include COMSC WASHINGTON DC//N3//, COMSCEUR NAPLES IT//N3// and the cognizant COMSCEUR component command as addees.

Ships operating in the Mediterranean are to include AIG TWO FOUR ONE, COMFIFTHFLT//N3//, CTF FIVE THREE, DFSC FORT BELVOIR VA//N3//, AIG TWO FOUR PT TWO and AIG SEVEN EIGHT as information addees on all MOVREPS, OTSR and WEAX OBS messages.

Ships operating in the Arabian Sea/Gulf are to include NAVPACMETOC DET BAHRAIN on all MOVREPS, OTSR, and WEAX OBS messages.

H-3.3 Pre-arrival Reports (PREREPS)

PREREPS should include quantity and type of bunkers required on arrival, if appropriate.

Tankers should send 72, 48, and 24 hour PREREPS to ensure that Quality Assurance Representatives are available upon arrival.

Note: COMSCEUR will relocate from London to Naples, IT effective 01 April 1997. The following addressee lists reflect that change. Until that time:

- Substitute COMSCMED NAPLES IT for COMSCEUR NAPLES IT

- Substitute COMSCEUR LONDON UK for COMSCEUR DET LONDON UK

PRE-ARRIVAL REPORTS (PREREPS)

ACTION TO:	INFORMATION TO:
ITALIAN PORTS	
COMSCEUR NAPLES IT//N3//	COMSC WASHINGTON DC//N3//
	CTF SIX ZERO
	CTF SIX THREE
	USDAO ROME IT
	DFO MED LIVORNO IT
	COMSCEUR DET LONDON UK//N32//
	DFR EUR WIESBADEN GE//OSI/Q//
	HQ DLA EUROPE RHEIN MAIN AB GE//DCMG-GG-F//
	DFSC FT BELVOIR VA//DRSC-OII/DFSC-Q//
	NAVSUPO NAS SIGONELLA IT//019/193// (Augusta Bay)
	COMAR AUGUSTA, MARISTAT)(Augusta Bay)
	COMAR CAGLIARI, MARISTAT (Cagliari)
GREEK PORTS	
COMSCEUR NAPLES IT//N3//	COMSC WASHINGTON DC//PM51//
	COMSCEUR DET LONDON UK//N32//
	CTF SIX ZERO
	CTF SIX THREE
	USDAO ATHENS GR//ALUNSA/NAVNCO/DATT//
	HNDGS ATHENS GR
	HNGS ATHENS GR
	DFO MED LIVORNO IT
	DFR EUR WIESBADEN GE//OSI/Q//
	HQ DLA EUROPE RHEIN MAIN AB GE//DCMG-GG-F//
	DFSC FT BELVOIR VA//DFSC/OII/DFSC-Q//
	NAVSUPPACT SOUDA BAY GR//SUP/PORT/20//(Souda Bay)
	NAVDOCK SOUDA BAY GR (Souda Bay)
Note: NAVSUPPACT SOUDA BAY port ops now has a VHF base station in their office at the base. The call sign is NSA SOUDA BAY and channels 13 and 16 are guarded from 0730 to 1630 local weekdays. Port Ops also has a handheld VHF which they carry on the pier. You are encouraged to contact them as far as possible in advance to help ensure that Hellenic Navy pilots, tugs, and linehandlers are in place when you need the, especially when ETA or ETD is changing.	
TURKISH PORTS	
COMSCEUR NAPLES IT//N3//	COMSC WASHINGTON DC//PM51//
	COMSCEUR DET LONDON UK//N32//
	CTF SIX ZERO
	CTF SIX THREE
	USDAO ANKARA TU//ALUNSA//
	39MSSQ INCIRLIK AB TU
	38WG INCIRLIK AB TU//LG/LGSF//
	DFO MED LIVORNO IT
	DFR EUR WIESBADEN GE//OSI/Q//
	HQ DLA EUROPE RHEIN MAIN AB GE//DCMG-GG-F//
	DFSC FT BELVOIR VA//DFSC/OII/DFSC-Q//

ISRAEL PORTS	
COMSCEUR NAPLES IT//N3//	COMSC WASHINGTON DC//PM51//
	COMSCEUR DET LONDON UK//N32//
	CTF SIX ZERO
	CTF SIX THREE
	COMFIFTHFLT//N3//
	COMSIXTHFLT//N3//
	USDAO ANKARA TU//ALUNSA//
	39MSSQ INCIRLIK AB TU
	38WG INCIRLIK AB TU//LG/LGSF//
	DFO MED LIVORNO IT
	DFR EUR WIESBADEN GE//OSI/Q//
	HQ DLA EUROPE RHEIN MAIN AB GE//DCMG-GG-F//
	DFSC FT BELVOIR VA//DFSC/OIl/DFSC-Q//
Note: For Haifi, notify Oil Refineries Limited Haifa direct at TELEX™ number 45115. POC tel 972-4-788162. If any problems reaching the TLX number direct, contact COMSCEUR//N32// immediately	

SPANISH PORTS	
COMSCEUR NAPLES IT//N3//	COMSC WASHINGTON DC//PM51//
	COMSCEUR DET LONDON UK//N32//
	CTF SIX ZERO
	CTF SIX THREE
	USDAO MADRID SP//ALUNSA//
	COMNAVACT ROTA SP//00//
	NAVSTA ROTA SP//PORT/SU/SUF/DCMCI//
	MSCREP ROTA SP//PORT//
	DFO MED LIVORNO IT
	DFR EUR WIESBADEN GE//OSI/Q//
	HQ DLA EUROPE RHEIN MAIN AB GE//DCMG-GG-F//
	DFSC FT BELVOIR VA//DFSC/OIl/DFSC-Q//

FRENCH MEDITERRANEAN PORTS	
COMSCEUR NAPLES IT//N3//	COMSC WASHINGTON DC//PM51//
	COMSCEUR DET LONDON UK//N32//
	CTF SIX ZERO
	CTF SIX THREE
	DFO MED LIVORNO IT
	CECMED
	AMCONSUL MARSEILLE FR
	DFR EUR WIESBADEN GE//OSI/Q//
	HQ DLA EUROPE RHEIN MAIN AB GE//DCMG-GG-F//
	DFSC FT BELVOIR VA//DFSC/OIl/DFSC-Q//

ENGLISH PORTS	
COMSCEUR DET LONDON UK//N32//	CINCUSNAVEUR LONDON UK//N3/N4//
	COMSC WASHINGTON DC//PM51//
	COMSCEUR NAPLES IT//N3//
	DFO UK LONDON UK
	DFR EUR WIESBADEN GE//OSI/Q//
	HQ DLA EUROPE RHEIN MAIN AB GE//DCMG-GG-F//
	DFSC FT BELVOIR VA//DFSC/OIl/DFSC-Q//

SCOTTISH PORTS	
COMSCEUR DET LONDON UK//N32//	CINCUSNAVEUR LONDON UK//N3/N4//
	COMSC WASHINGTON DC//PM51//
	COMSCEUR NAPLES IT//N3//
	FOSNNI QHM CLYDE
	DFO UK LONDON UK
	DFR EUR WIESBADEN GE//OSI/Q//
	HQ DLA EUROPE RHEIN MAIN AB GE//DCMG-GG-F//
	DFSC FT BELVOIR VA//DFSC/OII/DFSC-Q//
BENELUX, GERMAN, NORWEGIAN AND FRENCH ATLANTIC PORTS	
MSCO BENELUX ROTTERDAM NL//N3//	CINCUSNAVEUR LONDON UK//N3/N4//
	COMSC WASHINGTON DC//PM51//
	COMSCEUR NAPLES IT//N3//
	COMSCEUR DET LONDON UK//N32//
	DFO UK LONDON UK
	DFR EUR WIESBADEN GE//OSI/Q//
	HQ DLA EUROPE RHEIN MAIN AB GE//DCMG-GG-F//
	DFSC FT BELVOIR VA//DFSC/OII/DFSC-Q//
ARABIAN GULF AND RED SEA PORTS	
MSCO SWA BAHRAIN//N3//	COMSC WASHINGTON DC//PM51//
	COMSCEUR NAPLES IT//N3//
	COMSCEUR DET LONDON UK//N32//
	COMFIFTHFLT
	CTF FIVE THREE
	DFSC FT BELVOIR VA//DFSC/OII/DFSC-Q//

H-3.4 Position Reports

Chartered cargo ships, other than MPS and APF ships, which are operating within the COMSCEUR AOR should submit a daily position report at 0800 hours local time via TELEX™ 720342 or 710468 to COMSCEUR/CTF 106.0. The same message should also be sent via the Commercial Refile System described in section H-1.2, Commercial Refile Information. The message format follows:

```
P DDHHMMZ MON YR
FM  (Your Ship)
TO  CTF ONE ZERO SIX PT ZERO
INFO COMSC WASHINGTON DC//NCAT//
CINCUSNAVEUR//N3//
COMSIXTHFLT (If in Mediterranean)
CTF SIX ZERO (If in Mediterranean)
CTF FIVE THREE (If in MSCO SWA AOR)
CTG FIVE THREE PT TWO (If in MSCO SWA AOR)
MSCO BENELUX ROTTERDAM NL (If en route a northern European port)
COMSCEUR DET LONDON UK//N32//
BT
UNCLAS//N03121//
MSGID/LOCATOR/SHIP NAME//
TMPOS/(ZULU date-time-group; example 290800ZSEP96)/(Position; example
3450N-6423W)/(Course; example 071T)/(Speed; example 16.8KTS)//
RMKS/(Percent of fuel onboard)/ETA (Next port, date and local time)//
ADDL COMMENTS/(as required)//
BT
```

Figure H-2. Commercial Refile Addressing

H-3.5 Pre-Transit Reports

H-3.5.1 Suez Canal

Pre-transit reports must be submitted ten (10) days in advance and in accordance with COMSCINST 3121.9, paragraph 2-2-8, action to USDAO CAIRO//ALUSNA//, information to MSCO SW BAHRAIN//N3//.

H-3.5.2 Straits of Hormuz

Noitify MSCO SWA 72 hours in advance of Straits of Hormuz (SOH) transit.

H-3.6 Status of Resources and Training (SORTS) Reporting

H-3.6.1 Europe, Africa & Mediterranean (CINCUSNAVEUR AOR)

The CINCUSNAVEUR Movement Reporting Center (MRC) has been disestablished and transferred to CINCLANTFLT. Ships entering the CINCUSNAVEUR/COMSCEUR/CTF 106 AOR from the CINCLANTFLT/COMSCLANT/CTG 48.1 AOR should submit their SORTS CHOP message action to LANT NCCSS INITREP NORFOLK VA. Include CINCUSNAVEUR LONDON UK//N3//, CINCLANTFLT NORFOLK VA//N3111// and COMSCEUR NAPLES IT//N3// as information addressees on all SORTS messages transmitted while operating within the COMSCEUR AOR.

H-3.6.2 Southwest Asia (MSCO SWA AOR)

Ships entering the USNAVCENT/COMFIFTHFLT/CTF 53 AOR from the CINCUSNAVEUR/COMSCEUR/CTF 106 AOR should submit their SORTS CHOP message action to LANT NCCS INITREP NORFOLK VA. Include CINCUSNAVEUR LONDON UK//N3//, CINCLANTFLT NORFOLK VA//N3111// and MSCO SWA BAHRAIN//N3// as information adressees on all SORTS messages transmitted while operating within the MSCO SWA AOR.

Note: The OPCON data line of the SORTS report is used to report the Change of Operational Control (CHOP) from one commander to another. OPCON should change each time the immediate Operation Commander changes and is reported by his Task Group Designator. The accuracy of that data is essential. It is extensively used by all levels of the chain of command, up to and including, the Joint Chiefs of Staff.

H-3.7 Casualty Reports

All USNS CASREPs must provide complete repair part information. 1STRIP data must be listed for all outstanding parts on each update until the material is received. The receipt of CASREP material is reported in the logistics section of daily OPREP-5/SITREPs. All MSC ships should include the following addressees on all CASREPs:

CASUALTY REPORTS	
ACTION	*INFORMATION*
COMSCEUR NAPLES IT//N3/N7// (USNS CIVMAR manned ships)	COMSC WASHINGTON DC//N3/N7//
MSCO SWA BAHRAIN//N7// (If in MSCO SWA AOR)	COMSCEUR NAPLES IT//N3/N7// (Contract operated ships)
BLOUNT IS COMMAND JACKSONVILLE FL//JJJ// (MPS Ships)	Operating Company
Operational Commander (USNS, MPS and APF Ships)	
Cognizant MSCEUR component command	
Note: Use COMSCEUR LONDON UK//N3// and COMSMED NAPLES IT//N3/N7// as action addressees until 01 April 1997. Thereafter, delete those addresses and use COMSCEUR NAPLES IT//N3/N7// When operating in the MSCO SWA/CTG 53.2 AOR, also report all C3 and C4 CASREPs by voice to the MSCO SWA Engineering Officer by telephone 973-724-142; or cellular telephone 973-9-608; pager 9-378-675 plus your return telephone number.	

H-3.8 Voyage/Port Report (VIPS)

Upon departure from each port, MSC-controlled Dry Cargo ships should submit a summary report to COMSCEUR. Use COMSCEUR LONDON UK//N3// as the action address until 01 March 1997. Thereafter sent action to COMSCEUR DET LONDON UK//N3//, and information to COMSCEUR NAPLES IT//N3//, using the following message format.

```
P DDHHMMZ MON YR
FM  (Your Ship)
TO COMSCEUR LONDON UK//N3//
BT
UNCLAS//N03121//
MSGID/GENADMIN/SHIP'S NAME//
SUBJ/VOYAGE INFO PLANNING AND ANALYSIS SYSTEM (VIPS) INPUTS//
A. PORT NAME AND COUNTRY
B. REASON FOR STOP (e.g., Cargo operations, Bunkering, Crew change,
MEDEVAC)//
C. ARRIVAL DAY AND TIME (Z) AT SEA BUOY.
D. MILEAGE STEAMED FROM LAST PORT (Sea Buoy to Sea Buoy)
E. FUEL ON BOARD ON ARRIVAL (quantity and type).
F. FUEL RECEIVED.
G. FUEL ONBOARD UPON DEPARTURE.
H. FUEL REMOVED AND/OR CONSUMMED IN PORT
I. CARGO DISCHARGED (Quantity in tons or square feet and inches or meters)
J. CARGO LOADED (Quantity in tons or square feet and inches or meters)
K. REMARKS (Include comment on any delays in cargo operations)
L. LOCAL AGENT NAME, ADDRESS, TELEPHONE AND TELEX NUMBER.//
BT
```

Figure H-2. Commercial Refile Addressing

H-3.9 Maritime MISHAP Report

All MSC ships are required to file MISHAP reports when damages, property losses, MISHAPs, or deaths occur aboard ship. While masters of public vessels, as defined in 46 CFR are not required to files such reports, some MSC chartered vessels must submit a report. Since the report is submitted on Coast Guard Form 2692, COMSCEUR would not necessarily receive information on these MISHAPs. Accordingly, masters will submit a report to COMSCEUR NAPLES IT//N3// whenever a Coast Guard Form 2692 is filed.

H-3.10 Ship Hostile Activity Report (SHAR)

All piracy, terrorist attacks, harassment, and threat reports must be reported through the Defense Mapping Agency (DMA) SHAR system. Reports should be submitted for all incidents while at sea, in port, or at anchor. Report format is outlined in Chapter 4, Article 400G of DMA Publication 117.

ANNEX I

OPERATIONAL REPORTING

I. Introduction.

Effective communications are a critical element of naval operations. The Navy uses standard communications requirements to transfer information essential to Fleet operations and support. There are two primary purposes for standard communications requirements. First, they provide guidance with respect to the types of information that is necessary. Second, standard formats help persons to locate the specific information that must be gleaned from the message.

MSC uses the Navy's stardard communications requirements as a baseline for operations. These requirements have been reviewed and streamlined to eliminate information requirements that are superflous to MSC operations. Guidance for minimum information requirements are outlined in this chapter as well as job-aids to assist in preparation. The following table; MSC Reports Requirements, summarizes minimum reporting requirements. Additional reports may also be required by supported commanders and will be relayed separately on a case by case basis. Masters are urged to consider other communications that may be of interest and ensure that this information is transmitted to responsible persons, staffs or commands. These requirements are not expected to fully address all communications requirements. Masters' good judgement and experience will complement these minimum requirements to ensure that all essential information is transferred to cognizant parties.

REPORT	NFAF	Prepositioning	Sealift	Special Mission	REFERENCE
PREPARATIONS TO GET UNDERWAY					
Optimum Track Ship Routing (OTSR) Request	•	•	•	•	Section I-1.1, Page I-6
Mail Routing Information	•	•	•	•	Section I-1.2, Page I-9
Communications Guard (COMMGUARD)	•	•	•	•	Section I-1.3, Page I-12
Movement Report (MOVREP)	•	•	•	•	Section I-1.4, Page I-16
Status of Readiness & Training (SORTS)	•		•	•	Section I- 1.5, Page I-45
Change in Operational Control (CHOP)	•		•	•	Section I- 1.6, Page I-45
Notice of Readiness			•		Section I-1.7, Page I-45
Oil Retention Report			•		Section I-1.8, Page I-45
Rejection of Loading Tank Report			•		Section I-1.9, Page I-48
Delay/Anticipated Delay Report	•	•	•	•	Section I-1.10, Page I-50

REPORT	NFAF	Prepositioning	Sealift	Special Mission	REFERENCE
ROUTINE UNDERWAY REPORTS					
Daily Optimum Track Ship Routing (OTSR)			•	•	Section I-2.1, Page I-50
Deck Log	•	•	•	•	Section I-2.2, Page I-53
Synoptic Weather Observation Report	•	•	•	•	Section I-2.3.1, Page I-53
Bathythermograph Report	•			•	Section I-2.3.2, Page I-70
Ship Sighting Report	•	•		•	Section I-2.4, Page I-70
ROUTINE SITUATIONAL UNDERWAY REPORTS					
Casualty Report (CASREP)	•	•	•	•	Section I-3.1, Page I-81
CASREP Situation Report/Update	•	•	•	•	Section I-3.1, Page I-81
CASREP Correction (CASCOR)	•	•	•	•	Section I-3.1, Page I-81
Change in Operational Control (CHOP)	•		•	•	Section I-3.2, Page I-94
Communications Guard (COMMGUARD)	•	•	•	•	Section I-3.3, Page I-94
Crossing MSC Boundaries	•	•	•	•	Section I-3.4, Page I-94
Deviation from Sensor Movement Directive (SMD) or OTSR				•	Section I-3.5, Page I-97
Diversion Report	•	•	•	•	Section I-3.6, Page I-97
Mail Routing Information	•		•	•	Section I-3.7, Page I-97
Movement Report (MOVREP)	•	•	•	•	Section I-3.8, Page I-97
Modified Discharge Report			•		Section I-3.9, Page I-97
Status of Readiness & Training (SORTS)	•		•	•	Section I-3.10, Page I-100
Suez Canal Pretransit Report	•	•	•	•	Section I-3.11, Page I-100
Panama/Suez Canal Arrival & Departure Report	•	•	•	•	Section I-3.12, Page I-103
Position Report	•	•	•	•	Section I-3.13, Page I-103
UNREP Equipment and Material Report			•		Section I-3.14, Page I-103
NON-ROUTINE/EMERGENCY UNDERWAY REPORTS					
Accident in Panama Canal	•	•	•	•	Section I-4.1, Page I-103
Accident Report for Claim Purposes	•			•	Section I-4.2, Page I-105
Alcoholic Beverage Violation	•			•	Section I-4.2, Page I-104
AMVER Query Response	•	•	•	•	Section I-4.4, Page I-106
Assistance at Sea Report	•	•	•	•	Section I-4.5, Page I-106
Cargo Contamination Report			•		Section I-4.6, Page I-108

REPORT	NFAF	Prepositioning	Sealift	Special Mission	REFERENCE
Controlled Substance or Narcotics Violation	•			•	Section I-4.7, Page I-108
Dangerous Weapon Violation	•			•	Section I-4.8, Page I-108
Dangerous Weather/Ice Report	•	•	•	•	Section I-4.9, Page I-109
Hazard to Navigation	•	•	•	•	Section I-4.10, Page I-109
Incident at Sea (INCSEA) Report					Section I-4.11, Page I-109
Loss of Anchor Report	•			•	Section I-4.12, Page I-109
Loss of Time Report		•	•		Section I-4.13, Page I-110
Man Overboard				•	Section I-4.14, Page I-110
Marine Casualty Report	•			•	Section I-4.13, Page I-110
MISHAP (Accident) Reports	•			•	Section I-4.16, Page I-114
MISHAP Investigation Report (MIR)	•	•	•	•	Section I-4.17, Page I-117
Missing, Lost, Stolen, Recovered Gov't Property	•	•	•	•	Section I-4.18, Page I-119
Oil Spill Report	•	•	•	•	Section I-4.19, Page I-120
Search and Rescue (SAR) Report	•				Section I-4.20, Page I-120
Post SAR Report	•	•	•	•	Section I-4.20.3, Page I-123
Rendering Salvage Assistance	•	•	•	•	Section I-4.21, Page I-123
Post Salvage Letter Report	•	•	•	•	Section I-4.21, Page I-124
Salvage Report (Request for Assistance)	•	•	•	•	Section I-4.22, Page I-125
Special Incident Report (OPREP 3)	•			•	Section I-4.23, Page I-127
Stowaway Report	•			•	Section I-4.24, Page I-127
Suez Canal Post Transit Report	•	•	•	•	Section I-4.25, Page I-130
Suez Canal Special Report	•	•	•	•	Section I-4.26, Page I-132
Unit Situation Report (SITREP)	•	•		•	Section I-4.27, Page I-134
Weather Damage Report (CASREP)	•	•	•	•	Section I-4.27, Page I-134
PRE-ARRIVAL/ARRIVAL AT PORT					
Arrival Report (MOVREP)	•	•	•	•	Section I-1.4, Page I-16
Logistics Request (LOGREQ)	•			•	Section I-5.1, Page I-137
Prearrival Report (Dry Cargo/Tanker)		•	•		Section I-5.2, Page I-141
Tanker Special Prearrival Report			•		Section I-5.2, Page I-141
Tanker Radio Prearrival Report			•		Section I-5.3, Page I-155
Tanker Ullage Report			•		Section I-5.4, Page I-155
Tanker Voyage Report			•		Section I-5.5, Page I-155

REPORT	NFAF	Prepositioning	Sealift	Special Mission	REFERENCE
ROUTINE INPORT REPORTS					
Corrective Action and Report			•		Section I-6.1, Page I-155
Material Inspection			•		Section I-6.2, Page I-156
Readiness Condition Inspection	•		•	•	Section I-6.3, Page I-156
Safety Inspection	•		•	•	Section I-6.4, Page I-156
Safety Meeting Minutes			•		Section I-6.5, Page I-156
Summary of Engineering Data			•		Section I-6.6, Page I-156
Summary of Work Performed on Tankers in ROS			•		Section I-6.7, Page I-157
ROUTINE SITUATIONAL INPORT REPORTS					
Available Cargo Space			•		Section I-7.1, Page I-157
CALSTAT Status Message			•		Section I-8.3, Page I-167
Casualty Report (CASREP)	•	•	•	•	Section I-3.1, Page I-81
CASREP Situation Report/Update	•	•	•	•	Section I-3.1, Page I-81
CASREP Correction (CASCOR)	•	•	•	•	Section I-3.1, Page I-81
Change in Operational Control (CHOP)	•			•	Section I-3.2, Page I-94
Change in Status of Ships in FOS/ROS			•		Section I-7.3, Page I-158
Communications Guard (COMMGUARD)	•	•	•	•	Section I-1.3, Page I-12
Dry Cargo Ship Laytime					Section I-7.4, Page I-158
Function Where Beer, Sherry or Wine Served	•	•	•	•	Section I-7.5, Page I-159
Material Condition of Ships in FOS/ROS			•		Section I-7.6, Page I-159
Modified Discharge			•		Section I-3.9, Page I-97
Port and Terminal Information			•		Section I-7.6, Page I-159
Port Performance					Section I-7.8, Page I-160
Request to Use Sherry, Wine or Beer		•	•	•	Section I-7.9, Page I-161
Shipboard Condition					Section I-7.11, Page I-161
Ship Unable to Perform					Section I-7.11, Page I-161
Status of Readiness & Training (SORTS)	•			•	Section I-1.5, Page I-45
Stress Computation Report			•		Section I-7.12, Page I-161
Subsistence Charges			•		Section I-7.13, Page I-162
Tanker Loading and Discharge			•		Section I-7.15, Page I-162
Tanker and Terminal Demurrage			•		Section I-7.14, Page I-162
Time Charter Tanker Delivery			•		Section I-7.16, Page I-162
Time Charter Tanker Redelivery			•		Section I-7.17, Page I-162

REPORT	NFAF	Prepositioning	Sealift	Special Mission	REFERENCE
NON-ROUTINE/EMERGENCY INPORT REPORTS					
Accident Report for Claim Purposes	•			•	Section I-4.2, Page I-105
Alcoholic Beverage Violation	•			•	Section I-4.2, Page I-104
Asylum and Temporary Refuge	•	•	•	•	Section I-8.1, Page I-163
Bomb Threat Telephone Report	•	•	•	•	
Bomb Threat Action Checkoff List	•	•	•	•	
Bomb Threat Message Report	•	•	•	•	Section I-8.2, Page I-166
Bomb Threat Record	•	•	•	•	
Cargo Contamination Report			•		Section I-4.6, Page I-108
Cargo Exception Report			•		Section I-8.3, Page I-167
Claims and Disputes Report			•		
Confiscation of Gov't Property by Foreign Gov't.	•	•	•	•	Section I-8.3, Page I-167
Controlled Substance or Narcotics Violation	•			•	Section I-4.7, Page I-108
Dangerous Weapon Violation	•			•	Section I-4.8, Page I-108
Drydocking Report			•		Section I-8.5, Page I-168
Flag Display Incident Report	•			•	Section I-8.6, Page I-168
Hospitalized Personnel and Serious Injury	•			•	Section I-8.7, Page I-168
Joint Survey for Ship Delivery/Redelivery					Section I-8.8, Page I-169
Loss of Anchor Report	•			•	Section I-4.12, Page I-109
Loss of Protected Cargo, Classified Material, or U.S. Mail			•		Section I-8.9, Page I-169
Marine Casualty Report	•			•	Section I-4.13, Page I-110
MISHAP (Accident) Reports	•			•	Section I-4.16, Page I-114
MISHAP Investigation Report (MIR)	•	•	•	•	Section I-4.17, Page I-117
Missing, Lost, Stolen, Recovered Gov't Property	•	•	•	•	Section I-4.18, Page I-119
Necessary Tank Repairs			•		
On-hire Message					Section I-8.10, Page I-169
Oil Spill Report	•	•	•	•	Section I-4.19, Page I-120
Strategic Petroleum Reserve Incident Report			•		Section I-8.11, Page I-170
Special Incident Report (OPREP 3)	•			•	Section I-4.23, Page I-127
Tanker Repair Departure Report			•		
Tanker Overhaul and Repair Progress Report			•		
Unsatisfactory Military Postal Service Report	•	•	•	•	Section I-8.12, Page I-170
TRANSALT Report			•		

I-1. Required MSC Messages - Preparations To Get Underway.

The reports outlined in this section sumarize communications that are normally required by MSC ships before getting underway. Specific guidance and modifications may be provided by the cognizant MSC Area Commander.

I-1.1 Optimum Track Ship Routing (OTSR)

OTSR provides advisory routing based on present and predicted weather and sea conditions and the ship's cargo and riding characteristics. OTSR services are required for voyages greater than 1500 NM and should be submitted at least 72 hours before getting underway. These services may be requested by message using the procedures outlined below.

Action Addresses. These messages are addressed as follows:

OPTIMUM TRACK SHIP ROUTING (OTSR)	
TO	REMARKS
NAVPACMETOCCEN PEARL HARBOR HI	Pacific and Indian Ocean Regions
NAVLANTMETOCCEN NORFOLK VA	Atlantic Ocean Regions

Information Address(es) that should be included in OTSR Request messages are:

OPTIMUM TRACK SHIP ROUTING (OTSR)	
INFO	REMARKS
COMSC WASHINGTON DC	All OTSR Requests Include Program Manager on side router: NFAF　　　　PM1 SMSF　　　　PM2 PREPO　　　　PM3 Sealift/RRF　　PM5
FLENUMMETOCCEN DATA MONTEREY CA	All OTSR Requests
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
MSCO SWA BAHRAIN	

Classification. OTSR messages are classified in consideration of the mission and specific operation. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, OTSR messages may be classified. Follow the directions of the operational commander.

The **Standard Subject Indicator Code (SSIC)** for all OTSR messages is "//N03148//"

Preparation. The following information is used to develop OTSR requests.

OPTIMUM TRACK SHIP ROUTING (OTSR) REQUEST		
PARA	**DESCRIPTION**	**REQUIREMENTS**
1	**Identification**	(1) Name of the ship. (2) Type of the ship.
2	**Departure Data**	(1) Point of departure. (2) Estimated time of departure (ETD). (3) Classification of movement. (4) ETD changes by more than 12 hours.
3	**Destination Data**	(1) Destination. (2) Preferred estimated time of arrival (ETA) (3) Amplifying remarks as appropriate.
4	**Maximum Speed**	(1) Maximum acceptable speed of advance.
5	**Draft**	(1) Fore and Aft Drafts (ft).
6	**Special Requirements**	(1) Unusual cargo loading (2) Casualties to hull or engineering plant that affect seaworthiness. (3) Significant operations to be conducted en route. (4) Topside operations. (5) Any other routing considerations.
7	**Communications**	(1) Communications routing for OTSR messages (2) Broadcast being guarded by the ship.

```
R 231200Z MAY 96
FM USNS SAN JOSE
TO NAVPACMETOCCEN PEARL HARBOR HI
INFO COMSC WASHINGTON DC//N3/PM1//
COMSCPAC OAKLAND CA//N3//
FLENUMMETOCCEN DATA MONTEREY CA
BT
UNCLAS//N03148//
MSGID/OTSR REQUEST/USNS SAN JOSE//
SUBJ/OTSR REQUEST
RMKS/1.  REQUEST OTSR SERVICES.  THE FOLLOWING APPLIES:
A. NAME: USNS BIG HORN
    TYPE: TAO
B. POINT OF DEPARTURE: SAN FRANCISCO, CA
    ETD: 271930Z MAY 96
    CLASSIFICATION: UNCLASSIFIED
C. DESTINATION: MANILA PI
    ETA: 201900Z JUN 96
D. MAX SOA: 15 KTS
E. FWD DRAFT: 37 FT
    AFT DRAFT: 35 FT
F. SPECIAL REQUIREMENTS: NONE
G. COMMUNICATIONS: FLT BROADCAST (PRI), INMARSAT (SEC), HF
(TER)//
BT
```

Scenario: USNS SAN JOSE will depart San Francisco, CA on 27 May 1996 at 1930Z en route Manila, PI. SAN JOSE expects to arrive in Manila on 20 June 1996 at 1900Z. The planned speed of advance for the voyage is 15 knots. The ship's draft is 37' forward, 35' aft. The ship has no extraordinary issues that need to be considered in routing the voyage. Communications with the ship are (1) Fleet Broadcast, (2) INMARSAT, and (HF), in that priority.

Notes: None.

SAMPLE OTSR REQUEST MESSAGE

I-1.2 Mail Routing Information (MRI)

MRI provides postal activities with information needed to preposition mail for delivery to the ship.

Action Addresses. These messages are addressed as follows:

MAIL ROUTING INFORMATION (MRI)	
OPERATING AREA	**TO**
Western Atlantic and Caribbean	CDR JT MIL POSTAL ACTY ATL NEW YORK NY
Eastern Atlantic and Northern Europe	CDR JT MIL POSTAL ACTY ATL NEW YORK NY COMNAVACT LONDON UK
Mediterranean and Middle East	CDR JT MIL POSTAL ACTY ATL NEW YORK NY MAILMEDCOORD NAPLES IT
Indian Ocean and Diego Garcia	CDR JT MIL POSTAL ACTY ATL NEW YORK NY CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA
Western Pacific, Gulf of Alaska, Bering Sea	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA
Mid-Pacific, South-Pacific	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA FMC PEARL HARBOR HI
Eastern Pacific	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA NAVSTA GUAM
South China Sea, Sea of Japan	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA FMC YOKOHAMA JA

Information Address(es) that should be included in MRI messages are:

MAIL ROUTING INFORMATION (MRI)	
OPERATING AREA	**INFO**
Western Atlantic and Caribbean	COMSC WASHINGTON DC CH JMPA ATL FLD OFC MIAMI FL CINCLANTFLT NORFOLK VA NAVSTA ROOSEVELT RDS PR (IF APPROPRIATE) GUANTANAMO BAY CUBA (IF APPROPRIATE) NAVSTA PANAMA CANAL RODMAN PN (IF APPROPRIATE)
Eastern Atlantic and Northern Europe	COMSC WASHINGTON DC CH JMPA ATL FLD OFC MIAMI FL CINCLANTFLT NORFOLK VA CINCUSNAVEUR LONDON UK NAVSUPPACT HOLY LOCK UK (IF APPROPRIATE)
Mediterranean and Middle East	COMSC WASHINGTON DC CH JMPA ATL FLD OFC MIAMI FL CINCLANTFLT NORFOLK VA AMDINSUPU BAHRAIN (IF APPROPRIATE)
Indian Ocean and Diego Garcia	COMSC WASHINGTON DC CHJMPA ATL FLD OFC MIAMI FL CINCLANTFLT NORFOLK VA NAVSUPPFAC DEIGO GARCIA CTF SEVEN ZERO DIEGO GARCIA DET COMNAVLOGPAC PEARL HARBOR HI COMSCFE YOKOHAMA JA FMC YOKOHAMA JA
Eastern Pacific, Mid-Pacific, South-Pacific, Gulf of Alaska, Bering Sea	COMSC WASHINGTON DC COMNAVLOGPAC PEARL HARBOR HI
Western Pacific, South China Sea, Sea of Japan	COMSC WASHINGTON DC COMNAVLOGPAC PEARL HARBOR HI COMSCFE YOKOHAMA JA FMC YOKOHAMA JA

Classification. MRI messages are classified in consideration of the mission and specific operation. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, MRI messages may be classified. Follow the directions of the operational commander.

SSIC. The SSIC for all MRI messages is "//N05112//"

Preparation. MRI messages should be addressed to appropriate activities listed in this section that handle mail delivery in the areas where the ship will be operating. The message should list the projected itinerary for the ship to permit prepositioning and delivery of mail.

```
R131313Z AUG 96
FM SS AMERICAN OSPREY
TO CDR JT MIL POSTAL ACTY ATL NEW YORK NY//JJJ//
CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//JJJ//
INFO CH JMPA ATL FLD OFC MIAMI FL//JJJ//
CINCLANTFLT NORFOLK VA//JJJ//
GUANTANAMO BAY CUBA//JJJ//
NAVSTA PANAMA CANAL RODMAN PN//JJJ//
NAVSUPPFAC DEIGO GARCIA//JJJ//
CTF SEVEN ZERO DIEGO GARCIA DET//JJJ//
COMNAVLOGPAC PEARL HARBOR HI//JJJ//
COMSCFE YOKOHAMA JA//JJJ//
FMC YOKOHAMA JA//JJJ//
BT
UNCLAS//N05112//
MSGID/MAIL ROUTING INFORMATION/SS AMERICAN OSPREY//
SUBJ/MAIL ROUTING INFORMATION
RMKS/1. FOLLOWING SCHEDULE PROVIDED FOR MAIL ROUTING PURPOSES:
ETA              PORT              EDD
18 AUG        GUANTANAMO BAY CU   21 AUG
24 AUG        CRISTOBAL PN        26 AUG
12 SEP        PEARL HARBOR HI     16 SEP
09 OCT        SINGAPORE SN        11 OCT
18 OCT        DIEGO GARCIA        UNKNOWN//
BT
```

Scenario: SS AMERICAN OSPREY will arrive in Guantanamo Bay, CU to
on-load material for transfer to Diego Garcia, BIOT. The ship will
take a westerly track to pickup other material destined for Diego
Garcia. The itinerary is listed above.

Notes: None.

SAMPLE MRI MESSAGE

I-1.3 Communications Guard (COMMGUARD) Shift

COMMGUARD Shift messages are required whenever an addressable command or detachment shifts its communications guard to/from a full period termination, broadcast or serving telecommunications center. COMMGUARD Shift messages are not required when reporting only a change in satellite use, i.e., INMARSAT AOR-E to AOR-W. COMMGUARD Shift messages are required to initiate ASTARS reporting when getting underway or resetting (powering down) of the INMARSAT-C terminal used in support of this program. The effective time, whenever possible, should be at 0001Z. The nature and requirement for the COMMGUARD Shift will dictate the precedence assigned. Masters should attempt to provide the greatest lead time possible for COMMGUARD shifts:

COMMGUARD SHIFT MESSAGE PRIORITIES	
PRECEDENCE	LEAD-TIME WHEN COMMGUARD SHIFT IS REQUIRED
Routine	48 To 72 Hours
Priority	24 To 48 Hours
Immediate	Within 24 Hours

Action Addresses. Address all COMMGUARD Shift messages action to the gaining and losing communications facility, as well as NAVCSRF HONOLULU.

COMMUNICATIONS GUARD (COMMGUARD) SHIFT	
OPERATING AREA	TO:
All Operations	NAVCSRF HONOLULU HI//N33//
	Communications Facility Taking Guard
	Communications Facility Relinquishing Guard

Information Address(es) that should be included in COMMGUARD Shift messages are:

COMMUNICATIONS GUARD (COMMGUARD) SHIFT	
OPERATING AREA	INFO

Western and Eastern Atlantic ,and Caribbean	COMSC WASHINGTON DC//N6/PM**/
	
	Include Program Manager on side router:
	     NFAF PM1
	     SMSF PM2
	     PREPO PM3
	     Sealift/RRF PM5
	COMSCLANT BAYONNE NJ//N6//

Northern Europe, Mediterranean and Middle East	COMSC WASHINGTON DC//N6/PM**/
	
	Include Program Manager on side router:
	     NFAF PM1
	     SMSF PM2
	     PREPO PM3
	     Sealift/RRF PM5
	NCTAMS MED NAPLES IT//N6//
	COMSCEUR NAPLES IT//N6//

Eastern Pacific, Gulf of Alaska, Bering Sea, Mid-Pacific,	COMSC WASHINGTON DC//N6/PM**/ Include Program Manager on side router:

COMMUNICATIONS GUARD (COMMGUARD) SHIFT	
OPERATING AREA	**INFO**
	NFAF PM1
	SMSF PM2
	PREPO PM3
	Sealift/RRF PM5
	NCTAMS EASTPAC HONOLULU HI//N5/N5211//
	COMSCPAC OAKLAND CA//N6//
South and Western Pacific, South China Sea, Sea of Japan, Indian Ocean and Diego Garcia	COMSC WASHINGTON DC//N6/PM**/
	Include Program Manager on side router:
	NFAF PM1
	SMSF PM2
	PREPO PM3
	Sealift/RRF PM5
	NCTAMS WESTPAC GQ//30//
	COMSCFE YOKOHAMA JA//N6//

Classification of COMMGUARD Shift messages is determined in consideration of the mission and specific operation. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, COMMGUARD Shift messages may be classified. Follow the directions of the operational commander.

SSIC for all COMMGUARD Shift messages is "//N02325//"

Preparation. The following information is used to write COMMGUARD Shift messages:

COMMUNICATIONS GUARD (COMMGUARD) SHIFT		
PARAGRAPH	**DESCRIPTION**	**REQUIREMENTS**
ALFA	Ship Shifting Guard	Name of the ship
BRAVO	When Shift Should Be Effected	The Date-Time Group when the COMMGUARD Shift should be accomplished. This will normally be at the new RADAY (0001Z) unless the shift qualifies for an IMMEDIATE precedence message.
CHARLIE	Command To Assume COMMGUARD	Broadcast to copy, serving telecommunications center or command assuming guard, or commercial HF relay facility.
DELTA	Reason For Shift	Required only for IMMEDIATE or PRIORITY shift messages.
ECHO	Other Data	Any pertinent information not covered by the above paragraphs (guard list problems, secondary or reroute responsibilities etc.).
		When the unit in paragraph Alfa is the host unit for other embarked guarded addressable PLAs, they must be identified in the paragraph.
FOXTROT	(1) Guard List Request (2) List General Messages Required	This is frequently used to identify AIGS and CADS that have the ship in their distribution. It should be noted that the NAVCSRF does not reprogram the CSRF based on this. This information is useful for the gaining COMMGUARD station, but is not necessary for a COMMGUARD Shift to take place. The purpose of requesting a guard list in Foxtrot (1) is to compare what is in the CSRF with what the unit thinks it should have. Any discrepancies should be brought to the attention of the NAVCSRF by other means and with supporting documentation before they will change the CSRF.

```
P180001Z JAN 97
FM MV MARGARET B CHOUEST
TO NAVCSRF HONOLULU HI//N33//
NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA//OIC/RMC//
INFO NCTAMS LANT NORFOLK VA//CWO/N5/N314W/N314/N3//
NCTAMS EASTPAC HONOLULU HI//N5//
NCTAMS WESTPAC GU//CW/TWO/80//
NCTAMS MED NAPLES IT//CWO//
COMSC WASHINGTON DC//N622//
COMSCFE YOKOHAMA JA//N6//
BT
UNCLAS//N02325//
MSGID/COMMGUARD//MV MARGARET B CHOUEST//
SUBJ/COMMSHIFT//
RMKS/
ALFA/MV MARGARET B CHOUEST
BRAVO/200001Z JAN 97
CHARLIE/NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA/RUWMBUA
DELTA/NEW HIRE FOR LONG TERM CHARTER TO MSC. INMARSAT-A
TELEX 1541531
ECHO/SECONDARY ROUTE HF VIA WLO MOBILE AL, TLX 1234556.
REQUEST ACTIVATE ASTARS, ID 4300000000, LOGGED ON POR//
BT
```

Scenerio: This message is an example of a COMMGUARD Shift message for
           a ship newly taken on hire for long term charter.

Note: This example message will also apply to a ship called out of the
           RRF.
           Ships are expected to know call signs for the stations that they will
           be utilizing.

SAMPLE COMMGUARD SHIFT MESSAGE FOR NEW LONG TERM CHARTER

```
P180001Z JAN 97
FM USNS JOHN MCDONNELL
TO NAVCSRF HONOLULU HI//N33//
NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA//OIC/RMC//
COMSCFE YOKOHAMA JA//N6//
COMSCLANT BAYONNE NJ//N6//
INFO NCTAMS LANT NORFOLK VA//CWO/N5/N314W/N314/N3//
NCTAMS EASTPAC HONOLULU HI//N5//
NCTAMS WESTPAC GU//CW/TWO/80//
NCTAMS MED NAPLES IT//CWO//
COMSC WASHINGTON DC//N622//
COMNAVMETOCCOM STENNIS SPACE CENTER MS//35//
MSCO SWA BAHRAIN//N3//
BT
UNCLAS//N02325//
MSGID/COMMGUARD//USNS MCDONNELL/NOV//
SUBJ/COMMSHIFT//
REF/A/DOC/COMNAVCOMTELCOM/01FEB95//
AMPN/NTP-4(D)ANNEX A//
RMKS/
ALFA/USNS JOHN MCDONNELL//
BRAVO/200001Z JAN 97
CHARLIE/COMSCFE YOKOHAMA JA/RUAYFAM//
DELTA/JOHN MCDONNELL INITIATING PC-PC TRANSFER (PPT) SYSTEM//
ECHO/NAVOCEANO DET ONE TWO FOUR//
FOXTROT/A.USNS JOHN MCDONNELL
1. AIG 4501
2. CTF 53.2
3. ALMSC, ALMSC F, ALL MSCLANT SHIPS
ALMSCLANT CONTRACT OPERATED SHIPS
B. NAVOCEANO DET ONE TWO FOUR
1. AIG 13815
C. FOR NAVCOMTELSTA SAN DIEGO: ORIGINATOR WILL CONTINUE TO
PROCESS SHIP/SHORE UNCLAS TELEX TRAFFIC VIA YOUR STATION.//
BT
```

Scenerio: This message is an example of a COMMGUARD Shift message for a Special Mission Support Force (SMSF) ship.

Note: This example message will also apply to NFAF and PREPO Force ships.
Ships are expected to know call signs for the stations that they will be utilizing.

SAMPLE COMMGUARD SHIFT MESSAGE FOR SMSF SHIP

I-1.4 Movement Report (MOVREP)

MOVREPs are submitted by Navy, Coast Guard and MSC ships and other ships that the Navy has a direct interest in. MOVREPs will normally be PRIORITY Precedence messages. MOVREPs are formatted reports. They are originated by the ship getting underway. Dead reckoning (DR) information is submitted to keep the Navy commands informed of the projected movement of the ship. Updated MOVREPs are normally not required as long as the ship's movement is within tolerances outlined in this manual. Other reports are used to keep maintain track of the ship's location along its intended trackline.

