

ATP 2(B), VOLUME I NAVAL COOPERATION AND GUIDANCE FOR SHIPPING MANUAL (NCAGS)

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May 2004

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October 2009

PUBLICATION NOTICE

1. Change 2 to ATP 2(B), Volume I, NAVAL COOPERATION AND GUIDANCE FOR SHIPPING (NCAGS) MANUAL, requires a NATO effective date, which will be promulgated.
2. This multinational manual provides guidance and doctrine for the provision of NCAGS support throughout the spectrum of military operations.
3. Change 2 incorporates the recommendations and decisions of the 2008 NATO Shipping Working Group, including a new Tool 113, Establish NCAGS Unit, and a revised Tool 117 on sailing instruction (now information).
4. The Terms of Reference for the NATO Shipping Centre are duplicated at Annex 3A.
5. Editorial corrections have been made throughout.

This notice will assist in providing information to cognizant personnel. It is not accountable.

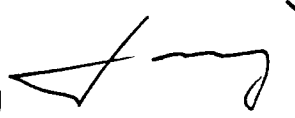
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NORTH ATLANTIC TREATY ORGANIZATION
NATO STANDARDIZATION AGENCY (NSA)

NATO LETTER OF PROMULGATION

May 2004

1. ATP-2(B) VOLUME I – NAVAL CO-OPERATION AND GUIDANCE FOR SHIPPING MANUAL (NCAGS) is a NATO UNCLASSIFIED Publication. The agreement of nations to use this publication is recorded in STANAG 1040.
2. ATP-2(B) VOLUME I is effective on a date to be promulgated by the NSA. When made effective it shall supersede ATP-2(A) VOLUME I, which shall be destroyed in accordance with the local procedure for the destruction of documents.

J. MAJ 
Brigadier General, POLAR
Director, NSA

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RECORD OF RESERVATIONS

NATION	SPECIFIC RESERVATIONS
CAN	<p>A. Para 0105.1.a. Replace with "a. Naval Cooperation and Guidance for Shipping (NCAGS)". The naval warfare discipline that provides the interface between military operations and merchant shipping. This interface involves the provision of military co-operation, guidance, advice, and assistance to, or naval supervision of, merchant shipping. The NCAGS capability is employed to enhance the safety of participating merchant ships in the operations area while supporting military objectives." Correct and complete description of the NCAGS capability.</p> <p>B. Glossary-3: Replace current definition of NCAGS with: "Naval Cooperation and Guidance for Shipping (NCAGS)". The naval warfare discipline that provides the interface between military operations and merchant shipping. This interface involves the provision of military co-operation, guidance, advice, and assistance to, or naval supervision of, merchant shipping. The NCAGS capability is employed to enhance the safety of participating merchant ships in the operations area while supporting military objectives." Correct and complete description of the NCAGS capability.</p>
TUR	<p>The use of term "coastal waters" mentioned in Para. 11(a) (ANNEX 3F, Page 3F-4) is not acceptable, because this term is not included in international law.</p>

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PROMULGATION (OPTIONAL)

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CHAPTER 1

Concept of Naval Cooperation and Guidance for Shipping

0101 Background

The Alliance's review of its policy for operations involving merchant shipping has led to the development of naval cooperation and guidance for shipping (NCAGS), with its associated tactics, techniques and procedures, to replace naval control of shipping. Military Committee (MC) 376/2 is the policy document establishing NCAGS which was developed by the NATO Shipping Working Group (NSWG).

0102 Purpose and Scope

The purpose of this multinational manual is to describe the procedures and organization required to implement NCAGS. It provides guidance and doctrine for the provision of NCAGS support throughout the spectrum of military operations.

0103 Mission

To provide NCAGS support to military commanders and merchant shipping in peacetime, tension, crisis and conflict through cooperation, guidance, advice, assistance and, where necessary, naval supervision of merchant ships. Additionally, to provide military guidance, advice or assistance in respect of participating nations' global, maritime commercial interests to enhance the safety of merchant ships and to support military operations.

0104 Concept of Operations

1. Introduction. Many military operations will either directly involve or have some impact on merchant shipping. Additionally, merchant shipping may impact upon the conduct of military operations. The NCAGS Organization (NCAGSORG) will seek to develop and implement measures to facilitate the conduct of military activity at sea either involving, or in the presence of, merchant ships.

2. Spectrum of Operations. NCAGS provides military commanders with a series of tools capable of being progressively implemented as appropriate to the nature of any emerging situation. The size of the NCAGSORG and level of expertise required will be commensurate with the operation, as determined by the operational planning process. The NCAGSORG must be flexible and prepared to operate within a wide variety of command structures and operational environments. Figure 1-1 provides an illustration of the NCAGS response to meet emerging situations. The NCAGS response should be tailored to the scenario and coordinated with other warfare disciplines.

3. Planning for NCAGS Operations. NCAGS must be considered at all levels of planning (strategic, operational and tactical). NCAGS planning will focus on all aspects relating to merchant shipping such as the provision of guidance, picture compilation, surveillance, deconfliction or naval supervision of merchant ships. The military commander should aim to deliver a tailored, cost effective and executable NCAGS plan. This plan must conserve military resources and minimize the impact on merchant ships, thereby minimizing negative economic consequences.

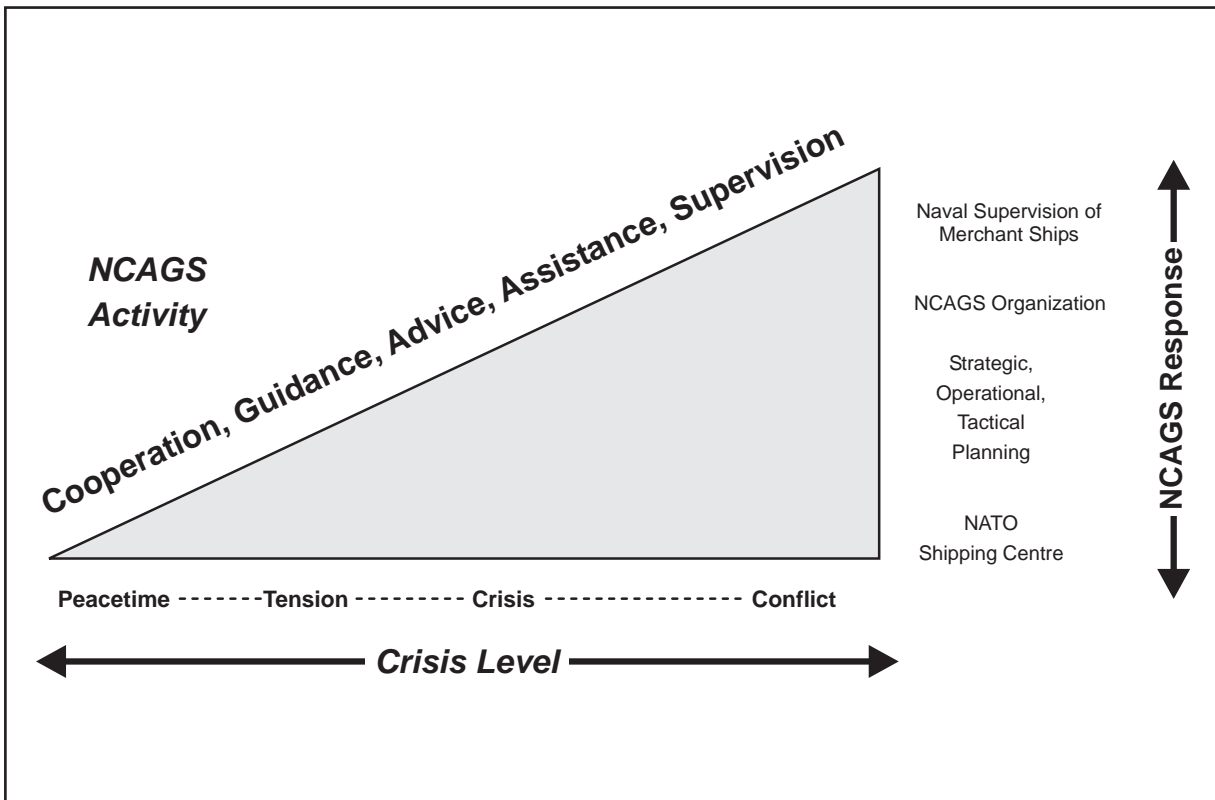


Figure 1-1. Naval Cooperation and Guidance for Shipping

0105 Definitions and Descriptions

1. The definitions and descriptions given below are not exhaustive, but include those required in order to conduct NCAGS operations (terms and definitions from AAP-6 are italicized).
 - a. **Naval Cooperation and Guidance For Shipping.** *The provision of NATO military cooperation, guidance, advice, assistance and supervision to merchant shipping to enhance the safety of participating merchant ships and to support military operations.*
 - b. **Participating Merchant Ship.** *A merchant ship taking part in a naval cooperation and guidance for shipping operation. Such a ship will submit the appropriate pro forma for participation.*
 - c. **Designated Merchant Ship.** *A merchant ship with a special status that may give it priority over other ships for higher level naval cooperation and guidance for shipping activities and, when it is placed under the naval supervision of merchant ships, compels it to comply with military orders. Merchant ships are nominated as "Designated" by NATO nations through their national shipping authorities (NSAs). On request, the North Atlantic Council (NAC)/Defence Planning Committee (DPC) may allow non-NATO nations to nominate ships.*
 - d. **Naval Supervision of Merchant Ships.** *In naval cooperation and guidance for shipping, the mandatory routing of merchant ships, control of their movements and/or convoy organization by naval authorities. Naval supervision of merchant ships will be implemented only with NAC/DPC approval.*

e. Protection of Merchant Ships. The employment of military forces or procedures to prevent or defend against offensive actions directed at merchant ships.

f. Merchant Shipping. *In naval cooperation and guidance for shipping, the complete commercial maritime industry, including the fishing industry.* Its principal elements are listed in Annex 1A.

0106 Elements of the Naval Cooperation and Guidance for Shipping Organization

1. The NCAGSORG is flexible in order to meet the needs of the military commander and merchant shipping. It may comprise some or all of the following elements tailored to suit the situation depending on the level of NCAGS support that is to be provided.

a. NATO Shipping Centre (NSC). A permanent operational organization located at MCC Northwood, tasked with establishing and maintaining links with the military, merchant shipping, NSAs and international maritime agencies. See Annex 3A.

b. NCAGS Commander (NCAGS CDR). The officer assigned to command the NCAGSORG. He will plan and execute NCAGS and promulgate the OPTASK NCAGS.

c. Convoy Commodore. *A naval officer, or master of one of the ships in a convoy, designated to command the convoy, subject to the orders of the officer in tactical command. If no surface escort is present, he takes entire command.*

d. Staff Officer NCAGS (SO NCAGS). An officer who augments military staffs at all levels to provide expertise and advice to the command on NCAGS matters as they affect the planning and execution of operations.

e. NCAGS Unit. A team of NCAGS personnel, deployed ashore or afloat, to provide specific local NCAGS services including gathering local merchant shipping information, providing guidance to merchant ships and cooperating with and advising local merchant shipping.

f. Shipping Cooperation Point (SCP). *A location where naval cooperation and guidance for shipping staff gather and disseminate information on local merchant shipping and naval operations and provide the means to brief merchant ships on risks, routeing and protective measures.* NCAGS staff establish and maintain liaison with local and regional authorities, including port authorities, shipping agents, and local shipping companies and report ship movements to other elements of the NCAGS organization. The location of SCPs will be at the discretion of the NCAGS CDR and can be ashore or afloat. See Tool 114 in Chapter 5.

g. NCAGS Liaison Officer (NCAGS LO). An officer assigned to fulfil a liaison function between NCAGS elements and other commands or civilian contacts. An officer deployed by the NCAGS CDR to provide liaison outside the direct military chain of command. For NCAGS LOs deployed to merchant ships, their position on board does not affect the master's responsibility for the safe navigation and safe handling of the ship. The NCAGS LO makes military knowledge available to the master to allow him to understand the naval and military requirements that are applicable. See Tool 116 in Chapter 5.

h. NCAGS Staff and Reach-Back Staff. The NCAGS CDR's staff is normally co-located with the NCAGS CDR. When space limitations prevent this, an NCAGS reach-back staff will be located in an HQ ashore. This reach-back staff will take its direction from the NCAGS CDR through the SO NCAGS afloat.

0107 Peacetime Planning for Merchant Shipping

1. The NATO Planning Board for Ocean Shipping (PBOS), which cooperates closely with both the NCAGSORG and merchant shipping under the guidance of the NATO Senior Civil Emergency Planning Committee (SCEPC), is responsible for developing and maintaining plans for civil shipping support to the Alliance in crisis and war, including planning for acquiring the civil shipping resources necessary to meet military lift. PBOS maintains a cadre of civil shipping experts from industry to support NATO crisis management arrangements. PBOS also works closely with Partnership for Peace (PfP) nations. Each Allied nation is responsible for its own emergency planning for merchant ships, including national control and direction during crisis.

0108 Principal Benefits to the Military Commander

1. NCAGS can provide the following principal benefits to the military commander:
 - a. More comprehensive picture of merchant activity in the maritime portion of the common operational picture and/or recognized maritime picture (RMP).
 - b. Deconfliction of merchant ships from military operations.
 - c. Improved safety and security of merchant ships in a crisis area.
 - d. Improved effectiveness in supporting crisis response operations (CRO) and maritime interdiction operations (MIO).
 - e. Better understanding of commercial constraints.
 - f. Improved counterterrorism capability.
 - g. More efficient and cost effective employment of military forces.
 - h. Improved counterpiracy capability.
 - i. More opportunities for training with merchant ships in both planned and unplanned exercises arranged with forces on passage (PASSEXes).

0109 Principal Benefits to Merchant Shipping

1. NCAGS can provide the following principal benefits to merchant shipping:
 - a. Improved safety and security in crisis areas.
 - b. Minimizing disruptions to passages through areas where military operations are being conducted.
 - c. Maintenance of economic flow.
 - d. Quicker reaction to changing threats.
 - e. Better understanding of military constraints.
 - f. Potential for reducing war-risk premiums.

- g. Minimizing disruption to commercial schedules.
- h. Improved support to counterterrorism.
- i. Improved support to counterpiracy.

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ANNEX 1A

Components of Merchant Shipping

1. The following organizations, associations and agencies collectively interact with or are a part of “merchant shipping.” This list is not exhaustive, neither are institutions in any particular order, but it serves to illustrate the wide community it encompasses.

- a. Classification Societies (e.g., Lloyd’s Register-Fairplay).
- b. Coast Guard.
- c. Customs & Excise.
- d. Federal Waterways Police.
- e. Immigration.
- f. International Maritime Organization.
- g. International Insurance and Reinsurance Organization.
- h. International Labour Organization.
- i. International Transport Worker Federation.
- j. State Harbour Police.
- k. Port Authority.
 - l. Port Control.
- m. Harbour Master.
- n. Cargo Handling & Terminal Operators.
- o. Freight Forwarders.
- p. Surveyors and Cargo Agents.
- q. Port Railway Authority.
- r. Vessel Traffic System.
- s. Shipping Reporting Service.
- t. Shipping and Waterways Directorate.
- u. National Maritime Security & Welfare Association.
- v. Shipowner Association.

- w. Shipbuilders and Ship Repairers Association.
- x. Maritime Salvage and Rescue Association.
- y. Fishery Protection Directorate.
- z. Hydrographic and Oceanic Agencies.
- aa. Seaman's Enrollment Office.
- bb. National Register of Shipping.
- cc. International Register of Shipping (National Branch).
- dd. Shipbuilders and Dockyard Companies.
- ee. Ship Owners.
- ff. Ship Charterers and Operators.
- gg. Crewing Agents.
- hh. Ship Management Agencies.
 - ii. Shipping Agents.
 - jj. Port Agents.
- kk. Ship Brokers.
 - ll. Ship Chandlers.
- mm. Ship Service Companies.
- nn. International Association of Classification Societies.
- oo. Maritime Labour Unions.

CHAPTER 2

Command and Control**0201 Command Structure**

The NCAGS command structure and its place within the overall command structure will vary according to the objectives of an operation. This chapter provides guidance and considerations that should be taken into account when integrating NCAGS into the command structure for an operation.

0202 Command Relationships

1. Command responsibilities for NCAGS and their relationships are detailed below:

a. Strategic and Operational Commanders. The development of the concept of operations (CONOPS) by the strategic commander (SC) and the subsequent command estimate and development of the operation plan (OPLAN) by the Operational Commander, will determine the NCAGS requirement. The Operational Commander is also responsible for deciding the level of NCAGS support required, and establishing the command and control (C2) structure to implement it.

b. NCAGS CDR. When assigned, the NCAGS CDR is responsible for the activities of the NCAGSORG. The NCAGS CDR is to implement those tools best suited to fulfill the operational aims and objectives and any additional NCAGS requirements. He will promulgate the OPTASK NCAGS.

0203 Factors Affecting the Requirement for NCAGS

1. The nature of the operation will govern the size and type of NCAGS support provided. The mission requirements will dictate which branches within military staffs should be augmented by NCAGS personnel. Early consideration during the planning process must be given to the level of augmentation that may be required. The following factors should be addressed during planning in order to assess the level of NCAGS support required:

- a. The mission.
- b. The threat.
- c. Whether the presence of merchant ships will affect the operation.
- d. The geography, hydrography and environmental conditions in the area.
- e. The type and density of merchant ships in the area.
- f. The effect of merchant shipping activity on the operation.
- g. The effect of the operation on merchant shipping activity.
- h. The level and type of information to be sought from the merchant shipping community.
- i. The level and type of guidance, advice, and assistance to be provided to the merchant shipping community.

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CHAPTER 3

Naval Cooperation and Guidance for Shipping Operations

0301 Introduction

1. **Overview.** NCAGS supports two distinct entities, the military commander and merchant shipping. It enables military operations and enhances the safety of merchant ships while keeping mutual interference to a minimum.
2. **Capabilities.** The ability to establish contacts with the merchant shipping industry allows merchant ship information to be gathered and passed to the RMP for the common operational picture. NCAGS may also acquire a considerable amount of information useful in intelligence. Cooperation and dialogue with merchant shipping enables the organization to support military commanders on all aspects of merchant shipping in their area of operations (AOO). This assists the military commander in achieving his mission and managing available assets more effectively. Furthermore, the provision of guidance to merchant shipping may enable the NCAGS CDR to minimize disruption to military operations.
3. **Toolbox Concept.** NCAGS procedures provide a flexible response to operational requirements. The various tools available for implementation make up the NCAGS toolbox and are contained in Chapter 5. They are available for implementation at the operational and tactical levels. Naval supervision of merchant ships involves complex legal issues and may only be implemented with the authorization of the NAC/DPC.
4. **Principal Capabilities.** The principal NCAGS capabilities are:
 - a. **Enhanced Safety of Merchant Ships.** NCAGS is the major source of information and advice to merchant shipping to enhance the safety of merchant ships during CRO and in major conflicts.
 - b. **Deconfliction.** NCAGS advises merchant ships to avoid, where possible, operational areas, and advises the military of areas of significant commercial activity in order to minimize any mutual interference.
 - c. **Civil/Military Interface.** NCAGS is the main military source of expertise on merchant shipping. It provides a liaison between merchant shipping and the military and will establish reporting requirements.
 - d. **Picture Compilation.** NCAGS is a major provider of merchant ship data to the RMP.
5. **Limitations.** The principal NCAGS limitations are:
 - a. **Information.** Security requirements will dictate what information is made available to merchant shipping. Information and guidance passed to merchant shipping must be brief, concise and not burden recipients with needless details. The commercial sensitivity of the information supplied by the merchant shipping community must be respected and protected as commercial in-confidence.

b. Military Asset Control. Apart from its own personnel, NCAGS does not control military assets but can provide an interface between military assets and merchant ships.

c. Safe Passage Responsibility. Safe passage responsibility remains with the master under all circumstances.

d. Voluntary Participation. The compliance of merchant ships cannot be assumed, as their participation in NCAGS is purely voluntary.

e. Qualifications. The qualifications and language ability of individual masters can vary markedly. NCAGS elements will have to ensure that the amount and detail of information passed to individual merchant vessels is sufficient and that the master fully comprehends the requirements. This may adversely affect the number of ships an NCAGS unit can cover.

0302 Responsibilities of Nations

Where necessary, the lead responsibility for the implementation of NCAGS in ports and locations will be as follows:

1. In NATO countries and their overseas territories — the nation concerned.
2. In all other countries and their overseas territories — one NATO nation is to assume responsibility on behalf of NATO, as agreed among members, for planning operations within friendly or neutral countries outside the NATO area in accordance with AAP-8.

0303 Action by Nations

1. Nomination of Designated Ships. Nations who wish to nominate ships as Designated will supply the military commander, via their NSA or equivalent, with a list of ships and their International Maritime Organization (IMO) number. Designated ships include national ships, those from dependent territories, and named ships assessed as being of economic benefit to that nation.

2. NCAGSORG. Nations will establish this organization by providing personnel and appropriate support, both ashore and afloat as deemed necessary. Nations are to keep under review and to exercise periodically the arrangements set out in this document and associated NCAGS publications.

3. National Cooperation and Coordination. Nations should ensure close cooperation and coordination between civil and military authorities and provide adequate communication facilities with merchant ships for emergency purposes. In particular, nations should encourage a close working arrangement between government, shipping companies, port authorities, other appropriate maritime organizations and the NSC. Arrangements should be made for the speedy exchange of vital information concerning movements of national shipping, harassment or hostile actions.

4. Instructions to Masters of Merchant Ships. To avoid confusion in a period of tension or crisis, or in the early days of conflict, clear advice should be issued in peacetime to masters of national Participating and/or Designated merchant ships. There must be no doubt of the action to be taken by masters and sources from which they may expect guidance or instructions. Such guidance and instructions are to be issued and updated regularly by nations.

Note. *A non-compliant or non-Participating vessel may attract greater military attention in the area of operations.*

5. Supply of Publications and Equipment to Merchant Ships. When authorized, NATO publications and equipment may be distributed to NATO nations' Participating merchant ships as

arranged by the appropriate authorities. NATO publications not releasable to the Internet, or equipment, may not be issued to non-NATO merchant ships without the express permission of the Military Committee (MC).

0304 NCAGS Operations

1. Crisis Response Operations (CROs)

a. CROs are multifunctional operations involving military forces, diplomatic and humanitarian agencies. They are designed to achieve humanitarian goals or a long-term political settlement and are conducted in support of a United Nations (UN) or other international legal mandate. These include peacekeeping, peace enforcement, conflict prevention, peacemaking, peacebuilding and humanitarian operations. Maritime forces may play a role in all phases of these operations.

b. The NCAGS contribution to CRO will employ tools aimed at the deconfliction of naval and merchant ships in the AOO, the collection of information important to the effective utilization of military assets, input of merchant ship information for the RMP and intelligence. For details see Annex 3B.

2. **Maritime Interdiction Operations (MIOs) Support.** MIOs are conducted to enforce sanctions against a nation or nations. Under such circumstances, elements of the NCAGSORG may be integrated into the maritime component commander (MCC) and/or MIO commander (MIOC) staffs to provide advice on merchant shipping issues. This will provide the MIOC with a predictive element to the RMP, assisting in clearance of non-suspect ships. NCAGS, by providing intelligence support, will aid in locating and identifying suspect (SUS) vessels, contacts of interest (COIs), and critical contacts of interest (CCOIs). This will assist the MIOC in utilizing his assets effectively and to help minimize delays to merchant ships when passing through MIO areas.

3. **NCAGS In Shipping Risk Environments.** There will be occasions and areas where merchant ships may be at risk from harassment and/or attack. The nature of the assailant may range from pirates and terrorist groups to the military forces of belligerent nations or rogue states. NCAGS support and management may be employed as part of an operation to counter such threats.

4. **Surveillance.** Close liaison with the merchant shipping community will result in the collection of vast quantities of information which, when analyzed, will assist in creating an overall picture of commercial activity in a particular area. Military commanders have the ability to use NCAGS resources during surveillance operations. The primary benefit is the provision of merchant shipping information into the RMP and contributions to the intelligence picture. This includes locating and identifying SUS, COI, and CCOI for specific surveillance operations and for multi-agency law enforcement operations.

