

UNCLASSIFIED

ACP 198(N)

INSTRUCTIONS FOR THE LIFE CYCLE MANAGEMENT OF ALLIED COMMUNICATIONS PUBLICATIONS (ACPs)

ACP 198(N)



FEBRUARY 2011

i
UNCLASSIFIED

Original
(Reverse Blank)

Uncontrolled copy when printed

FOREWORD

1. The Combined Communications-Electronics Board (CCEB) is comprised of the five member nations, Australia, Canada, New Zealand, United Kingdom and United States and is the sponsoring authority for all Allied Communications Publications (ACPs). ACPs are raised and issued under common agreement between the member nations.
2. ACP 198(N), INSTRUCTIONS FOR THE LIFE CYCLE MANAGEMENT OF ALLIED COMMUNICATIONS PUBLICATIONS (ACPs), is an UNCLASSIFIED CCEB publication.
3. This publication contains Allied military information for official purposes only.
4. It is permitted to copy or make extracts from this publication.
5. This ACP is to be maintained and amended in accordance with the provisions of this document.

Uncontrolled copy when printed

**THE COMBINED COMMUNICATIONS-ELECTRONICS BOARD
LETTER OF PROMULGATION**

FOR ACP 198(N)

1. The purpose of this Combined Communications-Electronics Board (CCEB) Letter of Promulgation is to implement ACP 198(N) within the Armed Forces of the CCEB Nations. ACP 198(N), INSTRUCTIONS FOR THE LIFE CYCLE MANAGEMENT OF ALLIED COMMUNICATIONS PUBLICATIONS (ACPs), is an UNCLASSIFIED publication developed for Allied use under the direction of the CCEB Principals. It is promulgated for guidance, information and use by the Armed Forces and other users of military communications facilities.

2. ACP 198(N) is effective upon receipt for CCEB Nations. NATO Military Committee (NAMILCOM) will promulgate the effective status separately for NATO nations and Strategic Commands. ACP 198(N) will supersede ACP 198(M), which shall be destroyed in accordance with national regulations.

EFFECTIVE STATUS

Publication	Effective for	Date	Authority
ACP 198(N)	CCEB	On Receipt	LOP

3. This ACP will be reviewed periodically as directed by the CCEB Permanent Secretary.

4. All proposed amendments to the publication are to be forwarded to the national coordinating authorities of the CCEB or NAMILCOM.

For the CCEB Principals

Paul Graham

J.P. Graham
Lieutenant Commander, Royal Australian Navy
CCEB Permanent Secretary

TABLE OF CONTENTS

TITLE PAGE.....	i
FOREWORD.....	iii
LETTER OF PROMULGATION.....	v
RECORD OF PAGE CHECKS.....	vii
RECORD OF MESSAGE CORRECTIONS.....	ix
TABLE OF CONTENTS.....	xi
CHAPTER 1.....	1-1
GENERAL INSTRUCTIONS.....	1-1
PURPOSE.....	1-1
SCOPE.....	1-1
DEFINITION OF TERMS.....	1-1
ACP FORMATTING.....	1-1
PROMULGATION OF ACPs.....	1-1
CHAPTER 2.....	2-1
MANAGEMENT OF ACPs.....	2-1
PURPOSE OF AN ACP.....	2-1
LIFE CYCLE MANAGEMENT OF ACPs.....	2-1
ROLES IN MANAGING ACPs.....	2-2
SPONSORSHIP.....	2-3
STAFFING A NEW ACP.....	2-3
ESCALATION OF APPROVAL PROCESS.....	2-3
RATIFICATION.....	2-3
AMENDMENT OF ACPs.....	2-3
DISTRIBUTION OF NEW ACPs.....	2-3
CYCLICAL REVIEW OF ACPs.....	2-3
FREEZING OR WITHDRAWAL OF ACPs.....	2-3
CHAPTER 3.....	3-1
POLICY FOR THE RELEASE AND MAINTENANCE OF ACPs, SUPPLEMENTS AND EXTRACTS.....	3-1
GENERAL.....	3-1
RELEASE OF UNCLASSIFIED ACPs.....	3-1
RELEASE AUTHORITIES FOR CLASSIFIED ACPs.....	3-1
OBTAINING AUTHORITY FOR RELEASE OF A CLASSIFIED ACP.....	3-2
JUSTIFICATION FOR RELEASE.....	3-2
REFUSAL OF RELEASE.....	3-3
CESSATION OF RELEASE.....	3-3
NATION'S RESPONSIBILITY FOR RELEASE.....	3-3
RECORD KEEPING RESPONSIBILITY.....	3-4
RECORD REVIEW.....	3-4
STATUS CHANGE OF ACPs.....	3-4
CHAPTER 4.....	4-1
PREPARATION OF ACPs AND SUPPLEMENTS.....	4-1
ELECTRONIC PRODUCTION OF AN ACP.....	4-1
ASSIGNMENT OF SHORT TITLES.....	4-1
STANDARD LAYOUT.....	4-2
EXPRESSION OF MEASUREMENTS.....	4-2

FONT SIZE, LINE SPACING AND PAGE MARGINS 4-2

NUMBERING SCHEME 4-3

IDENTIFICATION OF THE CLASSIFICATION..... 4-5

STANDARD DIVISIONS OF AN ACP AND SUPPLEMENTS 4-5

TITLE PAGE 4-6

FOREWORD 4-7

LETTER OF PROMULGATION (LOP)..... 4-7

RECORD OF MESSAGE CORRECTIONS 4-7

RECORD OF PAGE CHECKS 4-7

TABLE OF CONTENTS 4-7

TEXT 4-7

ANNEXES 4-8

APPENDICES 4-8

INDEX 4-9

GLOSSARY OF TERMS 4-9

LIST OF EFFECTIVE PAGES (LEP)..... 4-9

INDEX 1

GLOSSARY OF TERMS 1

 ACRONYMS 1

 DEFINITIONS AND TERMS 2

LIST OF FIGURES AND TABLES

Table 3-1: Release Authorities of ACPs..... 3-1

Table 3-2: How to Obtain Authorization to Release a Classified ACP 3-2

Table 4-1: Type Size, Line Spacing and Page Margins..... 4-3

Table 4-2: Numbering Scheme..... 4-4

Table 4-3: Identification of the Classification 4-5

Table 4-4: Standard Divisions of an ACP and Supplements 4-6

Uncontrolled copy when printed

CHAPTER 1

GENERAL INSTRUCTIONS

PURPOSE

101. The purpose of this instruction is to prescribe policy and procedures for the preparation and life cycle management of Allied Communications Publications (ACPs).

SCOPE

102. ACPs are issued for the guidance and use of military forces, which are represented on the Combined Communications-Electronics Board (CCEB). ACPs are appropriate for use in any theatre or part of the world; nothing will appear in the basic publication that is solely of a national, local theatre, command or geographical significance.

DEFINITION OF TERMS

103. The definitions of terms contained in this publication are located at the Glossary of Terms.

ACP FORMATTING

104. Detailed instructions for managing and formatting ACPs are contained in the following chapters. However, ACP 198 itself provides an example of the format required for an ACP and may be used as a template for the development of new ACPs.