I-1.4.1 Types of MOVREPs

There are several types of messages included in the MOVREP System. This section also summarizes the messages that may be required as well as preparation procedures. The 15 messages illustrated in this manual can be broken down into three general types:

- **Departure Reports** are used to describe the voyage that the ship will take. Departure reports outline estimated time of departure (ETD), departure place or position, type(s) of transit, speed(s), way point position(s) and time(s), the destination and estimated time of arrival (ETA). Departure reports may also indicate planned operations relevant to the MOVREP system.

- **Update Reports** are used to change the status of the ship within the MOVREP system. Update reports include; Position Reports, Change or Cancellation Reports, Storm Diversion Reports, and Check-out or Check-in Reports.

- **Arrival Reports** are used to notify cognizant commands that the ship has either completed the entire voyage or in some cases, has arrived at the Panama Canal or Suez Canal.

Action Address(es) are based on where the ship will be transiting. The following table summarizes Action addresses for MSC ship movements. The Address Indicating Group (AIG) messages are routed to several individual Navy commands when a ship is operating in their areas of responsibility. The AIG includes both Action and Information Addresses.

MOVEMENT REPORTS (MOVREP)	
TO	**REMARKS**
AIG FIVE FIVE	Eastern Pacific Ocean (Departing, Transiting, Destination)
AIG SIX ZERO	Western Pacific and Eastern Indian Oceans (Departing, Transiting, Destination)
AIG SIX TWO	South American Ports, Eastern Pacific (Departing, Transiting, Destination)
AIG SEVEN THREE	Canadian Ports, Easterb Pacific Ocean; Canadian Ports, Arctic Ocean East of 103W (Departing, Transiting, Destination)
AIG SEVEN FOUR	Caribbean Ports (Departing, Transiting, Destination)
AIG SEVEN EIGHT	Atlantic AOR (Departing, Transiting, Destination)
AIG ONE ZERO ONE	Canadian Ports,Western Atlantic Ocean;
AIG TWO FOUR ZERO	Northeast Atlantic Ports (Departing, Transiting, Destination)
AIG TWO FOUR ONE	Western Indian Ocean (Departing, Transiting, Destination)
AIG TWO FOUR TWO	Mediterranian Ports (Departing, Transiting, Destination)

Information Address(es) not included in the AIGs, that should be included in MOVREPs are:

MOVEMENT REPORTS (MOVREP)	
INFO	**REMARKS**

COMSC WASHINGTON DC//N3/PM**//	All Reports
	Include Program Manager on side router:
	    NFAF PM1
	    SMSF PM2
	    PREPO PM3
	    Sealift/RRF PM5

AMVER CENTER MARTINSBURG, WV//JJJ//	Unclassified MOVREPs
MSCO BALBOA PM//OIC//	Panama Canal Transits
USDAO CAIRO EF//JJJ//	Suez Canal Transits
FOSIF WESTPAC KAMI SEYA JA	Suez Canal Transits
MSCO SWA BAHRAIN	Indian Ocean Transits
MSCO GU	Indian Ocean Transits
MSCO SINGAPORE SN	Indian Ocean Transits
MSCREP ANCHORAGE AK	AIG 55 Above 50N
DFSC FORT BELVOIR VA	Tankers
CONTRACT OWNER/OPERATOR	Tankers

Classification of MOVREP messages is determined in consideration of the mission and specific operation. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, MOVREP messages will normally be Classified CONFIDENTIAL. SECRET classification may apply for certain operations; follow directions of the operational commander.

SSIC for all MOVREP messages is "//N03123//"

Preparation. The MOVREP originator shall compute check sum digits for: 1) Latitude and Longitude, 2) Date Time Groups, 3) Speed, and 4) Direction and fuel percentage (on storm diversion reports only). The digit is obtained by adding the digits of the numerical group and then discarding all but the right hand digit.

The following job aid provides information that will normally be contained in the MOVREP. Detailed discussion of MOVREP is included in NWP 10-1-10, Operational Reports. The intent of this discussion is to provide "quick reference" guidance to operators not familiar with MOVREPs or involved in complex operations requiring detailed or unique data fields. This table outlines those steps that should be followed when preparing a MOVREP:

MOVREP MESSAGE PREPARATION REQUIREMENTS		
IF	**THEN**	**SAMPLE**
Departure with Termination at Port	Steps 1, 2, 3, 4, 5	1
Great Circle MOVREP	Steps 1, 2, 3, 4, 5	2
Departure with Termination at MODLOC	Steps 1, 2, 3, 4, 6	3
Departure from MODLOC	Steps 1, 2, 3, 4, 5	4
Position Report	Steps 1, 2, 7, 4, 5	5
Change/Cancellation Report	Steps 1, 8, 3, 4, 5	6
Cancellation Report	Steps 1, 9, 10	7
Remain on Station Report	Steps 1, 2, 3, 11, 5	8
Storm Diversion Report	Steps 1, 2, 12	9
Checking Out of MOVREP System Report	Steps 1, 2, 3, 4, 13	10
Checking Into MOVREP System Report	Steps 1, 2, 14, 4, 5	11
Arrival At Panama or Suez Canal Report	Steps 1, 2, 15	12
Departure From Panama or Suez Canal	Steps 1, 2, 3, 4, 5	13
Arrival Report	Steps 1, 2, 15	14

MOVEMENT REPORTS (MOVREP)	
MESSAGE TEXT EXAMPLE	**REMARKS**
1 MSGID/MOVREP/USNS DENEBOLA//	This line is used to identify the MOVREP in automated message handling systems.
MSGID	A keyword used to sort messages automatically.
MOVREP	Movement Report (MOVREP) routes this message to cognizant personnel.
USNS DENEBOLA	The name of the ship submitting the MOVREP.
2 PPP MOVREP USNS DENEBOLA NWSQ/WEAX 01//	This is the first line of the message that is read into the NSOF file. All MOVREPs including Arrival Reports, use this line.
PPP	"PPP" indicates that this is a priority message. Normally MOVREPs will be priority messages. The following codes may be used: PPP Priority OOO Immediate Departure reports filed 24 to 48 hours prior to movement should be Priority. Reports filed less than 24 hours before departure should be Immediate precedence. Position Reports, Departure from MODLOC Reports, Change and/or Cancellation Reports, Storm Diversion, and Panama or Suez Canal arrival or departure reports are normally Immediate precedence.
MOVREP	"MOVREP" identifies the message as a movement report in the NSOF files.
USNS DENEBOLA	The full name of the MSC ship is repeated in this line.
NWSQ	The name is followed by the ships International Radio Call Sign.
/WEAX	WEAX (requests enroute weather) and OTSR (indicates that optimum track ships routing will be used) shall be entered on line one. Ships desiring OTSR services must also initiate a separate OTSR request. WEAX shall be requested by Masters of all MSC Force ships.
01//	Each line in the MOVREP should have a sequential two-digit number that appears just before the double slash at the end of the line. This is the first line of the message "01//"

MOVEMENT REPORTS (MOVREP)	
MESSAGE TEXT EXAMPLE	**REMARKS**
3 ETD P BAYONNE NJ 091400Z4 APR CG 15.0K6 02//	This line of the message indicates the estimated time of departure (ETD), the point of departure and time (GMT).
ETD P BAYONNE NJ	The place of departure could either be from a specific port or geographic location. The proper names of ports or cities shall be used. Ports and cities also will contain state or country codes which are included on pages... A geographic position will typically be used if the ship is conducting "miscellaneous operational details, local operations (MODLOC). The following codes indicate where the ship is departing from: P Port L Geographic Position
091400Z4 APR	All times in MOVREPs shall be in GMT (Zulu). When referring to the hour, 0000 and 2400 shall not be used and MOVREP DTGs must be followed by the month. A check-sum digit is required following the time.
CG	The type of navigational route is indicated by the following codes: CO Coastal Route DI Direct Route (Inland Waters) GC Great Circle Route RH Rhumb Line Route
15.0K6	Upon departure or prior to arrival at a port, the normal channel route between the pier and sea buoy need not be included as separate legs of the track. However, normal transit time must be considered in computing the speed of advance that includes channel transit. The channel sea buoy shall be referenced as the departure/arrival waypoint and direct inland (DI) shall be the course type used for long transits to the sea buoy. Short transits (less than 1 Hour) need not indicate the location of the sea buoy or provide separate transit legs (DI) or speed of advance. The speed of advance (SOA) in knots (K) (to nearest $1/10^{th}$ knot) should be included and a check-sum used.
02//	The sequential line number is included and the line is ended by "//"

MOVEMENT REPORTS (MOVREP)	
MESSAGE TEXT EXAMPLE	**REMARKS**
4 VIA L 40-00N4 052-00W7, 101530Z0 APR 03//	It is likely that there will be several legs or waypoints in a typical voyage. The number of waypoints outlined in the MOVREP is dependent upon the length of the voyage and expected maneuvers necessary to complete it. This line is repeated as often as necessary to describe the voyage.
VIA	Separate "VIA" or route lines are used to relay the individual tracks that the ship will follow.
L 40-00N4 052-00W7	MOVREP lines citing geographic positions/waypoints will be designated by an "L" meaning latitude and longitude. Latitude is written first, followed by longitude, each rounded to the nearest minute. The numerals presenting degrees and minutes are always separated by a hyphen. A check-sum is used for both numbers.
101530Z0 APR	The dead reckoning time that the ship is expected to be at the waypoint is included in the message. Track type or speed need not be included in each waypoint noted in the MOVREP unless a change is projected in either data field.
03//	The sequential line number is included and the line is ended by "//"
5 ETA P PORTSMOUTH UK, 151730Z7 APR 05//END	The estimated time of arrival (ETA) at the desitination is cited. Following the line designation, the word "END" indicates that the message is complete.
ETA	The estimated time of arrival (ETA) at the desitination is cited
P	The port (P) destination is noted on this line. Arrival reports are not required for arrival at MODLOC or positions at sea.
PORTSMOUTH UK	The destination will be a specific port. The proper names of ports or cities and state or country codes are required.
151730Z7 APR	The estimated time of arrival at the destination. Check-sums are used for time..
06//	The sequential line number is included and the line is ended by "//"
END	END is used on the last line of all MOVREPs.

	MESSAGE TEXT EXAMPLE	REMARKS
	MOVEMENT REPORTS (MOVREP)	
6	MOD LOC 28-30N3 020-00W2 141230Z1 APR OPERATING WITHIN 100 NM, 04//	The ship is en route a local operating area.
	MOD LOC	Miscellaneous Operational Details/ Local Operations (MODLOC) indicates that the ship is loitering.
	28-30N3 020-00W2	The geographic position around which MODLOC will be conducted.
	141230Z1 APR	Time that the ship will arrive at the MODLOC area.
	OPERATING WITHIN 100 NM,	Radius around which MODLOC will be conducted. Cite radius in nautical miles (NM).
	05//	The sequential line number is included and the line is ended by "//"
7	POS L 24-45N5 025-32W2, 151430Z APR RH 015.0K6 02//	A position report updates previous MOVREPs. It is required when: - The sail plan is changed. The previous MOVREP is not cancelled, rather it is updated with existing position and new sail plan from that origin Old MOVREP should not be referenced. - Variation of +/- 4 hours from PIM. - Variation of +/- 4 hours for ETA at final destination. - Variation more than 100 NM from PIM
	POS	The position (POS) of the ship when the report is submitted.
	L 24-45N5 025-32W2,	The geographic will be designated by an "L" meaning latitude and longitude. Latitude is written first, followed by longitude, each rounded to the nearest minute. The numerals presenting degrees and minutes are always separated by a hyphen. Use check-sums for both numbers.
	151430Z APR	The time at the location cited. Check-sums are used for time..
	RH	The type of navigational route is indicated by the following codes: CO Coastal Route DI Direct Route (Inland Waters) GC Great Circle Route RH Rhumb Line Route
	015.0K6	The speed of advance (SOA) in knots (K) (to nearest $1/10^{th}$ knot) should be included and a check-sum used.
	02//	The sequential line number is included and the line is ended by "//"

	MOVEMENT REPORTS (MOVREP)	
	MESSAGE TEXT EXAMPLE	**REMARKS**
8	OOO MOVREP USNS DENEBOLA, NWSQ, REF 101235Z APR OTSR/WEAX CHG CNL 07/	This report is used when a ship has not gotten underway on a MOVREP submitted. The ship must first cancel (CHG/CNL) the outdated MOVREP and, if appropriate, submit a new sail plan. This report is only used if the ship has not gotten underway.
	OOO	This is an immediate report due to the short fuze nature of the change.
	MOVREP USNS DENEBOLA, NWSQ,	"MOVREP" identifies the message as a movement report in the NSOF files.
	REF 101235Z APR	This reference is the date-time group of the MOVREP information that must be changed due to the delayed departure.
	OTSR/WEAX	If desired/appropriate, WEAX (requests enroute weather) and OTSR (indicates that optimum track ships routing will be used) shall be entered on line one. Note that ships desiring OTSR services must also initiate a separate OTSR request. If WEAX or OTSR is not desired or to be utilized skip do not include this in the message.
	CHG/CNL	The change/cancel (CHG/CNL) indicates that the MOVREP that was referenced is being changed. This code is included in the second line of this message to indicate that a change will follow on subsequent lines.
	07/	The line number begins with tne next higher number from the last line number in the previous MOVREP.
9	OOO MOVREP USNS DENEBOLA, NWSQ, REF 101235Z APR OTSR/WEAX 07/	This line is used when a ship will will not get underway and the MOVREP must be canceled (CHG/CNL). The original message is referenced. A second line is CHG/CNL. The numbers are cumulative.
	OOO	"OOO" indicates that this is an immediate message because it will likely be filed less than 24 hours prior to planned departure. The following codes may be used: PPP Priority OOO Immediate Departure reports filed 24 to 48 hours prior to movement should be Priority. Reports filed less than 24 hours before departure should be Immediate precedence.
	MOVREP	"MOVREP" identifies the message as a movement report in the NSOF files.
	USNS DENEBOLA	The full name of the MSC ship is repeated in this line.

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MOVEMENT REPORTS (MOVREP)	
MESSAGE TEXT EXAMPLE	**REMARKS**
NWSQ	The name is followed by the ships International Radio Call Sign.
REF 101235Z APR	This reference (REF) is the date time group of the original MOVREP message.
OTSR/WEAX	This field is necessary if WEAX and/or OTSR support was requested to make necessary adjustments.
07/	The line number begins with tne next higher number from the last line number in the previous MOVREP.
10 CHG/CNL 08//	This line is used to cancel the entire MOVREP file.
CHG/CNL	Change (CHG)/Cancel Previous MOVREP (CNL) indicates that the MOVREP file is to be deleted.
08/	The sequential line number is included and the line is ended by "//"
11 MOD ROS 36-56N0 075-57W4, 181530Z7 MAY 03//	The Remain on Station Report may be used by a ship getting underway to conduct local operations and returning to the same port within 24 hours.
MOD ROS 36-56N0 075-57W4	The miscellaneous operational details (MOD) remain on station (ROS) line indicates that local operations will be conducted in close vicinity to the position indicated.
181530Z7 MAY	This date time group indicates when the ship will be in position to loiter for MOD ROS operations.
03/	The sequential line number is included and the line is ended by "//"
12 MOD STM 20-30N5 010-00E1 141600Z2 APR 000D0 010.0K1 085P3 151600Z3 04//	This line is used when OTSR suggests that the ship follow an alternate track to avoid heavy weather.
MOD STM	MOD STM indicates that miscellaneous operational details are being employed for storm diversion
20-30N5 010-00E1	The position of the ship when diverting
141600Z2 APR	The date-time-group that the ship diverts from original MOVREP.
000D0	The initial course in degrees (D) true that the ship is taking. A check sum is required.
010.0K1	The speed in knots (K) that the ship is making. A check sum is required.
085P3	The percentage (P) of fuel onboard.
151600Z3	The date-time-group when the next storm diversion report is planned to be transmitted. A storm diversion report must be transmitted at least every 24 hours.

MOVEMENT REPORTS (MOVREP)	
MESSAGE TEXT EXAMPLE	**REMARKS**
13 MOD OUT 20-30N5 010-00E1 141600Z2 APR SURVOPS 6-96 05//	A ship may check-out of the MOVREP system when engaged in sensitive operations.
MOD OUT	Miscellaneous Operational Details (MOD) Checking Out of the MOVREP System (OUT) indicates that the ship is underway but its position will not be available in NOSF.
20-30N5 010-00E1 APR	The position when the ship is checking out of the system.
141600Z2	The time when the ship is checking out of the system.
SURVOPS 6-96	Optional field to describe the type of operations. RRF ships may use NCSORG to indicate routing by Naval Control of Shipping Organization.
05//	The sequential line number is included and the line is ended by "//"
14 MOD CIN 02//	A ship that had checked out of the MOVREP system needs to check back into the system once the special operation is complete and before returning to port.
MOD CIN	Miscellaneous Operational Details (MOD) Checking Into the MOVREP System (OUT) indicates that the ship has completed its mission and position data will be available in NOSF.
02//	The sequential line number is included and the line is ended by "//"
15 ARR P MIAMI FL, 151630Z6 APR 02//	The "Arrival Report" is a MOVREP that notifies all concerned that the ship has actually arrived at its destination whether a port or geographic position.
ARR	This code indicates an Arrival Report
P	The proper name of port or city destination. State or country codes must be used.
MIAMI FL,	The port or position where the ship has arrived.
151630Z6 APR	The date-time-group when the ship arrived at its destination or the Panama or Suez Canal
02//	The sequential line number is included and the line is ended by "//"

COUNTRY ABREVIATIONS					
COUNTRY	CODE	COUNTRY	CODE	COUNTRY	CODE
Afghanistan	AF	Cook Island	CW	Iraq-Saudia Arabia Nuetral Zone	IY
Albania	AL	Costa Rica	CS	Ireland	IE
Algeria	AG	Cuba	CU	Italy	IT
American Samoa	AQ	Cyprus	CY	Ivory Coast	IV
Andorra	AN	Czechoslovakia	CZ	Jamaica	JM
Angola	AO	Denmark	DA	Jan Mayen	JN
Anquilla	AO	Djibouti	DJ	Japan	JA
Antarctica	AV	Dominica	DO	Arvis Island	DQ
Antiqua and Barbados	AC	Dominican Republic	DR	Johnston Atoll	JQ
Argentina	AR	Ecuador		Jersey	JE
Ashmore and Cartier Islands	AT	Egypt	EG	Jordon	JO
Australia	AS	El Salvador	ES	Juan De Nova Island	JU
Austria	AU	Equatorial Guinea	EK	Kenya	KE
Bahamas, The	BF	Faroe Island	FO	Korea, Democratic People Republic of	KN
Bahrain	BA	Falkland Island (Islas Malvinas	FA	Kiribati	KR
Baker Island	FQ	Fiji	FJ	Kuwait	KU
Bangladesh	BG	Finland	FI	Kingman Reef-US Territory	KQ
Barbados	BB	France	FR	Laos	LA
Bassas Da India	BS	French Guiana	FG	Lebanon	LE
Belgium	BE	French Polynesia	FP	Lesotho	LT
Belize	BH	French Southern and Antarctic lands	FS	Liberia	LI
Benin	BN	French Territory of the Afars and Issas	FT	Libya	LY
Bermuda	BD	Gabon	GB	Liechtenstein	LS
Bhutan	BT	Gambia, The	GA	Luxembourg	LU
Bolivia	BL	Gaza Strip	GZ	Macau	MC
Botswana	BC	Germany, Democrat Republic	GC	Madagascar	MA
Bouvet Island	BV	Germany, Berlin	BZ	Malawi	MI
Brazil	BR	Germany, Federal Republic of	GE	Malaysia	MY
British Indian Ocean Territory	IO	Ghana	GH	Mali	
British Virgin Island	VI	Gibraltar	GI	Maldives	MV
Brunei	BX	Glorioso Island	GO	Malta	MT
Bulgaria	BU	Greece	GR	Man. Isle of	IM
Burkina	UV	Greenland	GL	Martinique	MB
Burma	BM	Guadeloupe	GP	Mauritania	MR
Burundi	BY	Guatamala	GT	Mauritius	MP
Cambodia	CB	Haiti	HA	Mexico	MX
Cameroon	CM	Heard and McDonald Island	HM	Midway Island	MQ

COUNTRY ABREVIATIONS					
COUNTRY	CODE	COUNTRY	CODE	COUNTRY	CODE
Canada	CA	Honduras	HO	Monaco	MN
Cape Verde	CV	Hong Kong	HK	Mongolia	MG
Cayman Island	CJ	Howland Island	HQ	Montserrat	MH
Central African Republic	CT	Hungary	HU	Mozambique	MZ
Coral Sea Island	CR	Iceland	IC	Namibia	WA
Cocos(Keeling) Islands	CK	India	IN	Nauru	NR
Colombia	CO	Indonesia	ID	Navassa Island	BQ
Comoros	CN	Iran	IR	Netherlands	NL
Congo	CF	Iraq	IZ	Netherland Antille	NA
New Caledonia	NC	St. Christopher- Nevis	SC	Tokelua Islands	TL
New Zealand	NZ	St. Helena	SH	Tonga	TN
Nicaragua	NU	St. Lucia	ST	Tunisia	TS
Niger	NG	St.Pierre and Miqueon	SB	Turkey	TU
Nigeria	NI	St.Vincent &Grenadine	VC	Tuvalu	TV
Niue	NE	Sao Tome Principe	TP	Uganda	YE
Norkfolk Island	NF	Saudia Arabia	SA	United Arab Emirates	TC
Nothern Mariana Islands	CQ	Senegal	SG	United Kingdom	UK
Norway	NO	Singapore	SN	United of Soviet Socialist Republics	UR
Oman	MU	Somalia	SO	United States	US
Pakistan	PK	South Africa	SF	Uruguay	UY
Palmyra Atoll	LQ	Southern Rhodesia	RH	St. Vincent & the Grenadine Islands	VC
Panama	PM	Spain	SP	British Virgin Islands	VI
Papua New Guinea	PP	Spratly Island	PG	Vietnam	VM
Paracel Island	PF	Sri Lanka	CE	Virgin Islands (U.S.)	VQ
Paraguay	PA	Sudan	SU	Vatican City	VT
Peru	PE	Suriname	NS	Namibia	WA
Philippines	RP	Svalbard	SV	Wake Islands	WQ
Pitcairn Island	PPC	Swaziland	WZ	Wallis and Futuna	WF
Poland	PL	Sweden	SW	Western Sahara	WS
Portugal	PO	Switzerland	SZ	S waziland	WZ
Puerto Rico	RQ	Syria	SY	Yemen (Sanaa)	YE
Qatar	QA	Taiwan	TW	Zambia	ZA
Reunion	RE	Tanzania, United Republic of Thailand	TZ	Zimbabwe	Z1
Rwanda	RW	Togo	TO		

STATE ABBREVIATIONS					
STATE	CODE	STATE	CODE	STATE	CODE
Alabama	AL	Kentucky	KY	North Dakota	ND
Alaska	AK	Lousianna	LA	Ohio	OH
Arizone	AZ	Maine	ME	Oklahoma	OK
Arkansas	AR	Maryland	MD	Oregon	OR
California	CA	Massachusetts	MA	Pennsylvania	PA
Colorado	CO	Michigan	MI	Rhode Island	RI
Connecticut	CT	Minnesota	MN	South Carolina	SC
Delaware	DE	Mississippi	MS	South Dakota	SD
District of Columbia	DC	Missouri	MO	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Hawaii	HI	Nevada	NV	Vermont	VT
Idaho	ID	New Hampshire	NH	Virginia	VA
Illinois	IL	New Jersey	NJ	Washington	WA
Indiana	IN	New Mexico	NM	West Virginia	WV
Iowa	IA	New York	NY	Wisconsin	WI
Kansas	KS	North Carolina	NC	Wyoming	WY

COMMON ABBREVIATIONS USED IN MOVREPs			
CODE	**MEANING**	**CODE**	**MEANING**
ARR	Actual Arrive	OSIR	Out of service, in reserve
CO	Coastal Route	OSSP	Out of service, special
CHG	Change	OTSR	Optimum Track Ship Routing
CIN	Check Into MOVREP System	OUT	Check Out of MOVREP System
CNL	Cancel Previous MOVREP	P	Port
D	Degrees	P	Fuel (% of capacity)
DET	Detaching	POS	Present Position
DI	Direct Route	PPP	Priority
END	End of Message	RDV	Rendezvousing
ETA	Estimated Arrival	REF	Reference
ETD	Estimated Departure	ROS	Remain on station
GC	Great Circle Route	RRR	Routine
IC	In commission, active	RH	Rhumb Line Route
ICIR	In commission, in reserve	SP	Single ship
ICSP	In commission, special	STM	Storm Evasion
IND	Indefinite Operations	STS	Status
IS	In service, active	SUBNOTE	Submarine notice
ISIR	In service, in reserve	TAS	TASS or TACTAS
ISSP	In service, special	UFR	Unit detached from
K	Knots	UG	Special Group embarked
L	Latitude and longitude	UJN	Unit joined to
LOC	Local Operations	UP	VIP
MEDDEP	No medical officers onboard	UT	Towed craft
MOD	Miscellaneous Operational Details	VDS	Variable depth sonar
OCIR	Out of commission, in reseve	VIA	Route
OCSP	Out of commission, special	WEAX	Request for en route weather forecast
OOO	Imediate	ZZZ	Flash
ORG	Organization		

```
P 140630Z MAY 96
FM USNS HENRY J KAISER
TO AIG SEVEN EIGHT
AIG SEVEN FOUR
INFO COMSC WASHINGTON DC//N3/PM1//
AMVER CENTER MARTINSBURG WV//JJJ//
BT
UNCLAS//N03123//
MSGID/MOVREP/USNS HENRY J KAISER//
PPP MOVREP USNS HENRY J KAISER  NWSQ, OTSR/WEAX 01//
ETD P BAYONNE NJ 151200Z9 MAY DI 010.0K1 02//
VIA L 40-28N4 073-50W5, 151400Z1 MAY RH 015.0K6 03//
VIA L 39-00N2 074-00W1, 151945Z5 MAY 04//
VIA L 36-00N9 074-30W4, 160800Z5 MAY 05//
VIA L 35-00N8 075-00W2, 161230Z3 MAY 06//
VIA L 33-00N6 078-00W5, 170100Z9 MAY RH 010.0K1 07//
VIA L 31-00N4 080-00W8, 171700Z6 MAY 08//
VIA L 30-23N8 081-19W9, 172000Z0 MAY DI 010.0K1 09//
ETA P JACKSONVILLE FL, 172130Z4 MAY 10//
END//
BT
```

Scenerio: USNS HENRY J. KAISER gets underway from Bayonne, NJ on 15 May 1996 en route Jacksonville, FL. The ship will depart at 1900Z. The transit through New York Harbor will be at 10 kts. The ship will take a direct inland (DI) route until the vicinity of Ambrose Light. From Ambrose Light, HENRY J. KAISER will sail rhumb lines (RH) to the St. Johns River sea buoy at 15 kts. The speed of advance will be 10 knots near the end of the voyage. DI courses will be taken at 10 kts until mooring in Jacksonville at 2130 on 17 May.

Notes: OTSR indicates that optimum track ship routing will be used. A separate message requesting OTSR is required. WEAX requests weather forecasts.

Intermediate leg (VIA) data must include course type and speed only when there is a change from the previous data set.

Check sum digits are required for:

    1) Latitude and Longitude,
    2) Date Time Groups, and
    3) Speed.

SAMPLE MOVREP 1: DEPARTURE WITH TERMINATION AT PORT

```
P 271200Z JUN 96
FM MV STRONG TEXAN
TO AIG FIVE FIVE
AIG SIX ZERO
INFO COMSC WASHINGTON DC//N3/PM5//
COMSCPAC OAKLAND CA//N3//
COMSCFE YOKOHAMA JA//N3//
COMSCWESTPAC DET SINGAPORE SN//N3//
AMVER CENTER MARTINSBURG WV//JJJ//
BT
UNCLAS//N03123//
MSGID/MOVREP/MV STRONG TEXAN//
PPP MOVREP MV STRONG TEXAN, XXXX, OTSR/WEAX 01//
ETD P SAN FRANCISCO CA, 291800Z0 JUN DI 012.0K3 02//
VIA L 37-49N3 122-30W8, 291900Z1 JUN GC 015.0K6 03//
VIA L 19-40N4 121-54E3, 151745Z3 JUL DI 012.0K3 04//
VIA L 19-23N5 121-14E9, 152100Z9 JUL 05//
VIA L 18-28N9 120-17E1, 160330Z3 JUL 06//
VIA L 16-20N9 119-26E9, 161450Z6 JUL 07//
VIA L 14-45N4 120-05E8, 162330Z5 JUL 08//
ETA P MANILA RP, 170000Z8 JUL 09//
END//
BT
```

Scenerio: M/V STRONG TEXAN will get underway from San Francisco, CA at 1800Z on 29 June and take a direct inland (DI) route through San Francisco Bay at 12 kts. STRONG TEXAN will take a great circle (GC) route at 15 kts. to the vicinity of the Philippine Islands. The ship will take a direct inland (DI) course at 12 kts. to Manila and moor at 0000Z on 17 July.

Notes: OTSR indicates that optimum track ship routing will be used. A separate message requesting OTSR is required. WEAX requests weather forecasts.

Intermedicate leg (VIA) data is not required for great circle routes unless there is an expected deviation from the great circle tracks or speed. Intermediate leg data must include course type and speed only when there is a change from the previous data set.

Check sum digits are required for:

1) Latitude and Longitude,
2) Date Time Groups, and
3) Speed.

SAMPLE MOVREP 2: GREAT CIRCLE

```
P 140630Z MAY 96
FM USNS STALWART
TO AIG SEVEN EIGHT
INFO COMSC WASHINGTON DC//N3/PM2//
COMSCLANT BAYONNE NJ//N3//
AMVER CENTER MARTINSBURG WV//JJJ//
BT
UNCLAS//N03123//
MSGID/MOVREP/USNS STALWART//
PPP MOVREP USNS STALWART NFFD, OTSR/WEAX 01//
ETD P LITTLE CREEK VA, 151300Z0 MAY DI 010.0K1 02//
VIA L 36-56N0 075-57W4, 151400Z1 MAY RH 000.0K1 03//
VIA L 36-58N2 075-48W4, 151500Z5 MAY 04//
VIA L 36-50N4 075-30W5, 151630Z9 MAY 05//
MOD LOC 36-00N9 075-00W2 152130Z2 MAY OPERATING WITHIN 100
NM, 06//
END//
BT
```

Scenerio: USNS STALWART gets underway fromLittle Creek, VA on 15 May 1996 at 1300Z. The transit is through Chesapeake Bay and the northern traffic separation scheme en route a Miscellaneous Operational Details (MOD)/Local Operations (LOC) operating area. STALWART will be at the MOD LOC operating area at 2130 on 15 May and may transit anywhere within the 100 NM radius, the largest radius authorized. An arrival report is not required.

Notes: MODLOC Reports indicate that the ship will loiter in the vicinity of the position indicated on the report. The radius shall not exceed 100 NM from the referenced latitude/longitude. The referenced time is when the ship estimates it should be at the center of this operating area. An arrival report is not required however, upon departure, a MOVREP is requred based on the actual position and time. MOD LOC is limited to at sea operations and must be terminated by a departure report before entering port.

OTSR indicates that optimum track ship routing will be used. A separate message requesting OTSR is required. WEAX requests weather forecasts.

Intermediate leg (VIA) data must include course type and speed only when there is a change from the previous data set.

SAMPLE MOVREP 3: DEPARTURE WITH TERMINATION AT MODLOC

```
O P 182100Z MAY 96
FM USNS STALWART
TO AIG SEVEN EIGHT
INFO COMSC WASHINGTON DC//N3/PM2//
COMSCLANT BAYONNE NJ//N3//
MCSTAGOS LANT LITTLE CREEK VA//N3//
AMVER CENTER MARTINSBURG WV
NAVMARINTCEN WASHINGTON DC//DI123//
BT
UNCLAS//N03123//
MSGID/MOVREP/USNS STALWART//
OOO MOVREP USNS STALWART NFFD, OTSR/WEAX 01//
ETD L 35-59N2 074-58W4, 190400Z4 MAY RH 010.0K1 02//
VIA L 36-50N4 075-30W5, 190940Z3 MAY 03//
VIA L 36-58N2 075-48W4, 191130Z5 MAY 04//
VIA L 36-56N0 075-57W4, 191200Z3 MAY 05//
ETA P LITTLE CREEK VA, 191300Z MAY 06//
END//
BT
```

Scenerio: USNS STALWART will complete MOD LOC at 190400Z and proceed to Little Creek, VA per the track outlined above. STALWART will arrive at Little Creek at 191300Z.

Notes: The MOVREP is based on the actual position and time when departing the area. MOD LOC is limited to at sea operations and must be terminated by a departure report before entering port.

Intermediate leg (VIA) data must include course type and speed only when there is a change from the previous data set.

SAMPLE MOVREP 4: DEPARTURE FROM MODLOC

```
O P 182100Z MAY 96
FM USNS KILAUEA
TO AIG SEVEN EIGHT
INFO COMSC WASHINGTON DC//N3/PM1//
COMSCLANT BAYONNE NJ//N3//
AMVER CENTER MARTINSBURG WV
BT
UNCLAS//N03123//
MSGID/MOVREP/USNS KILAUEA//
OOO MOVREP USNS KILAUEA, KBOM OTSR/WEAX 01//
POS L 35-00N8 075-00W2, 182030Z4 MAY RH 008.0K8 02//
VIA L 33-00N6 078-00W5, 190200Z2 MAY 03//
VIA L 31-00N4 080-00W8, 192000Z2 MAY 04//
VIA L 30-23N8 081-19W9, 200400Z6 MAY DI 012.0K3 05//
ETA P JACKSONVILLE FL, 200630Z1 MAY 06//
END//
BT
```

Scenerio: USNS KILAUEA was underway en route Jacksonville, FL. The ship was
            delayed along the track causing a variation in its ETA of more than four (4)
            hours. The revised MOVREP updates the ship's position and ETA.

Notes: The MOVREP is based on the actual position of the ship at the revised time.
            The present position (POS) supercedes information in the original MOVREP
            and a revised sailplan is required based on that position. Other position
            reports are not used to automatically update the MOVREP database.

            A position report is required when:

            1) The original sail plan (destination, course or speed) changed after
                getting underway,
            2) There is more than 4 hours variation (ahead/behind) planned intened
                movement.
            3) Ship is more than 100NM from the planned track line.
            4) ETA is more than 4 hours different from original submission.
            5) There is a variation of more than 100 NM from a referenced point of
                operations.

            It is an immediate message because timeliness requirements. However,
            priority precedence is adequate for information adresses.

SAMPLE MOVREP 5: POSITON REPORT

```
O P 152100Z MAY 96
FM USNS HENRY J KAISER
TO AIG SEVEN EIGHT
INFO COMSC WASHINGTON DC//N3/PM1//
COMSCLANT BAYONNE NJ//N3//
AMVER CENTER MARTINSBURG WV
BT
UNCLAS//N03123//
MSGID/MOVREP/USNS HENRY J KAISER//
OOO MOVREP USNS HENRY J KAISER, NWSQ, REF 140630Z4 MAY
OTSR/WEAX CHG CNL 11//
ETD P BAYONNE NJ 171200Z9 MAY DI 010.0K1 12//
VIA L 40-28N4 073-50W5, 171400Z1 MAY RH 015.0K6 13//
VIA L 39-00N2 074-00W1, 171945Z5 MAY 14//
VIA L 36-00N9 074-30W4, 180800Z5 MAY 15//
VIA L 35-00N8 075-00W2, 181230Z3 MAY 16//
VIA L 33-00N6 078-00W5, 190100Z9 MAY RH 010.0K1 17//
VIA L 31-00N4 080-00W8, 191700Z6 MAY 18//
VIA L 30-23N8 081-19W9, 192000Z0 MAY DI 010.0K1 19//
ETA P JACKSONVILLE FL, 192130Z4 MAY 20//
END//
BT
```

Scenerio: USNS HENRY J KAISER's departure was delayed by the operational commander. The ship will get underway 48 hours later following the same projected track as previously submitted. The new sail plan is submitted in the CHG/CNL report.

Notes: This report is used when a ship has not gotten underway per a submitted MOVREP. The ship must cancel and revise MOVREP data if the movement was only delayed, not canceled. This report is not used if the sail plan is changed after the ship has gotten underway, a Position Report is used.

The previous MOVREP must be referenced on the message identification line. A new sail plan is required. Line numbers begin with the next higher number from the last line of the previous MOVREP.

Intermediate leg (VIA) data must include course type and speed only when there is a change from the previous data set.

SAMPLE MOVREP 6: CHANGE/CANCEL PREVIOUS MOVREP

```
O P 152100Z MAY 96
FM USNS HENRY J KAISER
TO AIG SEVEN EIGHT
INFO COMSC WASHINGTON DC//N3/PM1//
COMSCLANT BAYONNE NJ//N3//
AMVER CENTER MARTINSBURG WV
BT
UNCLAS//N03123//
MSGID/MOVREP/USNS HENRY J KAISER//
OOO MOVREP USNS HENRY J KAISER, NWSQ, REF 140630Z4 MAY
OTSR/WEAX 11//
CHG/CNL 12//
END//
BT
```

Scenerio: USNS HENRY J KAISER's departure was cancelled. There is no indication of when the ship will get underway again.

Notes: This report is used when a ship has not gotten underway per a submitted MOVREP. This message cancels the original MOVREP.

The previous MOVREP must be referenced on the message identification line. A new sail plan is required. Line numbers begin with the next higher number from the last line of the previous MOVREP.

SAMPLE MOVREP 7: CANCELLATION REPORT

```
P 152100Z MAY 96
FM USNS MOHAWK
TO AIG SEVEN EIGHT
INFO COMSC WASHINGTON DC//N3/PM2//
COMSCLANT BAYONNE NJ//N3//
COMUNDERSEASURVLANT NORFOLK VA//N3//
NAVOCEANPROFAC DAM NECK VA//060//
AMVER CENTER MARTINSBURG WV
NAVMARINTCEN WASHINGTON DC//DI123//
IUSSOPS SUPPCEN LITTLE CREEK VA//OIC//
BT
UNCLAS//N03123//
MSGID/MOVREP/USNS MOHAWK//
PPP MOVREP USNS MOHAWK, NWSQ, WEAX 01//
ETD P LITTLE CREEK VA, 181430Z7 MAY DI 010K1 02//
MOD ROS 36-56N0 075-57W4 181530Z7 MAY 03//
ETA P LITTLE CREEK VA, 191300Z4 MAY 04//
END//
BT
```

Scenerio: USNS MOHAWK gets underway from Little Creek at 181430Z to conduct sea trials in the vicinity of Norfolk. The ship will return to port in less than 24 hours.

Note: This report is limted to a ship getting underway, conducting local operations and returning to the same port within 24 hours. MOD ROS is equivalent to a VIA line and may be used in lieu of MOD LOC.

            An Arrival Report is required upon termination of the operation.

SAMPLE MOVREP 8: REMAIN ON STATION REPORT

```
O P 271600Z AUG 96
FM USNS MOHAWK
TO AIG SEVEN EIGHT
AIG SEVEN FOUR
INFO COMSC WASHINGTON DC//N3/PM2//
COMSCLANT BAYONNE NJ//N3//
COMUNDERSEASURVLANT NORFOLK VA//N3//
AMVER CENTER MARTINSBURG WV//JJJ//
NAVMARINTCEN WASHINGTON DC//DI123//
BT
UNCLAS//N03123//
MSGID/MOVREP/USNS MOHAWK//
OOO MOVREP USNS MOHAWK, NWSQ, OTSR/WEAX 01//
MOD STM 35-00N8 069-00W5 271545Z4 AUG 000D0 010.0K1 085P3
281600Z7 02//
END//
BT
```

Scenerio: USNS MOHAWK gets underway from Little Creek at 181430Z to conduct sea trials in the vicinity of Norfolk and will return to port in less than 24 hours.

Notes: Ships must be participating in the Optimum Track Ship Routing (OTSR) system. MOD STM is submitted by ships that receive strom diversion direction from OTSR.

Course direction (D) is entered in whole degrees.

Fuel onboard percentage (P) is required.

Storm diversion MOVREPs must be submitted at least every 24 hours until termination. Estimated time for the next storm diversion MOVREP is required (281600Z7) in the MOD STM line.

A Position Report will likely be required to update location and revised track data is required when storm evasion maneuvers ar complete

Check sum digits are required for:

      1) Latitude and Longitude,
      2) Date Time Groups,
      3) Speed,
      3) Direction, and
      5) Percentage of Fuel onboard.

SAMPLE MOVREP 9: STORM DIVERSION REPORT

```
P 181300Z SEP 96
FM SS CAPE MAY
TO AIG SEVEN EIGHT
INFO COMSC WASHINGTON DC//N3/PM5//
COMSCLANT BAYONNE NJ//N3//
AMVER CENTER MARTINSBURG WV//JJJ//
BT
UNCLAS//N03123//
MSGID/MOVREP/SS CAPE MAY//
PPP MOVREP SS CAPE MAY, KICF, OTSR/WEAX 01//
ETD P LITTLE CREEK VA, 201300Z6 SEP DI 010K1 02//
VIA L 36-45N0 075-57W4, 201400Z7 SEP RH 010K1 03//
VIA L 36-58N2 075-48W4, 201445Z6 SEP 04//
MOD OUT 36-50N4 075-30W5, 201630Z2 SEP 05//
END//
BT
```

Scenerio: SS CAPE MAY will depart Little Creek, VA. Due to the sensitive nature of
the operations, CAPE MAY will MOD OUT of the MOVREP system.

Note: A ship may be required to Check-Out of the MOVREP system when engaged
in certain sensitive operations and Check-In again when the operations are
complete. The Operational Commander ordering the mission will issue
special MOVREP instructions and ensure that other interested commands are
aware of the operation.

A ship is required to check out of the MOVREP system will file a departure
report from port and indicate an at-sea location (latitude/longitude) where the
ship checks out. A ship may not check out of the MOVREP system while in
port.

When a ship is routed by the Naval Control of Shipping Organization
(NCSORG), it shall check out of the MOVREP system using these
procedures. Port entry procedures shall be held in abeyance while under
NCSORG routing. An Arrival Report is required upon termination of the
operation. Upon completion of NCSORG routing, the ship shall check back
into the MOVREP system.

SAMPLE MOVREP 10: CHECKING OUT OF MOVREP SYSTEM REPORT

```
P 251800Z MAY 96
FM USNS LOYAL
TO AIG SEVEN EIGHT
INFO COMSC WASHINGTON DC//N3/PM2//
COMSCLANT BAYONNE NJ//N3//
COMUNDERSEASURVLANT NORFOLK VA//N3//
NAVOCEANPROFAC DAM NECK VA//060//
AMVER CENTER MARTINSBURG WV//JJJ//
NAVMARINTCEN WASHINGTON DC//DI123//
IUSSOPS SUPPCEN LITTLE CREEK VA//OIC//
BT
UNCLAS//N03123//
MSGID/MOVREP/USNS LOYAL//
PPP MOVREP USNS LOYAL, NWSQ, OTSR/WEAX 01//
MOD CIN 02//
POS L 36-50N4 075-30W5, 261800Z7 MAY RH 010K1 03//
VIA L 36-58N4 075-48W4, 261930Z1 MAY 04//
VIA L 36-56N0 075-57W4, 262030Z3 MAY DI 010K1 05//
ETA P LITTLE CREEK VA, 262130Z8 MAY 06//
END//
BT
```

Scenerio: USNS LOYAL is underway on survillence operations. The operations are complete. The ship will arrive at Little Creek, VA at 2130Z on 26 May.

Note: Upon completion of Naval Control of Shipping Organization (NCSORG) routing or sensitive operations, the ship shall check back into the MOVREP system..

A ship must check back into the MOVREP system prior to port entry.

SAMPLE MOVREP 11: CHECKING INTO MOVREP SYSTEM REPORT

```
O P 231200Z MAY 96
FM USNS MERCY
TO AIG SEVEN EIGHT
AIG TWO FOUR TWO
AIG TWO FOUR ONE
INFO COMSC WASHINGTON DC//N3/PM1//
COMSCEUR NAPLES IT//N3//
USDAO CAIRO EF//JJJ//
FOSIF WESTPAC KAMI SEYA JA//JJJ//
AMVER CENTER MARTINSBURG WV//JJJ//
BT
UNCLAS//N03123//
MSGID/MOVREP/USNS MERCY//
PPP MOVREP USNS MERCY, NWSQ, WEAX 01//
ARR P SAID EG, 231145Z6 MAY 02//
END//
BT
```

Scenerio: USNS MERCY arrives at Port Said for transit of the Suez Canal.