0305 NCAGS Procedures

1. The NCAGS procedures utilized in any particular operation will be determined by the requirements of the operation and will focus on the safety of merchant ships in the area. Details of the procedures below are in Chapter 5. They include:

a. **NCAGS Area.** A geographical area within which the NCAGSORG conducts NCAGS activities. The objective of such an area is to maximize the cooperation between military commanders and merchant shipping. The NCAGS area is the same as the AOO or is a defined area within the AOO. See Tool 102 in Chapter 5.

b. **Shipping Risk Area (SRA).** *In naval cooperation and guidance for shipping, a military-designated geographical area of increased or specific risk to merchant ships.* Guidance will be provided to Participating merchant ships to help them understand the nature and extent of the risk in

the area and, if applicable, to recommend specific routes through the area. Participating and Designated ships will receive sailing information for transits through SRAs. SRA is a military term not used by WNWNS. AWNIS/WWNWS will use the term “area dangerous to shipping” vice “shipping risk area.” An NCAGS area may contain one or more SRAs. See Tool 115 in Chapter 5.

c. Communication Reporting Gate (CRG). *A geographical reference point or line at which merchant ships are required to call the naval cooperation and guidance for shipping organization in order to establish initial contact or to update previous information.* A CRG should be positioned in such a way that a minimum notice period of 36 hours is available to merchant ships to contact their owners/operators for onward passage instructions before reaching the AOO/NCAGS area/SRA. The CRG will normally be represented as a line of latitude or longitude. For practical purposes a minimum distance of 600 nautical miles (nm) from the AOO or NCAGS area should be observed. See Tool 103 in Chapter 5.

d. Monitoring of Merchant Ship Movements. The monitoring of merchant ship movements is critical to the maintenance of an accurate RMP. NCAGS personnel must make every effort to update the contact information as required by the OPTASK RMP. See Tool 109 in Chapter 5.

e. Guidance to Merchant Ships. Guidance will be provided to Participating merchant ships to help them understand the nature and extent of the risk in the area. The guidance is purely voluntary and intended to allow merchant ships to determine their own voyage.

f. Accompaniment. In naval cooperation and guidance for shipping, the coordinated passage through a specific area of increased risk by one or more merchant ships in company with military assets. Details will be promulgated via navigational warnings. Accompaniment takes place under a voluntary arrangement. See Tool 118 in Chapter 5.

g. Lead-through operation. *A maritime operation in which a guide ship leads other ships or submarines in their passage through channels established in a mined area.* NCAGS can recommend and facilitate the organization of lead-through operations for merchant ships. See Tool 121 in Chapter 5.

h. Naval Supervision of Merchant Ships. The NAC/DPC can implement naval supervision of merchant ships in a defined area for a defined period of time.

Merchant ships may be placed under naval supervision of merchant ships only by their flag state. Such ships are required to comply with the orders of the military commander, but the master will always retain the responsibility for the safe navigation of the vessel. If such ships do not comply with military orders as required by their flag state, then they are fully responsible for any consequences of such action and will be dealt with in accordance with the laws of their flag state.

The measures and procedures required to execute naval supervision of merchant ships in an AOO are implemented and managed by the appointed NATO military commander in accordance with the NAC/DPC guidance for that operation.

Individual ships not under naval supervision of merchant ships may participate in NCAGS operations when naval supervision of merchant ships is in force by submitting the appropriate pro forma to the military commander.

Individual ships not under naval supervision of merchant ships are free to navigate through the AOO subject to any restrictions identified in the NAC/DPC guidance for that operation.

i. Convoy. *A number of merchant ships or naval auxiliaries, or both, usually escorted by warships and/or aircraft, or a single merchant ship or naval auxiliary under surface escort, assembled and organized for the purpose of passage together.* NCAGS can recommend to sail merchant ships

in convoys. Convoys are only authorized under naval supervision of merchant ships. See Tool 202 in Chapter 5.

j. Independent. During naval supervision of merchant ships, a merchant ship sailed singly and unescorted by a warship. It will be given a sailing order or sailing information as appropriate. See Tool 201 in Chapter 5.

0306 Civil-Military Interface

1. Information Exchange. Responsibility within each Allied government for exercising national liaison and direction of its own merchant shipping is vested in their NSA. NSAs, including locations, are listed in AAP-8. However, fishing vessels may be administered by other national authorities. When tasked, the NCAGSORG will provide the appropriate national shipping administrations and organizations, as well as NSAs, with information on the current situation with regards to shipping. Similarly, the IMO and PBOS will be asked to indicate to nations their contact points for NCAGS information. Information should include what merchant ships can expect upon arrival in the operational area and how they can contact the NCAGSORG. This information should be passed to merchant ships through their shipping companies, in accordance with national procedures. NCAGS will also seek to liaise with civil authorities and merchant shipping as required to meet the overall aims of the operation. Participating merchant ships, as indicated by these organizations, will be specifically briefed and provided with guidance.

2. Civil Emergency Planning for Merchant Shipping. The NAC has established a number of planning boards and committees to plan for the organization and operation of a crisis situation and for making the best use of civil resources. The NATO SCEPC is responsible for developing and maintaining plans for shipping, air and surface transport resources to meet military lift requirements. It is responsible (among many others) for the PBOS and Planning Board for Inland Surface Transport (PBIST).

3. Dispersal And Emergency Movement of Merchant Ships. The procedures outlined are conducted in association with national authorities' Civil Emergency Plans (CEPs). On these occasions all ships, whether Participating or not, will be involved. The NCAGSORG can be used to both assist and facilitate nations' CEPs.

a. Dispersal. *In maritime operations, the reduction of the concentration of ships by reberthing within a port area or at working or holding anchorages in the vicinity.* Dispersal can be ordered in a port or area by military or national authorities as dictated by the threat level. This action will be carried out by port authorities with possible military assistance and is in accordance with Tool 119 in Chapter 5.

b. Emergency Movement. *In naval cooperation and guidance for shipping, the execution of diversion, port evacuation, area evacuation and subsequent movements in order to preserve ships and cargoes when attack is imminent.* The majority of these movements are based on national CEPs although military commanders can order any element if the risk assessment is considered to be high. See Tool 119 in Chapter 5.

c. Immediately Vital Cargo (IVC)

(1) Definition. *A cargo already loaded, which the consignee country regards as immediately vital for the prosecution of the war or for national survival, notwithstanding the risk to the ship. If the cargo is carried in a ship of another nation, then that nation must agree to the delivery of the cargo. The use of this term is limited to the period of implementation of the shipping movement policy.*

(2) Declaration of IVCs. National authorities must declare a ship as an IVC ship through their NSAs. For NCAGS purposes these ships then become Designated ships IAW article 0105.

(3) Routeing of IVC Ships. National authorities should coordinate the routeing of IVC ships with the naval commander concerned. The authority to route IVC shipping in an AOO may be delegated to the NCAGS CDR.

0307 Crisis Response Shipping

1. The purpose of crisis response shipping (CRS) is to augment forces in an area of risk in order to enhance military capability. It permits a timely, tailored and reversible employment of forces that makes optimum use of available resources. In CRS, the term RE/RE covers reinforcement, resupply and retrograde ships. The conduct of reinforcement may require the use of a large number of merchant ships. CRS may include government-owned vessels such as U.S. maritime pre-positioning ships (MPS), as well as strategic sealift assets, ships on military charter or ships taken up from trade (STUFT). NCAGS will liaise with other warfare disciplines such as surface and amphibious warfare, and the logistics organization to ensure that all aspects of RE/RE are considered in all levels of operations and planning.

2. When RE/RE shipping is under military direction and control, very little may be required from the NCAGSORG. However, when RE/RE is sailing independently, NCAGS may provide direct liaison with the ship concerned for advice and information, positional report for RMP purposes, routeing advice and deployment of NCAGS LOs. NCAGS will also advise military commanders on all merchant shipping aspects of RE/RE.

3. For all practical purposes, the military commander may consider RE/RE ships to be Designated, as it is possible that the merchant ships may not have been Designated. See Tool 120 in Chapter 5.

0308 Fishing Vessels

1. The presence of fishing vessels in the military commander's AOO may complicate the tactical situation such that he will wish to have some degree of oversight of them. Fishing grounds and access to them will be kept open whenever operational circumstances permit. The requirement to deconflict military and fishing operations may have a high priority.

2. NCAGS will provide information concerning fishing in the NCAGS area which will include the whereabouts of fishing grounds, numbers and types of fishing vessels, locations and type of fixed fishing gear, and any intelligence which may indicate use of those vessels as minelayers, intelligence gatherers, etc., to the military commander.

3. Fishing vessels may take part in the NCAGS operation voluntarily as Participating ships, or they may be Designated by nations in the same way as other merchant ships.

4. Details of fishing vessels in NCAGS operations are in Annex 3E.

0309 Allied Worldwide Navigational Information System

1. Aim and Concept. The aim of Allied Worldwide Navigational Information System (AWNIS) is to provide a complete navigational safety information service for Allied military commands and civil shipping during crisis or conflict. In concept, AWNIS will use those assets of military and civilian organizations that have maritime safety, navigational and routeing responsibilities, and combine them into a coherent organization for use by Allied commanders.

2. Activation. The decision to activate AWNIS depends on the threat to shipping from hostile action. As a general rule, if mine warfare (MW) forces are deployed or NCAGS is implemented, then AWNIS should be activated. AWNIS procedures may be used in a multinational scenario, and in this instance, the decision to activate AWNIS in a particular area or region will be made by the appropriate national authorities and/or military commander.

- 3. Liaison with NCAGS.** AWNIS should be activated at the same time as the NCAGSORG to enable liaison for the maritime safety aspects of an operation to be promulgated in a timely manner. Within a defined NCAGS area, or the AOO, the NCAGS CDR or military commander may implement AWNIS procedures as appropriate.
- 4. Unclassified Messages.** AWNIS uses the World Wide Navigational Warning System (WWNWS) for disseminating unclassified navigational information to the merchant marine. Commanders at sea should report all matters relating to maritime safety information (MSI) through their chain of command to the relevant AWNIS authorities.
- 5. Classified Information.** Military communications facilities are used for disseminating classified and/or sensitive navigational and routing information. The maritime military commander responsible for the area concerned controls navigational safety information.
- 6. Navigational Warnings (NAVWARNS).** NCAGS elements are to be included as addressees in all appropriate navigational warnings.
- 7. MIO.** NAVWARNS may be generated by AWNIS to inform merchant ships of the boarding procedures in a MIO. Liaison between the MIOC and NCAGS CDR can be further improved by nominating safe anchorages and ports as inspection and holding areas.

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ANNEX 3A

The NATO Shipping Centre

The following paragraphs are the endorsed terms of reference for the NSC as of 18 DEC 2007.

References

- A. MC 376/1 Naval Cooperation and Guidance for Shipping (NCAGS).
- B. ATP-2 (B) Vol I / MTP-2 (B) Vol I.
- C. Bi-SC NATO Shipping Cooperation Policy dated 16 October 2000.
- D. The NATO Shipping Centre Concept - CEL 1370/52 dated 11 March 1999.

Introduction

1. The NATO Shipping Centre (NSC) is a permanent operational organisation tasked at reference A with establishing and maintaining links with the military, merchant shipping, National Shipping Authorities (NSA) and international maritime agencies. The NSC is established by the Strategic Commanders as a tool for the execution of the policies at references A and C. The NSC is located at MCC Northwood.

Mission

2. The NSC will primarily support the NATO operational commanders by acting as the permanent merchant shipping information fusion centre for all NATO operations and will secondarily, upon request by appropriate authorities, provide operational support for other national and multinational operations worldwide.

Roles

3. Primary, permanent point of contact in NATO for the shipping community for the exchange of merchant shipping information between NATO's military authorities and the international shipping community.
4. Compiler of data on merchant shipping and contributor to an accurate merchant shipping picture available to the strategic and operational commanders and forces conducting naval operations.
5. Advisor to merchant shipping regarding potential risks and possible interference with maritime operations.

Command relationships

6. The NSC is under OPCOM of ACO. The NSC is embedded in MCC Northwood as an integrated staff element responsible for support of operations in accordance with the stated mission. TACON of the NSC may be granted by MCC Northwood upon request from nations or Commands for a specific operation or task.

NSC Duties

7. Act as the centralised, multi-nationally manned, primary point of contact in NATO for the global shipping community.

8. Maintain an unclassified internet website populated with information relevant to the global shipping community.
9. Operate a toll-free calling number.
10. Advise merchant shipping of potential risks and identify possible interference with maritime operations within the area of operations.
11. When NCAGS is activated, support the NCAGS Commander as directed.
12. Contribute to RMP compilation.
13. Provide direct support to maritime forces and operations.
14. Support other operations and exercises within or outside the NATO area.
15. Other duties as assigned.

Manning

17. NSC is permanently manned by a core staff at MCC NORTHWOOD.
18. NSC requires augmentation by nations and Commands in order to meet additional tasks.
19. NSC, when suitably augmented, is capable of supporting two operations simultaneously.
20. NSC may be augmented by civilian shipping experts as required to support operations or exercises.

ANNEX 3B

Naval Cooperation and Guidance for Shipping in Crisis Response Operations

1. Tasks:

a. NCAGS Tasks in CRO. The focus of much effort during a CRO is on the movement of reinforcement and resupply materials. This effort requires effective liaison with the merchant shipping industry. The SO NCAGS on the operational staff will liaise with other staff members regarding the effect of merchant ship activities on operational planning. In addition, this officer would provide valuable information to the logistics directorate of joint staff (J-4) movements and should liaise closely to support the movement of military supplies. This includes the coordination of shipping schedules for the transportation of goods, recommendations on types and availability of ships, as well as issues such as charter parties and traffic patterns. NCAGS tasks during a CRO in the AOO may include the following:

- (1) Provide a source of expertise regarding merchant ships and the commercial shipping industry. This includes the ability to analyze merchant ship trends and develop a risk analysis.
- (2) Facilitate merchant ship movements through the AOO by briefing merchant ship masters and port authorities, including sanitized/cleared hydrographic and pilotage updates.
- (3) Monitor infrastructure in ports of interest and inform on potential problems.
- (4) Deconflict merchant and naval ships through briefings to merchant ship masters.
- (5) Provide advice to the task force/task group (TF/TG) commander on merchant shipping.
- (6) Input data and help maintain the merchant ship component of the RMP by monitoring and maintaining a liaison with merchant shipping within or approaching the AOO.
- (7) Through liaison with intelligence staffs, evaluate information received to identify possible COIs, SUS and CCOIs, as well as information on important cargoes or other merchant ships of interest (such as liquefied natural gas carriers).
- (8) If tasked, liaise with non-governmental organizations regarding coordination of shipping movements.

b. Level of Support. The level of traffic, as well as the amount of information and evaluation required to develop and maintain the RMP, will determine the number of personnel required for the operation both at sea and ashore. The situation may call for NCAGS officers on the staff of the operational commander and may also require the establishment of SCPs in the primary ports or at chokepoints.

2. Command and Control:

a. Task Organization. The deployment of NCAGS assets within the military organization will be dependent on the situation that led to the establishment of the operation and will be detailed in the appropriate mission specific OPGEN and OPTASK(s) as required.

b. Organization and Personnel. The actual organization structure will be mission dependent. NCAGS personnel can be utilized effectively at the strategic, operational and tactical levels. Depending on the operation, the maritime threat, the amount of traffic and the CRS requirements, it may be advisable to employ SONCAGS on the intelligence and/or operational staffs, as well as deploying one or more SCP or NCAGS units ashore. This in-port presence provides the military commander with the capability to monitor port status and provide local liaison.

3. Procedures:

a. NCAGS Procedures in a CRO. The use of NCAGS procedures assists with the monitoring, coordination and deconfliction of shipping. This will improve the military commander's situational awareness and permit the tracking of CRS, as well as high-value units (HVUs) and COIs. Through liaison and contacts with the maritime industry, Participating merchant ships can be tracked either by regular provision of position and intended movement (PIM) information or through automatic polling by electronic means.

b. Civil-Military Interface. NCAGS personnel will establish additional liaison with pilotage, vessel traffic services, national authorities, shipping agents, and owners and operators, to obtain information regarding commercial traffic within, and approaching the AOO.

c. National Authorities. When tasked, the NCAGSORG will provide national authorities with information on the current situation in the AOO, including what their national merchant ships can expect on arrival and how to contact military authorities if required. This information would be passed to merchant ships through their shipping companies in accordance with national procedures.

ANNEX 3C

Naval Cooperation and Guidance for Shipping in Maritime Interdiction Operations

- 1. Introduction.** MIOs may be conducted to enforce sanctions against a nation or nations. Under such circumstances, elements of the NCAGSORG may be deployed to support the operation. These personnel are integrated into the combined joint task force (CJTF) to provide advice on commercial maritime issues at the strategic, operational and tactical levels. The use of these resources to provide advance information on merchant ships assists the MIOC in identifying SUS well in advance, thereby saving valuable time and assets that would otherwise be used to clear non-suspect ships.
- 2. Objectives.** There are two primary focus areas that are provided by NCAGS support to MIO:

 - a. Assist with the compilation of the RMP in the AOO in order to decrease the time required to clear or board vessels.
 - b. Disseminate information to the merchant shipping community regarding MIO, encouraging merchant shipping deconfliction with the MIOC.
- 3. Tasks.** NCAGS personnel carry out the following tasks:

 - a. Input data and help maintain the merchant ship component of the RMP by monitoring and liaising with merchant ships within and approaching the AOO.
 - b. Provide updates on the movement of merchant ships in and around the AOO, including ships in port.
 - c. Monitor and update over-the-horizon (OTH) tracks for merchant ships, and collect information from industry, civilian and other government sources. This provides a predictive element to the RMP with respect to merchant ships approaching and departing the AOO.
 - d. Through close liaison with intelligence staffs, evaluate information received to contribute to the process of identifying possible SUS, COI, and CCOI.
 - e. Through close liaison with shipping organizations, collate information including port of origin, destination, nature of cargo, configuration, superstructure, freeboard, accessibility, number of holds, crew complement, maximum speed and linguistic requirements for the MIOC.
 - f. Provide advice to the MCC and MIOC on all aspects of merchant shipping in the AOO, including deconfliction, and maritime industry issues.
 - g. Inform the shipping community of military intentions when appropriate.
- 4. Level of Support.** The level of traffic, as well as the amount of information and evaluation required to develop and maintain the RMP, will determine the number of personnel required for the operation both at sea and ashore. The situation may call for NCAGS officers on the staffs of the MIOC and/or the RMP authority. A very large AOO, with high traffic density, may require the establishment of NCAGS units in the primary ports or at a chokepoint, particularly if the level of traffic requires daily evaluations or pre-clearance of multiple ships. NCAGS personnel will be required to support the MIOC with a detailed and extensive database of shipping information.

5. Command and Control:

a. Task Organization. The focus of NCAGS activity will be on picture compilation, including filtering the merchant ship element and relaying relevant data as required by the military commander, and on the deconfliction of merchant shipping from military operations. The deployment of NCAGS assets to the operational commander will be dependent on the situation that led to the establishment of the operation and will be detailed in the appropriate mission specific OPGEN and OPTASKs.

b. Organization and Personnel. NCAGS personnel will augment the existing MIO task organization as part of the military commander and MIOC staffs. The organization must be flexible enough to react to the requirements of the situation that have triggered the MIO. The volume of ships as well as the level of detail and evaluation required to develop and maintain the RMP, will determine the number of personnel required for the operation.

6. Procedures:

a. NCAGS Procedures in MIO. In order to monitor and update the movement of all merchant shipping in the AOO, NCAGS personnel inputting information to the RMP must obtain PIM information to maintain a track of relevant merchant ships as required by the operational commander. Tracks should be updated on a regular basis and at least every six hours. These merchant ship movements are then monitored and evaluated to ensure ships follow the intended route. Any deviations in ship movements are reported to the MIOC.

b. Civil-Military Interface. When NCAGS personnel are tasked to identify all merchant ships approaching the AOO, standard NCAGS procedures are applied. These procedures include establishing liaison with pilotage authorities, vessel traffic services, national authorities, shipping agents, and owners and operators to obtain information regarding merchant ship traffic approaching the AOO. The information required includes name, flag, IMO number, international radio call sign, ship type, nature of cargo, last port of call, date and time of departure, estimated time of arrival (ETA) to the AOO, next port of call and ETA, final destination and ETA, agent, present position, course and speed, name of owner and port of registry. The MIOC also requires detailed descriptions of these ships, including color schemes of superstructure and funnels, upright sequence (see "Merchant Marine Identification Guide — World" issued by U.S. ONI), flag and other characteristics to assist in visual identification by day or night, as well as to provide information for the boarding teams.

c. National Authorities. When tasked, the NCAGSORG will provide national authorities with information on the current situation in the AOO, including what their national merchant ships can expect on arrival, and how and when to contact the MIOC. This information would be passed to merchant ships through their shipping companies, in accordance with (IAW) national procedures.

d. Pre-clearance. If pre-clearance procedures are in effect, NCAGS personnel will make arrangements for the pre-clearance of merchant ships before they arrive at the AOO. Pre-clearing will take place at a nation's port of departure or at a predetermined location established by the MIOC. Detailed descriptions of SUS/COI/CCOI would then be passed on to the MIOC to assist with identification and verification. Mobile, shore-based teams assist with pre-clearance by obtaining advance notification of vessel arrival or departure and cargo configuration, providing the master with MIO checkpoint procedures and by validating documents. In addition, personnel in ports can initiate and terminate tracks on the C2 system.

ANNEX 3D

Recognized Maritime Picture

1. Purpose and Scope. This annex provides NCAGS SOs with background information on the RMP. Its content is largely derived from existing RMP documentation. Guidance on submitting data to the RMP is contained in Chapter 5, Tool 109.

2. Definitions:

a. RMP. The RMP is a non-real time geographic presentation of processed all-source contact and planning data, known at a given time, of surface, subsurface, amphibious and maritime air units, forces and operations in a designated area of interest (AOI), compiled by an assigned RMP manager. The RMP is in accordance with requirements from operational directives and tasking to support decision makers in the conduct of C2 of maritime forces and operations. The RMP is neither a tactical plot nor a real-time display.

b. RMP Manager. The RMP manager is a duty/responsibility of a SC assigned authority (for example: regional commander (RC), CJTF, or task force (TF)) to control the RMP management process in accordance with SC directives. RMP managers have an overall responsibility for the RMP management process for a dedicated AOI. To prevent circular reporting of RMP data there should only be one RMP and one RMP manager for a specific geographic location.

c. RMP Management Process. The RMP management process is sequential, iterative and repetitive in nature. Understanding and executing this process is the most effective means of ensuring standardization and consistency among users involved in RMP management. This process ensures that the data is properly entered into the RMP track database. The RMP management process consists of four distinct elements:

(1) Direction. The SC should promulgate operational directives (OPDIR RMP) for normal (standing) and specific situations to the assigned RMP manager. The RMP managers shall specify and tailor the SC OPDIR RMP by promulgating their OPTASK RMP and SUPPLEMENTS as required to units and forces under NATO OPCON in their AOI.

(2) Collection. Data collection involves the accumulation of data reports from multiple sources in a variety of message and reporting formats.

(3) Filtering. RMP managers have the responsibility and capability to suppress that information which is not essential to immediate requirements based on specific data attributes. If properly used, filtering can also reduce operator task loading, thus improving RMP management without reducing the overall quality of the RMP. It is therefore essential that NCAGS SOs work closely with RMP managers to establish the filtering criteria for merchant ships. Ideally this should be reflected both in the OPTASK RMP as well as the OPTASK NCAGS. Points to consider when establishing filtering criteria include:

(a) Command requirement for level of merchant ship input in AOO.

(b) Track update and deletion frequency.

(c) Filtering parameters:

1. Responsibility for filtering process.

2. Flag.
3. Type of vessel.
4. Port of arrival/departure.
5. Intelligence requirements.
6. Geographical area.

(4) Data Validation. Data validation is the assessment of incoming filtered data against criteria, set to improve data quality, coupled with the necessary elimination of data that deviates from those standardized criteria (e.g., incomplete, excessively time late and unreliable data). The validation process involves identifying data of operational interest to the RMP manager. Originating data sources should be contacted if information submitted does not meet the validation criteria, or if additional data is required.

(5) Evaluation. Data evaluation involves assessing the reliability of the source and the credibility of the data against the existing track database. Reports that radically alter the “known data” on contact should be carefully scrutinized prior to assimilation into the database.

(6) Fusion. Data fusion is the process of merging evaluated and validated data into a single, coherent picture. The data fusion process includes merging duplicate tracks.

(a) Resolving ambiguous data on single tracks.

(b) Correlation of different reports (e.g., electronic intelligence (ELINT) and acoustic data) on a single track or identifying unknown tracks. Data fusion is performed by RMP managers only.

d. RMP Data. RMP data includes geographic, contact and planning data on friendly, neutral and adversary surface, subsurface, amphibious and maritime air forces based on information provided from a variety of sources.