PROMULGATION OF ACPs

105. When a new edition of an ACP publication is promulgated, a JAFPUB will be released by USMCEB to effect promulgation; however, it will no longer make reference to a numbered message correction.

CHAPTER 2

MANAGEMENT OF ACPs

PURPOSE OF AN ACP

201. An ACP is originated to meet a need of the CCEB nations. An ACP is designed to facilitate interoperability and allow the free-flow of data, information and knowledge in support of Command, Control, Communications and Computer (C4) requirements. Each participating nation that ratifies the ACP has accepted the details of the publication and has agreed that they will comply with the contents.

202. An ACP dictates the standards and procedures that the nations agree to if or when they decide to adopt it. Adoption of an ACP does not dictate how the system or procedures are implemented nationally.

LIFE CYCLE MANAGEMENT OF ACPs

203. Roles, responsibilities and processes governing the various stages of ACP production and maintenance are stipulated in this ACP. In general, three types of actions can be taken depending on the status of the ACP:

- a. A new ACP can be initiated based on a requirement identified by any CCEB nation or organization or as directed by the Principals or Executive Group (EG);
- b. A major amendment to an ACP will result in a new edition of that ACP being issued. Major amendments will occur when directed after a cyclical review, or after the accumulation of numerous minor changes; or
- c. A minor amendment or message correction to an existing edition of an ACP will be necessary if there are factual, editorial or production errors that need to be corrected.

ROLES IN MANAGING ACPS

204. Management of ACPs is the responsibility of the CCEB. Any organization, e.g., NATO, single Service Fora, may raise the requirement for or provide input to an ACP.

205. The roles of the CCEB hierarchy are as follows:

- a. The Principals ratify all original ACPs endorsing their country's support and adoption of the ACP;
- b. The EG will ensure that direction is given and the necessary resources are available to support ACP management, e.g., personnel, funding, travel assistance;
- c. The National ACP Coordinator (NAC) is responsible for:
 - (1) Coordinating the national staffing of ACPs received from the PS,
 - (2) Returning a consolidated national response to the PS outlining areas of national agreement or non-agreement to the draft or proposed amendment,
 - (3) Coordinating the production and distribution of the ACP within both their own nation and others that they sponsor upon receipt of direction from the ACP WG Chair, and
 - (4) Promulgation of the ACP to meet the effective date;
- d. The Subject Matter Expert (SME) determines the content of an ACP. If required, the EG will direct the formation of a Working Group (WG), or Tiger Team (TT) of SMEs to address specific issues; and
- e. The PS will maintain the CCEB ACP web page, to ensure only approved versions of ACPs and message corrections, subject to security classification, are posted by the effective date. Specific practices and procedures are detailed in CCEB Publication 2.

SPONSORSHIP

206. Each ACP will be sponsored by a CCEB nation. The listing of sponsored ACPs is provided at Annex A.

207. Any CCEB nation may sponsor a non-CCEB nation/organization. Procedures for this are detailed in Chapter 3.

STAFFING A NEW ACP

208. Any nation can request the CCEB raise a new ACP to meet an identified requirement. The process for developing a new ACP is described at Annex B.

ESCALATION OF APPROVAL PROCESS

209. In the event that problems develop in the drafting and approval of a new ACP which the SME or NAC cannot resolve, the PS will forward the draft, with the noted comments, to EG Chairman for resolution by the EG or the Principals. Resolution of all comments will result in a final draft ACP.

Uncontrolled copy when printed

RATIFICATION

210. Ratification confirms CCEB nations agree to the content of the ACP. This can be done out of session or through formal signature at the annual Principals' meeting. Upon ratification, the new ACP will be distributed as described in Annex F and the PS will release a COMAG including the effective date of the ACP. COMAG contents are detailed in CCEB Publication 2.

AMENDMENT OF ACPS

211. ACPs often require amendment to maintain accuracy and relevancy after issue. To manage the change process efficiently, there are two categories of amendments major and minor. Amendment procedures are described at Annexes C and D respectively.

DISTRIBUTION OF NEW ACPS

212. The PS will publish unclassified ACPs on the CCEB ACP web page. The CCEB ACP web page can be found at: <http://jcs.dtic.mil/j6/cceb/ACPs/>.

213. During the staffing of a new unclassified publication, the draft version will not be posted onto the ACP web page until it has been ratified and an effective date issued.

214. The process for the distribution of new ACPs is described at Annex F.

CYCLICAL REVIEW OF ACPS

215. ACPs are reviewed for currency in accordance with Annex G.

FREEZING OR WITHDRAWAL OF ACPS

216. If any CCEB nation believes that an ACP should be frozen or withdrawn, a request is made through the national EG member. The EG will decide whether the ACP should be frozen or withdrawn. If approved, the PS will ensure that the ACP status is annotated appropriately and a JAFPUB issued. NACs will initiate applicable national procedures.

217. When an ACP status is made 'frozen' its validity shall be reviewed by the ACPWG every 5 years with consideration to withdraw it or retaining it as a frozen publication.

218. Withdrawal. An ACP should not be withdrawn without consultation with NATO. An ACP should be frozen, not withdrawn, if NATO holds a Supplement that is still in use.

ACP NATIONAL SPONSORSHIP AND REVIEW PERIODS

TITLE	NUMBER	SPONSORING NATION	REVIEW PERIODS (Years)
Allied Call Sign and Address Groups	ACP 100	US	Frozen
Call Sign Book for Ships	ACP 113	AU	3
Allied Routing Indicator Book	ACP 117	US	3
Common Security Protocol	ACP 120	US	Frozen
Comms Instructions –General	ACP 121	UK	3
Information Assurance for Allied Communications and Information Systems	ACP 122	CA	3
Common Messaging Strategy and Procedures	ACP 123	US	Frozen
Communications Instructions – Radiotelephone Procedures	ACP 125	AU	3
Communications Instructions – Teletypewriter Procedures	ACP 126	NZ	Frozen
Communications Instructions – Tape Relay Procedures	ACP 127	UK	Frozen
Communications Instructions – Procedures for Allied Fleet RATT Operations	ACP 127 SUPP-1	UK	3
Allied Telecommunications Record System (ALTERS) Operating Procedures	ACP 128	NZ	3
Communications Instructions – Signalling Procedures in the Visual Medium	ACP 130	NZ	3
Communication Instructions – Operating Signals	ACP 131	UK	3

TITLE	NUMBER	SPONSORING NATION	REVIEW PERIODS (Years)
Field Generation and OTAD of COMSEC Key in support of Tactical Operations and Exercises	ACP 132	US	3
Common Directory Services and Procedures	ACP 133	US	3
Communications Instructions - Distress and Rescue Procedures	ACP 135	AU	3
Directory Services Technical Architecture	ACP 137	US	3
P-MUL - A Protocol for reliable Multicast Messaging in Bandwidth Constrained and Delayed Acknowledgement (EMCON) environments	ACP 142	NZ	5
Gateway-to-Gateway Implementation Guide for ACP 123/STANAG 4406 Messaging Services	ACP 145	CA	3
Recognition and Identification Instructions Air, Land and Sea Forces	ACP 150	CA	Frozen
IFF/SIF Operational Procedures	ACP 160	UK	3
Glossary of Communications-Electronics Terms	ACP 167	UK	3
Allied Naval and Maritime Air Communications Instructions	ACP 176	CA	3
Public Key Infrastructures (PKI) Cross-Certification Between Combined Communications-Electronics Board (CCEB) Nations	ACP 185	US	3
Guide to Spectrum Management in Military Operations	ACP 190	US	3