Note: An Arrival Report is transmitted upon arrival at the Suez Canal (Port Said, EG) or Panama Canal (Cristobal, PM).

When transiting through multiple AIGs, ensure that although no longer in an operating area, an arrival report is provided to the cognizant AIG.

SAMPLE MOVREP 12: ARRIVAL AT PANAMA OR SUEZ CANAL REPORT

```
O P 231200Z MAY 96
FM SS AMERICAN OSPREY
TO AIG SEVEN EIGHT
AIG SEVEN FOUR
AIG SIX TWO
AIG FIVE FIVE
INFO COMSC WASHINGTON DC//N3/PM5//
COMSCLANT BAYONNE NJ//N3//
COMSCPAC OAKLAND CA//N3//
MSCO BALBOA PM//OIC//
AMVER CENTER MARTINSBURG WV//JJJ//
NAVMARINTCEN WASHINGTON DC//DI123//
BT
UNCLAS //N03123//
MSGID/MOVREP/SS AMERICAN OSPREY//
OOO MOVREP SS AMERICAN OSPREY, KARC, WEAX 01//
ETD P CRISTOBAL PM, 231800Z4 MAY DI 002K2 02//
VIA L 04-23N9 078-00W5, 241800Z5 MAY RH 015.0K6 03//
ETA L 05-00N5 115-00W8, 261200Z1 MAY 04//
ETA L 29-00N1 120-00W8, 281000Z1 MAY 05//
ETA P SAN DIEGO CA, 281900Z0 MAY 06//
END//
BT
```

Scenerio: MV AMERICAN OSPREY is transiting the Panama Canal from North to
            South. The ship departs Cristobal, Panama on a direct inland route at an
            average speed of 2 knots. Upon exit, AMERICAN OSPREY will transit to
            San Diego, CA.

Note: The Departure Report lists the estimated time to complete the transit. A direct
            inland course should be reported in line 02. Upon completion of the canal
            transit, departure is take from a reference latitude/longitude followed by a sail
            plan to the final destination.

            Intermediate leg (VIA) data must include course type and speed only when
            there is a change from the previous data set.

            Check sum digits are required for:

                1) Latitude and Longitude,
                2) Date Time Groups, and
                3) Speed.

SAMPLE MOVREP 13: DEPARTURE FROM PANAMA OR SUEZ CANAL REPORT

```
P 182100Z MAY 96
FM MV PATRIOT STATE
TO AIG FIVE FIVE
INFO COMSC WASHINGTON DC//N3/PM5//
COMSCPAC OAKLAND CA//N3//
AMVER CENTER MARTINSBURG WV//JJJ//
BT
UNCLAS//N03123//
MSGID/MOVREP/MV PATRIOT STATE//
PPP MOVREP MV PATRIOT STATE, WHBH, 01//
ARR P SAN FRANCISCO CA, 182030Z4 MAY 02//
END//
BT
```

Scenerio: MV PATRIOT STATE arrived at its final destination, San Francisco, CA. This report confirms arrival at a port. Arrival reports are not required for arrivals at MOD LOC or other positions at sea.

SAMPLE MOVREP 14: ARRIVAL REPORT

I-1.5 Status of Readiness and Training Systems (SORTS)

Ships not operating under MSC operational control and/or having referenced publications onboard shall follow the SORTS instructions provided by the operational commander for the specific missions. Other ships not holding referenced documentation shall follow the abbreviate instructions provided by the MSC Area Commander:

I-1.6 Change of Operational Commander

Change of Status of Readiness and Training System (SORTS) Message/Data Processor (PRSR) messages are used to inform cognizant parties who is the operational commander of the ship. Naval operations routinely involve changes in the commander directing movement of various assets. MSC ships, operating under SORTS, will notify cognizant parties of a change operational commanders when transiting from one area to another or when supporting a specific operation as part of a routine SORTS message.

I-1.7 Notice of Readiness

An MSC Force tanker will send a Notice of Readiness to the supplier or consignee when the ship is ready to load or discharge. The date and time on the Notice of Readiness indicates the date and time when the tanker is ready; not the date and time when it is presented. The tanker is deemed ready whether the ship arrives during or outside the usual business hours, is in or out of berth, or has ballast water or slops in the tanks. The written Notice of Readiness is normally presented by the Master as follows:

- Immediately after arrival and made fast in a berth when the tanker proceeds directly to the loading or discharge terminal.

- Immediately after arrival at an anchorage from which the tanker is ready to proceed to the terminal or after pratique is granted when the tanker is prevented from proceeding directly to the loading or discharging terminal because a berth is not ready or other reasons of the cargo interest. (The ship's agent or local MSC representative may tender the Notice of Readiness for the Master. The Master will confirm this upon berthing)

I-1.8 Oil Retention Report

Oily residue from tank washings and dirty ballast may be retained onboard to reduce oil pollution. The following report is required: **Action Addresses** for Oil Retention Reports are based on the ship's location and/or mission. The following table summarizes Action Addresses for Oil Retention Reports.

OIL RETENTION REPORT	
TO:	**REMARKS:**
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
MSCO SWA BAHRAIN	

Information Address(es) that should be included in Oil Retention Reports are:

OIL RETENTION REPORT	
INFO:	**REMARKS:**
COMSC WASHINGTON DC	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
Contract/Charter Operator or General Agent	

Classification. Oil Retention Reports are UNCLASSIFIED.

SSIC is "//N04020//"

Preparation. The following table outlines information that will normally be contained in Oil Retention Reports.

OIL RETENTION REPORT REQUIREMENTS	
PARAGRAPH	**REQUIREMENTS**
1	Quantity of slops onboard and oil product type(s) contained.
2	Tank/cofferdam utilized as tank slop
3	Amount of actual cargo which had to be shut-out due to space/weight taken by slops.
4	Comments as to terminal's inability to accept slops
5	Intended port for final slop disposition.

```
R 141414Z JUN 96
FM MV SAMUEL L COBB
TO COMSCLANT BAYONNE NJ//N3//
INFO COMSC WASHINGTON DC//PM5/N3//
NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA
     KEYSTONE SHIPPING CO//TLX 123456//
BT
UNCLAS//N04020//
MSGID//OIL RETENTION REPORT 4020-31/MV SAMUEL L COBB//
SUBJ/OIL RETENTION REPORT//
RMKS/1.   QUANTITY OF SLOPS ONBOARD AND OIL PRODUCT TYPE(S)
CONTAINED THEREIN.
2.   TANK/COFFERDAM UTILIZED AS SLOP TANK.
3.   AMOUNT OF ACTUAL CARGO WHICH HAD TO BE SHUT-OUT DUE TO
SPACE/WEIGHT TAKEN UP BY SLOPS.
4.   COMMENTS AS TO TERMINAL'S INABILITY TO ACCEPT SLOPS.
5.   INTENDED PORT FOR ULTIMATE SLOP DISPOSITION.//
BT
```

SAMPLE OIL RETENTION REPORT

I-1.9 Rejection of Loading Tank Report

This report is submitted when the ship's tanks are determined to be unsuitable for loading. An IMMEDIATE precedence message notification is required. A follow-up letter report is also required.

Action Addresses for Rejection of Loading Tank message reports are based on the ship's location and/or mission. The following table summarizes Action Addresses:

REJECTION OF LOADING TANK REPORT	
TO:	**REMARKS:**
COMSCPAC PEARL HARBOR HI	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
MSCO SWA BAHRAIN	

Information Address(es) that should be included in Rejection of Loading Tank message reports are:

REJECTION OF LOADING TANK REPORT	
INFO:	**REMARKS:**
COMSC Washington DC	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
Contract/Charter Operator or General Agent	

Classification. Rejection of Loading Tank message reports are UNCLASSIFIED.

SSIC is "//N04000//"

Preparation. The following table outlines information that will normally be contained in Rejection of Loading Tank message reports.

REJECTION OF LOADING TANK REPORT	
PARAGRAPH	**REQUIREMENTS**
1	Name of the Ship
2	Name of DoD Petroleum Quality Representative(s)
3	Tank Designation (s)
4	Reason For Rejection, Date and Time Inspected
5	Future Plans and Recommendations Inluding Estimated Time of Repair

A letter report is also required to document the incident and establish a baseline for preventing recurrence. The following information is required:

REJECTION OF LOADING TANK LETTER REPORT REQUIREMENTS	
RELEVANT INFORMATION/ISSUES	REMARKS
IDENTIFY OWN SHIP AND NAME OF THE PERSON MAKING THE REPORT	
TIME TANKS INSPECTED AND REJECTED	
REASONS FOR REJECTION	
TANKS INSPECTED AND TANKS REJECTED	
LAST TWO CARGOS CARRIED AND, IF APPROPRIATE, PRODUCTS REJECTED IN INDIVIDUAL TANKS	
TYPE AND AMOUNT OF TANK CLEANING PERFORMED ON TANK(S) REJECTED	
WHICH TANKS WERE BALLASTED ON ARRIVAL AT PORT OF REJECTION	
CORRECTIVE ACTION TAKEN	
MASTER'S OPINION ON THE SITUATION AND RECOMMENDATIONS TO AVOID A SIMILAR INCIDENT	

I-1.10 Delay/Anticipated Delay Report

Masters of MSC Force ships and ships' agents shall report delays and anticipated delays in turnaround and sailing schedules to the local MSC representative, including reasons for such delays. These representatives shall refer unusual casuses for delays, which cannot be resolved locally, to the MSC ISIC by telephone or message. MSC representatives shall report all significant delays in writing to the MSC ISIC with a copy to COMSC.

I-2. Required MSC Messages - Routine Underway Reports

The reports outlined in this section sumarize communications that are normally required by MSC ships while underway. Specific guidance and modifications may be provided by the cognizant MSC Area Commander or Operational Commander.

I-2.1 Daily Optimum Track Ship Routing (OTSR) Position Reports

OTSR Position Reports are 0800 (local) observations of existing conditions. The report keeps the routing activity current on the ship's location, weather and status. It is essential for continuous surveillance and route evaluation. It is crucial to the advisory role of OTSR.

Action Address(es). These messages are addressed as follows:

OPTIMUM TRACK SHIP ROUTING (OTSR)	
TO	**REMARKS**
NAVPACMETOCCEN PEARL HARBOR HI//JJJ//	Pacific and Indian Ocean Regions
NAVLANTMETOCCEN NORFOLK VA//JJJ//	Atlantic Ocean Regions

Information Address(es) that should be included in OTSR Request messages are:

OPTIMUM TRACK SHIP ROUTING (OTSR)	
INFO	**REMARKS**
COMSC WASHINGTON DC//N3//	All OTSR Requests
	Include Program Manager on side router:
	NFAF PM1
	SMSF PM2
	PREPO PM3
	Sealift/RRF PM5
FLENUMMETOCCEN DATA MONTERY CA	All OTSR Requests
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations

Classification. OTSR message classification is determined in consideration of the mission and specific operation. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, OTSR messages may be classified. Follow the directions of the operational commander. Ships operating on classified movements and not equipped with on-line ship-to-shore communications equipment are exempt from submitting this report if the first daylight synoptic weather report includes all required addressees.

SSIC for all OTSR messages is "//N03148//"

OPTIMUM TRACK SHIP ROUTING (OTSR) REPORT		
PARAGRAPH	DESCRIPTION	REQUIREMENTS
1	Time of Observation	(1) Date-time Group (GMT)
2	Position	(1) Latitude (4 digits) (2) Longitude (5 digits)
3	Navigation Data	(1) Course (° true) (CUS) (2) Speed (knots and RPMs) (SP/RPM)
4	Winds	(1) Direction (° true) (WND) (2) Speed (knots)
5	Seas	(1) Direction (° true) (SEA) (2) Period (seconds) (3) Height (ft)
6	Swells	(1) Direction (° true) (SWELL) (2) Period (seconds) (3) Height (ft)
8	Barometer	(1) Reading corrected to sea-level (millibars) (SLP)
7	Seawater	(1) ° Celsisus (SEATEMP)

```
R 261805Z MAY 96
FM USNS BIG HORN
TO NAVPACMETOCCEN PEARL HARBOR HI//JJJ//
INFO COMSC WASHINGTON DC//N3//
COMSCPAC OAKLAND CA//N3//
FLENUMMETOCCEN DATA MONTEREY CA//JJJ//
BT
UNCLAS //N03148//
MSGID/OTSR REPORT/USNS BIG HORN//
261800Z 4040N8 11240W8 CUS/SP/RPM 285/140/095 WND 330/16 SEA
300/05/07 SWELL 310/13/09 SLP 1013 SEATEMP 21 REMARKS ETA
151515Z JUN NQST/OTSR
BT
```

Scenerio: USNS BIG HORN is underway west of San Francisco on a heading of 285° at
14 knots. The winds are out of the northwest at 16 knots. Sea waves and
swells are also out of the northwest. Barometric pressure is 1014 millibars.
Sea water temperature measured at the main engine sea suction intake is 21° C.

SAMPLE OTSR REPORT

I-2.2 Deck Logs

All MSC ships shall maintain an underway deck log. These records shall be forwarded to the following address for archive monthly:

Pacific Area of Operations
Commander (Code P-113)
Military Sealift Command, Pacific
Naval Supply Center, Building 310-5
Oakland, CA 94625-5010

Atlantic Area of Operations
Commander (Code L-3F)
Military Sealift Command, Atlantic
Military Ocean Terminal
Bayonne, NJ 07002-5399

Special Mission Support Force ships follow direction of the operational commander regarding logs and special requirements associated with the sensitive nature of their operations.

I-2.3 Weather Observations and Reports

Weather Observations and Reports are to be submitted by all MSC Force ships. These reports are used to support both environmental analysis and forecasting for the ship submitting the report and other ships in the area. Routine reports are required on an on-going basis and special reports are to be submitted during severe weather conditions. Weather observations are to be made hourly, except for T-AGOS ships that are to record weather observations every other hour. Unusual or dangerous weather conditions should be reported as soon as possible.

I-2.3.1 Synoptic Weather Observations

Routine Synoptic Weather Observations shall be reported every 6 hours at 0000Z, 0600Z, 1200Z and 1800Z by priority message. When surface wind speed is in excess of 34 knots, the observations shall be reported every 3 hours at 0000Z, 0300Z, 0600Z, 0900Z, 1200Z, 1500Z, 1800Z and 2100Z by immediate message. Observations should be transmitted within15 minutes of the observation and 1 hour of the designated time. USNS ships will follow the U. S. Navy Manual for Ship's Surface Weather Observations (NAVMETOCCOM) Instruction 3144.1D. Unclassified voyage weather observations will also be recorded on CNOC Form 3140/8.

Action Addresses. Messages are addressed as follows:

SYNOPTIC WEATHER OBSERVATIONS	
TO	**REMARKS**
OCEANO WEST	North Pacific, South Pacific, Persian Gulf and and Indian Ocean Regions, and all areas south of 60S.
OCEANO EAST	North Atlantic, South Atlantic, Gulf of Mexico, Norwegian, Baltic, North Red, Black, Mediterranean and Caribbean Seas, the Great Lakes, all areas north of 66N in the Pacific and 60/70N in the Atlantic

Information Address(es) that should be included in Synoptic Weather Observation messages are:

SYNOPTIC WEATHER OBSERVATIONS	
INFO	**REMARKS**
COMSC WASHINGTON DC	All Repors
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLE IT	European Area of Operations
MSCO SWA BAHRAIN	Southwest Asia Area of Operations
NAVICECEN SUITLAND MD/NIC//	Observations in Polar regions (Greater than 60 N/S)
NAVLANTMETOC DET KEFLAVIK IC//OO//	All observations in the Atlantic Ocean north of 55N including, Labrador, Greenland, Norwegian, Barents and North Seas, and Baffin Bay.

Classification. Synoptic Weather Obervation message classification is determined in consideration of the mission and specific operation. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, Synoptic Weather Obervation messages may be classified. Follow the directions of the operational commander.

SSIC for all Synoptic Weather Obervation messages is "//N03141//"

Preparation. Each message has several groups of data. Most data fields are relevant to routine operations and should be transmitted with each observation. Submit the report with all available data, even if not able to fill in every field.

SYNOPTIC WEATHER OBSERVATION MESSAGE PREPARATION REQUIREMENTS	
IF	**THEN**
All Reports	Steps 1 - 18
Ice Accretion on Ship	Step 19
Ice Is Observed	Steps 20

The following information is used to develop Synoptic Weather Obervation reports. These groups are prepared as follows.

SYNOPTIC WEATHER OBERVATION		
GROUP	**EXAMPLE**	**REMARKS**
1	NQST	The first group identifies the ship making the report. "NQST" is the International Radio Call Sign for, USNS ARCTIC SEALIFT, the ship submitting this report.
2	02183	The second group identifies the date and time of the observation as well as how measurements are being taken.
		The first two digits are the day of the month (GMT) in two digits. In this example, "02" is the second day of the month. 13 would be the thirteenth.
		The third and forth digit identify the hour of the observation. In this example, "18" indictes that the reported data was taken at 1800Z (GMT). This number will be either 00, 06, 12 or 18 for routine synoptic reports.
		The fifth digit indicates how wind speed is determined. In this example, "3" indicates that the wind speed is estimated. A "4" would be used if the wind speed was measured.

SYNOPTIC WEATHER OBERVATION		
GROUP	**EXAMPLE**	**REMARKS**
3	99365	The third group identifies the ship's latitude. The first two digits will always be "99" to indicate that latitude information follows. In this example, "365" indicates that the latitude of the observation is 36°30'. The latitude should be entered to the tenth of a degree. North or South latitude is distinguished in the next field.
4	71452	The fourth group indicates which hemisphere (North/South and East/West) that the ship is located in. This first digit is the quadrant of the observation. In this example, "7" indicates that the observation is being made in the Northern and Western Hemispheres. The options are: <table><tr><td>Quadrant</td><td>Latitude</td><td>Longitude</td></tr><tr><td>1</td><td>North</td><td>East</td></tr><tr><td>3</td><td>South</td><td>East</td></tr><tr><td>5</td><td>South</td><td>West</td></tr><tr><td>7</td><td>North</td><td>West</td></tr></table> "1452" indicates that the longitude of the observation is 145°12'. The longitude should be entered to the tenth of a degree. Always use four digits for this field, i.e., 0731 would be 73°06'. In this example, the ship is located at 36°30'N, 145°12'W.
5	42497	The fifth group describes cloud cover and visibility. The first digit is always a "4". The second digit indicates whether or not weather phenomena data is included in this observation. Normally "2" will be the correct digit. The options are: <table><tr><td>Code</td><td>Inclusion of Present/Past Weather Data</td></tr><tr><td>1</td><td>Included</td></tr><tr><td>2</td><td>Omitted, no significant phenomena</td></tr><tr><td>3</td><td>Omitted, not observed</td></tr></table> The third digit is the estimated hight above the ground of the base of the lowest cloud layer. In this example, 4 indicates that the base of the clouds is between 1000 and 1999 feet. The options are: <table><tr><td>Code</td><td>Height of the Cloud Base</td></tr><tr><td>0</td><td>00 - 99 feet (00 - 49 metres)</td></tr><tr><td>1</td><td>100 - 299 feet (50 - 99 metres)</td></tr><tr><td>2</td><td>300 - 699 feet (100 - 199 metres)</td></tr><tr><td>3</td><td>700 - 999 feet (200 - 299 metres)</td></tr><tr><td>4</td><td>1000 - 1999 feet (300 - 599 metres)</td></tr><tr><td>5</td><td>2000 - 3299 feet (600 - 999 metres)</td></tr><tr><td>6</td><td>3300 - 4899 feet (1000 - 1499 metres)</td></tr><tr><td>7</td><td>4900 - 6499 feet (1500 - 1999 metres)</td></tr><tr><td>8</td><td>6500 - 7999 feet (2000 - 2499 metres)</td></tr><tr><td>9</td><td>8000 + feet (2500 + metres)</td></tr><tr><td>/</td><td>Height of base not known.</td></tr></table>

SYNOPTIC WEATHER OBERVATION		
GROUP	**EXAMPLE**	**REMARKS**
		The fourth and fifth digits are the horizontal visibility at the surface. In this example, 97 indicates that the visibility is approximately 5 nautical miles (NM). The options are:

<table>
<tr><td>Code</td><td>Inclusion of Present/Past Weather Data</td></tr>
<tr><td>90</td><td>Less than 1/16 NM (Less than .05 kilometers)</td></tr>
<tr><td>91</td><td>1/16 NM (.05 kilometers)</td></tr>
<tr><td>92</td><td>1/8 NM (.20 kilometers)</td></tr>
<tr><td>93</td><td>1/4 NM (.50 kilometers)</td></tr>
<tr><td>94</td><td>1/2 NM (1.00 kilometers)</td></tr>
<tr><td>95</td><td>1 NM (2.00 kilometers)</td></tr>
<tr><td>96</td><td>2 NM (4.00 kilometers)</td></tr>
<tr><td>97</td><td>5 NM (10.00 kilometers)</td></tr>
<tr><td>98</td><td>10 NM (20.00 kilometers)</td></tr>
<tr><td>99</td><td>Not reported.</td></tr>
</table>

GROUP	EXAMPLE	REMARKS
6	33223	The sixth group identifies the total sky covered by clouds, and the direction and speed of the true wind.

The first digit represents the octas (eights) of the total sky covered by clouds. In this example, 3/8's of the sky is clouded. The following codes may be used:

<table>
<tr><td>Code</td><td>Amount of Cloud Cover</td></tr>
<tr><td>0</td><td>Less than 1/8</td></tr>
<tr><td>1</td><td>1/8</td></tr>
<tr><td>2</td><td>2/8</td></tr>
<tr><td>3</td><td>3/8</td></tr>
<tr><td>4</td><td>4/8</td></tr>
<tr><td>5</td><td>5/8</td></tr>
<tr><td>6</td><td>6/8</td></tr>
<tr><td>7</td><td>7/8</td></tr>
<tr><td>8</td><td>8/8</td></tr>
<tr><td>9</td><td>A total obscuration by surface-based phenomena.</td></tr>
</table>

Note: A thin cloud layer is considered the same as an opaque cloud layer. A partial obscuration by surface-based obscuring phenomena and all alyers of obscuring phenomena aloft are disregarded when figuring the total sky covered by clouds.

The second and third digits indicate the direction from which the true wind is blowing (hundreds and tens of degrees). In this example, "32" indicates that the true wind is from 320°T. Always use two digits for this field, i.e., 07 would be 070°T.

Note: When wind speed is observed at 100 Kts or more, add 50 to the wind direction. For example, True wind direction of 320° at 123 Kts would be recorded as "82" (32 + 50).

The fourth and fifth digits are the true wind speed. In this example, "23" indicates that wind speed is 23 Kts.

Note: Reflect only tens and units of wind speed. Wind speed greater 100 Kts is indicated by adding "50" to the wind direction. For example, true wind direction of 320° at 123 Kts would be recorded as "8223."

SYNOPTIC WEATHER OBERVATION		
GROUP	**EXAMPLE**	**REMARKS**
7	10151	This group indicates the ambient air temperature. (° C). The first digit is always a "1." The second digit indicates if the temperature value is positive or negative. Code Temperature Values 0 Positive Temperature or Zero 1 Negative The third, fourth and fifth digits indicate the ambient air temperature in tens, units and tenths of degrees (Celsius). In this example, the observed temperature is + 15.1°C.
8	20181	This group indicates the dew point temperature. (° C). The first digit is always a "2." The second digit indicates if the temperature value is positive or negative. Code Temperature Values 0 Positive Temperature or Zero 1 Negative The third, fourth and fifth digits indicate the dew point temperature in tens, units and tenths of degrees (Celsius). In this example, the observed dew point temperature is + 18.1°C.
9	40132	This group indicates the sea level pressure in millibars. The first digit is always a "4." The second, third, fourth and fifth digits indicate the sea level pressure in hundreds, tens, units and tenths of a millibar. In this example, the observed pressure is 1013.2.
10	55101	This group indicates the pressure change for the past three hours, reported in millibars. This group is only reported when the ship is anchored or moored in the same position for the full three hour period. The first digit is always a "5." The second digit indicates the type of movement the barometer is taking. Code Pressure Changes 0 Higher than 3 hours ago; increasing then decreasing 1 Higher than 3 hours ago; increasing then steady or increasing more slowly 2 Higher than 3 hours ago; increasing 3 Higher than 3 hours ago; steady then increasing more rapidly 0 The same as 3 hours ago; increasing then decreasing 4 The same as 3 hours ago; steady 5 The same as 3 hours ago; decreasing then increasing 5 Lower than 3 hours ago; decreasing then increasing 6 Lower than 3 hours ago; steady or decreasing slowly 7 Lower than 3 hours ago; decreasing 8 Lower than 3 hours ago; steady then decreasing or decreasing more rapidly The third, fourth and fifth digits indicate the change in sea level pressure in tens, units and tenths of a millibar that occurred during the past three hours. In this example, the change is 10.1 millibars.

SYNOPTIC WEATHER OBERVATION		
GROUP	EXAMPLE	REMARKS
11	76365	This group identifies the weather conditions at the time of the observation and the preceding hours since the last observation.
		The first digit is alway a "7".
		The second and third digits indicate the present weather conditions. Table XXXXXX should be used for reference. In this example, "63" indicates continuous rain.
		The fourth and fifth digits indicate the weather conditions for since the last report. The fourth digit should indicate the prevailing weather conditions. The fifth digit indicates other weather that occurred during the period. The following codes should be used:
		Code — Past Weather Descriptions 0 — Cloud covering 1/2 or less of the sky 1 — Cloud covering more than 1/2 of the sky and covering 1/2 or less during part of the period 2 — Cloud covering more than 1/2 of the sky throughout 3 — Sandstorm, duststorm, blowing snow. 4 — Fog, ice fog, thick haze 5 — Drizzle 6 — Rain 7 — Snow, rain and snow mixed 8 — Shower(s) 9 — Thunderstorm(s), with or without precipitation
		In this example, "65" indicates that it rained during the majority of the period preceding the report but there was also some drizzle.
12	82041	This group identifies the predominant cloud forms present at the time of the observation.
		The first digit is alway a "8".
		The second digit represents the octas (eights) of the total sky covered by clouds. The following codes may be used:
		Code — Amount of Cloud Cover 0 — Less than 1/8 1 — 1/8 2 — 2/8 3 — 3/8 4 — 4/8 5 — 5/8 6 — 6/8 7 — 7/8 8 — 8/8 9 — A total obscuration by surface-based phenomena.

The third digit is the code figure representing the predominant type of **low cloud** present. Low clouds ranges are observed between the surface and 6500 feet.

Code	Low Cloud Cover
0	No low cloud but, a high or medium cloud is present.
1	Predominant Cumulus with little vertical extent and seemingly flattened, or ragged Cumulus Fractus other than that of bad weather, or both.
2	Cumulus of moderate or strong vertical extent or Towering Cumulus, generally with protuberances in the form of domes or towers, possibly accompanied by other Cumulus or by Stratocumulus, all having their bases at the same level
3	Cumulonimbus, the summits of which, at least partially, lack sharp outlines, but are neither clearly fibrous (cirrriform) nor in the form of an anvil; Cumulus, Stratocumulus or Stratus may also be present. These clouds are often accompanied by thunderstorms and showery precipitation.
4	Stratocumulus formed by spreading Cumulus; Cumulus may also be present.
5	Stratocumulus, not resulting from the spreading out of Cumulus
6	Stratus in a more or less continuous sheet or layer, or in ragged shreds, or both, but no Stratus Fractus of bad weather.
7	Stratus Fractus of bad weather or Cumulus Fractus of bad weather, or both, usually below Altostratus or Nimbostratus.
8	Cumulus and Stratocumulus other than that formed from the spreading out of Cumulus; the Cumulus base is at a different level than the Stratocumulus.
9	Cumulonimbus, the upper part of which is clearly fibrous (cirriborm), often in the form of an anvil, or Cumulonimbus Mamma which has base with hanging pouches or proturerances; either accompanied or not by Cumulonimbus without anvil or fibrous upper part, by Cumulus, Stratocumulus, Stratus or pannus.

The fourth digit is the code figure representing the predominant type of **medium cloud** present. Medium clouds ranges are observed between 6500 and 13,000 feet in the polar regions, between 6500 and 23,000 feet in temperate regions and between 6500 and 25,000 feet in tropic regions.

Code	Medium Cloud Cover
0	No medium cloud but, a high or low cloud is present.
/	No medium clouds visible because of 100% low cloud cover (overcast)
1	Altostratus, the greater part of which is semi-transparent and throug which part the sun or moon may be weakly visible.
2	Altostratus, the greater part of which is sufficiently dense to hide the sun or moon, or Nimbostratus.
3	Altocumulus, the greater part of which is semi-yransparent.
4	Patches of Altocumulus, the greater part of which is semi-transparent
5	Semi-transparent Altocumulus in bands, or Altocumulus in one or more faily continuous layers.
6	Altocumulus resulting from the spreading out of Cumulus or Cumulonimbus.
7	Altocumulus in two or more layers, usually opaque in places, or one opaque layer of Altocumulus or Altocumulus together with Altostratus or Nimbostratus.
8	Altocumulus Castellanus with sproutings in the form of small towers or battlements, or Altocumulus floccus having the appearance of cumuliform tufts.
9	Altocumulus of a chaotic sky, generally at several levels.

The fifth digit is the code figure representing the predominant type of **high** cloud present. High clouds ranges are observed between 10,000 and 25,000 feet in the polar regions, between 16,500 and 45,000 feet in temperate regions and between 20,000 and 60,000 feet in tropic regions.

Code	High Cloud Cover
0	No high cloud but, a medium or low cloud is present.
/	No medium clouds visible because of 100% low or medium cloud cover cover (overcast)
1	Cirrus in the form of filaments, strands or hooks. These clouds are generally think and have a wispy appearance.
2	Dense Cirrus, in patches or entagled sheaves or with sproutings in the form of small turrents or Cirrus having the appearance of cumuliform tufts.
3	Dense Cirrus, often in the form of an anvil, being the remains of the upper parts of Cumulonimbus.
4	Cirrus in the form of hooks or of filaments, or both.
5	Cirrus and Cirrostratus, or Cirrostratus alone, growing denser but the continuous veil does not reach 45°above the horizon.
6	Cirrus and Cirrostratus, or Cirrostratus alone, growing denser and the continuous extends more than 45°above the horizon, without the sky being totally covered.
7	Veil of Cirrostratus covering the celestial dome.
8	Cirrostratus not completely covering the celestial dome or patches of Cirrostratus.
9	Cirrocumulus alone or Cirrocumulus accompanied by Cirrus or Cirrostratus or both but, Cirrocumulus is predominant.

13   **22214**

This group identifies the direction and speed of the ship.

The first three digits are always "222."

The fourth digit identifies the direction of ship movement during the three hours preceding the observation:

Code	Movement of the Ship
0	Stationary.
1	Northeast (023° - 067°)
2	East (068° - 112°)
3	Southeast (113° - 157°)
4	South (158° - 202°)
5	Southwest (203° - 247°)
6	West (248° - 292°)
7	Northwest (293° - 337°)
8	North (338° - 022°)
9	Unknown

		The fifth digit identifies the speed of the ship made good during the three hours preceding the observation: Code Speed of the Ship (knots) 0 0 1 1 - 5 2 6 - 10 3 11 - 15 4 16 - 20 5 21 - 25 6 26 - 30 7 31 - 35 8 36 - 40 9 Over 40 knots
14	00105	This group indicates sea water temperature (°C) The first digit is always "0". If the temperature cannot be observed the entire group is deleted from the observatin and group "0" will not appear. The second digit indicates if the temperature value is positive or negative. Code Temperature Values 0 Positive Temperature or Zero 1 Negative The third, fourth and fifth digits indicate the sea water temperature in tens, units and tenths of degrees (Celsius). In this example, the observed sea water temperature is + 10.5°C.
15	20602	This group indicates the wind wave data determined by visual observation. The first digit is always a "2." The second and third digits represent the average period of the significant wave in seconds. Use 00 if calm. Use 99 of the period is confused. In this example, "06" indicates that the period is 6 seconds. The fourth and fifth digits represent the height of the wind waves.

Code	Height (ft)	Code	Height
00	Calm	16	25-26
01	1-2	17	27-28
02	3-4	18	29
03	5	19	30-31
04	6-7	20	32
05	8	21	33-34
06	9-10	22	35-36
07	11-12	23	37
08	13	24	38-39
09	14-15	25	40
10	16	26	41-42
11	17-18	27	43-44
12	19-20	28	45
13	21	29	46-47
14	22-23	30	48
15	24	31	49-50

16	309//	This group indicates the directions of the primary and secondary swell waves.
		The first digit is always a "3"
		The second and third digits indicate the direction that the primary swell is coming from. The digits should reflect hundreds and tens of degrees. In this example 09 indicates that the primary swell is coming from 090°T (East)
		The fourth and fifth digits indicate the direction that the secondary is coming from. The digits should reflect hundreds and tens of degrees. "//" indicates no secondary swell.
17	40905	This group indicates the primary swell data.
		The first digit is always a "4"
		The second and third digits are the average period of the significant wave in seconds. Use 00 if calm. Use 99 if the period is confused. "09" indicates a 9 second period.

The fourth and fifth digits represent the height of the wind waves.

Code	Height (ft)	Code	Height
00	Calm	16	25-26
01	1-2	17	27-28
02	3-4	18	29
03	5	19	30-31
04	6-7	20	32
05	8	21	33-34
06	9-10	22	35-36
07	11-12	23	37
08	13	24	38-39
09	14-15	25	40
10	16	26	41-42
11	17-18	27	43-44
12	19-20	28	45
13	21	29	46-47
14	22-23	30	48
15	24	31	49-50

18	50701	This group indicates the secondary swell data. Use only if there is a secondary swell.
		The first digit is always a "5"
		The second and third digits are the average period of the significant wave in seconds. Use 00 if calm. Use 99 if the period is confused. "07" indicates a 7 second period.
		The fourth and fifth digits represent the height of the wind waves. (See Codes/Next Page)

		Code	Height (ft)	Code	Height
		00	Calm	16	25-26
		01	1-2	17	27-28
		02	3-4	18	29
		03	5	19	30-31
		04	6-7	20	32
		05	8	21	33-34
		06	9-10	22	35-36
		07	11-12	23	37
		08	13	24	38-39
		09	14-15	25	40
		10	16	26	41-42
		11	17-18	27	43-44
		12	19-20	28	45
		13	21	29	46-47
		14	22-23	30	48
		15	24	31	49-50

19	61051	This group identifies the presence and state of ice accretion on the ship at the time of the observation.
		The first digit is always a "6"

The second digit identifies the source of ice accretion.

Code	Source of Ice Accretion
1	Icing from ocean spray
2	Icing from fog
3	Icing from spray and fog
4	Icing from rain
5	Icing from rain and spray

The third and fourth digits indicate the average thickness of the ice in centimeters.

The fifth digit identifies the rate of build-up of the ice accretion.

Code	Rate of Ice Accretion on Ships
0	Ice not buidling up
1	Ice building up slowly
2	Ice buidling up rapidly
3	Ice melting or breaking up slowly
4	Ice melting or breaking up rapidly

20	ICE10030	This group identifies the presence and state of sea ice and ice of land origin. When there is no sea ice or ice of land origin, do not include the group.

The first three digits will always be "ICE"

The fourth digit describes the concentration and arrangement of the sea ice. (See Codes/ Next Page)

Code	Concentration/Arrangement of Sea Ice
0	No sea ice in sight
1	Ship in open lead more than one nautical mile wide or ship in fast ice with boundary beyond limit of visibility.
2	Sea ice present in concentrations less than 3/10, open water or very open pack ice. Sea ice concetration uniform in the area.
3	Sea ice present in concentrations between 4/10 and 6/10, open pack ice. Sea ice concetration uniform in the area.
4	Sea ice present in concentrations between 7/10 and 8/10, close pack ice. Sea ice concetration uniform in the area.
5	Sea ice present in concentrations approximately 9/10 but, not 10/10, very close pack ice. Sea ice concetration uniform in the area.
6	Strips and patches of pack ice with open water between. Sea ice concetration is not uniform in the area.
7	Strips and patches of close or very close pack ice with areas of lesser concentration between. Sea ice concetration is not uniform in the area.
8	Fast ice with open water, very open or open pack ice to seaward of he ice boundar.areas of lesser concentration between. Sea ice concetration is not uniform in the area.
9	Fast ice with close or very close pack ice to seaward of he ice boundary. Sea ice concetration is not uniform in the area.
/	Unable to report because of darkness, low visibility, or because the ship is more that 0.5 NM away from the ice edge.

The fifth digit describes the stage of development of the sea ice at the time of observation. Use the following codes:

Code	Stage of Development of Sea Ice
0	New ice only (fraxil ice, grease ice, slush, shuga)
1	Nilas or ice rind, less than 10 cm thick.
2	Young ice (grey ice, grey-white ice). 10-30 centimeters thick.
3	Predominantly new and/or young ice with some first-year ice.
4	Predominantly thin first-year ice with some new and/or young ice.
5	All thin first-year ice (30-70 centimeters).
6	Predominantly medium first-year ice (70-120 centimeters thick) and thick first year ice (greater than 120 centemeters thick) with some thinner (young) first year ice.
7	All medium and thick first year ice.
8	Predominantly medium and thick first-year ice with some old ice (usually more than 2 meters thick).
9	Predominatly old ice.
/	Unable to report because of darkness, low visibility, or because the ship is more that 0.5 NM away from the ice edge.

The sixth digit describes the ice of land origin present at the time of observation. Use the following codes:

Code	Ice of Land Origin
0	No ice of land origin
1	1-5 icebergs, no growlers or bergy bits.
2	6-10 icebergs, no growlers or bergy bits.
3	11-20 icebergs, no growlers or bergy bits.
4	Up to and including 10 growlers and bergy bits, no icebergs.
5	More than 10 growlers and bergy bits, no icebergs.
6	1-5 icebergs with growlers and bergy bits.
7	6-10 icebergs with growlers and bergy bits.
8	11-20 icebergs with growlers and bergy bits, a major hazard to navigation
9	More than 20 icebergs with growlers and bergy bits, a major hazard to navigation.
/	Unable to report because of darkness, low visibility, or because only sea ice is available.

The seventh digit describes the orientation of the principle edge of the sea ice at the time of observation. Use the following codes:

Code	Bearing of Principle Ice Edge
0	Ship in shore or flaw lead.
1	Principle ice edge towards northeast.
2	Principle ice edge towards east.
3	Principle ice edge towards southeast.
4	Principle ice edge towards south.
5	Principle ice edge towards southwest.
6	Principle ice edge towards west.
7	Principle ice edge towards northwest.
8	Principle ice edge towards north
9	No edge, ship in ice.
/	Unable to report because of darkness, low visibility, or because only ice of land origin is visible

The eigth digit describes the effect of the sea ice on the ship over the past three hours. Use the following codes:

Code	Present Ice Situation and Trend Over Preceding 3 Hours
0	Ship in open water with floating ice in sight.
1	Ship in easily penetrable ice, conditions improving.
2	Ship in easily penetrable ice, conditions not changing..
3	Ship in easily penetrable ice, conditions worsening
4	Ship in ice difficult to penetrate, conditions improving.
5	Ship in ice difficult to penetrate, conditions not changing.
6	Ship in ice difficult to penetrate and conditions worsening. Ice forming and floes freezing together.
7	Ship in ice difficult to penetrate and conditions worsening. Ice under slight pressure.
8	Ship in ice difficult to penetrate and conditions worsening. Ice under moderate or severe pressure.
9	Ship in ice difficult to penetrate and conditions worsening. Ship beset.
/	Unable to report because of darkness, low visibility.