(1) Track Alert Criteria. An important way to distinguish contacts is in terms of their interest and their significance to the RMP. The RMP manager is to assign the following alert-criteria to the RMP track data.

(a) CCOI. Critical contacts of interest, also called target tracks (TGT), are designated by the operational commanders and normally require more frequent reporting.

(b) COI. Contacts of interest, also called high interest tracks (HIT), are designated by the operational commanders.

(c) SUS. Suspect vessels should be applied to any track that requires further attention (e.g., identification, questioning, examination or boarding).

(d) NST. Non-suspect tracks are tracks that were previously of interest and are no longer of operational concern.

e. Evaluation and Validation Criteria. The standard evaluation criteria for RMP track data are:

- (1) Area of Probability.** The contact's area of probability (AOP) expands with time based on the associated motion model. If the AOP expands to become unusable by decision makers, the contact should be removed from the database.
- (2) Source.** The identity of the source platform or sensor that has reported the contact serves as an indicator of fidelity for that track data.
- (3) Confidence Level.** Expression for the assessed veracity of the information associated with the track data. For example, this can be certain (CERT), probable (PROB), possible (POSS) or non (NON).
- (4) Time Late.** The difference between the time of the last contact report and current time. Track time late is relevant in relation to track deletion criteria as specified in OPTASK RMP.
- f. High Interest Track Broadcast (HIT B).** The HIT B is a high speed, high frequency (HF) transmission of selected RMP data. In order for the reception of the HIT B to be unencumbered by emission control (EMCON), the broadcast should preferably be a super-high/ultrahigh frequency (SHF/UHF) satellite communications (SATCOM) transmission ashore for relay by land line to HF re-radiating stations to units unable to receive the RMP by other means. Instructions for the type of tracks, cycle rate and HF frequencies should be promulgated within the OPTASK RMP supplement.

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ANNEX 3E

Fishing Vessels in Naval Cooperation and Guidance for Shipping Operations

1. Benefits of Cooperation:

a. Many Allied as well as non-NATO fishing vessels may be operating both in and outside the AOO. Therefore, some form of military/civilian oversight over fishing vessels, both in transit and while actively engaged in fishing may be necessary for one or more of the following reasons:

- (1) To keep fishing vessels clear of NATO military sensitive areas such as submarine operating areas and “noise sensitive” areas where towed arrays of underwater listening devices may be employed.
- (2) To avoid areas where enemy forces may be deployed, including mined areas.
- (3) To maintain a plot, as far as practicable and convenient, of all fishing activity.
- (4) To ensure as far as is practical, that NATO’s fishing fleets continue to provide for national needs and with minimum disruption.

b. Benefits to the fishing community are:

- (1) Ensuring uninterrupted fishing for as long as possible.
- (2) Maintaining the information flow between the military and fishing authorities.
- (3) Enhancing safety in transit and at fishing grounds.
- (4) Limiting mutual interference between fishing and military activities.

2. NCAGS Policy for Fishing Vessels:

a. It is a national responsibility to determine the degree of direction and control over fishing vessels, and the degree of access permitted to distant water fishing vessels within their national fisheries waters or exclusive economic zone (EEZ). This may be determined by complex legal agreements or historical fishing practice within national fisheries waters.

b. States exercise fishing jurisdiction within their national fisheries waters and exercise “flag state control” over their national flag vessels. Fishing activity is regulated by national licencing and through access agreements with other nations. Such agreements may be ongoing and subject to continual renegotiation. It is essential, therefore, to maintain close cooperation between national administrations and NATO authorities. National instructions for the control of fishing vessels should take into account the operational requirements of the military commander. There is no legal obligation to do so unless emergency legislation is activated.

c. Emergency legislation may result from a national initiative or at NATO’s request through the NAC/DPC. Flag states should advise their vessels engaged in distant water fishing activities to cooperate with any NATO operation.

d. Beyond national fishery waters, the degree of control over fishing vessels remains a national function. However, military commanders may influence this level of control in the AOO via NAC/DPC. This control is dependent upon the voluntary cooperation of fishing vessels.

e. The boundaries of national fisheries waters or EEZs are those declared or proclaimed by that nation. These limits will be accepted by other nations as long as they reflect accepted principles of international law and law of the sea.

3. National Responsibilities:

a. The authority for the control and monitoring for fishing vessel activity rests with the individual nations. This applies to all vessels within the nation's fisheries waters and for flagged vessels of that nation engaged in distant waters fishing outside NATO national fishing limits. Within their national fisheries waters, individual nations have jurisdiction over all vessels engaged in fishing, subject to any treaty or multinational fishing access agreements.

b. Within its fisheries waters, each nation will make the necessary arrangement to:

(1) Prevent fishing in dangerous or militarily sensitive areas.

(2) Facilitate the protection of fishing vessels.

(3) Control fishing vessels within their fisheries waters.

(4) Plan to provide instructions to vessels intending to participate in distant waters fishing, in periods of crisis.

(5) Keep fishing activity clear of nominated areas in the AOO as requested by the military commander.

c. National Shipping Authority. Briefing information for fishing vessels may be forwarded via NSAs and will be consistent with military requirements.

d. NATO Jurisdiction. In the absence of national emergency legislation, NATO military authorities have no formal jurisdiction over fishing vessels. Compliance with instructions passed through national authorities would be expected; however, even this control could be severely limited outside the NATO nation's fishery limits unless nations agree to designate them.

4. Military Commander's Options:

If a fishing vessel is taking part in an operation, the NCAGS CDR will have the ability to influence its operations through the participation and designation categories in the NCAGSORG.

■ *Note.* A non-compliant or non-Participating vessel may attract greater military attention in the area of operations.

5. Monitoring Fishing Activity:

a. Fishing activity may be monitored. This would mainly entail information exchange between military commanders and national fishing authorities on expected fishing vessel activity in the AOO. If activated, this can be undertaken by the NSC, RCs' shipping centres, or other elements of the NCAGSORG as decided by the NCAGS CDR.

b. Fishing activity and military operations can be deconflicted by seeking voluntary cooperation, issuing relevant NAVWARNs, or issuing orders to Designated fishing vessels.

6. Fishing Activities:

a. If a fishing vessel's planned route is going to pass through or adjacent to declared sensitive areas, nations should ensure that this vessel participates in NCAGS. Vessels may be re-routed and monitored to ensure their safe passage. Fishing vessels transiting through the AOO may be routed by the NCAGSORG either as independents or in groups as the operational situation and risk dictate.

b. National authorities may require that fishing activities utilize alternative fishing grounds. In this case they will do the following:

(1) Determine the fishing requirement.

(2) Select the desired fishing area.

(3) Assign fishing vessels to the designated area and notify NATO military authorities of the relevant details to facilitate deconfliction.

(4) Brief the responsible representative of national fishing authority on the military operational requirements.

c. As a matter of general policy, fishing grounds and access to them will be kept open whenever operational circumstances permit. If long transit times are required, national fishing authorities should give notice of their intentions as far in advance as is possible.

7. National Fishing Representative:

a. Authority:

(1) National Fishing Representatives will be nationally appointed. Since their authority derives from national legislation, the exact extent of this authority may differ between countries. However, they must be given sufficient powers over the fishing vessels and the personnel of their own nations to be able to effectively implement the orders of the military commander concerning the movement and the conduct of fishing vessels sailing in their group.

(2) When multinational fishing groups are formed, the nations concerned should make necessary arrangements among themselves so that authority vested in the representative will apply to all vessels included in the group.

b. Duties. The national fishing representative will be responsible for communications with the national authorities, relaying information to and from the fishing vessels within his group and directing the general movements of the group. He may be required to round up stragglers, both en route and when the group is deployed on the distant fishing ground. The navigation and handling and fishing operations of each vessel are the responsibility of the individual master. The internal control and organization of the fishing groups is a matter for national arrangements.

c. Communication Facilities. National authorities must have adequate communication facilities to enable them to communicate with fishing vessels as required by the military commander.

8. **Notification to Neutrals.** Military commanders should take the necessary steps to inform neutral nations, within the limits of security, of restrictions that might affect the operation of national fishing fleets. They should be invited to recommend to their fishing vessels to take part in the operation as Participating ships.

ANNEX 3F

ROUTEING

1. **Responsibility for Establishing Routes.** The military commander is responsible for establishing and maintaining a system of routes when required in an operation.
2. **Routeing Authority.** Routeing authority is the authority to select and allocate routes for a complete passage. This authority normally rests with the NCAGS CDR and may be delegated. In addition:
 - a. The NCAGS CDR is authorized to issue convoy routes which will include rendezvous, joiner and leaver positions. To achieve this, close coordination with relevant military commanders for the entire passage is required in order to provide the relevant information for promulgation.
 - b. The NCAGS CDR is authorized to route independents. The allocation of routes for independents may be delegated to SCPs when all tactical information is available.
3. **Sailing Authority.** The sailing authority is the authority responsible for the sailing of an independent or convoy along prescribed routes. This authority normally rests with the NCAGS CDR and may be delegated.
4. **Routeing Systems.** The two established routeing methods are:
 - a. **Standard Route.** *In naval cooperation and guidance for shipping, a preplanned single track, connecting positions within the main shipping route.*
 - b. **Latitude and Longitude.** Non-predetermined routes which are issued by the routeing authority as required. These are of particular use in an emergency before standard routes are activated.
5. **Promulgation of Routes.** Routes from AHP-7 are classified. Other routes may be classified depending on the circumstances.
6. **Designating a Selected Route:**
 - a. Details of the selected route or routes must be passed by the sailing authority to other naval authorities concerned and to the NCAGS authority responsible for issuing the orders and routeing instructions to the ships being sailed.
 - b. When standard routeing is employed, the selected route is communicated by quoting the appropriate code name or reference number. Route code names and reference numbers are assigned by the NCAGS CDR.
 - c. For communication purposes, in all routeing systems, route positions are given **Letter Designators** by the sailing authority. To increase security, different letter designators are assigned for each sailing.

7. Issuing Routeing Instructions to Merchant Ships:

a. General. Routeing instructions to ships always take the form of a list of latitudes and longitudes of the route positions together with their two-letter designators. Under no circumstance is reference to be made to code words, reference position numbers, or route position numbers.

b. Convoys. Routeing instructions are passed only to the officer commanding (OC), the convoy commodore, and the commanding officers (COs) of escorts. Vice and rear commodores receive copies of the route in a sealed envelope.

8. General Routeing Guidelines. The list below is a general guide to the constraints and restraints of merchant vessel routeing:**a. Constraints:**

(1) Review all routes to ensure that proper passage planning principles have been applied; for example:

(a) Routes are in safe navigational waters before they are promulgated.

(b) Routes conform to the customary rules of the road.

(c) Routes are planned that provide the least economic impact to the vessel's original planned passages whilst maintaining safety at all times.

(2) Consider ship handling characteristics for all routes.

(3) Consider meteorology, oceanography, the current tactical situation, current and future intelligence and AWNIS input for maritime safety information issues for all routes.

(4) Establish unidirectional routes only.

(5) Assign each unidirectional route in the standard system a codename and each waypoint a letter designator in accordance with subparagraph 9f.

b. Restraints:

(1) Routes may only be planned, issued and/or amended by the routeing authority (routeing authority may be delegated to NCAGS elements, but this must not be assumed).

(2) Do not send classified routes by unclassified means.

(3) Do not establish waypoints that exceed 500 nm.

9. Letter Designators. All waypoints are allocated two-letter designators, except for the final position, which is assigned a single letter. The following points should be noted:

a. The first letter of the two-letter designator remains the same for any particular convoy or independent, except as explained in sub para (f) below.

b. The second letter and the final single letter are given in alphabetical sequence, starting with any letter selected at random at the route position nearest the port of departure and continuing, in the direction in which the convoy or independent is travelling.

- c. The letters I and O are never used.
- d. A two-letter route position designator assigned to a main convoy is not to be assigned as a designator to any of the route positions on a joiner or leaver route. Nor should the first letter of the main convoy designator be used as the first letter of the joiner or leaver designators.
- e. The rendezvous position of a joiner convoy or independent with the main convoy and the break-off position from the main convoy of a leaver convoy or independent are to be indicated by the letter designator of the main convoy route.
- f. When there are more than 24 route positions, the method of designating them must be modified. After the entire alphabet (less I and O) has been used for the second letter, the first letter is to change to the one following it in the alphabet, and the sequence continues. The following chart shows the assignment of two-letter route position designators for a route with 27 possible positions, beginning with JT:

Position	Designator	Position	Designator
1	JT	15	JH
2	JU	16	JJ
3	JV	17	JK
4	JW	18	JL
5	JX	19	JM
6	JY	20	JN
7	JZ	21	JP
8	JA	22	JQ
9	JB	23	JR
10	JC	24	JS
11	JD	25	KT
12	JE	26	KU
13	JF	27	V
14	JG		

10. Standard Route System:

- a. Establishing and Numbering of Standard Routes.** In the standard route plans, which set out the route positions of standard routes, the points on the track are numbered from north to south and from east to west. Route positions must be established in sufficient numbers to ensure that successive route positions are not more than 500 miles apart.
- b. Selecting and Reporting Standard Route Positions.** After considering all the factors involved such as AWNIS information, intelligence, weather, sonar conditions and so forth, the routing authority selects a route from those given in the predetermined plans. The sailing authority (if different) may establish intermediate route positions and will assign two-letter designators to all route positions. Geographic coordinates of any intermediate position established together with the two-letter designators allocated to every position on the route must be reported in the appropriate message.

- Example -

The table below shows Standard Route MAPLE. In sailing a vessel on independent passage from Liverpool, GBR, to New York, USA, the routing authority selects Route MAPLE, positions 1 to 12 and sends this information in the appropriate message to the sailing authority.

The Sailing Authority allocates BK through W as the two-letter designators.

The routeing authority consults the predetermined routeing publication and extracts the latitudes and longitudes for Route MAPLE, positions 1 to 12. These, together with the two-letter designators, are then put in the sailing information (SI) for the vessel, as shown below, without reference to the code name for the route or the route position numbers.

56.00 N	010.00 W	BK	47.00 N	045.00 W	BR
53.30 N	016.00 W	BL	45.00 N	050.00 W	BS
52.00 N	022.00 W	BM	44.00 N	054.00 W	BT
50.00 N	025.00 W	BN	43.00 N	057.30 W	BU
48.30 N	032.30 W	BP	41.00 N	062.00 W	BV
48.00 N	040.00 W	BQ	38.30 N	065.00 W	W

■ 11. **Latitude and Longitude:**

The Routeing Authority decides on a route from a chart, taking into account current information and intelligence. The latitudes and longitudes of the chosen route are then passed to the Sailing Authority in the appropriate message. The Sailing Authority assigns a two-letter designator to each latitude and longitude and then includes them in the appropriate message.

■ 12. **Coastal Routeing:**

R

a. General. Although routeing in coastal waters inside the 100 metre line follows the same general rules and employs the same methods as described above, there is seldom scope to offer widely differing routes for coastal voyages. In consequence, routeing is normally “as safe navigation permits” if there are no navigational dangers or minefields, or via messages promulgated via the “Q” message system and/or standard routes if hazards exist.

b. Standard Coastal Routes. In addition to “Q” messages, standard routes for sailing coastal shipping may be laid down by the military commander when movement of shipping is restricted because of the presence of navigational dangers.

■ 13. **Combined Routeing System.** Routes may consist of a combination of any of the routeing systems described in previous paragraphs.

a. The “Q” Message System. Described in AHP-1, “Q” messages promulgate classified navigational information. Information contained in such messages that is required by merchant ships can only be released after the serial number and the date-time group of the message has been removed.

b. Routeing Authorities must consult all relevant “Q” messages, including “Q” messages covering those areas through which the route passes, when formulating a route.

■ 14. **Messages Ordering Diversions and Destination Changes:**

a. General. All diversions ordered for a convoy or independent after sailing must make clear the entire route to be followed to the immediate destination. In diverting a convoy or independent, the NCAGS CDR on behalf of the military commander, orders the new route by a message addressed to the OC and convoy commodore and by a diversion message to the master of an independently routed ship.

b. Diversion Message. For alterations to the route of a ship or a convoy at sea, the ship or convoy commodore is to be given the new route by means of a DIVERSION MESSAGE as laid down

in ATP 2, Vol II. In addition to including a new ETA, straggler's instructions should be included when applicable.

c. Method of Amending the Route. The DIVERSION MESSAGE and the appropriate military messages will give a new position or positions through which the ship or convoy is required to pass. New positions may be established by using bearings and distances from the lettered designators allocated to the positions given in the original messages. Two-letter designators must always be assigned to new route positions.

15. Corrections to Positions and ETAs. In order to assist the military commander, the NCAGS CDR responsible for making amendments to routes and the OC, convoy commodore if unescorted, or the master of an independently routed ship, will make a report when the electronic emission policy in force permits if the actual position differs more than 50 nm of the dead reckoned position based on the latest PIM or as otherwise instructed by the sailing authority.

16. Routeing Liabilities. Advice and routes may be given to masters provided it is made clear to the master that the Allied, or coalition, governments accept no liability. As far as possible, ships must be routed clear of convoy routes and focal areas unless they are Designated and are included in convoys.

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CHAPTER 4

Naval Cooperation and Guidance for Shipping Communications

0401 General

NCAGS, in common with most military disciplines, relies heavily on communications to effect command and control, pass data and disseminate information. This may be made more complex by the wide geographical dispersal of NCAGS elements and the need to utilize both military and commercial communication channels.

0402 Military and Non-Military Information Flow

The aim of NCAGS information flow is to facilitate the exchange of merchant shipping information between military authorities and the commercial shipping community. Figures 4-1 and 4-2 give an impression of the information flow relationships for peacetime and crisis, respectively.

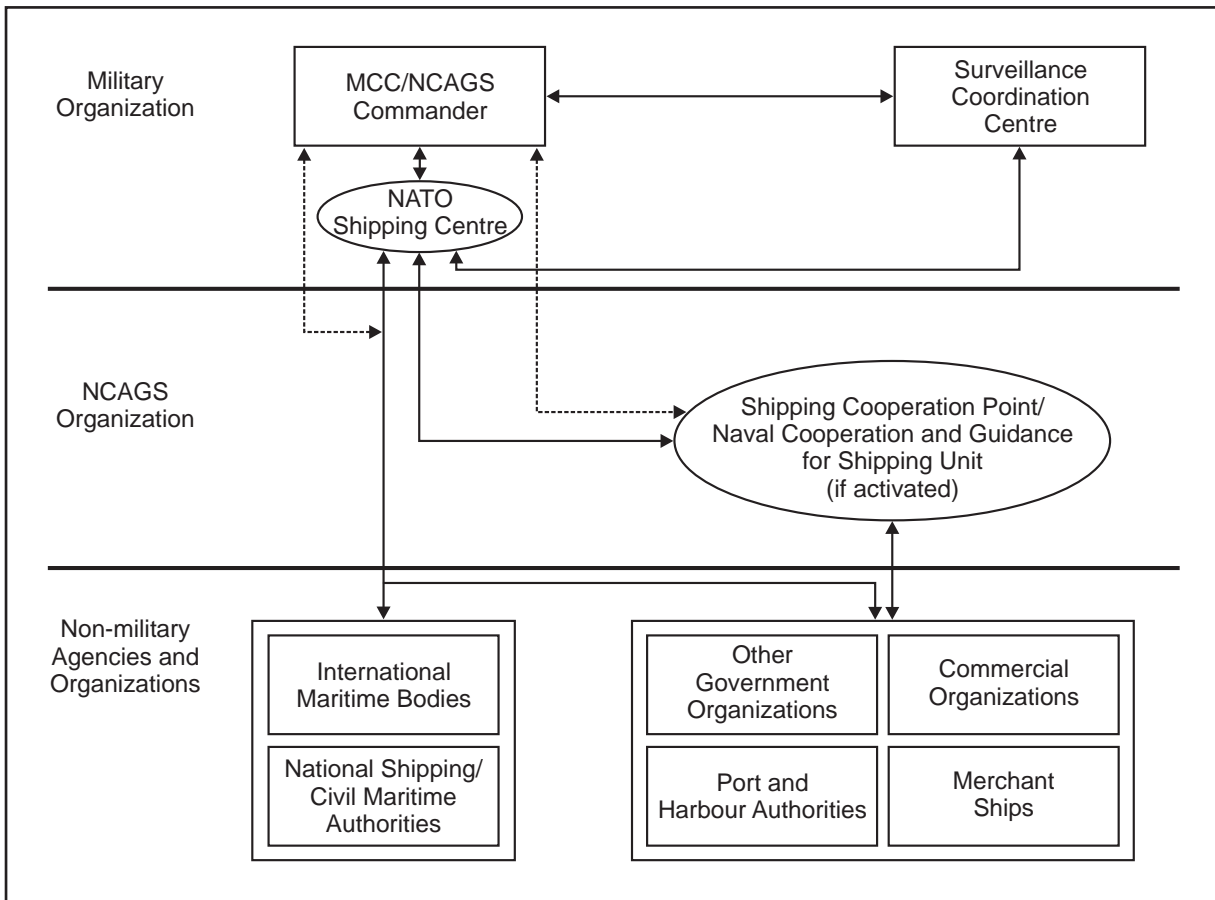


Figure 4-1. Impressions of Information Flow of Peacetime and Times of Tension

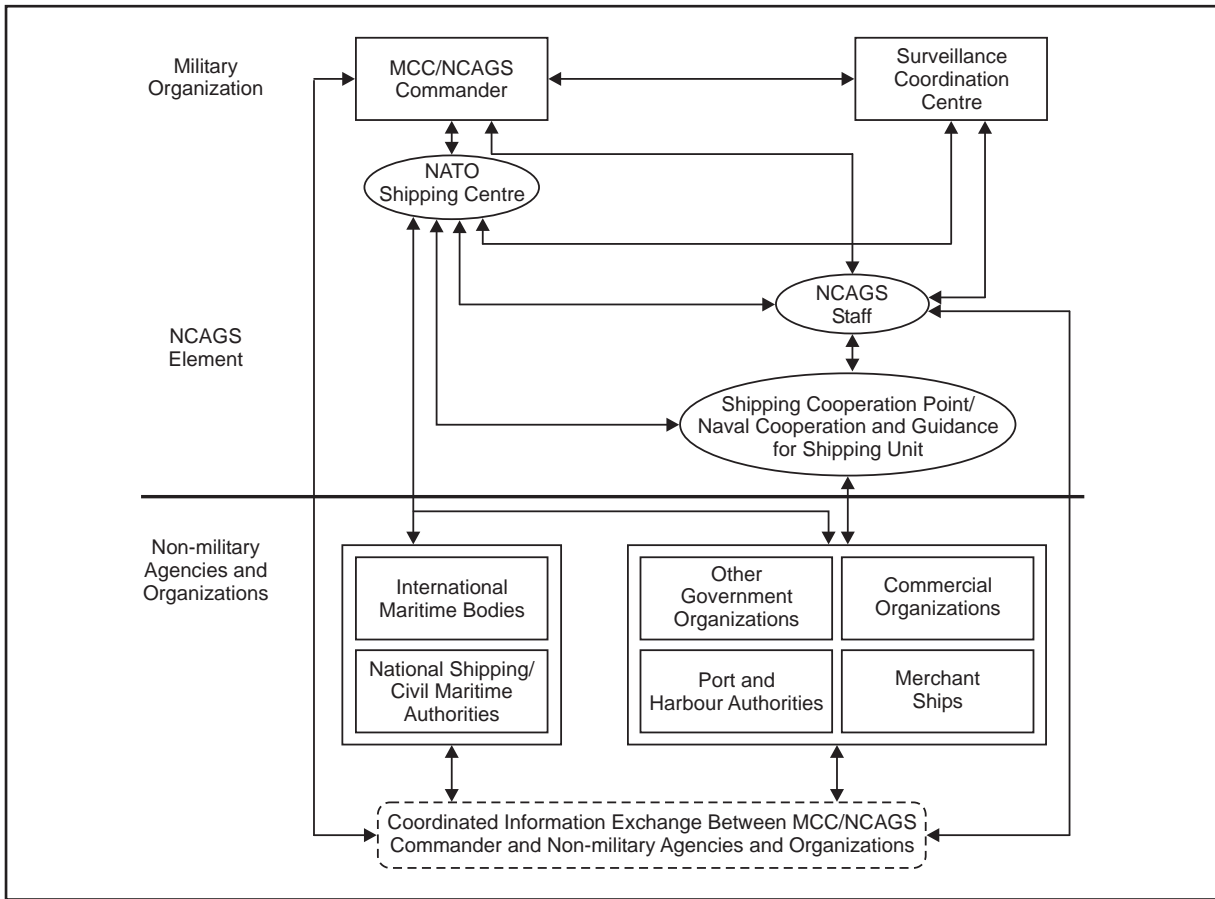


Figure 4-2. Impressions of Information Flow During Crisis and Conflict

0403 Information Exchange Requirements

NCAGS military information exchange requirements (IERs) are relatively simple in concept. These are being met by both conventional methods and increasingly technology based solutions. Conventional methods include signal messages, very high frequency (VHF) radio, fax transmissions, and secure and non-secure telephone. Technology based solutions range from formal and informal emails (the definition of formal and informal emails is under development by NATO), to data synchronization between various information systems. The challenge is to establish connectivity with a number of NCAGS elements distributed over a wide geographic area often in non-military locations. This requires a flexible communications architecture capable of providing maximum connectivity while preserving communications security (COMSEC). Ideally, this should involve both “push” and “pull” techniques, i.e., information sent and information pulled by the recipients from, say, a website. Table 4-1 and Table 4-2 list the secure and non-secure equipment and connectivity necessary to support the IERs. Table 4-3 lists the minimum requirements for NCAGS commanders and SCPs during operations and exercises. The overall communications requirements will be determined through consultation with the maritime component communications staff officer (N-6) and will be driven by the scope and scale of the operation.

