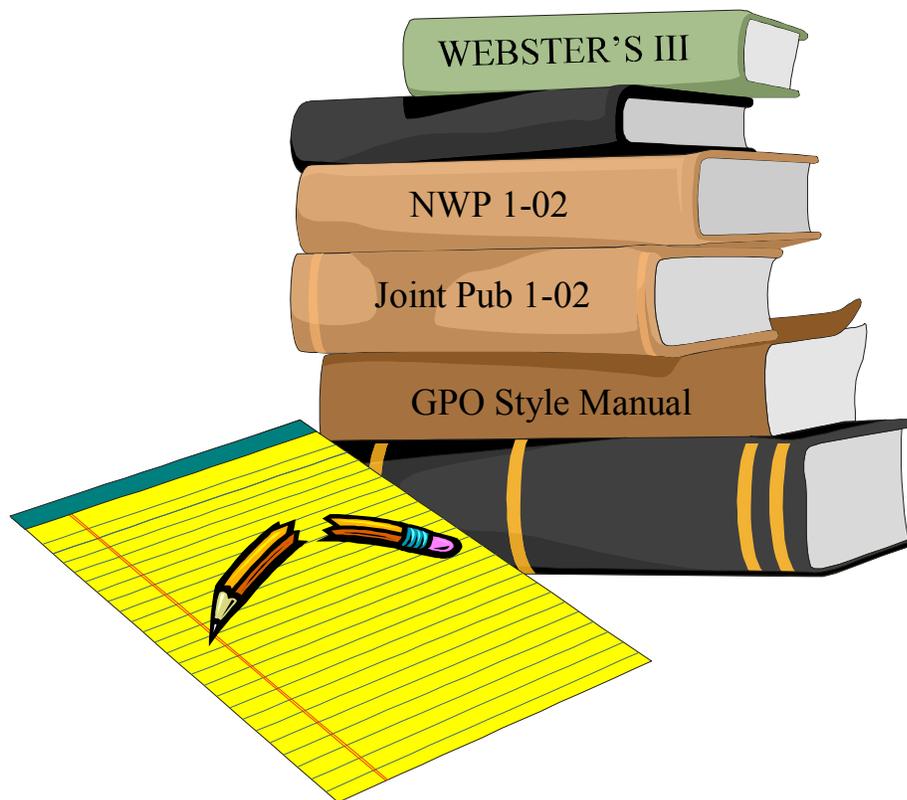




COMSURFWARDEVGRU Style Guide



COMSURFWARDEVGRUINST 5216.1H

DEPARTMENT OF THE NAVY

COMMANDER SURFACE WARFARE DEVELOPMENT GROUP
2200 AMPHIBIOUS DRIVE
NORFOLK, VIRGINIA 23521-2896



COMSURFWARDEVGRUINST 5216.1H

N5/9

15 August 2003

COMSURFWARDEVGRU INSTRUCTION 5216.1H

Subj: SWDG STYLE GUIDE

- Ref:
- (a) COMSURFWARDEVGRUINST 3510.5, Tactical Publication Development and Review Procedures
 - (b) SECNAVINST 5510.36, Department of the Navy (DON) Information Security Program (ISP) Regulation
 - (c) Joint Pub 1-02, Department of Defense Dictionary of Military and Associated Terms
 - (d) NWP 1-02, Naval Supplement to the DOD Dictionary of Military and Associated Terms
 - (e) NTTP 1-01, The Navy Warfare Library
 - (f) U.S. Government Printing Office Style Manual
 - (g) COMSURFWARDEVGRUINST 3360.1, SHAREM Program Analytical Guidelines and Reporting Procedures

1. **Purpose.** Provide procedures, format, and writing style guidance to prepare tactical publications and documentation developed by Surface Warfare Development Group (SWDG).

2. **Cancellation.** COMSURFWARDEVGRUINST 5216.1G.

3. **Summary of Significant Changes.** Significant changes made to this instruction since the last revision include:

a. Removal of:

(1) Sample Navy warfare publication (NWP), combat system techniques and procedures (CSTP), tactical memorandum (TACMEMO), and Ship Antisubmarine Warfare Readiness/Effectiveness Measuring (SHAREM) Research and Analysis (R&A) Report Format chapters

(2) CSTP Format Guidance and CSTP Change/Erratum/Revision Format Guidance chapters

(3) Technical Specifications chapter (some information was incorporated into chapter 4)

(4) Doctrinal statement from NWPs; Navy tactics, techniques, and procedures (NTTPs) manuals; Navy tactical reference publications (NTRPs); and TACMEMOs

(5) Section pages from NWPs, NTTPs, and NTRPs

b. Consolidation of:

(1) Writing for Tactical Publications and part of Writing Guide chapters into Writing and Formatting Pubs (chapter 1)

(2) Quick Reference for Writing Guidance and part of Writing Guide chapters into Quick Reference (chapter 2)

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c. Addition of:

- (1) Classified marking guidance for Hypertext Markup Language (HTML) products (chapter 3)
- (2) Writing and formatting guidance for Web-based TACMEMOs (chapter 4)
- (3) Class tactical publication (CTP) writing and formatting guidance (chapter 6).

d. Relocation of the list of acronyms/abbreviations and list of effective pages to the back of all publications.

4. **Background.** Tactical publications developed by SWDG include:

a. NWP - operational level doctrine that covers mission areas, enabling functions, and the organization and support of forces for sustained operations. NWPs may contain amplifying tactics, techniques, and procedures (TTP) for employment of Navy forces and are promulgated/approved by Commander, Navy Warfare Development Command (NWDC).

b. NWP Test Publications (TPs) – fully developed NWPs requiring evaluation prior to acceptance for general use. NWP TPs are denoted by the suffix "TP" after the NWP publication number.

c. NTTP Manuals – tactical level doctrine and TTP for platforms/weapons systems, organizations, capabilities and support functions. Fleet Primary Review Authorities (PRAs) and Warfare Centers of Excellence author, review, update, and approve these publications. Commander, NWDC reviews NTTPs for format and approved Joint/Navy service terminology. Commander, NWDC also verifies that the contents support Navy Strategic and Operational Level doctrine.

d. NTRPs – standalone and descriptive in nature. Hence, they are not required to tie directly to the superior publications. Examples of NTRP subject matter include data that typically doesn't change, such as tables and diagrams, physics (i.e., oceanography, acoustic, and electromagnetic discussions), and system operating procedures and guidelines. NTRPs support tactical employment and are intended for the operator/watchstander. Fleet PRAs and Warfare Centers of Excellence author, review, update, and approve these publications. Commander, NWDC reviews NTRPs for format and approved Joint/Navy service terminology. Commander, NWDC also verifies that the contents support Navy Strategic and Operational Level doctrine.

e. CTPs – NTRPs that are ship-class specific publications, which are the single reference for fighting that ship in assigned warfare areas. The CTP is a concise statement of the ship's battle organization and warfare management procedures to implement tactical doctrine found in other warfare publications. The manual also contains a summary of installed equipment, and peculiarities of individual ship classes. Commander, NWDC reviews CTPs for format and approved Joint/Navy service terminology. CTPs are approved by Commander, SWDG and endorsed by Commander, NWDC.

f. TACMEMOs – the Navy's developmental tactics are published in the form of TACMEMOs issued by various operational commanders and Warfare Centers of Excellence. TACMEMOs allow operational commanders and Warfare Centers of Excellence to publish new TTP for evaluation and validation by operating forces, either in exercises or in operations. They are issued for a specific period of time that will allow validation of their substance, normally less than 24 months. Validated tactics from TACMEMOs are incorporated into NWPs, NTTPs, or NTRPs. TACMEMOs can be used for operational planning. Portions of TACMEMOs that are validated or do not require validation can be designated for incorporation into the curriculum by training commands.

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5. **Tactics Presentation.** Tactical publications shall be concise. Tactical writing will strive for clarity and ease of comprehension without preaching and will reflect the goal of writing to meet the user's needs.
6. **Technical/Tactical Standards.** To maintain credibility under scrutiny, each tactic promulgated by SWDG requires a technical "pedigree." Drafters shall ensure SWDG tactical products are reviewed for technical accuracy by appropriate agencies, including systems commands and in-service engineering agents, prior to release. A record of this review or other validation efforts shall be maintained at SWDG.
7. **Publication Preparation Procedures.** Tactical publications will reflect the information specified in the respective chapters herein.
8. **Implementation.** The standardized format and content of all tactical publications developed by SWDG will follow the precepts detailed in this style guide. This instruction will be reviewed by the Technical Support Directorate annually or as required.



J. J. NATALE

Distribution: (SURFWARDEVGRUINST 5216.2)
List IA

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Changes for Inclusion in Next Style Guide Revision

(August 2004)

Classification Markings

For classified information that is releasable to foreign countries, the following guidance applies:

- ▶ Use the sample marking below as guidance for headers, footers, and figure classifications.

SECRET/REL AUS CAN UK

- ▶ Use the sample marking below for paragraphs.

(S/REL AUS CAN UK)

- ▶ Use "UK" vice "GBR" for information that is releasable to the United Kingdom.

Plurals

contact of interest (COI) - singular

contacts of interest (COIs) - plural

Preferred Usage

bachelor of arts degree

master's degree in English

spreadsheet

U.S.

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CHAPTER 1

Writing and Formatting Pubs

1.1 WRITING GUIDANCE

Our target readers are shipboard tacticians, from combat system watchstanders to commanding officers (COs). They have many demands on their time; therefore, transmission of information must be clear, efficient, and technically correct. Our primary goal is the conveyance and retention of tactical knowledge so that ships can fight and win.

1.1.1 General Guidance

When writing tactical publications:

1. Use concise, professional, and technically correct terminology and graphics.
2. Enthuse the reader with the first sentence; it is the most important thought.
3. Prune your work. Review, rewrite, and edit it. William Zinsser said it: "Writing is hard work. A clear sentence is no accident. Very few sentences come out right the first time, or the third."
4. Apply the KISS principle but don't talk down or preach. "You must ensure, You must realize" — sounds as if we are talking down to readers.
5. Use the active voice ("The torpedo hit the target.") rather than the passive ("The target was hit by the torpedo."). Be positive and concise ("can", vice "has the capability to").
6. Use short sentences, listings, and graphics. Short, concise statements are easier to comprehend than long, involved paragraphs.

1.1.2 Style

1. General Rule. Limit sentences to 15 to 18 words and paragraphs to 4 to 6 sentences.
2. Grammatical Person and Mood. Use the second person imperative mood for operational procedures (for example, "Check arming circuit."). Use the third person indicative mood for description and discussion (for example, "When the circuit fails, the caution light illuminates."). You may use pronouns when they will not cause confusion. When hardware or software configurations force or limit the operator's choices, be sure the text reflects the limits. (For example, "When the ID is confirmed, the operator is permitted to enter one of three amplifications.")
3. Voice. Use active vice passive voice (i.e., subject-verb-object). For example:

The ship's receivers provide television programming.
vice
Television programming is provided by the ship's receivers.