PRESENT WEATHER DESCRIPTIONS

CODE	WEATHER DESCRIPTION
00	Cloud development not observed or not observable
01	Clouds generally dissolving or becoming less developed {Characteristic change of the state of sky during the past hour}
02	State of sky on the whole unchanged {Characteristic change of the state of sky during the past hour}
03	Clouds generally forming or developing {Characteristic change of the state of sky during the past hour}
04	Visibility reduced by smoke, e.g. veldt or forest fires, industrial smoke or volcanic ashes
05	Haze
06	Widespread dust in suspension in the air, not raised by wind at or near the station at the time of observation
07	Dust or sand raised by wind at or near the station at the time of observation, but no well-developed dust whirl(s) or sand whirl(s), and no dust storm or sandstorm seen; or, in the case of ships, blowing spray at the station.
08	Well-developed dust whirl(s) or sand whirl(s) seen at or neat the station during the preceding hour or at the time of observation, but no dust storm or sandstorm
09	Dust storm or sandstorm within sight at the time of observation, or at the station during the preceding hour
10	Mist
11	Patches of shallow fog or ice fog at the station, whether on land or sea, not deeper than about 2 meters on land or 10 meters at sea
12	More or less continuous shallow fog or ice fog at the station, whether on land or sea, not deeper than about 2 meters on land or 10 meters continuous
13	Lighting visible, no thunder heard
14	Precipitation within sight, not reaching the ground or the surface of the sea
15	Precipitation within sight, reaching the ground surface, but distant, i.e., estimated to be more than 5 km, from the station
16	precipitation within sight, reaching the ground or the surface of the sea, near to, but not at the station
17	Thunderstorm, but no precipitation at the time of observation
18	Squalls at or within sight of the station during the preceding hour or at the time of observation
19	Funnel cloud(s) at or within sight of the station during the preceding hour or at the time of observation
20	Drizzle (not freezing) or snow grains {not falling as shower(s)}
21	Rain (not freezing) {not falling as shower(s)}
22	Snow {not falling as shower(s)}
23	Rain and snow or ice pellets {not falling as shower(s)}
24	Freezing drizzle or freezing rain {not falling as shower(s)}
25	Shower (s) of rain
27	Shower(s) of hail, or of rain and hail
28	Fog or ice fog
29	Thunderstorm (with or without precipitation)
30	Slight or moderate duststorm or sandstorm has decreased during preceding hour
31	Slight or moderate duststorm or sandstorm no appreciable change during the preceding hour
32	Slight or moderate duststorm or sandstorm has begun or has increase during the preceding hour
33	Severe dust storm or sandstorm has decreased during the preceding hour
34	Severe dust storm or sandstorm no appreciable change during the preceding hour

PRESENT WEATHER DESCRIPTIONS

CODE	WEATHER DESCRIPTION
35	Severe dust storm or sandstorm has begun or has increased during the preceding hour
36	Slight or moderate drifting snow generally low (below eye level)
37	Heavy drifting snow generally low (below eye level)
38	Slight or moderate blowing snow generally high (above eye level)
39	Heavy blowing snow generally high (above eye level)
40	Fog or ice at a distance at the time of observation, but not at the station during the preceding hour, the fog extending to a level above the of the observer
41	Fog or ice in patches has become thinner during the preceding hour
42	Fog or ice fog, sky visible has become thinner during the preceding hour
43	Fog or ice fog, sky visible has become thinner during the preceding hour
44	Fog, or ice fog, sky visible no appreciable change during the preceding hour
45	Fog or ice fog, sky invisible no appreciable change during the preceding hour
46	Fog or ice fog, sky visible has begun or has become thicker during the preceding hour
47	Fog or ice fog, sky invisible has begun or has become thicker during the preceding hour
48	Fog, depositing rime, sky visible
49	Fog, depositing rime, sky invisible
50	Drizzle, not freezing, intermittent slight at time of observation
51	Drizzle, not freezing, continuous slight at time of observation
52	Drizzle, not freezing, intermittent moderate at time of observation
53	Drizzle, not freezing, continuous moderate at time of observation
54	Drizzle, not freezing, intermittent heavy (dense) at time of observation
55	Drizzle, not freezing, continuous heavy (dense) at time of observation
56	Drizzle, freezing slight
57	Drizzle, freezing, moderate or heavy (dense)
58	Drizzle, and rain slight
59	Drizzle, and rain, moderate or heavy
60	Rain, not freezing slight at time of observation
61	Rain, not freezing, continuous slight at time of observation
62	Rain, not freezing intermittent moderate at time of observation
63	Rain, not freezing, continuous moderate at time of observation
64	Rain, not freezing, intermittent heavy at time of observation
65	Rain, not freezing, continuous heavy at time of observation
66	Rain, freezing, slight
67	Rain, freezing, moderate or heavy
68	Rain or drizzle and snow, slight
69	Rain or drizzle and snow, moderate or heavy
70	Intermittent fall of snowflakes slight at time of observation
71	Continuous fall of snowflakes slight at time of observation
72	Intermittent fall of snowflakes moderate at time of observation
73	Continuous fall of snowflakes moderate at time of observation
74	Intermittent fall of snowflakes heavy at time of observation
75	Continuous fall of snowflakes heavy at time of observation

PRESENT WEATHER DESCRIPTIONS	
CODE	WEATHER DESCRIPTION
76	Diamonds dust (with or without fog)
77	Snow grains (with or without fog)
78	Isolated star-like snow crystals (with or without fog)
79	Ice pellets
80	Rain shower(s), slight
81	Rain shower(s) ,moderate or heavy
82	Rain shower(s),violent
83	Shower(s) of rain and snow mixed, slight
84	Shower (s) of rain and snow mixed, moderate or heavy
85	Snow shower(s), slight
86	Snow shower(s), moderate or heavy
87	Showers(s) of snow pellets or small hail, with or without rain or rain and snow mixed slight
88	Showers(s) of snow pellets or small hail, with or without rain or rain and snow mixed moderate or heavy
89	Shower (s) of hail, with or without hail, with or without rain or rain and snow mixed, not associated with thunder slight
90	Shower (s) of hail, with or without hail, with or without rain or rain and snow mixed, not associated with thunder moderate or heavy
91	Slight rain at time of observation, thunderstorm during the preceding hour but not at time of observation
92	Moderate or heavy rain at time of observation, thunderstorm during the preceding hour but not at time of observation
93	Slight snow, or rain and snow mixed or hail at time of observation, thunderstorm during the preceding hour but not at time of observation
94	Moderate or heavy snow, or rain and snow mixed or hail at time of observation, thunderstorm during the preceding hour but not at time of observation
95	Thunderstorm, slight or moderate without hail, but with rain and/or snow at time of observation, thunderstorm at time of observation
96	Thunderstorm, slight or moderate with hail at time of observation, thunderstorm at time of observation
97	Thunderstorm, heavy, without hail, thunderstorm at time of observation
98	Thunderstorm, combined with duststorm or sandstorm at time of observation, thunderstorm at time of observation
99	Thunderstorm, heavy with hail at time of observation, thunderstorm at time of observation

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R 261805Z MAY 96
FM USNS PECOS
TO OCEANO WEST
INFO COMSC WASHINGTON DC//N3/PM2//
COMSCPAC OAKLAND CA//N3//
BT
UNCLAS //N03141//
MSGID/WEAX OBS/USNS PECOS//
NQST 02183 99365 71452 42497 33223 20181 40132 55101 76365
82041 22214 00105 20602 309// 40905 50701 61051
BT
```

Scenerio: USNS PECOS is underway west of San Francisco on a heading of
285° at 14 knots. The winds are out of the northwest at 16 knots.
Sea waves and swells are also out of the northwest. Barometric
pressure is 1014 millibars. Sea water temperature measured at the
main engine intake is 21° C.

SAMPLE SYNOPTIC WEATHER OBSERVATION

3.2.2 Disposition of CNOC Form 3140/8. Unclassified voyage weather observations recorded on CNMOC Form 3141/3 (Available through the Navy stock system - FSN 0108-LF-019-3000) should be forwarded to the following address quarterly or upon completion of assigned mission.

> Officer in Charge
> Fleet Numerical Meteorology and Oceanography Detachment
> 151 Patton Avenue
> Asheville, NC 28801-5014

I-2.3.2 Bathythermograph Report

Ships participating in the Fleet Numerical Ocean Center's (FNOC) Cooperative Oceanographic Observation program shall take bathythermograph readings every 12 hours while underway in open ocean areas where depths exceed 100 fathoms. These observations should coincide with two of the standard observation times of 0000Z, 0600Z, 1200Z, and 1800Z. The observations shall be in accordance with the latest edition of the U.S. Navy Meteorological and Oceanographic Support Manual (NAVOCEANCOMINST 3140.1) and recorded on Bathythermograph Log Form OCEANAV 3167/7. Masters shall transmit the observations during the next regular radio officer period to the appropriate AIG and information addes, depending on geographic position (Insert Figure from SOM).

I-2.3.2.1 Disposition of OCEANAV Form 3167/7

Observations recorded on Bathythermograph Log Form OCEANAV 3167/7, and expendable bathythermograph (XBT) slides and/or recorder charts should be forwarded to the following address quarterly or upon completion of assigned mission.

> National Oceanic and Atmospheric Administration
> National Oceanographic Center
> Rockville, MD 20852

I-2.4 Ship Sighting Report

The Ocean Surveillance Information System provides aircraft, naval ship and merchant ship location information to the Department of Defense, the Armed Services of the United States, the U.S. Coast Guard, numerous U.S. governmental agencies, as well as to many foreign nations. The information is used for various facets of national defense, search and rescue, counternarcotics operations, avoidance of merchant shipping by operating fleet units, densities of ocean shipping in actual and potential trouble spots worldwide, and other similar uses. MSC Force ships are to submit sighting reports for all merchant and fishing vessels over 100 gross tons.

Action Address for Ship Sighting Reports is:

SHIP SIGHTING REPORTS	
TO	REMARKS
NOIC SUITLAND DC	All Reports

Information Address(es) that should also be included in Ship Sighting Reports are:

SHIP SIGHTING REPORTS	
INFO	REMARKS
COMSC WASHINGTON DC//N3//	All Reports
COMSCLANT NORFOLK VA//N3//	If Operating In Atlantic AOR
COMSCPAC OAKLAND CA//N3//	If Operating In Pacific AOR
COMSCFE YOKOHAMA JA//N3//	If Operating In Far East AOR
COMSCEUR NAPLES IT//N3//	If Operating In European AOR
MSCO SWA BAHRAIN//N3//	If Operating in the Southwest Asia AOR

Classification. Ship Sighting Report classification is determined in consideration of the mission, specific operation and extent of the equipment casualty. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, Ship Sighting Reports may be classified. Follow directions of the operational commander. SSIC's are not used for Ship Sighting Reports.

Preparation. The following job aid provides information that will normally be contained in the Ship Sighting Reports. Detailed discussion of Ship Sighting Reports is included in NWP 10-1-12, RAINFORM Reports. The intent of this discussion is to provide "quick reference" guidance to operators not familiar with Ship Sighting Reports or involved in complex operations requiring detailed or unique data fields. This table outlines those steps that should be followed when preparing a Ship Sighting Report:

SHIP SIGHTING REPORTS		
TYPE	STEPS	SAMPLE
Merchant Ship or Fishing Vessel Observation - At Sea	Steps 1, 2 or 3, 4	1
Merchant Ship or Fishing Vessel Arrival Report	Steps 1, 2 or 3, 5	2
Merchant Ship or Fishing Vessel Inport Summary	Steps 1, 2 or 3, 6	3
Merchant Ship or Fishing Vessel Departure Report	Steps 1, 2 or 3, 7, 8	4

Each message has several groups of data. Most data fields are relevant to routine operations and should be transmitted with each observation. The following information is used to develop Ship Sighting Reports. These groups are prepared as follows.

SHIP SIGHTING REPORTS		
STEP	MESSAGE TEXT EXAMPLE	REMARKS
1	MSGID/USNS DENEBOLA/ MARREP/001/JAN//	This line is used to identify the Ship Sighting Report in automated message handling systems.
	MSGID	A keyword used to sort messages automatically.
	USNS DENEBOLA	The name of the ship submitting the ship sighting report. This line is limited to 20 characters including spaces.
	MARREP	"MARREP" is a ship sighting report.
	001	"001" is the serial number for the ship sighting report. Use sequential numbers beginning with 001 incremented with each report. Begin with "001" at the beginning of each month.

SHIP SIGHTING REPORTS		
STEP	**MESSAGE TEXT EXAMPLE**	**REMARKS**
	JAN	Use the standard three-letter abbreviation for the month.
2	MERCH/01/CLAUDIA SMITS/CGO/NL/NPH//	This group is used to document the observation of a merchant ship at sea.
	MERCH	In the first field, "MERCH" is always used to identify that this report involves a merchant ship.
	01	The second field identifies the sequential number of MERCH sightings recorded in a single message. "01" indicates that this is the first MERCH set in this message. Each new message starts with "01." The highest number to be used is "99." If 100 or more sightings are made, a second message should be used.
	CLAUDIA SMITS	The third field identifies the name of the ship.
	CGO	The fourth field indicates the type of ship. The following codes may be used:

Code | Type/Explanation

BLK | Bulk Cargo - A merchant ship designed to carry bulk cargo which may include freeflowing articles, e.g., grain, coal, ore, etc.

CGO | Dry Cargo, Break Bulk - A merchang ship designed to carry ddry, break bulk cargo, e.g., miscellaneous goods carried in units of weight, size, condition, nature and class.

CTR | Container - A merchant ship designed to carry containerized cargo.

ICE | Icebreaker - A non-naval ship designed to provide ice-breaking services.

PAS | Passenger - A merchant ship desinged primarily for the carriage of people.

RES | Research - A non-naval ship designed for oceanographic, hydro-meteorological, and fisheries research.

ROL | Roll-on/Roll Off - A merchant ship designedd to carry rolling vehicles and using ramps for loading and offloading.

SPA | Space Event - A non-naval ship designed for space event support operations.

SVC | Service Craft - A non-naval ship designed to provide service functions.

TKR | Liquid Cargo - A merchant ship (tanker) designed to carry liquide or gases in bulk.

TRN | Training - A non-naval ship designed for training merchant and fishing fleet personnel.

TUG | Tug - A non-naval ship designed for tug and towing support to other ships.

OTR | Other (AMPN line required) - A non-naval ship not otherwise categorized.

	SHIP SIGHTING REPORTS	
STEP	MESSAGE TEXT EXAMPLE	REMARKS
	NL	The fifth field identifies the flag/nationality of the ship. Use the Country Abbreviations from Section 2.4, Movement Reports.
	NPH	The sixth field indicates whether photographs were taken or not. Code Type/Explanation PHT Photos Taken NPH No Photos taken.
3	FISHCTC/01/MITSUBISHI MARU/FSH/JA/NPH	This group is used to document the observation of a fishing vessel at sea.
	FISHCTC	In the first field, "FISHCTC" is always used to identify that this report involves a fishing vessel.
	01	The second field identifies the sequential number of FISHCTC sightings recorded in a single message. "01" indicates that this is the first FISHCTC set in this message. Each new message starts with "01." The highest number to be used is "99." If 100 or more sightings are made, a second message should be used.
	MITSUBISHI MARU	The third field identifies the name of the fishing vessel.
	FSH	The fourth field indicates the type of fishing vessel. The following codes may be used: Code Type CGF Cargo Fishing FAC Factory Ship. FSH Fish Catcher. REF Refrigerator Ship OTH Other (Aplifying Remarks Required).
	JA	The fifth field identifies the flag/nationality of the ship. Use the Country Abbreviations from Section 2.4, Movement Reports.
	NPH	The sixth field indicates whether photographs were taken or not. Code Type/Explanation PHT Photos Taken NPH No Photos taken.
4	TMPOS/022345Z6/4200N6-07830W8/ 270T/12KTS/GAINED/SURF/VISUAL//	This group is used to document the time, position, course and speed of the contact being reported.
	TMPOS	In the first field, "TMPOS" is always used to identify that the information contained in this group involves time and position data.
	022345Z6	The second field identifies the date-time of the position. Use a "check-sum."

SHIP SIGHTING REPORTS		
STEP	**MESSAGE TEXT EXAMPLE**	**REMARKS**
	4200N6-07830W8	The third field indicates the latitude (N/S) and longitude (E/W) of the sighting. Latitude and Longitude are separated by a hyphen. Use "check-sums."
	270T	The fourth field indictes the course of the contact being reported.
	12KTS	The fifth field indicates the speed of the contact being reported. Used between 1 and 4 digits and include KTS in the field. If the speed is unknown us at "-" (hyphen) between the slashes ("/-/").
	GAINED	The sixth field indicates the event. Enter "GAINED" for all observations.
	SURF	The seventh field indicates the sensor platform. Enter "SURF" for all observations.
	VISUAL	The eighth field indicates the sensor that was used to detect the ship sighted. The following operations exist: Code Type/Explanation VISUAL Visual contact OTR Other
5	ARR/SAN FRANCISCO/CA/ 231730Z6/MAY/MIN/COL//	This group is used to describe the arrival of a ship observed entering port.
	ARR	In the first field, "ARR" is always used to identify that the information contained in this group describes information on a ship observed arriving at port.
	SAN FRANCISCO	The second field is the full name of the Port or Anchorage. The maximum length of this field is 20 characters. If the name exceeds 20 characters, use only the first 20.
	CA	The third field is the 2-digit Country Code from section 2.4, Country Abbreviations
	231730Z6	The fourth field identifies the date-time when the ship arrived at port. Use a "check-sum."
	MAY	The fifth field is the month when the ship arrived in port. Use the three character abbreviation.
	MIN/COL	The sixth field is the cargo, if any, associated with a merchant ship. (See Step 5 for codes). Additional cargo can be noted in this line.
6	INPORT/FORT LAUDERDALE/ FL/021730Z3/JAN/CHE//	This group is used to describe the location of a ship observed in port.
	INPORT	In the first field, "INPORT" is always used to identify that the information contained in this group describes information on a ship observed moored.
	FORT LAUDERDALE	The second field is the full name of the Port or Anchorage. The maximum length of this field is 20 characters. If the name exceeds 20 characters, use only the first 20.

SHIP SIGHTING REPORTS		
STEP	**MESSAGE TEXT EXAMPLE**	**REMARKS**
	FL	The third field is the 2-digit Country Code from section 2.4, Country Abbreviations
	021730Z3	The fourth field identifies the date-time of the position. Use a "check-sum."
	JAN	The fifth field is the month of the observation. Use the three character abbreviation.
	CHE	The sixth field is the cargo, if any, associated with a merchant ship. Code Cargo AGP Agricultural Products CHE Chemicals. COL Coal. CON Construction Materials. CTR Containers. FOP Forestry Products. GEN General Cargo. MAC Military Associated Cargo. MCH Agricultural or Industrial Material and Equipment. MED Medical Supplies. MIN Minerals or Metal. PAS Passenger. POL Petroleum, Oils, and Lubricants. SUG Sugar. TEX Textiles and Textile Apparels. VEH Vehicles (Non-Military). OTR Other (AMPN line required)
7	DEP/SAVANNAH/GA/141845Z3/AUG/ AGP/FOP//	This group is used to describe the departure of a ship observed in port.
	DEP	In the first field, "INPORT" is always used to identify that the information contained in this group describes information on a ship observed getting underway.
	SAVANAH	The second field is the full name of the Port or Anchorage the ship is leaving. The maximum length of this field is 20 characters. If the name exceeds 20 characters, use only the first 20.
	GA	The third field is the 2-digit Country Code from section 2.4, Country Abbreviations
	141845Z3	The fourth field identifies the date-time of the departure. Use a "check-sum."
	AUG	The fifth field is the month that the ship is getting underway. Use the three character abbreviation.

SHIP SIGHTING REPORTS		
STEP	MESSAGE TEXT EXAMPLE	REMARKS
	AGP/FOP	The sixth field is the cargo, if any, associated with a merchant ship. (See Step 5 for codes). Additional cargo can be noted in this line.
8	DEST/PORTSMOUTH/-/ 281900Z0/AUG/-//	This group is used to describe the destination of a ship observed leaving port.
	DEST	In the first field, "DEST" is always used to identify that the information contained in this group describes information on a ship observed leaving port en route another destination.
	PORTSMOUTH	The second field is the full name of the Port or Anchorage. The maximum length of this field is 20 characters. If the name exceeds 20 characters, use only the first 20.
	XX	The third field is the 2-digit Country Code from section 2.4, Country Abbreviations **(Note, England / Great Britain is not in the table)**
	281900Z0	The fourth field identifies the date-time when the ship expects to arrive at port. Use a "check-sum."
	AUG	The fifth field is the month when the ship expects to arrive at port. Use the three character abbreviation.
	-	The sixth field is the cargo, if any, associated with a merchant ship. (See Step 5 for codes). Additional cargo can be noted in this line.

```
P 261805Z MAY 96
FM USNS SPICA
TO NOIC SUITLAND MD//JJJ//
INFO COMSC WASHINGTON DC//N3/PM1//
COMSCLANT BAYONNE NJ//N3//
BT
MSGID/USNS SPICA/MARREP/037/MAY//
MERCH/01/CLAUDIA SMITS/CGO/NL/NPH//
TMPOS/022345Z6/4200N6-07830W8/270T/12KTS/GAINED/SURF/VISUAL//
MERCH/02/SARGENT PEPPER/PAS/XX/NPH//
TMPOS/030245Z5/4230N6-07430W0/240T/18KTS/GAINED/SURF/VISUAL//
FISHCTC/01/BIG CATCH/FSH/US/NPH//
TMPOS/030355Z5/4235N4-07400W1/180T/05KTS/GAINED/SURF/VISUAL//
BT
```

Scenerio: USNS SPICA sighted two merchant ships, CLAUDIA SMITS and
SARGENT PEPPER, and the fishing vessel BIG CATCH while transiting
the north Atlantic Ocean. These observations were consolidated into a single
report .

SAMPLE SIGHTING REPORT 1: MERCHANT SHIP OR FISHING VESSEL OBSERVATION (AT SEA)

```
P 262105Z JAN 96
FM USNS DENEBOLA
TO NOIC SUITLAND MD//JJJ//
INFO COMSC WASHINGTON DC//N3/PM1//
COMSCPAC HONOLULU HI//N3//
BT
MSGID/USNS DENEBOLA/MARREP/021/JAN//
MERCH/01/INDEPENDENCE/PAS/US/NPH//
ARR/SAN FRANCISCO/CA/261730Z9/JAN/PAS//
MERCH/02/GOLDEN GATE/ROL/US/NPH//
ARR/SAN FRANCISCO/CA/261915Z9/JAN/VEH//
BT
```

Scenerio: USNS DENEBOLA, was entering port in San Francisco and sighted two
merchant ships, SS INDEPENDENCE and SS GOLDEN GATE, also
entering port. These observations were consolidated into a single report .

SAMPLE SIGHTING REPORT 2: MERCHANT SHIP OR FISHING VESSEL IN PORT

```
R 231530Z MAY 96
FM USNS SPICA
TO NOIC SUITLAND MD//JJJ//
INFO COMSC WASHINGTON DC//N3//
COMSCPAC OAKLAND CA//N3//
BT
MSGID/USNS SPICA/MARREP/014/MAY//
MERCH/01/CONSTITUTION/PAS/US/NPH//
INPORT/HONOLULU/HI/231500Z0/MAY/PAS//
MERCH/02/MITSUBISHI MARU/ROL/JA/NPH//
INPORT/HONOLULU/HI/231500Z0/MAY/VEH//
MERCH/03/ISLAND HOPPER/TUG/US/NPH//
INPORT/HONOLULU/HI/231500Z0/MAY/-//
BT
```

Scenerio: USNS SPICA is entering port in Honlulu, HI. The Master observed
three vessels moored.

SAMPLE SIGHTING REPORT 3: MERCHANT SHIP OR FISHING VESSEL IN PORT SUMMARY

```
R 021530Z MAY 96
FM SS AMERICAN OSPREY
TO NOIC SUITLAND MD
INFO COMSC WASHINGTON DC//N3/PM5//
COMSCPAC OAKLAND CA//N3//
BT
MSGID/SS AMERICAN OSPREY/MARREP/001/MAY//
MERCH/01/ORIENT EXPRESS/BLK/CE/NPH//
DEP/MANILA/PI/021200Z5/MAY/GEN//
DEST/SINGAPORE/SN/071800Z6/MAY/GEN//
BT
```

Scenerio: SS AMERICAN OSPREY observed the ORIENT EXPRESS getting underway from Manila, PI. From discussions with the ORIENT EXPRESS' master, AMERICAN OSPREY's master, knew that ORIENT EXPRESS was expected in Singapore to discharge its general cargo.

SAMPLE SIGHTING REPORT 4: MERCHANT SHIP OR FISHING VESSEL DEPARTURE REPORT

I-3. Required MSC Messages - Routine Situational Underway Reports

The reports outlined in this section sumarize communications that may be required by MSC ships while underway. Specific guidance and modifications may be provided by the cognizant MSC Area Commander or Operational Commander.

I-3.1 Casualty Reports (CASREPs)

CASREPs are submitted by Navy, Coast Guard and MSC ships, and other Navy activities. CASREPs keep cognizant commanders apprised of the operating condition of Fleet assets and serve various other important functions designed to better support Fleet operations. CASREPs underscore significant equipment malfunctions that may degrade the ship's ability to successfully meet mission requirements. They also may be used to request technical assistance and repair parts. CASREPs feed into the Navy Status of Forces (NSOF) data base. Equipment failures that should be reported by CASREP include malfunctions that cannot be corrected within 48 hours reduces the ship's ability to perform a primary or secondary mission.

There are four basic types of CASREPs:

- INITIAL CASREP identifies the status of the casualty and parts and/or assistance requirements. An INITIAL CASREP remains active until CORRECT or CANCEL CASREP is submitted. An equipment casualty may affect the ship's readiness rating and require submission of a SORTS report.

- UPDATE CASREP reports changes to the initial CASREP.

- CORRECT CASREP reports that the equipment is back in operational condition.

- CANCEL CASREP

Action Address(es) for CASREPs are based on

EQUIPMENT CASUALTY REPORTS (CASREPs)	
TO	REMARKS
COMSC WASHIGTON DC//N3/N7//	All Reports
COMSCLANT NORFOLK, VA//N3/N7//	If Operating In Atlantic AOR
COMSCPAC OAKLAND CA//N3/N7//	If Operating In Pacific AOR
COMSCFE YOKOHAMA JA//N3/N7	If Operating In Far East AOR
COMSCEUR NAPLES IT//N3/N7//	If Operating In European AOR

Information Address(es) that should also be included in CASREPs are:

EQUIPMENT CASUALTY REPORTS (CASREPs)	
IF EQUIPMENT IS	INFO
Boats and Small Craft	NAVSEACOMBATSYSENGSTA NORFOLK VA
Shipboard Communications Equipment	ASO PHILADELPHIA PA COMSPAWARSYSCOM WASHINGTON DC
Hull, Mechanical and Electricrical Equipment (HM&E)	NAVSSES PHILADELPHIA PA
HM&E (Pacific)	NAVSEACEN FSO PEARL HARBOR HI (PACIFIC)
HM&E (Atlantic)	NAVSEACEN FSO NORFOLK VA (ATLANTIC)
SATCOM Systems (Atlantic)	NCTAMS LANT NORFOLK VA
SATCOM Systems (Europe)	NCTAMS MED NAPLES IT

EQUIPMENT CASUALTY REPORTS (CASREPs)	
IF EQUIPMENT IS	INFO
SATCOM Systems (Pacific/Indian Ocean)	NCTAMS WESTPAC GUAM
SATCOM Systems (Pacific)	NCTAMS EASTPAC HONOLULU HI
Underway Replenishment Related	WPNSTA EARLE COLTS NECK NJ
	NAVSHIPWPNSYSENGSTA PORT HUENEME CA

Classification. CASREP messages are classified in consideration of the mission, specific operation and extent of the equipment casualty. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, CASREP messages will normally be Classified CONFIDENTIAL. SECRET classification may apply for certain operations; follow directions of the operational commander.

SSIC's are not used for CASREPs.

Preparation. This table outlines those steps that should be followed when preparing a CASREP:

EQUIPMENT CASUALTY REPORTS (CASREPs)			
TYPE	MANDATORY LINES	SITUATIONAL LINES	SAMPLE
Initial	Steps 1, 2, 4, 6, 8, 11,	Steps 5, 10, 12, 13, 14, 15, 17, 18	1
Update	Steps 1, 2, 3, 4, 6, 11,	Steps 7, 8, 9, 10, 12, 13, 16, 14, 17, 18	2
Correct	Steps 1, 2, 3, 4, 5	Steps 17, 18	3
Cancel	Steps 1, 2, 3, 4,	Steps 5, 17, 18	4

The following job aid provides information that will normally be contained in the CASREPs. Detailed discussion of CASREPs is included in NWP 10-1-10, Operational Reports. The intent of this discussion is to provide "quick reference" guidance to operators not familiar with CASREPs or involved in complex operations requiring detailed or unique data fields.

EQUIPMENT CASUALTY REPORTS (CASREPs)		
STEP	MESSAGE TEXT EXAMPLE	REMARKS
1	MSGID/ CASREP /USNS MOHAWK/524/	Message Identifier. This includes message type, originator, and serial number. This line identifies CASREPs in automated message handling systems.
	MSGID	A keyword used to sort messages automatically.
	CASREP	Equipment Casualty Report (CASREP) routes this message to cognizant personnel.
	USNS MOHAWK	The name of the ship submitting the CASREP.
	524	The message serial number is the cumulative number of CASREPs of any type (Initial, Update, Correct or Cancel) submitted by the ship. Numbers 1 to 999 are used. Numbers are not to be repeated until the entire sequence starts again.

2	POSIT/EXEMPT/140800ZAUG96//	Ship's Position. This indicates the ship's present location and the effective date-time group for this location.
	POSIT	The line keyword
	EXEMPT	Geograpical positions (latitude/longitude if underway) using check sums or port names can be used. Ships already operating in the Movement Report (MOVREP) system are exempt from position reporting requirements. The ship's location may be used or "EXEMPT" may be substituted.
	140800ZAUG96	The date-time group when the location noted is effective.
3	REF/CASREP/COMFORT/140857ZAUG96	This line identifies the date-time group of the original CASREP message. This data set is mandatory on all UPDATE CASREP messages.
	REF	The line keyword.
	CASREP	The message type. This data set is limited to 10 characters.
	COMFORT	The message originator. This data set is limited to 30 characters.
	140857ZAUG96	The date-time group of the INITIAL CASREP message. This data set is limited to 12 characters.
4	CASUALTY/INITIAL-96027/AN-SPS-67 RADAR/EIC:UNKN/CAT:2//	Casualty data. The casualty serial number, equipment description and casualty category.
	CASUALTY	The line keyword.
	INITIAL-96027	The type of casualty report is distinguished. Reports may be: • Initial • Update • Correction • Cancel The number that follows is the serial number for the CASREPs reported during the fiscal year (01 October until 30 September). They are formatted as follows: • INITIAL-96027 • UPDATE-01-96027 *(first update - an additional serial is included)* • CORRECTION-96027 • CANCEL-96027 This data set is limited to 15 characters.
	AN-SPS-67 RADAR	Description of the equipment. This data set is limited to 24 characters.
	EIC:UNKN	The Equipment Identification Code (EIC) should be included if known. See table X-X, Equipment Identification Code (EIC) Nomenclature. If not known, use "UNKN."

		CAT:2	Casualty Category describes the affect that this equipment has on the ship's ability to carry out its mission. The following apply: • Category 2: A deficiency in mission essential equipment which causes a minor degradation in any primary mission or a degradation or total loss of a secondary mission. • Category 3: A deficiency in mission essential equipment which causes a major degradation, but not the loss of a primary mission. • Category 4: A deficiency in mission essential equipment which causes a loss greater that Category 3, and causes the loss of at least one primary mission.
5	AMPN/RADAR PEDESTAL MAKING GRINDING NOISE. UNABLE TO DETERMINE CAUSE.//		Amplification. Provides an explanation if inadequate preventive maintenance was involved or other causes of the casualty.
		AMPN	The line keyword.
		RADAR PEDESTAL MAKING GRINDING NOISE. UNABLE TO DETERMINE CAUSE.	Provide whatever additional information relevant to the equipment casualty. This data set is limited to 12 lines.
6	ESTIMATE/301800ZAUG96/TECHNICAL ASSISTANCE UPON RETURN TO PORT//		Estimated date of repair, and related factors that may affect this completion date.
		ESTIMATE	The line keyword.
		301800ZAUG96	The estimated date and time that the repairs are expected to be completed. An UPDATE message, with a revised estimate is required if repairs cannot be completed by the estimated date of repair.
		TECHNICAL ASSISTANCE UPON RETURN TO PORT	Briefly describe any factors that influence the ability to meet the projected repair date. This data set is limited to 39 characters.
7	AMPN/STILL WAITING FOR TECH ASSIST		Amplification of the reasons for the UPDATE.
		AMPN	The line keyword
		STILL WAITING FOR TECH ASSIST	Describe causes of the casualty, if parts have been received, current status of parts or repairs or any other relevant data. This data set is limited to 10 lines.
8	ASSIST/ TROUBLESHOOT AND REPAIR / SAN DIEGO CA//		This field identifies the type of assistance that is required. This set may be repeated if more than one type of assistance is required. It may be UPDATED.
		ASSIST	The line keyword.
		TROUBLESHOOT AND REPAIR	Describe the type of assistance required. This data set is limited to 30 characters.
		SAN DIEGO CA	The preferred location that this assistance is requested. This data set is limited to 12 characters.

9	DELETE/ASSIST/TROUBLESHOOT AND REPAIR/SAN DIEGO CA//		This data set can be used to delete a previously reported data set (ASSIST, 1PARTS, 1STRIP, etc.) that is no longer valid.
	DELETE		The line keyword. The data identified in this line is deleted from the CASREP database.
	ASSIST		The data set identifier that is to be deleted.
	TROUBLESHOOT AND REPAIR		All previously reported data fields must be included.
	SAN DIEGO CA		All previously reported data fields must be included.
10	AMPN/REPAIR BEYOND CAPABILITY OF SHIP'S FORCE. REQUEST COMSCPAC COORDINATE TECHNICAL REPRESENTATIVE VISIT TO TROUBLESHOOT AND REPAIR RADAR.		Amplification. This set provides an opportunity for the ship to further describe the assistance that is required.
	AMPN		The line keyword
		REPAIR BEYOND CAPABILITY OF SHIP'S FORCE. REQUEST COMSCPAC COORDINATE TECH REP TO TROUBLESHOOT AND REPAIR RADAR.	This data is used to more specifically define the "ASSIST" line. It should be used to identify specific sources of supply, what type of assistance is required or any other relevant information to ensure that support efforts are effectively focused on the problem that needs to be solved. This data set is limited to 10 lines.
11	PARTSID/APL:NONE/-/JCN:NONE//		This field identifies the parts list and components that are required to fix the CASREP'd equipment.
	PARTSID		The line keyword
	APL:NONE		This data list identifies the Allowance Parts List (APL) number. This normally only applies to USNS ships. This data set is limited to 12 characters.
	-		The second field would normally be the Component Identification Number (CID) which further defines parts requirements. If there is no CID, use a "-" in place of the required data set. This data set is limited to 12 characters.
	JCN:NONE		List the Navy Job Control Number (JCN) that will be used to repair the equipment. This data set is limited to 20 characters.
12	TECHPUB/SPS-47 VOLS 1 AND 2//		This field provides pertinent technical publication reference if parts are required.
	TECHPUB		The line keyword
		SPS-47 VOLS 1 AND 2	This data set preport the technical publication that is used in conjunction with the identification of the equipment. If the technical publication is unknown, this field must still be accounted for in the set; use a "-" in place of the required data.

13	1PARTS			If parts are required, this data set identifies the National Stock Number (NSN), and quantities requird. If not listed in any Allowance Parts List (APL), a statement to that effect is included in the AMPN set. If APL is the same as listed in PARTSID, use a hyphen or make an appropriate statement in the AMPN set.
	/DL NATIONAL STOCK NO. REQ COSAL ONBD CIRCUIT			The "1PARTS" line precedes the data line. This data set identies parts required to repair this casualty. The set shall be submitted in the INITIAL or first UPDATE CASREP. This line is a header line for data on subsequent lines. Use as many of the data lines necessary to list spare requirements to correct the casualty.
		DL		Data line. This data set is limited to 3 characters. They are sequential numbers starting with 01 for each line of data.
		NATIONAL STOCK NO.		This set lists the National Stock Number (NSN) of the part requested. This data set is limited to 20 characters.
		REQ		This set lists the number of units ordered. An additional requisition is required. This data set is limited to 3 characters.
		COSAL		This set shows the number of the requested part that are authorized to be maintained in inventory aboard the ship. This data set is limited to 3 characters.
		ONBD		This field shows the number of the refered to parts that are actually onboard. This data set is limited to 3 characters.
		CIRCUIT		Circuit Symbol Nomenclature normally apply to electronic equipment and may not be assigned for other parts. If not is assigned enter a "-" to account for this data field. This data set is limited to 10 characters.
14	AMPN/NO ALLOWANCE OF SPARE PARTS FOR THIS EQUIPMENT ESTABLISHED ABOARD COMFORT//			Amplification of reasons why the parts are not onboard.
		AMPN		The line keyword
		NO ALLOWANCE OF SPARE PARTS FOR THIS EQUIPMENT ESTABLISHED ABOARD COMFORT		This space should be used to explain why the onboard spares are not available.
15	1STRIP			If parts are required, this data set identifies MILSTRIP requisition information for each of the parts identified in the 1PARTS data set.
	DL DOCUMENT ID QTY PRI RDD ACTIVITY REQUISITION STATUS			Summary of the requistions made to repair the casualty. **Supplying 1STRIP information does not order parts; a separate message must be sent.** The date-time group of the ordering message should be included in the Requistion Status field.

		DL	Data line. This data set is limited to 3 characters. They are sequential numbers starting with 01 for each line of data. This number should correspond to the IPARTS line numbers.
		DOCUMENT ID	This is the MILSTRIP document reference. This data set is limited to 16 characters.
		QTY	This is the number ordered by MILSTRIP requisition. This data set is limited to 3 characters.
		PRI	The delivery priority associated with the requisition. This data set is limited to 2 characters.
		RDD	The required delivery date (RDD) using the three digit Julian date. This data set is limited to 3 characters.
		ACTIVITY	The command/activity to which the requisition was sent. This data set is limited to 10 characters.
		REQUISITION STATUS	A brief narrrative status using standard supply terminology or the date-time group of the requisition message for the item.
16	CHANGE/1PARTS		The "CHANGE/" field is used to delete, change or add data line for 1PARTS or 1STRIP data transmitted on an INITIAL or UPDATE CASREP. All relevant data lines must be included in the latest "CHANGE/" revision
		/DL .... *(Standard Line)* /01............. *(Original Data)* /02............ *(Original Data)* CHANGE/1PARTS /DL .... /02	A line will be deleted if the data line from another message is not included in the UPDATE. In this example, the data from DL 01 was deleted.
		/DL .... *(Standard Line)* /01............ *(Original)* /02............ *(Original)* CHANGE/1STRIP /DL .... *(Standard Line)* /01 .... *(Same as Original)* /02 .... *(New Data)*	The information in a line will be changed if the reference DL is used and new information is included.
		/DL .... *(Standard Line)* /01............ *(Original)* /02............ *(Original)* CHANGE/1PARTS /DL .... *(Standard Line)* /01 .... *(Same as Original)* /02 .... *(Same as Original)* /03 .... *(New Data)*	New information will be added to the CASREP file if additional lines are added.
17	RMKS/RADAR PEDESTAL MAKING GRINDING NOISE.		Provide an explanation or additional information concerning all or part of the message.

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18	DWNGRADE/DECL 15DEC98//		If a classified message was used, provide message classification downgrading instructions.

EQUIPMENT IDENTIFICATION CODE (EIC) NOMENCLATURE	
EIC	**NOMENCLATURE**
1000	ADMINISTRATION HABITABILITY, OUTFITTING & FURNISHINGS GROUPED UNDER THE FOLLOWING SUBSYSTEMS:
1100	Fittings, Hull
1300	Canvas & Riggings
1400	Ladders And Grating
1500	Bulkheads And Doors, Non-Structural
1600	Covering, Deck
1700	Insulation Sheathing, Hull
1800	Storerooms, Stowage Or Lockers For Equipment
1900	Workshop Laboratory, And Test Area Equipment
1A00	Equipment And Furnishings-Utility Space
1B00	Commissary Equipment (Gallery, Pantry, Scullery)
1C00	Furnishings, Equipage, Living, Office, Control Center, Machinery Spaces
1D00	Furnishings & Equipage, Medical
1E00	High Security Equipage (Locking Device For Classified Ordinance)
1F00	Furnishings & Equipage, Dental
3000	ELECTRIC POWER GENERATION SYSTEMS GROUPED UNDER THE FOLLOWING
3100	Generating Plants, Ship's Service
3300	Generating Plants Ship's Emergency
3400	Generating plants, Special
3500	Gas Turbine Generator Set
4000	ELECTRIC POWER DISTRIBUTION SYSTEM GROUPED UNDER THE FOLLOWING SUBSYSTEMS:
4100	Power Distribution Switchboards
4300	Power Distribution Systems, AC
4400	Power Distribution Systems, DC
4500	Lighting Distribution Systems, AC
4600	Lighting Distribution Systems, DC
4700	Power Supply Conversion Systems
4800	Casualty Power Distribution Systems
7000	AVIATION SHIP INSTALLATION GROUPED UNDER THE FOLLOWING SUBSYSTEMS:
7C00	Aircraft Recovery Equipment
7D00	Visual Landing Aid
7L00	Aircraft Launching Equipment
7N00	Arresting Gear Systems, Runway, Emergency, Shore Based
8000	SPECIALIZED ORDNANCE EQUIPMENT GROUPED UNDER THE FOLLOWING SUBSYSTEMS:
8900	Ammunition/Weapon Handling Equip., Controls, Multiple Purpose
8A00	Landing Force Equipment
8BA1	Gun Systems, 25MM M242/MK88
8B00	Small Arms/Mortar/Machine Guns
8D00	Lockers, Ready Service
A000	HULL STRUCTURE GROUPED UNDER THE FOLLOWING SUBSYSTEMS:
A100	Shell Plating And Planking
A3OO	Framing, Longitudinal And Transverse

A400	Bottom, Inner
A500	Platforms, Flats and Desks
A600	Superstructure
A700	Foundations, Main Propulsion And Auxiliary
A800	Bulkheads, Structural
A900	Trunks And Enclosures
AA00	Sponsons, Armor,Castings, Forgings And Weldments, Structural
AB00	Sea Chests
AC00	Ballast And Buoyancy Units
AD00	Doors, Hatches, Manholes, Scuttles And Closures
AE00	Masts And King posts, Except Cargo
B000	PROPULSION SYSTEMS, MAIN DIESEL, MECHANICAL DRIVE GROUPED UNDER THE FOLLOWING SUBSYSTEMS:
B100	Diesel Engines And Controls
B300	Gears And Clutches (DETACHED)
B400	Shafting, Mechanical Couplings, Bearings, Seals, Propellers, Jet Pumps
B500	Air Supply Systems, Combustion (DETACHED)
B600	Exhaust Systems (DETACHED)
B700	Fuel Oil Service Systems (DETACHED)
B800	Lube Oil Service Systems (DETACHED)
B900	Water Systems, Circulating And Cooling (DETACHED)
BA00	Controls,Centralized, Main Propulsion And Auxiliary
C000	PROPULSION SYSTEMS, MAIN DIESEL, ELECTRIC DRIVE GROUPED UNDER THE FOLLOWING SUBSYSTEMS:
C100	Engines, Diesel, And Controls
C300	Gears and Clutches (DETACHED)
C400	Shafting, Mechanical Couplings, Bearings, Seals, Propellers, Jet Pumps
C500	Air Supply Systems, Combustion (DETACHED)
C600	Exhaust Systems (DETACHED)
C700	Fuel Oil Service Systems (DETACHED)
C800	Lube Oil Service Systems (DETACHED)
C900	Water Systems, Circulating And Cooling (DETACHED)
CB00	Generators And Controls, Main Propulsion
CC00	Motors And Controls, Main Propulsion
CD00	Cabling, Electric, Main Propulsion
CE00	Controls, Centralized, Main Propulsion And Auxiliary

```
P140857Z AUG 96
FM USNS COMFORT
TO COMSCPAC OAKLAND CA//N3/N7//
INFO COMSC WASHINGTON DC//N3/N7/PM1/
COMSPAWARSYSCOM WASHINGTON DC//JJJ//
BT
UNCLAS
MSGID/CASREP/USNS COMFORT/121//
POSIT/EXEMPT/140800ZAUG96//
CASUALTY/INITIAL-96027/AN-SPS-67 RADAR/EIC:UNKN/CAT:2//
ESTIMATE/302300ZAUG96//
ASSIST/TROUBLESHOOT AND REPAIR/SAN DIEGO, CA//
AMPN/TOTAL REPAIR BEYOND CAPABILITY OF SHIP'S FORCE. HAVE
IDENTIFIED AND CORRECTED SEVERAL MINOR DISCREPANCIES.
HOWEVER, SOME DISCREPANCIES REMAIN. REQUEST COMSCPAC
COORDINATE TECH REP VISIT TO TROUBLESHOOT AND REPAIR
RADAR.
PARTSID/APL:NONE/-/JCN:NONE//
TECHPUBS/SPS-47 VOLS 1 AND 2//
1PARTS
/DL     NATIONAL STROCK NO.     REQ     COSAL     ONBD     CIRCUIT
/01     5998-00-168-8572        001     000       000      -//
/02     5979-01-168-8473        002     000       000      -//
AMPN/
1STRIP
/DL     DOCUMENT ID       QTY PRI RDD ACTIVITY   REQUISITION STATUS
/01 E11406-4215-5620      001  04 223    N35         ORDERED//
/02 E11406-4215-5621      002  04 223    N35         ORDERED//
RMKS/MATE RECEIVED MINOR ELECTRICAL SHOCK WHEN CIRCUIT WAS
ENERGIZED. SPS-47 RADAR WILL NOT TRANSMIT. PROBLEM BELIEVED
TO BE A FAULTY CARD. HOWEVER, REQ TECH ASSIST TO VERIFY
SPECIFIC PROBLEM. AM CURRENTLY TROUBLESHOOTING GROUND BUT
UNABLE TO DETERMINE WHY SYSTEM WILL NOT TRANSMIT.//
BT
```

SAMPLE INITIAL CASREP

```
P180857Z AUG 96
FM USNS COMFORT
TO COMSCPAC OAKLAND CA//N3/N7//
INFO COMSC WASHINGTON DC//N3/N7/PM1//
COMSPAWARSYSCOM WASHINGTON DC//JJJ//
BT
UNCLAS
MSGID/CASREP/USNS COMFORT/122//
POSIT/EXEMPT/180800ZAUG96//
REF/CASREP/COMFORT/140857ZAUG96//
CASUALTY/UPDATE-01-96027/AN-SPS-67 RADAR/EIC:UNKN/CAT:2//
ESTIMATE/302300ZAUG96//
ASSIST/TROUBLESHOOT AND REPAIR/SAN DIEGO, CA//
AMPN/TOTAL REPAIR BEYOND CAPABILITY OF SHIP'S FORCE. HAVE
IDENTIFIED AND CORRECTED SEVERAL MINOR DISCREPANCIES.
HOWEVER, SOME DISCREPANCIES REMAIN. REQUEST COMSCPAC
COORDINATE TECH REP VISIT TO TROUBLESHOOT AND REPAIR
RADAR.
PARTSID/APL:NONE/-/JCN:NONE//
TECHPUBS/SPS-47 VOLS 1 AND 2//
1PARTS
/DL     NATIONAL STROCK NO.      REQ     COSAL     ONBD     CIRCUIT
/01     5998-00-168-8572         001     000       000       -//
/02     5979-01-168-8473         002     000       000       -//
AMPN/
1STRIP
/DL     DOCUMENT ID      QTY PRI RDD ACTIVITY    REQUISITION STATUS
/01 E11406-4215-5620    001  04 223    N35         ORDERED//
/02 E11406-4215-5621    002  04 223    N35         ORDERED//
RMKS/MATE RECEIVED MINOR ELECTRICAL SHOCK WHEN CIRCUIT WAS
ENERGIZED. SPS-47 RADAR WILL NOT TRANSMIT. PROBLEM BELIEVED
TO BE A FAULTY CARD. HOWEVER, REQ TECH ASSIST TO VERIFY
SPECIFIC PROBLEM. AM CURRENTLY TROUBLESHOOTING GROUND BUT
UNABLE TO DETERMINE WHY SYSTEM WILL NOT TRANSMIT.//
BT
```

SAMPLE UPDATE CASREP

```
P300857Z AUG 96
FM USNS COMFORT
TO COMSCPAC OAKLAND CA//N3//
INFO COMSC WASHINGTON DC//N3/N7/PM1//
COMSCLANT BAYONNE NJ//N3//
BT
UNCLAS
MSGID/CASREP/USNS COMFORT/123//
POSIT/EXEMPT/300800ZAUG96//
REF/CASREP/COMFORT/140857ZAUG96//
CASUALTY/CORRECT-96027/AN-SPS-67 RADAR/EIC:UNKN/CAT:2//
AMPN/REPAIRS COMPLETED BY TECH REP. EIGHT WORK HOURS EXPENDED
TO CORRECT.//
BT
```

SAMPLE CORRECTION CASREP

```
P311435Z AUG 96
FM USNS COMFORT
TO COMSCPAC OAKLAND CA//N3//
INFO COMSC WASHINGTON DC//N3/N7/PM1//
COMSCLANT BAYONNE NJ//N3//
BT
UNCLAS
MSGID/CASREP/USNS COMFORT/124//
POSIT/EXEMPT/310800ZAUG96//
REF/CASREP/COMFORT/140857ZAUG96//
CASUALTY/CANCEL-96027/AN-SPS-67 RADAR/EIC:UNKN/CAT:2//
AMPN/REPAIRS TO BE COMPLETED BY SHIPYARD WORKERS DURING IN PORT
MAINTENANCE PERIOD SCHEDULED FROM 20SEP96 19OCT96.//
BT
```

SAMPLE CANCEL CASREP

I-3.2 Change of Operational Commander (CHOP)

Change of Status of Readiness and Training System (SORTS) Message/Data Processor (PRSR) messages are used to inform cognizant parties who is the operational commander of the ship. Naval operations routinely involve changes in the commander directing movement of various assets. MSC ships will change operational commanders when transiting from one area to another or when supporting a specific operation. Change of SORTS Message/Data Processor messages are a part of a SORTS message. Preparation of these messages is discussed in Section 1.5; Status of Readiness and Training Systems (SORTS).

I-3.3 Communications Guard (COMMGUARD) Shift

COMMGUARD Shift messages are required whenever an addressable command or detachment shifts its communications guard to/from a full period termination, broadcast or serving telecommunications center. . The effective time of the shift will always be at new radio day (RADAY). The nature and requirement for the COMMGUARD shift will dictate the precedence assigned. Masters should attempt to provide the greatest lead time possible for COMMGUARD shifts. Preparation of these messages is discussed in Section 1.3; Communications Guard (COMMGUARD) Shift.

I-3.4 Crossing MSC Boundaries

Crossing MSC Boundary messages are required whenever an MSC Force ship transits from one MSC Area Commander's area of responsibility (AOR) into another. A priority message notifying cognizant personnel of this status must be transmitted within 4 hours after moving into the AOR of another commander.

Action Address(es) are based on the ship's location. The following table summarizes Action Addresses for Crossing MSC Boundary messages:

CROSSING MSC BOUNDARY MESSAGES	
TO	**REMARKS**
COMSCPAC OAKLAND CA	Moving Into or Out of Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Moving Into or Out of Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Moving Into or Out of Far East Area of Operations
COMSCEUR NAPLES IT	Moving Into or Out of European Area of Operations

Information Address(es) that should be included in Crossing MSC Boundary Messages are:

CROSSING MSC BOUNDARY MESSAGES	
INFO	**REMARKS**

COMSC WASHINGTON DC	All
	
	Include Program Manager on side router:
	      NFAF PM1
	      SMSF PM2
	      PREPO PM3
	      Sealift/RRF PM5

CINCPACFLT PEARL HARBOR HI	Pacific and Indian Oceans, Bering, Arctic, Antarctic Seas
CINCLANTFLT NORFOLK VA	Atlantic Ocean, Mediterranian Sea, North Arabian Gulf

Classification. Crossing MSC Boundary messages are classified in consideration of the mission and specific operation. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, Crossing MSC Boundary messages may be classified. Follow the directions of the operational commander.

SSIC for all Crossing MSC Boundary messages is "//N03000//"

Preparation. The following information is used to write Crossing MSC Boundaries messages:

CROSSING MSC BOUNDARY MESSAGE		
PARA	**DESCRIPTION**	**REQUIREMENTS**
1	Identification	(1) Name of the ship. (2) Type of the ship.
2	Departure Data	(1) Point of departure. (2) Time of departure. (3) Classification of movement.
3	Destination Data	(1) Destination. (2) Preferred estimated time of arrival (ETA) (3) Amplifying remarks as appropriate.
4	Additional Data	(1) Position where crossing occurred (latitude, longitude) (2) Time ship crossed boundary (3) Cargo (4) Summary of casualties to hull or engineering plant. (5) Communications Guard. (6) Any other special considerations.