Table 4-1. Peacetime and Tension Information Exchanges and Equipment and Connectivity Requirements (1 of 2)

Organizational Element Exchange	Equipment and Connectivity Requirements
<p>Component Commander (CC) to NSC</p> <ul style="list-style-type: none"> - Tasking (criteria) for white shipping picture data. - Forward relevant CLASSIFIED and UNCLAS information as required. - Request information on known SUS/COI/CCOI. - Request general shipping information. 	<p>Secure:</p> <ul style="list-style-type: none"> - Complete C4ISTAR systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - Maritime Command and Control Information System (MCCIS). - Voice and facsimile (military and civilian). <p>Non-secure:</p> <ul style="list-style-type: none"> - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video conferencing.
<p>NSC to Component Commander</p> <ul style="list-style-type: none"> - Input of 'global' white shipping data to the RMP (via SCC). - Known SUS/COI/CCOI information. - General shipping information. 	<p>Secure:</p> <ul style="list-style-type: none"> - Complete C4ISTAR systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS. - Voice and facsimile (military). <p>Non-secure:</p> <ul style="list-style-type: none"> - UNCLAS NCAGS ADP system compatible with MCCIS. - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing.
<p>SCC to NSC</p> <ul style="list-style-type: none"> - RMP. 	<p>Secure:</p> <ul style="list-style-type: none"> - Existing C4 system and connectivity. <p>Non-secure:</p> <ul style="list-style-type: none"> - None.
<p>NSC To SCC</p> <ul style="list-style-type: none"> - Input of 'global' white shipping data to the RMP. 	<p>Secure:</p> <ul style="list-style-type: none"> - Existing C4 system and connectivity. <p>Non-secure:</p> <ul style="list-style-type: none"> - UNCLAS NCAGS ADP system compatible with MCCIS.
<p>NSC to NCAGS Unit</p> <ul style="list-style-type: none"> - Updated 'global' merchant ship picture. - Supply any additional information as required for the conduct of NCAGS unit functions. 	<p>Secure:</p> <ul style="list-style-type: none"> - Complete C4 systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS. - Voice and facsimile (military). <p>Non-secure:</p> <ul style="list-style-type: none"> - UNCLAS NCAGS ADP system compatible with MCCIS. - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing.

Table 4-1. Peacetime and Tension Information Exchanges and Equipment and Connectivity Requirements (2 of 2)

Organizational Element Exchange	Equipment and Connectivity Requirements
<p>NCAGS Unit to NSC</p> <ul style="list-style-type: none"> - Input local merchant ship passage data for the merchant ship picture compilation. - Information as required on local merchant ship, port and other relevant data. 	<p>Secure (depending on individual unit operational requirements):</p> <ul style="list-style-type: none"> - Complete C4 systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS (deployable unit if at remote location). - Voice and facsimile (military). <p>Non-secure:</p> <ul style="list-style-type: none"> - UNCLAS NCAGS ADP system compatible with MCCIS. - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing (if facilities are available). - Digital/video camera
<p>NSC to Non-military Agencies and Organizations</p> <ul style="list-style-type: none"> - Relevant information on military operations. - Requests for international or national shipping information. 	<p>Secure:</p> <ul style="list-style-type: none"> - None. <p>Non-secure:</p> <ul style="list-style-type: none"> - Personal computer with Inter/intranet connectivity and email. - Voice and facsimile (military and civilian). - Toll-free International Maritime Satellite Organization (INMARSAT)-C (phone, fax and data). - Interactive web site.
<p>Non-military Agencies and Organizations To NSC</p> <ul style="list-style-type: none"> - Request UNCLAS military warning information. - Inform of issued international and national guidance. 	<p>Secure:</p> <ul style="list-style-type: none"> - None. <p>Non-secure:</p> <ul style="list-style-type: none"> - Personal computer with Inter/intranet connectivity and email. - Voice and facsimile (military and civilian). - INMARSAT (ship to shore).

Table 4-2. Crisis and Conflict Information Exchanges and Equipment and Connectivity Requirements (1 of 4)

Organizational Element Information Exchange	Equipment and Connectivity Requirement
<p>MCC/NCAGS CDR to Reach-Back Staff (if established)</p> <ul style="list-style-type: none"> - Various exchanges to coordinate NCAGS operations for both military and non-military factors. 	<p>Secure:</p> <ul style="list-style-type: none"> - Complete C4 systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS. - Voice and facsimile (military). <p>Non-secure:</p> <ul style="list-style-type: none"> - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing.
<p>Reach-Back Staff (if established) to MCC/NCAGS CDR</p> <ul style="list-style-type: none"> - Various exchanges to coordinate NCAGS operations for both military and non-military factors. 	<p>Secure:</p> <ul style="list-style-type: none"> - Complete C4 systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS. - Voice and facsimile (military). <p>Non-secure:</p> <ul style="list-style-type: none"> - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing.
<p>MCC/NCAGS CDR (and Reach-Back Staff, if established) to NSC</p> <ul style="list-style-type: none"> - OPTASK NCAGS. - Commander's intentions for defined periods. - Tasking (criteria) for white shipping picture data. - Forward relevant CLASSIFIED and UNCLAS information as required. - Request information on known SUS/COI/CCOI. - Request general shipping information. 	<p>Secure:</p> <ul style="list-style-type: none"> - Complete C4ISTAR systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS. - Voice and facsimile (military and civilian). <p>Non-secure:</p> <ul style="list-style-type: none"> - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing.
<p>NSC to MCC/NCAGS CDR (and Reach-Back Staff, if established)</p> <ul style="list-style-type: none"> - Input of 'global' white shipping data to the RMP (via SCC). - Known SUS/COI/CCOI information. - General shipping information. - Routeing planning. 	<p>Secure:</p> <ul style="list-style-type: none"> - Complete C4ISTAR systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS. - Voice and facsimile (military). <p>Non-secure:</p> <ul style="list-style-type: none"> - UNCLAS NCAGS ADP system compatible with MCCIS. - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing.

Table 4-2. Crisis and Conflict Information Exchanges and Equipment and Connectivity Requirements (2 of 4)

Organizational Element Information Exchange	Equipment and Connectivity Requirement
<p>SCC to NSC - RMP.</p>	<p>Secure: - Existing C4 system and connectivity.</p> <p>Non-secure: - None.</p>
<p>NSC to SCC - Input of 'global' white shipping data to the RMP.</p>	<p>Secure: - Existing C4 system and connectivity.</p> <p>Non-secure: - UNCLAS NCAGS ADP system compatible with MCCIS.</p>
<p>MCC/NCAGS CDR (and Reach-Back Staff if established) to SCP/NCAGS Unit - OPTASK NCAGS. - Commander's intentions for defined periods. - Relevant CLASSIFIED and UNCLAS information as required.</p>	<p>Secure: - Complete C4 systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS. - Voice and facsimile (military).</p> <p>Non-secure: - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing.</p>
<p>SCP/NCAGS Unit to MCC/NCAGS CDR (and Reach-Back Staff, if established) - SITREPS - Recommend local navigational warnings and routeing guidance. - Local merchant ship, port and other relevant information as required.</p>	<p>Secure (depending on individual unit operational requirements): - Complete C4 systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS (deployable unit if at remote location). - Voice and facsimile (military).</p> <p>Non-secure: - UNCLAS NCAGS ADP system compatible with MCCIS. - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing (if facilities are available). - Digital/video camera.</p>
<p>MCC/NCAGS CDR (and Reach-Back Staff, if established) to Non-military Agencies and Organizations - Coordinate local navigational warnings. - Liase as required to deconflict military operations in an area.</p>	<p>Secure: - Voice and facsimile (civilian).</p> <p>Non-secure: - Personal computer with Inter/intranet connectivity and email. - Voice and facsimile (military and civilian). - INMARSAT (ship to ship and ship to shore). - Video teleconferencing.</p>

Table 4-2. Crisis and Conflict Information Exchanges and Equipment and Connectivity Requirements (3 of 4)

Organizational Element Information Exchange	Equipment and Connectivity Requirement
<p>Non-military Agencies and Organizations to MCC/NCAGS CDR (and Reach-Back Staff, if established)</p> <ul style="list-style-type: none"> - Issued international and national guidance. - Coordinate local navigational warnings. - Liaise as required to deconflict merchant ship movements in a military operations area. 	<p>Secure:</p> <ul style="list-style-type: none"> - None. <p>Non-secure:</p> <ul style="list-style-type: none"> - Personal computer with Inter/intranet connectivity and email. - Voice and facsimile (military and civilian). - INMARSAT (ship to shore).
<p>NSC to SCP/NCAGS Unit</p> <ul style="list-style-type: none"> - Updated 'global' merchant ship picture. - Briefing materials for master's brief. - Forward CLASSIFIED and UNCLAS information as required. - Supply any additional information as required for the conduct of SCP/NCAGS unit functions. 	<p>Secure:</p> <ul style="list-style-type: none"> - Complete C4 systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS. - Voice and facsimile (military). <p>Non-secure:</p> <ul style="list-style-type: none"> - UNCLAS NCAGS ADP system compatible with MCCIS. - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing.
<p>SCP/NCAGS Unit to NSC</p> <ul style="list-style-type: none"> - Local merchant ship movements inputs for the merchant ship picture. - Local merchant ship, port and other relevant information as required. 	<p>Secure (depending on individual unit operational requirements):</p> <ul style="list-style-type: none"> - Complete C4 systems and connectivity. - Personal computer with Inter/intranet connectivity and email. - MCCIS (deployable unit if at remote location). - Voice and facsimile (military). <p>Non-secure:</p> <ul style="list-style-type: none"> - UNCLAS NCAGS ADP system compatible with MCCIS. - Personal computer with Inter/intranet connectivity and email. - Online collaboration tool (chat). - Voice and facsimile (military and civilian). - Video teleconferencing (if facilities are available). - Digital/video camera.
<p>NSC to Non-military Agencies and Organizations</p> <ul style="list-style-type: none"> - Daily SITREP of flagged ships in the AOO. - Relevant information on military operations in an area. - Requests for international or national shipping information. 	<p>Secure:</p> <ul style="list-style-type: none"> - None. <p>Non-secure:</p> <ul style="list-style-type: none"> - Personal computer with Inter/intranet connectivity and email. - Voice and facsimile (military and civilian). - Toll-free INMARSAT-C (phone, fax and data). - Interactive website.

Table 4-2. Crisis and Conflict Information Exchanges and Equipment and Connectivity Requirements (4 of 4)

<p>Non-military Agencies and Organizations to NSC</p> <ul style="list-style-type: none"> - Ship information in accordance with FORMAT ALPHA. - Ship position updates. - Issued international and national guidance. - Local incident reports. 	<p>Secure:</p> <ul style="list-style-type: none"> - None. <p>Non-secure:</p> <ul style="list-style-type: none"> - Personal computer with Inter/intranet connectivity and email. - Voice and facsimile (military and civilian). - INMARSAT (ship to shore).
<p>Organizational Element Information Exchange</p>	<p>Equipment and Connectivity Requirement</p>
<p>SCP/NCAGS Unit to Non-military Agencies and Organizations</p> <ul style="list-style-type: none"> - Brief masters on risk and routes including self protection measures and lead through operations as instructed. - Deconflict merchant ships from military operations in the AOO as instructed. - Issue sailing information as appropriate. - Organize NCAGS LO embarkation and disembarkation in accordance with established priorities. - Facilitate local navigational safety. 	<p>Secure:</p> <ul style="list-style-type: none"> - None. <p>Non-secure:</p> <ul style="list-style-type: none"> - Personal computer with Inter/intranet connectivity and email. - Voice and facsimile (military and civilian). - Toll-free INMARSAT-C (phone, fax and data).

■ **0404 Spare**

0405 Communications Security

NCAGS elements may be tasked to arrange for the distribution of cryptographic material to merchant ships and NCAGS staff as required. This could include secure devices to cover voice transmissions and text messages.

Table 4-3. Minimum Required Facilities

NCAGS CDR Staff	
Equipment	Remarks
Direct access to MMHS 24/7	To send and receive military signals IAW message priority
4 x PC ¹ (unclassified with access to Internet ²)	NCAGS ADP system + access to www/email simultaneously
1 x PC (classified)	Produce classified documents
2 x PC printer ³	1 for unclassified and 1 for classified system
2 x projector + projection screen	To project NCAGS ADP system plot and briefings, etc.
1 x data line with access to Internet	Minimum ISDN connection
4 x telephone (non-secure international)	
1 x telefax (non-secure international)	
1 x MERCS	Permanent Internet access and printer if possible
Access to ship databases (e.g., Lloyds Sea-Sentinel, Lloyds MIU, Lloyds Veritas Fairplay, Portguide)	In order to collect information of ships and ports
1 x set of charts	
1 x navigation set	Including parallel ruler and dividers
1 room	Office desks, chairs, conference table IAW manning
Publications/documents	As given in the publication/document list
SCP	
Equipment	Remarks
Access to MMHS 24/7	To send and receive military signals IAW message priority
3 x PC ¹ (unclassified with access to Internet ²)	NCAGS ADP + access to www/email simultaneously
1 x PC (classified)	Produce classified documents
2 x PC printer ³	1 for unclassified and 1 for classified system
1 x projector + projection screen	
1 x data line with access to Internet	Minimum ISDN connection
3 x telephone (non-secure international)	
1 x telefax (non-secure international)	
2 x MERCS	Permanent Internet access and printer if possible
Access to ship databases (e.g., Lloyds Sea-Sentinel, Lloyds MIU, Lloyds Veritas Fairplay, Portguide)	In order to collect information of ships and ports
Digital camera	
1 x set of charts	Covering the NCAGS area
1 x navigation set	Including parallel ruler and dividers
1 room	Office desks, chairs, conference table IAW manning
Publications/documents	As given in the publication/document list

¹ To be installed in local area network (LAN) if possible

² All PCs to have minimum Microsoft Office 2000, Microsoft Windows 2000 Professional, Adobe Acrobat Reader, WinZip, antivirus program and firewall (all programs in English version), and ability to burn CD-ROM

³ One colour if possible

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CHAPTER 5

Naval Cooperation and Guidance for Shipping Toolbox

0501 Introduction

The NCAGS toolbox comprises a series of procedures and tactics available to support maritime operational objectives. These tools may be used in combination or alone as required. The list is in no particular order of priority for implementation. The descriptions and measures within each tool are generic and may be modified as required to meet specific mission objectives. 200 series tools are for implementation during naval supervision of merchant ships which requires NAC/DPC approval to implement.

0502 Naval Cooperation and Guidance for Shipping 100 Series Tools

100 series measures may be implemented with the authority of military commanders. Details of the measures are shown in Annex A to this chapter.

	Tool
100 SERIES – ANNEX A	
101	Issue OPTASK NCAGS Appendix 1: OPTASK NCAGS Layout Appendix 2: Change Instructions for Structured Messages
102	Establish an NCAGS Area
103	Establish Communication Reporting Gates
104	Liaise with the Merchant Shipping Community
105	Conduct Open Source Information Collection
106	Conduct Focussed Information Collection
107	Establish Communication with Merchant Ships
108	Collect Merchant Ship Information and Voyage Data Appendix 1: Format Alfa
109	Submit Merchant Ship Data to the Recognized Maritime Picture
110	Spare
111	Assist in the Deconfliction of Merchant Ship Movements and Military Operations
112	Brief Merchant Ship Masters
113	Establish NCAGS Unit
114	Establish Shipping Cooperation Points
115	Establish Shipping Risk Areas
116	Deploy NCAGS Liaison Officers
117	Provide Merchant Ships with Sailing Information Appendix 1: Sailing Information Format
118	Recommend and Facilitate Accompaniment of Merchant Ships
119	Facilitate Dispersal and Emergency Movement
120	Provide NCAGS Services to Crisis Response Shipping
121	Recommend and Facilitate Lead-through

122	Generate Routes for NCAGS Purposes
123	Produce Navigational Safety Warnings Using WWNWS or AWNIS

0503 Naval Cooperation and Guidance for Shipping 200 Series Tools

After approval of naval supervision of merchant ships by the NAC/DPC, the following tools are available to the military commander.

	Tool
200 SERIES – ANNEX B	
201	Mandatory Routeing for Merchant Ships
202	Conduct Convoy Operations Appendix 1 — Stationing Criteria for Ships in Convoy Formations Appendix 2 — Joiner Instructions Appendix 3 — Arrangement for Late Availability Appendix 4 — Leaver Instructions Appendix 5 — Straggler Instructions Appendix 6 — Convoy Communications Instructions and Emission Control Appendix 7 — Sailing Order Convoys Appendix 8 — Pre-Sail Briefing

ANNEX 5A

**100 Series Naval Cooperation and
Guidance for Shipping Tools****101 Issue OPTASK NCAGS****1. References:**

- a. OPGEN/OPDIRs.
- b. OPLAN/OPORD.
- c. ASSESSREPS, INTREPS, NAVSITSUMS, MARINTSUMS, direction and guidance signals.
- d. APP 11.

2. Purpose. The purpose of the OPTASK NCAGS is to enable the NCAGS CDR to promulgate detailed tasking and instructions for all aspects of NCAGS operations. The message should be promulgated by the NCAGS CDR and should be sent to all units and commands which will be involved in, or affected by, NCAGS operations in the declared area.

3. The OPTASK contains the terms of reference for the various elements of the NCAGSORG. Careful drafting is therefore essential if the NCAGSORG is to function effectively. The OPTASK must be written in such a way that military commanders have a full understanding of the NCAGS contribution to the mission.

4. Tasks. The OPTASK NCAGS should follow the criteria below:

- a. Generate and maintain the initial OPTASK for the operation which should contain as much tasking as possible for the day-to-day running of the NCAGSORG and supporting organizations such as the NSC.
- b. Provide the outline of the current operation from the NCAGS perspective.
- c. Provide for the execution of NCAGS operations.
- d. Allocate duties and responsibilities to the NCAGSORG.
- e. Define supporting and supported roles.
- f. Advise military commanders of specific NCAGS related issues and policies with regard to merchant shipping.

5. Implementation:

- a. The OPTASK NCAGS must be consistent with the OPTASK messages of other warfare disciplines and should take into account relevant OPDIRs, OPGENs and other warfare management messages.

- b. Only unique NCAGS communications information should be in OPTASK NCAGS. All other communications details will be in accordance with OPTASK Communications or any ADP standing operation instructions.
- c. Changes and amendments to the OPTASK NCAGS must be in accordance with Appendix 2.
- d. Create new OPTASK NCAGS for major developments of the operational situation, such as:
 - (1) Embargo operations.
 - (2) Accompaniment operations.
 - (3) Lead-through operations.
 - (4) Non-combatant evacuation operations.
 - (5) Convoying.
- e. An example of the OPTASK NCAGS is contained in Appendix 1.
- f. OPTASKs classified above RESTRICTED increase communications complexity, and elements of the NCAGSORG may have difficulty in receiving this signal.

APPENDIX 1 TO TOOL 101
OPTASK NCAGS Layout

Brief Summary of Section Titles

A1	Reference	E1	Shipping Cooperation Point
A2	Period	E2	NCAGS Unit
B1	Mission—NCAGS CDR Mission	F1	Routeing Policy
B2	Conduct of Operations	F2	Protection Policy
C1	General Situation	G1	Evasion Instructions
C2	NCAGSORG	G2	Diversion Instructions
C3	NCAGS Area	H1	NCAGS Communications
C4	Shipping Risk Area	I1	Emission Control Plans
C5	SRA Threats	J1	AWNIS
C6	NCAGS Commanders Duties	X1	Reporting Instructions
C7	Supporting Command Duties	Y1	Special Instructions
C8	Unit Duties	Y2	Special Information
C9	Shipping Cooperation Point Duties	Z1	Acknowledge
C10	Escort Commanders Duties		
D1	NCAGS Liaison		

OPTASK NCAGS MESSAGE STRUCTURE

ORIGINATOR:	NCAGS commander.
ADDRESSEES:	All units and commands that will be involved or affected by NCAGS operations in the area.
CLASSIFICATION:	As appropriate, does not require an end of set marker (/). Unclassified, unless higher classification is required.
<i>-Example-</i>	NATO UNCLASSIFIED
SUBJECT INDICATOR CODE:	The SIC line does not require an end of set marker (/). The example shows an EXER/OPER SIC plus LKC and LRD.
<i>-Example-</i>	SIC ALC / LKC / LRD
SPARE LINE FOR CODE WORD(S):	If exercise or operation code names are desirable for specific identification, they shall be inserted in the line prior to the message ID line using EXER/ or OPER/.
<i>-Example-</i>	EXER/BRIGHT FUTURE 02
MESSAGE IDENTIFICATION:	This message is identified by MSGID/OPTASK NCAGS followed by originator's message address followed by a three-figure serial number and the month, with each separated by a slant.
<i>-Example-</i>	MSGID/OPTASK NCAGS/CTF 902/001/APR

A1 REF

Reference given in the following sequence:

- (1) Alphabetic designator.
- (2) Reference identification.

Note. Reference is mandatory if the message is a change to a previous OPTASK NCAGS.

-Example- A1/REF/A/ATP 2(B)VOL I
/B/CTF 902 OPGEN001/APR
/C/AAP8 (NAVY) (AIR)

A2 PERIOD

Period covered by the message (Time ZULU).

DTG to DTG . If end time not known use UFN (until further notice)

-Example- A2/PERIOD/280800Z OCT-UFN

B1 MISSION

NCAGS CDR Mission.

-Example- B1/MISSION/(Free text as required).

B2 CONDUCT

Conduct of Operations. NCAGS CDR general instructions. An overall explanation of what NCAGS will be doing in the operation and why. Should be based on the NCAGS CDR's concept of the operation and how NCAGS will support the CJTF/MCC mission. Should reflect the phases of the operation (detailed in a separate document such as the CJTF OPLAN) where NCAGS will be involved.

-Example- B2/CONDUCT/(Free text as required).

C1 GENSIT

General Situation. A brief description of overall assessment of own and opposing forces as they affect mercantile and crisis response shipping (CRS). Reference should be made to the political and military situation (likely described in another document). Highlight the role that the military plays in dealing with the situation (e.g., maintenance of SLOCs into a given nation or port).

-Example- C1/GENSIT/1/POF INCREASE IN NAVAL ACTIVITY.
NATO SHIPPING HAS BEEN CONSIGNED TO ASSIST GREYLAND.
2/SHIPPING UNHINDERED ON TRADITIONAL TRADE ROUTES. IF SITUATION DETERIORATES ELEMENTS OF TG 902.04 WILL BE MADE AVAILABLE TO ESCORT CRS.

C2 NCAGSORG

NCAGS Organization. Details of the NCAGS organization including the allocation of NCAGS coordination teams, NCAGS units and the role of the ashore and afloat NCAGS staff. Identify the NCAGS elements that will be in play for the operation and their relative roles.