Uncontrolled copy when printed

TITLE	NUMBER	SPONSORING NATION	REVIEW PERIODS (Years)
Ground Routing Protocol for use with Automatic Link Establishment (ALE) Capable HF Radios	ACP 193	UK	5
Policy for the Coordination of Military Frequency Allocations and Assignments between Cooperating Nations	ACP 194	US	3
Instructions for the Life Cycle Management of Allied Communications Publications (ACPs)	ACP 198	CA	1
Maritime Tactical Wide Area Networking	ACP 200	NZ	3
Operating Procedures for Maritime IP Networks	ACP 201	NZ	3
Multinational Videoconferencing Services	ACP 220	CA	5

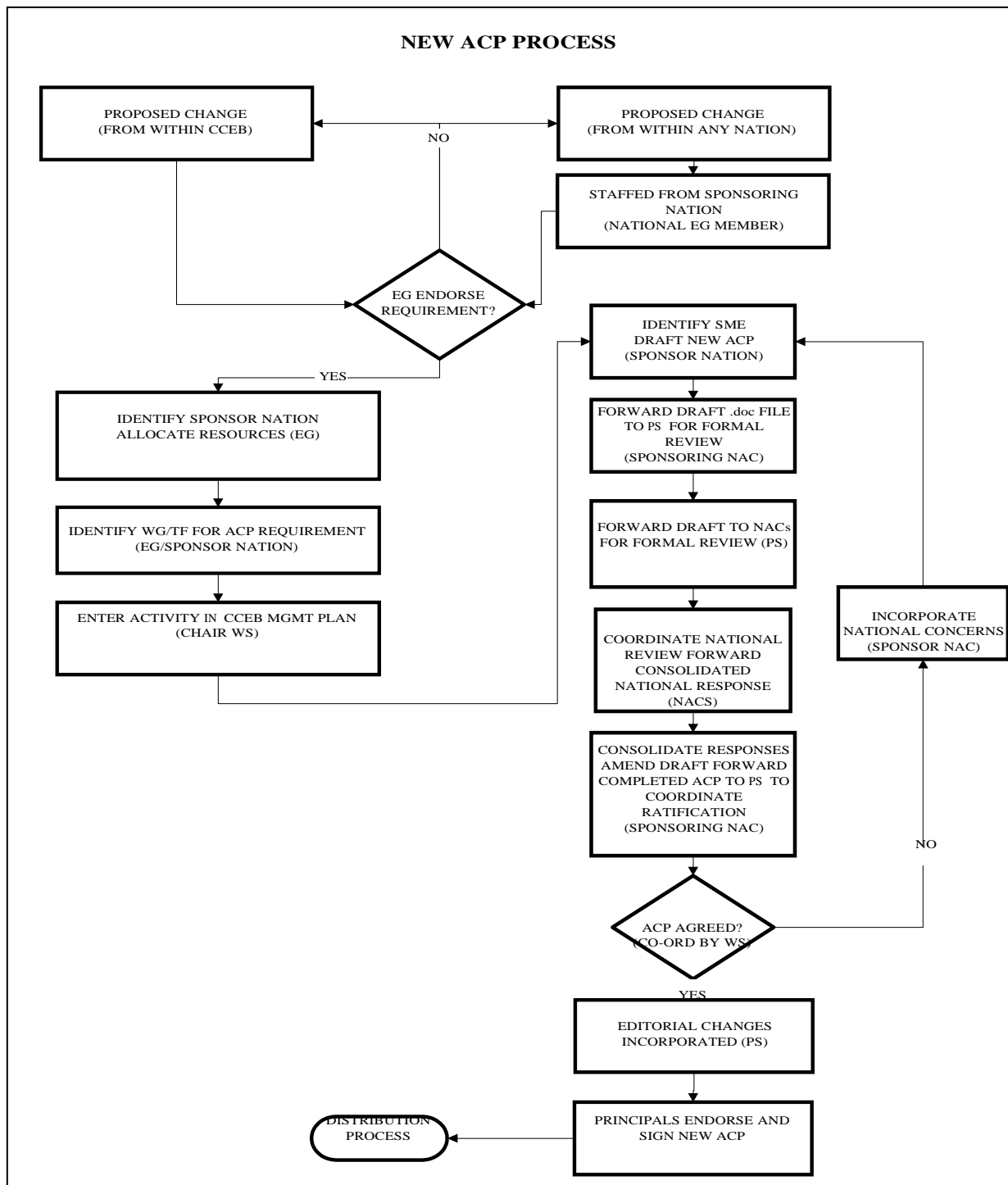
Uncontrolled copy when printed

RAISING A NEW ACP**INITIATING A REQUEST FOR A NEW ACP**

1. Official request for new ACPs are to be made to the national EG member. If the EG member agrees to the requirement, the request will then be forwarded to the EG Chair for consideration. If it is agreed that there exists a requirement and the request is within CCEB capabilities the EG Chair will allocate resources to undertake the task.
2. The process for raising a new ACP is as follows:

Step	Responsible Office	Action
1	Originator, (WG, TT, agency, Service or Nation)	Provide the national EG with defined requirement. National EG member forwards to the EG Chair.
2	EG Chair	Confirm collective EG support. Allocate appropriate funding and human resources. Identify sponsoring nation.
3	EG Chair in conjunction with the sponsoring nation	Identify whether or not an established WG or TT will address the ACP requirement. Direct the formation of a Tiger Team if required.
4	Chair WS	Enter Activity in the CCEB Management Plan. Provide staffing guidance throughout the drafting and approval process (this includes compliance with ACP 198).
5	Sponsoring NAC	Identify the SME. Coordinate the staff checks for format and compliance with ACP 198. Forward the draft ACP, in electronic format (.doc file) to the PS for formal review by other nations.
6	PS	Upon receipt of draft ACP forward to NACs for formal review.

Step	Responsible Office	Action
7	NACs	<p>Identify a national SME.</p> <p>Coordinate the national review of the draft ACP that may include comments received from the single Service Fora national representative(s).</p> <p>(Intent is to have each nation review the ACP fully, with more input than just the technical expertise that may have assisted in the drafting. The process of staffing will be iterative (repeated review steps) until an agreed document is achieved.)</p> <p>Forward a consolidated national response, or national ratification (if no changes required), to the sponsoring NAC and copy to the PS.</p> <p>Content changes are the responsibility of the sponsoring NAC. If resolution cannot be achieved, the escalation of approval process will be initiated.</p>
	WS	<p>When appropriate, staff the ACP draft to the single Service Fora. Comments from the single Service Fora are to be staffed through nations. For example, if AUSCANNZUKUS observes an inconsistency, they are to staff their observations back through their national navies to be resolved within nations.</p>
8	Sponsoring NAC	<p>Consolidate responses from all sources and amend the draft accordingly.</p> <p>Forward completed ACP in electronic format (single .doc & .pdf files) to PS to coordinate ratification.</p>
9	PS	<p>Incorporate changes of a minor or editorial nature.</p> <p>Forward to nations for national ratification.</p>
10	Principals	<p>Endorse and sign off new ACP.</p>