```
R 201400Z JUN 96
FM USNS NIAGARA FALLS
TO COMSCPAC OAKLAND CA //N3//
COMSCFE YOKOHAMA JA//N3//
INFO COMSC WASHINGTON DC//N3/PM1//
CINCPACFLT PEARL HARBOR HI//N3//
BT
UNCLAS//N03148//
MSGID/CROSSMSCBOUND/USNS NIAGARA FALLS//
SUBJ/CROSSING MSC AREA COMMAND BOUNDARIES//
RMKS/1. IDENTIFICATION:
NAME: USNS NIAGARA FALLS
TYPE: TAFS
2. DEPARTURE DATA:
DEPARTED: SAN FRANCISCO, CA
TIME OF DEPARTURE: 271930Z MAY 96
CLASSIFICATION: UNCLASSIFIED
3. ARRIVAL DATA:
DESTINATION: MANILA PI
ETA: 291900Z JUN 96
OUTSTANDING CASREPS: NONE.
4. ADDITIONAL DATA:
LOCATION: 40-00N, 160-00E
TIME: 201300Z JUN 96
STORES AND AMMUNITION
OUTSTANDING CASREPS: NONE.
COMMUNICATIONS: FLT BROADCAST (PRI), INMARSAT (SEC), HF
(TER)//
BT
```

SAMPLE CROSSING MSC BOUNDARY MESSAGE

I-3.5 Deviation from Sensor Movement Directive (SMD) or OTSR

While on stations, T-AGOS ships will be issued SMDs by the Fleet Commander-In-Chief FLTCINC). If the Master perceives a need to deviate from the recommended route, the (FLTCINC must be advised promptly of this action. This information will be reported via SURTASS communictions channels. Specific instructions for preparation of these reports will be provided by the FLTCINC.

I-3.6 Diversion Report

Sealift Operational Task Group Commanders and Sealift Type Commander (TYCOM) Group Commanders having OPCON of MSC Forces ships may divert these ships or modify voyage sailing order when required to do so by emergency situations. The Commander is responsible for keeping COMSC, appropriate MSC area commander and other interested parties informed of the ship's diversion status.

I-3.7 Mail Routing Information (MRI)

MRI provides postal activities with information needed to preposition mail for delivery to the ship. Specific instructions for filling out this report are outlined Section 1.2; Mail Routing Information (MRI).

I-3.8 Movement Report (MOVREP)

MOVREPs are submitted by Navy, Coast Guard and MSC ships and other ships that the Navy has a direct interest in. MOVREPs will normally be PRIORITY Precedence messages. MOVREPs are formatted reports. They are originated by the ship getting underway. Dead reckoning (DR) information is submitted to keep the Navy commands informed of the projected movement of the ship. However, updated MOVREPs may be required if the ship's movement is signficantly adjusted from the original sail plan. Specific instructions for preparation of MOVREPs are contained in Section 1.4; Movement Report (MOVREP). It is possible that MOVREPs will be required when underway in the following circumstances:

MOVREP MESSAGE PREPARATION REQUIREMENTS		
IF	THEN SECTION 1.4 STEPS	SECTION 1.4 SAMPLE
Departure from MODLOC	Steps 1, 2, 3, 4, 5	4
Position Report	Steps 1, 2, 7, 4, 5	5
Remain on Station Report	Steps 1, 2, 3, 11, 5	8
Storm Diversion Report	Steps 1, 2, 12	9
Checking Out of MOVREP System Report	Steps 1, 2, 3, 4, 13	10
Checking Into MOVREP System Report	Steps 1, 2, 14, 4, 5	11
Arrival At Panama or Suez Canal Report	Steps 1, 2, 15	12
Departure From Panama or Suez Canal	Steps 1, 2, 3, 4, 5	13

I-3.9 Modified Discharge Reports

Modified Discharge Reports identify bunker transfers either at discharge ports or to other ships at sea. Tankers are required to provide COMSC and DFSC with necessary accounting data upon completion of bunkering.

Action Address(es) for Modified Discharge Reports are:

MODIFIED DISCHARGE REPORTS	
TO	**REMARKS**

COMSC WASHINGTON DC	All
	
	 Include Program Manager on side router:
	          NFAF PM1
	          SMSF PM2
	          PREPO PM3
	          Sealift/RRF PM5

SPCC MECHANICSBURG PA//CODE 01424//	When transferring fuel to USNS oilers.

Information Address(es) are:

MODIFIED DISCHARGE REPORTS	
INFO	**REMARKS**
DFSC FORT BELVOIR VA	All
Ship's Owner or Operator	All
MSC Representative At Next Discharge Port	All
Petroleum Inspector	All
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
MSCO SWA BAHRAIN	

Classification. Modified Discharge Reports are normally UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, Modified Discharge Report messages may be classified.

SSIC for Modified Discharge Reports is "//N04020//"

Preparation. The following information must be contained in the Modified Discharge Report:

- Ship Name and Unit Identification Code (UIC) number
- International Radio Call Sign (IRCS).
- Date and time product transferred
- Cargo number
- Grade of fuel transferred from cargo.
- Barrels of fuel transferred (to two decimal places).
- Remarks (Include Diversion Order Document Number with the word BUNKER. Provide any pertinent information on cargo or transfer.

```
R 182100Z MAY 96
FM MV PAUL BUCK
TO COMSC WASHINGTON DC//N82/PM5//
INFO COMSCPAC OAKLAND CA//N8//
BT
UNCLAS//N04020//
MSGID/MOD DISCHARGE RPT/MV PAUL BUCK//
SUBJ/MSC 4020-4 DISCHARGE REPORT//
RMKS/A. SHIP: M/V PAUL BUCK (UIC 12345)
B. IRCS: NSOC
F. DATE/TIME TRANSFER: 181430Z MAY 96
K. CARGO NUMBER: 12-96-9546353
L. GRADE OF FUEL XFER FM CARGO: DFM
M. BARRELS OF FUEL XFER: 15,450.50
S. RMKS: BUNKER. 1234-56-78900. NO SIGNIFICANT ISSUES
ASSOCIATED WITH THIS TRANSFER.//
BT
```

SAMPLE MODIFIED DISCHARGE REPORT

I-3.10 Status of Readiness and Training Systems (SORTS)

Ships not operating under MSC operational control and/or having referenced publications onboard shall follow the SORTS instructions provided by the operational commander for the specific missions. Other ships not holding referenced documentation shall follow the abbreviate instructions provided by the MSC Area Commander. Certain events, equipment status and various other issues may cause the SORTS database to be updated to accurately reflect the ability of the ship to conduct its mission. Masters must periodically review their ship's status to ensure that the operational commanders have a clear understanding of their resources' capabilities.

I-3.11 Suez Canal Pretransit Report

A pretransit report must be submitted by the ship's master no later than 5 days prior to transit. The pretransit report provides necessary information so that canal authorities can accomplish planning and coordinating activities prior to the actual transit itself. The Suez Canal Pretransit Report is a formatted message. Instructions for preparation follow.

Action Addresses for Suez Canal Pretransit Reports follow:

SUEZ CANAL PRETRANSIT REPORT	
To	**REMARKS**
COMSCEUR NAPLES IT//N3//	
CINCPACFLT PEARL HARBOR HI//N3//	
FOSIF WESTPAC KAMI SEYA JA//JJJ//	

Information Address(es) that should be included in Suez Canal Pretransit Reports are:

SUEZ CANAL PRETRANSIT REPORT	
INFO	**REMARKS**

COMSC WASHINGTON DC//N3/PM**//	All
	Include Program Manager on side router:
	    NFAF PM1
	    SMSF PM2
	    PREPO PM3
	    Sealift/RRF PM5

USDAO CAIRO EG//JJJ//	All
Shipping Agent	
MSCO SWA BAHRAIN //JJJ//	All

Classification. Suez Canal Pretransit Reports are UNCLASSIFIED.

SSIC for the Suez Canal Pretransit Report is "//N03120//"

Preparation. The following table outlines information that will normally be contained in the Suez Canal Pretransit Report. The intent of this discussion is to provide "quick reference" guidance to operators not familiar with Suez Canal Pretransit Reports. This table outlines those steps that should be followed when preparing a Suez Canal Pretransit Report.

SUEZ CANAL PRETRANSIT REPORT REQUIREMENTS		
SECTION	**CONTENTS**	**DESCRIPTION**
ALFA	Name of the Ship	
BRAVO	International Radio Call Sign	
CHARLIE	Status	USNS, Voyage-Charter, GAA, etc.
DELTA	Estimated Time of Arrival and Port	Spell out numbers.
ECHO	Requested Date of Transit	Spell out all numbers
FOXTROT	Direction of Transit	Northbound or Southbound
GOLF	Master/Commanding Officer	Provide name of Master or the name and rank of the Commanding Officer
HOTEL	Principle Dimensions	Spell out all numbers Length Overall (Feet) Beam (Feet)
INDIA	Maximum Draft	Spell out all numbers Draft should express best estimate of the actual draft of the ship, not the ship's maximum design draft.
JULIETT	Local Agent	Name of local agent for transit.
KILO	Funding Citation	Noted on ship's voyage sailing orders directing Suez transit or use "NOT APPLICABLE" for voyage-chartered tankers.
LIMA	Remarks	Abnormal characteristics for ship Unusual/hazardous cargo, etc.

```
R 182100Z MAY 96
FM USNS TIPPECANOE
TO COMSCEUR NAPLES IT//N3//
CINCPACFLT PEARL HARBOR HI//N3//
FOSIF WESTPAC KAMI SEYA JA//JJJ//
INFO COMSC WASHINGTON DC//N3/PM5//
USDAO CAIRO EG//JJJ//
MSCO SWA BAHRAIN//JJJ//
BT
UNCLAS//N03120//
MSGID/PRE-TRANSIT RPT/USNS TIPPECANOE//
SUBJ/SUEZ CANAL PRE-TRANSIT REPORT
RMKS/ALPHA: USNS TIPPECANOE
BRAVO: WTHO
CHARLIE: USNS
DELTA: TWO FOUR ZERO NINE ZERO ZERO ZULU MAY NINE SIX PORT SAID
ECHO: TWO FOUR MAY NINE SIX
FOXTROT: SOUTHBOUND
GOLF: B.P. BUTTERFIELD, MASTER
HOTEL: LENGTH SIX SEVEN EIGHT FT BEAM NINE EIGHT
INDIA: TWO EIGHT FT FWD; TWO NINE FT SIX IN AFT
JULIET: JONES SHIPPING
KILO: 17X4912.3302 000 62387 777770 3F 623870005205
LIMA: NONE//
BT
```

SAMPLE SUEZ CANAL ARRIVAL REPORT

I-3.12 Panama Canal and Suez Canal Arrival and Departure Reports

The MOVREP system requires that ships arriving and departing either the Panama Canal or Suez Canal file MOVREPs reflecting this operation. MOVREP preparation requirements are outlined in Section 1.4; Movement Report (MOVREP).

I-3.13 Position Reports

Position reporting is accomplished by three separate avenues. The MOVREP system requires that positions be updated when the ships planned intended movement (PIM) varies from the actual position by more than 4 hours or 100 NM, or the estimated time of arrival at the final destination will deviate by more than four hours. MOVREP preparation requirements are outlined in Section 1.4; Movement Report (MOVREP). Ship's location is also updated periodically by the synoptic weather observation report (Section 2.3.1; Synoptic Weather Observations). Finally, Tanker Noon Position Reports, can be used to verify a ship's location.

I-3.14 Refueling-at-Sea Equipment and Material Report

Upon completion of an underway refueling operation, MSC Report 3180-2; Refueling-at-Sea Equipment and Material Report, should be completed for mailing. Mail this report to:

> Military Sealift Command (N92)
> Department of the Navy
> Washington Navy Yard
> Washington, DC 20398-5100

I-4. Required MSC Messages - Non-Routine/Emergency Underway Reports

The reports outlined in this section sumarize communications that may required by MSC ships while underway. Specific guidance and modifications may be provided by the cognizant MSC Area Commander or Operational Commander.

I-4.1 Accident in the Panama Canal

Masters of MSC Force ships in Canal Zone waters who participate in, witness, or learn of a marine accident of any nature in which a ship, or its cargo, crew or passsenger is involved, shall report the information to the nearest Panama Canal Port Captain by fastest means of communication. Normally, this initial report will be by VHF-FM radio telephone on an assigned working frequency. The following information shall be relayed:

ACCIDENT IN THE PANAMA CANAL	
RELEVANT INFORMATION/ISSUES	REMARKS
Identify Own Ship and Name of the Person Making the Report:	
Specific Location of the Incident:	
Nature of the Incident:	
Name of Ship(s) Involved:	
Own Ship's Location Relative to the Incident:	

ACCIDENT IN THE PANAMA CANAL	
RELEVANT INFORMATION/ISSUES	**REMARKS**
Injuries, Damage to Canal Structure, Ship or Cargo, or Other Damage or Results:	
Any Action Taken by the MSC Ship:	
Any Apparent Corrective Action Being Taken by the Ship Involved in the Incident:	
Time of Incident and/or Discovery:	
Number and names of persons involved (if available):	
Names of Witnesses:	
Weather (Winds, Visibility, Temperature, Precipitation):	
Any Amplifying Information that may Assist in the Investigation:	
Apparent Causes of the Accident:	
Other Authorities Notified:	
Future Plans and Intentions:	Remain On Scene Awaiting Further Direction From the Panama Canal Company.

I-4.2 Accident Report for Claim Purposes

A prompt and detailed message report is required for every instance of damage caused by or to the ship, and of damage or personal injury on the ship which may involve a possible admiralty claim for or against the Government. This includes situations of injury or death to longshoremen, repairmen, and employees of the contract-operator.

Action Address(es) for Accident Reports for Claim Purposes are:

ACCIDENT REPORT FOR CLAIM PURPOSES	
TO	**REMARKS**
NAVY JAG WASHIGTON DC	All Reports

COMSC WASHINGTON DC	All Reports
	Include Program Manager on side router:
	    NFAF PM1
	    SMSF PM2
	    PREPO PM3
	    Sealift/RRF PM5

Contract-operator	

Information Address(es) that should also be included in Accident Reports for Claim Purposes are:

ACCIDENT REPORT FOR CLAIM PURPOSES	
TO	**REMARKS**
COMSCPAC OAKLAND CA	In Pacific AOR
COMSCLANT BAYONNE NJ	In Atlantic AOR
COMSCEUR NAPLES IT	In European AOR
COMSCFE YOKOHAMA JA	In Far East AOR
COMNAVMARINAS GQ	In Marianas and Caroline Island waters
COMNAVFORJAPAN YOKOSUKA JA	In Japan area
COMNAVFORKOREA SEOUL KS	In Korea area
CINCPACFLT PEARL HARBOR HI	In Pacific areas not covered elsewhere herin
CINCLANTFLT NORFOLK VA	In Atlantic Ocean
COMSIXTHFLT	In Mediterranean
COMIDEASTFOR	In Middle East
COMSECONDFLT	In Atlantic Ocean, vicinity of United States
COMTHIRDFLT	In Pacific Ocean, vicinity of the United States

Classification. Accident Reports for Claim Purposes' classification will normally be CONFIDENTIAL. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED - FOR OFFICIAL USE ONLY.

SSIC for this report is "//N05000//."

Preparation. The following job aid provides information that will normally be contained in this report:

ACCIDENT REPORT FOR CLAIM PURPOSES		
PARA	TITLE	REMARKS
1	Nature of Casualty	Describe the nature of the casualty, identification of system or equipment involved or type of injury involved.
2	Casualty Category	C-2: Minor equipment casualty which does not affect day-to-day operations of the ship or impars its ability to perform its assigned mission. C-3: Equipment or system casualty which reduces, restricts, or delays day-to-day operations or prevents the ship from performing its assigned mision. C-4: Major equipment or system failure which causes the stoppage of day-to-day operations or prevents the ship from performing its assigned mission.
3	Position of Ship	Latitude, longitude or port name
4	Date/Time of Casualty	
5	ETR	Estimated time to repair
6	Narrative	Brief description of extent of material damage or personnel injury
7	Equipment Failure(s)	Describe any component that failed that may have contributed to the incident.
8	Other Information	Provide any other information considered appropriate.

I-4.3 Alcoholic Beverage Violation

The possession or consumption of alcoholic beverages onboard a contract-operated USNS ship is prohibited. A letter report containing pertinent details of the violaiont shall be submitted to COMSC, the MSC area commander, the contract-operator, and the union, if applicable.

I-4.4 Automated Mutual-Assistance Vessel Rescue (AMVER) Query Response

It is possible that an MSC force ship will be in the vicinity of an apparent distress. This could involve activation of AMVER system to locate other ships in the area. The master shall respond to an AMVER query with an accurate position when polled by AMVER. The response may be either a message or voice report.

I-4.5 Assistance At Sea

Assistance At Sea missions are incidents in which medical or other services of a humanitarian nature are furnished to an individual or individuals of another command or commercial agency. This letter report is submitted to Commander, Military Sealift Command. A copy of the letter is to be forwarded to the cognizant MSC Area Commander. It is the basis for reimbursement for costs incurred while providing assistance. The following information should be included:

ASSISTANCE AT SEA	
RELEVANT INFORMATION/ISSUES	REMARKS
Date and hour diverted to perform Assistance At Sea mission:	
Date and hour released from Assistance At Sea mission:	
Date and hour of return to regular schedule	
Nature/Description of the Mission:	
Specific Location of the Incident:	
Name of Ship(s) Involved:	
Amplifying Information (Coast Guard involvement, other ships assisting, etc.)	
Labor costs directly related to the incident:	

Commander
Military Sealift Command
Department of the Navy
Washington Navy Yard
Washington, DC 20398-5110

Commander
Military Sealift Command, Atlantic
Military Ocean Terminal
Bayone, NJ 07002-5399

Commander
Military Sealift Command, Far East
PSC 471
FPO AP 96347-2600

Commander
Military Sealift Command, Europe
FPO AP 09128

Commander
Military Sealift Command, Pacific
Naval Supply Center
Oakland, CA 94625-5010

I-4.6 Cargo Contamination Report

MSC Force tankers must report when cargo is apparently contaminated during loading, transit, or discharge. There are two reports required; a telephone/message report and a follow-up letter report.

Action Address(es) follow:

CARGO CONTAMINATION REPORT	
TO	**REMARKS**
COMSC WASHINGTON DC//N92//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
DFSC FORT BELVOIR VA//JJJ//	
CTG EIGHTEEN PT ONE	Pacific Area of Operations
CTG FOUR EIGHT PT ONE	Atlantic Area of Operations
CTG SIX THREE PT SEVEN	European Area of Operations
CTG SEVEN THREE PT SEVEN	Far East Area of Operations
Cargo Owner	

Classification. Cargo Contamination Reports are UNCLASSIFIED.

SSIC for Cargo Contamination Reports is "//N04020//.":

Preparation. The following information is to be provided in the Cargo Contamination Report:

CARGO CONTAMINATION REPORT	
PARA	**REMARKS**
ALFA	.Grade and quantity of cargo contamination
BRAVO	Tanks in which it is contained
CHARLIE	Cargo in adjacent tanks
DELTA	Operations being performed when contamination occurred
ECHO	Time of contamination
FOXTROT	Probable or suspected contamination cause

I-4.7 Controlled Substance or Narcotics Violation

The possession or consumption of illegal drugs onboard a contract-operated USNS ship is prohibited. A letter report shall be submitted to the contract-operator, the crewmember's union hall of registry, if applicable, to the local U.S. Coast Guard office, and to COMSC. The report should identify the individual, the substance involved, circumstances involving discovery, and any other pertinent information.

I-4.8 Dangerous Weapon Violation

The possession of firearms, switch blade knives, or other dangerous weapons onboard contract-operated USNS ships is prohibited. A letter report shall be made to the contract-operator and COMSC. The report should identify the individual, the weapon involved, circumstances involving discovery and any other pertinent information.

I-4.9 Dangerous Weather Report

The International Safety of Life at Sea (SOLAS) convention of 1948 requires that the Master of every ship observing dangerous ice, tropical storms, or other imminent weather dangers to report the danger. The reports are submitted to the FLTCINC or COMSC, depending upon mission classification. The narrative report will either be by message or voice report depending upon urgency. The location of the dangerous weather and summary of the hazard should be described in sufficient detail to permit assessment and appropriate action to warn mariners of the impending danger.

I-4.10 Hazard to Navigation Report

The International Safety of Life at Sea (SOLAS) convention of 1948 requires that the Master of every ship observing dangerous derelicts, or other imminent danger to navigation to report the hazard. The reports are submitted to the FLTCINC or COMSC, depending upon mission classification. The narrative report will either be by message or voice report depending upon urgency. The location of the hazard to navigation and description of the hazard should be described in sufficient detail to permit assessment and appropriate action to warn mariners of the impending danger.

I-4.11 Incident at Sea (INCSEA) Report

This report, describing hazardous or provocative incidents between U.S. and U.S.S.R. ships, is no longer required.

I-4.12 Loss of Anchor Report

In the event that an anchor is lost, a message report is required.
Action Address for loss of an anchor follows:

LOSS OF ANCHOR REPORT	
To	**REMARKS**
COMSC WASHINGTON DC//N3/N7/PM**//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5

Information Addresses follow:

LOSS OF ANCHOR REPORT	
INFO	**REMARKS**
CTG EIGHTEEN PT ONE	Pacific Area of Operations
CTG FOUR EIGHT PT ONE	Atlantic Area of Operations
CTG SIX THREE PT SEVEN	European Area of Operations
CTG SEVEN THREE PT SEVEN	Far East Area of Operations

Classification. Loss of Anchor Reports are UNCLASSIFIED.

SSIC for Loss of Anchor Reports is **"//N04000//.":**

Preparation. The following information is to be provided in the Loss of Anchor Report:

- Geographic location
- Depth of water
- Ship's speed
- Type of anchor
- Amount of chain lost
- Cause of loss.

I-4.13 Loss of Time Report

A loss of time report is a letter report submitted by time-chartered ir contract-operated USNS ships when a loss of time may fall withing the off-hire or reduction of contract price provisions of the respective charter or contract.

I-4.14 Man Overboard or Missing At Sea Report

In lieu of transmissions of distress signals on 500 Khz and 2182 Khz, T-AGOS ships are required to transmit a flash message notifying the operational command of the situation.

Action Addresses that shall be notified of a person being lost overboard follow:

MAN OVERBOARD OR MISSING AT SEA	
TO	**REMARKS**

COMSC WASHINGTON DC//N3/PM**//	All reports
	Include Program Manager on side router:
	    NFAF PM1
	    SMSF PM2
	    PREPO PM3
	    Sealift/RRF PM5

CINCLANTFLT NORFOLK VA//N3//	Atlantic area of operations
CINCPACFLT PEARL HARBOR HI//N3//	Pacific area of operations
CINCUSNAVEUR LONDON UK//N3//	European area of operations

Classification. Man Overboard or Missing at Sea Reports will normally be classified consistent with the misison.

SSIC for Man Overboard or Missing at Sea Reports is "//N03000//."

Preparation. The following information is to be provided in the Man Overboard or Missing at Sea Report:

• Time of Event

• Geographic Location (Latitude and longitude)

• Ship's courses and speeds since last sighting the person.

• Distance transited since last sighting the person.

I-4.15 Marine Casualty Report

A memorandum of agreement (MOA) between the MSC and the U.S. Coast Guard; Military Sealift Command - U.S. Coast Guard Inspection and Certification Agreement, provides that USNS ships will be inspected and certified by the U.S. Coast Guard and that the Coast Guard may also conduct marine casualty investigations on these ships. However, under provisions of the MOA, COMSC makes all MSC requests for a Coast Guard investigation. Specific provisions include:

• CIVMAR crewed USNS ships notify COMSC. COMSC will request a Coast Guard investigation. Prepare and follow Title 46, Code of Federal Regulations (CFR) 136.05 requirements.

• Contract-operated USNS ships will notify the Coast Guard directly and follow Title 46, Code of Federal Regulations (CFR) 136.05 requirements, unless notified by either COMSC or the FLTCINC that a report should not be made.

Action Address is:

MARINE CASUALTY REPORT	
TO	**REMARKS**
COMSC WASHINGTON DC//N7/PM**//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5

Classification. Marine Casualty Reports will normally be UNCLASSIFIED unless the contents requires that classified information must be included in the msssage.

SSIC for all MRI messages is "//N05100//"

Preparation. Use the following job aide in preparing Marine Casualty Message Reports.

MARINE CASUALTY REPORT		
PARAGRAPH	DESCRIPTION	REMARKS
1	Ship identification data	Name, official number
2	Geographic Location	Latitude and Longitude (If classified, give general area.
3	Nature of Casualty	e.g., fire, flooding, injury, equipment casualty
4	Local time and date	
5	Weather Conditions	Visibility Wind Direction and Velocity
6	Ship's Evolution at the Time of the MISHAP	e.g., Underway, Replenishment, Mooring, etc.
7	Sea State and Direction	
8	Point of Contact	Name and telephone number, if available.
9	Injuries	Include Name/Social Security Number (or document number)/Age/Sex for all injured persons.
10	Narrative	Describe sequence of events leading up to, through, and subsequent to the marine casualty. Describe contributing elements, e.g., who, what, where, why, when and how. e.g., For fires describe the source and how the fire was extinguished. If flooding, describe the source of the flooding and dewatering techniques involved. If a collision, give estimates of damage, the identity and nationality of the flag

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R 082105Z SEP 96
FM USNS POLLUX
TO COMSC WASHINGTON DC//N7/PM1//
BT
UNCLAS //N05100//
MSGID/GENADMIN/USNS POLLUX/96-001/SEP//
SUBJ/MARINE CASUALTY REPORT//
RMKS/1. SHIP: USNS POLLUX/654321
2. GEO LOCATION: 137-14W6; 37-14N5
3. TYPE: COLLISION
4. LOCAL TIME/DATE: 071230W SEP 96
5. WEATHER: 7 NM VIS; 040/15 KTS
6. EVOLUTION: IN TRANSIT TO CONTINGENCY OPERATIONS
7. SEA STATE: 4; 060
8. POC: CAPT I. M. SWEATY (510) 425-1325
9. INJURIES: SIX (6) PERSONS DECEASED/TWO (2) PERSONS INJURED:
A. J.B. SMITH; 123 45 6789; 42; M (DECEASED)
B. E.F. JONES; 234 56 7890; 36; M (DECEASED)
C. K.M. PEREZ; 345 67 8901; 24; M (DECEASED)
D. I.C. HENRY; 345 78 9012; 35; F (DECEASED)
E. M.R. GEORGE; 456 78 9012; 56; M (DECEASED)
F. T.D. PETERS; 567 89 0123; 48; M (DECEASED)
G. T.L. ELLIOT; 678 90 1234; 61; M (BROKEN ARM)
H. P.G. BARNES; 789 01 2345; 55; M (CONCUSSION)
10. NARRATIVE: POLLUX WAS EN ROUTE CONTINGENCY OPERATION IN
SOUTHWEST ASIA AT APPROX 25 KTS. SS TRAMP APPROACHED POLLUX
FROM 315 DEGREES RELATIVE (STEADY BEARING, DECREASING RANGE)
AND FAILED TO YIELD. POLLUX ATTEMPTED TO MANEUVER BUT WAS
UNABLE TO AVOID COLLISION. ALL DECEASED/INJURED PERSONS
REMOVED FROM POLLUX BY U.S. COAST GUARD. TEMPORARY REPAIRS
EFFECTED. RESUMED SCHEDULED TRANSIT.
11. REQUEST GUIDANCE FROM MSC REGARDING USCG MARINE CASUALTY
INVESTIGATION.//
BT
```

SAMPLE MARINE CASUALTY MESSAGE REPORT

I-4.16 MISHAP Reports

MISHAP Reports are used by the Naval Safety Center to identify deficiencies, evaluate forces afloat safety, and promulgate mishap prevention information in order to enhance operational readiness. A message report is required for all Class "A" MISHAPs within 24 hours of the incident. A Class "A" MISHAP causes a total cost of reportable damage of $1 million or more or an injury and/or occupational illness involving a fatality or permanent total disability. These reports are required per COMSCINST 5100.17.

Action Address for these messages follows:

MISHAP MESSAGE REPORTS	
TO	REMARKS
NAVSAFECEN NORFOLK VA// 02 / 10/ 20 / 30 / 40/ 50 / 70 / 80 / 054 //	All messages are addressed to the Navy Safety Center.

Information Address(es) that should be included in Class "A" MISHAP message reports are:

MISHAP MESSAGE REPORTS	
INFO	REMARKS
COMSC WASHINGTON DC//N00M//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations

Classification. MISHAP Message Reports will normally be UNCLASSIFIED unless the contents requires that classified information must be included in the message.

SSIC for all MISHAP Message Reports is "//N05100//"

Preparation. Use the following job aid to prepareMISHAP Message Reports:

MISHAP MESSAGE REPORT		
SECTION	DESCRIPTION	REMARKS
ALPHA	Unit Identification Code (UIC)	Command or Reporting Activity
	Hull Number	
	Type of MISHAP	e.g., fire, flooding, injury, equipment casualty
	Local time and date	
	Geographic Location	Latitude and Longitude (If classified, give general area.

SECTION	DESCRIPTION	REMARKS
	Weather Conditions	Visibility Wind Direction and Velocity
	Location where MISHAP Occurred	Give workcenter or description of the location (e.g., main deck, side and frame number, hold description, engineroom)
	Ship's Evolution at the Time of the MISHAP	e.g., Underway, Replenishment, Mooring, etc.
	Sea State and Direction	
	Ship's Employment	Refit, Independent Steaming, Maintenance Availability, Underway, Anchored.
	Payload	e.g., type of cargo and total weight
	Risk Assessment Code	
	Point of Contact	Name and telephone number, if available.
BRAVO	Equipment Damaged or Destroyed by MISHAP	Include the EIC, TEC or NSN, if applicable. Also, describe the damage.
	Estimated cost to repair or replace DOD property	Provide the total dollar value. The cost includes $16 for each hour of labor plus the cost of material and equipment.
	Estimated cost of Non-DOD Property Damage	
	Number of Operating Days Lost	
CHARLIE	Name/Social Security Number (or document number)/Age/Sex	Repeat all of these items listed in Section CHARLIE for all persons injured.
	Rank and Designator or rate and NEC, Job Employment Status	e.g., employment status is Navy Federal service, contractor, foreign civilian
	Duty Status	On or off duty
	Specific job or activity individual engaged in at time of MISHAP	e.g., standing watch, maintenance, loading stores, training, etc.
	Nmber of Months Experience at the Job or Activity	
	Medical Diagnosis	Include parts of body and type of injury.
	Extent of Injuries and outlook	e.g., permanent partial disability or no disability likely.
	Estimate of Lost Time	Total number of days away from the job. Days in hospital or sick
DELTA	Narrative	Describe sequence of events leading up to, through, and subsequent to the MISHAP. Describe contributing elements, e.g., who, what, where, why, when and how. e.g., For fires describe the source and how the fire was extinguished. If flooding, describe the source of the flooding and dewatering techniques involved. If a collision, give estimates of damage, the identity and nationality of the flag. If a chemical or toxic exposure, attempt to identify the chemical or material involved.

Table title: **MISHAP MESSAGE REPORT**

```
R 082105Z SEP 96
FM USNS GUADALUPE
TO NAVSAFECEN NORFOLK VA//02/10/20/30/40/50/70/80/054//
INFO COMSC WASHINGTON DC
COMSCPAC OAKLAND CA
BT
UNCLAS//N05100//
MSGID/MISHAP RPT/USNS GUADALUPE/96-001/SEP//
SUBJ/MISHAP REPORT (MR) (RCS OPNAV 5102-6)//
REF/NONE//
NARR/FOR OFFICIAL USE ONLY. THIS IS A GENERAL USE SAFETY MISHAP
REPORT TO BE USED ONLY FOR SAFETY PURPOSES AS DEFINED IN
OPNAVINST 5100.21A//
RMKS/ALPHA
1.  UIC: Z11014
2.  HULL NUMBER: T-AO-200
3.  TYPE: FIRE
4.  LOCAL TIME/DATE: 071830W SEP 96
5.  GEO LOCATION: 137-14W6; 37-14N5
6.  WEATHER: 7 NM VIS; 040/15 KTS.
7.  LOCATION OF MISHAP: MAIN DECK; PORT SIDE; FRAME 150
8.  EVOLUTION: UNDERWAY.
9.  SEA STATE: 4; 060
10. EMPLOYMENT: INDEPENDENT STEAMING
11. PAYLOAD: DFM/150,000 BLS
12. RAC:
13. POC: CAPT I. M. SALTY (510) 425-1325
BRAVO
1.  EQUIP DAMAGED: MAIN DECK UNREP EQUIPMENT
2.  EST COST TO REPAIR DOD EQUIP: $1.5 MIL.
3.  EST COST TO NON-DOD EQUIP: ZERO.
4.  NUMBER OF OP DAYS LOST: 14.
CHARLIE
NO PERSONS INJURED.
DELTA
WHILE CONDUCTING PREVENTIVE MAINTENANCE ON MAIN DECK UNREP
EQUIP, A HYDRAULIC LEAK OCCURRED WHILE LUBRICATING THE RUNNING
TACKLE. THE HYDRAULIC FLUID SPRAYED ON OPEN JUNCTION BOX
CAUSING IMMEDIATE FIRE.  SHIP'S FORCE RESPONDED WITH AFFF AND
QUICKLY EXTINGUISHED THE FIRE.  HOWEVER, ALL HYDRAULIC LINES
AND ELECTRICAL EQUIPMENT IS SEVERLY DAMAGED.  DAMAGE BEYOND
SHIP'S FORCE ABILITY TO REPAIR. SHIPYARD ASSISTANCE REQUIRED TO
REPAIR.//
BT
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SAMPLE CLASS "A" MISHAP REPORT

I-4.17 MISHAP Investigation Report (MIR)

MIRs report the results of the MISHAP investigation board. Detailed instructions are in COMSCINST 5100.17.

Action Addresses for these messages follow:

MISHAP INVESTIGATION REPORT (MIR)	
TO	**REMARKS**
COMSC WASHINGTON DC//N00M/PM**//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
CNO WASHINGTON DC//02/03/04/09//	All reports
NAVSAFECEN NORFOLK VA// 20 / 30 / 054 //	All reports

Classification. MIR messages will normally be UNCLASSIFIED unless the content requires including classified information.

SSIC for all MRI messages is "//N05100//"

Preparation. Use the following job aid to prepare this message report:

MISHAP INVESTIGATION REPORT (MIR)		
SECTION	**DESCRIPTION**	**REMARKS**
ALPHA	Unit Identification Code (UIC)	Command or Reporting Activity
	Hull Number	
	Type of MISHAP	e.g., fire, flooding, injury, equipment casualty
	Local time and date	
	Geographic Location	Latitude and Longitude (If classified, give general area.
	Weather Conditions	Visibility Wind Direction and Velocity
	Location where MISHAP Occurred	Give workcenter or description of the location (e.g., main deck, side and frame number, hold description, engineroom)
	Ship's Evolution at the Time of the MISHAP	e.g., Underway, Replenishment, Mooring, etc.
	Sea State and Direction	
	Ship's Employment	Refit, Independent Steaming, Maintenance Availability, Underway, Anchored.
	Payload	e.g., type of cargo and total weight
	Senior Member Point of Contact	Name and telephone number, if available.
	Equipment Damaged or Destroyed by MISHAP	Include the EIC, TEC or NSN, if applicable. Also, describe the damage.

		Estimated cost to repair or replace DOD property	Provide the total dollar value. The cost includes $16 for each hour of labor plus the cost of material and equipment.
		Estimated cost of Non-DOD Property Damage	
		Number of Operating Days Lost	
		Name/Social Security Number (or document number)/Age/Sex	Repeat all of these items listed in Section CHARLIE for all persons injured.
		Rank and Designator or rate and NEC, Job Employment Status	e.g., employment status is Navy Federal service, contractor, foreign civilian
		Duty Status	On or off duty
		Specific job or activity individual engaged in at time of MISHAP	e.g., standing watch, maintenance, loading stores, training, etc.
		Nmber of Months Experience at the Job or Activity	
		Medical Diagnosis	Include parts of body and type of injury.
		Extent of Injuries and outlook	e.g., permanent partial disability or no disability likely.
		Estimate of Lost Time	Total number of days away from the job. Days in hospital or sick
		Risk Assessment Code (RAC)	
BRAVO		Brief Description of the MISHAP	Describe sequence of events leading up to, through, and subsequent to the MISHAP. Describe elements contributing of the MISHAP, e.g., who, what, where, why, when and how. e.g., For fires describe the source and how the fire was extinguished. If flooding, describe the source of the flooding and dewatering techniques involved. If a collision, give estimates of damage, the identity and nationality of the fkag. If a chemical or toxic exposure, attempt to identify the chemical or material involved.
		Summary of Evidence and Testimony Analyzed	
		Detailed Sequence of Events	
		Opinions of the MISHAP Investigation Board: Adequacy and use of approved procedures Qualifications of personnel involved. State of training Effectiveness of Supervision Effectiveness of QA Program Effectiveness of Damage Control Efforts Role Preventive & Correctiveness Maintenance played in the MISHAP Existing material deficiencies that may have contributed to the MISHAP	
		Analysis of Findings Probable Cause of MISHAP. Other contributing causes.	
		Recommendations	Discuss possible changes in procedures, equipment or training to prevent recurrence.

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R 161105Z SEP 96
FM USNS GUADALUPE
TO COMSC WASHINGTON DC//N00M/PM1//
COMSCPAC OAKLAND CA
CNO WASHINGTON DC //02/03/04/09//
NAVSAFECEN NORFOLK VA//20/30/054//
BT
UNCLAS//N05100//
MSGID/MIR/USNS GUADALUPE/96-002/SEP//
SUBJ/MISHAP INVESTIGATION REPORT (MIR) (RCS OPNAV 5102-7)//
REF/USNS GUADALUPE 082105Z SEP 96//
NARR/FOR OFFICIAL USE ONLY. THIS IS A PRIVILEDGED, LIMITED USE,
CONTROLLED DISTRIBUTION SAFETY MISHAP INVESTIGATION REPORT.
UNAUTHORIZED DISCLOSURE OF THE INFORMATION IN THIS REPORT IS A
CRIMINAL OFFENSE PUNISHABLE UNDER ARTICLE 92, UNIFORM CODE OF
MILITARY JUSTICE. SEE OPNAVINST 5100.21A FOR RESTRICTIONS//
RMKS/ALPHA (NON-PRIVILEDGED)
1. UIC: Z11014
2. HULL NUMBER: T-AO-200
3. TYPE: FIRE
4. LOCAL TIME/DATE: 071830W SEP 96
5. GEO LOCATION: 137-14W6; 37-14N5
6. WEATHER: 7 NM VIS; 040/15 KTS.
7. LOCATION OF MISHAP: MAIN DECK; PORT SIDE; FRAME 150
8. EVOLUTION: UNDERWAY.
9. SEA STATE: 4; 060
10. EMPLOYMENT: INDEPENDENT STEAMING
11. PAYLOAD: DFM/150,000 BLS
12. SENIOR MEMBER POC: CAPT I. B. SALTIER (510) 425-1492
13. EQUIP DAMAGED: MAIN DECK UNREP EQUIPMENT
14. EST COST TO REPAIR DOD EQUIP: $1.8 MIL.
15. EST COST TO NON-DOD EQUIP: ZERO.
16. NUMBER OF OP DAYS LOST: 14 PROJECTED.
17. NAME/SSN/AGE/SEX: NO PERSONS INJURED.
25. RAC:
BRAVO (PRIVILEDGED)
1. BRIEF DESCRIPTION. SUMMARY IN REF DOCUMENT ACCURATE.
2. SUMMARY OF EVIDENCE AND TESTIMONY ANALYZED.
3. DETAILED SEQUENCE OF EVENTS. 071730W STARTED PMS ON
HYDRAULIC UNIT. 071830W FIRE BEGAN.
4. OPINIONS OF THE MIR: PERS QUALS INADEQUATE, SUPERVISION
INEFECTIVE, PERS NOT QUALIFIED FOR PROCEDURE. DC EFFECTIVE.
5. ANALYSIS OF FINDINGS: ABS ATTEMPT DIFFICULT PROCEDURES
WITHOUT BENEFIT OF TRNG.
6. RECOMMENDATIONS: CONDUCT USNS-WIDE TRNG.
BT
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SAMPLE MISHAP INVESTIGATION REPORT (MIR)

I-4.18 Missing, Lost, Stolen, Recovered (M-L-S-R) Report

Lost or stolen small arms shall be reported by immediate precedence message per COMSCINST 5500.5; Missing, Lost, Stolen, or Recovered Government Property (M-L-S-R); Reporting of. The message report shall be sent to COMSC, the area commander, and the contract or charter-operator. This report should identify the specific government property missing, describe circumstances leading to the discovery, request appropriate assistance and indicate any corrective action taken to either recover the material and/or prevent recurrence.

I-4.19 Oil Spill Report

Public vessels of the MSC Force shall comply with reporting requirements in COMSCINST 5090.1 (current edition), "Policies, Procedures, and Assignment of Responsibilities for Military Sealift Command Environmental Protection and Enhancement Program". Privately owned and chartered vessels of the MSC Force shall comply with U.S. Coast Guard and local reporting requirements. Provisions and reporting requirements of various environment protection laws have been incorporated into Coast Guard regulations, 33 CFR Parts 151-157.

I-4.20 Search and Rescue (SAR) Reports

SAR Reports keep congnizant parties informed of the status of a SAR effort. MSC Force ships will aid in SAR operations when circumstances warrant. There are normally three messages associated with SAR operations:

- Notification of Diversion to SAR Operations/Change in Operational Control / Communications Guard Change. There is no special format for this message. Use the SAR Situation Report (SITREP) format.
- SAR SITREPs.
- Post SAR Report/Change in Operational Control / Communications Guard Change. There is no special format for this message. Use the SAR SITREP format. A MOVREP Position Report may be required upon completion of the SAR operation.

I-4.20.1 SAR Situation Reports (SITREPs)

SAR SITREPs are required throughout the SAR operation to keep cognizant parties informed of ongoing SAR operations.

Action Addresses for SAR SITREPs are based on the ship's location and the designated on-scene commander (OSC). The following table summarizes Action Addresses for SAR SITREPs.

SAR SITUATION REPORTS (SAR SITREP)	
TO	REMARKS
COMLANTAREA COGARD PORTSMOUTH VA	ATLANTIC, CARIBBEAN
COMPACAREA COGARD OAKLAND CA	PACIFIC
Operational Commander	All Operating Areas

Information Address(es) are:

SAR SITUATION REPORTS (SAR SITREP)	
INFO	**REMARKS**
COMSC WASHINGTON DC//N3/PM**//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations

Classification. SAR SITREP messages are classified in consideration of the mission and specific operation. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, SAR SITREP messages may be classified.

SSIC for SAR SITREPs is "//N16130//"

I-4.20.1.1 Preparation

The following table outlines information that will normally be contained in the SAR SITREPs. A more indepth discussion of SAR SITREPs is found in NWP 19-1, Navy Search and Rescue Manual. The intent of this discussion is to provide "quick reference" guidance to operators not familiar with SAR SITREPs or involved in complex operations requiring detailed or unique data. This table outlines those steps that should be followed when preparing a SAR SITREP.

SAR SITUATION REPORTS (SAR SITREP)		
PARAGRAPH	**DESCRIPTION**	**REQUIREMENTS**
1	Situation	(1) Provide overview of the SAR operation as relevant to the ship. (2) Provide summary of on scene weather including winds, seas, air and water temperatures, barometer, visibility, cloud cover and any other pertinent details.
2	Action Taken	(1) Provide chronological summary of events including, change of operational control, diverting instructions and authority, diverting action taken, other pertinent events. (2)
3	Future Plans and Intentions	(1) Outline and describe the projected operations for the ship to support the on-going SAR event. (2) Provide indication of when the ship will be released to resume previously scheduled operations.