-Example- C2/NCAGSORG/1/CTF 902 EMBARKED IN USS MOUNT WHITNEY IS NCAGS CDR.
2/REACH-BACK STAFF LOCATED AT STRIKFOR NAPLES.
3/SCPS WILL BE ESTABLISHED IN BREST AND CADIZ

- C3 NCAGSAREA NCAGS Area. Name/coordinates of the NCAGS area(s).
- Example-* C3/NCAGSAREA 01/4100N 00500E - 3649N 00500E - EASTWARD ALONG COASTLINE TO 02400E, THENCE NORTH TO 3520N 02400E THEN NORTHWEST TO 3755N 01600E ALONG THE COAST TO 4100N AND WEST TO 4100N 00500E
- C4 SRA Shipping Risk Area (SRA). Number/coordinates of SRA(s).
- Example-* C4/SRA/1/4100.0N-00530.0E/4100.0N-00820.0E/4030.0N-00530.0E/4030.0N-00820.0E
- C5 SRATHREAT Shipping Risk Area Threat. Number of SRA(s) and summary of threats.
- Example-* C5/SRATHREAT/SRA1/ASW THREAT CONSIDERED HIGH.
- C6 NCAGSCDRDUTY NCAGS Commanders Duties. List all the duties and tasks of the NCAGS commanders.
- Example-* C6/NCAGSCDRDUTY/1/IMPLEMENT NCAGS PROCEDURES IN NCAGS AREA
2/PROMULGATE ROUTEING DIRECTIVE
3/PROMULGATE DIVERSION ORDERS
- C7 SUPPCOMDUTY Supporting Commands Duties. List the commands and elements that are providing support to the NCAGS commander. The specific duties of each command or element mentioned in this section need to be identified.
- Example-* C7/SUPPCOMDUTY/1/NSC EXECUTE TOOLS 104, 105, 106, 107, 108 AND 109.
2/NSC IS TO PROVIDE LIAISON FOR NSAs ON A DAILY BASIS.
3/MCC NORTHWOOD TO INFORM CTF 902 ABOUT...
- C8 UNITDUTY Unit Duties. List the duties, tasks and authority delegated by the NCAGS CDR to NCAGS units.
- Example-* C8/UNITDUTY/1/GATHER LOCAL MERCHANT SHIPPING INFORMATION
2/PROVIDE GUIDANCE AND ADVICE TO MERCHANT SHIPS
- C9 SCPDUTY SCP Duties. List the duties, tasks and authority delegated by the NCAGS CDR to SCPs.
- Example-* C9/SCPDUTY/1/SAIL CRISIS RESPONSE SHIPPING AS DIRECTED BY NCAGS CDR
2/BRIEF MASTERS PRIOR TO ENTERING SRA
- C10 ESCORTDUTY Escort Commanders Duties. Details of instructions that have been given to the escort commander. Detail the relationship and authority the escort commander has over accompanied ships, convoys and convoy commodores (for example evasive steering).
- Example-* C10/ESCORT DUTY/1/ESCORTS WILL PROVIDE AREA ASW PROTECTION WITHIN SRA
2/ESCORTS MUST INFORM SHIPS ABOUT EMERGENCY TURNS UPON GAINING SONAR CONTACT

D1 NCAGSLIAIS

NCAGS Liaison. Details of how the NCAGS CDR will liaise with superior commands, other commands in the coalition or combined JTF, relevant NSAs and other entities (e.g., Military Sealift Command).

-Example-

D1/NCAGSLIAIS/1/CTF 902 WILL LIAISE WITH MCC AND PROVIDE A SITREP AT 2000Z OF ALL NATO MERCHANT SHIPS APPROACHING THE NCAGS AREA.
2/DIRLAUTH NCAGS CDR-MSCLANT FOR CONTROL OF MSC CRS SHIPS.

E1 SCP

Shipping Cooperation Point. Information about SCPs given in the following sequence (separate paragraph for each SCP):

- / Title.
- / DTG when operational.
- / Location/position.
- / SCP area of responsibility.
- / Actual manning.
- / SMA/callsign and routeing indicator (if any).
- / Communications guarded.
- / Telephone/fax/SATCOM numbers/email address.
- / R/V position(s).
- / Calling and reporting protocols.
- / Associated anchorages.
- / Port code.
- / Remarks.

-Example-

E1/SCP/1/HNLMS ZUIDERKRUIS/200800Z OCT-UFN/OFF CAPE FINISTERRE/SCP AREA OF RESPONSIBILITY/1 OIC, 6 STAFF/SCP ZUIDERKRUIS;CS PAOZ; RNFLXX/VHF 16-8-6/INMARSAT 8998898, EMAIL (ALL LOWER CASE) ZUIDERKRUIS@MODNL.NAVY.ORG/270 CAP FINISTERRE 16NM/-/-/-/FOUR NCAGS LOS EMBARKED

E2 NCAGS UNIT

NCAGS Unit. Information about NCAGS units given in the following sequence (separate paragraph for each NCAGS unit):

- / Title.
- / DTG when operational.
- / Location/position.
- / Unit area of responsibility.
- / Actual manning.
- / SMA/callsign and routeing indicator (if any).
- / Communications guarded.
- / Telephone/fax/SATCOM numbers/email address.
- / R/V position(s).
- / Calling and reporting protocols.
- / Associated anchorages.
- / Port code.
- / Remarks

- Example*- E2/NCAGS UNIT/1/USS CHAFEE/DTG WHEN OPERATIONAL/ETC. 2/NCAGS DET 102/DTG WHEN OPERATIONAL/ETC.
- F1 ROUTEPOL Routeing Policy. State the routeing policy.

-*Example*- F1/ROUTEPOL/1/NCAGSCDR WILL BE THE ROUTEING AUTHORITY AND WILL STATE ANY SRA ROUTES TO BE IMPLEMENTED.
2/NCAGSCDR WILL ROUTE SHIPS THROUGH THE NCAGS AREA VIA THE NORMAL TRADING ROUTES.
- F2 PROTECT Policy for the Protection of Shipping. Details of types of shipping, by category (crisis response shipping and other entitled shipping) and speed, which are to be protected, whether accompaniment or convoy will be used. The level of protection which is desired or must be provided. Embarkation of NCAGS LOs.

-*Example*- F2/PROTECT/1/ALL CRISIS RESPONSE SHIPPING WILL BE ESCORTED WHILE IN SRA. MERCHANT SHIPS ARE TO BE ESCORTED WHEN POSSIBLE, WHEN WITHIN THE NCAGS AREA.
2/PROTECTION LEVELS WILL BE SIGNALLED BY CTF 301.4
- G1 EVASION Evasion Instructions. Details of who can authorize evasion. Reactions to be taken to specific threats and which zigzag plans may be employed.

-*Example*- G1/EVASION/ESCORT CDR. ZIGZAG PLANS 6 OR 10 MAY BE ORDERED. FOR ASW THREAT CRS SHIPS WILL BE ORDERED TO EXECUTE EMERGENCY TURNS.
- G2 DIVERSION Diversion Instructions. Details of which commands can authorize diversion and the authority they have over various types of shipping.

-*Example*- G2/DIVERSION/ESCORT CDR CAN AUTHORIZE TACTICAL DIVERSIONS FOR PARTICPATING SHIPS
- H1 NCAGSCOMMS NCAGS Communications
Amplify or supplement details in OPTASK COMMS. Details telephone, fax and mail lines, SMAs as well as radio communications if not in OPTASK COMMS. Details of MERCS if used.

-*Example*- H1/NCAGSCOMMS/1/COMMS BETWEEN NCAGSORG, CTF 902 AND TGS WILL BE VIA EMAIL, PHONE, FAX
2/MERSHIPS WILL USE THEIR IRCS FOR COMMERCIAL SHIP TO SHORE COMMUNICATIONS
3/NSC NORTHWOOD RI RXDBON
- I1 EMCON Emission Control Plans for Shipping Operation. Details of EMCON plans and their applicability by ship type. EMCON plan should be coordinated with EMCON plan of other forces operating within the operating area/NCAGS area. Use grid in ATP 2(B), Vol. II and amplify as required.

-*Example*- I1/EMCON/1/VHF(SHIP/SHORE) - U 2/HF (SHIP/SHIP) - S

J1 AWNIS

Allied Worldwide Navigational Information System. Details of any AWNIS activation and C3 used. Reference should be made to the OPTASK AWNIS.

-Example- J1/AWNIS/AWNIS WILL BE ACTIVATED FROM 190800Z8. CTF 301 WILL BE THE AREA AND SUB-AREA ORIGINATING AUTHORITY

X1 REPINST

Reporting Instructions. Reporting requirements for the NCAGSORG, including details of timings, formats, methods of transmission, addresses, and contents (as applicable).

-Example- X1/REPINST/SCPS TO REPORT DAILY BY EMAIL TO CTF, INFO NSC AND REARLINK AT 0500Z AND 1700Z

Y1 SPECINST

Special Instructions. As necessary which do not lie in any other segment. NCAGS tools currently in effect should be summarized in this section. If not stated elsewhere, include the duties of all NCAGS elements in the NCAGS CDR's chain of command.

-Example- Y1/SPECINST/1/NSC WILL ISSUE SOI BY 181800Z OCT 2/FIR TO BE SUBMITTED TO CTF 902 BY ENDEX

Y2 SPECINFO

Special Information. As necessary which do not lie in any other segment.

-Example- Y2/SPECINFO/.....(free text as required)

Z1 ACKNL DGE

Acknowledge. Addressees required to acknowledge. All NCAGS elements in the NCAGS CDR's chain of command may be listed in this section.

-Example- Z1/ACKNL DGE/CINCEASTLANT/CTF 902

APPENDIX 2 TO TOOL 101

**Change Instructions for
Structured Messages**

Previously promulgated messages are modified in the course of an operation as follows:

1. By changes to promulgated messages. This method has the advantage of allowing separation to some degree of perishable and non-perishable information, thus reducing repetition of the same text in subsequent messages. It is described below:

a. Changes are identified by MSGID followed by the title of the message being changed, followed by "CHANGE", followed by a three-figure number indicating the change serial, followed by the effective DTG of the change, with each separated by a slant. The complete message identifier is not given because, as explained in section A1 of each message structure, referencing the message to be changed is mandatory.

- Example -

MSGID/OPTASK NCAGS/CHANGE/003/021200Z

b. To delete a section in an existing message, the appropriate section alphanumeric identifier is listed, followed by "DELETE".

E3/DELETE

c. To add a new section to an existing message, its complete text, including the alphanumeric identifier and self-explanatory abbreviations, is inserted.

d. For major amendments to a section in an existing message, the complete section, including the alphanumeric identifier, self-explanatory abbreviation, and revised text, are inserted. For minor amendments the alphanumeric identifier, self-explanatory abbreviations and directions for the amendment only are necessary.

e. The order of the contents of a change message is to conform to the structure sequence of the message to be changed.

2. By promulgation of the replacement message under the next sequential serial number. This message will automatically supersede its predecessor at the first time listed in section A2 of the replacement message.

102 Establish an NCAGS Area

1. References.

2. Purpose. In order to meet the military requirement to manage risk in the AOO and to gain the cooperation of merchant ships transiting it, the area within which NCAGS procedures have been implemented must be clearly defined and promulgated. In most cases this area will coincide with the established AOO. Careful attention must be paid when defining the area to ensure that it is large enough to ensure safe and effective military operations free of interference from merchant shipping, provide safe passage for merchant ships, and ensure that once established, the minimum of changes will be required to it, while ensuring that the area is not so large that it is unmanageable.

Note. *NCAGS area — A geographical area within which the NCAGSORG conducts NCAGS activities. The objective of such an area is to maximize the cooperation between military commanders and merchant shipping.*

3. Tasks. To establish an NCAGS area, the following considerations should be taken into account:

a. Simplicity in Plotting. The aim must be to allow the area to be easily plotted by merchant ships.

b. Keep the Area to a Modest Size. The declaration of such an area may cause rises in insurance rates. If the area is limited to waters in which there is actual threat to shipping, either from enemy action or interference with military operations, mariners may choose to avoid the area completely. However, careful thought should also be given to the size to avoid frequent changes.

c. Promulgation to merchant shipping should contain both the boundaries of the area and reason for establishing the area. The document promulgating the NCAGS area should contain details of how to contact the NCAGSORG for guidance.

d. Whenever possible, promulgation should be in advance of activation to allow both military authorities and merchant shipping to make preparations.

e. Care must be taken when promulgating an area to ensure that full explanation is given in order not to have any actions misinterpreted, thus unintentionally increasing concern in the shipping industry.

4. Implementation:

a. Manning. The establishment of an area for NCAGS will usually require the appointment of a NCAGS CDR and staff. The function of the NCAGS CDR is normally assigned to the MCC.

b. Equipment. N/A

c. Communications. It is important to remember the requirement to communicate with merchant ships at sea.

d. Related Tools.

103 Establish Communication Reporting Gates

1. References:

- a. OPTASK NCAGS.
- b. OPTASK RMP.
- c. Other OPTASKS as required.

2. Purpose. A CRG is established to provide a position for merchant ships to call the NCAGSORG in order to establish initial contact or to update previous information.

3. Tasks:

- a. Select the CRG, using a time or location that will provide the NCAGS personnel with sufficient lead- time to prepare information relevant to the merchant ship. A CRG should be positioned so that a minimum notice period of 36 hours is available to merchant ships to contact their owners/operators for onward passage instructions before reaching the AOO/NCAGS area/SRA. The CRG will normally be represented as lines of latitude or longitude which encompass the area concerned. For practical purposes a minimum distance of 600 nautical miles (nm) from the AOO should be observed.
- b. The reporting criteria must be tailored to meet the mission requirements. Ships will be asked to provide a Format Alfa or another requested form of report.
- c. Promulgate the CRG location and the reporting requirements to both the military and merchant shipping communities. Promulgation can be achieved through a variety of means, such as through the NSC, NSA advisories, or a notice to mariners (NOTMAR). Instructions should contain details of the information required in the report, the occasions of reporting, and to whom the report is to be sent.
- d. Provide the merchant ship PIM information to RMP manager via over-the-horizon targeting (OTHT) Form Gold formatted messages or by appropriate alternate means. It is essential that this information be forwarded in a timely manner.
- e. Store all reports in a ship information database that can readily be accessed for further analysis.

4. Implementation:

a. Organization and Manning. The establishment of a CRG may require additional personnel to deal with the increase in communications if traffic levels are high.

b. Equipment. Database.

c. Communications. Communications requirements for supporting a CRG will be predominantly commercial in nature and will use global maritime distress and safety system (GMDSS). Means to effectively communicate with both military and merchant ships include facsimile message, telephone, VHF, email, etc.

d. Related Tools.

- (1) 101, Issue OPTASK NCAGS.

- (2) 102, Establish an NCAGS Area.
- (3) 104, Liaise with the Merchant Shipping Community.
- (4) 106, Conduct Focussed Information Collection.
- (5) 107, Establish Communication with Merchant Ships.
- (6) 108, Collect Merchant Ship Information and Voyage Data.
- (7) 111, Assist in the Deconfliction of Merchant Ship Movements and Military Operations.
- (8) 112, Brief Merchant Ship Masters.
- (9) 115, Establish Shipping Risk Areas.
- (10) 120, Provide NCAGS Services to Crisis Response Shipping.

104 Liaise with the Merchant Shipping Community**1. References:**

- a. MC 376/2.
- b. OPTASK NCAGS.

2. Purpose. Enhance and make maximum use of cooperation between naval and civilian maritime communities. The cooperation and information exchange is vital in order to avoid disruption of the flow of shipping.

3. Tasks:

- a. Develop, foster and maintain a collaborative working relationship with the merchant shipping community to enable rapid collection and dissemination of vital information through information networks and open sources (i.e., Internet, shipping databases (e.g., Lloyds Register-Fairplay), shipping companies, etc.).
- b. Develop and maintain a collaborative working relationship with commercial trade and insurance organizations that support merchant shipping and to improve data collection.
- c. Develop and maintain a collaborative working relationship with governments and military sources to enable rapid collection and dissemination of vital information and data.

4. Implementation:

a. Manning. NCAGS personnel are required to establish this liaison in advance of and in the early stages of an operation. Numbers will be dependent on the sources to be contacted.

b. Equipment. N/A.

c. Communications. Facilities to use both civil and military lines of communications.

d. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 103, Establish Communication Reporting Gates.
- (3) 105, Conduct Open Source Information Collection.
- (4) 106, Conduct Focussed Information Collection.
- (5) 107, Establish Communication with Merchant Ships.
- (6) 111, Assist in the Deconfliction of Merchant Ship Movements and Military Operations.
- (7) 112, Brief Merchant Ship Masters.
- (8) 113, Establish NCAGS Unit.
- (9) 119, Facilitate Dispersal and Emergency Movement.

105 Conduct Open Source Information Collection

1. **References:** OPTASK NCAGS, OPTASK INT, OPGEN, OPORDs and other directives.
2. **Purpose.** To collect information on merchant shipping by researching and data mining open sources. This will provide generic and background information, particularly in the early stages of an operation.
3. **Tasks:**
 - a. The SO NCAGS identifies the information to be gathered based on the military commander's stated requirements.
 - b. Mine open sources including:
 - (1) Classification society information (e.g., Lloyd's Register-Fairplay).
 - (2) National information sources (e.g., NSAs, shipping centres and other government departments).
 - (3) Internet maritime websites and links.
 - (4) NATO Shipping Centre (NSC).
 - (5) Media (e.g., company schedules, Journal of Commerce).
 - (6) Maritime industry magazines and databases (e.g., Lloyd's Register-Fairplay, Maritime Reporter).
 - c. Process information gathered from sources to produce a fused, accurate and relevant data output that meets the commander's stated requirements.
 - d. Disseminate this information to appropriate military authorities using the specified communication and information systems.
4. **Implementation:**
 - a. **Manning.** SO NCAGS and additional staffs will be dependent on the situation.
 - b. **Equipment.** Will be governed by the scope and scale of the requirements but will include as minimum a personal computer (PC) with Internet access, email and active user licenses for open source databases (as needed).
 - c. **Communications.** Requirements will be determined through consultation with N-6 prior to the start of an operation.
 - d. **Connectivity.** Internet.

e. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 104, Liaise with the Merchant Shipping Community.
- (3) 106, Conduct Focussed Information Collection.
- (4) 109, Submit Merchant Ship Data to the Recognized Maritime Picture.

106 Conduct Focussed Information Collection

1. **References:** OPTASK NCAGS, OPTASK INT, OPGEN, OPORDs and other directives.
2. **Purpose.** To collect information on merchant shipping by using NCAGS personnel and other assets in theatre. This will provide focussed and specific information that augments open source collection. Focussed collection of information will be activated when the situation requires interaction with the shipping community.
3. **Tasks:**
 - a. The SO NCAGS identifies the information requirements based on the military commander's stated requirements.
 - b. The SO NCAGS will liaise with the intelligence staff to determine information collection requirements and priorities.
 - c. NCAGS personnel will gather information by:
 - (1) Observing activities in ports, anchorages and on board merchant ships.
 - (2) Contacting local shipping companies, ship owners, ship operators, ship agents, and ship masters for information regarding their ships.
 - (3) Contacting local shipping authorities, such as vessel traffic services, coast guard, port police, pilots and harbour masters.
 - (4) Receiving information from merchant ships.
 - (5) Monitor infrastructure in ports of interest and inform on potential problems.
 - d. Photograph ships and merchant facilities if permitted by local authorities.
 - e. Disseminate this information to appropriate military authorities using the specified communication and information systems.
4. **Implementation:**
 - a. **Manning.** SO NCAGS and additional staffs will be dependent on the situation.
 - b. **Equipment.** Digital/video camera and a PC with Internet access and email.
 - c. **Communications.** Requirements will be determined through consultation with N-6 prior to the start of an operation.
 - d. **Related Tools.**
 - (1) 101, Issue OPTASK NCAGS.
 - (2) 104, Liaise with the Merchant Shipping Community.
 - (3) 105, Conduct Open Source Information Collection.
 - (4) 109, Submit Merchant Ship Data to the Recognized Maritime Picture.

107 Establish Communication with Merchant Ships**1. References:**

- a. OPTASK NCAGS, OPTASK COMMS.
- b. NAVWARNS.
- c. GMDSS Handbook.

2. Purpose:

- a. To provide merchant ships with directions for contacting the NCAGSORG.
- b. To provide information of interest to shipping.
- c. To collect standardized data on ships for the RMP and the NCAGS database.

If the NSC is activated, contact with merchant ships could be centralized through them. However, NCAGS units and SCPs will need to contact ships directly and the details below may apply. The method of contacting merchant ships is to use the GMDSS, which is part of the Safety of Life at Sea (SOLAS) Convention.

Although mainly designed for safety at sea, the system is used for commercial communications. It is a combination of terrestrial and satellite communications systems. The system is only mandatory for vessels over 300 GT.

Under GMDSS, although encouraged to do so, nations do not have to apply GMDSS to the following types of ships:

- (1) Fishing vessels.
- (2) Warships.
- (3) Pleasure yachts not engaged in trade.
- (4) Wooden ships of a primitive build.
- (5) Sailing vessels.

3. Tasks:

- a. Identify ships that need to be contacted.
- b. Obtain maritime mobile service identity (MMSI), station (ship) identifiers and/or any official ship's contact numbers (mobile, private communications companies subscribed to). MMSIs and station identifiers can be obtained from directory enquiries, INMARSAT Internet site, a GMDSS handbook, owners, operators or port authorities as well the ship itself.
- c. Provide suitable equipment to be available which has capability for transmit and receive, fax, email, TELEX and voice communications.
- d. Arrange a toll-free line to encourage merchant ships to contact the NCAGSORG.

e. Inform the shipping community of communications details to allow them to contact military sources. This can be via the NSC website, NAVWARNS, or by contacting NSA's civil maritime authorities (CMA), PBOS and IMO.

f. Types of communication:

(1) NAVTEX (transmission only, must be only a few words describing how to contact the NCAGSORG and why). NAVTEX is not worldwide and therefore it is necessary to check whether a ship can receive NAVTEX; details are in GMDSS handbooks.

(2) Enhanced Group Call (EGC) (FLEETNET only — transmission only and will require IMO assistance to establish). INMARSAT A, B and C only.

(3) Telex number — direct contact between ship and NCAGS authority. Telex can be sent to all INMARSAT receivers.

(4) Toll-free telephone/telex number — direct contact between ship and NCAGSORG. Telex can be received on any INMARSAT receiver. Voice is not available on INMARSAT C. For ships working in GMDSS Sea Areas 1 and 2, use the ship's MMSI on digital selective calling (DSC).

(5) Fax number — range toll-free, direct contact between ship and NCAGSORG. Fax can only be sent on INMARSAT A, B or M.

(6) Internet website — interactive. Unlikely to be read on ships but owners/operators may forward on intranet site if requested.

(7) Email address of ship — it would be unusual to be able to directly email a ship unless you are a subscriber to their private server. You will need to contact owners/operators to establish the most efficient way of emailing a ship. An alternative is to email the land Earth station (LES) the ship is subscribing to and request they forward the email by telex via INMARSAT.

4. Implementation:

a. Manning. NCAGS elements will be nominated to be responsible for maintaining contact with ships on approach to and transiting the AOO/NCAGS area. Whatever element is nominated must be sufficiently manned with personnel and equipment to enable communication with the expected traffic volume expected.

b. Equipment. Access to a PC, telephone, fax or telex will be essential. If an NCAGS element is afloat, access to a full range of GMDSS equipment will be required.

c. Communications. Internet and email account.

d. Related Tools. Unlike most other tools this one has a relationship with most of the toolbox.

108 Collect Merchant Ship Information and Voyage Data

1. **References:** OPTASK NCAGS, NAVWARN, commercial databases.
2. **Purpose.** To collect information on merchant ships in the AOO through submission of a Format Alfa and subsequent position reports.
3. **Considerations.** As a general rule the Format Alfa should be kept as short as possible and be limited to the information determined essential. This can be achieved through a variety of means, such as through the NSC, NSA advisories, or a notice to mariners. Normally the data in **bold** in Appendix 1 of this tool will suffice. Cargo data requirements must be tailored IAW mission requirements. Cargo data should not normally be requested for exercises.
4. **Tasks:**
 - a. Determine the ship information and voyage data required to support the operation.
 - b. Issue a NAVWARN requesting merchant ships approaching the NCAGS area/AOO to submit Format Alfa and subsequent position reports. Instructions should contain details of the information required in the report, the occasion for reporting, and to whom and how the report is to be sent.
 - c. Submit merchant ship data to the RMP in accordance with Tool 109.
 - d. Store all Format Alfa information in a database for further analysis.
 - e. If required give advice/guidance to the ship as determined by the situation.
5. **Implementation:**
 - a. **Organization and Manning.** Additional personnel will be required to manipulate the data submitted in the Format Alfa if traffic levels are high.
 - b. **Equipment.** Computer with database/telex/telephone.
 - c. **Communications.** Communications requirements will be predominantly commercial in nature. Means to effectively communicate with merchant ships equipped with GMDSS.
 - d. **Connectivity.** Functional GMDSS.
 - e. **Related Tools.**
 - (1) 101, Issue OPTASK NCAGS.
 - (2) 103, Establish Communication Reporting Gates.
 - (3) 104, Liaise with the Merchant Shipping Community.
 - (4) 106, Conduct Focussed Information Collection.