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4. Nomenclature for Equipment. Always use the full nomenclature for equipment (e.g., AN/SPS-67 vice SPS-67).
5. Development of Text. Include in the text only essential information of interest to the user. Develop text in a factual, specific, concise, and clearly worded manner to ensure ready understanding. Do not resort to theoretical discussion. Use specifically descriptive and unique paragraph headings and illustration titles wherever possible. Avoid superfluous words/phrases. Do not use emphasis symbols, such as bold lower case letters and underlining. Italics are recommended to achieve text emphasis, but use sparingly, if at all.
6. Procedural Steps. Present procedural steps in text form or in challenge-response checklist form. Use the third person indicative mood for the text form and the second person imperative mood for checklist form.
7. Supporting Paragraphs. Refer to other paragraphs in the same publication by number or by number and letter if applicable. Avoid duplicating material in two or more portions of a publication, except where essential for clarity.
8. Steps and Substeps. Refer to steps and substeps by paragraph number (e.g., "Refer to paragraph 4.3.9, step 4" or "Refer to paragraph 10.3.8, step 4.c.").

1.1.3 The Process

This section is primarily applicable to writing TACMEMOs, but the principles apply to all of our publications:

1. Identify a tactical need.
2. Develop the tactics:
 - a. Verify the technical basis for the tactic. A solid technical "pedigree," validated by the appropriate Navy laboratory or engineering agent, is required for tactical credibility.
 - b. Keep it simple and easy to use.
3. Write the draft:
 - a. Describe the tactic clearly and concisely. Direct, active writing is desired.
 - b. Put the tactic in the body of the document; put other material (e.g., background, explanations, and supporting information) into appendixes.
 - c. Use this style guide for format guidance. Start with the proper format; do not plan to reorganize later.
 - d. Push the document through the chop chain (drafter's responsibility).
4. Review and correct the draft. (Refer to reference (a) for a detailed description of the tactical publication development process.)
5. Produce the publication:

- a. Edit and format using MS Word to produce a final product. (A technical editor performs this function.)
 - b. Convert to portable document format (PDF) and HTML format for posting on the command's SIPRNET Web site and distributing via the methods below. (A webmaster and/or technical editor perform(s) these functions.):
 - (1) CD-ROM upon request for fleet users with bandwidth problems or lacking SIPRNET access.
 - (2) Navy Warfare Electronic Library (NWEL) CD-ROM releases for NWP's, NTP's, NTRP's, and TACMEMOs.
6. Get publication approval and disseminate.

1.1.4 Editing

Almost any writing can be improved by judicious editing. Editing to reach the reader may be as simple as moving a misplaced comma or as complex as rewriting the whole document. Don't react emotionally when your writing is edited or reformatted.

1.2 FORMAT GUIDANCE

1.2.1 Paragraph Headings

Refer to paragraph headings as primary and secondary headings.

Primary headings divide text within chapters or appendixes into two or more main portions, as required. There should be at least one primary heading in each section or chapter. Primary headings shall stand alone (not run in with text) and shall be typed in 11-point Arial bold and all capital letters. They shall carry two-element paragraph numbers (2.1), with the first element corresponding to the chapter the paragraph appears in and the second element corresponding to the consecutive number of that particular paragraph within the chapter. Use double spacing to separate stand-alone headings from preceding and succeeding material.

Secondary headings provide additional breakdown of material where there are two or more subjects to be covered under the primary heading. Put secondary headings and all subordinate headings in the same font and style as primary headings (11-point Arial bold), but set them in initial caps. Secondary and subsequent headings (i.e., tertiary and quaternary) shall also stand alone.

Do not use headings beyond the fourth, or quaternary, level. If it becomes necessary to further subdivide text beyond that level, examine the material to see if editing would improve or clarify the arrangement. Breakdowns beyond the fourth level are usually alphabetized paragraphs such as "a" or "c" with descriptive titles set flush left. Treat an alphabetized paragraph with a title the same as a secondary heading with regard to font size, style, and classification. For example:

1.3.4.6.3 Parts

This is an example of a heading at the fourth, or quaternary, level.

a. Part I

This is an example of a heading beyond the fourth, or quaternary, level.

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Appendixes use a similar paragraph numbering system, but the appendix letters (A, B, and C) are substituted for the chapter number (e.g., A.1, A.1.1, and A.1.2).

1.2.2 Listings

A listing is an item-by-item series of words or numbers written one after another. Listings may occur under any level of heading. Ensure listings are introduced with a lead-in sentence. Indent listings for number and runover text 0.17 inches to separate the items of the list from regular body text. If it is necessary to use a sublisting, indent items of the sublisting and runover text 0.34 inches from the listing as shown below.

1.1.1 Sample Listing

The following is an example of a multiple-item listing:

1. First item of the listing.
 - a. First sentence of the first sublisting. Second sentence of the first sublisting. Any runover text should be aligned under the first character of the previous indent or under the open paren of the classification mark as applicable.
 - (1) First item of the second sublisting.
 - (a) First item of the third sublisting.

Use double spacing between listings/sublistings and to separate the first and last listings from text. Skip a line between successive items in listings. Observe the following rules for punctuation and classification markings:

1. Put a period at the end of an item in a listing if it is a complete sentence. Put a classification marking before each complete sentence in a listing.
2. Do not put a period at the end of an item in a listing if it is not a complete sentence, unless it is the last item in a listing or is combined with complete sentences. Do not put classification markings on items in listings that are not complete sentences, unless they are combined with complete sentences.
3. If a listing includes both complete and incomplete sentences, put periods after all sentences. Provide classification markings for all sentences in mixed listings.
4. In any case, always put a period at the end of the last item in a listing.
5. When a list consists of numbers with decimal places, line up on the decimal point. For example:

SAR Communication Frequencies

500		kz
2182		kHz
243.0		MHz
3024.48		kHz

1.2.3 Warnings, Cautions, and Notes

Warnings, cautions, and notes shall not contain procedural steps or be numbered. When a warning, caution, or note contains more than one paragraph, use bullets. Place the bullets adjacent to the first line and to the left of the paragraph. If a warning, caution, and note occurs at the same place in the text, they shall appear in this order of precedence: warning first, caution second, and note last. Use a single-row, double-column, invisible-framed table to insert the following "Warning," "Caution," or "Note" graphics image(s) as shown below.



This is an example of a Warning. The graphic can be found on the LAN at F:\graphics\warning.gif. Remember to leave an extra space after the table. If the Warning text is too brief, you may want to add additional space at the start of the text to balance the look of the space.



This is an example of a Caution. The graphic can be found on the LAN at F:\graphics\caution.gif. Remember to leave an extra space after the table.



This is an example of a Note. The graphic can be found on the LAN at F:\graphics\noteclip.gif. Remember to leave an extra space after the table.

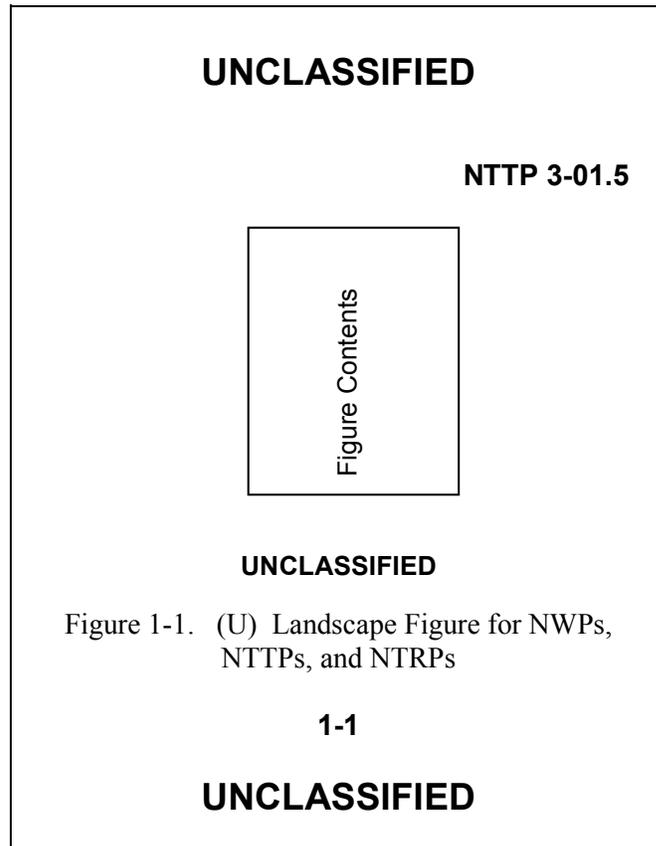
Warnings deal with subjects concerned with human safety, cautions deal with hazards to equipment, and notes deal with operational procedures or other subjects that enhance understanding of the text. Warnings, cautions, and notes shall follow the text to which they apply. Whenever possible, do not split warnings, cautions, or notes between pages.

1.2.4 Figures, Tables, Charts, and Graphs

For the purpose of this instruction, consider illustrations, tables, charts, and graphs as figures. Boxes/frames in text are also considered figures.

Present figures in an easily understood form. Assign each figure a figure number, classification mark (if applicable), and title. Refer to them by their assigned number. If applicable, center the classification in all caps (10-point Arial bold) 0.17 inches below the figure. For NWP, NTTP, and NTRP, center the figure number and title (Times New Roman 11-point normal) in initial caps 0.17 inches below the classification (if applicable) or the figure (when there is no classification). For TACMEMOs, center the figure number and title (Arial 11-point normal) in initial caps 0.17 inches below the classification (if applicable) or the figure (when there is no classification). Place the figure as close as possible to where it is mentioned in the text, even if this results in several figures following a single page in the text. If a figure exceeds one page, type "(Sheet ___ of ___)" after the title.

Use portrait figures; avoid creating landscape figures unless absolutely necessary. If so, follow the orientation of the sample below.



1. If a figure will be classified after it is laminated/copied and filled in, include the following statement in the upper left corner of the figure frame: **CLASSIFICATION** (when filled in).

Rationale: When a figure is laminated /copied, the overall figure title and classification could possibly be hidden or removed by the user.
2. To maintain consistency throughout publications, include a checkoff column on the right side of all checklist figures.
3. Use numbers and letters vice bullets and dashes in figures for steps or lists. This makes it easier to refer to a specific step or element in a list.
4. Per reference (b), do not classify individual elements within a classified figure.
5. Use the following guidance for notes within figures:
 - a. Place notes at the bottom of a figure. When a figure consists of multiple pages (sheet 1 of 3), place the notes at the bottom of the last page of the figure.

b. The format for a single note is:

Note: This is the format for a single note.

c. The format for multiple notes is:

Notes:

1. This is the first note for this figure.
2. This is the second note.

d. For figures with a combination of specific and general notes, try to give the general notes a number and insert a reference in the column header(s) where applicable. Do not remove the general information from the figure and insert it in the text, which references the figure, because the figure may be laminated and used without the accompanying text. Also, if the general note number cannot be referenced in a column header or title, include a notation identifying it as a general note.

For example:

The following general notes apply to this figure:

- 1.
- 2.

6. Avoid using periods in figures. More specifically:

- a. If a figure is entirely comprised of incomplete thoughts, don't use periods.
- b. If a figure is entirely comprised of complete thoughts, use periods.
- c. If a figure is entirely comprised of complete and incomplete thoughts, use periods (as in text) and be consistent throughout the figure.



Commands are considered complete thoughts and should end with a period (e.g., "Monitor track quality.").

7. The format for figure titles, which extend beyond one line is:

Figure 4-4. (U) AN/SWG-1A Normal
Engagement Sequence

8. For figures with multiple pages, always include the list of notes, legend, or key on the last page.

9. Use Arial font for figures.

10. Use all capital letters for 6-point text and acronyms only.

11. Use bolding for column headers in figures and for emphasis as needed.

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12. Do not repeat figures within the same publication.

1.2.5 Numbering for Publications

Numbering for specific types of publications is included in the appropriate chapter for that type of publication.