```
O P 182100Z MAY 96
FM USNS TIPPECANOE
TO COMPACAREA COGARD OAKLAND·CA
INFO COMSC WASHINGTON DC//N3//
CINCPACFLT PEARL HARBOR HI//N3//
COMSCPAC OAKLAND CA//N3//
COMTHIRDFLT//N3//
AMVER CENTER MARTINSBURG WV//JJJ//
BT
UNCLAS//N16130//
MSGID/SAR SITREP/USNS TIPPECANOE//
SUBJ/SITREP TWO-CAPSIZED S/V WINDSONG 450NM NW OAHU
RMKS/1. SITUATION:
A. USCG REQUESTED ASSISTANCE IN RECOVERING PERSONS IN THE WATER
DUE TO CAPSIZED S/V. DIVERTED TO ASSIST IN SEARCH FOR S/V
WINDSONG. VESSEL CAPSIZED IN HEAVY SEAS APPROX 450NM NW OF
OAHU. THREE PERSONS ARE REPORTED TO HAVE ABANDONED SHIP AND
ARE IN A LIFE RAFT. CURRENTLY 25NM FROM LAST KNOWN POSITION
REPORTED BY USCG AIRCRAFT. NO OTHER SHIPS AVAILABLE TO ASSIST.
B. ON SCENE WEATHER. WIND: 045/15 KTS; SEAS: 060/7 FT; BARO:
29.85 (FALLING); VIS: 11 NM/CLEAR; AIR TEMP 85; SEA TEMP 75.
2. ACTION TAKEN:
A. 181745Z USCG REQUESTED ASSISTANCE.
B. 181800Z COMSCPAC RELEASED TIPPECANOE TO ASSIST.
C. 181810Z CHOPPED TO COMPACAREA COGARD. ALTERED COURSE TO
LAST KNOWN POSITION OF S/V WINDSONG TO ASSIST IN RECOVERY OF
PERSONS FROM LIFERAFT.
D. 181900Z COMPLETED PREPARATIONS TO RECOVER PERSONS.
3. FUTURE PLANS AND INTENTIONS:
A. RENDEVOUS WITH S/V WINDSONG AT 182330Z
B. RECOVER PERSONS FROM WATER. DETERMINE CONDITION AND PROVIDE
FIRST AID ASSISTANCE WITHIN OWN CAPABILITIES.
C. TRANSFER PERSONS TO USCG HELICOPTER IN VICINITY OF OAHU
WHILE EN-ROUTE MIDWAY.
D. CHOP BACK TO COMSCPAC TO CONTINUE CURRENT MISSION UPON
RELEASE BY COMPACAREA COGARD.//
BT
```

SAMPLE SAR SITREP

I-4.20.2 Post SAR Report

Upon termination of SAR operations or when released from operational control by the area SAR commander, a message report will be made to the cognizant Fleet Command, MOVREP center, COMSC, Sealift Operational Task Group Commander/MSC Area Subarea Commander, and OCA, as appropriate. This message report shall indicate that the ship is resuming normal operational control and communications guard.

I-4.20.3 Post Search and Rescue (SAR) Mission Rescue Reports

Post Mission Rescue Reports are submitted after completing SAR operations to document naval support for an assistance-at-sea mission involving medical or other services of a humanitarian nature when the services are provided to an individual or individuals of another command or commercial agency. The master of an MSC force ships providing such assistance shall submit a letter report to COMSC, wth a copy to the cognizant MSC area commander. The report will contain the following information to enable COMSC to reconstruct the extent and cost of participation:

- Date and hour of diversion

- Nature of the mission

- Location, including names of other ships

- Date and hour of release from mission

- Date and hour of return to regular schedule

- Labor costs directly related to the mission

I-4.21 Rendering Salvage Assistance Report

When an MSC Force ship is involved in a salvage operation or distress to a U.S. or foreigh, public or privately-owned ship, other than a ship of the Operating Forces of the U.S. Navy, an initial and situation (SITREP) message reports are required. There are normally three messages associated with salvage operations:

- Notification of Diversion to SAR Operations/Change in Operational Control / Communications Guard Change. There is no special format for this message. Use the Situation Report (SITREP) format.

- Rendering Salvage Assistance SITREPs.

- Post Salvage Report/Change in Operational Control / Communications Guard Change. There is no special format for this message. Use the Rendering Salvage Assistance SITREP format. A MOVREP Position Report may be required upon completion of the salvage operation.

I-4.21.1 Situation Reports (SITREPs)

Rendinging Salvage Assistance SITREPs are required throughout the SAR operation to keep cognizant parties informed of ongoing SAR operations. The SITREP message format will be used for all reports:

Action Addresses follow:

RENDERING SALVAGE ASSISTANCE REPORT	
TO	**REMARKS**
COMSC WASHINGTON DC//N3/N10/PM**//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
CINCLANTFLT NORFOLK VA	Atlantic Fleet Area of Operations
CINCPACFLT PEARL HARBOR HI	Pacific Fleet Area of Operations

Information Addresses follow:

RENDERING SALVAGE ASSISTANCE REPORT	
TO	**REMARKS**
COMNAVSEASYSCOM WASHINGTON DC	All messages

Classification. Normally Rendering Salvage Assistance Situation Reports will be UNCLASSIFIED. However, dependent upon the specific mission the operational commander may direct that a higher level of security will be used.

SSIC for Rendering Salvage Assistance SITREPS is "N05420."

Initial Salvage Report Preparation.

- Name of the ship being assisted and homeport
- Geographical location of the ship being assisted

Salvage SITREP Preparation.

- General situation summary
- Summary of work already accomplished
- Summary of work in progress
- Future plans

Post Salvage Letter Report.

All salvage operations involving any commercial aircraft, any merchant ships, any foreign flag warship or public ship, shall be followed by a detailed written report. Masters shall submit these lettter reports promplty to the MSC representative at the first port of call following the incident. The MSC representative and/or the contract-operator's port engineer or port captain shall prepare copies for distribution. These reports shall contain:

- The source and substance of the request for assistance, with a copy of any written request attached.

- A detailed chronological narrative account of the salvage operation, giving in addition to a description of what was done, all facts concerning any dangers to which the distressed ship would have been subjected if the services had not been rendered. Photographs and illustrative sketches should be included whenever possible.

- Time and point of departure and time and point of return for each ship assisting in the salvage operation.

- Copies of all messages sent or received during the operation, from receipt of orders to proceed or divert to assist, until the salved vessel is delivered to the owners and the salving ship returned to station or original course.

- Name of the ship assisted, home port, principle dimensions, official number.

- The name and address of the assisted ship's owner, operator, and managing agent.

- Fuel, lube oil, and water consumed by the assisting ship(s) during the operation.

- The name, rank or rating, and social security number (or license, Z number or book number, if civilian) of each officer and crewmember of the salving ship(s), also indicate which individual boarded the salvaged ship.

- The individual daily pay of each officer and crew member, and collective cost of subsistence.

- Materials lost, damaged or expened, with stock numbers, description, and replacement cost.

- Any special equipment used such as pumps, compressors, welding equipment, beach gear, with a notation showing the period of such use.

- A statement of the number of dives and general nature of each.

- Records, inclduing shipping marks, of any cargo removed incident to talvage, explaining whether the cargo was removed to save the cargo, or as a step in refloating the hull.

- Information on the presence or absence of uninsured U.S. Government-owned cargo carried by the assisted ship, and the nature, approximate tonnage, and/or value thereof, and the agency or governmental department owning the property.

- A clear explanation of any circumstances under which MSC personnel and equipment were emplyed in place of other established rescue agencies.

- Recommendations and any other information to aid in the decision involving waiving charges.

Post salvage reports should not include critiques or recommendations concerning salvage equipment or procedures. This type of information should be included in separate correspondence for Navy use only.

I-4.22 Salvage Report (SALREPT) (Request for Assistance)

The owners/operators of MSC chartered ships are responsible for obtaining their own salvage assistance. However, MSC may assist in obtaining assistance. Assistance for Government- owned ships will normally be through the Navy. The following report should be made by all MSC Force ships.

Action Addresses

SALVAGE REPORT (SALREPT)	
TO	**REMARKS**
COMNAVMARIANAS GQ	In Marianas and Caroline Island waters
COMNAVFORJAPAN YOKOSUKA JA	In Japan area
COMNAVFORKOREA SEOUL KS	In Korea area
CINCPACFLT PEARL HARBOR HI	Pacific area
CINCLANTFLT NORFOLK VA	Atlantic Ocean
COMSIXTHFLT	European Area of Operations
COMIDEASTFOR	In Middle East

Information Addresses

SALVAGE REPORT (SALREPT)	
INFO	**REMARKS**
COMSC WASHINGTON DC//N3/N7/PM**//	Include Program Manager on side router: 　　NFAF　　　　PM1 　　SMSF　　　　PM2 　　PREPO　　　PM3 　　Sealift/RRF　PM5
CNO WASHINGTON DC//JJJ//	All
COMNAVSEASYSCOM WASHINGTON DC//JJJ//	All
CINCLANTFLT NORFOLK VA//JJJ//	Atlantic and European Areas of Operations
CINCPACFLT PEARL HARBOR HI//JJJ//	Pacific and Far East Areas of Operations
COMSECONDFLT	Atlantic Area of Operations
COMTHIRDFLT	Pacific Area of Operations
COMFIFTHFLT	Middle East Area of Operations
COMSIXTHFLT	European Area of Operations
COMSEVENTHFLT	Far East Area of Operations
COMNAVSURFLANT NORFOLK VA//JJJ//	Atlantic Area of Operations
COMNAVSURFPAC SAN DIEGO CA//JJJ//	Pacific Area of Operations
CTG EIGHTEEN PT ONE	Pacific Area of Operations
CTG FOUR EIGHT PT One	Atlantic Area of Operations
CTG SIX THREE PT SEVEN	European Area of Operations
CTG SEVEN THREE PT SEVEN	Far East Area of Operations

Classification. Normally these messages will be UNCLASSIFIED. However, the FLTCINC may direct a higher classification.

SSIC for these reports is "//N03040//."

Preparation.

SALVAGE REPORT (SALREPT)	
PARAGRAPH	**REMARKS**
ALPHA	Location
BRAVO	Weather Conditions
CHARLIE	Sea Conditions
DELTA	Nature of casualty. Include sufficient information on cause and nutrue of casualty and action being taken by crew members.
ECHO	Assistance required
FOXTROT	Other Details (Description of the ship, tonnage, type, number of cargo holds, length, and beam)
If grounded and salvage or towing may be involved add:	
GOLF	Draft forward and aft before stranding
HOTEL	Draft forward and aft after stranding at high water
INDIA	Range of tide and time of next high tide
JULIET	Cargo or ballast on ship by tanks. Character and tonnage of government-owned cargo
KILO	Bunkers on ship by tanks
LIMA	Fresh water on ship by tanks
MIKE	Type of bottom and nature of grounding (hard aground, etc)
NOVEMBER	Hull damage (condition of watertight bulkheads, list flooded compartments or tanks, ruptured strength members, etcs.)
OSCAR	Status of main and auxiliary machinery, shafting propeller(s), rudder(s), deck winches, and power of deck winches (steam or electric)

I-4.23 Special Incident Report (OPREP 3)

Serious incidents such as collisions, major fires, major oil spills, and hostile action are reported to Navy authorities by special incident reports. USNS ship masters shall be familiar with the required procedures and be prepared to report immediately any incident as required by OPNAVINST 3100.6; Special Incident Reporting (OPREP-3) Procedures. Significant incidents not meeing OPREP-3 criteria should be reported in a Unit Situation Report (SITREP) per the OPNAV Instruction.

I-4.24 Stowaway Report

The master is responsible for preventing stowaways onboard contract-operated USNS ships. There should be an adequate watch in all ports to prevent potential stowaways from boarding the ship and a thorough search of the ship should be conducted before getting underway. Incidents involving stowaways shall be reported by priority precedence message as follows:

Action Address for stowaway message reports follow:

STOWAWAY REPORT	
TO	**REMARKS**
COMSC WASHINGTON DC	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5

Information Address(es) for stowaway message reports follow:

STOWAWAY REPORT	
INFO	**REMARKS**
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
Local MSC Office	
Contract Operator's Representative.	
Fleet Commander-In-Chief	T-AGOS ships only
NIS WASHINGTON DC	T-AGOS ships only

Classification. Stowaway message reports will normally be UNCLASSIFIED. However, close consideration of references to classified information should be made to prevent disclosure of sensitive data.

SSIC for all stowaway message reports is "//N03120//"

Preparation. This report is narrative. The master should attempt to collect all relevant information needed to accurately describe the stowaway incident. Every attempt should be made to determine how the stowaways got onboard; identify the names, ages, nationality, profession and address; and outline proposed course of action to remove the stowaways from the ship.

```
P 111425Z MAY 96
FM USNS AUDACIOUS
TO COMSC WASHINGTON DC//N3/PM1//
INFO COMSCPAC OAKLAND CA
MSCO SINGAPORE SN       -
CINCPACFLT PEARL HARBOR HI//JJJ//
NCIS WASHINGTON DC//JJJ//
BT
UNCLAS//N03120//
MSGID/STOWAWAY RPT/USNS AUDACIOUS//
SUBJ/STOWAWAY REPORT//
RMKS/1. USNS AUDACIOUS GOT UNDERWAY FROM SINGAPORE AT
091515Z MAY 96.  AT 102330Z LOCATED ONE STOWAWAY IN THE
AFTER STOWAGE LOCKER.  UNABLE TO DETERMINE HOW PERSON GOT
ONBOARD.
2. PERSONAL DOCUMENTS INDICATE PERSON IS THOM PHAM; 38 YOA;
SOUTH VIETNAMESE; ELECTRICAL ENGINEER; CURRENTLY RESIDING IN
SIGNAPORE
3. INTEND TO REMOVE STOWAWAY FROM THE SHIP AT NEXT PORT OF
CALL IN HONG KONG ON 15 MAY 96.
4. REQUEST NIS ASSISTANCE IN INCIDENT INVESTIGATION.//
BT
```

SAMPLE SUEZ CANAL POST TRANSIT REPORT

I-4.25 Suez Canal Post Transit Report

Ships encountering any difficulty or unusual circumstances during a Suez Canal transit will report such circumstances by immediate precedence message.

Action Address for Suez Canal Post Transit Reports follows:

SUEZ CANAL POST TRANSIT REPORT	
TO	REMARKS
COMSC WASHINGTON DC//N3/PM**//	Include Program Manager on side router:
	NFAF PM1
	SMSF PM2
	PREPO PM3
	Sealift/RRF PM5

Information Address(es) for Suez Canal Post Transit Reports follow:

SUEZ CANAL POST TRANSIT REPORT	
INFO	REMARKS
COMSCEUR NAPLES IT//N3//	
USDAO CAIRO EG//JJJ//	
CINCPACFLT PEARL HI//JJJ//	
FOSIF WESTPAC	

Classification. Suez Canal Post Transit Reports messages will normally be UNCLASSIFIED. However, close consideration of references to classified information should be made to prevent disclosure of sensitive data.

SSIC for all Suez Canal Post Transit Reports is "//N03120//"

Preparation. This report is narrative. The master should attempt to collect all relevant information needed to accurately describe the difficulty or unusual circumstances affecting the ship. The time, location, nature of the incident, and any other relevant data should be included.

```
O P 091520Z MAY 96
FM USNS LARAMIE
TO COMSC WASHINGTON DC//N3/PM1//
INFO CINCPACFLT PEARL HARBOR HI//N3//
COMSCEUR NAPLES IT//N3//
USDAO CAIRO EG//JJJ//
FOSIF WESTPAC KAMI SEYA JA//JJJ//
BT
UNCLAS//N03120//
MSGID/POST TRANSIT RPT/USNS LARAMIE//
SUBJ/SUEZ CANAL POST TRANSIT REPORT
RMKS/1. USNS LARAMIE SUCCESSFULLY COMPLETED TRANSIT OF SUEZ
CANAL AT 091515Z MAY 96.  LARAMIE WAS TRANSITING IN COMPANY
OF U.S. NAVY SHIPS.  AT APPROXIMATELY 091445Z MAY 96, A
SMALL BOAT, WITH SEVERAL ARMED PERSONS EMBARKED, APPROACHED
LARAMIE IN THE VICINITY OF PORT SAID AND ATTEMPTED TO
INTERCEPT/DIVERT THE SHIP. USS ANTIETEM PROVIDED ASSISTANCE
AND PREVENTED POTENTIAL PIRACY INCIDENT INCLUDING AN
ATTEMPTED ARMED BOARDING. USS ANTIETEM HAS PURPETRATORS
ONBOARD AND CONDUCTING INVESTIGATION.//
BT
```

SAMPLE SUEZ CANAL POST TRANSIT REPORT

I-4.26 Suez Canal Special Report

Any report of incidents, mechanical casualty, or any other difficulty which impacts upon the ship's scheduled transit, or ability to complete a transit, will be reported using an appropriate precedence message.

Action Address for Suez Canal Special Reports follow:

SUEZ CANAL SPECIAL REPORT	
TO	**REMARKS**
COMSC WASHINGTON DC//N3/PM**//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5

Information Addresses for Suez Canal Special Reports follow:

SUEZ CANAL SPECIAL REPORT	
INFO	**REMARKS**
COMSCEUR NAPLES IT//N3//	
USDAO CAIRO EG//JJJ//	
CINCPACFLT PEARL HI	
FOSIF WESTPAC//JJJ//	

Classification. Suez Canal Special Reports messages will normally be UNCLASSIFIED. However, close consideration of references to classified information should be made to prevent disclosure of sensitive data.

SSIC for all Suez Canal Special Reports is "//N03120//"

Preparation. This report is narrative. The master should attempt to collect all relevant information needed to accurately describe the mechanical casualty, difficulty or unusual circumstances affecting the ship. The time, location, nature of the incident, and any other relevant data should be included. The precedence of the message is dependent upon the seriousness of the incident and the impact on scheduled commitments.

```
O P 091745Z MAY 96
FM USNS MERCY
TO COMSC WASHINGTON DC//N3/PM1//
INFO CINCPACFLT PEARL HARBOR HI//N3//
COMSCEUR NAPLES IT//N3//
USDAO CAIRO EG//JJJ//
FOSIF WESTPAC KAMI SEYA JA//JJJ//
BT
UNCLAS//N03120//
MSGID/SPECIAL RPT/USNS MERCY//
SUBJ/SUEZ CANAL SPECIAL REPORT//
RMKS/1. USNS MERCY SUCCESSFULLY COMPLETED TRANSIT OF SUEZ
CANAL AT 091175Z MAY 96.  A STEERING CASUALTY WAS
EXPERIENCED THAT CAUSED MERCY TO REQUEST TUG ASSISTANCE.
THE ASSISTANCE WAS PROVIDED AND EMERGENCY STEERING
PROCEDURES IMPLEMENTED.  THERE WAS NO DAMAGE SUSTAINED.
TRANSIT COMPLETED WITHOUT OTHER INCIDENT.//
BT
```

SAMPLE SUEZ CANAL SPECIAL REPORT

I-4.27 Unit Situation Report (SITREP)

The Unit SITREP provides appropriate operation commanders and higher authority with timely notification of any incident that does not meet Special Incident Report (OPREP-3) reporting criteria. A Unit SITREP is required under the following circumstances:

- When directed

- When considered appropriate by the reporting activity

- When bomb threats have been evaluated as a hoax

- Any other situation/event that the Master believes should be reported to higher authorities

Action Addresses for Unit SITREPs are:

UNIT SITUAION REPORT (SITREP)	
TO	**REMARKS**
COMSC WASHINGTON DC//N3/PM**//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
CINCPACFLT PEARL HARBOR HI	Pacific Fleet area of operations
COMTHIRDFLT	Central, Southern and Eastern Pacific area of operations
COMSCPAC OAKLAND CA	Pacific area of operations
COMSEVENTHFLT	Western Pacific and Indian Ocean areas of operations
COMSCFE YOKOHAMA JA	Far East area of operations
COMFIFTHFLT	Middle East area of operations
COMSCLANT BAYONNE NJ	Atlantic area of operations
COMSCEUR NAPLES IT	European area of operations
CINCLANTFLT NORFOLK VA	Atlantic Fleet area of operations
COMSECONDFLT	Atlantic Ocean
COMSIXTHFLT	Mediterranean Sea

Preparation. The Unit SITREP shall contain the following:

- The status of situations/events not requiring OPREP-3 reports.

- The status of the progress of special operaitons/events

- Information, as directed, concerning specific events tailorable to a unique operational requirement

- The identification of the type of envent being reported

- A brief account of the event being reported:

  1. What happened

  2. Who was involved

  3. Where it occurred

  4. When it happened

  5. Why it happened

  6. What action is on-going

  7. What future action is planned

Care must be taken to avoid sensitive persoan information that might cause unwaranted invasion into personal privacy of individuals.

```
O 231515Z MAY 96
FM USNS KANE
TO CINCPACFLT PEARL HARBOR HI
COMSC WASHINGTON DC
COMTHIRDFLT PEARL HARBOR HI
COMSCPAC OAKLAND CA
BT
UNCLAS//N03000//
MSGID/UNIT SITREP/USNS KANE/001/-//
FLAGWORD/UNIT SITREP//
TIMELOC/231500Z/NAVSTA PEARL HARBOR HI/INIT//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/WHILE HANGING A
NEW ACCOMMODATION LADDER ON THE STBD SIDE, THE FLOATING
CRANE SPRUNG A LEAK CAUSING THE CRANE TO SINK ALONGSIDE THE
SHIP.  ACCOMMODATION LADDER TORN OFF IN PROCESS AND SANK THE
BARGE.  TWO SHIPS COMPANY PERSONNEL TREATED FOR EXPOSED WHEN
THEY FELL INTO THE WATER FROM THE LADDER.  NO FURTHER
INJURIES OR DAMAGE.  SHIP CAN CONTINUE PRESENT MISSION.//
BT
```

Notes: Message classification depends upon mission and transmisssion capabilities.
                   SSIC is "//N03000//"

                   MSGID is a mandatory field. Include message type, name of the ship and serial number.

                   FLAGWORD is a mandatory field.

                   TIMELOC is a mandatory field. Inidicate time of incident and location of event.

                   GENTEXT/INCIDENT IDENTIFICATION AND DETAILS is a mandatory field.

SAMPLE UNIT SITREP

I-4.28 Weather Damage Report

It is possible that a ship operating under MSC direction could be severely damaged. Masters shall ensure that a message casualty report (CASREP) is submitted per Section 3.1; Casualty Reports (CASREPs). If the damage is not substantial enough to require a CASREP, the damage should be documented in a letter report to MSC. Narrative remarkes in the MOVREP Arrival Report, outlined in Section 1.4, Movement Report (MOVREP), may also be used to document the damage sustained.

I-5. Required MSC Messages - Pre-Arrival/Arrival At Port Reports

These reports summarize communications that are normally required by MSC ships when preparing to enter and/or arriving at port. Specific guidance and modifications may be provided by the cognizant MSC Area Commander or Operational Commander.

I-5.1 Logistic Requirements Reports (LOGREQ)

LOGREQs are required prior to arrival at any U.S., British, or Canadian port to outline logistics requirements while the ship is in port. LOGREQs must be transmitted at least 48 hours in advance of arrival. This data may be transmitted to a senior commander for consolidation if traveling with other naval units. The LOGREQ is a formatted message. Instructions for preparation follow.

Action Addresses for LOGREQs are based on the ship's destination. The following table summarizes Action Addresses for MSC LOGREQs.

LOGISTIC REQUIREMENTS REPORTS (LOGREQ)	
TO	**REMARKS**
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
MSC Representative at Port of Call	
Contract-operator/port agent	Unclassified LOGREQs only

Information Address(es) that should be included in LOGREQs are:

LOGISTIC REQUIREMENTS REPORTS (LOGREQ)	
INFO	**REMARKS**
COMSC WASHINGTON DC	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
All Action Addressees from MSC request for diplomatic clearance	Foreign port calls

Classification. LOGREQ message classification is determined in consideration of the mission and specific operation. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and

operational security requirements apply, LOGREQ messages will normally be Classified CONFIDENTIAL. SECRET classification may apply for certain operations; follow directions of the operational commander. Do not include commercial port agents and contract-operators as addressees on classified LOGREQs.

SSIC for all LOGREQs is "//N03148//"

Preparation. The following table outlines information that will normally be contained in the LOGREQ. Detailed discussion of LOGREQ is included in NWP 10-1-10, Operational Reports. The intent of this discussion is to provide "quick reference" guidance to operators not familiar with LOGREQs or involved in complex operations requiring detailed or unique data fields. This table outlines those steps that should be followed when preparing a LOGREQ. Replies to the LOGREQ will reference the applicable section.

LOGREQ MESSAGE PREPARATION REQUIREMENTS		
PARAGRAPH	**CONTENTS**	**DESCRIPTION**
ALFA	Arrival Data	(1) If on classified mission; if on-schedule write "No Change" else write "Plus" or "Minus" Deviation from schedule. (2) If on unclassified mission; write estimated time of arrival (ETA) date-time-group in Greenwich Mean Time (GMT/Z) and geographic position.
BRAVO	Berthing Requirements	(1) Request any berthing assistance required. Request anchorage if preferred to pier space. (2) Transmit ship's characteristics Length Overall (LOA (FT/M)) Length at Waterline (LW (FT/M)) Beam (BM (F/M)) Draft (DFT (FT/M)) Height (HGT (FT/M))
CHARLIE	Passengers and Troops for Disembarkation	(1) Numbers, designations, and nationalities of officers, crew, and civilians (2) Hospital cases including, numbers, diagnosis, and assistance required.
DELTA	Mail, Freight, Stores Handling Data	Insructions for off-load and on-load of fleet freight, mail and stores.
ECHO	Maintenance and Repair Requirements	Voyage repairs, ship's maintenance needed. If extensive work is required, give extimated number of hours main propulsion machinery will not be operational.
FOXTROT	Fuel and Lubricants	List bulk fuel and lubricants required.
GOLF	Ammunition and Ordnance Requirements	Ammunition and armament stores required. Applicable requisitioning procedures will be used for all items. References may be made to the date-time-group and requisition number of previouly submitted message requisitions or routine demands which require port assistance.
HOTEL	Stores	Perishable items to be purchased in port. The date-time-group and requisition number of previously submitted message requisitions may be included. The port will not normally take any action on this issue.
INDIA	Navigation Data	(1) Last Notice of Mariners (NOTAM) (2) Last Local NOTAM (3) Last Local Broadcast NOTAM (4) Last HYDROLANT/PAC message received.

JULIETT	Public Affairs Request	Requests for calls on local officials by commanding officer or master, embarked commander or VIP personnel.
KILO	Harbor Facilities Requirements	Boating, electric power requirements, support services required to receive ship generated sweage, oily waste, waste oil, solid waste, garbage, hazardous material, etc.
LIMA	Estimated Departure	If known
MIKE	Potable Water Requirements	Amount of potable water and units required during port visit.
NOVEMBER	Currency Requirements	(1) Dollar amount for exchange. (2) Disbursing officer's rank, name, identification number, symbol (3) Form of payment by ship.
OSCAR	Medical Officers Embarked	Number of Medical Officers onboard, if any.
PAPA	Request for Free Pratique	Request for free pratique if state of health aboard is satisfactory. Remark on state of health if not satisfactory.
QUEBEC	Request for customs Clearance	If returning from foreign port.
ROMEO	Flight Schedules	Flight schedule for any embarked aircraft.
SIERRA	Lighter Requirement For Aircraft	Assistance if aircraft must be lightered ashore.
TANGO	Replacement Aircraft	Replacement aircraft if required.
UNIFORM	Crew Data	Name, grade, and lineal number of flag officer/unit commander embarked and commanding officer; number of officers, enlisted and civilian mariners onboard.
VICTOR	In Port Communications	Radio circuits on which ship will be transmitting while in port. Include times, frequencies, and power.
WHISKEY	Next Port	(1) Next port. (2) Space available for officers, enlisted passengers, or enlisted troops (troops provide own bedding; passengers require bedding by ship).
X-RAY	Cargo Handling Requirements	(1) Measurement tons of cargo by hatches for off-loading, include number and weights of heavy lifts required. (2) Measurement tons of space available by hatches for loading cargo after discharge and nature of any deck cargo blocking or prevening normal access to main deck hatches which open into available cargo space.
YANKEE	Embarked VIP Data	Names of important passengers embarked.
ZULU	Miscellaneous Data	(1) Include other requirements not previously discussed. (2) Ships visiting or transiting the Panama Canal include: • Draft forward and aft. • Date-time-group transit desired • Hydro requirements • Allotment number chargeable for pilotage and other canal services. Note: Standard displacement curves of actual draft are required by admeasurer and should be available upon arrival. Pilots are required for all transits.

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P 231515Z MAY 96
FM USNS KISKA
TO COMSCPAC OAKLAND CA//N3/N4/N7//
INFO COMSC WASHINGTON DC//N3/N4/N7/PM1//
COMSCO SAN DIEGO CA//N3/N4/N7//
BT
UNCLAS //N03148//
MSGID/LOGREQ/USNS KISKA//
SUBJ/LOGREQ//
ALPHA 271800Z MAY 96; SAN DIEGO HARBOR ENTRANCE BUOY
BRAVO (1) BERTHING ASSISTANCE REQUIRED: TUGS AND PILOT.
      (2) SHIP'S CHARACTERISTICS:
          LOA: 310 M
          LW:  295 M
          BM:   29 M
          DFT:  12 M
          HGT:  29 M
DELTA  PREPARED FOR ONLOAD AND OFFLOAD OF FLEET FREIGHT, MAIL
       AND STORES TWO HOURS AFTER MOORED.
ECHO EXTENSIVE MAINTENANCE TO MAIN PROPULSION PLANT WILL BE
     CONDUCTED. THIRTY EIGHT HOURS REQUIRED.
FOXTROT (1) 1500 BARRELS DFM
        (2) 1000 GAL LUBE OIL
GOLF AMMUNITION REPLENISHMENT REQUIRED.  THE FOLLOWING
     REQUISITIONS WILL BE FILLED DURING THIS PORT CALL:
          (1) USNS KISKA 181545Z MAY 96
          (2) USNS KISKA 190030Z MAY 96
          (3) USNS KISKA 190445Z MAY 96
HOTEL REQUIRE 50 GAL MILK; 1000 GAL ICE CREAM; 1 LOAF BREAD.
      THE FOLLOWING REQUISITIONS WILL BE FILLED:
          (1) USNS KISKA 151515Z MAY 96
          (2) USNS KISKA 161616Z MAY 96
INDIA (1) LAST NOTAM: 96-035
      (2) LAST LOCAL NOTAM: 96-001
      (3) LAST LOCAL BROADCAST NOTAM: 96-024
JULIET MASTER REQUESTS CALL ON MAYOR.
KILO REQUIRE 440V/60HZ PWR AND SEWAGE SHORE TIE;
     100 GAL WASTE OIL AND GARBAGE REMOVAL;
LIMA 291800Z MAY 96
MIKE 2500 GAL PER DAY
QUEBEC REQUEST CUSTOMS CLEARANCE
UNIFORM CAPT I.M. ASAILOR; 2 OFF, 44 ENL, 69 CIVMAR
WISKEY PEARL HARBOR HI
XRAY 250 TONS OFFLOAD; 14 HEAVY LIFTS; 12 TON MAX.//
BT
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Scenerio: USNS HENRY J. KAISER gets underway from Bayonne, NJ on 15 May 1996 en
             route Jacksonville, FL. The ship is scheduled for departure at 1900Z. The transit

SAMPLE LOGREQ

I-5.2 Prearrival Reports (PREREPs)

PREREPs are submitted by dry cargo ships and tankers at least 72 hours before arrival at port. Use dual precedence of Priority/Routine. If the transit between ports is less than 72 hours, the message will be sent as soon as a firm ETA is known. If the ETA for a dry cargo ship varies by more than 1 hour, or more than 4 hours for tankers, an ETA correction message should be sent. Use dual precedence of Immediate/Priority.

Action Addresses for PREREPs follow:

PREARRIVAL REPORTS (PREREP)	
TO	**REMARKS**
COMSCPAC OAKLAND CA	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
MSC Representative at Port of Call	
Contract-operator	Unclassified PREREPs only
Port agent	Tankers

Information Address(es) that should be included in PREREPs are:

PREARRIVAL REPORTS (PREREP)	
INFO	**REMARKS**
COMSC WASHINGTON DC	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
All Action Addressees from MSC request for diplomatic clearance	USNS Ships; Foreign port calls
DFSC FORT BELVOIR	Tankers

Classification. PREREP message classification is determined in consideration of the mission and specific operation. Ships that are not equipped to transmit classified messages will submit them UNCLASSIFIED. If the ship is capable of transmitting classified messages and operational security requirements apply, PREREP messages will normally be Classified CONFIDENTIAL. SECRET classification may apply for certain operations; follow directions of the operational commander. Do not include commercial port agents and contract-operators as addressees on classified PREREPs.

SSIC for all PREREPs is "//N03120//"

Preparation. The following table outlines information normally contained in PREREPs:

PREARRIVAL REPORTS (PREREP)		
PARA	**CONTENTS**	**EXAMPLE**
A	Firm ETA at pilot boarding location for the port (state location)	ETA CAPE HENRY LIGHT 062130Z

B	Primary purpose(s) for the port call (e.g., to load, discharge, repair, canal transit, replenish, etc.)	LOAD AND PROVISIONS
C	Estimated arrival draft, forward and aft in feet and inches (fresh water drafe at fresh water ports)	DRAFT FWD 14-08, AFT 21
D	Name of port agent and indicate if the agent has been advised regarding firm ETA and logistics support requirements. USNS ships also include the following statement: "This vessel is a public vessel of the United States operated by or for the Military Sealift Command exclusively on governmental non-commercial service and, in accordance with custom and usage in international law, is entitled to sovereign privileges and immunities."	SEATRAIN. AGENT NOTIFIED
E	Dry cargo ships: Measurement tons of cargo (sum of on and below deck cargo) by hatch for offloading, stating whether or not ship is self sustaining for discharge. State measurement tons of space available below decks by hatch (RO/RO ships indicate ft^2 by hold and deck) for loading cargo after discharge and nature of any deck cargo bolcing or preventing normal access to main deck hatches which open into available cargo spaces. Tankers: Single port operations: Amount of clean and/or dirty ballast which will be onboard on docking and require discharging at the terminal. If no ballast, indicate "NO BALLAST." For dirty ballast specify oil type contained. Indicate whether or not the ship is gas-free (include only when no cargo onboard) Multiple port operations: Amount of clean and/or dirty ballast which will be onboard on docking and require discharging at the terminal. Indicate whether the ship will retain ballast after arrival first port and the intended plan for ballast discharge at succeeding ports. . If no ballast, indicate "NO BALLAST." For dirty ballast specify oil type contained. Indicate whether or not the ship is gas-free (include only when no cargo onboard)	DISCH M/T: 3-400, 4-600. SHIP IS SELF-SUSTAINING. M/T SPACE AVAIL AFTER DISCH: 1-500, 2-600, 3-900, 4-1000, 5-300, 6-200. HOLDS CLEAN AND READY
F	Other Essential Information such as radio guard while inport and requirements such as tugs, pilots, bunkers, water, provisions, cargo handling, repairs, and request for pratique when needed	INPORT RADIO GUARD U.S. LINES GUAM. REQUEST TUGS, PILOT, BUNKERS, REPAIR SERVICES FOR CASREP FEED PUMP.
G	Any inquires such as request for berthing instructions, bunkering intentions, etcs. which the ship may require for port planning purposes.	

Additional Information

1. Bahrain and Ras Tanura. Tankers shall end an additional message to DFQAO MIDEAST BAHRAIN for each change in ETA of four or more hours. If the tanker has been definitely ordered to load at Ras Tanura, additional messages shall also be sent about 48 and 24 hours prior to arrival addressed only to the Arabian American Oil Company Radio Station (HZY) reporting the estimated time of arrival (ETA). All tankers destined for Bahrain or Ras Tanura should report to Commander, U.S. Naval Forces, Middle East by including

COMIDEASTFOR as an information addressee on the PREREP.

2. Guam (USNS only). When stores are required at Guam on short turn-arounds (less than 48 hours), include in the regular PREREP message all information on required stores and provisions. If port time is anticipated to be more thatn 48 hours, requisitions shall be submitted on arrival to reduce message traffic.

3. Augusta, Sicily. When AGIP is the supplier, include as information addressee on PREREP - AGIP SPA/ATTN: DR. DIPACE, PIAZZALE ENRICO, MATTEI 1,00146 ROME ITALY.

4. Cagliari, Sardinia. When scheduled to load from supplier give five days, 72/48/24 hours of arrival at Cagliari to SARAS SARROCH and AGIP VEPA ROMA, TLX 79169. This does not apply when calling at the NATO pier.

5. Dongesm France. Direct the agent to advise Harbor Master of ship's arrival.

6. Kaohsiung, Taiwan. The Kaohsiung Harbor Board requires Masters to radio the ship's ETA to the Kaohsiung Harbor Master 24 hours prior to arrival and to notify the single station at the north entrance by VHF upon arrival. If the ETA is not radioed, the Chinese Navy will consider the ship as unknown and subject to intercept.

7. Mililli, Sicily. Notify the supplier 72/48/24 hours in advance of the ship's arrival at the refiner's terminal. When AGIP is the supplier, include as information addressee on the PREREP report - AGIP SPA/ATTN: DR. DIPACE, PIAZZALE ENRICO, MATTEI 1,00146 ROME ITALY.

8. Roosevelt Roads, Puerto Rico. Notify NAVSTA ROOSEVELT ROADS< PR 72/48/24 hours in advance of the ship's arrival time.

9. St. Theodore, Greece. Notify Motorila Athens (Telex 215-741) and Varnima Piraeus (Telex 212-461) 72/48/24 hours prior to arrival St. Theodore. Ensure strict compliace with this requirement. In the 72-hour PREREP include quantity and type of dirty and clean ballast aboard and estimated time to clean/ dry tanks after deballasting.

The following table is intended to aid in determining appropriate message addresses for many MSC utilized ports worldwide:

LIST OF ADDRESSES BY PORT FOR TANK PREARRIVAL REPORTS		
PORT OF CALL	ACTION ADDRESS(ES)	INFORMATION ADDRESS(ES)
Adak, Alaska	MSCREP ADAK, AK	MSCO ANCHORAGE AK DFR AL ELMENDORF AFB AK
Amsterdam, Netherlands	MSCO BENELUX ROTTERDAM NL	COMSCEUR NAPLES IT DFRE VAIHINGEN GE
Amuay Bay, Venezuela	DRF CARIB HOMESTEAD AFB FL	DFQAR ARUBA NETHERLANDS ANTILLES DFQAR CURACO NETHERLANDS ANTILLES
Anacortes, Washington	MSCO SEATTLE WA	DCASMA SEATTLE WA
Anchorage, Alaska	MSCO ANCHORAGE AK	DFR AL ELMENDORF AFB AK
Antwerp, Belgium 3/	MSCO BENELUX ROTTERDAM NL	COMSCEUR NAPLES IT DFRE VAIHINGEN
Aruba, Netherlands Antilles 3/	DFQAR ARUBA NETHERLANDS ANTILLES	DFR CARIB HOMESTEAD AFB FL
Ascension Island	ESMC RANGE STA ASCENSION ISLAND	6550ABW PATRICK AFB FL/LGSF
Augusta, Sicily 1/	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT DFQAR AS SIGONELLA IT DFQAR NAPLES IT
Avonmouth, England (Hallen Depot)	MSCO LONDON UK	CINCUSNAVEUR LONDON UK COMSCEUR NAPLES IT

LIST OF ADDRESSES BY PORT FOR TANK PREARRIVAL REPORTS		
PORT OF CALL	ACTION ADDRESS(ES)	INFORMATION ADDRESS(ES)
Azores (Lajes)	CDR MTMC TTU LAJES FIELD AZ*	AMCONSUL PONTA DELGADA AZ COMUSFORAZ TERCIEIRA AZ*
Bahrain, Persian Gulf 1/	DFR MIDEAST BAHRAIN	COMIDEASTOR NCSO BAHRAIN
Bajo Grande, Venezuela	DRF CARIB HOMESTEAD AFB FL	
Balboa,Panama 1/	MSCO BALBOA PM COTP BALBOA PM	NAVSTA PANAMA CANAL RODMAN PM
Bander Mah-Shahr,Persian Gulf	DFR MIDEAST BAHRAIN	COMIEASTFOR NSCO BAHRAIN
Barcelona, Spain	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT NAVSTA ROTA SP
Baton Rouge, Louisiana	MSCU NEW ORLEANS LA	DCAS RFP C/O EXXON OIL and REFINING CO BATON ROUGE LA
Bayonne, New Jersey	COMSCLANT BAYONNE NJ	DCASMA SPRINGFIELD NJ
Baytown Texas	MSCREP HOUSTON TX DCASO C/O EXXON OIL and REFINING CO	MSCU NEW ORLEANS LA
Beaufort, North Carolina	DCASR MOREHEAD CITY NC	COMSCMIDLANT NORFOLK VA
Beaumont, Texas	MSCREP BEAUMONT TX DCASMA QAR PORT ARTHUR TX	MSCU NEW ORLEANS LA
Benecia, California	COMSCPAC OAKLAND CA	DCASMA SAN FRANCISCO CONCORD CA
Bermuda	MSCREP BERMUDA	NAS BERMUDA
Bonaire, Netherlands Antilles	DFQAO CARIB REP BONAIRE NETHERLANDS ANTILLES	DFR CARIB ROOSEVELT ROADS PR
Boston, Massachusetts	COMNAVBAE BOSTON MA	DSASR BOSTON MA
Bremerhaven, Germany	MSCO NOOREUR BREMERHAVEN GE	
Bremerton, Washington	MSCO SEATTLE WA NSC PUGET SOUND WA	
Brownsville, Texas	MSCREP HOUSTON TX DCAS OFFICE HOUSTON TX MSCU NEW ORLEANS	
Brunsbuttelkoog, Germany	MSCO NOREUR BREMERHAVEN	CINCUSNAVEUR LONDON UK
Buckner Bay, Okinawa	MSCO NAHA JA	COMSCFE YOKOHOMA JA
Cagliari, Sardinia 1/	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT DFQAR NAPLES IT
Campbeltown, Scotland	FOSNI MSCO LONDON UK	COMSCEUR NAPLES IT
Cartagena, Spain	NAVSTA ROTA SP	COMSCEUR NAPLES IT DFQAR TORREJON SP

LIST OF ADDRESSES BY PORT FOR TANK PREARRIVAL REPORTS		
PORT OF CALL	**ACTION ADDRESS(ES)**	**INFORMATION ADDRESS(ES)**
Carteret, New Jersey	COMSCLANT BAYONNE NJ	DCASMA SPRINGFIELD NJ
Casco Bay, Maine	NAVFUELDET CASCO BAY DCASR BOSTON MA	
Castellon, Spain 3/	NAVSTA ROTA SP	USDAQ MADRID SP COMSCEUR NAPLES IT COMFAIRMED NAPLES IT
Cekmece, Turkey	DFQAR HELLENIKON AB GR	TUSLOG DET 33-1 ISTANBUL TU
Charleston, South Carolina	MSCREP CHARLESTON SC DCASR CHARLESOTON, SC	NAVSTA CHARLESTON SC
Chimu-Wan, Okinama	MSCO NAHA JA	COMSCFE YOKOHAMA JA
Corpus Christi, Texas	MSCREP HOUSTON TX DCASR REP CORPUS CHRISTI TX	MSCU NEW ORELEANS LA
Cristobal, Panama	MSCO BALBOA PM COTP BALBOA PM	HOWARD AFB PM
Curacao, Netherlands Antilles	DFQAR CURACAO NETHERLANDS ANTILLES	DFR CARIB HOMESTEAD AFB FL
Deer Part, Texas	MSCREP HOUSTON TX DCAS OFFICE HOUSTON TX	MSCU NEW ORLEANS LA
Delaware City, Delaware	DCASR PHILADELPHIA PA	
Dernice, Turkey	TUSLOG DET 33-1 ISTANBUL TU	COMSCEUR NAPLES IT DFQAR HELLENIKON AB GR
Diego Garcia	NAVSUPPFAC DIEGO GARCIA COMPSRON TWO	MSCU DIEGO GARCIA
Djibouti	AMEMBASSY DJIBOUTI	DFR MIDEAST BAHRAIN
Donges, France 1/	MSCREP DONGES PIRIAC FR	COMSCEUR NAPLES IT CDR 200TH TAMMC ZWEIBRUECKEN GE
Dordrecht, Netherlands	MSCO BENELUX ROTTERDAM NL	COMSCEUR NAPLES IT
Ferrol, Spain	NAVSTA ROTO SP	COMSCEUR NAPLES IT
El Segundo, California	MSCO LONG BEACH CA	DCASR LOS ANGLES CA DFR LOS ANGLES CA
Estero Bay, California	MSCO LONG BEACH CA	DCASR LOS ANGLES CA DFR LOS ANGLES CA NSC SDIEGO LBEACH ANNEX LONG BEACH CA
Farge, Germany	MSCO NOREUR BREMERHAVEN GE	CDR 200TH TMMC ZWEIBRUECKEN GE
Faslane, Scotland	FOSNI MSCO LONDON UK	COMSCEUR NAPLES IT
Ferndale , Washington	MSCO SEATTLE WA DCASMA SEATTLE WA	

LIST OF ADDRESSES BY PORT FOR TANK PREARRIVAL REPORTS		
PORT OF CALL	**ACTION ADDRESS(ES)**	**INFORMATION ADDRESS(ES)**
Freeport, Texas	MSCREP HOUSTON TX DCAS OFFICE HOUSTON TX	MSCU NEW ORLEANS LA
Freeport, Bahamas	DCASMA MIAMI FL MSCO PORT CANAVERAL FL	
Gaeta, Italy	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT DFQAR NAPLES IT
Galena Park, Texas	MSCREP HOUSTON TX DCAS OFFICE HOUSTON TX	MSCU NEW ORLEAN LA
Galveston, Texas	MSCREP HOUSTON TX	MSCU NEW ORLEANS LA
Ghent, Belgium	MSCO BENELUX ROTTERDAM NL	COMSCEUR NAPLES IT
Good Hope, Louisiana	MSCU NEW ORLEANS LA DCASMA NEW ORLEANS LA	
Goose Bay, Labrador	MSCREP GOOSE BAY LABRADOR	95SW GOOSE BAY LABRADOR
Guam, Mariana Island 1/	MSCO GQ	DSFC QAR GUAM
Guantanamo Bay, Cuba	MSCREP GUANTANAMO BAY CUBA	COMNAVBASE QUANTANAMO BAY
Haines, Alaska	MSCO ANCHORAGE AK	DRF AL ELMENDORF AFB AK
Hamble, England	MSCO LONDON UK	COMSCEUR NAPLES IT
Hamburg ,Germany	MSCO NOREUR BREMERHAVEN GE	
Harrisville, Michigan	DCASMA DETROIT MI	
Hong Kong	MSCREP HONG KONG	
Houston, Texas	MSCREP HOUSTON TX DCAS OFFICE HOUSTON TX	MSCU NEW ORLEANS LA
Hovringen, Norway	MSCREP OSLO NO	DFRE VAIHINGEN GE NAVMATCOMNOR
Humla, Norway	MSCREP OSLO NO	DFRE VAIHINGEN GE
Hvalfjordor, Iceland	MSCREP KEFLAVIK IC	NAVSTA KEFLAVIK IC
Immingham, England	MSCO LONDON UK	COMSCEUR YOKOHAMA JA
Invergordon, Scotland	FOSNI	USCOMEASTLANT MSCO LONDON UK
Iskenderun, Turkey	TISLOG DET 33-3 ISKENDERUN TU	USDAQ ANKARA TU DFQAR HELLENIKON AB GR COMSCEUR NAPLES IT
Isle of Grain, England	MSCO LONDON UK	
Izmir, Turkey	TUSLOG DET 33-2 IZMIR TU	USDAQ ANKARA TU DFQAR HELLENIKON AB GR COMSCEUR NAPLES IT
Jacksonville, Florida	MSCO PORT JOHNSTON ISLAND	NSC FUEL DEPOT JACKSONVILLE FL
Johnston Island	MSCREP JOHNSTON ISLAND	

LIST OF ADDRESSES BY PORT FOR TANK PREARRIVAL REPORTS		
PORT OF CALL	**ACTION ADDRESS(ES)**	**INFORMATION ADDRESS(ES)**
Kaohsiung, Taiwan 1/	Direct to ship's agent	AIT WASHINGTON DC AIT TAIPEI OICC SOWESTPAC MANILA RP COMSCFE YOKOHAMA JA
Key West, Florida	MSCO PORT CANAVERAL FL	KEY WEST FL DFR QSR P.O. BOX 13001 PORT EVERGLADES STATION FORT LAUDERDALE FL NAS KEY WEST FL//PORT SERVICES
Killingholm, England	MSCO LONDON UK	COMSCEUR LONDDON UK
Kobe, Japan	COMSCFE YOKOHAMA JA	
Kodiak, Alaska	MSCO ANCHORAGE AK NAVSTA KODIAK AK	
Kure, Japan	COMSCFE YOKOHAMA JA	
Kuwait, Persian Gulf1/	DFR MIDEAST BAHRAIN	AMEMBASSY KUWAIT
Kwajalein	MSCREP KWAJALEIN	GLOBAL KWAJALEIN MARSHALL ISLAND
Lake Charles, Louisiana	MSCREP BEAUMONT TX DCAS REP C/O CITIES SERVICES REFINERY LAKE CHARLES LA	MSCU NEW ORLEANS LA
La Spezia, Italy	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT DFQAR NAPLES IT
Lavera, France	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT CECMED COMAR MARSEILLE FR AMCONSUL MARSEILLE FR
Leghorn, Italy	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT DFQAR NNAPLES IT
L' Espiguett, France	Same as Marseilles, FR	
Libson, Portugal	USDAO LIBSON PO GENERALMAR LIBSON PO	MOD PORTUGAL COMIN LIBSON PO USCOMEASTLANT LONDON UK
Liverpool, England	MSCO LONDON UK	CINCUSNAVEUR LONDON UK
Locanin Point, Republic of the Philippines	USDAO MANILA RP	
Lock Ewe, Scotland	FOSNI	CINCUSNAVEUR LONDON UK MSCO LONDON UK
Lock Striven, Scotland	FOSNI	CINCUSNAVEUR LONDON UK MSCO LONDON UK
Long Beach, California	MSCO LONG BEACH CA	DFR LOS ANGLES CA NSC SDIEGO LBEACH ANNEX LONG BEACH CA

LIST OF ADDRESSES BY PORT FOR TANK PREARRIVAL REPORTS		
PORT OF CALL	ACTION ADDRESS(ES)	INFORMATION ADDRESS(ES)
Malta	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT DFQAR NAPLES IT
Manchester, Washington	MSCO SEATTLE WA	DCASMA SEATTLE WA
Manila, Republic of the Philippines	USDAO MANILA RP	CINCPACFLT PEARL HARBOR HI
Marcus Hook, Pennsylvania	DCASR PHILADELPHIA PA DCAS REP C/O SUN OIL CO MARCUS HOOK PA	
Marseilles, France	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT AMEMBASSY PARIS CECMED COMAR MARSEILLES FR AMCONSUL MARSEILLES FR
Martinex, California	COMSCPAC OAKLAND CA DCASMA SAN FRANCISCO CONCORD CA	
Melille, Sicily 1/	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT DFQAR NAS SIGONELLA IT DFQAR NAPLES IT
Melville, Rhode Island	DFSP MELVILLE RI	NETC NEWPORT RI
Mersey, England	MSCO LONDON UK	CINCUSNAVEUR LONDON UK
Midway Island	MSCREP MIDWAY ISLAND	
Milazzo, Sicily	COMSCEUR NAPLES IT	COMFAIMED NAPLES DFQAR NAPLES IT DFQAR NAS SIGONELLA IT
Milfordhaven, England	MSCO LONDON UK	
Mobile, Alabama	MSCU NEW ORLEANS LA DCASR REP C/O STANDARD OIL CO PASCAGOULA MS	
Mombassa, Kenya	DFR MIDEAST BAHRAIN	KUSLO NAIROBI KI
Morehead City, North Carolina	DCASR MOREHEAD CITY NC	COMSCMIDLANT NORFOLK VA
Morrero, New Orleans LA	MSCU NEW ORLEANS LA DCASMA NEW ORLEANS LA	
Mukilteo, Washuington	MSCO SEATTLE WA DCASMA SEATTLE WA	
Naha, Ryukyu Islanss	MSCO NAHA JA	COMSFE YOKOHAMA JA
Namsos, Norway	DFQAR HIGH WYCOMBE UK	USDAO OSLO NORWAY
Naples, Italy	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT DFQAR NAPLES IT

LIST OF ADDRESSES BY PORT FOR TANK PREARRIVAL REPORTS		
PORT OF CALL	ACTION ADDRESS(ES)	INFORMATION ADDRESS(ES)
Nederlands, Beaumont, Texas	MSCREP BEAUMONT TX DCASMA QAR RESIDENT PORT ARTHUR TX	MSCU NEW ORLEANS LA
New Haven, Connecticut	DCASMA REP C/O JET LINES INC NEW HAVEN CT	COMSCLANT BAYONNE NJ
New London, Conneticut	COMSCLANT BAYONNE NJ	
New Orleans Louisiana	MSCU NEW ORLEANS LA DCASMA NEW ORLEANS LA	
Newington, New Hampshire	DCASMA BOSTON MA	
New York, New York	COMSCLANT BAYONNE NJ DCASR NEW YORK NY	
Nikiski, Alaska	MSCO ANCHORAGE AK	
Norco, Louisiana	MSCU NEW ORLEANS LA DCSMA NEW ORLEANS	
Norfolk, Virginia	COMSCMIDLANT NORFOLK VA	NSC NORFOLK VA
Orkney Island	FOSNI	USCOMEASTLANT LONDON UK
Ozol, California	COMSCPAC OAKLAND CA DCASMA SAN FRANCISCO CONCORD CA	DFR LOS ANGLES CA
Pago Pago, Samoa	GOVERNOR AMERICAN SAMOA PAGO PAGO AMERICAN SOMOA	
Palermo, Sicily	COMSCEUR NAPLES IT	COMFAIMED NAPLES IT DFQAR NAS SIGONELLA IT DFQAR NAPLES IT
Pasadena, Texas	MSCREP HOUSTON TX DCAS OFFICE HOUSTON TX	MSCU NEW ORLEANS LA
Pascagoula, Mississippi	MSCU NEW ORLEANS LA DCAS REP C/O CHEVERON INC PASCAGOULA MS ,	
Pauillac, France	COMSCEUR NAPLES IT	CONCUSNAVEUR LONDON UK CDR 200TH TAMMC ZWEIBRUECKEN GE
Paulsboro, New Jersey	DCASMA PHILADELPHIA PA	
Pearl Harbor, Hawaii 2/	MSCO HONOLULU HI	COMNAVBASE PEARL HABOR HI
Pettys Island, New Jersey	DCASMA PHILADELPHIA PA	DCASR PHILADELPHIA PA
Perth Amboy, New Jersey	COMSCLANT BAYONNE NJ DCASMA SPRINGFIELD NJ	

LIST OF ADDRESSES BY PORT FOR TANK PREARRIVAL REPORTS		
PORT OF CALL	ACTION ADDRESS(ES)	INFORMATION ADDRESS(ES)
Philadelphia, Pennsylvania	DCASMA PHILADELPHIA PA	DCASMA PHILADELPHIA PA
Piney Point, Maryland	DCASMA TOWSON MD	
Piraeus, Greece	TTU MTMC PIRAEUS GR	COMSCMEN NAPLES IT COMFAIRMED NAPLES IT
Piriac, France	CDR 200TH TMMC ZWEIBRUECKEN GE MSCREP DONGES PIRIAC FR	COMSCEUR NAPLES IT MSCO BENELUX ROTTERDAM NL
Pohang, Korea	MSCO PUSAN KOR	COMSCFE YOKOHAMA JA
Point Breeze, Pennsylvania	DCASMA PHILADELPHIA PA	DCASR PHILADELPHIA PA
Point Molate, California	COMSCPAC OAKLAND CA DCASMA SAN FRANCISCO CONCORD CA	
Pointe a Pierre, Trinidad	DFR CARIB HOMESTEAD AFB AZ	DFQAR ARUBA NETHERLANDS ANTILLES and DFQAR CURACAO AMCONSUL PONTA DELGADA AZ
Port Arthur, Texas	MSCREP BEAUMONT TX DCASMA QAR PORT ARTHUR TX	MSCU NEW ORLEANS LA
Port Everglades, Florida	MSCO PORT CANAVERAL FL	DFR QSR PO BOX 13001 PORT EVERGLADES STATION FORT LAUDERDALE FL
Port Hueneme, California	CBC PORT HUENEME	MSCO LONG BEACH CA DFR LOS ANGELES CA
Port Jefferson, New York	COMSCLANT BAYONNE NJ DCASR NEW YORK NY	
Portland, Oregon	MSCO SEATTLE WA DCASMA SEATTLE WA	
Port Neches, Texas	DCASMA PASEDENA OFFICE PASEDENA TX MSCREP HOUSTON TX	MSCU NEW ORLEANS LA
Port Reading, New Jersey	COMSCLANT BAYONNE NJ DCASMA SPRINGFIELD NJ	
Port Tampa, Florida	MSCO PORT CANAVERAL FL	DFR QSR PO BOX 13736 INTERBAY STATION TAMPA FL
Portmouth, New Hampshire	NAVSHIPYARD PORTMOUTH NH NEW ENGLAND TANK INDUSTRIES PATTERSON LANE PORTMOUTH NH	
Pozzuoli, Italy	COMSCEUR NAPLES IT	COMFAIRMED NAPLES IT DFQAR NAPLES IT
Praia Bay, Terceira, Azores	CDR MYMC TTU LAJES FIELD AZ	AMCONSUL PONTA DELGADA AZ COMUSFORAZ TERCEIRA AZ

Port of Call	Action Address(es)	Information Address(es)
Priolo, Sicily	COMSCEUR NAPLES IT	COMFAIRMED NNAPLES IT DFQAR NAS SIGONELLA IIT
Pusan, Korea	MSCO PUSAN KOR	COMSCFE YOPKOHAMA JA
Quitang Point, Republec of the Phillipines	USDAO MANILA RP	
Ras Tanura, Persian Gulf 1/	DFR MIDEAST BAHRAIN	COMIDEASTFOR NSCP BAHRAIN
Reykjavik, Iceland	MSCREP KEFLAVIK IC	NAVSTA KEFLAVIK IC
Rodman, Panama 1/	MSCO BALBOA PM	COTP CRISTOBAL PM NAVSTA PANAMA CANAL RODMAN PM
Roosevelt Roads, Puerto Rico	NAVSTA ROOSEVELT ROADS PR	DFR CARIB HOMESTEAD AFB FL
Rota, Spain	NAVSTA ROTA SP COMNAVACT ROTA SP	COMSCEUR NAPLES IT JUSMG MAAG MADRID SP
Rotterdam, Netherlands	MSCO BENELUX ROTTERDAM NL	COMSCEUR NAPLES IT
Sabine Pass, Texas	MSCREP HOUSTON TX DCAS OFFICE HOUSTON TX	MSCU NEW ORLEANS LA
St. Croix, Virgin Island	DFR CARIB HOMESTEAD AFB FL	
St. Rose, Louisiana	MSCU NEW ORLEANS LA DCASMA NEW ORLEANS LA	
St. Theodore, Greece 1/	TTU MTMC PIRAEUS GR	COMFAIRMED NAPLES IT COMSCEUR NAPLES IT DFQAR HELLENIKON AB GR
San Diego, California	MSCO SAN DIEGO CA	NSC SAN DIEGO CA DFR LOS ANGELES CA
San Francisco, California	COMSCPAC OAKLAND CA DCASMA SAN FRANCISCO CONCORD CA	NSC OAKLAND CA
San Juan, Puetro Rico	MSCREP ROOSEVELT ROADS PR	
San Pedro, California	MSCO LONG BEACH CA	DFR LOS ANGELES CA NSC SDIEGO LBEACH ANNEX LONG BEACH CA
Sasebo, Japan	COMSCFE YOKOHAMA JA	NAVFUELDET SASEBO JA NSD YOKOSUKA JA COMFLEACT SASEBO JA
Scapa Flow, England	FOSNI	COMSCEUR NAPLES IT USCOMEASTLANT LONDON UK MSCO LONDON UK
Searsport, Maine	DCAS QAR SEARSPORT ME	COMSCLANT BAYONNE NJ
Seattle, Washington	MSCO SEATTLE WA DCASMA SEATTLE WA	
Singapore, Malayan Area	MSCREP SINGAPORE	
Port of Call	Action Address(es)	Information Address(es)

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Smith Bluff, Texas	MSCREP HOUSTON TX DCAS OFFICE HOUSTON TX	MSCU NEW ORLEANS LA
Sondrestrom, Greenland	MSCREP SOUNDRESTROM	4684ABG SONDRESTROM AB
Southhampton, England	MSCO LONDON UK	CINCUSNAVEUR LONDON UK
Stanlow, England	MSCO LONDON UK	CINCUSNAVEUR LONDON UK
Stockton, California	COMSCPAC OOAKLAND CA DCASMA SAN FRANCISCO CONCORD CA	NSC OAKLAND CA
Subic Bay, Republic of the Philippines	USDAO MANILA RP	COMSCFE YOKOHAMA JA
Souda Bay, Crete	DFQAR HELLENIKON AB GR NAVDET SOUDA BAY GR	COMSCEUR NAPLES IT
Tacoma, Washington	MSCO SEATTLE WA DCASMA SEATTLE WA	
Taiwan	AIT TAIPET TW	AIT WASHINGTON DC COMSCFE NAPLES IT
Tampa, Florida	DCAS REP PO BOX 13736 INTERBAY STATION TAMPA FL	MSCU NEW ORLEANS LA MSCO PORT CANAVERAL FL
Tenerife, Canary Islands	NAVSTA ROTA SP COMSCEUR NAPLES IT	
Texas City. Texas	MSCREP HOUSTON TX DCAS OFFICE HOUSTON TX	MSCU NEW ORLEANS LA
Thameshaven, England	MSCO LONDON UK	CINCUSNAVEUR LONDON UK
Thule, Greenland	MSCREP THULE GREENLAND	COMSCLANT BAYONNE NJ 4683ABG THULE AB GREENLAND
Trinidad, West Indies	Same as Pointe-a-Pierre, Trinidad	
Wake Island	MSCREP WAKE ISLAND	
Whittier, Alaska	MSCO ALASKA AK	DFR AL ELMENDORF AFB AK
Yokohama(including Yokosukka and Tokyo Bay Area), Japan	COMSCFE YOKOHAMA JA	
Yorktown, Virginia	COMSCMIDLANT NORFOLK VA	NSC NORFOLK VA
Yumurtalik, Turkey	TUSLOG DET 33-3 ISKENDRUN TU	COMFAIRMED NAPLES IT USDAO ANKARA TU DFQAR ATHENS HELLENIKON AB GR
Zeebrugge, Belgium	MSCO BENELUX ROTTERDAM NL	COMSCEUR NAPLES IT

1/ Note special prearrival reporting requirements.

2/ Make ETA change reports for 1 hour change in ETA instead of 4 or more.

3/ Notify supplier 72/48/24 hours in advance as to ship's arrival time at refiner's terminal.