- (5) 107, Establish Communication with Merchant Ships.
- (6) 109, Submit Merchant Ship Data to the Recognized Maritime Picture.
- (7) 112, Brief Merchant Ship Masters.
- (8) 114, Establish Shipping Cooperation Points.

APPENDIX 1 TO TOOL 108

Format Alfa

1. The Format Alfa is a principal means by which NATO gathers data regarding shipping. The form is divided into four sections:

- a. Section A covers basic details of the vessel.
- b. Section B covers details of the current voyage.
- c. Section C covers details of the ship's operator.
- d. Section D covers cargo data.

2. **Date and Time.** Should be entered either by the date followed by a four digit time (18 Oct 97 2100 UTC) or a date time group.

3. **Date Time Group (DTG).** The NATO method of expressing time and date is contained within the DTG and is written in the following manner: DDHHHZMMYY; therefore, the DTG 182100ZJUL03 describes a time of 2100 (GMT/UTC) on 18 July 2003. NATO units routinely describe GMT/UTC as time zone "Zulu" abbreviated to "Z".

a. **Section A — Ship Data:**

- (1) **Ship's name.**
- (2) **International callsign.**
- (3) Type of vessel.
- (4) **Flag of registry.**
- (5) **IMO number.**
- (6) Port of registry.
- (7) Overall length.
- (8) Vessel's width.
- (9) **Maximum draft for present voyage.**
- (10) Vessel's gross tonnage.
- (11) **Speed:**
 - (a) **Service speed.**
 - (b) **Maximum speed.**
 - (c) **Minimum speed.**

- (12) **SIGNIFICANT APPEARANCE OF VESSEL FOR OPTICAL RECOGNITION.**
- (13) MMSI (maritime mobile service identity) number.
- (14) Name of communication stations being copied.
- (15) INMARSAT telephone numbers.
- (16) INMARSAT Fax numbers.
- (17) INMARSAT telex numbers.
- (18) INMARSAT data numbers.
- (19) **Other communication means, including email addresses.**

b. Section B — Voyage Data:

- (20) Intended movement — description of passage.
- (21) Last port/country of call, including actual date and time of departure from last port.
- (22) Next port of call, including ETA at next port of call.
- (23) **Current position.**
- (24) **Date/time and position entering the region.**
 - (a - x) **Waypoints of intended track through AOI (date/time, latitudes/longitudes).**
- (25) **Position and date/time departing the region.**

c. Section C — Operator Data:

- (26) Name of ship owner/operator, including address of ship owner, name of charterer (if any) and address of operator/charterer.
- (27) Email address of the above.
- (28) Telephone number of the above.
- (29) Fax number of the above.

d. Section D — Cargo Data:

- (30) Quantity and nature of main/relevant cargo.
- (31) Shippers of main/relevant cargo (name and address).
- (32) Origin of main/relevant cargo.
- (33) Consignee of main/relevant cargo.

(34) Final destination of main/relevant cargo.

(35) Special queries appropriate to current operation such as “State if any cargo/person being carried is subject to UN sanctions, by **YES** or **NO** (if the answer to the query is YES, then describe on a separate sheet).”

109 Submit Merchant Ship Data to the Recognized Maritime Picture**1. References:**

- a. APP 11.
- b. OPGEN, OPTASKs RMP, antisurface warfare (ASUW) and NCAGS.

2. Purpose. To contribute merchant ship track data to the RMP. The RMP is a non-real-time geographic presentation of processed all-source contact and planning data known at a given time, of surface, subsurface, amphibious and maritime air units, forces and operations in a designated AOI, compiled by an assigned RMP manager. Data collection involves the accumulation of data reports from multiple sources in a variety of message and reporting formats. See Annex 3D for more information on the RMP.

3. Tasks. This tool will exploit the relationship between the NCAGSORG and merchant ships to collect PIM and supplementary data to contribute to the merchant ship component of the RMP. Support to the RMP is a major NCAGS task applicable to all operations across all crisis levels.

- a. To promulgate track alert criteria of contacts designated as SUS/COI/CCOI in the OPTASK NCAGS. It is essential that the OPTASK RMP, ASUW and NCAGS all use the same designated criteria
- b. Establish the time late criteria in the OPTASK RMP. The non-deviating nature of merchant ship voyages must be taken into account, which may permit a time late period of up to 24 hours. This must be carefully explained to and fully understood by the RMP Manager.
- c. To submit initial merchant ship RMP tracks using the information contained in Format Alfa.
- d. To submit over-the-horizon targeting (OTHT) GOLD data in accordance with OPTASK NCAGS guidance.
- e. To update tracks as required in accordance with the nature of the operations. The operations area will affect the update rate required to maintain a current RMP. Slower update rates will be acceptable in open ocean whereas more frequent updates may be required in more enclosed seas with higher traffic densities.
- f. Maintain close liaison with the RMP manager to ensure the consistency and quality of data submitted by NCAGS.

4. Implementation:

- a. Manning.** SO NCAGS and additional staffs will be dependent on the situation.
- b. Equipment.** The NCAGSORG must have access to some form of ADP-IS capable of collecting, processing and maintaining merchant ship data and compatible with fleet systems.
- c. Communications.** Some form of real time communications to allow NCAGS staff to submit data in support of the RMP is necessary if information is to be kept current.

d. Connectivity.

e. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 104, Liaise with the Merchant Shipping Community.
- (3) 105, Conduct Open Source Information Collection.
- (4) 106, Conduct Focussed Information Collection.
- (5) 108, Collect Merchant Ship Information and Voyage Data.

110 SPARE

111 Assist in the Deconfliction of Merchant Ship Movements and Military Operations**1. References:**

- a. OPTASK NCAGS, ASUW AND MINEWARFARE.
- b. OPDIR.
- c. NAVWARNS.
- d. ASSESSREPS.

2. Purpose. To minimize interference between military operations and merchant ship movements. Deconfliction should aim to keep merchant ships clear of military operations by persuading masters to comply with NCAGS guidance and recommendations. At the same time masters should understand that by complying, the interruptions to their voyages by military units will be minimized and that the safety of their voyages will be enhanced.

3. Tasks:

- a. Identify areas of potential interference between military and merchant ships such as separation zones, traffic lanes, fishing areas, chokepoints, main shipping routes, etc.
- b. Liaise with the staff of the military commander to ascertain those areas which they would wish merchant ships to avoid, such as submarine operating areas, mine danger areas, replenishment-at-sea corridors, carrier operating areas, areas covered by shore-based missile batteries, etc.
- c. Generate alternative routes, avoiding the areas identified in tasks a and b.
- d. Promulgate alternative routes identified at task c. This will include:
 - (1) Requesting support of NSAs and civil shipping authorities (ship owners/operators), both to advertise the areas and avoidance routes and to encourage ships to comply with the guidance and advice provided by the NCAGSORG.
 - (2) NAVWARNS.
 - (3) Using CRGs to pass on deconfliction information.
 - (4) Websites.
 - (5) Briefing masters. See Tool 112 (Brief Merchant Ship Masters).

4. Implementation:

- a. **Manning.** NCAGS SO will identify the requirements for NCAGS personnel to support deconfliction requirement.
- b. **Equipment.** N/A.
- c. **Communications.** GMDSS.

d. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 102, Establish an NCAGS Area.
- (3) 103, Establish Communication Reporting Gates.
- (4) 112, Brief Merchant Ship Masters.

112 Brief Merchant Ship Masters**1. References:**

- a. OPTASKS NCAGS, ASUW.
- b. SITREPS.
- c. NAVWARNS.
- d. Meteorological and oceanographic centre (METOC) signals.

2. Purpose. To brief masters in order to enhance their safety, minimize disruption to their voyages, and improve their awareness and understanding of the military situation.

3. Tasks. Brief contents will be mission specific (e.g., an MIO briefing will vary from a briefing due to a threat to merchant ships).

a. Identify which ships require briefs and the type of brief to be given. These should be tailored to the situation but standardized within the operation and may be initial briefs, updates, pre-sail briefs, or debriefs. All of them should be conducted as a two-way process in order to maximize exchange of information. Particular care should be taken to brief the following types of ship:

- (1) Merchant ships transiting an SRA.
- (2) IVC.
- (3) Ships to be accompanied.
- (4) Ships requiring lead-through.
- (5) Strategic sealift.
- (6) CRS.

b. Prepare briefings. Different types of ships will require different briefs depending on the circumstances. In all cases the information passed should be kept to the minimum necessary. Briefings may include the following types of information:

- (1) Military operation overview, both friendly and opposing forces, and any UN resolution requirements.
- (2) Risk assessment.
- (3) Guidance for passage, including routes and diversion information. It is extremely important that the reasons for routing recommendations are given, emphasizing the benefits the master will reap by complying.
- (4) NCAGS organization and operation details including such elements as:
 - (a) NCAGS area.
 - (b) CRG, SCP, NCAGS units details.

- (c) SRAs.
 - (d) Degree of cooperation requested.
 - (e) Any recommended self-protection measures.
- (5) Maritime safety information.
 - (6) Merchant ship observations and feedback to the NCAGSORG.
 - (7) Report own ship movements.
 - (8) Communications with warships and NCAGSORG.
 - (9) NAVWARNS in force.
 - (10) METOC information.
- c. Deliver briefings to merchant ship masters. This may be achieved through a variety of means, such as face-to-face briefings on board merchant ships, radio/telephone calls, facsimile transmissions, email, and posting of briefing materials on an appropriate website.
- d. Exercise care to protect classified information.

4. Implementation:

a. Manning. The level of manning required will be dependent on the mission requirements and the numbers of merchant ships requiring briefs.

b. Equipment. PC, projector, printer.

c. Communications. Maritime VHF. Internet access.

d. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 103, Establish Communication Reporting Gates.
- (3) 107, Establish Communication with Merchant Ships.
- (4) 111, Assist in the Deconfliction of Merchant Ship Movements and Military Operations.
- (5) 116, Deploy NCAGS Liaison Officers.
- (6) 117, Provide Merchant Ships with Sailing Information.
- (7) 118, Recommend and Facilitate Accompaniment of Merchant Ships.
- (8) 120, Provide NCAGS Services to Crisis Response Shipping.
- (9) 122, Generate Routes for NCAGS Purposes.

113 Establish NCAGS Unit

1. Reference: OPTASK NCAGS.

2. Purpose:

a. An NCAGS unit may be used as a spearhead for a future SCP or as a supporting NCAGS element for other NCAGS authorities.

b. An NCAGS unit is used to provide specific local NCAGS services, including gathering local merchant shipping information, providing guidance to merchant ships and cooperating with and advising local merchant shipping.

c. The NCAGS unit may be controlled by the NCAGS CDR or by an SCP, depending on the situation and on the set-up of the NCAGS ORG.

d. The assigned tasks and functions will vary by the situation and the command and control arrangements. Details will be determined within the OPTASK NCAGS.

3. Tasks:

a. Identify the operational requirement for the NCAGS unit afloat and/or ashore.

b. Identify suitable geographic location(s) for establishing an NCAGS unit and, if possible, office/room to work from.

c. If the NCAGS unit is to be established afloat, identify suitable asset/platform.

d. Identify the manning and equipment required for the NCAGS unit.

e. Once the NCAGS unit is established the tasks will include:

(1) Establish contact with local shipping/maritime authorities, cooperate with and brief merchant ships and maritime authorities, including merchant shipping, harbour authorities, local fishing authorities, terminal operators, shipping agents and others as required.

(2) Locate and report back to higher NCAGS authority suitable locations for establishing an SCP.

(3) Prepare for establishing an SCP as directed.

4. Implementation:

a. Manning. The manning of an NCAGS unit is very limited and dependent on tasks assigned, size of location and volume of shipping.

b. Equipment. An NCAGS unit has very limited equipment. The unit is supposed to be able to operate without any military infrastructure support or access to any classified communications equipment. The limited equipment requirements make it possible to deploy and redeploy an NCAGS unit very fast. However, it limits the ability to exchange sensitive information between the NCAGS unit and higher NCAGS authorities.

c. Communications. An NCAGS unit is normally not equipped with military communications and as such is limited to commercial communications.



d. Related Tools:

- (1) 101, Issue OPTASK NCAGS.
- (2) 104, Liaise with the Merchant Shipping Community.
- (3) 105, Conduct Open Source Information Collection.
- (4) 106, Conduct Focussed Information Collection.
- (5) 107, Establish Communication with Merchant Ships.
- (6) 108, Collect Merchant Ship Information and Voyage Data.
- (7) 111, Assist in the Deconfliction of Merchant Ship Movements and Military Operations.
- (8) 112, Brief Merchant Ship Masters.
- (9) 114, Establish Shipping Cooperation Points.
- (10) 117, Provide Merchant Ships with Sailing Information.
- (11) 119, Facilitate Dispersal and Emergency Movement.

114 Establish Shipping Cooperation Points

1. Reference: OPTASK NCAGS.

2. Purpose:

a. An SCP is used to execute and coordinate assigned NCAGS units and to cooperate with Participating ships, local merchant shipping, supporting military units and commands. An aide memoire for SCPs is found in paragraph 5.

b. The assigned tasks and functions will vary by the location(s) and situation and will be determined within the OPTASK NCAGS.

c. An SCP can be either ashore or afloat.

3. Tasks:

a. Identify the operational requirement for the SCP afloat and/or ashore.

b. Determine whether an existing NCAGS unit can be used as an SCP.

c. Determine an AOR.

d. Identify platforms/assets and suitable geographic location(s) establishing an SCP.

e. Identify the manning and equipment requirement for the SCP.

f. Promulgate location/position of each SCP, including all available communication means and other relevant information to merchant ships.

g. Once the SCP is established the tasks will include:

(1) Cooperate with and brief the merchant ships and other maritime commercial activities in their AOR. This includes local merchant shipping, harbour authorities, local fishing authorities, terminal operators, shipping agents and others as required.

(2) Coordinate NCAGS units assigned.

(3) Employ and accommodate briefing officers and NCAGS LOs and arrange transport for these officers to and from the merchant ships as required.

4. Implementation:

a. Manning. The manning of an SCP will be based on the tasks assigned and the volume of shipping.

b. Equipment. An SCP requires equipment based on location, whether afloat or ashore, military or civilian environment, and function. The equipment list must be worked out early enough in order to get the SCP operational as soon as possible. However, it can be assumed that the establishment will normally grow as the situation develops.

c. Communications. An SCP must have the necessary means of communication in accordance with the equipment list to execute its task.

d. Connectivity. Direct communication to merchant ships, civilian entities, military commands, other SCPs and to assigned NCAGS units. This includes cryptographic equipment as needed and possibly secure communication means.

e. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 102, Establish an NCAGS Area.
- (3) 103, Establish Communication Reporting Gates.
- (4) 104, Liaise with the Merchant Shipping Community.
- (5) 105, Conduct Open Source Information Collection.
- (6) 106, Conduct Focussed Information Collection.
- (7) 107, Establish Communication with Merchant Ships.
- (8) 108, Collect Merchant Ship Information and Voyage Data.
- (9) 109, Submit Merchant Ship Data to the Recognized Maritime Picture.
- (10) 112, Brief Merchant Ship Masters.
- (11) 116, Deploy NCAGS Liaison Officers.
- (12) 117, Provide Merchant Ships with Sailing Information.
- (13) 118, Recommend and Facilitate Accompaniment of Merchant Ships.
- (14) 121, Recommend and Facilitate Lead-through.
- (15) 122, Generate Routes for NCAGS Purposes.

5. Aide memoire for SCPs:

- a. Keep and update a general situational merchant ship plot in the AOR.
- b. Handling of information.
 - (1) Gathering information from merchant ships through Format Alfa and briefings.
 - (2) Gathering information from all possible sources such as local shipping community, Internet, WWNWS, etc.
- c. Report on the shipping situation in their AOR using SCP reporting procedures.
- d. Dissemination of information:
 - (1) Inform merchant ships in their AOR of any relevant operational situation by conducting briefings and/or issuing sailing information.

- (2) Recommend unclassified warnings to merchant ships via the NCAGS CDR.
- (3) Provide advice and give recommendations to merchant ships.
- (4) Give basic routeing guidance if ordered.
- (5) Issue diversion recommendations.
- (6) Request establishment of SRAs to the NCAGS CDR.
- (7) Determine number, accommodation, transport and employment of NCAGS LOs required in the AOR.
- (8) If tasked, set up a schedule for accompaniment in the AOR and coordinate with the NCAGS CDR and other authorities in the AOR as directed by the NCAGS CDR.
- (9) Carry out NCAGS pre-sail briefings and debriefings.
- (10) Supervise deployed NCAGS units within their AOR.
- (11) Report arrivals and sailings at/from ports.
- (12) Update port entrance information.

115 Establish Shipping Risk Areas**1. References:**

- a. OPTASK NCAGS.
- b. OPTASK AWNIS.
- c. Intelligence signals.

2. Purpose. The purpose of an SRA is to delineate an area of higher or specific risk to merchant ships within an operational area. An SRA is clearly defined by geographic boundaries and may cover international waters as well as territorial waters, harbours or anchorages. The size and shape of an SRA is adjustable and may be altered when required. However, it should be kept as small and simple as possible. Multiple SRAs may be established. All Participating merchant ships within the SRA will be given an SI with a recommended route to follow. Those vessels choosing not to comply with the SI should be briefed clearly on the dangers that may result. An SRA also achieves the following objectives:

- a. Minimizes the movement of merchant ships in a defined area due to:
 - (1) Increased threat from opposing forces.
 - (2) Increased danger to merchant ships by own naval operations.
- b. Provides guidance to merchant ships in defined areas in order to:
 - (1) Achieve deconfliction of military operations and merchant ships.
 - (2) Reduce risk by following promulgated track.
 - (3) Reduce risk in the event of an imminent/actual threat.

3. Tasks:

- a. Determine the boundaries of the proposed SRA in consultation with other warfare commanders and intelligence.
- b. Forward the boundaries of the SRA to relevant authorities for promulgation via appropriate means (NAVWARNS or NOTMARs), including recommendations on avoiding the SRA.
- c. Issue diversion orders, if required, to individual Participating ships transiting or due to transit the SRA.
- d. Prepare optimum routes through the SRA with position designators.
- e. Prepare SIs for all Participating ships, stating the recommended route with position designators.
- f. Prepare SRA transit briefings and deliver them to the masters when submitting the SIs. The briefings should contain instructions for updating the intended movements as reflected in the SI and deviations from the given route for times and distances.
- g. Depending on the situation, consider deployment of NCAGS LOs.

- h. Depending on the situation, consider activation of accompaniment.
- i. Establish and maintain a plot of ships approaching or in transit of the SRA.
- j. Debrief ships following transit of the SRA.
- k. Relay any emergency reports from merchant ships in the SRA to the appropriate addressees. (e.g., MCC, NCAGS CDR, search and rescue (SAR) commander).

4. Implementation:

- a. Manning.** If an SRA is established, additional manpower may be required.

116 Deploy NCAGS Liaison Officers

1. **Reference.** OPTASK NCAGS.
2. **Purpose.** NCAGS LOs may embark on any merchant ships in order to enhance the cooperation with military units/authorities.
3. **Tasks:**
 - a. The NCAGS CDR will identify the requirement for deployment of NCAGS LOs.
 - b. The NCAGS LO makes military knowledge available to the masters of merchant ships to allow them to understand the naval/military requirements. This includes:
 - (1) Brief and inform on the situation.
 - (2) Explain and interpret information contained in SIs.
 - (3) Collect and disseminate ship's data, voyage intention, and information of interest.
 - (4) Check, monitor and report on equipment and publications of interest.
 - (5) Train and assist ship's master and officers in tactical communications, maneuvering procedures, EMCON responsibilities, general safety, documentation and operating requirements for helicopter operations if necessary.
 - c. The NCAGS LO provides relevant information to naval authorities on operations in the area.
 - d. The NCAGS LO acts as an interpreter of military language and expressions.
 - e. The NCAGS LO allows for secure exchange of classified information.
 - f. The NCAGS LO will debrief the master at the end of each voyage.
4. **Considerations:**
 - a. Embarking NCAGS LOs on board a merchant ship does not change the legal status and obligations of the ship.
 - b. The NCAGS LO must have a background in naval operations or communications with a corresponding background in merchant ship operations and responsibilities.
 - c. Additionally, the NCAGS LO should have the following skills and knowledge:
 - (1) Be able to speak English IAW NATO standard.
 - (2) Understand OPORDS, OPTASKS, briefings, and messages, etc.
 - (3) Relevant operational knowledge (including NCAGS) and procedures.
 - (4) Familiarity with communications and security.
 - (5) Knowledge of merchant ship handling, scheduling, cargo, and communications.

(6) Security clearance of at least NATO Secret.

(7) Knowledge of NCAGS ADP system.

5. Implementation:

a. Manning. The number of NCAGS LOs and additional staff required will depend on the situation.

b. Equipment. PC, crypto equipment.

c. Communications. Secure and non-secure voice and data, and crypto keymats.

d. Related Tools.

(1) 101, Issue OPTASK NCAGS.

(2) 107, Establish Communication with Merchant Ships.

(3) 109, Submit Merchant Ship Data to the Recognized Maritime Picture.

(4) 112, Brief Merchant Ship Masters.

117 Provide Merchant Ships with Sailing Information**1. Reference.**

2. Purpose. An SI is issued to all ships transiting an SRA and any other ships requiring specific information for their passage through the AOO. The NCAGSORG will monitor the ship's passage and divert if necessary.

3. Tasks:

- a. Maintain a plot on all Participating ships.
- b. Obtain sailing intentions from the respective ships.
- c. Collect information that may affect the merchant ship's transit.
- d. Assess the information for relevance to merchant ships' intended movements.
- e. Identify risks.
- f. Prepare an unclassified general situation report to go into the SI.
- g. Ensure that the ship's intended track or advised route is safe for the passage.
- h. Include any special information in the SI.
- i. Provide completed SIs to merchant ships at the appropriate briefing to the master.
- j. Issue diversion if necessary.

4. Implementation:

- a. Manning.** See Tool 114 (Establish Shipping Cooperation Points).
- b. Equipment.** See Tool 114 (Establish Shipping Cooperation Points).
- c. Communications.** See Tool 114 (Establish Shipping Cooperation Points).
- d. Related Tools.**
 - (1) 101, Issue OPTASK NCAGS.
 - (2) 103, Establish Communication Reporting Gates.
 - (3) 106, Conduct Focussed Information Collection.
 - (4) 108, Collect Merchant Ship Information and Voyage Data.

- (5) 111, Assist in the Deconfliction of Merchant Ship Movements and Military Operations.
- (6) 112, Brief Merchant Ship Masters.
- (7) 114, Establish Shipping Cooperation Points.
- (8) 116, Deploy NCAGS Liaison Officers.

APPENDIX 1 TO TOOL 117

Sailing Information Format

Note. The following outline is provided as guidance to illustrate an acceptable form and content for the required SI used in NCAGS. Classified information should not normally be included. Exceptionally classified information may be included in which case the SI must then be handled and destroyed in accordance with current security regulations.

SAILING INFORMATION

SHIP NAME: INTERNATIONAL CALLSIGN:
 FLAG: SPEED:
 ENTRY POINT: EXIT POINT/FINAL DESTINATION:

Note. Entry and exit points are defining the part of the voyage where the SI applies.

GENERAL SITUATION:

Note. Threat/risk to merchant ships, incidents, military presence, etc.

ROUTE:

During passage you are advised to pass through the following positions

POSITION DESIGNATOR/WAYPOINT	LAT/LONG	REMARKS
1.		
2.		
3.		
etc.		

Note. To be used if NCAGS advises on specific routes.

SPECIAL INSTRUCTIONS:

1. COMMUNICATIONS.
2. EMCON.
3. REPORT SUSPICIOUS SIGHTINGS.
4. NOTIFICATION OF DIVERSIONS.
5. SUMMARY OF NAVWARNS.

118 Recommend and Facilitate Accompaniment of Merchant Ships

1. References: ATP 2(B), Vol. II, OPTASK NCAGS, ASUW, antisubmarine warfare (ASW) and OPDIRs.

2. Definition. In naval cooperation and guidance for shipping, accompaniment is the coordinated passage through a specific area of increased risk by one or more merchant ships in company with military assets.