1.2.6 Changes

Prepare a change when limited portions of the total pages of the publication are affected, as determined by the procuring activity.

1.2.7 References

1.2.7.1 Publications

1. When using the title of a classified publication, always insert a "(U)" after the title; however, if the title is classified, insert (C) or (S) as appropriate. This includes the table of contents in all publications. Avoid references to specific paragraphs. If a reference other than publication number is necessary, use the chapter number. Do not refer to publications that are temporary in nature, including drafts or those with limited distribution.

2. When referencing TACMEMOs, use the following guidance:

TM SWDG 3-01.2.01, Aegis Core Tactics (U)

3. List the title of a publication the first time it is referenced; thereafter, refer to the publication number only.
4. When citing publication references, exclude the revision letter or number to avoid updating the reference when the publication is revised. It is understood that the reference indicates the current version. For example:

NTTP 3-20.6.01 vice NTTP 3-20.6.01 (Rev. A)

1.2.7.2 Messages

The following are examples of the proper format for message references within our publications:

COMSURFWARDEVGRU LITTLE CREEK VA 071234Z AUG 96, EW Racket 96-02 - Corrections to TN XZ0050-1-94, Surface Ship Electronic Attack (ES) (U)

PEO THEATER SURFACE COMBATANTS WASHINGTON DC 201959Z OCT 98, Ship Self-Defense Tactical Assessment Group (TAG) 16

1.2.8 Command Addresses

Per new guidance from the CNO, command addresses are limited to five lines and must include all caps and no punctuation. For example:

COMMANDER
SURFACE WARFARE DEVELOPMENT GROUP
2200 AMPHIBIOUS DRIVE
NORFOLK VA 23521-2896

This new guidance affects addresses in the preface of our publications.

1.3 TECHNICAL SPECIFICATIONS

Refer to paragraph 4.3.4.

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CHAPTER 2

Quick Reference

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2.2 PREFERRED SPELLING/USAGE AND GUIDE TO COMPOUNDING

This section contains information regarding preferred spelling and usage (e.g., words used as nouns, adjectives, and/or unit modifiers) for words/terms found in SWDG publications. In addition, guidance for compounding words is included.



Throughout this section, the "#" symbol indicates a space between two words.

180° R
20-mm gun
5"/54 (figures)
5-inch/54 (text)
.50-caliber machinegun
50-percent probability (u.m.)

Aegis
aim point

air

-condition (n, v, u.m.)
#cooled (adj)
-cooled (u.m.)
crew
#drop
field
#plan
space
speed
#wing

all

#out (adj)
-out (u.m.)
allied
ammunition (or munitions)
among (describes more than two)

angle

#of attack (n)
-of-attack (u.m.)

anti (one word, except when second word
begins with "i")

-invasion
radiation
anytime (but, at any time)

armor

#piercing (adj)
-piercing (u.m.)

A-scan

assault

#craft
#force

assumed

#friend
#hostile

at

#sea (n)
-sea (u.m.)

attack

#imminent
#in progress
#probable

auto tracking

B-scan

back

paddle
range
#up (v)
up (n, u.m.)

ball tab

Band 2

battle

#dress
#force
#group
#orders
space

Battle Short (switch)

beach

head
#lane
master

beam

forming
width

bergy-bit

between (describes two)

Big Mouth (communications)

Bittersweet

Block 1, Baseline 1 (CIWS)

Blue

#force emitters
#on Blue engagements

board keeper

bow thruster

broadband

broken

#down (adj)
-down (u.m.)

build

#up (v)
up (n)

built

#in (adj)
-in (u.m.)

bulkhead

Bullseye report

burn-through

C²W (but OPTASK C2W message)

Caliper

call sign

cannot

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-capable (u.m.)
CAS (Search)
CAS (Track)
CD-ROM
chaff
 buoy
chart
 house
 #room
check
 list
 off
 point
 #sight observer
chokepoint
Circle William fitting
CIWS vice Phalanx
Class (ship) (i.e., LHA 1 Class amphibious assault ship)
closeup (n, u.m.)
code word
Combat DF
combat systems officer
companionway
condition I
confidential
conn
cont'd (figures)
continued (text)
cool down
counter (as prefix, one word)
crewmember
cross
 bear
 -deck
 fix
 hair
 range
 -reference
 #section
 #slope
Crosshair vice Bullseye sensor,
 but Bullseye report
cueing
cutout (n)
Daily Combat System report
dan buoy
data (use singular verb)
database
decision making
deice
desktop
detune
diesel
 #driven (adj)
 -driven (u.m.)
direction
 #finding (adj)
 -finding (u.m.)
dog box
Doppler radar
double
 #barreled (adj)
 -barreled (u.m.)
Downbeat radar
down
 -line (u.m.)
 line (n)
 -link (u.m.)
 link (n)
 range
 slope
 sun (adj, u.m.)
drawdown
dropoff
dry-docking
dud
echoes
electro-optics
e-mail
embarked "in" not "on"
en route
engageability
ensure (not insure)
-equipped (u.m.)
e-zine
EW assets vice soft-kill
EW expendables vice decoys
eyeshield
FC 1/FC 2 (firing channels)
fiddle board
Fighting Notebook (vice Fighting Doctrine Notebook)
firepower
first
 -come first-served
 hand (u.m.)
fixed-wing (u.m.)
flak jacket
flare (type of warhead)

Flash precedence

flight

#crew

#deck

path

#plan

follow-on

forklift

form

#up (v)

up (n, u.m.)

former Soviet-built

freeplay

fuse (electrical)

fuze (ordnance)

FY 91

gauge

glidepath

Greenwich mean time

groundspeed

guard

list

ship

guide

boat

#lines (ropes)

lines (helpful instructions)

gun

boat

fire

#mount

gyroscope

Halifax procedures

hand

-held (u.m.)

off (n, u.m.)

hard

#copy

-kill (u.m.)

#wire (v)

Harpoon

Harvester

Have Quick

Hawk (missile)

Hawklink

helicopter vice helo

helicopterborne

high-speed (u.m.)

holdback tool

hook

#up (v)

up (n, u.m.)

hull

#mounted (adj)

-mounted (u.m.)

I-/J-band (u.m.)

ice field

in

-bore (u.m.)

#depth (n, adj)

depth (u.m.)

-flight (adj)

#port (n)

port (u.m.)

#stride

INDIGO STRIKE-TLAM Supplement message

installed "in" not "on"

interior/exterior communications

International Air Distress

Internet JavaScript

intraship

joystick

keylist

Kilo report

Kirov Class

land

#base (n)

-based (u.m.)

mass

#mine

LCAC covert or overt

LCM 8

lee

#helmsman

ward

lifeboat

liftraft

light weight condition or waterline

line

#of sight

#up (v)

up (n, u.m.)

LN-66 HP radar

loadout

lock

#on (v)

-on (n, u.m.)

log

keeper

keeping

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long

#range (adj)
-range (u.m.)

low

#"E" (low elevation) (no hyphen if it's a u.m.)
-flying (u.m.)

M60 machinegun

MACH

machinegun

main

#line (n)
-line (u.m.)
line (v)

man

-hour
made (u.m.)
power
Marine
Maritime Enemy Force Alert Message

mark

#up (v)
up (n, u.m.)

marker

Masker

material condition Zebra

micro-organism

midair

mil (fraction of a degree)

Military Air Distress

mine (as prefix, one word):

case
field
hunter
hunting
-like (u.m.)
sighting
sweeper

Missile (platform type)

Mk 38 25-mm chain gun

Mk XII AIMS IFF not AIMS Mk XII IFF

Mod 1, 2

Mode 4 IFF

mother

MT 51

multi (all one word)

munitions (or ammunition)

NA (not N/A)

narrowband

NATO Sea Gnat

NATO Seasparrow

naval

Navstar GPS

Navy (always)

NAVY BLUE report (OPNAVINST 3100.6)

near

#land (adv)
land (u.m.)
-miss (u.m.)
shore
#term (n)
-term (u.m.)

Night Order Book

nighttime

Nixie

non (as prefix, one word)

-air-conditioned
-low "E"
-real-time
-self-destruct

nose gear

NWP series tactical manuals

ocean front

off

board
#cushion (n, adj)
-duty (u.m.)
-line (always)
load
shore
#station
-watch

Omega

on

board
coming
#cushion (n, adj)
#deck (n, adj)
-line (always)
-scene (adj)
shore
#station (n, adj)
#watch (n, adj)

open ocean

Operation Desert Shield/Storm

operations vice OPS

OPREP PINNACLE report (OPNAVINST 3100.6)

OPTASK messages (e.g., OPTASK COMM,
SUW, AMPHIB)

Oscar (point)

Outboard (system)

Outlaw Bandit modification
overland

own

#force (n)
-force (u.m.)
#ship (n)
-ship (u.m.)
parachute flare

part

#time (adj)
-time (u.m.)
pathway
Patriot (missile)
pay out
payed out (cable, line)
payload
penetrator
pierside
pilothouse
pitch and roll vice roll and pitch
Plan Red, Plan Black

plan vice preplan

Plan Xray

point defense

Point Romeo

Polaris

pop-up (u.m.)

Poseidon

post (as prefix, one word)

power

-on (n, u.m.)
-up (n, u.m.)
practice (type of warhead)

Prairie

pre (one word when used as a prefix, except with
double vowels)

Probe Alert

pull

#down (v)
down (n, u.m.)
#out (v)
out (n, u.m.)
#up (v)
up (n, u.m.)

pulse width

pushbutton

Q-messages and Q-route

Racket

radarscope

rangefinder

re (one word when used as a prefix, except with
double vowels)

readiness conditions I, II, and III

ready service locker

real

#time (n)
-time (u.m.)
#world (n)
-world (u.m.)

record

keeper
keeping
red phosphorus (type of warhead)
Red, White, and Blue forces
repeat-back
Rubber Duck decoy

run

#down
-in (n, u.m.)
#off (n, u.m.)