Uncontrolled copy when printed

MAJOR AMENDMENT PROCESS

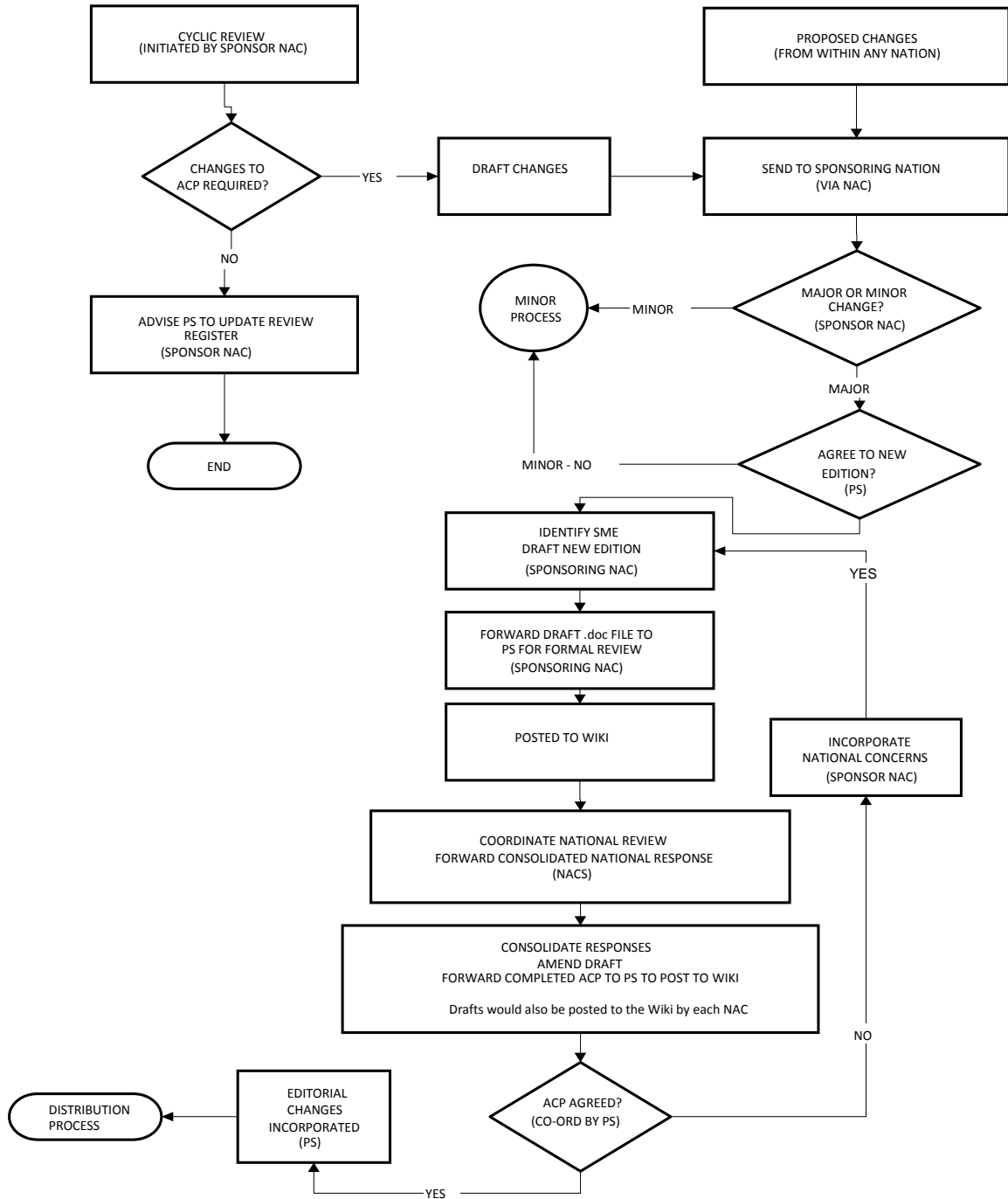
1. The major amendment process is designed to change the content or intent of a document. This process may also result in the incorporation of a number of minor amendments resulting in the creation of a new edition to an ACP.
2. Any nation or group can request a major amendment. Formal endorsement by the Principals is not required for the acceptance of a new edition. The steps listed below describe the major amendment process:

Step	Responsible Office	Action
1	Originator, (WG, TT, agency, Service or Nation)	Propose what changes should be made and forward the information to the sponsoring nation via the NAC.
2	Sponsoring NAC	Determine if the proposed change is a minor or major amendment. Inform PS if a major amendment is necessary.
3	PS	The PS will agree if major, assign a new letter for the draft edition and direct the sponsoring nation via the EG to produce a draft of that ACP.
4	Sponsoring NAC	Identify the SME. Coordinate the staff checks for format and compliance with ACP 198. Forward the draft ACP, in electronic format (.doc file) to the PS for formal review by other nations.
5	PS	Upon receipt of draft ACP forward to NACs for formal review.

Uncontrolled copy when printed

Step	Responsible Office	Action
6	NACs	<p>Identify a national SME.</p> <p>Coordinate the national review of the draft ACP that may include comments received from the single Service Fora national representative(s).</p> <p>(Intent is to have each nation review the ACP fully, with more input than just the technical expertise that may have assisted in the drafting. The process of staffing will be iterative (repeated review steps) until an agreed document is achieved.)</p> <p>Forward a consolidated national response, or national ratification (if no changes required), to the sponsoring NAC, copy to the PS, within 70 days of the review directive.</p> <p>Content changes are the responsibility of the sponsoring NAC. If resolution cannot be achieved, the escalation of approval process will be initiated.</p>
	WS	<p>When appropriate, staff the ACP draft to the single Service Fora. Comments from the single Service Fora are to be staffed through nations. For example, if AUSCANNZUKUS observes an inconsistency, they are to staff their observations back through their national navies to be resolved within nations.</p>
7	Sponsoring NAC	<p>Consolidate responses from all sources and amend the draft accordingly.</p> <p>Forward completed ACP in electronic format (single .doc & .pdf files) to PS to coordinate ratification.</p>
8	PS	<p>Incorporate changes of a minor or editorial nature.</p> <p>Forward to NACs for national approval.</p>
9	PS	<p>Once the document is approved the ACP will be forwarded to NACs (in .pdf & .doc format) for subsequent National action. Unclassified ACP will then be hosted onto the ACPWG website.</p>