```
P 231515Z MAY 96
FM SS CAPE COD
TO COMSCWESTPAC GUAM GQ
INFO COMSC WASHINGTON DC//PM5/N3//
COMSCFE YOKOHAMA JA//N3//
BT
UNCLAS//N03120//
MSGID/PREREP/SS AMERICAN CHAMPION//
A. ETA AGANA HARBOR BREAKWATER 261850Z MAY 96.
B. DISCH/LOAD AND REPAIRS.
C. DRAFT FWD 24-06; AFT 26.
D. U.S. LINES. AGENT ADVISED.
E. DISCH M/T: 3-400; 4-600. SHIP IS SELF-SUSTAINING. M/T
SPACE AVAIL AFTER DISCH: 1-500; 2-600; 3-900; 4-1000; 5-300;
6-200.
F. INPORT RADIO GUARD U.S. LINES GUAM. REQUEST TUGS, PILOT,
BUNKERS, REPAIR SERVICES FOR CASREP FEED PUMP.
G. REQUEST BERTHING INSTRUCTIONS AND BUNKERING INTENTIONS.//
BT
```

SAMPLE DRY CARGO SHIP PREREP

```
P 231515Z MAY 96
FM SS CAPE DUCATO
TO COMSCPAC OAKLAND CA
INFO COMSC WASHINGTON DC
NAVCOMTELSTA INMARSAT TERM SAN DIEGO CA
     TRAMP SHIPPING CO//TLX 123456//
     SEATRAIN//TLX 234567//
BT
UNCLAS //N03120//
MSGID/PREREP/USNS MAUMEE//
A. ETA SAN FRANCISCO LIGHTSHIP 261850Z MAY 96.
B. LOAD CARGO C-51 AT RICHMOND AND PROVISION.
C. DRAFT FWD 16; AFT 18-06.
D. SEATRAIN. AGENT NOTIFIED.
E. 18M BBLS CLEAN BALLAST FOR DISCH. GASFREE.
F. INPORT RADIO GUARD RETAINED ABOARD. TUGS, PILOT, JR THIRD
ASSISTANT ENGINEER. REPAIRS TO TANK LEAKS BETWEEN 7 AND 9
PORT AND 7 AND 8 CENTER, TWO SOOT BLOWER HEADS REQUIRE
WELDING AND MACHINING IN WAY OF SEATS.  REQUIRE 13000
DOLLARS PAYROLL.
G. REQUEST BERTHING INSTRUCTIONS.
BT
```

SAMPLE TANKER PREREP

I-5.3 Tanker Radio Telephone Prearrival Report

Radio Telephone Prearrival Report for Turkish Ports. Tankers destined for the Turkish ports of Iskenderun and Istanbul shall contact Radio Iskenderun, voice call "AYO 27", and Radio Istanbul, voice call "AJO 234" on 2716 Khz as early as possible, en route and prior to arrival in ports. Ships shall use their own international call letters for voice call on this circuit.

Radio Telephone Reports for Bahrain and Ras Tanura. Tankers shall contact DFQAO MIDEAST Bahrain or DFQAO SubOffice Ras Tanura approximately 4 - 6 hours prior to arrival. This circuit is guarded from 0430Z to 1030Z daily, and it recommended that the ships do not secure from this net until loaded and departure has been taken from the Bahrain/Ras Tanura area. Tankers destined for the Persian Gulf ports of Bahrain or Ras Tanura may contact any of the following stations upon entering the Persian Gulf. The tanker may contact the respective station in order to relay traffic, receive loading instructions, or pass any other necessary information.

0430-1030Z	NEW (2716 KHZ - CW & Voice)	Relay traffic (LGRU Dhahran COMIDEASTFOR)
0430-1030Z	NEW (2716 KHZ - Voice only)	Tankers loading Bahrain (DFQAO RAS TANURA)
0430-1030Z	NEW2 (2716 KHZ - Voice only)	Tankers loading Ras Tanura (DFQAO RAS TANURA)
24-hour Guard	NEW3 (2716 KHZ - Voice only)	Relay traffic if unable to contact NEW (NAVCONTSHIPOFF/REP COMIDEASTFOR)

I-5.4 Tanker Ullage Report

Upon tanker arrival, the ship tanks and the shoreside receiving tanks are gauged before and after discharge. The ship tank ullages obtained prior to discharge are compared with those obtained on completion of loading origin. This comparison will indicate any shifting or cargo loss in transit. Ship ullages taken prior to discharge and upon completion of discharge will be recorded on the Ullage Report (MSC Form 4020-2). This original is provided to the master and a copy is provided to COMSC.

I-5.5 Tanker Voyage Report

The Tanker Voyage Report (MSC Form 4020-18) is required within 24 hours after arrival at the port at which each voyage is completed. Instructions for completing this letter report are contained in the Standard Operating Manual. The original and (1) copy should be air mailed to:

> Military Sealift Command (N-5)
> Department of the Navy
> Washington Navy Yard
> Washington, DC 20398-5100

An additional copy should be mailed to the contract, charter, or general agent.

I-6. Required MSC Messages - Routine In Port Reports

The reports outlined in this section sumarize communications that are normally required by MSC ships when in port. Specific guidance and modifications may be provided by the cognizant MSC Area Commander or Operational Commander.

I-6.1 Corrective Action and Report

Upon receipt of the Material Inspection Report, Section 6.2, the contract-operator will notify COMSC by letter of the action taken to correct the unsatisfactory deficiencies which are beyond the ship's force capacity to correct.

I-6.2 Material Inspection Report

A report of informal material inspection is made on MSC Form 4730-3. Distribution includes the owners of chartered ships or operators of contract-operated ships, COMSC and the MSC area command, and is listed on the form. Masters of MSC ships are to maintain a file of all inspection reports for future MSC inspectors:

> Military Sealift Command (N-11)
> Department of the Navy
> Washington Navy Yard
> Washington, DC 20398-5100

I-6.3 Readiness Condition Inspection Report

When serious conditions that could affect the safety or operational readiness of the ship are note by inspecting officials, a priority message report should be sent to COMSC. Information copies shoudl be provided to appropriate MSC commands by routine precedence message. This is a narrative message that will expain the unsafe conditions.

I-6.4 Safety Inspection Report

Safety violations of established U.S. Coast Guard and ABS regulations, and COMSC instructions applicable to contract-operated ships, which are not scheduled for corrective action shall immediately be reported to COMSC by letter. Use RCS MSC 5100-2.

I-6.5 Safety Meeting Minutes

Safety Committee meetings are held monthly on board MSC tankers. The minutes from each meeting are to be recorded. A summary of all accidents occuring during the previous month will be included in each report. The master will forward the report to the contract-operator and COMSC (M-3T5), retain a copy in the ship's safety files, and post copies on the ship's bulletin boards. Use the following address for COMSC:

> Military Sealift Command (M-3T5)
> Department of the Navy
> Washington Navy Yard
> Washington, DC 20398-5100

I-6.6 Summary of Engineering Data

Each MSC tanker submits a Monthly Summary of Engineering Data (MSC Form 9400/1) to COMSC so that experience data on engineering plant operations may be accumulated. It used for planning and to evaluate plant efficiency under varying operating conditions. The summary is an abstract of engineering logs from each voyage. The remarks section includes; total number of operating hours, per month, for each main diesel engine and ships service generator diesel engine; the cumulative total operator hours from the last major complete overhaul of each engine; and work accomplished on diesel engine during the month.

I-6.7 Summary of Work Performed on Tankers in Reduced Operating Status (ROS)

A weekly letter report will be made by the ship in ROS. The report will be addressed to COMSC with copies to the cognizant MSC representative and the contract-operator. The report will contain the following information:

- Ratings of ship's onboard complement plus any night relief and watchmen.

- Daily summary of work performed by ship's force or outside subcontractor onboard ship during the week.

- Overtime work performed. List total hours worked, personnel performing the work, and a short description of the work performed along with justification for authorizing overtime.

- Deck, engine, and steward department base pay and cash in lieu of subsistence and quarters, if any. Also pay for night relief and watchmen.

I-7. Required MSC Messages - Routine Situational In Port Reports

The reports outlined in this section sumarize communications that may be required from time to time by MSC ships when in port. Specific guidance and modifications may be provided by the cognizant MSC Area Commander or Operational Commander.

I-7.1 Available Cargo Space

Masters shall report by message the cargo space available for loading at subsequent ports of call, including the space occupied by cargo to be off-loaded at each port. This report will be made upon completion of cargo operations.

I-7.2 Cargo Ship Location, Status, and Utilization Subsystem (CALSTAT) Reports

CALSTAT reports are used as input for determining fuel consumption, related in port/at sea data, generation of dry cargo ship schedule, and ship utilization reports. These reports shall be submitted per COMSCINST 4610.32; CALSTAT User Manual. The following information is required:

1. CALSTAT status, MSC 4610-71, port name
2. Actual time of arrival and actual time of departure at dockside or anchorage.
3. Nautical miles steamed from last port, dockside or anchorage ot dockside or anchorage.
4. Bunkers onboard upon arrival at dockside or anchorage and upon departure at dockside or anchorage bunkers taken, and cost if available. Local time arrival on berth and departure from berth. Draft on arrival and draft on departure.
5. Cargo information to show total measurement tons of cargo discharged, and for each destination total measurement tons of cargo loaded, number of containers loaded and up to four principle types of commodities loaded (always report special cargo such as aircraft, ammunition and reefer cargo)
6. In port activity ot show inclusive hours cargo was worked at a normal rate each day, number of stevedore gangs assigned during cargo operations, and any delays or periods of reduced cargo operations experienced and reasons for delays or periods of reduced cargo operations experienced and reasons for delays such as weather delays, awaiting cago, port practice, gear down, etc.
7. Operational notes.

I-7.3 Change of Status of Ships in Reduced Operating Status (ROS)

This report is required when the ship can no longer be placed in full Full Operating Status (FOS) Alfa in required time, the cognizant MSC command will submit a message report to COMSC outlining the following information:

1. Report Control Number MSC 3120-12
2. Ship's name and number
3. Date and time of placing in ROS (or FOS)
4. Designation of status
5. Site where ship is berthed
6. The number of personnel assigned by departments
7. The planned phasing of crew reduction (or build-up)
8. The date and time of completion of cargo discharge (dry cargo ships)
9. The date and time of actual begining of crew reduction (or build-up)

I-7.4 Dry Cargo Ship Laytime Report

A Dry Cargo Ship Laytime Report (MSC Form 3120-16) accurately reflects the actual performance of the ship and provides sufficient detail covering cargo working time and delay time to help the contracting officer determine the amount of demurrage/dispatch due. It will be prepared for each voyage-chartered dry cargo ship at each port of call. The report will be submitted within 3 working days. Distribution includes COMSC, the MSC area command(s) having cognizance over loading and discharge, the master of the ship and the owner or agent.

I-7.5 Function Where Beer, Wine, or Sherry Served (Follow-up Report)

Navy and COMSC policy provides that, when approved, sherry, wine, and beer may be served onboard MSC Force ships in U.S. and foreign ports when official or foreign visitors are host in support of diplomatic and community relations goals. This policy applies to CIVMAR manned USNS, contracto-operated USNS, and MSC chartered ships. Each function onboard MSC Force ships at which the serving beer, wine, or sherry occurs will required a follow-up report by letter within 14 days of the function. The letter report is submitted to the cognizant MSC area commander for CIVMAR manned USNS ships or COMSC for contract-operated and chartered ships. The report shall contain the following information:

- Ship's name
- Date, beginning time, and duration of the function
- List of attendees by name and rank or position
- Brief description of the function (i.e. speakers, subject, presentation, etc.)
- Report of final cost that includes a detailed list of expenses for food, refreshments, decorations, labor (non-DOD).

I-7.6 Material Condition of Ships in Reduced Operating Status (ROS)

The responsible MSC command will inspect the ship semi-annually and report significant degradions in the ship's material condition of readiness. If at any time the ship can no longer be placed in full operating status (FOS) in the time required by the assigned condition, a message report (MSC 3120-11) will be submitted immediately to MSC. This message shall present the facts in the matter with an estimate of the funds and time required to perform whatever work is necessary to maintain the shipin the assigned condition and the condition in which the ship would fall if the work is not performed.

I-7.7 Port and Terminal Information Report

COMSC maintains a file of port information covering the ports and loading and discharging terminals used by MSC Force tankers. To maintain a complete up-to-date file, reports will be requested for ports and terminals for which information is desired. When

requested by COMSC, Masters should complete MSC Form 3171-1; Port and Terminal Information Report and return it to:

> Military Sealift Command (N-11)
> Department of the Navy
> Washington Navy Yard
> Washington, DC 20398-5100

In urgent situations the contents of this report may be consolidated into a message and transmitted to COMSC WASHINGTON DC//N11//.

I-7.8 Port Performance Reports

Port Performance Reports are to be submitted to COMSCPAC OAKLAND CA by local MSC representatives not later than 5 working days following the departure of each combined service (CS) ship. Information copies shall be submitted to cognizant area commands. All costs related to port operations/performance for account of MSC should appear in this report. Use the best estimate if actual costs are unavailable and update when actual costs are obtained. The following information is contained in this message report:

PORT PERFORMANCE REPORTS		
1	SHIP NAME / VOYAGE # / DATE ARRIVED TO DATE DEPARTED	
2	PORT COSTS	
A	PILOTAGE	$
B	TUGS	$
C	DOCKAGE	$
D	ENTRY/EXIT FEE	$
E	AGENCY FEE	$
F	OTHER FEES (LIST)	$
3	VAN COSTS	
A	LOADING	$
B	DISCHARGE	$
C	STAGING/HANDLING	$
D	OTHER FEES (LIST)	$
4	SPECIAL COSTS	
A	CUSTOMS	$
B	AGRICULTURAL FEES	$
C	SHIFTING/RESTOWING CARGO	$
D	OVERTIME	$
E	OTHER FEES (LIST)	$
5	Miscellaneous comments on port operations to include any difficulties experienced and reasons why.	

I-7.9 Request to Use Sherry, Wine or Beer

MSC policy prohibits use of alcoholic beverages aboard its ships. However there are provisions for requesting use when certain criteria are met. There criteria are listed in COMSC INST 3121.9; Standard Operating Manual. A written request to use sherry, wine or beer aboard contract-operated USNS or MSC chartered ships may be submitted to COMSC and must include the following information:

1. Ship's name

2. The kind of function proposed (i.e., wine and cheese reception, formal dinner, luncheon)

3. Port in which the proposed function will occur

4. Proposed date

5. Attendees by name and rank or position

6. A brief statement outlining the purpose of the function as it related to the improvement or support of diplomatic or community relations

7. An estimated cost of the proposed function

8. A statement confirming that current company policy does not prohibit the use of alcoholic beverages or that company approval has been granted when company policy normally prohibits the use of alcoholic beverages.

A follow-up report is required within 14 days following the function

I-7.10 Shipboard Conditions Report

A message report is required when conditions observed onboard the ship approach or have reached a seriously unsatisfactory stage.

I-7.11 Ship Unable to Perform Report

A message report is required either when a contract-operated, general agency agreement (GAA), or chartered ship is unable to perform under its contract, GAA, or charter or when a ship previously reported as not performing resumes operation under its contract, GAA, or charter.

I-7.12 Stress Computations

Control of tanker loadings is an important consideration in contributing to ship safety. The ship is responsible for calculating the longitudinal stress resulting from each loaded or ballasted condition for cargo loaded and every ballast voyage. Reports are to be forwarded to:

> Military Sealift Command (N-7)
> Department of the Navy
> Washington Navy Yard
> Washington, DC 20398-5100

I-7.13 Subsistence Charges

The ship shall submit a letter Subsistence Charges report to COMSC when Government personnel are subsisted aboard during a voyage. The report will provide the names, organization and dates the individuals subsisted aboard the ship.

I-7.14 Tanker and Terminal Demurrage

Tanker demurrage compensates MSC for additional costs resulting rom the reduced ship utilizatin efficiency because of delays incident to terminal deficiencies, nonavailability of scheduled cargo, to cover additional costs of multi-terminal loadings and discharges. Terminal demurrage compensates the service(s) for additional direct costs resulting from failure of ships to effect normal loading or discharging operations. OPNAVINST 4020.22; Tanker Loading and Discharge Reports and Procedures for Determining and Reporting Tanker and/or Terminal Demurrage (POL), outlines procedures for determining and reporting tanker and/or terminal demurrage.

I-7.15 Tanker Loading and Discharge (MSC Forms 4020-3/4020-4)

OPNAVINST 4020.22; Tanker Loading and Discharge Reports and Procedures for Determining and Reporting Tanker and/or Terminal Demurrage, provides direction for submitting Tanker Loading and Discharge reports. These reports provide information on tanker operations, utilization, billing, and contract administration. These reports will be prepared by MSC subordinate commands/representatives.

I-7.16 Time Charter Tanker Delivery

A message of acceptance is transmitted to COMSC by the MSC representative upon acceptance of the ship by MSC. The area commander is an information addressee on the message. The message should include:

- The ship's name
- Date and time of acceptance
- Quantity of fuel onboard
- Quantity of fresh water on board (steamship)
- Any deficiencies

I-7.17 Time Charter Tanker Redelivery

A message of redelivery is transmitted to COMSC by the MSC representative. The area commander is an information addressee on the message. The message should include:

- The ship's name
- Date and time of acceptance
- Quantity of fuel onboard
- Quantity of fresh water on board (steamship)
- Any deficiencies

I-8. Required MSC Messages - Non-Routine/Emergency In Port Reports

The reports outlined in this section sumarize communications that may be required by MSC ships during non-routine/emergency conditions while the ship is in port. Specific guidance and modifications may be provided by the cognizant MSC Area Commander or Operational Commander.

I-8.1 Asylum and Temporary Refuge

MSC Force ships may encounter persons requesting political asylum and/or temporary refuge when deployed out-of-the-continental United States. There is an increasing likelihood that individuals from foreign countries will approach United States forces and request political asylum in the United States. The ship encountering an individual who is requesting political asylum will likely take that individual into protective custody until guidance is provided from higher authority, normally with the approval of the State Department. MSC and the Navy are not authorized to grant any individual political asylum. This determination must be made by the Department of State. In all cases, this matter will be referred to the next higher authority for consideration and further direction. This message report initiates State Department action.

Action Address for asylum and temporary refuge message reports are:

ASYLUM AND TEMPORARY REFUGE MESSAGE REPORT	
To	**REMARKS**
CNO WASHINGTON DC	All Reports

Information Addresses for asylum and temporary refuge message reports are:

ASYLUM AND TEMPORARY REFUGE MESSAGE REPORT	
To	**REMARKS**
COMSC WASHINGTON DC//N7/PM**//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
Cognizant FLTCINC	CINCPACFLT PEARL HARBOR HI CINCLANTFLT NORFOLK VA CINUSNAVEUR LONDON UK
COMSCPAC PEARL HARBOR HI	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE JOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
MSCO SWA BAHRAIN	
Contract/Charter Operator or General Agent	
Local MSC Office	
Nearest U.S. Embassy/Consulate	

Classification. Asylum and temporary refuge message reports will normally be UNCLASSIFIED. However, depending upon the nature of the incident, follow CNO guidance.

SSIC is "//N03500//"

Preparation. There are several common elements that should be summarized in the asylum and temporary refuge message report. These requirements are summarized below. Additionally, the master should include any other information that is considered relevant.

ASYLUM AND TEMPORARY REFUGE MESSAGE REPORT	
PARAGRAPH	**REQUIREMENTS**
1	Personal Data
	Name and nationality of the individual(s) seeking asylum (or temporary refuge)
	Date, place of birth, and occupation
	Description of any documentation in the person's possession
	What foreign authorities are aware of the person's efforts to seek asylum (or temporary refuge); whether any foreign authorities will be notified of the result.
2	Circumstances surrounding the request for asylum (temporage refuge)
3	Exact location and ETA at next port
4	Reson for claiming asylum or temporary refuge.
5	Description of any criminal charges known or alleged to be pending against the asylum seeker. Indicate also any piracy, or hijacking background
6	Any communist party affiliation or affiliation wiht any other political party; any government office now held or previously occupied
7	If applicable, whether a field office of the U.S. Immigration and Naturalization Service (INS) was notified and if arrangements were made to transfer the case to INS
8	Other pertinent information.

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P 231515Z MAY 96
FM USNS VICTORIOUS
TO CNO WASHINGTON DC//N3//
INFO COMSC WASHINGTON DC//N3/PM1//
CINCPACFLT PEARL HARBOR HI//N3//
COMSCPAC OAKLAND CA//N3//
MSO SINGAPORE SN//OIC//
AMEMBASSY SINGAPORE
BT
UNCLAS//N03500//
MSGID/ASYLUM REQUEST/USNS VICTORIOUS//
SUBJ/ASYLUM REQUEST//
1. PERSONAL DATA:
A. NAME/NATIONALITY: HAU YUAN XU/CHINESE
B. 14 AUG 57; MACAO; GOVERNMENT OFFICIAL
C. DOCUMENTATION: CHINESE PASSPORT.
D. NOTIFICATIONS: NONE
2. SUMMARY OF EVENTS: MR XU APPROACHED SHIP WHILE MOORED IN
SINGAPORE. REQUESTED ASSISTANCE OF U.S. GOVERNMENT.
3. LOCATION: SINGAPORE, SN.  ETD: 260030Z MAY 96
4. MR XU CLAIMS HIS POLITICAL VIEWS HAVE CAUSED GOVERNMENT
OFFICIALS TO BECOME VERY SUSPICIOUS OF HIM AND THAT HE FEARS
FOR HIS LIFE.
5. NO CRIMINAL CHARGES KNOWN.
6. FORMER MAYOR OF MACAO
7. INS HAS NOT BEEN NOTIFIED; NO ARRANGEMENTS MADE FOR XFER.
8. NONE.//
BT
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SAMPLE ASYLUM AND TEMPORARY REFUGE MESSAGE REPORT

I-8.2 Bomb Threat Message Report

The Navy has recently recieved numerous bomb threats. It is reasonable to assume that this type of activity will extend to MSC Force ships. COMSCINST 5530.3; MSC Ship Physical Security, provides guidance and procedures to follow in the event of a bomb threat. In addition to on-scene procedures, letter report requirements and possibly OPREP-3 reporting requirements, a message summary report is required.

Action Addresses for bomb threat message reports are:

BOMB THREAT MESSAGE REPORT	
TO	**REMARKS**
COMSC WASHINGTON DC//N3/PM**//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
COMSCPAC PEARL HARBOR HI	Pacific Area of Opertaions
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
Contract/Charter Operator or General Agent	
Cognizant T-AGOS Support Unit	T-AGOS Ships
Cognizant FLTCINC	T-AGOS Ships

Classification. Bomb threat message reports will normally be UNCLASSIFIED. However, depending upon the nature of the incident, follow the guidance of the operational commander.

SSIC is "//N05530//"

Preparation. Although each incident will be unique, there are several common elements that should be summarized in the bomb threat message report. These general issues are summarized below. Additionally, the master should include any other information that is considered relevant.

BOMB THREAT MESSAGE REPORT	
PARAGRAPH	**REQUIREMENTS**
1	Name of the ship, location, arrival and departure information
2	Chronological summary of events and action taken
3	Summary of information from the Bomb Threat Action Check-off List and MSC Form 8027/2; Bomb Threat Record
4	Master's assessment,

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P 231515Z MAY 96
FM USNS KILAUEA
TO COMSC WASHINGTON DC//N3//
COMSCPAC OAKLAND CA//N3//
BT
UNCLAS //N05530//
MSGID/BOMB THREAT/USNS KILAUEA//
SUBJ/BOMB THREAT//
RMKS/1. IDENTIFICATION DATA:
A. SHIP: USNS KILAUEA
B. LOCATION: HILO, HI
C. ARR: 201945Z MAY 96 FROM PEARL HARBOR HI
D. ETD: 241900Z MAY 96 EN ROUTE PEARL HARBOR HI
2. CHRONOLOGICAL SUMMARY OF EVENTS:
A. 230815Z: RCVD TELEPHONE CALL/BOMB THREAT. BOMB THREAT ACTION
CHECK-OFF LIST COMPLETED.
B. 230820Z: ONBOARD SECURITY PROCEDURES IMPLEMENTED.
C. 230821Z: NOTIFIED LOCAL LAW ENFORCEMENT OFFICIALS.
D. 230822Z: NOTIFIED COMNAVSTA PEARL HARBOR.
E. 230945Z: SWEEP OF SHIP COMPLETED. NEGATIVE RESULTS.
F. 231000Z: NOTIFIED INTERESTED PARTIES OF SEARCH RESULTS.
G. 231005Z: STOOD DOWN SECURITY PROCEDURES.
3. NARRATIVE SUMMARY OF EVENTS: THREAT RECEIVED AT QUARTERDECK
TELEPHONE. MALE CALLER STATED ``THERE IS A BOMB ABOARD KILAUEA,
IT WILL GO OFF AT MID-NIGHT.'' AND THEN HUNG UP. THERE WAS NO
DISCERNABLE BACKGROUND NOISE. UNABLE TO DETERMINE OTHER
ELEMENTS FROM CHECK-OFF LIST. IMPLEMENTED SECURITY PROCEDURES
AND CONDUCTED SEARCH OF THE SHIP AND SURROUNDING PIER AREAS.
NOTHING FOUND.
4. MASTER'S ASSESSMENT: KILAUEA HOSTED TOURS ON 20, 21 AND 22
MAY. THESE TOURS WERE LIMITED TO TOPSIDE SPACES AND ALL PERSONS
WERE UNDER ESCORT. SEARCH FOCUSED ON THESE AND OTHER EXPOSED
AREAS WHERE PERSONS COULD POSSIBLY HAVE ACCESS. GOOD
COOPERATION WITH LOCAL AUTHORITIES AND NAVSTA PEARL HARBOR.
INTEND TO HOST ``OPEN HOUSE'' ON 23 MAY AS PREVIOUSLY
SCHEDULED.//
BT
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SAMPLE BOMB THREAT MESSAGE REPORT

I-8.3

I-8.3 Cargo Exception Reports

The Masters of MSC Force dry cargo ships will submit Cargo Exception Reports whenever evidence of cargo damage or pilferage is noted. Instructions for completing the report are included in the MSC Form 4610/63; Cargo Exception Report. Distribution instructions are listed on the form.

I-8.4 Confiscation of Government Property Report

If U.S. Government property is confiscated for any reason by officials of a foreign government, an inventory of such items shall be taken immediately by the master and ship's officer,s and a receipt obtained from the foreign government official. The master shall report the matter immediately to the senior U.S. naval officer present and the U.S. consul, if any. In addition, a report containing all available facts shall be made to COMSC with recommendations for further action.

I-8.5 Dry Docking

Contract-operated USNS tankers will be dry docked biennially. To prevent excessive wear on the bottom plates, the overhaul package will include a spotting plan showing the locations of dock bolks and the respective position of the ship. This report is submitted by contract-operators. Copies of the report will be forwarded to COMSC, the area commander and retained aboard the ship.

I-8.6 Flag Display Incident Report

MSC Policy is for its ships not to display foreign flags in foreign ports. This policy has been relayed to all U.S. diplomatic missions by the U.S. State Department. Should advers incidents arise as a result of MSC policy, the master and local MSC representative should immediately contact the U.S. Embassy or Consulate and request assistance.

I-8.7 Hospitalized Personnel and Serious Injury

When personnel are hospitalized overseas in U.S. military hospitals, the master shall request that the hospitals include the following addresses on all prognosis reports or reports of death submitted by the hospital. A report of serious injury or illness that requires medical evacuation, repatriation or ship diversion should be submitted by the operator within 24 hours of the event. The following addresses apply:

REPORT OF HOSPITALIZED PERSONNEL AND REPORT OF SERIOUS INJURY	
TO:	REMARKS
The Ship	Report of Hospitalized Personnel only
COMSC WASHINGTON DC	All reports
COMSCPAC OAKLAND CA	All reports, Pacific area of operations
COMSCLANT BAYONNE NJ	All reports, Atlantic area of operations
COMSCEUR NAPLES IT	All reports, European area of operations
COMSCFE YOKOHAMA JA	All reports, Far East area of operations
Contract-operator	All reports
CINCLANTFLT	Report of Hospitalized Personnel only, Atlantic Fleet area of operations.
CINCPACFLT	Report of Hospitalized Personnel only, Pacific Fleet area of operations.

I-8.8 Joint Survey for Ship Delivery/Redelivery

This report will be submitted by MSC subordinate commands within 10 working days of completion of the on-hire survey aboard a time-chartered or bareboat chartered ship. The survey is conducted to verify the condition of the ship at time of delivery and to verify that the terms of the contract have been met. MSC Forms 4355/1 and 4355/1A through 4355/1J will be used. The survey shall cover the following general areas:

1. Items subject to stevedore damage
2. Areas subject to damage by external impact or collision
3. Pumps and piping to tanks which affect trim and stability
4. Pumps and piping affecting the condition of the cargo
5. Bridge, navigation and communication equipment
6. Items affecting the safety of any passengers