Sailor

salvo policy

sea

#base (n)
-based (u.m.)
#skimming
#state (numeral)
water

searchlight

Seasparrow

secret

self-defense

semi (as prefix, one word)

-armor-piercing

set

#up (v)
up (n, u.m.)

shore base

Sidekick EM deception system

sidelobe

Sidewinder missile

signalman

single sideboard

smoke (type of warhead)

snake search

snowproof

sound-powered (adj)

spotlight

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stand

-alone (adj)
#by (v)
by (n, u.m.)
#off (v)
off (n, u.m.)
point
startup (n, u.m.)
stateroom
status board
stern gate
stiff stick
Stinger
stowage vice storage

strike

#down (v)
down (adj)
Styx missile
subband

super

relevation
sede
swept mined waters
switchboard

take

#off (v)
off (n, u.m.)
Tartar
task force
tattletale
tear gas
Terrier
Third World
threat level 4
throw line

tie

#down (v)
down (n, u.m.)

time

-bearing
#check
#frame
#late
line
out
-share
TLAM-C/D, TLAM-C, TLAM-D
Tomahawk
Tomcat
tompion

torpedo boat

touch

#down (v)
down (n, u.m.)
track while scan
tradeoff
Trident
troubleshooter
Trout

turn

around (n, u.m.)
#off (v)
-off (n, u.m.)
#on (v)
-on (n, u.m.)
point (n, u.m.)
underway (all forms)

unknown

-assumed
-pending

up

moon (adj)
slope
sun (adj)
#to date (all other forms)
-to-date (u.m.)

usable

usage/use (not utilization/utilize)

vampirewardroom

war

fighting
head
#plan
plane
ship

warm

#up (v)
up (n, u.m.)

watch

bill
stander
#station

water

line
proof
waveform

way

#on
point
weaponproof

weapon system (single system)	cutter
weapons systems (multiple systems)	#line
Web	workday
#browser	X Band (n)
#page	X-band (u.m.)
#site	X (by) (e.g., 20 X 100 mm binoculars or 2 X 4 board)
well deck	X (times) (e.g., 2X4 = 8)
white phosphorus (type of warhead)	X and Y for Cartesian coordinates zigzag
wideband	Ziplip
windspeed	ZIPPO
wire	Zulu time

2.3 TERMINOLOGY

2.3.1 Confusing Words

affect (v):	influence, be related to, modify, tend, show <i>The weather will affect the engine thrust.</i>
effect (n):	result or meaning <i>Verify EMCON plan and its effect on search sensors.</i>
effect (v):	cause, be instrumental <i>Lower the gear and effect the landing.</i>
ensure (v):	to make certain or sure of <i>Ensure that the settings are correct.</i>
insure (v):	to cover with insurance <i>The vehicle is insured against fire and theft.</i>
principal (n):	chief person, chief authority, superior <i>The school principal is the guest speaker.</i>
principal (adj):	chief, leading, foremost <i>The principal weapons of a battleship are its guns.</i>
principle (n):	a comprehensive or fundamental law <i>The basic principle of acceleration is that thrust must exceed drag.</i>
stationary (adj):	fixed, not mobile <i>Despite their efforts, the rudder remained stationary.</i>
stationery (n):	materials for writing <i>Answer the letter on official stationery.</i>

Singular	Plural
LCAC	LCAC
LOB	LOB
matrix	matrices
memorandum	memoranda
NVG	NVG
pair	pair
radar	radars
radius	radii
ROE	ROE
salvo	salvos
SIF	SIF
SOI	SOI
stimulus	stimuli
Tomahawk	Tomahawk

2. Don't add "s" in the following instances:

IFF Mode 1, 2, and 3	Link 11, 14, 16, and 4A
Band 2 and 3	I, J Band

Rationale: Customary usage takes precedence over grammatical correctness.

2.3.4 Positions, Switches, Displays, Etc.

Alarms

Readiness condition I will be set by sounding the General Quarters alarm.
One indication of this regression is the Function Failure alarm at the ballast control panel.

Alerts (essentially positions)

WCO observes the KILL alert on the DDI.
A REC ENGAGE HARPOON alert is displayed on the DDI.

Authorities (specific)

Open fire authority is delineated in the CO's battle orders.
Weapons release authority may be granted to specified individuals.
This does not constitute TLAM launch authority.

Bills

Obtain a copy of the battle bill from the Intranet.
Follow the procedures in the EMCON Bill.

Buttons

Press the ASSIGN FC 2 VAB.
Use the EL MANUAL PBI.
Press the FIRE button.
Select the AAW AUTO VAB.

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Call Signs

"AB" is the call sign for the CWC.
"AS" is the call sign for the SUWC.

Checks (specific)

This provides a fail-safe check ensuring any track unknowingly misidentified is detected and provided to the operator to correct.
Material condition and battle transmission checks are required when changing each watch.
The CO battle readiness check allows all tasked missiles to be brought to complete alignment.

Commands

Cease Fire command

Communication Nets

Boat A (Control)
Boat B (Operations)
Control Ship Coordination
Primary Control

Degrees

a bachelor of science degree
a master's degree
bachelor's and master's degrees
a Bachelor's degree in Political Science
Master's degrees in Strategic Studies and National Security Affairs

Displays

The Tote display on WCC
The B-scope display on WCC 1

Doctrine

Generic term meaning fundamental principles and operational level guidance
e.g.: operational or tactical level guidance
IRT Aegis weapon system and a specific set of procedures used to automate certain functions
e.g.: Tactical doctrine
Engagement doctrine

Doctrine Statement

Aegis weapon system related; a specific mode of operation
for example: Break Engage doctrine statement
Semi-Auto doctrine statement
exception: This is the default doctrine statement.

Indication

If alignment fails while in Mode 6, a Mode 7 ALIGNMENT COMPLETE indication is inhibited.

Indicators

Observe BATTLE SHORT indicator is illuminated.
Observe the MISSILE INFLIGHT indicator is lit.

Keys

To clear the Hold Fire condition, the TAS operator must recognize the condition and use the ENGAGE key.

Manuals

Refer to the LSD 41 Class Tactical Publication for additional information.
Refer to the operator's manual for specific procedures.

Messages

The system is ready to fire when the FIRE CIRCUIT ENABLED message and projectile impact area circle are displayed.
If using OFS version LDV 05.00.1, the message ALIGNMENT COMPLETE-YES shifts to ALIGNMENT COMPLETE-NO in approximately 1 to 2 seconds.

Modes

Use one of the target modes.
Select a surface search mode.
Use Low Target mode.
Return to Active Search mode.
Use Low-E mode.

Orders

Weapons Tight order

Plans (specific)

A surface warfare NVEO training plan has been developed to provide guidance for formal/informal training.
The engagement planner transmits the plan to the LCG via a make ready or execute plan.

Platform or Salvo Types

Automatically send detections with a platform type of Missile.
The only salvo type is Ripple Fire.

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Positions

Return Launch Enabled switch to OFF position.
Turn switch to LOAD position.

Procedures

Halifax and Uncle Joe procedures

Reports

Hold reports
Spot report
Vampire report

Status

Missile BIT status is displayed on the OI DT as PASS or FAIL.

Switches

Use the Battle Short switch.
Ensure Launch Enabled switch is on.
Operator should position Fire switch to FIRE.

Tactics

EW to FC Sector Search tactic
EW to Fire Control (MOD) tactic

Zones (specific)

Order streaming of Nixie prior to entering a yellow alert zone.
No-fly zones assist with overwater deconfliction.

2.3.5 "Below" and "The Following"

Use a colon when "the following" or "as follows" is used to introduce a listing. Use a period when "below" is used to introduce a section or groups of paragraphs. Use discretion and common sense in deciding whether to use "the following" or "as follows" to introduce a listing. For example:

Good: Refer to the paragraphs below for additional guidance on configuring equipment.

Good: HLSC performs the following functions:

Good: Operational intelligence is available from the following:

Better: Operational intelligence is available from:

Good: Planning requirements for communications include the following:

Better: Planning requirements for communications include:

2.3.6 Proper Terminology for Electronic Warfare (EW) and Acoustic Decoys

When referring to EW or acoustic decoys collectively, use the terms "EW expendables" or "acoustic decoys," respectively. When referring to a specific decoy, continue to use the term "decoy." For example:

chaff decoy

Mk 245 Giant IR decoy

Mk 2 Mod 1 acoustic decoy countermeasures

Fire the designated number of EW expendables.

The Mk 36 DLS is used to launch EW expendables.

2.3.7 "In Accordance With" and "According To"

Use "in accordance with" if you want the reader to follow previously approved instructions/direction.

Implement quiet ship in accordance with CO's standing orders.

Requests for this document must be handled in accordance with SECNAVINST 5510.36 series.

Use "according to" only to express someone's opinion as the basis of an action.

Submit urgent changes according to accompanying sample message format.

2.3.8 Nondescript Words and "The" and "That"

Avoid the use of nondescript words (e.g., all, many, various, etc.) and "the" and "that" unless it is necessary for clarity. Read *the* sentence first. Use discretion and common sense in deciding whether to delete *the* word(s). If uncertain, leave *the* word(s) in *the* sentence. It is better to have a few extra words than an awkward sentence. For example:

Awkward: Decision for emergency recovery rests with the CO.

Better: The decision for emergency recovery rests with the CO.

Correct: Maintain communication with the aircraft at all times.

Incorrect: Maintain communication with the aircraft at times.

2.3.9 "Shall," "Will," "Should," and "May"

Use these words when describing the application of a procedure. The concept of their usage and intended meaning is as follows:

1. "Shall" is used only when application of a procedure is mandatory.
2. "Will" is used only to indicate futurity, never to indicate any degree of requirement for application of a procedure.
3. "Should" is used only when application of a procedure is recommended.
4. "May" and "need not" are used only when application of a procedure is optional.

2.3.10 Web Terms

1. Bandwidth - The amount of data that can be transmitted in a fixed amount of time. For digital services, the bandwidth is usually expressed in bits per second or bytes per second.
2. Bookmark - A marker or address that identifies a document or a specific place in a document. At SWDG, all bookmarks are created using initial caps.
3. Cascading Style Sheets (CSS) - A new feature being added to HTML that gives both Web site developers and users more control over how pages are displayed. With CSS, designers and users can create style sheets that define how different elements, such as headers and links, appear. These style sheets can then be applied to any Web page. The term "cascading" derives from the fact that multiple style sheets can be applied to the same Web page. CSS was developed by the World Wide Web Consortium (W3C). The specification is still evolving and is not fully supported by any current Web browsers.
4. Connectivity - A computer buzzword that refers to a program or device's ability to link with other programs and devices (e.g., a program that can import data from a wide variety of other programs and can export data in many different formats is said to have good connectivity). On the other hand, computers that have difficulty linking into a network (e.g., many laptop computers) have poor connectivity.
5. Domain Name - A Domain Name is the unique "official" name of a network on the Internet. Domain names have at least two parts: a domain identifier and a domain category. For BellSouth.net, for example, the domain identifier is "BellSouth." The domain category is "net." Domain categories identify what type of institution a network represents. The following domain categories are used:
 - com** - commercial **edu** - educational **gov** - government
 - mil** - military **net** - gateway or administrative host for a network
 - org** - private organizations
6. Extensible Markup Language (XML) - A specification developed by the W3C. It allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations. Whether XML eventually supplants HTML as the standard Web formatting specification depends a lot on whether it is supported by future Web browsers. Microsoft Internet Explorer version 5 handles XML, but renders it as CSS, and Mozilla (Netscape) is still experimenting with XML support.
7. Graphics Interchange Format (GIF) - Pronounced "jiff" or "giff." A bit-mapped graphics file format used by the WWW. GIF supports color and various resolutions. It also includes data compression, making it especially effective for scanned photos.
8. Home Page - The usual or primary starting (entry) point of a WWW site. It is similar to the title page and table of contents of a hard copy document. A home page usually contains links to subsequent (logical) pages in the site. While the home page is the most common access point to a site, it is not the only access point. Any WWW document that can be accessed directly from a link or by using its URL address.

