

## Messages

- Ref (A): NTP8-(D), Ch 6  
(B): Central Area Operations Guide  
(C): MARS Operator Course, Unit 3, Unit 4  
(D): Orientation, Lesson 3

### General Information

1. A message is a message is a message.
2. All messages have the same format (A,602) and are made up of three parts:
  - A. Heading
  - B. Text
  - C. Endingwhich are separated by the prosign "BT".
3. All messages are handled in the same basic manner on the net
  - A. The message is listed by the station that has custody of the message.
  - B. The messages are listed by the station in precedence order.
  - C. The NECOS acknowledges the listing.
  - D. After the NECOS has completed the net roster, he/she routes the listed messages to the addee(s) or to a relay (Guard) in the order of precedence.
  - E. The listing station transmits the message(s) IAW instructions by NECOS and gets from the receiving station a receipt for the message which transfers custody and responsibility for the message to that station.
  - F. NECOS then continues the message routing and delivery, interrupting as needed for additional station calls, until all listed messages are delivered to the addrees, relay stations, or "Guard" stations.
4. Listing a message
  - A. All information for the listing a message will be found in the message heading.
  - B. The message listing contains the number of messages that the station holds with the precedence and the addee(s) including both action addee(s) and info addee(s). If some of the addrees are in locations other than Florida, the message will be listed as "OUT OF STATE" as well as for the "in state" addrees.
  - C. Example:  
"ONE ROUTINE MULTI ADDEE FOR OUT OF STATE NNN0GAL  
NNN0GAL ONE"  
"ONE ROUTINE JACKSONVILLE"  
"ONE ROUTINE NNN0(NET MANAGER)"
  - D. This is all the information that NECOS needs to route the message to the proper receiving station(s)
5. Message Format  
All messages use the standard sixteen(16) line format
  - A. **Heading** – The message heading consists of the first ten(10) lines of the message.

- B. **Line '11'** – has the prosign 'BT' as a separator between the text and the heading.
- C. **Line '12'** – is the text. The first word of **all** NAVMARCORMARS messages is 'UNCLAS' It may be followed by 'ACTUAL INCIDENT', 'MARS EXERCISE', or 'DRILL'. The next line begins the body of information being sent to the addressees and continues to the end of the information. If there is a phrase following 'UNCLAS' that phrase will follow the last line of the information.
- D. **Line '13'** – has the prosign 'BT' separating the ending from the text.
- E. **Ending** – Lines 14, 15, & 16 have any final instructions to the receiving station(s) and the prosign indicating completion of transmission.

Updated 10 Oct 2006