MAJOR AMENDMENT PROCESS



Uncontrolled copy when printed

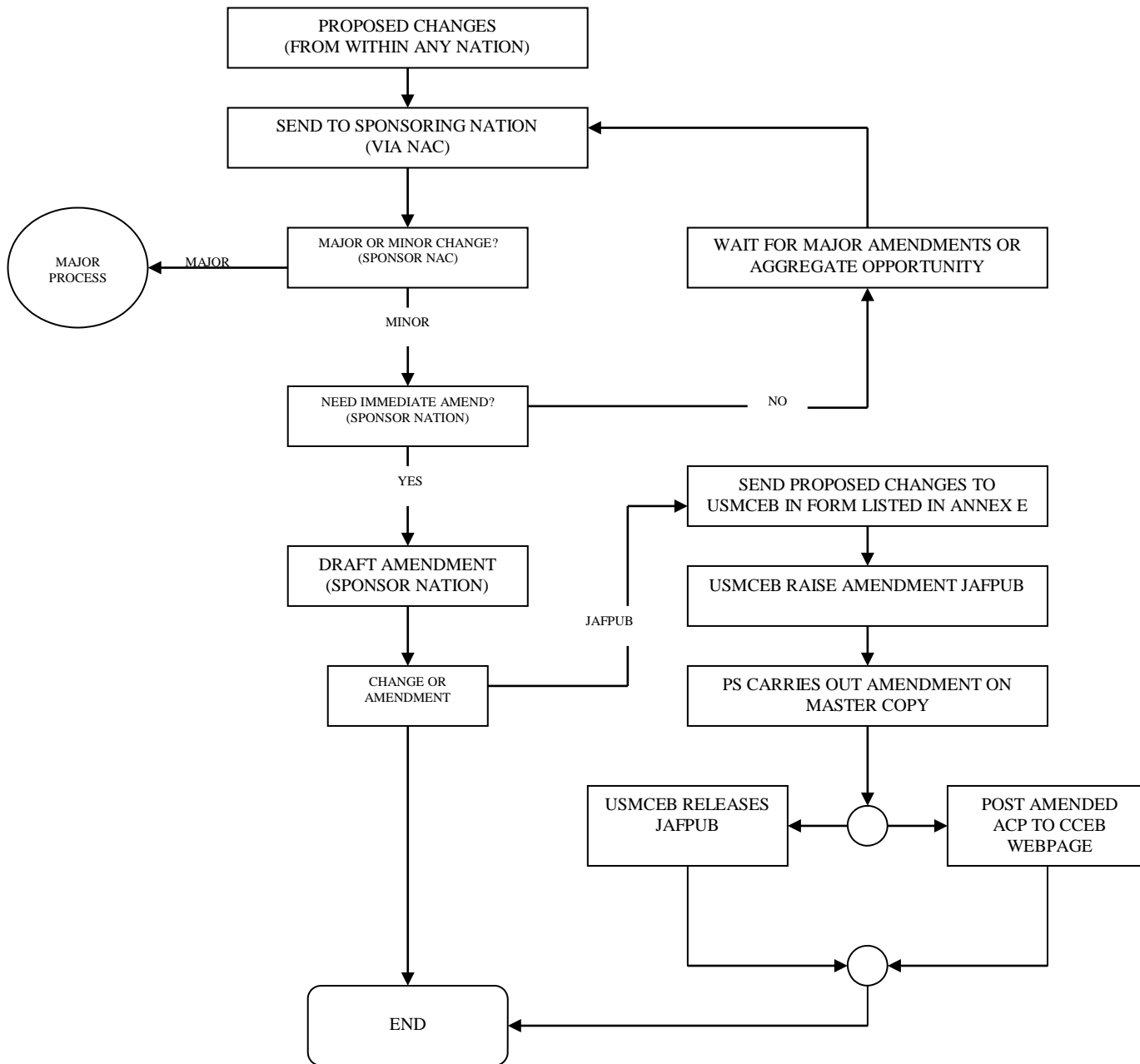
MINOR AMENDMENT PROCESS

The minor amendment process is designed to make smaller editorial wording changes, which are not meant to significantly change the intent of the ACP. Such changes will be identified at the bottom right footer in the Basic publication by message correction and sequential number, e.g., MC 1/1.

A Message Correction (MC) number is associated with JAFPUBs as a way of tracking the number of Change(s) that pertain to the publication. Each time a JAFPUB is issued with an associated change, that change is assigned a MC number (i.e. MC 141/71) which indicates this is the 141st Message Corrections that is associated with Change Number 71. Once a new publication edition is published, the MC number reverts back, starting with the number 1. (i.e. MC 1/1 or MC 2/1 etc.)

Step	Who Will Do It	Action
1	Originator, (WG, TT, agency, Service or Nation)	Propose what changes should be made and forward the information to the sponsoring nation via the NAC.
2	Sponsoring nation	Determine if the proposed change is a minor or major amendment, and whether the need for an immediate amendment is required or wait to be included in a major amendment.
3	Sponsoring nation	Incorporate amendment into baseline ACP and forward .pdf version to USMCEB via PS.
4	USMCEB	Releases a JAFPUB.
5	PS/USMCEB	Place amended .pdf version and JAFPUB on CCEB ACP web page.

MINOR AMENDMENT PROCESS



Uncontrolled copy when printed

FORMAT FOR AMENDMENT OF ACPs

The following table provides the format for comments to ACPs:

Review of ACP 000

Number	Identification	Exact proposal	Rationale	Importance	Remarks
1	General	<i>Redraft the Entire Document.</i>	<i>Need to incorporate modern technology and systems and delete out dated material.</i>	C	
2	Chapter 1 Para 2 line 4	<i>The word “communication is misspelled.</i>		E	
3	Chapter 2 sub Para 201 a.	<i>Line 3 delete “intra-service” and insert “combined”.</i>	<i>Terms have changed.</i>	S	

* The importance of the change/amendment is divided into three categories as follows:

Critical (C) - Comments which must be changed or the country will not agree with the final product overall;

Substantive (S) - Changes would significantly improve the document/chapter or is needed for clarity; and

Editorial (E) - Changes that are grammatical or related to spelling, consistency, etc.

DISTRIBUTION PROCESS

The process for the distribution of new ACPs and major amendments is described below.

Responsible Office	Responsibility
PS	Raise a COMAG. The COMAG must contain, as a minimum: Request to MCEB to issue a JAFPUB; and Effective date of the ACP, edition or amendment. Forward the COMAG and an electronic copy of the ACP to NACs and the WS member of each CCEB nation with information copy to the Chair of applicable single Service Fora.
PS	Post the approved version of the ACP or amendment on the CCEB web page (unclassified only).
NAC	Coordinate the production and distribution of the ACP amongst their nation, sponsored nations, and single Service fora.

Uncontrolled copy when printed

ACP CYCLICAL REVIEW – TASKS AND RESPONSIBILITIES

The process for the currency of ACP cyclical review is described below.

Responsible Office	Responsibility
PS	Maintain a master record and archived copies of all ACPs and their amendments. Initiate cyclical review process. Log publication has been reviewed or that no changes are required. Advise the EG of review results. Post ACP review schedule to Wiki.
WS ACP Liaison (PS)	Responsible for ACP review item in Management Plan. Ensure applicable ACPs are included as a standing agenda item in the work of CCEB WGs and TTs.
NAC	Coordinate the cyclical review of their sponsored ACPs.
CCEB WG / TT Chair	Ensure ACPs applicable to the work of the WG/TT are included in their agenda for each meeting.

CHAPTER 3

**POLICY FOR THE RELEASE AND MAINTENANCE OF ACPs,
SUPPLEMENTS AND EXTRACTS**

GENERAL

301. This chapter sets out the CCEB policy governing the release and maintenance of ACPs, Supplements, and extracts from these publications. Throughout this chapter, unless stated otherwise, the use of the term ‘ACP’ applies to supplements and extracts.