9. Hypertext - Computer text that contains links to other text or multimedia. When you click on this link, your browser reads Web information from another area (in the same document or another Web site).
10. HyperText Markup Language (HTML) - The authoring language used to create documents on the WWW. HTML defines the structure and layout of a Web document by using a variety of tags and attributes.
11. HyperText Transfer Protocol (HTTP) - HTTP is the networking standard that allows HTML documents to be shared among computers. A Web server is in reality an HTTP server. This means that it is capable of sending HTML documents when your Web browser requests them. In other words, the Web server functions as an HTTP server, while your Web browser functions as an HTTP client.
12. Internet - The loosely connected worldwide collection of computer systems that uses a common set of communications standards to send and receive electronic information. No one owns the Internet. It is funded and managed locally within different countries. Having access to the Internet means being able to send and receive e-mail, partake in interactive conferences, access information resources and network news, and transfer files.
13. JavaScript - A scripting language developed by Netscape to enable Web authors to design interactive sites. JavaScript can interact with HTML source code, enabling Web authors to spice up their sites with dynamic content.
14. Joint Photographic Experts Group (JPEG) - Pronounced "jay-peg." JPEG is a compression technique for color images. Although it can reduce file sizes to about 5 percent of their normal size, some detail is lost in the compression.
15. Link - A connection from one Web document or file to another, not necessarily within the same Web site. The link typically appears as a word, or phrase, with blue, underlined letters (hypertext). As the cursor touches the link, the cursor takes the form of a hand. Clicking the mouse button causes the Web browser to connect to the document pointed to by the link.
16. Portable Document Format (PDF) - A file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.
17. Source Code - The HTML coding which tags and formats the information to make it viewable by the browser. The source code is not normally viewed by the browser.
18. Tactical Information Notification System (TINS) - A means of disseminating tactical publication information to our subscriber list. Anyone who visits our Web site can request to be added to our subscriber list via an e-mail.
19. Uniform Resource Locator (URL) - In simple terms, a URL is simply the address of a Web page. For example, the address (or URL) of the SWDG SIPRNET Web page is www.swdg.navy.smil.mil.
20. Web Browser - Software that acts as a client, allowing a person to retrieve information from various sources, particularly Web servers.

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21. Web Page - An HTML document, which is usually served by a Web server. Although a Web page usually contains links to other pages, only the information currently being accessed (i.e., viewed) by a Web browser is a part of the current logical page. The logical page is the building block of a WWW document and is composed of text and possibly graphics and multimedia. The term logical is used because unlike a physical piece of paper, a Web page can be as long as needed (from less than one physical page to many physical pages in length). When scrolling down a Web page with a browser, the end of the current page is reached when the scroll bar reaches the bottom.
22. Web Server - A software/hardware combination, connected to the Internet, which serves as the "container" for Web sites and is accessed by Web browser software.
23. Web Site - A collection of information organized into a number of Web documents related to a common subject or set of subjects, including the "home page" and the linked subordinate information.
24. Webmaster - The person who maintains a Web page, Web site, and/or the server upon which the Web site resides.
25. World Wide Web (WWW) - A part of the Internet displaying text and pictures through the use of computer software called a browser. Navigation is accomplished through a set of linked documents that may reside on the same computer or on computers located almost anywhere else in the world.
26. World Wide Web Consortium (W3C) - An international consortium of companies involved with the Internet and the Web. The organization's purpose is to develop open standards so that the Web evolves in a single direction rather than being splintered among competing factions. The W3C is the chief standards body for HTTP and HTML.
27. XML - See "Extensible Markup Language."

2.3.11 Miscellaneous

1. Use a singular verb with subjects of time, distance, and money.

Four hours seems like a short time.

Three miles is a long way to walk.

Five dollars is a lot to pay for that item.
2. Use "to" for separating numbers, rather than a hyphen (too short) or a dash (too long).

5 to 10 knots (not 5-10 knots)
3. Use the following as a guide when referring to ordnance or combat systems:

Mk 67 Mod 0 mine Mk 95 Mod 1 machinegun round Mk 23 TAS
4. Use the following as a guide when referring to aircraft:

P-3C SH-3H E-2C SH-60F

5. LAMPS guidance:
 - a. Use the following when referring to LAMPS-equipped ships only:
 - (1) LAMPS Mk III-equipped ship
 - (2) LAMPS Mk III ship.
 - b. Use the following when referring to LAMPS helicopters only:
 - (1) SH-60B
 - (2) LAMPS helicopter.
 - c. Use the following when referring to the entire LAMPS system (as ship, helicopter, and electronic systems): LAMPS Mk III system.
6. Use the following guidance when referring to combat systems:
 - a. Individual ships or aircraft have the following:
 - (1) One combat system
 - (2) One or more combat system(s) element(s)
Example: The ship's combat system elements
The two ships' combat systems elements
 - (3) One or more weapon(s) system(s)
Example: One weapon system
Two weapons systems
The two weapons systems' capabilities or weapons systems capabilities.
 - b. Groups (more than one) of ships or aircraft have combat systems.

7. Ship Names:

When referencing a specific ship, do not include periods, but include USS. For example, use "USS David R Ray" vice "David R. Ray."

2.4 ACRONYMS AND ABBREVIATIONS

Refer to the [Master Acronym List](#) for commonly used abbreviations and acronyms. For acronyms and abbreviations not found in this list, refer to references (c) and (d) respectively.

1. Avoid acronyms and abbreviations in text and figures unless they are established as customary or unless repetition justifies the usage. Do not define acronyms/abbreviations in text or figures. Include a list of acronyms/abbreviations and their definitions in each publication (i.e., NWP, NTTP, NTRP, and TACMEMO) and report (i.e., SHAREM R&A and Mine Warfare Readiness/Effectiveness Measuring (MIREM)). The list of acronyms/abbreviations shall follow the last appendix in all publications/reports.

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When alphabetizing the list:

- a. Place special characters (e.g., &, /, and -) first, followed by numbers, then letters.
- b. Place a bolded capital letter above each alphabetized group of acronyms.
2. In the list of abbreviations/acronyms, do not include NAVPLAD addresses used in messages (e.g., COMSURFWARDEVGRU), but do use acronyms (e.g., SWDG).
3. Do not use abbreviations excessively. Meanings of abbreviations should be self-evident. There should be little possibility of confusing similar abbreviations. Do not use periods between letters in abbreviations (e.g., "FPM" is preferred over "F.P.M.").
4. Some acronyms shouldn't be defined because it would complicate things unduly (e.g., MODLOC, LMBB, Combat DF, TOW, FRAG, AIMS, NATO, and TACREL).
5. Do not include ship designations (e.g., LSD, CG, DDG, CV, and SSN) in the list of acronyms; however, include boat types (e.g., LCAC, LCU, and LCM). Also, do not include branches of service, squadrons, or call signs.
6. Most acronyms can be made plural by adding an "s" (e.g., ASM (singular) and ASMs (plural)) with the exceptions noted in paragraph 2.3.3.
7. Do not include definitions of terms in the list of acronyms and abbreviations. Include definitions of terms within the text whenever possible. Highly technical or unique terms pertinent to understanding a TACMEMO can be included in a separate appendix labeled "Definitions of Selected Terms." For figures, define terms in the text prior to the figure reference.
8. The CO is the final authority on the use of acronyms in SWDG cognizant publications.
9. Apply the following formula to standardize the usage of coined words and symbols:
 - a. When only the first letter of each word is used to make up the symbol, use all capital letters.

MAG (Military Advisory Group)
 - b. In common noun combinations made up of more than the first letter of lower cased words, use all lowercase letters.

tacan (tactical air navigation) sonar (sound navigation ranging)Common noun combinations are not included in a list of abbreviations/acronyms.
10. Refer to references (c) and (d) for commonly used acronyms.
11. Abbreviate terms frequently encountered and readily understood.

100 m 20 mm 10 nm 50 m² 5 kft

12. Abbreviations used for the singular form of measurements are also used for the plural form.

kt (knot(s)) sec (second(s)) yd (yard(s))

13. Spell out the words below in text, but abbreviate them in illustrations if space is limited.

feet years inches pounds knots percent (but % in figures)

14. Omit internal and terminal punctuation in units of measure to conform with the practice adopted by scientific, technical, and industrial groups, nationally and internationally. Where omission of terminal punctuation causes confusion (e.g., the abbreviation "in" (inch) mistaken for the preposition "in"), spell out the abbreviation.

15. A list of preferred abbreviations and acronyms dealing with units of measure is provided below. Do not include these in the list of abbreviations/acronyms.

ac - alternating current	K - kelvin (degree symbol improper)
°C - degree Celsius	K or Kb - kilobyte
cg - center of gravity	kft - kilofeet
dB - decibel(s)	kHz - kilohertz
°F - degree Fahrenheit	kW - kilowatt
fath - fathoms	kt - knot(s)
ft/min - foot/feet per minute	kyd - kiloyard(s)
ft ² /min - square foot/feet per minute	μsec - microsecond(s)
ft ³ - cubic foot/feet	MACH - Mach
g - gravity (e.g., 6g (singular) or 6g's (plural))	MB - megabyte
GHz - gigahertz (note lower-case "h" in full spelling)	MHz - megahertz
gal/min - gallons per minute	mHz - millihertz
hp - horsepower	mm - millimeter(s)
Hz - hertz (note lower-case "h" in full spelling)	r/s - revolutions per second
	rpm - revolutions per minute
	sec - second(s)

16. Use the SWDG acronym when referring to our command in general terms and as part of new TACMEMO numbers. For example:

SWDG will schedule formal evaluation of this TACMEMO.

Refer to TM SWDG 3-56.1-03, Afloat Interface Control Officer (ICO) Handbook (U), for additional information.

This TACMEMO can be accessed on the SIPRNET via the SWDG home page.

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17. Use the COMSURFWARDEVGRU acronym only when referring to our naval message PLAD. For example:

Urgent changes shall be submitted, via naval message, to COMSURFWARDEVGRU.

2.5 CAPITALIZATION

1. Avoid excessive use of capitals. For example, refer to personnel of the aviation division as aviation safety officer, aircraft commander, and air tactical control officer. Describe equipment as Aegis weapon system, target acquisition system, and close-in weapon system.
2. Use initial caps for NATO nicknames, weapons systems, missiles, search patterns, ship names, and signal flags. For example:

Delta search pattern	USS San Jacinto (CG 56)
Penguin missile	Tomahawk weapon system
Flag Oscar or Mike	

3. Use initial caps when "general quarters" is part of a specific name; otherwise, use lower case letters. For example:

When the General Quarters alarm is sounded, all hands go to general quarters.

4. Use initial caps when referring to U.S. or foreign ships, aircraft, and missiles.

Harpoon	Penguin	Tomahawk	USS Barry (DDG 52)	LCM 8
---------	---------	----------	--------------------	-------

5. Capitalize names of regions, localities, and geographic features when used as proper names.

the North Atlantic States	the Middle East (Asia)	the Continent
the West, the Midwest	Equatorial Africa	the East Coast

6. Do not capitalize terms used to denote mere direction or position.

north, south, east, west	equatorial countries
northerly, northern, northward	middle east of the state
road to the west, a midwest direction	continental boundaries

7. The full names of existing or proposed organized bodies and their shortened names are capitalized. Other substitutes, which are most often regarded as common nouns, are capitalized only in certain specific instances to indicate preeminence or distinction.

Department of Defense	Military Establishment	Armed Forces
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8. Capitalize the first word of: a sentence, an independent clause or phrase, a direct quotation, or a formally introduced series of items or phrases following a comma or colon.

He asked, "And where are you going?"

The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

Lives of great men all remind us we can make our lives sublime.

2.6 NUMBERS

1. A figure is used for a single number of 10 or more, with the exception of the first word of the sentence. Numbers of less than 10 are spelled out.

50 ballots 24 horses about 40 men 10 guns nearly 10 miles
six ships five recommendations two-story house five-man board

2. Numerals are spelled out at the beginning of a sentence or heading. Rephrase a sentence or heading to avoid beginning with figures.

Five years ago (not 5 years ago)

3. When 2 or more numbers appear in a sentence and 1 of them is 10 or more, figures are used for each number.

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.