7. Equipment, machinery and devices used in specialized cargo operations
8. Engine room equipment when applicable to the nature of the mission
9. GFP onboard the ship providing make, type and serial number

I-8.9 Loss of Protected Cargo, Classified Material, or U.S. Mail

Masters of MSC Force dry cargo ships will report loss of protected cargo while in the custody of the ship. This will be investigated and reported immediately by message. The message report will be submitted to:

LOSS OF PROTECTED CARGO, CLASSIFIED MATERIAL, OR U.S. MAIL	
TO	**REMARKS**
COMSC WASHINGTON DC//PM**//	Include Program Manager on side router: NFAF PM1 SMSF PM2 PREPO PM3 Sealift/RRF PM5
COMSCPAC OAKLAND CA	Pacific Area of Operations
COMSCLANT BAYONNE NJ	Atlantic Area of Operations
COMSCEUR NAPLES IT	European Area of Operations
COMSCFE YOKOHAMA JA	Far East Area of Operations
CTG EIGHTEEN PT ONE	Pacific Area of Operations
CTG FOUR EIGHT PT ONE	Atlantic Area of Operations
CTG SIX THREE PT SEVEN	European Area of Operations
CTG SEVEN THREE PT SEVEN	Far East Area of Operations

The message will address the following issues:

- All circumstances surrounding the incident
- Extent of security maintained
- Opinion as to how the loss occurred
- Result of search of the ship
- Recommendations to preclude recurrence and/or recover material

I-8.10 On Hire Message

In conjunction with the Joint Survey Report for Ship Delivery; Section 8.8, a message to COMSC is required to docment the time, date and place that a ship was accepted on-hire and consumables were verified to be on board. This message will be submitted by MSC subordinate commands.

I-8.11 Strategic Petroleum Reserve (SPR) Incident Report

Although carriage of crude oil cargos are normally on privately owned and operated ships, since the crude oil is owned by the U. S. there is a need for COMSC to immediately be informed of incidents which may involve these assets. Provisions of COMSINST 3100.3; Strategic Petroleum Reserve (SPR) Incident Reporting Instructions should be followed.

I-8.12 Unsatisfactory Military Postal Service Report

Masters experiencing mail receipt difficulties and delays may notify cognizant actities of problems encountered with mail delivery.

Action Addresses are:

UNSATISFACTORY MILITARY POSTAL SERVICE REPORT	
OPERATING AREA	**TO**
Western Atlantic and Caribbean	CDR JT MIL POSTAL ACTY ATL NEW YORK NY
Eastern Atlantic and Northern Europe	CDR JT MIL POSTAL ACTY ATL NEW YORK NY COMNAVACT LONDON UK
Mediterranean and Middle East	CDR JT MIL POSTAL ACTY ATL NEW YORK NY MAILMEDCOORD NAPLES IT
Indian Ocean and Diego Garcia	CDR JT MIL POSTAL ACTY ATL NEW YORK NY CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA
Western Pacific, Gulf of Alaska, Bering Sea	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA
Mid-Pacific, South-Pacific	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA FMC PEARL HARBOR HI
Eastern Pacific	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA NAVSTA GUAM
South China Sea, Sea of Japan	CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA FMC YOKOHAMA JA

Information Address(es) that should be included in Unsatisfactory Military Postal Service message reports are:

UNSATISFACTORY MILITARY POSTAL SERVICE REPORT	
OPERATING AREA	**INFO**
Western Atlantic and Caribbean	COMSCLANT BAYONNE NJ
Eastern Atlantic, Northern Europe, Mediterranean and Middle East	COMSCEUR NAPLES IT
Indian Ocean and Diego Garcia, Eastern Pacific, South China Sea, Sea of Japan	COMSCFE YOKOHAMA JA
Eastern Pacific, Gulf of Alaska, Bering Sea, Mid-Pacific, South-Pacific	COMSCPAC OAKLAND CA

Classification. Unsatisfactory Military Postal Service message reports are UNCLASSIFIED

SSIC for all Unsatisfactory Military Postal Service message reports is "//N05112//"

Preparation. Unsatisfactory Military Postal Service message reports are narrative explanations outlining the particular considerations involved with the unsatisfactory service. Information contained in this narrative should include:

- Slide labels from sacks and pouches

- Facing slips from letter ties

- Registered wrappers bearing registry numbers

- Canceled envelopes

- Records of mail pick-up and delivery by mail clerk

NAME	IRCS	INMARSAT ID ("A" TERMINAL)	INMARSAT ID ("B" TERMINAL) (VOICE/DATA/FAX)	GMDSS "C" ID
OILERS				
ANDREW J. HIGGINS (TAO 190)	NAJH	151-1455 / 151-1456		
WALTER S. DIEHL (TAO 193)	NWSD	151-1317 / 151-1320		436722210
JOHN ERICSSON (TAO 194)	NNJE	151-1323 / 151-1324		436722110
LEROY GRUMMAN (TAO 195)	NNLG	151-2541 / 151-2542		
KANAWHA (TAO 196)	NPTD	151-3110 / 151-3111		436786510
PECOS (TAO 197)	NPEC	150-7731 / 150-7732		436722010
BIG HORN (TAO 198)	NBIG	151-4541 / 151-4542		436786410
TIPPECANOE (TAO 199)	NTIP	151-7411 / 151-7412		436786010
GUADALUPE (TAO 200)	NLUP	151-6145 / 151-6146		436721910
PATUXENT (TAO 201)	NPCZ	153-7235 / 153-7236		436786310
YUKON (TAO 202)	NYUK	153-2277 / 153-2301		436721810
RAPPAHANNOCK (TAO 204)	NRAP	154-1607 / 154-1611		436786710
LARAMIE		154-2112 / 154-2113		
COMBAT STORES SHIPS				
MARS (TAFS 1)	NFMC	151-7762 / 151-7763		
NIAGARA FALLS (TAFS 3)	NEXJ	151-4362 / 151-4363		436787510
CONCORD (TAFS 5)	NACK	151-1716 / 151-1717		436785910
SAN DIEGO (TAFS 6)	NNCD	151-2373 / 151-2374		436785810
SAN JOSE (TAFS 7)	NIBV	151-4374 / 151-4375		
SIRIUS (TAFS 8)	NPGA	151-1216 / 151-1217		430393010
SPICA (TAFS 9)	NMJG	151-1453 / 151-1454		
SATURN (TAFS 10)	NADH	151-2115 / 151-2116		436785610
AMMUNITION SHIPS				
KILAUEA (TAE 26)	NSHI	151-1427 / 151-1430		
BUTTE (TAE 27)	NWUO			
SANTA BARBARA (TAE 28)	NDXU			
MOUNT HOOD (TAE 29)	NWZR			
FLINT (TAE 32)	NFPW	153-2446 / 153-2447		436793310
SHASTA (TAE 33)	NRNC			
MOUNT BAKER (TAE 34)	NZHN			
KISKA (TAE 35)	NMFC			
FLEET OCEAN TUGS				
POWHATAN (TATF 166)	NKXR	151-5417 / 151-5420		436784710
NARRAGANSETT (TATF 167)	NVBK	151-4750 / 151-4751		
CATAWBA (TATF 168)	NCDS	151-5142 / 151-5143		436784610
NAVAJO (TATF 169)	NOYK	151-4456 / 151-4457		436784510
MOHAWK (TATF 170)	NCRP	151-5421 / 1515452		436797910
SIOUX (TATF 171)	NJOV	151-4746 / 151-4747		436788410
APACHE (TATF 172)	NIGP	151-4537 / 151-4540		436784810

NAME	IRCS	INMARSAT ID ("A" TERMINAL)	INMARSAT ID ("B" TERMINAL) (VOICE/DATA/FAX)	GMDSS "C" ID
HOSPITAL SHIPS				
MERCY (TAH 19)	NMER	153-7272 / 153-7273		436781610
COMFORT (TAH 20)	NCOM	150-0307 / 153-4617		436781710
FAST SEALIFT SHIPS				
ALGOL (TAKR 287)	NAMN	150-1776		436892210
ALTAIR (TAKR 291)	NRZA	150-1771		436718810
ANTARES (TAKR 294)	NPEJ	150-1777		436718510
BELATRIX (TAKR 288)	NHLL	150-1756		436899110
CAPELLA (TAKR 293)	NBXO	150-1757		436718610
DENEBOLA (TAKR 289)	NDSP	150-1772		436719010
POLLUX (TAKR 290)	NMVG	150-1770		436898910
REGULUS (TAKR 292)	NLWA	150-1773		436898710
PREPOSITIONING FORCE SHIPS				
AMERICAN CORMORANT (TAK 2062)		150-1706		
AMERICAN MERLIN (TAK 9302)		151-6712		
AMERICAN OSPREY (TAOT 5075)	KARC	150-4510 / 153-2334		
AUSTRAL RAINBOW (TAK 2046)		150-4102		
BUFFALO SOLDIER (TAK 9301)		151-6726		
CAPE DOUGLAS (TAKR 5052)	WMHL	150-2676		430395110
CAPE HORN (TAKR 5068)	KMJS	150-0426 / 150-0435		430394410
CAPE HUDSON (TAKR 5066)	KMJN	150-0427 / 150-0262		430394510
CAPE WASHINGTON (TAKR 5080)	WRGH	153-3204	330393220/1/2/3/6/7/8	430393210
CAPE WRATH (TAKR 5081)	WRGJ	153-2513	330394020/1/2/3/4/5/6	430394010
GOPHER STATE (TACS 4)	WCJV	150-0465 / 151-6521		430394610
GORDON		154-2246 / 154-2247		436783410
GREEN HARBOUR (TAK 2064)		150-2406		
GREEN VALLEY (TAK 2049)		150-2405		
HENRY J. KAISER (TAO 187)	NHJK	151-1240 / 151-1241		430384910
JEB STUART (TAK 9204)		151-5510		
LTC CALVIN P TITUS (TAK 5089)		153-7331		
POTOMAC (TAOT 181)	KXEE	150-1715 / 150-7104		
SHUGHART		154-2103 / 154-2104		436782210
SP5 ERIC G. GIBSON (TAK 5091)		153-7326		
STRONG VIRGINIAN (TAK 9205)		151-5520		
DRY CARGO SHIPS				
AMERICAN CONDOR		150-1253		
AMERICAN FALCON		150-1277		
GREEN WAVE		150-0502		
MAERSK CONSTELLATION		150-1516		
MARGARET CHOUEST		154-1531 / 154-1532		
STRONG TEXAN		150-4155		
TANKERS				

NAME	IRCS	INMARSAT ID ("A" TERMINAL)	INMARSAT ID ("B" TERMINAL) (VOICE/DATA/FAX)	GMDSS "C" ID
CHILKAT HUNTER			630323610/611	430323810
GUS M. DARNELL (TAOT 1121)		150-0736		
LAWRENCE H. GIANELLA (TAOT 1125		150-0741		
NEW YORK SUN		150-1610		
PATRIOT		150-1601 / 151-1334		
PAUL BUCK (TAOT 1122)		150-2243		
RICHARD G. MATHIESON (TAOT 1124)		150-0740		
SAMUEL L. COBB (TAOT 1123)		150-0737		
VALIANT				
AVIATION LOGISTICS SUPPORT				
CURTISS (TAVB 4)	NCBL	150-1765 / 150-0305		
WRIGHT (TAVB 3)	NTIR	150-1717		
READY RESERVE FORCE				
ADM CALLAGHAN (TAKR 1001)	KGYE	150-1673		
ALATNA (TAOG 81)	KXIF	150-1420/150-1421		
BANNER (TAK 5008)	WFGT	150-4505		
CAPE ALEXANDER (TAK 5010)	KCNX	150-0536		
CAPE ALVA		150-1753		
CAPE ANN (TAK 5009)	KCOJ	150-0561 / 151-3127		
CAPE ARCHWAY (TAK 5011)	KAFV	150-4150		
CAPE AVINOF (TAK 5013)	KCOA		336780410/11/12/13	
CAPE BLANCO (TAK 5060)	KNFN	150-2304		
CAPE BON (TAK 5059)	KVMU	150-2353		
CAPE BORDA (TAK 5058)	WLBP	150-2352		
CAPE BOVER (TAK 5057)	WHTW	150-2351		
CAPE BRETON (TAK 5056)	WLDD	150-2325		
CAPE CARTHAGE (TAK 5042)	WJHN	150-2344		
CAPE CATAWBA (TAK 5074)	WMDX	150-0436 / 150-6531		
CAPE CHALMERS (TAK 5036)	WLCP	150-2343		
CAPE COD (TAK 5041)	KEAY	150-2345		
CAPE DECISION (TAKR 5054)	WMGD	150-1502		430395210
CAPE DIAMOND (TAKR 5055)	WMHJ	150-1501 / 150-7413		
CAPE DOMINGO (TAKR 5053)	WMHV	150-1563		
CAPE DUCATO (TAKR 5051)	WMHF	150-0411		
CAPE EDMONT (TAKR 5069)	KGTE	150-0430		
CAPE FAREWELL (TAKR 5073)	KCIF	150-1202 / 151-1357		
CAPE FEAR (TAK 5061)	WEZA	150-4101 / 150-5624		
CAPE FLATTERY (TAKR 5070)	KIIA	150-0205		
CAPE FLORIDA (TAKR 5071)	WMIG	150-0203		
CAPE GIBSON (TAK 5051)	KADB	150-2374		
CAPE GIRARDEAU (TAK 2039)	KAAV	150-4303		
CAPE HENRY (TAKR 5067)	KMJH	150-0425 / 151-6525		430394310
CAPE INSCRIPTION (TAKR 5076)	WSCJ	150-2347		
CAPE INTREPID (TAKR 11)	WLDL	150-1736		436781310

NAME	IRCS	INMARSAT ID ("A" TERMINAL)	INMARSAT ID ("B" TERMINAL) (VOICE/DATA/FAX)	GMDSS "C" ID
CAPE ISABEL (TAKR 5062)	KLHR	150-2350		
CAPE ISLAND (TAKR 10)	WZSZ	150-1734		
CAPE JACOB (TAK 5029)	WJBA	150-0540		
CAPE JOHN (TAK 5022)	KGTP	150-0417		
CAPE JOHNSON (TAK 5075)	WJHA	150-4511		
CAPE JUBY (TAK 5077)	WEBW	150-4512		
CAPE LAMBERT (TAKR 5077)	KJCJ	150-3376		
CAPE LOBOS (TAKR 5078)	KEBA	150-3317		
CAPE MAY (TAKR 5063)	WDOU	150-2356 / 150-2367		
CAPE MENDOCINO (TAKR 5064)	KHNB	150-2357		
CAPE MOHICAN		150-2355 / 150-2365		436896310
CAPE NOME (TAK 1014)	KAAJ	150-1765		
CAPE ORLANDO (TAKR 2044)	WFPJ	153-4371		
CAPE RACE (TAKR 9960)	KAFJ	153-4346 / 153-4347		436782010
CAPE RAY (TAKR 9679)	KAFI	153-6205 / 153-6206		
CAPE RISE (TAKR 9678)	KAFG	153-4204		436782010
CAPE TAYLOR (TAKR 113)	WZSB	153-3536 / 153-3537		
CAPE TEXAS (TAKR 112)	WSDG	153-2172 / 153-2173		
CAPE TRINITY (TAKR 9711)	KAFD	153-4714 / 153-4715		430392310
CAPE VICTORY (TAKR 9701)	KAEY	153-4135		430392410
CAPE VINCENT (TAKR 9666)	KAES	153-4134		430392410
CHATTAHOOCHEE (TAOG 82)	KXGS	150-1424/150-1425		
CHESAPEAKE (TAOT 5084)	KNFE	150-3225 / 151-1775		436896810
COMET (TAKR 7)	KXEP	150-1763 / 150-5521		
CORNHUSKER STATE (TACS 6)	KAFQ	150-0470 / 150-0517		
COURIER (TAK 5019)	KAAG	150-4507 / 151-3220		
DIAMOND STATE (TACS 7)	WLRL	150-1123		
EMPIRE STATE (TAP 1001)	KKFW	150-1151		
EQUALITY STATE (TACS 8)	WLRK	150-1127		
FLICKERTAIL STATE (TACS 5)	KAFP	150-0467 / 150-5450		430385210
GEM STATE (TACS 2)	WLDK	150-2672		
GRAND CANYON STATE (TACS 3)	WNEI	150-4506		
GREEN MOUNTAIN STATE (TACS 9)	WMSM	150-3505 / 150-0124		
GULF BANKER (TAK 5044)	WLDH	150-2336		
GULF FARMER (TAK 5045)	WLDN	150-2341 / 151-2511		
GULF MERCHANT (TAK 5046)	KGMK	150-2334		
GULF SHIPPER (TAK 2035)	KEMP	150-2303		
GULF TRADER (TAK 2036)	KRHI	150-2302		
KEYSTONE STATE (TACS 1)	WCJI	150-0551		
LAKE (TAK 5016)	WMDY	150-5503 / 150-6532		
METEOR (TAKR 9)	KXEK	150-1732 / 150-1735		
MISSION BUENAVENTURA (TAOT 1012)	WNGI	150-2502		
MISSION CAPISTRANO (TAOT 5005)	KRCE	150-3337		
MOUNT WASHINGTON (TAOT 169)	KMWJ	150-2716 / 150-0223		
NODAWAY (TAOG 78)	KXEF	150-1422/150-1423		
NORTHERN LIGHT (TAK 184)	WMDG	150-0570 / 150-5622		
PATRIOT STATE (TAP 1000)	WHBH	150-2662 / 150-6451		

NAME	IRCS	INMARSAT ID ("A" TERMINAL)	INMARSAT ID ("B" TERMINAL) (VOICE/DATA/FAX)	GMDSS "C" ID
PETERSBURG (TAOT 9011)	WJDC	150-1472/1137/2505		
PIONEER COMMANDER (TAK 2016)	WJNB	150-0521		
PIONEER CONTRACTOR (TAK 2018)	KBJB	150-0503		
PIONEER CRUSADER (TAK 2019)	WHAO	150-1774 / 154-2227		
SCAN (TAK 5018)	WMDZ	150-4501 / 150-6534		
SURVEILLANCE SHIPS				
ABLE (TAGOS 20)	NABL	153-2767 / 153-2771		
ASSERTIVE (TAGOS 9)	NAFY	151-2525 / 151-2526		
AUDACIOUS (TAGOS 11)	NJMR	151-3440 / 151-3441		
BOLD (TAGOS 12)	NIEY	154-1646 / 154-1647		436786410
EFFECTIVE (TAGOS 21)	NCWL	153-1353 / 153-1354		
LOYAL (TAGOS 22)	NLYL	153-4633 / 153-4634		
STALWART (TAGOS 1)	NCJE	151-5471		
VICTORIOUS (TAGOS 19)	NVIC	153-4205 / 153-4206		
OCEANOGRAPHIC SHIPS				
BOWDITCH (TAGS 62)	NWBW	153-7726 / 153-7727		436795510
HAYES (TAG 195)	NHAY	150-1752 / 150-3112		430382010
JOHN MCDONNELL (TAGS 51)	NJMD	150-7156 / 150-7157		
KANE (TAGS 27)	NZSK	150-1716 / 150-3516		
LITTLEHALES (TAGS 52)	NLIT	151-1444 / 151-1445		
PATHFINDER (TAGS 60)	NGKK	153-3733 / 153-3734		430392510
SILAS BENT (TAGS 26)	NNUD		336785520/521/522/523	436785530
SUMNER (TAGS 61)	NZAU	153-6645 / 153-6646		430382710
WYMAN (TAGS 34)	NWEQ	150-1754 / 150-3541		
SPECIAL PURPOSE SHIPS				
HAYES (TAG 195)	NHAY	150-1752 / 150-3112		430382010
OBSERVATION ISLAND (TAGM 23)	NRPP	151-3270 / 151-3271		
RANGE SENTINEL (TAGM 22)	NBOY	153-7342 / 153-7343		
VANGUARD (TAG 194)	NIDR	150-1741 / 150-1750		
ZEUS	NVTM	151-1610 / 151-1614		
SUB SUPP LONG TERM CHARTER				
CAROLYN CHOUEST		153-3755 / 153-3756		
MARITIME PREPO SHIPS				
1ST LT ALEX BONNYMAN		150-1246 / 151-5166		
1ST LT BALDOMERO LOPEZ		151-5166 / 150-1274		
1ST LT JACK LUMMUS	NNJL	150-1271 / 153-1131		
2ND LT JOHN P BOBO	NJPB	150-1255 / 151-3422		
CPL LOUIS J HAUGE JR	NLJH	150-0554 / 151-6126		
MAJ STEPHEN W PLESS		150-2413		
PFC DEWAYNE T. WILLIAMS		150-1273		
PFC EUGENE A OBREGON	NEAO	150-2412		
PFC JAMES ANDERSON JR.		150-0571 / 150-0572		

NAME	IRCS	INMARSAT ID ("A" TERMINAL)	INMARSAT ID ("B" TERMINAL) (VOICE/DATA/FAX)	GMDSS "C" ID
PFC WILLIAM B. BAUGH		150-1240 / 150- 1243		
PVT FRANKLIN J PHILLIPS		150-1642/43 154-1363/64		
SGT MATEJ KOCAK		150-2411		
SGT WILLIAM R BUTTON	NWRB	150-1272		
COMPSRON ONE STAFF				
PFC EUGENE A OBREGON			3367204/10/11/12	
2ND LT JOHN P BOBO			336895320/21/22/23	
COMPSRON TWO STAFF				
CPL LOUIS J HAUGE JR		153-7602 / 153-7603		
PVT FRANKLIN J PHILLIPS		154-1363 / 154-1364		
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\small LIST OF ACRONYMS	
ACRONYM	**DEFINITION**
ABD	Aboard
ABS	American Bureau of Shipping
A/C	Air Craft
ACCT	Account
ACDUTRA	Active Duty for Training
ACK	Acknowledge to Originator
ACO	Administrative Contracting Officer
ACP	Allied Communications Publication
ACR	Allowance Change Request
ADAL	Authorized Dental Allowance List
ADCON	Administrative Control/Advise All Concerned
ADDEE	Addressee
ADE	Above Deck Equipment
ADMIN	Administration
ADP	Automated Data Processing
ADTAKE	Advise Action Taken
AEL	Allowance Equippage List
AER	Alteration Equivalent to Repair
AF	Air Force
AFB	Air Force Base
AFFIRM	Affirmative
AFFPO	Air Force Field Petroleum Office
AFPSO	Air Force Petroleum Supply Office
AFRTS	Armed Forces Radio Transmission System
AG	Arabian Gulf
AIG	Address Indicating Group
ALCON	All Concerned
AMAL	Authorized Medical Allowance List
AMC	Air Mobility Command
AMCON	American Consul
AMEMB	American Embassy
AMMO	Ammunition
AMVER	Automated Mutual Assistance Vessel Rescue
ANS	Answer
ANSI	American National Standards Institute
AOR	Area of Operational Responsibility
APF	Afloat Prepositioned Force
APL	Allowance Parts List
APO	Army Post Office
APPROX	Approximate
ARG	Amphibious Readiness Group
ARQ	Automatic Repeat Request
ARR	Arrived/Arrive
ARS	Amateur Radio Services
ASAP	As Soon as Possible
ASDMRA&L	Assistant Secretary of Defense for Manpower, Reserve Affairs, and Logistics
ASNRD&A	Assistant Secretary of the Navy for Research, Development, and Acquisition
ASNS&L	Assistant Secretary of the Navy for Shipbuilding and Logistics
ASTARS	Automated Ship Tracking and Reporting System
ASW	Antisubmarine Warfare
AT	Annual Training
ATA	Actual Time of Arrival

LIST OF ACRONYMS	
ACRONYM	**DEFINITION**
DEG	Degree
DEP	Departure
DEPT	Department
DET	Detachment
DF	Direction Finding
DFA	Diesel Fuel (Arctic)
DFM	Diesel Fuel (Marine)
DFQA	Defense Fuel Quality Assurance
DFQAO	Defense Fuels Quality Assurance Office
DFR	Defense Fuel Region
DFSC	Defense Fuel Supply Center
DFSP	Defense Fuel Supply Point
DIRLAUTH	Direct Liaison Authorized
DIS	Defense Investigative Service
DISA	Defense Information Systems Agency
DISCH	Discharge
DISCO	Defense Industrial Security Clearance Office, Columbus, Ohio
DISN	Defense Information Systems Network
DITCO	Defense Information Technologies Contracting Office
DLA	Defense Logistics Agency
DMA	Defense Mapping Agency
DMS	Defense Message System
DOD	Department of Defense
DSC	Digital Selective Calling
DSN	Defense Switched Network
DTG	Date Time Group
DTR	Defense Transportation Regulations
DTS	Defense Transportation System
e-mail	Electronic Mail
EDA	Estimated Date of Arrival
EDD	Estimated Date of Departure
EDI	Electronic Data Interface
EEFI	Essential Elements of Friendly Information
EFTO	Encrypted for transmission only
EGC	Enhanced Group Callup
ELOS	Extended Line of Sight
EMCON	Emmission Control (Electronic)
ENCL	Enclosure
ENR	Enroute
EOB	Estimated on Berth
EOD	Explosive Ordnance Disposal
EPIRB	Emergency Position Indicating Radio Beacon
ETA	Estimated Time of Arrival
ETC	Estimated Time of Completion
ETD	Estimated Time of Departure
EUCOM	European Command
EUSC	Effective U.S. Controlled
FAC	Facility
FAS	Fueling-At-Sea
FASRON	Fast Sealift Support Squadron
FBM	Fleet Ballistic Missile
FCC	Federal Communications Commision

LIST OF ACRONYMS	
ACRONYM	**DEFINITION**
FCST	Forecast
FF	Firefighting
FG	Foreign Government
F.I.	Free In (Gov't Loads)
FISC	Fleet Industrial Supply Center
FLD	Field
FLO/FLO	Float On/Float Off
FLT	Fleet
FLTCINC	Fleet Commander-in-Chief (or designated subordinate)
FLTSATCOM	Fleet Satellite Communications
FMAG	Fleet Marine Amphibious Group
FMC	Federal Maritime Commission
FMFM	Fleet Marine Force Manual
FMS	Foreign Military Sales
F.O.	Free Out (Gov't Discharges)
FOC	Full Operational Capability
FOL	Following
FORAC	For Action
FOS	Full Operational Status
FOUO	For Official Use Only
FPO	Fleet Post Office
FSC	Federal Supply Classification
FSS	Fast Sealift Ship
FWD	Forward
FY	Fiscal Year
FYI	For Your Information
FYIG	For Your Information and Guidance
GAA	General Agency Agreement
GB	Government Bunkers
GBL	Government Bill of Lading
GCCS	Global Command and Control System
GENADMIN	General Administrative
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GFP	Government Furnished Property
GMDSS	Global Maritime Distress and Safety System
GMT	Greenwich Mean Time (Zulu)
GOVT	Government (collective title for all government activities)
GPS	Global Positioning System
GQ	General Quarters
GRT	Gross Tonnage
GTMO	Guantanamo Bay, Cuba
GTS	Gas Turbine Ship
HE	High Explosives
HELO	Helicopter
HF	High Frequency
H/L	Heavy Lift
HQ	Headquarters
HYDRO	Hydrographic
IAW	In Accordance With
IBAF	Interim Brigade Afloat
ICE	Integrated Command, Control, Comms & Computer Systems (C4S) Environment

LIST OF ACRONYMS	
ACRONYM	**DEFINITION**
ICP	Inventory Control Point
IFB	Invitation for Bid
IMO	International Maritime Organization
INCSEA	Bilateral agreement between U.S./Soviet nations for use of special signals at sea
INDEF	Indefinite
INFO	Information
INFOSEC	Information Security
INMARSAT	International Maritime Satellite
INST	Instruction
INT	Initial/Interrogatory
INTEL	Intelligence
IOC	Interim Operational Capability
IOT&E	Interim Operational Test and Evaluation
IOL	Initial Outfitting List
IRCS	International Radio Call Sign
ISIC	Immediate Superior in Command
ITU	International Telecommunications Union
JANAP	Joint Army Navy Air Force Publication
JCS	Joint Chiefs of Staff
JLOTS	Joint Logistics Over The Shore
JMCIS	Joint Maritime Command Information System
JMPA-A	Joint Military Postal Activity-Atlantic
JMPA-PAC	Joint Military Postal Activity-Pacific
JOPES	Joint Operational Planning and Execution System
JP	Jet Aircraft Fuel
JPO	Joint Petroleum Office
JRTC	Joint Readiness Training Center
JTF/TF	Joint Task Force/Task Force
JUSMAG	Joint U.S. Military Assistance Advisory Group
KT	Knot
LAN	Local Area Network
LANT	Atlantic
LANTFLT	Atlantic Fleet
LASH	Lighter Aboard Ship
LCM	Landing Craft Medium
LF	Low Frequency
L.I.	Liner in (operator loads)
LMSR	Large, Medium Speed Roll-on/Roll-off (ship)
L.O.	Liner out (operator discharges)
LO/LO	Lift-on/Lift-off
LOI	Letter of Instruction
LOS	Line of Sight
LOTS	Logistics Over The Shore
LRC	Lesser Regional Conflict
LT	Long Ton
LTD	Limited/Lower'Tween Decks
LTR	Letter
M&R	Maintenance and Repair
MAAG	Military Assistance Advisory Group
MARAD	Maritime Administration
MARINTCEN	Maritime Intelligence Center
MARS	Military Affiliate Radio System

LIST OF ACRONYMS	
ACRONYM	**DEFINITION**
MCMC	Marine Corps Maintenance Contractor
MDR	Medical Department Representative
MEB	Marine Expeditionary Brigade
MEF	Marine Expeditionary Force
MERCAST	Merchant Ship Broadcast
MERCS	Merchant Crypto System
METOCCEN	Meteorological and Ocean Center
MEU	Marine Expeditionary Unit
MF	Medium Frequency
MFDS	Modular Fuel Delivery System
MGO	Marine Gas Oil
MILDET	Military Detachment
MILDEP	Military Department
MILPERSMAN	Military Personnel Manual
MILSATCOM	Military Satellite Communications
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIME	Multipurpose INTERNET Message Extension
MMREPS	Mechanized Movement Reporting System
MOA	Memorandum of Agreement
MOAMA	Mobile Air Material Area
MOETLO	Meteorological Oceanographic Equipment Technical Liaison Officer
MOGAS	Automative Gasoline
MOU	Memorandum of Understanding
MOVREP	Movement Report
MPF	Maritime Prepositioned Force
MPS	Maritime Prepositioned Ship
MPSRON	MPS Squadron
MRC	Movement Report Center
MRC	Major Regional Conflict
MRCC	Movement Report Control Center
MRI	Mail Routing Information
MRO	Movement
MS	Motor Ship
MSC	Military Sealift Command
MSCEUR	MSC European Area Command
MSCFE	MSC Far Eastern Area Command
MSCLANT	MSC Atlantic Area Command
MSCMR	Military Sealift Command Movement Report
MSCO	Military Sealift Command Office
MSCPAC	MSC Pacific Area Command
MSC REP	Military Sealift Command Representative
MSCU	Military Sealift Command Unit
MSI	Maritime Safety Information
MSOC	Mobile Sealift Operations Center
M/T or MT	Measurement Ton (40 cu ft)/Metric Ton (2204.6 lbs)
MTMC	Military Traffic Management Command
MTMCEA	Military Traffic Management Command Eastern Area
MTMCWA	Military Traffic Management Command Western Area
MV	Motor Vessel
NAF	Naval Air Facility
NAS	Naval Air Station

LIST OF ACRONYMS	
ACRONYM	**DEFINITION**
NAVCAMS	Naval Communication Area Master Station
NAVCAMU	Naval Communication Unit
NCAPS	Naval Control and Protection of Shipping
NAVCHAPGRU	Naval Cargo Handling and Port Group
NAVCOMPARS	Naval Communications Processing and Routing System
NAVCOMSTA	Naval Communication Station
NAVFACENGCOM	Naval Facilities Engineering Command
NAVMACS	Naval Modular Automated Communications System
NAVMEDCOM	Naval Medical Command
NAVOCEANCOM	Naval Oceanographic Command
NAVOCEANO	Naval Oceanographic Office
NAVPETOFF	Naval Petroleum Office
NAVSEASYSCOM	Naval Sea Systems Command
NAVSTA	Naval Station
NAVSUPPACT	Naval Support Activity
NAVSUPSYSCOM	Naval Supply Systems Command
NAVTEX	Navigational Text
NBG	Naval Beach Group
NCAPS	Naval Control and Protection of Shipping
NCS	Naval Control of Shipping or Network Control Station
NCSLO	Naval Control of Shipping Liaison Office
NCSO	Naval Control of Shipping Office
NCSORG	Naval Control of Shipping Organization
NCTAMS	Naval Computer and Telecommunications Area Master Station
NCTS	Naval Computer and Telecommunications Station
NDI	Non-Development Item
NDRF	National Defense Reserve Fleet
NFAF	Naval Fleet Auxiliary Force
NFD	Naval Fuel Depot
NTP	Naval Telecommunications Publication
NTPF	Near Term Prepositioned Force
NICN	Navy Item Control Number
NIS	Naval Investigative Service/Not in Stock
NLO	Naval Liaison Officer
NLT	No Later Than
NORVA	Norfolk, Virginia
NOS	Not Otherwise Specified
NOTAL	Not (addressed) To All
NOTE	Notice
NPFC	Naval Publications and Forms Center
NSA	National Shipping Authority
NSC	Naval Supply Center
NSD	Naval Supply Depot
NSE	Naval Support Element
NSN	National Stock Number
NSTM	Naval Ships Technical Manual
NTP	Naval Tactical Publication
NVD	Naval Vision Device
NWP	Naval Warfare Publication
NWSC	Naval Weapons Systems Center
O	Immediate (Message Precedence)
O/B	On Berth

LIST OF ACRONYMS	
ACRONYM	**DEFINITION**
OCA	Operational Control Authority
OCCA	Outbound Cargo Control Authority
ODS	Operation Desert Storm
OIC	Officer in Charge
OJT	On the Job Training
OPCON	Operational Control
OPDS	Off-shore Petroleum Discharge System
OPLAN	Operation Plan
OPORD	Operation Order
OPP	Offload Preparation Party
OPSEC	Operation Security
OS	Operations Specialist
OSE	Open Systems Environment
OTC	Officer in Tactical Command
OTCIXS	Officer in Tactical Command Information Exchange System
OTSR	Optimum Track Ship Routing
OVHL	Overhaul
P	PRIORITY (Message Precedence)
PACOM	Pacific Command
PASEP	Passed Separately
PAX	Passenger(s)
PCO	Procurement Contracting Officer
PERGRA	Permission Granted
PET	Petroleum
PHONCON	Telephone Conversation
PIM	Position and Intended Movement
PM	Program Management/Manager
PO	Project Office/Officer
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POL	Petroleum, Oil, and Lubricants
PREPO	Prepositioning Force
PREREP	Prearrival Report
PSDN	Public Switched Data Network
PSN	Public Switched Network
PSTN	Public Switched Telephone Network
QAR	Quality Assurance Representative
RAS	Repairs Availability Status/Replenishment-At-Sea
RAV	Repair Availability
RCC	Regional Control Center
RCS	Report Control Symbol
RDD	Required Delivery Date
RDJTF	Rapid Deployment Task Force
RDVU	Rendezvous
REP	Representative
RFP	Request For Proposal
RFS	Ready For Sea
ROC/POE	Required Operational Capability/Projected Operational Environment
RO/REO	Radio Officer/Radio Electronics Officer
RO/RO	Roll-On/Roll-Off
ROS	Reduced Operating Status

LIST OF ACRONYMS	
ACRONYM	**DEFINITION**
RQD	Required
RRF	Ready Reserve Force
RT	Radio Telephony
RTV	Route Traffic Via
SAILORD	Sailing Order
SALTS	Streamlined Alternative Logistics Transmission System
SAPO	Subarea Petroleum Office
SAR	Search and Rescue
SART	Search and Rescue Transponder
SATCOM	Satellite Communications
SBU	Sensitive But Unclassified
SCA	STU III COMSEC Account
SCC	Shipping Control Coordinator
SCN	Shipbuilding and Conversion, Navy
SEASALTS	Commercial Version of SALTS
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SES	Ship Earth Station
SHIPCLIP	Shipboard Configuration and Logistics Information Program
SITREP	Situation Report
SMS	SURTASS Mission Supervisor
SMSF	Special Mission Support Force
SMTP	Simple Mail Transfer Protocal
SNDL	Standard Navy Distribution List
SOA	Speed of Advance
SOCOM	Southern Command
SOLAS	Safety of Life at Sea, The Convention for
SOM	Standard Operating Manual
SORTS	Status of Resources and Training System
SOP	Senior Officer Present/Standard Operating Procedure
SPCC	Ships Parts Control Center
SPD	Speed
SPOD	Sea Port of Debarkation
SPOD	Shore Port of Debarkation
SPR	Strategic Petroleum Reserve
SRA	Shipping Risk Areas
SRP	Sealift Readiness Program
SS	Steam Ship
SSB	Single Side Band
SSF	Strategic Sealift Force
SSIC	Standard Subject Indicator Code
STA	Station
STEP	Standardized Tactical Entry Point
STS	Space Transportation System
STU	Secure Telephone Unit
SUBJ	Subject
SUPP	Supplement
SUPPU	Support Unit
SUBJ	Subject
SUPP	Supplement
SUPPU	Support Unit
SURTASS	Surveillance Towed Array Sensor System

LIST OF ACRONYMS	
ACRONYM	**DEFINITION**
SVC	Service(s)
TAC	Transportation Account Code
TACON	Tactical Control
T-AGOSU	T-AGOS Unit
TAFIM	Technical Architecture Framework for Information Management
TAL	Transport Abort Landing
TBD	To Be Determined
TBN	To Be Nominated/Named
TC	Time Charter
TCC	Telecommunications Center
TCN	Transportation Central Number
TCMO	Transportation Control and Movement Document
TDY	Temporary Duty
TELCON	Telephone Conversation
TELEX™	110 B/S Half-Duplex Message Switching System
TLCF	Teleconference (on WWMCCS)
TOD	Time of Delivery
TOR	Time of Receipt
TPFDD	Time Phased Force Deployment Document
TRANS	Transportation
TRANSALT	Transportation Alteration
TSU	T-AGOS Support Unit
TTY	Teletype
TWX	Teletypewriter Exchange Service
TYCOM	Type Commander
U/D	Under Deck
UHF	Ultra High Frequency
UIC	Unit Identification Code
UMMIPS	Uniform Material Movement Issue Priority System
UNK	Unknown
UNODIR	Unless Otherwise Directed
UNREP	Underway Replenishment
UNSAT	Unsatisfactory
USA	U.S. Army
USAF	U.S. Air Force
USATTC	U.S. Army Transportation Terminal Command
USATTU	U.S. Army Transportation Terminal Unit
USC	U.S. Code
USCG	U.S. Coast Guard
USCINCLANT	U.S. Commander in Chief, Atlantic
USCINCPAC	U.S. Commander in Chief, Pacific
USCINCTRANS	U.S. Commander in Chief, Transportation Command
USDAO	U.S. Defense Attache Office
USMC	U.S. Marine Corps
USMCEB	U.S. Military Communications-Electronics Board
USMTF	U.S. Message Text Format
USN	U.S. Navy
USNLO	United States Naval Liaison Officer
USNS	U.S. Naval Ship
USTRANSCOM	U.S. Transportation Command
UTC	Universal Time Coordinated
UTD	Upper'Tween Decks

LIST OF ACRONYMS	
ACRONYM	**DEFINITION**
VC	Voyage Charter
VEH	Vehicle
VERTREP	Vertical Replenishment (by helicopter)
VHF	Very High Frequency
VISA	Voluntary Intermodal Shipping Agreement
VOY	Voyage
WAMTMC	Western Area Military Traffic Management Command
WEAX	Enroute Weather Forecast Services
WWMCCS	World Wide Military Command and Control System
WOG	Without Gravity
WTCA	Water Terminal Clearance Authority
WX	Weather
X.nnn	X-series of ANSI Standards
XMIT	Transmit
XMT	Exempt
Z	FLASH (Message Precedence)