RELEASE OF UNCLASSIFIED ACPs

302. Unclassified ACPs deemed suitable for public release may be posted to the CCEB ACP web page. Unclassified ACPs deemed not suitable for posting to the CCEB ACP web page are to be maintained IAW the provisions of this chapter for classified ACPs.

RELEASE AUTHORITIES FOR CLASSIFIED ACPs

303. The following table identifies who has the authority to release ACPs within CCEB Nations:

Who	Authority	Record
CCEB Nations	Authorized (via NACs) to release classified ACPs within each nation to government or civilian organization, commercial contractor or individual in keeping with national security and procurement guidelines.	NACs maintain distribution list.
CCEB	Authorized to release classified ACPs to a non-CCEB Nation or Regional Defence Organizations (RDOs). All CCEB Nations must agree.	Sponsoring CCEB Nation must maintain a record of nations that have been issued ACPs for distribution of amendments. PS maintains a master record of release.

Table 3-1: Release Authorities of ACPs

Uncontrolled copy when printed

OBTAINING AUTHORITY FOR RELEASE OF A CLASSIFIED ACP

304. Once a sponsoring nation's NAC receives a non-CCEB request to release a classified ACP, the following steps are to be taken:

Step	Who	Action	Remarks
1	Sponsoring CCEB NAC	Forward request for release to PS for staffing.	Request is to be IAW paragraph 305.
2	PS	Staff request to CCEB nations and contributing RDO if necessary.	
3	All CCEB Nations and other contributors	Respond to PS with either agreement to release ACP, or explain why the request cannot be met.	All CCEB nations must agree.
4	PS	Coordinates response.	If unanimous, sends authority to requesting nation to release the ACP. If agreement is not unanimous, details of refusal are forwarded to the requesting CCEB National WS member.
5	Sponsoring CCEB NAC	Distribute released ACP to requesting nation or forward rejection.	

Table 3-2: How to Obtain Authorization to Release a Classified ACP

JUSTIFICATION FOR RELEASE

305. The sponsoring nation is to provide sufficient justification to support a request for the release of classified ACPs. The justification is to:

- a. State the reasons for the release of the ACP;
- b. Identify the advantages to either the CCEB or the sponsoring nation;

Uncontrolled copy when printed

- c. Confirm that the intended recipient can, and will undertake to provide the appropriate security protection required by the classification of the publication or extract. This includes:
- (1) Certifying the publication in question will only be used by authorized nationals,
 - (2) Acknowledging the requirement to obtain the permission of the CCEB before releasing the publication to a third nation, industrial, or commercial contractor, and
 - (3) Confirming the production of classified extracts will be controlled and provided equivalent security protection;
- d. Clearly identify the information required from the publication. This includes:
- (1) Where possible, time period(s) during which access will be required, and
 - (2) If extracts will be issued, list the parts of the publications that are being proposed for issue.

REFUSAL OF RELEASE

306. Any member nation of the CCEB has the right to refuse a request for release. Reasons need not be given. All refusals are to be recorded by the PS. The sponsoring nation must inform the requesting nation that their request has been denied. If the refusing nation subsequently amends its position and release is still required, a new request is to be originated.

CESSATION OF RELEASE

307. A member nation may impose a cessation of release at any time. Reasons need not be given. Cessation is effective from the date the correspondence is received by the PS. The PS must inform all CCEB nations of the cessation via a COMAG and record as required.

NATION'S RESPONSIBILITY FOR RELEASE

308. The PS will advise the sponsoring nation of release authorization. The NAC is responsible for the production and distribution of the requested material.

RECORD KEEPING RESPONSIBILITY

309. The PS will record the request for release of classified ACPs, the date of concurrence for release, and which ACPs have been released to which country. A Master Status Release List for classified ACPs will be maintained as required and posted to CCEB Wiki page. Each NAC is to maintain their own record of points of contact in the nations they are sponsoring.

RECORD REVIEW

310. The CCEB PS will review the record of ACP releases annually at the ACPWG.

STATUS CHANGE OF ACPS

311. CCEB NACs are responsible for informing the nations they sponsor of any change in status of ACPs.

Uncontrolled copy when printed

CHAPTER 4**PREPARATION OF ACPS AND SUPPLEMENTS****ELECTRONIC PRODUCTION OF AN ACP**

401. The sponsoring nation of an ACP is responsible for the electronic production of the ACP. It is to be presented as a Microsoft ®Word (.doc), and Adobe ® Acrobat (.pdf) formatted electronic files.

ASSIGNMENT OF SHORT TITLES

402. The letters “ACP” followed by a space and an assigned number will together constitute the short title e.g., ACP 126. The CCEB PS will assign these numbers and will attempt to keep related or similar subjects within the same range of numbers – the 190’s Spectrum ACPs are a good example of this. The following conventions will be used to add information to the short title to identify the edition or supplement:

- a. The short titles of successive editions of publications will be identified by using successive letters of the alphabet in parentheses following the number, e.g., will identify:
 - (1) ACP 000 Original Edition,
 - (2) ACP 000(A) First Updated Edition, and
 - (3) ACP 000(B) Second Updated Edition;
- b. When a publication has exhausted the current series of edition letters from (A) to (Z), subsequent editions are to continue in the following series, (AA), (AB) to (AZ) and then (BA), (BB) to (BZ), etc.; and
- c. IAW their requirements, each nation, group of nations or organization may prepare one or more numbered supplements for each basic publication. To avoid confusion both the short and long title of the supplement will indicate the nation, group of nations or organization as a prefix to the "SUPP" number e.g.:
 - (1) ACP 000 US SUPP-1 COMMUNICATIONS TRAINING INSTRUCTIONS (US Supplement No. 1),
 - (2) ACP 000 CAN/US SUPP-1 COMMUNICATIONS TRAINING INSTRUCTIONS (CAN/US Supplement No. 1), and

- (3) ACP 000 UK SUPP-4(B) COMMUNICATIONS TRAINING INSTRUCTIONS (UK Supplement No. 4 Edition B).

STANDARD LAYOUT

403. It is CCEB policy that all ACPs are prepared in letter format and conform to US spelling conventions, however NACs are able to use their language of choice for their sponsored ACPs. The sponsoring nation will verify that the Microsoft® Word version is compatible with that being used by the PS.

EXPRESSION OF MEASUREMENTS

404. Measurements are expressed in the units of measurement of the sponsoring nation. The corresponding metric or non-metric equivalent will be provided in parentheses, e.g., 10 km (6.25 miles). Conventions used by single Service Fora, such as aircraft altitude in feet and ship speed in knots, should prevail.

FONT SIZE, LINE SPACING AND PAGE MARGINS

405. Text is to conform to the following font:

Item	Font Size
Classification	Title page Times New Roman (TNR) Bold, 14, UPPERCASE, centered top and bottom of page. Thereafter, TNR, Bold, 12, UPPERCASE, centered top and bottom of page.
Short Title	Title page TNR, Bold, 14, UPPERCASE, right justified. Thereafter, TNR, Bold, 12, UPPERCASE, right justified
Chapter Number	TNR, Bold, 14, UPPERCASE, centered
Chapter Title	TNR, Bold, 14, UPPERCASE, centered
Section Heading	TNR, Bold, 12, UPPERCASE, left justified

Item	Font Size
Paragraph Numbering	TNR, 12
Text	TNR, 12
Line spacing	Single spacing, 0 pt Before, 12 pt After
Margins	Top and Bottom - 1" (2.54 cm) Left and Right – 1.25" (2.75 cm) Header - 0.7" (1.54 cm) Footer - 0.7" (1.54 cm) Gutter – 0” <i>NOTE: The header and footer settings may require adjustment “round up” to meet different printer driver requirements.</i>
Uncontrolled Copy Banner	TNR 10 bold, 25% grey box. To appear vertically centred on right side of all pages.