4. Units of measurement, time, and distance, actual or implied, are expressed in figures.

a. Measurements

7 meters	30/30 (rifle)	2,500 horsepower
about 10 yards	12-gauge shotgun	15 cubic yards
8 by 12 inches	8- by 12-inch page	6-pounder
2 feet by 1 foot 8 inches by 1 foot 3 inches	1/2-inch pipe	5-foot-wide entrance

b. Time

6 hours 8 minutes 20 seconds	1 calendar year	one-half hour
10 years 3 months 29 days	3 fiscal years	7 minutes
4 weeks	5-day week	

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c. Distance

4 nm

18 meters

1 foot

5. Decimals. In text, insert a cipher before a decimal point if there is no unit; omit ciphers after a decimal point unless they indicate exact measurement.

0.25 inches

1.25 inches

gauge height of 10 feet

specific gravity of 0.9547

exception: .30 caliber (meaning 0.30 inch, bore of small arms)

6. Degrees (°). Use the symbol (°) with a number, in text and in figures, and do not insert a space between the symbol and the number.

longitude 77°04'06" E

35°30', 35°30'N

an angle of 57°

latitude 49°26'14" N

70° S

200° SW

360° turn

90° R

325° T

7. Temperature and gravity. Express in figures. When using the degree mark (°), place it against capital letters, not against figures.

100 °C

98 °F

140° temperature

6g's

8. Frequency. Do not use the comma, unless there are more than four figures for radio frequencies and baud rates.

1085 Hz

25,000 MHz

1200 baud

9. Percentage. Percent is generally used with a specific figure. The number of its verb is governed by the number of the following noun, whether expressed or understood. For example:

Ten percent of the crop was lost.

Six percent of the workers were laid off.

Spell out in text and use the symbol (%) in figures.

12 percent, 25.5 percent, 0.5 percent (or one-half of 1 percent)

5 percentage points

an 1100-percent rise

a 5-percent increase

10. Proportion

1 to 4 (in text)

1-3-5

1:62,500 (in figures)

11. Mathematical expressions

multiplied by 3

divided by 6

a factor of 2

12. A unit of measurement, time, or money, which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

A team of four men ran the 1-mile relay in 3 minutes 20 seconds.

The contractor, one engineer, and one surveyor inspected the 1-mile road.

13. Figures are used for serial numbers.

pages 352 to 357 lines 5 and 6 paragraph 1 chapter 2

14. The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, and astronomical and military time.

15. Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

two 3/4-inch boards twelve 6-inch guns

16. Indefinite expressions are spelled out.

the seventies; the early seventies

in his eighties (not his '80's nor 80's)

midthirties (age, years, money)

a thousand and one reasons

between two and three hundred horses

twelfefold; thirtefold; fortyfold; hundredfold; twentyfold to thirtyfold

17. Fractions standing alone or if followed by "of a" or "of an" are generally spelled out.

three-fourths of an inch; one-tenth
not 3/4 inch, nor 3/4 of an inch

one-half inch one-hundredth

one-half of a farm; not 1/2 of a farm two one-hundredths

seven-tenths of 1 percent one-thousandth

thirty-five one-thousandths five one-thousandths

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18. The following are expressed in figures:

a. Dates

June 1970; June 20, 1970; 20 June 1970 (not June, 1970 or June 20th, 1970)

mid-June 1970 (not mid-June, 1970)

b. Reference to position

DCA are positioned at 6 o'clock from the E-2C.

c. Ordinal numbers of 10th or more

17th region

d. Designation of military units

9th Naval District 7th Fleet

19. Ordinal numbers less than 10th are spelled out.

ninth round eighth parallel

20. Spell out the word zero unless used with other numbers or as a measurement. For example:

0 to 500 ft 0° 0 yd 0 knots or kt

There was zero visibility.

2.7 SYMBOLS

1. Use common sense when determining whether to use symbols such as \pm or \geq in text/figures. Use $<$ and $>$ in tables but spell out in text.

2. Don't use symbols or abbreviations (i.e., %, °, R, T, ft, and yd) as part of the spoken word. For example:

"Weapons released on vampire, bearing ____ degrees."

"Fire one short burst across the bow of target bearing (degrees relative)."

3. Don't repeat symbols/abbreviations in a series of numbers. For example:

3 to 5° between 40 and 50° R
10 to 20 ft range of 20 to 30 °F
60 or 80 nm

4. Magnification. When the X is used for magnification, separate it from the accompanying words by a space.

7 X 100 mm binoculars

5. Equations. When the X is used in equations to indicate multiplication, do not separate it from the accompanying numbers by a space.

4X4=16

6. Cartesian coordinates. Use upper case letters to indicate Cartesian coordinates.

X and Y coordinates

2.8 PUNCTUATION

Punctuation is a device to clarify the meaning of written language. Well-planned word order requires a minimum of punctuation. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, shall be consistent and based on sentence structure.

When using punctuation, remember if it does not clarify the text, it should be omitted. When choosing and placing punctuation marks, the sole aim should be to clarify the author's thought. Punctuation should aid in reading and prevent misreading.

1. Apostrophes and possessives

Use a descriptive unit modifier rather than a possessive where possible. For example, use "enemy aircraft" vice "enemy's aircraft" and "aircraft engine" vice "aircraft's engine."

Generally, do not use an apostrophe after names of countries and other organized bodies ending in "s" or after words more descriptive than possessive (not indicating personal possession), except when plural does not end in "s."

United States control editors handbook

United Nations meeting technicians guide

Do not use an apostrophe with possessive pronouns (its, theirs).

The possessive case is often used instead of an objective phrase, even though ownership is not involved.

2 hours' time 1 day's labor

Use an apostrophe with an acronym or abbreviation only to show possession; always use a lower-case "s."

SAM's seeker

Use a lower-case "s" without an apostrophe to show a plural.

SAMs

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2. Colons. The colon is used to introduce formally any matter, which forms a complete sentence, question, or quotation.

There are three factors, as follows: first, military preparation; second, industrial mobilization; and third, manpower.

Before a final clause that extends or amplifies preceding matter.

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

Railroading is not a variety of outdoor sport: it is service.

In proportions.

Concrete mixed 5:3:1 (equal space each side of the colon).

To set off a listing introduced by "the following" or "as follows."

3. Commas. The comma is used to separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands appeared.

January 6, 1982

In 1980, 200 ships were commissioned.

To set off parenthetical words, phrases, or clauses.

Remember, however, that the site is vulnerable.

The U.S. Navy, without reservation, is mighty.

The atom bomb, which was developed as the Manhattan project, was first used in World War II.

To set off words or phrases in apposition or contrast.

The ship, USS Maine, was sunk.

The aviator, not the aircraft, was held responsible.

After each member within a series of three or more words, phrases, letters, or figures used with a single "and," "or," or "nor" before the final member.

The red, white, and blue signal flags were used.

These items prevent personnel hazard, damage to equipment, and operating limitations.

The material may be maintained in a folder, file cabinet, or safe drawer.

Inside closing quotation marks.

Classes "I," "II," and "III" were chosen.

To separate thousands and millions in numbers of four or more digits.

4,230 50,491 1,250,000

Exceptions: Meters, built-up fractions, decimals, and serial numbers do not contain commas. Only radio frequencies and baud rates of more than four digits require commas.

4. Hyphens

Do not hyphenate words unnecessarily, especially unit modifiers. If it makes sense without it, and it isn't necessary, don't use it.

indepth research pierside security

Use a hyphen to join duplicated prefixes.

counter-countermeasures sub-subcommittee

Unless usage demands otherwise, use a hyphen to join a prefix or combining form to a capitalized word. (The hyphen is retained in words of this class set in capitals.)

non-Government non-Communist post-World War II

Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

twenty-one 6-foot board 8-hour day 1-day period

Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral.

2 hours' work 1 week's pay

Print a hyphen between the elements of a fraction.

two-thirds three-fourths

A unit modifier following and reading back to the word or words modified takes a hyphen and is always printed in the singular.

motor, alternating-current; 3-phase, 60-cycle, 115-volt

Print without a hyphen a unit modifier, which follows the noun.

The ship was well built.

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Print a hyphen between the elements of technical compound units of measure.

horsepower-hours kilowatt-hour

Print a hyphen to join a single capital letter to a noun or a participle.

H-bomb U-boat

Print idiomatic phrases without hyphens.

inasmuch as insofar as

5. Quotation marks

The period and the comma fall within the quotation marks.

Under the heading, "replenishment at sea," will be found "types of ships."

The semicolon and colon fall outside the quotation marks.

The first column is "weapon"; the second column is "missiles."

Please send the following slides from the file labeled "Command Brief": the bubble chart, the front cover, and the organizational chart.

Use quotation marks for the "spoken word" and, with discretion, to enclose misnomers, slang expressions, and coined phrases. For example:

The conning officer orders, "All engines ahead flank," to increase ship's separation from decoys.

Use quotation marks to enclose information as it would appear on equipment placards. For example:

A "Weapon Loaded" placard will be placed in the windshield of the helo.

6. Semicolons

The semicolon is used to separate clauses or series of numbers containing commas.

On leaving the harbor, zero time is the time at which a designated ship is to pass point A; on entry, zero time is the time a designated ship is to pass point X.

3,600; 900; 2,000; 50

To separate statements that are too closely related in meaning to be written as separate sentences and also statements of contrast.

It is true in peace; it is true in war.

War is destructive; peace, constructive.

To set off explanatory abbreviations or words, which summarize or explain preceding matter.

Alongside method is a general term for a major group of methods of replenishment at sea; for example, close-in method, housefall method, and spanwire method.

7. Spelling

Indefinite articles. When a group of initials begins with b, c, d, g, j, k, p, q, t, u, v, w, y, or z, each having a consonant sound, the indefinite article "a" is used.

A DOD instruction

A JAG directive

When a group of initials begins with a, e, f, h, i, l, m, n, o, r, s, or x, each having a vowel sound, or is phonetically spelled as a vowel as "n" is spelled "en", the indefinite article "an" is used. The exception to this rule is when a group of initials is pronounced as a word vice individual letters.

When pronounced as individual letters:

an AEC report

an NSC decision

When pronounced as a word: a SAG

a SAM

a SAR mission

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CHAPTER 3

Classification Markings

3.1 COVER

3.1.1 Color Code

Color code covers for publications according to the security classification:

1. Secret - red
2. Confidential - yellow
3. Unclassified - blue.

3.1.2 Overall Markings

Place the classification markings (SECRET or CONFIDENTIAL) at the top and bottom center of the front and back covers of a classified publication; use the highest level of classification of any material contained therein.



Even though a SECRET NOFORN classification requires the "Not Releasable to Foreign Nationals" block on the front cover, the pub must still carry an overall classification of SECRET NOFORN.

Consider each volume of a multivolume publication separately for this purpose. These markings shall be in a 24-point Arial bold typeface. (Additional information concerning the front covers of classified publications is included in the chapter for that type of publication.)



Do not mark an unclassified publication as UNCLASSIFIED.

3.1.3 Intelligence Control Markings

When appropriate, include the following authorized control marking for intelligence as indicated below:

NOT RELEASABLE TO
FOREIGN NATIONALS

AUTHORIZED FOR RELEASE TO (name of country/international organization)

1. NWP/NTTPs/NTRPs. On the title page below downgrading/declassification data.

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2. TACMEMOs. On the front cover below the statement "Tactics for Atlantic and Pacific Surface Forces" and on promulgation page above TACMEMO number.



Where documents contain NOFORN and originator controlled (ORCON) material, put the NOFORN notation first, and the ORCON notation last.

3.1.4 Warning Notices

Warning notices advise holders of some special status of information that requires additional protective measures such as restrictions on reproduction, dissemination, or extraction. When appropriate, center one of the following warning notices on the bottom of the front cover as indicated below:

Reproduction requires approval of originator or higher DOD authority.