3. Purpose. To facilitate a military presence in the vicinity of merchant ships in order to act as a deterrent from any unlawful interference to these ships. It is primarily designed for transiting an SRA but can be used throughout the AOO/NCAGS area as required.

a. It should be noted that the escorting military unit(s) may not be in a legal position, according to international law and rules of engagement (ROE) in force, to actively protect merchant ships under attack. Their response may be possible under the international law pertaining to the inherent right for self-defence.

b. Sailing in accompaniment does not suspend the master's responsibility for the safe navigation of his ship. The merchant ships will not be under military command or control of maritime units but will receive navigational advice and threat information if applicable during the entire accompaniment period.

c. Embarking NCAGS LOs on board a merchant ship does not change the legal status and obligations of the ship.

d. Generally there will not be enough military assets to accompany all merchant ships in the AOO. For that reason the NCAGS CDR will have to prioritize ships being accompanied. Normally RE/RE ships, followed by Designated, and finally economic ships, would be the operational objectives.

e. The NCAGS staff advises the selected merchant ships either to use defined assembling areas or to approach at appropriate speed in order to form up the accompaniment without delay. The staff should organize the groups of merchant ships in such a way that minimum delay is caused to any ship's passage, and groups are of a manageable size. Unless otherwise ordered by the officer in tactical command (OTC), merchant ships will be positioned in a single column at a safe distance from each other, taking cargo, size, maneuvering and other factors into consideration in order to establish navigational safety during transit. The naval assets will operate as tactically required and are not part of the formation.

f. If the number of merchant ships transiting the area is excessive or escorts are limited, ships may be routed individually or in groups of ships through secure areas where sea control has been established.

g. In case of a specific threat, merchant ships may be stationed in formation protected by close escorts depending on the ROE in force. In those situations, a senior NCAGS LO could be appointed to manoeuvre the merchant ships and to keep them informed on the military situation. He could be embarked on one of the merchant ships or on the flagship of the EFC.

h. The NCAGS CDR has to consider the need for additional items such as crypto and publications. PCs may need to be supplied.

i. Onward passage planning at the end of the accompaniment must be considered for each ship. This may be either a continuance of a planned safe route, or the ship may proceed as safe navigation permits.

4. Tasks:

a. The NCAGS CDR will make a recommendation to the military commander to establish accompaniment procedures.

b. The NCAGS CDR will obtain a list of Designated ships.

c. The NCAGS CDR will compile the information on merchant ships considered eligible for accompaniment. This information will be requested from national shipping administrations of allies taking part in an operation. Governing factors will include designation status, value, and importance of the ship. On completion a list of eligible ships will be issued to the NCAGS element that will be nominated as the NCAGS accompaniment coordinator.

d. The NCAGS CDR will liaise with warfare staff to establish what military units are available, holding anchorages, dispersal points, schedules and the parameters of areas to be covered by accompaniment. The military commander will plan conduct of the accompaniment operation. The advantages and disadvantages of EMCON should be considered.

e. The NCAGS CDR will issue an OPTASK NCAGS change, which orders accompaniment procedures and nominates the NCAGS element responsible for accompaniment coordination. Depending on the availability of military assets for accompaniment, the NCAGS CDR tasks the NCAGS staff to set up a schedule for accompaniment.

f. The NCAGS CDR decides if the deployment of NCAGS LOs is necessary.

g. Merchant ships will be informed of the establishment of accompaniment either through a briefing or by other means.

h. The assigned NCAGS element liaises with the OTC to ensure the execution of the accompaniment, including the provision of relevant details of accompanied ships. This should include ships and voyage data. Ship recognition data is essential for the OTC.

i. SIs should be issued for each accompanied merchant ship.

j. Pre-sail briefings for accompanied ships shall be conducted if required.

k. Sailed and arrived ships are to be reported via either the NCAGS ADP system or by other appropriate means.

l. Where possible, merchant ship masters should be debriefed and updated on the current situation, including any onward routing by either the embarked NCAGS LO, the escort, or NCAGS unit.

m. Collate reports from the NCAGS LOs.

n. All NCAGS elements involved with the provision of accompaniment will provide reports as required by the OPTASK NCAGS.

5. Implementation:

a. Manning. Accompaniment procedures are likely to require an increase to the NCAGS staff, including NCAGS LOs.

b. Equipment. Portable crypto equipment may be required for all ships in the accompaniment, including the naval assets.

c. Communications. NCAGS staff must be able to communicate with the military commander and escorts. Communications between the maritime units and the merchant ships will normally be confined to simple instructions on the designated VHF net. EMCON may be recommended to the merchant ships, but this aspect will need careful consideration with regard to GMDSS and other navigational safety aids.

d. Related Tools.

e. Remarks. The merchant ships will not be under military command or control but will receive navigational advice and threat information by the OTC if applicable during the entire accompaniment period.

119 Facilitate Dispersal and Emergency Movement

1. References:

- a. OPTASK NCAGS.
- b. Local port evacuation plans.
- c. Direction and guidance signals.

2. Purpose. To assist national authorities with dispersals or emergency movements which are defined as:

a. Dispersal. *In maritime operations, the reduction of the concentration of ships by reberthing within a port area or at working or holding anchorages in the vicinity.*

b. Emergency movement. *In naval cooperation and guidance for shipping, the execution of diversion, port evacuation, area evacuation and subsequent movements in order to preserve ships and cargoes when attack is imminent.*

Either of these actions can be activated at any time and applies to both Participating and non-Participating ships that will be strongly advised to comply. It is likely that either action could be at short notice. It is therefore vital that NCAGS personnel are fully prepared by being aware of civil and military emergency planning in their area and by being ready to help coordinate the evacuation by informing relevant NSAs, national shipping administration organizations and military commanders.

3. Tasks:

a. Dispersal:

- (1) Within the port or area, ships may be moved to other berths and/or anchorages.
- (2) Ships may be ordered to holding or working anchorages or to other ports.
- (3) Empty ships may be sailed out of the threatened area to other ports or anchorages.

b. Emergency Movement. Emergency movement has four elements:

- (1) Diversion of ships from port or area: If a port or area has to be evacuated, incoming ships should be diverted to a safe port or anchorage.
- (2) Port evacuation. Port evacuation is a national responsibility, and most ports should have local emergency evacuation plans which will be coordinated by port committees/harbour authorities. In the event that these plans do not exist, coordination of movements must be established with relevant harbour authorities. Evacuated ships have to be sailed in accordance with the local plan or to a safe haven and sailed when safe to do so. Specific tasking for NCAGS may be to brief masters and provide SIs and onward routeing.
- (3) Area evacuation when a larger sea area including more than one port or anchorage is required to be cleared of shipping: Either national authorities or the military commander can order this. Ships will be sailed to a safe haven and onward routed when safe to do so. NCAGS units should be familiar with any national or military evacuation plan in their area of responsibility and assist responsible national and other relevant authorities as required. Specific tasking

may be to advise NSAs, brief masters, provide SIs and onward routing. An area evacuation may also include one or more port evacuation plan to be executed.

(4) Subsequent movements. As a result of the above evacuation plans, ships in safe havens will subsequently be required to move when safe to do so. These movements will embrace those activities for locating and identifying ships and cargoes, briefing masters and NSAs, and preparing SIs for onward routing if required through an SRA. Some ships may have sailed independently rather than sail to the safe haven, so ship plots will need to be updated.

4. Implementation:

a. Manning. A coordinated and concentrated effort by the NCAGS staff will be required. The NCAGS commander will have to carefully review manning in these ports and areas.

b. Equipment. VHF, pocket-sized automatic crypto equipment (PACE), Internet, mobile telephones, cars, boats, and safety equipment in ports.

c. Communication. Fast and reliable communications in this situation are of the utmost importance. Access to as much VHF and GMDSS as possible.

d. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 103, Establish Communication Reporting Gates.
- (3) 104, Liaise with the Merchant Shipping Community.
- (4) 107, Establish Communication with Merchant Ships.
- (5) 109, Submit Merchant Ship Data to the Recognized Maritime Picture.
- (6) 111, Assist in the Deconfliction of Merchant Ship Movements and Military Operations.
- (7) 115, Establish Shipping Risk Areas.
- (8) 116, Deploy NCAGS Liaison Officers.
- (9) 117, Provide Merchant Ships with Sailing Information.
- (10) 123, Produce Navigational Safety Warnings Using WWNWS or AWNIS.

120 Provide NCAGS Services to Crisis Response Shipping**1. References:**

- a. OPLAN.
- b. OPGEN.
- c. OPTASKS - LOGS, ASUW, ASW, RMP, and NCAGS.
- d. Direction and guidance signals.
- e. ALP 4.

2. Purpose. To liaise with logistics organization to provide NCAGS services to CRS. In CRS the term RE/RE covers reinforcement, resupply and retrograde ships. CRS ships will comprize STUFT, ships chartered for military cargoes and, where appropriate, government-owned ships such as the U.S. MPS and strategic sealift.

3. Definitions:

a. CRS. The purpose of CRS is to augment forces in an area of risk in order to enhance military capability. It permits timely, tailored and reversible employment of forces that makes optimum use of available resources.

b. Reinforcement. Is to augment Allied forces in forward areas in the early days of a crisis, thereby making maximum use of warning time.

c. Resupply. Follows on from reinforcement. Its purpose is to replenish reinforcement stocks in order to maintain required levels of supply.

d. Retrograde. To backload unwanted stores, equipment and personnel from the area of reinforcement. Reinforcement ships may be used for retrograde cargoes.

e. STUFT. Ships taken up from trade are ships that are nationally requisitioned, mainly for the purpose of CRS.

f. Military Charter. Ships that have been chartered for support of military operations. The charter party will normally state that the master has to follow military orders. However, under the convention of SOLAS, the master always has the final responsibility for the safety of his ship.

4. Tasks:

- a. Establish whether RE/RE ships are part of a military group or sailing independently.
- b. If the former, ships will be under military direction, and no further action by NCAGS is required.
- c. If sailing independently, NCAGS staff will:

(1) Advise MCC and on-scene commanders on all RE/RE merchant shipping matters, including protection, up to and including safe arrival at the seaport of debarkation (SPOD) and from the seaport of embarkation (SPOE) until out of operational area.

- (2) Ensure that all independent RE/RE ships are included in current and long term planning meetings.
- (3) Issue or change OPTASK NCAGS for RE/RE.
- (4) Directly liaise with the master concerned for advice and information purposes.
- (5) Request initial Format Alfa.
- (6) Transmit OTHT FORM GOLD for RMP.
- (7) Issue SIs if required.
- (8) Obtain regular update positional reports.
- (9) Update RMP at no less than six hourly intervals.
- (10) Deploy and regularly update NCAGS LOs if necessary and available.
- (11) Issue COMSEC equipment and keymat if required to NCAGS LOs.
- (12) Work with the logistics organization as required on the following issues:
 - (a) Liaise with RE/RE owner/operators/agents as required.
 - (b) Ship's characteristics and identification features.
 - (c) Arrival port information such as berthing/bunkering facilities (available on shipping databases such as Lloyds Register-Fairplay).
 - (d) Alternate port/anchorages/bunkering (available in shipping databases such as Lloyds Register-Fairplay).

5. Implementation:

a. Manning. Requires no extra manning; however, it is a time-consuming task for SO NCAGS. RE/RE requires detailed early planning and constant attention to detail during all phases.

b. Equipment. PACE may be required for NCAGS LOs.

c. Communications. GMDSS for ships.

d. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 103, Establish Communication Reporting Gates.
- (3) 108, Collect Merchant Ship Information and Voyage Data.
- (4) 109, Submit Merchant Ship Data to the Recognized Maritime Picture.
- (5) 111, Assist in the Deconfliction of Merchant Ship Movements and Military Operations.

- (6) 117, Provide Merchant Ships with Sailing Information.
- (7) 118, Recommend and Facilitate Accompaniment of Merchant Ships.
- (8) 119, Facilitate Dispersal and Emergency Movement.
- (9) 121, Recommend and Facilitate Lead-through.
- (10) 122, Generate Routes for NCAGS Purposes.

121 Recommend and Facilitate Lead-through**1. References:**

- a. ATP 1, Vol. I, Chapter 13.
- b. ATP 1, Vol. II.
- c. ATP 2(B), Vol. II.
- d. APP 11.

2. Purpose. To minimize the risk to merchant ships transiting potential mined areas and to facilitate the liaison between these ships and the on-scene commander for safe navigation.

3. Tasks:

- a. To identify potential mined areas of concern to merchant ships.
- b. To make recommendations in consultation with the mine countermeasures tasking authority (MCM TA) on lead-through to the MCC.
- c. To pass relevant merchant ship characteristics and schedules to the MCM TA.
- d. To establish requirements for embarking NCAGS LOs.
- e. To brief the masters on lead-through procedures, including R/V position and time, escort details and communications, self-protection measures, EMCON requirements, and subsequent passage instructions. In consultation with the MCM TA, masters may also be briefed on lead-through order.

4. Implementation:

a. Manning. N/A.

b. Equipment. N/A.

c. Communications. N/A.

d. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 112, Brief Merchant Ship Masters.
- (3) 116, Deploy NCAGS Liaison Officers.
- (4) 117, Provide Merchant Ships with Sailing Information.

122 Generate Routes for NCAGS Purposes**1. References:**

- a. Annex 3F.
- b. OPTASK NCAGS.
- c. Intelligence signals.
- d. NAVWARNS.
- e. Water space management.

2. Purpose. To provide guidance for the selection of specific routes for merchant ships within or through the operational area.

3. Tasks: Detailed guidance on the development of routes is given in Annex 3F.

- a. Coordinate and deconflict with other warfare commanders and intelligence information.
- b. Develop route(s) with respect to safe navigation and general routeing guidelines in Annex 3F.
- c. On behalf of the military commander, establish and maintain a system of prescribed routes in the operational area.
- d. Allocate routes as required to merchant ships.
- e. Brief masters.

4. Implementation:

a. Manning. To produce and maintain routes requires constant checking of current applicability. Only personnel who are adept in chartwork and are skilled navigators should be charged with this function.

b. Equipment. Sufficient and current charts and plotting tools.

c. Communications. N/A.

d. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 102, Establish an NCAGS Area.
- (3) 104, Liaise with the Merchant Shipping Community.
- (4) 107, Establish Communication with Merchant Ships.
- (5) 111, Assist in the Deconfliction of Merchant Ship Movements and Military Operations.
- (6) 112, Brief Merchant Ship Masters.

- (7) 115, Establish Shipping Risk Areas.
- (8) 117, Provide Merchant Ships with Sailing Information.
- (9) 118, Recommend and Facilitate Accompaniment of Merchant Ships.
- (10) 121, Recommend and Facilitate Lead-through.
- (11) 201, Mandatory Routeing for Merchant Ships.

123 Produce Navigational Safety Warnings Using WWNWS or AWNIS

- 1. Reference.** AHP 1.
- 2. Purpose.** To produce navigational safety warnings.
- 3. Tasks:**
 - a. Liaise with MW, maritime component operations staff officer (N-3), and other relevant desks for information and approval as required.
 - b. Appreciate geographic factors in the area (for example: depth, features and routeing).
 - c. Find out who the area and national coordinators are for unclassified messages (see ref).
 - d. Find out who the AWNIS originating authority is for classified messages (see ref). Unclassified requests to the WWNWS authorities are also raised by AWNIS.
 - e. Draft messages using guidance and examples at the reference.
 - f. Seek legal advice for the wording of an unclassified warning if in any doubt.
 - g. With command approval, send to the appropriate addressees.
 - h. Log the actions and the message and continue to seek AWNIS support, especially if more warnings are required.
- 4. Implementation:**
 - a. Manning.** An AWNIS desk is permanently manned (during office hours) at the United Kingdom Hydrographic Office (UKHO), Taunton, UK (0044 1823 723342).
 - b. Equipment.** An up-to-date and corrected set of charts for the area and relevant navigational publications.
 - c. Communications.** As appropriate for the classification of the warning.
 - d. Related Tools.**

ANNEX 5B

**200 Series Naval Cooperation and
Guidance for Shipping Tools****201 Mandatory Routeing for Merchant Ships****1. References:**

- a. OPLAN.
- b. OPGEN.
- c. OPTASK NCAGS.

2. Purpose. To facilitate the mandatory routeing of independently sailed merchant ships.**3. Tasks:**

- a. Identify and determine safe routes.
- b. Determine time period of route viability.
- c. Disseminate routes to appropriate commands as determined in the OPTASK NCAGS. Route dissemination messages will usually be sent via an OTHT Gold message. Specific details will be promulgated in OPTASK COMMS.
- d. Promulgate safe route(s) via SIs, which may include:
 - (1) Date and time of departure.
 - (2) Final destination and ETA.
 - (3) Route to be followed.
 - (4) Reporting and communication instructions.
 - (5) EMCON and COMSEC.
 - (6) Self-protection measures.
 - (7) General situation report.
 - (8) Current threat assessment.
 - (9) Diversion procedures.
- e. See Tool 117 (Provide Merchant Ships with Sailing Information) for additional tasks.

4. Implementation:

- a. Manning.** See Tool 114 (Establish Shipping Cooperation Points).
- b. Equipment.** See Tool 114 (Establish Shipping Cooperation Points).
- c. Communications** See Tool 114 (Establish Shipping Cooperation Points).
- d. Related Tools.**
 - (1) 101, Issue OPTASK NCAGS.
 - (2) 103, Establish Communication Reporting Gates.
 - (3) 106, Conduct Focussed Information Collection.
 - (4) 108, Collect Merchant Ship Information and Voyage Data.
 - (5) 111, Assist in the Deconfliction of Merchant Ship Movements and Military Operations.
 - (6) 112, Brief Merchant Ship Masters.
 - (7) 114, Establish Shipping Cooperation Points.
 - (8) 116, Deploy NCAGS Liaison Officers.
 - (9) 117, Provide Merchant Ships with Sailing Information.

202 Conduct Convoy Operations**1. References:**

- a. AAP 8(F)(NAVY).
- b. APP 11.
- c. ATP 1, CHAPTER 10.
- d. ATP 2(B), Vol. II.
- e. OPLAN/OPORD.
- f. OPDIRs.
- g. OPGEN/OPTASK NCAGS.

2. Purpose:

- a. To escort and protect merchant ships and/or naval auxiliary assembled and organized for the purpose of safe passage together.
- b. To optimize the command and control over a number of merchant ships during their passage through an area of high threat in order to enhance their safety.

3. Tasks. The following tasks are to be covered:

- a. Make a recommendation to the military commander to establish convoy operations.
- b. Make a recommendation to the military commander on the kind of convoy operations. Depending on the threat conditions, the availability of protecting assets, and the number of Designated ships to be allocated, the responsible military commander has to decide on the kind and extent of convoy operations. Convoy operations may range from a flexible, accompaniment-like shuttle system with an administrative escort under area protection, to a firmly organized full-scale port-to-port convoy under the protection of an escorting force.
- c. Contribute to developing a convoy operations plan.
- d. If necessary, request suitable administrative escort from the MCC on which to embark the CC and his staff.
- e. Liaison with OTC/escort force commander (EFC) and establish a convoy schedule.
- f. Coordinate with affected military commanders to determine convoy routes, including assembly points or areas, rendezvous positions, break-off positions and dispersal points.
- g. Define convoy characteristics (speed, configuration and formation ships' positions). For stationing criteria for ships in convoy, see Appendix 1.
- h. Designate convoy titles. The convoy title of a main convoy will be composed of the port designators indicating the port of departure and the immediate destination and a two-digit serial number based on the scheduled sequence of convoys having the same departure and destination.

- i. Select and allocate Designated ships from the bids for participation in convoy ops.
- j. Define number of required convoy commodores and staffs.
- k. If required, request extra NCAGS LOs and deploy them on ships without NCAGS expertise embarked.
 - l. Define supporting roles and responsibilities (i.e., EFC).
- m. Appoint convoy commodores and staffs to convoys.
- n. Arrange for Allied tactical publications, communication and crypto equipment, and materials.
- o. Make arrangements for joiners, leavers, stragglers and late availability. For instructions, see Appendixes 2, 3, 4 and 5.
- p. Produce and distribute convoy communication plans and EMCON plans.
- q. Prepare sailing order convoy (SOC).
- r. If possible, prepare and conduct convoy conference and/or pre-sail briefings.
- s. Sail the convoy and report the sailings and arrivals of convoys.
- t. Monitor the convoy passage.
- u. On arrival of a convoy, disembark convoy commodores, staff and NCAGS LOs. Collect Allied publications, communication and crypto equipment and materials. Collect reports and records (FORMEXES) and conduct debriefings.

4. Responsibilities:

- a. The MCC has overall responsibility for the convoy operation.
- b. The NCAGS CDR is responsible for the NCAGS organization and the NCAGS activities in the convoy operation. This includes the administration and deployment of NCAGS personnel and the selection of Designated ships for convoy ops. He may delegate responsibilities for the execution (routeing authority, sailing authority) to the officer in charge (OiC) of the concerned SCP.
- c. The OiC of the SCP is responsible for the assembly of the convoy, the allocation of selected ships, the preparation of the SOC, the convoy conference and pre-sail briefings, the sailing of a convoy, reporting and debriefings. He cooperates with the convoy commodore as much as possible.
- d. The OTC/EFC executes tactical control over the convoy via the convoy commodore. He cooperates with the convoy commodore and directs him when necessary. The OTC or EFC is responsible to the MCC for the tactical control of the escort force and the convoy.
- e. The convoy commodore is responsible to the EFC or OTC for the formation, internal organization, communication and safe navigation of the convoy. He keeps the parent SCPs informed. He acts as net control station for communications within the convoy. In the preparation for convoy sailing, the convoy commodore is responsible for the conduct of the convoy conference, review of SOCs, and preparation of the convoy communications plan.

f. The master of a merchant ship in the convoy follows orders received from the convoy commodore. The master will remain responsible for the safe navigation and handling of the ship.

5. Implementation:

a. Manning. Convoy commodores and their respective staffs will number in the range of three to 12 individuals. This will require continued consideration in the increase of staff personnel both afloat or ashore in the management of convoy operations. One NCAGS LO and one COMMS operator should be assigned to each ship if necessary.

b. Equipment.

c. Accommodation. The implementation of convoy operations will generate additional demand for accommodation for both convoy operation staff and NCAGS LOs in a substantial number.

d. Communications. Portable VHF, flashing lights, and cryptographic equipment will be required and IAW the applicable appendix. This will include sufficient stationery supplies to support operations (printer paper, logs, pencil/pens, notebooks). Consideration should be given to have sufficient information technology connectivity. For convoy communications instructions and EMCON, see Appendix 6.

e. Related Tools.

- (1) 101, Issue OPTASK NCAGS.
- (2) 103, Establish Communication Reporting Gates.
- (3) 104, Liaise with the Merchant Shipping Community.
- (4) 112, Brief Merchant Ship Masters.
- (5) 114, Establish Shipping Cooperation Points.
- (6) 115, Establish Shipping Risk Areas.
- (7) 116, Deploy NCAGS Liaison Officers.
- (8) 120, Provide NCAGS Services to Crisis Response Shipping.
- (9) 121, Recommend and Facilitate Lead-through.
- (10) 201, Mandatory Routeing for Merchant Ships.

APPENDIX 1 TO TOOL 202

Stationing Criteria for Ships in Convoy Formations

1. **References:**
 - a. ATP 2(B), Vol. II.
 - b. OPORD.
 - c. OPTASK NCAGS.
2. **Purpose.** To establish stationing positions for ships in convoy.
3. **Task.** Establish formation and stationing positions for ships in convoy.
4. **Criteria for Stationing.** Broad front and reversed arrowhead formations:
 - a. The convoy commodore should normally be situated in the leading ship of the center column (or column to starboard of center if an even number of columns).
 - b. Vice and rear commodores should normally be situated in the leading ships of columns toward the wings of the formation.
 - c. Larger ships should normally be stationed ahead of smaller ships.
 - d. Escort oilers should normally be stationed in the rear of the formation to facilitate their acting independently when ordered to carry out replenishment at sea.
 - e. Troop carriers and/or ships with passengers should normally be stationed toward the center of the formation.
 - f. Ships forming leaver sections should be stationed in a position to facilitate their departure from the main convoy.
 - g. In broad front convoys where the formation grid is 1,000 yards (5 cables), the station in front of ships over 160,000 deadweight tonnage (DWT) should be left vacant.
 - h. Ships allocated for rescue duties should be stationed at the rear of columns.
 - i. Ships with critical speeds around the convoy speed and those that possess difficult handling characteristics should be stationed toward the wings of the convoy at the rear.
 - j. In circular and random formations, the guide is normally stationed at the center of the formation. Vice and rear commodores should be stationed in positions where they can assist the commodore with controlling the convoy.
 - k. There are no set rules for stationing ships with dangerous cargoes. The stations allocated will depend upon such factors as:

- (1) The type of danger that the cargo presents.
- (2) The number of ships with dangerous cargoes.
- (3) The distance between columns and ships in column.
- (4) The type of risk.