Table 4-1: Type Size, Line Spacing and Page Margins

NUMBERING SCHEME

406. The numbering scheme will be consistent throughout the publication and will comply as follows:

Sequential numbers will be used to number:	By using:	Example
Pages prior to Chapter 1	Roman numerals.	i, ii, iii, iv
Pages within each Chapter	Numerals with the first number designating the chapter, the second number the page.	1-1, 1-2, 1-3, 1-4
Chapters	The word CHAPTER followed by numeral.	CHAPTER 1, CHAPTER 2,

Uncontrolled copy when printed

Sequential numbers will be used to number:	By using:	Example
Paragraphs	Three numerals in sequence, where the first number designates the chapter number and the last two numbers will run consecutively from 01 to 99.	The paragraphs in Chapter 2 will be numbered 201, 202, 203, etc.
Lower order paragraphs	Numbering is optional but the hierarchy must be evident. Lower order paragraphs may be identified using a combination of letters, numerals, brackets, or bullets. *See page layout.	a. (1) (a) (i)
Figures and Tables	Two number designations using numerals. The first number designates the chapter, in which the figure or table appears and the second number will be the sequential number of the figure or table in the chapter.	Figure 2-1 is the first figure in Chapter 2. Table 2-3 is the third table in Chapter 2.
Annexes	Chapter number, annex letter followed by hyphen followed by page number.	1A-1, 1A-2 1B-1, 1B-2
Appendices	Chapter number, annex letter, appendix number followed by hyphen followed by page number numbering within chapter sequence.	1A1-1, 1A1-2 1B1-1, 1B1-2
Index	The word Index followed by hyphen followed by numeral.	Index-1, Index-2,
Glossary	The word Glossary followed by hyphen followed by numeral.	Glossary-1, Glossary-2
List of Effective Pages (LEP)	The abbreviation LEP followed by hyphen followed by numeral.	LEP-1. LEP-2,

Table 4-2: Numbering Scheme

IDENTIFICATION OF THE CLASSIFICATION

407. Portions of classified publications are to be clearly marked to show their classification or unclassified status. Such markings shall be prominent and placed as indicated in the following table:

Classified Portion	Location of the classification identification	Example
Pages	Centered top and bottom of page spelled out in full	CONFIDENTIAL
Annexes	After Annex title	List of XYZ frequencies (C)
Appendices	After Appendix title	Diagram for XYZ Network (C)
Paragraphs	After paragraph number	202. (S)
Lower order paragraphs	After lower order number	a. (U)
Figures and Tables	Immediately prior to caption	Table 2-1 (S) Geometric Shapes

Table 4-3: Identification of the Classification

STANDARD DIVISIONS OF AN ACP AND SUPPLEMENTS

408. These publications will consist, as applicable, of the following parts in the order listed:

Division	Requirement
Title Page	Mandatory
Foreword	Mandatory
Letter of Promulgation	Mandatory
Record of Message Corrections	Mandatory
Record of Page Checks	Mandatory for classified ACPs
Table of Contents (Include List of Figures and Tables)	Mandatory

Uncontrolled copy when printed

Division	Requirement
Text	Mandatory
Annexes	As Required
Appendices	As Required
Index	Optional
Glossary of Terms	Mandatory
List of Effective Pages (LEP)	Optional for unclassified ACPs Mandatory for classified ACPs

Table 4-4: Standard Divisions of an ACP and Supplements

TITLE PAGE

409. The Title page is to appear as the first page of the publication and be constructed as follows:

- a. The classification is to appear centered at the top and bottom of the page TNR, Bold, 14;
- b. The short title is to appear below the classification, right justified TNR, Bold, 14;
- c. The long title of the document is to be centered, TNR, Bold, 26;
- d. The short title is to appear in the center of the page below the long title TNR, Bold, 20;
- e. Below the short title will be the CCEB logo;
- f. Below the CCEB logo will be publications implementation date, e.g., MARCH 2009, TNR, Bold, 16;
- g. Below the date will be Releasable to NATO, TNR, Bold, 16; and
- h. ACPs, which contain information that is classified shall bear the applicable classification of the organization or nation in the header and footer, e.g.:
 - (1) ACP 000(AD) ALLIED RESTRICTED; and

(2) ACP 000 NATO SUPP-1 NATO RESTRICTED.

FOREWORD

410. All ACPs and Supplements are to contain an unclassified Foreword that includes short and long titles and the document's classification.

LETTER OF PROMULGATION (LOP)

411. All ACPs released by the CCEB are to contain the CCEB LOP, which includes the effective status, the disposition of superseded publications and a table indicating the latest date of review. The LOP is unclassified.

RECORD OF MESSAGE CORRECTIONS

412. The record of message corrections is to contain the date time group, the message correction number, date entered and entered by whom. Each message correction is entered on the Record of Message Corrections page. When a new edition of the ACP is published, a new Record of Message Corrections page will be issued. The Record of Message Corrections page is unclassified.

RECORD OF PAGE CHECKS

413. All classified ACPs are to contain a record of page checks. The record of page checks is an unclassified supplementary page, not normally included in the List of Effective Pages (LEP).

TABLE OF CONTENTS

414. The table of contents is to list all the divisions of the publication and the breakdown of the text by chapter, section, and paragraph (if appropriate). Figures, Tables and Annexes are to be listed in sequential order. The Table of Contents page is unclassified.

TEXT

415. The text is to be presented in such a way that the reader can easily find key information. In writing the text, the author is to use the following conventions:

- a. Maintain consistent use of terms throughout the publication;
- b. Eliminate duplication of information to avoid misinterpretation;
- c. Include only relevant information;

- d. Select the most appropriate means to present the information e.g., tables, figures, process charts, listings, etc.;
- e. Sub-divide and organize related information in chapters, sections, paragraphs and lower order paragraphs as required;
- f. Utilize titles that are concise and that assist the reader to quickly locate information;
- g. When using an abbreviation for the first time it is to be spelled out in full and abbreviated and shown in parenthesis. Thereafter, only the abbreviation is to be used; and
- h. Common abbreviations, such as 'that is', 'for example', and 'etcetera', should be written in lower case and with full stops/periods, followed by a comma or suitable punctuation. Hence, they would appear, in order: i.e., e.g., and etc.

ANNEXES

416. The first page of an annex is identified by a block in the header at the top right hand corner one line below the classification, and contains the alphabetical letter of the annex, followed by the chapter number on the subsequent line and the short title on the last line. Each annex has its own title. An example is as follows:

ANNEX A TO
CHAPTER 1 TO
ACP 000

APPENDICES

417. Appendices amplify annexes in the same way that annexes amplify main documents. They are numbered serially by numerals in the order in which they are referred to in the parent annex. Appendices follow the parent annex, are identified and set out in the same manner as an annex. Each appendix has its own title. An example is as follows:

APPENDIX 1 TO
ANNEX A TO
CHAPTER 1 TO
ACP 000

INDEX

418. If the textual content of an ACP warrants an index, it should be included. An index will list subjects in alphabetical order cross-referenced to appropriate paragraphs or page numbers.