Further dissemination only as directed by (insert appropriate command or official) or higher DOD authority.

This document contains NATO classified information.

3.1.5 Downgrading/Declassification

Downgrading/declassification data shall appear in all classified publications as follows:

1. TACMEMOs - include the statement "See title page for downgrading/declassification information" on the front cover below the statement "Tactics for Atlantic and Pacific Surface Forces." Include "Derived from" and "Declassify on" information in the promulgation letter after the distribution information.
2. NWPs, NTPPs, and NTRPs - include "Derived from" and "Declassify on" information on the front cover.



If the "Derived from" line cites multiple sources, the cognizant directorate for the source pub is responsible for maintaining a file with a list of all classified pubs used in developing the source pub.

If a major component of a publication is likely to be used separately (such as an appendix consisting of plastic templates), mark it as a separate document with warning notice(s) and declassification data.

3.2 PAGES

3.2.1 General Guidance

In a classified publication, mark the pages according to the highest level of classification within that section, chapter, or appendix. Mark each interior page at the top and bottom center. If a section, chapter, or appendix in a classified publication is wholly unclassified, mark each page UNCLASSIFIED; no other classification markings are necessary. For page classification markings, use 14-point Arial bold typeface or equivalent.



Mark pages that contain SECRET/NOFORN/ORCON information "SECRET/NOFORN/ORCON." The entire chapter will be so marked, if applicable.

For blank pages, proceed as follows:

1. NWP, NTP, and NTRP. Do not place headers, footers, or page number on blank side of page. The reverse side of the blank page shall include the statement "(Reverse Blank)" to the right of the page number. Use 11-point Arial bold typeface or equivalent.
2. TACMEMOs/Unclassified Publications. Include standard headers and footers and page number on blank side of page. In addition, center the statement "(This page is intentionally left blank.)" on the page using 11-point Arial normal typeface or equivalent.

For purposes of page classification, mark the title page or letter of promulgation according to the highest level of classification of the publication. Unless there is classified material on the title page, mark the page "This page is UNCLASSIFIED." Except for the covers and title page, and the front and back cover sheets of changes, treat all other elements of a classified publication as individual chapters and pages marked according to the highest level of their contents.

Mark warning policies on individual pages of a classified publication. Use marking symbols to identify individual paragraphs and other subordinate elements. Include warning notices on covers, if applicable.

3.2.2 Marking Symbols

Within the text of a classified section, chapter, or appendix or any other subdivision of these sections (e.g., heading, title, or listing), use marking symbols instead of the fully written classification and warning notices that may apply. Marking symbols consist of a basic marking and, if required, one or more control markings. Publications classified higher than SECRET or that require more restrictive control markings (e.g., sensitive compartmented information) than those listed should not be included in tactical publications developed by SWDG.

3.2.2.1 Basic Markings

Basic markings indicate the classification of the material:

Symbol	Meaning
(U)	Unclassified
(C)	Confidential
(S)	Secret

3.2.2.2 Control Markings

Control markings indicate additional restrictions on dissemination of the marked material:

Symbol	Meaning
--------	---------

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(NF)	Not Releasable to Foreign Nationals (NOFORN)
(OC)	Dissemination and Extraction of Information Controlled by Originator (ORCON)
(REL TO XX)	Authorized for Release to (name of country/international organization)

3.2.2.3 Combination Markings

When documents contain combinations of NOFORN, ORCON, and authorized for release information, combine the markings in the following order:

1. Classification
2. NF
3. OC
4. REL TO (country).

Examples of combination markings are:

Symbol	Meaning
(C-NF)	Confidential-Not Releasable to Foreign Nationals
(S-NF)	Secret-Not Releasable to Foreign Nationals
(S-REL TO UK)	Secret-Authorized for Release to UK

3.3 PUBLICATION TITLE

All titles of tactical publications developed by SWDG shall be unclassified. (Exceptions will be considered for TACMEMOs. N5/9 is the final authority.) Whenever the title of a classified publication is used in reference to that publication, whether in that specific document or any other, it shall be followed by "(U)".

3.4 TABLE OF CONTENTS

Make the table of contents unclassified.

3.5 LIST OF ILLUSTRATIONS

Make the list of illustrations unclassified. (This requires that all figure titles be unclassified.)

3.6 SECTION, CHAPTER, AND APPENDIX TITLES

In a classified section, chapter, or appendix, show the classification of its title in parentheses following the title. Use the appropriate marking symbol.

3.7 PARAGRAPH

In a classified section, chapter, or appendix, mark each numbered paragraph with an appropriate marking symbol (see paragraph 3.2.2) following the paragraph number, but preceding the heading, to indicate the classification of that paragraph. Usually, this will be "(U)." Precede each unnumbered paragraph with the appropriate marking symbol for that paragraph. Lines of a paragraph that are carried over to another page do not require separate marking. When the entire content of a section, chapter, or appendix in a classified publication is unclassified, it is not necessary to mark the individual paragraphs of that section, chapter, or appendix. Mark warnings, cautions, and notes with the appropriate marking symbol preceding the text.

3.8 STAND-ALONE PARAGRAPH HEADING

In a classified section, chapter, or appendix, all headings shall stand alone without run-in text, and shall carry a classification marking symbol following the number, but preceding the heading.

3.9 LISTING

Do not give a listing a classification marking symbol, unless it expresses a complete thought or is part of a list of incomplete and complete thoughts. A list of components is not a complete thought; do not give it a marking symbol.

3.10 FIGURE

In a classified chapter, center the figure classification (10-point Arial bold typeface capital letters) beneath the figure. Leave 0.17 inches of space between the figure and the classification and between the classification and figure title. In unclassified chapters, figure classification is not required.

Create figure titles that are descriptive and unclassified. If this is not possible, type the appropriate classification marking symbol between the figure number and its title. In a classified section, chapter, or appendix, mark titles in this manner, using "(U)" for unclassified titles. It is not necessary to mark figure titles in an unclassified chapter.

3.11 ADDITIONAL GUIDANCE

For additional information on classification markings, refer to references (b) and (e).

3.12 SAMPLE CLASSIFICATION MARKINGS

Refer to the next page for sample classification markings, page layout, and information concerning font and point size for paragraph tags.

*14-pt
Arial →* **CLASSIFICATION**

*11-pt
Arial →* **NTTP XX-XX.X (Rev. X)**

Chapter pages display the highest classification within the chapter

*14-pt
Arial →* **CHAPTER 12**

*24-pt
Arial →* **Classification Markings (U)** ← *The "U" after the chapter title indicates that the title is UNCLASSIFIED*

12.1 (U) SUMMARY
(INDENT RUNOVER HERE)

(U) The classification markings of headings are illustrated above. Headings are marked according to their own classification and do not reflect the overall classification of the material, which follows. Once a heading is identified, it becomes a paragraph for marking purposes (e.g., 12.1 (U) SUMMARY, as shown).

(C) Precede each unnumbered paragraph with the appropriate marking symbol.

12.1 (U) Run-Ins

(C) Paragraphs no longer contain run-in text; therefore all headings will be stand-alone and will normally be classified with a "(U)." Place this symbol between the paragraph number and the heading.

12.1.2 (U) Subdivisions

(U) These are not marked if they do not express a complete thought. As an example, the following do not express complete thoughts:

1. Systematized digital projection
2. Synchronized transitional contingency.

12.2 (U) SPECIFIC DETAILS

(U) Mark paragraphs according to their classification level. Subparagraphs can contain a higher classification level than the lead-in paragraph.

(U) This is an example of subparagraphs that contain a higher classification level than preceding paragraphs:

1. (C) This listed item expresses a complete thought. If this item appears in a classified chapter of the publication, include the appropriate classification mark. Omit classification mark if the chapter is unclassified.
2. (U) If there is a complete thought expressed, but it is classified information, mark it as such.
3. (U) Mark all paragraphs in mixed lists (i.e., lists containing complete and incomplete thoughts).

12.2.1 (U) Stand-Alone Rule

(U) If a listing of classified items that contain incomplete thoughts follows a lead-in paragraph, include the highest classification marking in the lead-in paragraph only.

SET HEADINGS IN 11 POINT ARIAL
BOLD and text in 11 point Arial normal

*11-pt
Arial →* **12-1** *11-pt
Arial →* **ORIGINAL** ← *NWPs, NTTPs,
NTRPs only*

← *0.17 inches*

CLASSIFICATION

3.13 HTML GUIDANCE

For HTML documents (Web pages), follow the classification marking guidance outlined in the previous paragraphs of this chapter with the exceptions noted below.

3.13.1 Headers and Footers

Header text is displayed at the top of each printed page of an HTML document (Web page). The left side of the header is controlled by the "<title>" tag in the HTML code. The right side is automatically generated by the Web browser and provides the total number of pages in the HTML file (Web page) and the page number for each printed page.

Use the format below when entering information in the "<title>" tag.

Format: Pub number, section/chapter/appendix number/letter (classification marking for the Web page). Limit the number of characters in the <title> tag to 50 to ensure that all information is displayed when printing. Do not include section/chapter/appendix titles.

Samples: TM 3-20.1-02, Chapter 2 (Confidential)

Footer text is automatically generated by the Web browser and is displayed at the bottom of each printed page of an HTML document (Web page). The left side of the footer provides the path for the Web page while the right side indicates the current date.

3.13.2 Web Page and Figure Classification Markings

While developing the code for a Web page, center the overall classification marking for that Web page above the section/chapter/appendix number/letter and title using the colors and hexadecimal equivalents listed below.

Secret	Red	(# FF0000)
Confidential	Blue	(# 000099)
Unclassified	Green	(# 009900)



A section/chapter/appendix may consist of more than one Web page depending on its size. Therefore, each Web page's overall classification marking is the highest classification of its contents and not the contents of the entire section/chapter/appendix. Furthermore, when determining the overall classification marking, consider the classification of external link pages. These pages may have a higher classification marking than the actual contents of the Web page (e.g., a Web page could be entirely unclassified but it may contain a link to a secret PDF file).

For figures, center the classification marking below the figure and above the title using the colors above.

3.13.3 SAMPLE HTML CLASSIFICATION MARKINGS

Refer to the next page for sample HTML classification markings.

Sample HTML Classification Markings

TM 3-01.1-03: Chapter 1 (CONFIDENTIAL)

Page 1 of 4

[Previous Page](#) | [Next Page](#)
| [Home](#) | [No-frame Version](#) | [Table of Contents](#) |

CONFIDENTIAL

CHAPTER 1 Introduction (U)

1.1 (U) PURPOSE

(U) This TACMEMO provides procedures to optimize performance of the SSDS Mk 2 Mod 0 combat system for ship self-defense (including missile threats).

1.2 (U) CVN 68 COMBAT SYSTEM

(U) Figure 1-1 shows the abbreviated nomenclature used in the remainder of this publication to indicate installed equipment or equipment with multiple variations.

Installed Equipment/Variants	Generic Nomenclature
AN/SLQ-32(V)4	SLQ-32
AN/SPS-48E	SPS-48E
AN/SPS-49A(V)1	SPS-49A
Mk 9	TIS
Rolling Airframe Missile	RAM
NATO Seasparrow Missile System	NSSMS

UNCLASSIFIED

Figure 1-1. (U) Abbreviated Nomenclature

1.2.1 (U) System Components

(U) [Figure 1-2](#) shows CVN 68 combat system's components and interfaces. SSDS Mk 2 Mod 0 employment and tactical tradeoffs for operations in other than an automated condition are discussed in [chapter 2](#) (system overview) of this TACMEMO.