5. Responsibility. The convoy commodore is responsible for the formation and stationing of the ships in the convoy.

APPENDIX 2 TO TOOL 202

Joiner Instructions**1. References:**

- a. ATP 2(B), Vol. II.
- b. OPORD.
- c. OPTASK NCAGS.

2. Definitions:

- a. **Joiner:** *An independent merchant ship sailed to join a convoy. Also called “convoy joiner”.*
- b. **Joiner convoy:** *A convoy sailed to join the main convoy.*
- c. **Joiner section:** *A joiner or joiner convoy, after rendezvous, and while manoeuvring to integrate with the main convoy.*

3. Tasks:**a. The following tasks are to be covered by the SCP of the joiner convoy:**

- (1) Keep close liaison with the main convoy SCP.
- (2) Designate the joiner convoy title. Joiners and joiner convoys are given the same title as the main convoy with the addition of an applicable prefix. A port designator prefix is used to indicate the departure port of a joiner convoy. Dashes will be used to separate prefixes from the main convoy title. When in the main body of the convoy, joiners assume the designator of the main convoy.
- (3) Provide each ship with sailing and routing instructions from port or anchorage to the rendezvous position (SOC). For ships at sea use electronic transmissions.
- (4) Provide each ship with the main convoy SOC.
- (5) Give clear instructions about what action has to be taken if the ship fails the rendezvous.
- (6) Provide the commodore of the joiner convoy with the through route of the main convoy for use in event of a failure to make the rendezvous.
- (7) Provide the SCP of the departure port of the main convoy with the details of the ship(s) in the joiner convoy required for recognition and station keeping purposes.

b. The following tasks are to be covered by the sailing SCP of the main convoy:

- (1) Pass information to the SCPs of the ports from which the joiner convoys or independents will sail.

(2) Provide the SCP with the convoy formation, including which positions joining ships will occupy. If a circular formation is to be used, call signs are also to be included.

(3) Provide the communication plan and the EMCON plan, including the VHF channel to be used to effect the rendezvous.

(4) Provide the details of the ships in the main convoy required for recognition and station keeping purposes.

(5) Provide any special instructions, additional signal groups, or departures from standard procedures that the commodore of the main convoy or OTC of the escort forces intends to use.

4. Responsibilities:

a. The SCP at the departure port or anchorage of the joiner convoy is responsible for the joiner convoy.

b. The SCP at the departure port or anchorage of the main convoy has specific responsibility with regard to the joiner convoy.

5. Implementation:

a. Manning. One NCAGS LO and one COMMS operator should be assigned to each ship if necessary.

b. Equipment.

c. Accommodation.

d. Communications.

e. Related Tools.

APPENDIX 3 TO TOOL 202

Arrangement for Late Availability**1. References:**

- a. ATP 2(B), Vol. II.
- b. OPORD.
- c. OPTASK NCAGS.

2. Purpose. Should a ship become available for a convoy after the main or joiner convoy has sailed, providing the declared speed of the ship is sufficient to allow the vessel to catch up, the SCP may order the ship to sail.

3. Tasks:

- a. Advise the NCAGS CDR, the convoy commodore and the OTC.
- b. Provide the ship with sailing and routeing instructions from port or anchorage to the rendezvous point (SOC).
- c. Provide the ship with the main convoy SOC.
- d. Provide the ship with the through route of the main convoy for use in event of a failure to make the rendezvous.

4. Responsibility. The SCP at the departure port or anchorage is responsible for sailing the late available ship.

5. Implementation:

a. Manning. One NCAGS LO and one COMMS operator should be assigned to each ship if necessary.

b. Related Tools.

APPENDIX 4 TO TOOL 202

Leaver Instructions

1. References:

- a. ATP 2(B), Vol. II.
- b. OPORD.
- c. OPTASK NCAGS.

2. Definitions:

a. Leaver: *A merchant ship which breaks off from a convoy to proceed to a different destination and becomes independent. Also called "convoy leaver".*

b. Leaver convoy: *A convoy which has broken off from the main convoy and is proceeding to a different destination.*

c. Leaver section: *A group of ships forming part of the main convoy which will subsequently break off to become leavers or a leaver convoy.*

3. Tasks. The following tasks are to be covered by the SCP:

- a. Designate the leaver convoy title. Leavers and leaver convoys are given the same title as the main convoy with the addition of an applicable suffix. A port designator suffix is used to indicate the immediate destination of a leaver convoy. Dashes will be used to separate suffixes from the main convoy title. When in the main body of the convoy, leaver sections assume the designator of the main convoy.
- b. Provide each leaver with sailing and routing instructions from the break-off position to the dispersal point (SOC).
- c. Provide the leaver section with the leaver formation (SOC).
- d. If a leaver convoy splits in two or more parts after leaving the main convoy, the SCP has to supply SOCs accordingly.
- e. The leaver convoy orders must be provided in a sealed envelope.

4. Responsibility. The SCP at the departure port or anchorage is responsible for the leaver, leaver convoy and leaver section.**5. Implementation:**

a. Manning. One NCAGS LO and one COMMS operator should be assigned to each ship if necessary.

b. Equipment.

c. Accommodation.

d. Communications.

e. Related Tools.

APPENDIX 5 TO TOOL 202

Straggler Instructions

1. References:

- a. ATP 2(B), Vol. II.
- b. OPORD.
- c. OPTASK NCAGS.

2. Definition. Straggler: *A ship separated from its convoy by more than 5 nautical miles, through inability to keep up, and unable to rejoin before dark, or over 10 nautical miles from its convoy whether or not it can rejoin before dark.*

3. Purpose. To provide each vessel in the convoy with detailed instructions in case the vessel becomes a straggler.

4. Tasks:

- a. Produce a straggler's route.
- b. Advise the ship to proceed at best speed on the straggler's route.
- c. Issue communication plan and EMCON plan.
- d. Include any special instructions.
- e. Decide whether or not a new position report (SAILNOTE) should be made.
- f. Issue the straggler instructions in a sealed envelope to the ships before departure of the convoy.

5. Responsibilities:

- a. The SCP at the departure port or anchorage of the main convoy has to issue the straggler instructions.
- b. The NCAGS CDR shall promulgate information concerning the straggler, the corrected position, the speed of advance (SOA) and ETA. This information will go to other military commanders concerned, the NCAGS element at the immediate destination, the ship's NSA, and the NSA of the country in which the ship's final destination lies.

6. Implementation:

- a. **Manning.** One NCAGS LO and one communications (COMMS) operator should be assigned to each ship if necessary.

b. Equipment.

c. Accommodation.

d. Communications.

e. Related Tools.

APPENDIX 6 TO TOOL 202

Convoy Communications Instructions and Emission Control

1. References:

- a. ATP 2(B), Vol. II.
- b. GMDSS Handbook.
- c. OPORD.
- d. OPTASK NCAGS.
- e. OPTASK COMMS.

2. Purpose:

- a. To provide merchant ships in a convoy with directions and instructions for communication to effect command and control, to pass data and to disseminate information.
- b. To provide instructions for EMCON.

3. Tasks:

- a. Set up watch and radio shift times.
- b. Set up schedules and frequencies as in national and international publications.
- c. Develop communication plan (COMPLAN) for convoy internal communications (including Kickplan).
- d. Supply EMCON table (including AIS and GMDSS equipment).
- e. Set up a list of VHF channels to be used in various situations.
- f. Give any special instructions concerning cryptographic material.

4. Implementation:

- a. Manning.** One NCAGS LO and one COMMS operator should be assigned to each ship if necessary.

b. Equipment.

c. Accommodation.

d. Communications.

e. Related Tools.

APPENDIX 7 TO TOOL 202

Sailing Order Convoys

1. References:

- a. ATP 2(B), Vol. II.
- b. OPORD.
- c. OPTASK NCAGS.

2. Purpose. To provide each ship in the convoy with all necessary information required for the conduct of its voyage in the form of a sailing order convoy (SOC).

3. Tasks:

- a. Collect ship's details.
- b. If the ship is in port or at anchorage, provide searched channel instructions if necessary.
- c. If the ship is at sea, give SOC/rendezvous instructions by secure means of electronic transmissions, email, etc.
- d. Develop underway instructions.
- e. Develop convoy formations.
- f. Develop entrance instructions.
- g. Develop communication instructions.

Task for the convoy commodore: Develop special instructions.

4. Responsibility. The SCP at the departure port or anchorage will develop and issue the SOC in cooperation with the appointed convoy commodore.

5. Implementation:

- a. **Manning.** N.A.

b. Equipment.

c. Accommodation.

d. Communications.

e. Related Tools.

**ANNEX A
TO APPENDIX 7 TO TOOL 202**

Standard Sailing Order Convoy Format

1. SAILING ORDER CONVOY FOR MV “Ship’s Name”.

Convoy Title

- a. List of Contents
- b. Special Instructions
- c. Departure Instructions
- d. Underway Instructions
- e. Convoy Formations
- f. Entrance Instructions
- g. Communication Instructions

Attachments held by the NCAGS LO: Zig-zag plans; straggler’s instructions, joiner instructions, if necessary; leaver instructions, if necessary; and lead-through instructions, if required.

2. SPECIAL INSTRUCTIONS.

SUMMARY OF NAVWARNS

REPORT OF SUSPICIOUS SIGHTINGS

DISPERSAL INSTRUCTIONS

STRAGGLER'S INSTRUCTIONS

DIVERSION ORDER

3. DEPARTURE INSTRUCTIONS.

ENTRY POINT

EXIT POINT

DISTANCE
SPEED

SCHEDULED ETA

DEPARTURE

COMMUNICATION INSTRUCTIONS

CHANNEL INFORMATION (if required)

NAVIGATIONAL AIDS

CONVOY COMMODORE'S SPECIAL INSTRUCTIONS

4. UNDERWAY INSTRUCTIONS.

ROUTE

NAVIGATIONAL AIDS

CONCEALING SHIP'S MOVEMENT

CONVOY COMMODORE'S SPECIAL INSTRUCTIONS

5. CONVOY FORMATIONS.

GRID

DETAILS OF SHIPS

FORMATION Alfa

FORMATION Bravo

6. ENTRANCE INSTRUCTIONS.

EXIT POINT

ETA

PILOT INSTRUCTIONS

CHANNEL INFORMATION (if effective)

NAVIGATIONAL AIDS

7. COMMUNICATION INSTRUCTIONS.

WATCH AND RADIO SHIFT TIMES

MERCO STATIONS

COMMUNICATION PLAN

■ EMISSION CONTROL

APPENDIX 8 TO TOOL 202

Pre-Sail Briefing**1. References:**

- a. ATP 1, Chapter 10.
- b. ATP 2(B), Vol. II.
- c. OPORD.
- d. OPDIRs.
- e. OPTASK NCAGS.
- f. ASSESREPs.
- g. SITREPs.
- h. NAVWARNs.
- i. METOC.

2. Purpose. To brief the master of a ship prior to the sailing of a convoy.**3. Tasks.** The following subjects have to be covered by the NCAGS LO in the briefing:

- a. The current situation in the area.
- b. Station keeping in the convoy.
- c. Procedure to be followed in fog, bad weather, etc.
- d. Straggler.
- e. Need for lookouts.
- f. Answering and obeying signals.
- g. Darkening the ship.
- h. Disposal of waste materials.
- i. Rescue organization.
- j. Joiner/leaver.
- k. Weapon practice.
- l. Familiarization with the SOC.

m. Master's responsibility.

4. Implementation:

a. **Manning.** N.A.

b. **Equipment.**

c. **Accommodation.**

d. **Communications.**

e. **Related Tools.**

LIST OF ACRONYMS AND ABBREVIATIONS

A

ACO	Allied Command Operations (AAP-15)
ADP	automatic data processing (AAP-15)
AOI	area of interest (AAP-15)
AOO	area of operations (AAP-15)
AOP	area of probability (AAP-15)
AOR	area of responsibility (AAP-15)
ASUW	antisurface warfare (AAP-15)
ASW	antisubmarine warfare (AAP-15)
AWNIS	Allied Worldwide Navigational Information System (or Service) (AAP-15)

C

C2	command and control (AAP-15)
C4	command, control, communications, and computers
CC	component commander (NATO) (AAP-15)
CCOI	critical contact of interest
CEP	Civil Emergency Plan
CJTF	combined joint task force (AAP-15)
CMA	civil maritime authorities
COI	contact of interest (AAP-15)
COMMS	communications
COMPLAN	communication plan (AAP-15)
COMSEC	communications security (AAP-15)
CONOPS	concept of operations (AAP-15)
CRG	communication reporting gate (AAP-15)

CRO crisis response operation (AAP-15)

CRS crisis response shipping

D

DPC Defence Planning Committee (AAP-15)

DSC digital selective calling

DTG date-time group (AAP-15)

DWT deadweight tonnage

E

EEZ exclusive economic zone

EFC escort force commander

EGC enhanced group call

ELINT electronic intelligence (AAP-15)

EMCON emission control (AAP-15)

ETA estimated time of arrival (AAP-15)

G

GMDSS global maritime distress and safety system (AAP-15)

H

HF high frequency

HIT high interest track/target

HIT B high interest track/target broadcast

HVU high-value unit (AAP-15)

I

IAW in accordance with

IER information exchange requirement (AAP-15)

IMO International Maritime Organization (AAP-15)

ISDN intergrated services digital network (AAP-15)

IVC immediately vital cargo (AAP-15)

J

J-4 logistics directorate of a joint staff

L

LAN local area network (AAP-15)

LES land Earth station

LO liaison officer (AAP-15)

M

MC Military Committee (AAP-15)

MCC maritime component command(er) (AAP-15)

MCCIS Maritime Command and Control Information System (AAP-15)

MCM TA mine countermeasures tasking authority

MERCO merchant ship reporting and control (message system) (AAP-15)

MERCS merchant ship crypto system (AAP-15)

METOC meteorological and oceanographic centre (AAP-15)

MIO maritime interdiction operation (AAP-15)

MIOC maritime interdiction operation commander

MMHS military message handling system (AAP-15)

MMSI maritime mobile service identity

MPS maritime pre-positioning ship

MSI maritime safety information

MW mine warfare (AAP-15)

N

N-3 Navy component operations staff officer

N-6 Navy component communications staff officer

NAC North Atlantic Council (AAP-15)

NAVWARNS navigational warnings

NCAGS naval cooperation and guidance for shipping (AAP-15)

NCAGS CDR	naval cooperation and guidance for shipping commander
NCAGS LO	naval cooperation and guidance for shipping liaison officer
NCAGSORG	Naval Cooperation and Guidance for Shipping Organization (AAP-15)
nm	nautical mile
NOTMAR	notice to mariners
NSA	national shipping authority (AAP-15)
NSC	NATO Shipping Centre (AAP-15)
NST	non-suspect tracks
NSWG	NATO Shipping Working Group

O

OC	officer commanding (AAP-15)
OiC	officer in charge (AAP-15)
OPCOM	operational command (AAP-15)
OPDIR	operational directive
OPLAN	operation plan (AAP-15)
OTC	officer in tactical command (AAP-15)
OTH	over-the-horizon (AAP-15)
OTHT	over-the-horizon targeting (AAP-15)

P

PACE	pocket-sized automatic crypto equipment (AAP-15)
PASSEX	exercise arranged with forces on passage
PBIST	Planning Board for Inland Surface Transport (AAP-15)
PBOS	Planning Board for Ocean Shipping (AAP-15)
PC	personal computer
PfP	Partnership for Peace (AAP-15)
PIM	position and intended movement (AAP-15)
POF	possible opposing forces

R

RC	regional commander
RE/RE	reinforcement/resupply (AAP-15)
RMP	recognized maritime picture (AAP-15)
ROE	rules of engagement (AAP-15)

S

SAILNOTE	sailing notification
SAR	search and rescue (AAP-15)
SATCOM	satellite communications (AAP-15)
SC	strategic command (commander) (AAP-15)
SCC	surveillance coordination centre (AAP-15)
SCEPC	Senior Civil Emergency Planning Committee (AAP-15)
SCP	shipping cooperation point (AAP-15)
SHF	super-high frequency
SI	sailing information
SIC	subject indicator code (AAP-15)
SO	staff officer (AAP-15)
SOA	speed of advance (AAP-15)
SOC	sailing order convoy
SOLAS	safety of life at sea
SO NCAGS	staff officer naval cooperation and guidance for shipping
SPOD	seaport of debarkation (AAP-15)
SPOE	seaport of embarkation (AAP-15)
SRA	shipping risk area (AAP-15)
STUFT	ships taken up from trade (AAP-15)
SUS	suspect

T

TACON tactical control (AAP-15)
TF task force (AAP-15)
TF/TG task force/task group (AAP-15)
TGT target tracks

U

UFN until further notice
UHF ultrahigh frequency
UKHO United Kingdom Hydrographic Office
UN United Nations (AAP-15)

V

VHF very high frequency

W

WWNWS World Wide Navigational Warning System

GLOSSARY

Terms and definitions from AAP-6 are in italics.

A

accompaniment. In naval cooperation and guidance for shipping, the coordinated passage through a specific area of increased risk by one or more merchant ships in company with military assets. Accompaniment takes place under a voluntary arrangement.

administrative escort. *A warship or merchant ship under naval control, carrying a convoy commodore and his staff, serving as a platform for simultaneous communication with an operational control authority and a coastal convoy.*

area of operations. *An operational area defined by a joint commander for land or maritime forces to conduct military activities. Normally, an area of operations does not encompass the entire joint operations area of the joint commander, but is sufficient in size for the joint force component commander to accomplish assigned missions and protect forces.*

B

break-off position. *The position at which a leaver or leaver section breaks off from the main convoy to proceed to a different destination.*

C

communication reporting gate. *A geographical reference point or line at which merchant ships are required to call the naval cooperation and guidance for shipping organization in order to establish initial contact or to update previous information.*

convoy. *A number of merchant ships or naval auxiliaries, or both, usually escorted by warships and/or aircraft, or a single merchant ship or naval auxiliary under surface escort, assembled and organized for the purpose of passage together.*

convoy assembly port. A port from which convoys sail.

convoy commodore. *A naval officer, or master of one of the ships in a convoy, designated to command the convoy, subject to the orders of the officer in tactical command. If no surface escort is present, he takes entire command.*

convoy route. *The specific route assigned to each convoy by the appropriate routing authority.*

convoy schedule. *Planned convoy sailings showing the shipping lanes, assembly, and terminal areas, scheduled speed, and sailing interval.*

convoy speed. For ships, the speed which the convoy commodore orders the guide of the convoy to make good through the water.

convoy title. *A combination of letters and numbers that gives the port of departure and arrival, speed, and serial number of each convoy.*

crisis response shipping. *All shipping employed in support of allied military operations, including ships taken up from trade, chartered shipping and, when appropriate, national prepositioned ships.*

D

declared speed. *The continuous speed which a master declares his ship can maintain on a forthcoming voyage under moderate weather conditions having due regard to her present condition.*

designated merchant ship. *A merchant ship with a special status that may give it priority over other ships for higher level naval cooperation and guidance for shipping activities and, when it is placed under the naval supervision of merchant ships, compels it to comply with military orders.*

dispersal. *In maritime operations, the reduction of the concentration of ships by reberthing within a port area or at working or holding anchorage in the vicinity.*

E

emergency movement. *In naval cooperation and guidance for shipping, the execution of diversion, port evacuation, area evacuation and subsequent movements in order to preserve ships and cargoes when attack is imminent.*

emission control. *Selective control of emitted electromagnetic or acoustic energy. The aim may be two-fold: a. to minimize the enemy's detection of emissions and exploitation of the information so gained; b. to reduce electromagnetic interference thereby improving friendly sensor performance.*

escort. *A combatant unit(s) assigned to accompany and protect another force or convoy.*

F

final destination. *In naval control of shipping, the final destination of a convoy or of an individual ship (whether in convoy or independent), irrespective of whether or not routing instructions have been issued.*

I

immediate destination. *The next destination of a ship or convoy, irrespective of whether or not onward routing instructions have been issued to it.*

immediately vital cargo. *A cargo already loaded which the consignee country regards as immediately vital for the prosecution of the war or for national survival, notwithstanding the risk to the ship. If the cargo is carried in a ship of another nation, then that nation must agree to the delivery of the cargo. The use of this term is limited to the period of implementation of the shipping movement policy.*

independent. *During naval supervision of merchant ships, a merchant ship sailed singly and unescorted by a warship.*

J

joiner. *An independent merchant ship sailed to join a convoy.*

joiner convoy. *A convoy sailed to join the main convoy.*

joiner section. *A joiner or joiner convoy, after rendezvous, and while manoeuvring to integrate with the main convoy.*

L

lead-through operation. *A maritime operation in which a guide ship leads other ships or submarines in their passage through channels established in a mined area.*

leaver. *A merchant ship which breaks off from a convoy to proceed to a different destination and becomes independent.*

leaver convoy. *A convoy which has broken off from the main convoy and is proceeding to a different destination.*

leaver section. *A group of ships forming part of the main convoy which will subsequently break off to become leavers or a leaver convoy.*

M

main convoy. *The convoy as a whole which sails from the convoy assembly port/anchorage to its destination. It may be supplemented by joiners or joiner convoys, and leavers or leaver convoys may break off.*

maritime interdiction operation. *An operation conducted to enforce prohibition on the maritime movement of specified persons or material within a defined geographic area.*

merchant ship. *A vessel engaged in mercantile trade except river craft, estuarial craft, or craft which operate solely within harbour limits.*

merchant shipping. *In naval cooperation and guidance for shipping, the complete commercial maritime industry, including the fishing industry.*

N

national shipping authority. *The organization within each Allied government responsible in time of war for the direction of its own merchant shipping.*

R naval cooperation and guidance for shipping. *The provision of NATO military cooperation, guidance, advice, assistance and supervision to merchant shipping to enhance the safety of participating merchant ships and to support military operations.*

naval cooperation and guidance for shipping area. *A geographical area within which the naval cooperation and guidance for shipping organization conducts naval cooperation and guidance for shipping activities. The objective of such an area is to maximize cooperation between military commanders and merchant shipping.*

naval cooperation and guidance for shipping commander (NCAGS CDR). The officer assigned to command the naval cooperation and guidance for shipping (NCAGS) organization. He will plan and execute NCAGS and promulgate the OPTASK NCAGS.

naval cooperation and guidance for shipping liaison officer (NCAGS LO). An officer deployed by the naval cooperation and guidance for shipping (NCAGS) commander to provide liaison outside the direct military chain of command. For liaison officers deployed to merchant ships, their position on board does not affect the master's responsibility for the safe navigation and safe handling of the ship. The NCAGS liaison officer makes military knowledge available to the master to allow him to understand the naval and military requirements that are applicable.

naval cooperation and guidance for shipping unit. A team of naval cooperation and guidance for shipping (NCAGS) personnel, deployed ashore or afloat, to provide specific local NCAGS services including gathering local merchant shipping information, providing guidance to merchant ships and cooperating with and advising local merchant shipping.

naval supervision of merchant ships. *In naval cooperation and guidance for shipping, the mandatory routeing of merchant ships, control of their movements and/or convoy organization by naval authorities.*

P

participating merchant ship. *A merchant ship taking part in a naval cooperation and guidance for shipping operation.*

port designator. A group of letters identifying ports in convoy titles or messages.

protection of merchant ships. The employment of military forces or procedures to prevent or defend against offensive actions directed at merchant ships.

S

sailing information. A document used by naval cooperation and guidance for shipping to inform merchant vessels of the general situation in the operation area, advised route to follow through the area and special information regarding communications, emission control, notification of diversion, etc. This document may be delivered by email, fax or by hand by a briefing officer depending on the situation and content.

shipping cooperation point. *A location where naval cooperation and guidance for shipping staff gather and disseminate information on local merchant shipping and naval operations and provide the means to brief merchant ships on risks, routeing and protective measures.*

shipping movement policy. The policy for the movement of merchant ships in the early days of war laid down in Military Committee documents.

shipping risk area. *In naval cooperation and guidance for shipping, a military-designated geographical area of increased or specific risk to merchant ships.*

staff officer naval cooperation and guidance for shipping (SO NCAGS). An officer who augments military staffs to provide expertise and advice to the command on naval cooperation and guidance for shipping matters as they affect the planning and execution of operations.

standard route. *In naval cooperation and guidance for shipping, a preplanned single track connecting positions within the main shipping route.*

straggler. *A ship separated from its convoy by more than 5 nautical miles, through inability to keep up, and unable to rejoin before dark, or over 10 nautical miles from its convoy whether or not it can re-join before dark.*

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ATP 2(B), VOLUME I

NATO-UNCLASSIFIED