GLOSSARY OF TERMS

419. The glossary of terms provides a generally accepted definition of common terms, definitions or acronyms used within the document. Dependant on the nature of the content of each ACP, a glossary of terms is mandatory. The layout of the Glossary of Terms page is as follows:

- a. Abbreviations and Symbols listed in two columns, alphabetically; and
- b. Explanation of terms will be in plain text.

LIST OF EFFECTIVE PAGES (LEP)

420. The LEP provides a means to establish the completeness of a publication. Its inclusion in classified ACPs complete with Status column is mandatory but, optional for unclassified ACPs. LEPs are unclassified and printed on the right hand side of a landscape size page, which should be printed off and then photocopied to a larger size for ease of page checking.

INSERTING DIALOGUE SIDEBAR

421. To insert a Dialogue Side Bar into a document, it must be placed in the Header. This will ensure it appears on every page. (Note: if a Section Break is inserted, the header and or footer will need to be reproduced). Follow these procedures (in Word 2003). Later versions of Word will require these procedures to be updated.

To display the **Drawing toolbar**, click **Tools** and **Customize**, and then click the **Toolbars** tab and select **Drawing**.

- a. Open up the **Drawing** toolbar.
- b. Click on **View**, then **Header and Footer**. The **Header** box opens up.
- c. Click on the **Text Box** icon on the Drawing toolbar, then drag a box into the **Header**, manipulate it to the side. When aesthetically pleasing, use the **Fill Color** icon to choose a Grey at 25%. Click on the **Line Color** icon and click on **No Line**.

- d. Click on **Format**, then **Text Direction** to ensure the text you are about to type is horizontally in the box. Then Centre the text and type in: **Uncontrolled copy when printed**. Click on **Close**, then **View** to ensure proper alignment on the page side, allowing for sufficient space at the page margin and will not be over-written by text.
- f. If further amendments are required, the text within the sidebar will need to be edited utilizing the Header/Footer function.

Uncontrolled copy when printed

UNCLASSIFIED

ACP 198(N)

INDEX

AS REQUIRED

Uncontrolled copy when printed

Index-1
UNCLASSIFIED

Original
(Reverse Blank)

GLOSSARY OF TERMS**ACRONYMS**

ACP	Allied Communications Publication
C4	Command, Control, Communications and Computer
CCEB	Combined Communications-Electronic Board
COMAG	Combined Agreement
DTG	Date Time Group
EG	Executive Group
JAFPUB	Joint Armed Forces Publication
LEP	List of Effective Pages
LOP	Letter of Promulgation
NAC	National ACP Coordinator
NAMILCOM	NATO Military Committee
NATO	Northern Atlantic Treaty Organization
PfP	Partnerships for Peace
PS	Permanent Secretary
RDO	Regional Defense Organization
SME	Subject Matter Expert
TT	Tiger Team
TNR	Times New Roman
USMCEB	United States Military Communications-Electronics Board
WEU	Western European Union

WG

Working Group

DEFINITIONS AND TERMS

TERM	DEFINITION
Allied Communications Publication	An ACP is designed to facilitate interoperability and allow the free-flow of data, information and knowledge in support of C4 requirements within the CCEB nations. ACPs contain communication instructions and are issued for the guidance and use by Allied Forces.
Annex	An addition to the basic publication that, because of the particular format of the information contained therein, does not lend itself for inclusion in the body of the text, e.g., charts, diagrams, lists, etc. An annex is an integral part of the publication.
Appendix	Contains information that supplements and further amplifies the annex.
Combined Agreement	A COMAG is a formal record of agreement on which consensus has been achieved. The COMAG records the agreement of those nations participating in the decision and details the action that all have agreed to take in order to implement the proposal. Generally it will be written by the PS and signed by either the Chairman of the EG or the Chairman of the WS on behalf of the Principals.
Combined Communications-Electronic Board	The CCEB is a five-nation joint military communications-electronics (C-E) organization whose mission is the coordination of any military C-E matter that is referred to it by a member nation. The CCEB member nations are: Australia, Canada, New Zealand, United Kingdom and the United States of America. The CCEB board consists of a C4 representative from each member nation.

Uncontrolled copy when printed

TERM	DEFINITION
Effective Date	The date the publication becomes effective will be indicated in the letter of promulgation (LOP).
Executive Group	The EG coordinates the development of the policy and planning needed to support the business of the CCEB, progresses combined C-E interoperability on behalf of the board, and prioritizes and recommends allocation of resources.
Frozen	An ACP that is no longer subject to amendment action. The ACP is retained as an active document for use by one or more of the CCEB nations and can be reactivated as required.
JAFPUB	Joint Armed Forces Publication (JAFPUB) is a collective address designator or group used to address formal messages sent by the United States Military Communications Board (USMCEB).
Long Title	The descriptive title assigned to a specific document. It is sufficiently descriptive to preclude the need for further clarification. Long titles are to be unclassified.
Major Amendment	A significant change to the content, intent of the document, or to incorporate numerous minor amendments into an ACP. A major amendment results in the creation of a new edition to an ACP.
Minor Amendment	Changes that include factual changes and editorial or wording changes, but do not significantly change the intent of the ACP.
Message Correction	A serially numbered amendment to an ACP issued as a message correction to meet an operational requirement or to effect a minor errata amendment. Corrections will be incorporated in the next change.
National ACP	Coordinates the national staffing of ACPs.

TERM	DEFINITION
Coordinator	
Permanent Secretary	The PS is the "continuity" for the organization and the only full-time CCEB staff member who coordinates the day-to-day business of the CCEB. The PS is considered a member of the WS. The PS acts on behalf of and is tasked by the chairmen of the EG and the WS.
Principals	Consists of a senior C4 representative from each member nation.
Short Title	The short title of a specific ACP consists of the letters "ACP" followed by identifying numerals and letters as outlined in Chapter 4, paragraph 402.
Sponsoring Nation	The nation, which is the author and custodian of the publication and prepares it for distribution by the CCEB permanent secretary (PS).
Status	The past, present, or future effectiveness of a publication.
Subject Matter Expert	Knowledgeable person on the particular subject.
Supplement	A separate publication, related to a basic publication, prepared by a nation or group of nations for purposes of promulgating additional information or summaries of particular interest to and used by one or more nations. A supplement may include extracts from the basic publication. Supplements may have a different classification from that of the basic publication. Supplements are prepared in the same manner as the basic publication.
Task Team	TTs are normally established to address a specific short-term issue.
Washington Staff	The WS is the "driving agent" for CCEB work and comprises the nominated national representatives located in

TERM	DEFINITION
	Washington, DC. They are tasked individually in a manner determined by each nation. Collectively, the WS act for, and in the name of, the Principals and the EG on matters not requiring board or EG approval.
Withdrawn	An ACP that is no longer supported by the CCEB due to redundancy of content.
Working Group	WGs are the "engine" that moves most of the organization's task activities and are normally established as a standing body to consider specified CCEB issues.

Uncontrolled copy when printed