[Previous Page](#) [Next Page](#)

| [Search](#) |
[Promulgation Letter](#)	[Record of Changes](#)	[Table of Contents](#)	[List of Illustrations](#)
[Acronyms](#)	[Executive Summary](#)	[Chapter 1](#)	[Chapter 3](#)
[Appendix A](#)	[Download TACMEMO in PDF format](#)	[Download Adobe Acrobat Reader](#)	

http://swdgee/ftproot/publications/Tacmemos/3-01.1-03/files/chap1/chap1.htm

5/5/03

Note: Confidential classification marking is for format illustration purposes only.

CHAPTER 4

Web-Based TACMEMO Writing/Formatting Guidance

4.1 INTRODUCTION

4.1.1 Background

TACMEMOs are experimental tactics that will transition to single or multiple publications after they have been validated. TACMEMOs allow operational commanders and warfare centers of excellence (e.g., SWDG, CMWC, FIWC, and OPTEVFOR) to approve and publish new TTP for use by subordinate forces and for validation and review by all. In practice, this means that:

1. Fleets or COMLANTFLT/COMPACFLT issue TACMEMOs addressing strike-group-level tactics.
2. Warfare centers of excellence or type commanders issue TACMEMOs for specific ships, systems, or weapons.

However, the scope of a TACMEMO is not limited and can range from a single topic to a variety of integrated subjects in a warfare area involving a number of NWP, NTPs, and NTRPs.

4.1.2 Responsibilities

Individual responsibilities in the TACMEMO development process follow:

1. Drafter
 - a. Identifies a tactical need.
 - b. Develops the tactic, keeping it simple and easy to use.
 - c. Writes a draft, getting input from external subject matter experts (SMEs) as required. This includes creating a concept outline and timeline.
2. Director - reviews for subject matter/tactical accuracy and provides approval.
3. CO - reviews for need and meaningful content.
4. N5/9 director - reviews for clarity of expression and general application.
5. Technical editor - reviews for style, mechanics, and format. Uses Microsoft Word to format the TACMEMO in preparation for PDF and HTML conversions.

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6. Webmasters and tech editors - create/clean up graphics/video, create animation, create a search engine, perform PDF and HTML conversions while ensuring compliance with Section 508 of the Rehabilitation Act of 1998, and post on SIPRNET Web site.

4.1.3 Distribution

Once promulgated, all TACMEMOs are posted on the SWDG SIPRNET Web site in HTML format (i.e., a scrollable, searchable, interactive format) with an option to download and print a copy in PDF (looks like a good photocopy of the original publication). In addition, TACMEMOs are distributed by NWDC on the NWEL CD-ROM series three times a year (February, June, and October). Commands without SIPRNET access have the option of waiting until the NWEL CD-ROM series is distributed or contacting SWDG for an individual copy on CD-ROM.

4.1.4 Review Process

TACMEMOs must be reviewed, at a minimum, within 2 years of promulgation and either:

1. Transitioned to doctrine (i.e., incorporated into and superseded by an appropriate NWP, NTTP, and/or NTRP). Occasionally, a portion of a TACMEMO may be accepted for transition to one or more publications while the remaining part requires further evaluation. In this situation, the originating command (e.g., SWDG) shall reissue the material that has not been incorporated into these publications as a new TACMEMO.
2. Revised and re-evaluated.
3. Cancelled with no further action required.



NWDC must approve review dates beyond 2 years of the promulgation date. Under some circumstances, with NWDC approval, TACMEMOs may be extended beyond the original review date to allow further evaluation.

4.2 DEVELOPMENT GUIDELINES

4.2.1 Overview

In developing TACMEMOs, remember that:

1. The customers are operators/warfighters on sea duty or are sea-duty bound and in the schoolhouse for pipeline training; therefore, they have many demands on their time.
2. Information must be clear, succinct, and technically/tactically correct.
3. Our primary goal is conveyance and retention of tactical knowledge so that ships and larger formations can fight and win.

4.2.2 Definitions

Develop tactical procedures to include tactical principles, unit(s) capabilities, and experience gained through lessons learned. Consider the following definitions when developing tactics:

1. Tactic. A plan to do something based on:
 - a. The development of a principle (e.g., offensive air defense characterized by ship stationing in a littoral ASM environment)
 - b. An understanding of lessons learned (e.g., antiship missile defense measures based on fleet and missile exercises)
 - c. An inventory of capabilities (our own and our opponents') (e.g., anti-Silkworm tactics for Persian Gulf tanker escort scenarios).
2. Purpose of the Tactic. To gain tactical advantage:
 - a. Surprise the enemy.
 - b. Deceive the enemy.
 - c. Deny the enemy information on own force.
 - d. Exploit geography and the environment.
 - e. Achieve best position and concentration of superior force on lesser force.
 - f. Target first.
 - g. Be ready to shoot.
 - h. Optimize own-weapon system capabilities and put maximum ordnance on target in minimum time.
 - i. Deceive/seduce enemy weapons/systems.
 - j. Defeat enemy weapons/systems.
 - k. Maintain position and sufficient numbers of ships/aircraft/weapons to repeat the above.
 - l. Stay several moves ahead of the opponent; innovate.
3. Types of tactics. Tactics can be:
 - a. Unit Level/Procedural. How to optimally employ a specific weapon, decoy, or system.
 - b. Force Level/Maneuver Oriented. How to position and maneuver a force, several ships, or an aircraft/ship combination and control its fighting capability.
 - c. Integration of (a) and (b).

4.3 DEVELOPMENT PROCESS

4.3.1 New and Active TACMEMOs

Refer to reference (a) for information on developing new TACMEMOs and reviewing/revising/transitioning active TACMEMOs.

4.3.2 Transition to Doctrine Plan

A Transition to Doctrine plan must be included for all TACMEMOs. The drafter must ensure that the tactics described in the TACMEMO are, in fact, experimental and must provide a plan to validate the tactics for later transition to doctrine (i.e., NWPs, NTPs, and NTRPs).



Strike group commanders assign responsibilities for evaluating specific TACMEMOs. During deployments and exercises, strike groups will evaluate experimental tactics using the "Transition to Doctrine" chapter (evaluation guidelines). The strike group inputs are sent to SWDG via naval message. Afterwards, the cognizant Warfare Directorate uses the information to validate or revise tactics. Additionally, the cognizant Warfare Directorate captures applicable information from the Navy Lessons Learned database and ensures that this information and all tactical evaluation inputs are incorporated into TACMEMO revisions or during the Transition to Doctrine process.

4.3.3 External Reviews

Draft copies requiring external review will be stamped as "DRAFT" on the front cover. External review draft copies (Word and PDF files) can be distributed via CD-ROM and/or on the SWDG SIPRNET Web site.

4.3.4 Specifications for Text and Graphics

In creating the initial draft of a TACMEMO, regardless of whether a new TACMEMO is being developed or an existing one is being revised, follow the guidance below. This will ensure that the publishing process is as efficient as possible and tactics are delivered to the fleet in a timely manner.

1. Use Microsoft Word to develop the text, and save each chapter and appendix in a separate file.
2. Create graphics using Corel Draw or Corel Photo-Paint and save them in JPEG, GIF, or CorelDraw (CDR) format. PowerPoint files are also acceptable. If graphics are embedded in a text file, remember to include individual graphic files also.



It is understood that some commands that produce products/information for SWDG have limited software/hardware resources and may not be able to submit separate files or files in the preferred formats. The technical support staff will work with you in these instances. If original files are available for embedded graphics, submit them with text files to speed up the process. For commands that are dealt with on a regular basis, inform them of SWDG's preferences and request that they comply whenever feasible.

4.3.5 Publishing Process

After the initial draft of a TACMEMO has been completed and is ready to be given to the Technical Support Directorate for publishing (i.e., formatting, editing, and HTML/PDF conversion), copy the files to: "N:\FILES\" in a folder with a short name for the TACMEMO (e.g., SLQ-20B or CIWS BLK-1B). Deliver a hard copy of the TACMEMO to N5A and indicate a point of contact and a desired completion/due date.

N5A will assign the TACMEMO to an editor. The editor will:

1. Obtain the TACMEMO number from the TACMEMO database manager. (Refer to paragraph 4.6 for a description of the TACMEMO numbering convention.)
2. Format the TACMEMO using MS Word.
3. Conduct an editorial review.

Upon completion of formatting the TACMEMO and conducting an editorial review, the editor will route the marked-up copy of the TACMEMO to the drafter for concurrence with editorial changes. A clean copy of the TACMEMO may also accompany the marked-up copy.

The drafter will return the TACMEMO to the editor, who will incorporate the editorial/drafter changes and route the revised copy to the drafter/director for final review/approval. The drafter will return the revised copy to the editor, who will incorporate changes, as applicable.

The editor will return a camera-ready copy to N5/9, via N5A, who will deliver it to the Chief Staff Officer/CO for review and approval.

Upon approval:

1. The camera-ready copy (with signed promulgation letter) will be returned to the editor via N5A.



For dual designated TACMEMOs, once the CO has signed the TACMEMO, it will be delivered to the other promulgating command (e.g., MCCDC) for signature. Once approved, the other command will fax the promulgation letter containing both signatures to SWDG, and it will be given to the editor.

2. The TACMEMO will be converted to PDF, bookmarks will be inserted using initial caps, and the PDF version will be posted on the SWDG SIPRNET Web site. Afterwards, the TACMEMO will be converted to HTML, a search engine will be created by entering key words, and the HTML version of the TACMEMO will be uploaded to the SWDG SIPRNET Web site.
3. N5A will e-mail a copy of the Word file to the NWDC technical publication staff and will notify NWDC to download the PDF file from our Web site for inclusion on the next release of the NWEL CD-ROM series.
4. N5A will draft a naval message and e-mail for our subscriber lists announcing promulgation/distribution of the TACMEMO. The naval message will be released by N1 after going through the chop chain and a webmaster will distribute the e-mail to our subscriber lists on the NIPRNET and SIPRNET.

4.4 WRITING

When writing TACMEMOs:

1. Use concise, professional, and technically-correct terminology and graphics. For example:

Wordy: While conducting a noncombatant evacuation operation (NEO), determine who among the evacuees is a doctor or nurse. Integrate medically qualified evacuees into the medical department. Assign medically qualified personnel to operate the nursery.

Concise: While conducting a NEO, identify medically qualified evacuees (e.g., doctors and nurses) and integrate them into the medical department and nursery.

2. Apply the KISS principle. Remember that simplicity is the key component to TACMEMO development. By limiting verbiage and the number of graphics, the time required to display information on the screen and download files is kept to a minimum. Also, this results in a publication that is more readable and easy to modify.
3. Keep sentences, listings, and graphics brief and to the point. Short, succinct, bulletized statements are easier to comprehend than long, involved paragraphs. Apply the writing style that is used in PowerPoint briefs and naval message writing.
4. Use hyperlinks to refer the reader to figures (i.e., graphics and tables), other information (e.g., paragraphs, chapters, or appendixes), and Internet sites. Identify hyperlinks in the Word document with blue text. (Don't actually create the hyperlink.)



The actual hyperlinks will be inserted later during the PDF and HTML conversion processes. For the PDF version of the TACMEMO, internal hyperlinks (i.e., links to information within the TACMEMO) will be inserted in the form of bookmarks using initial caps. External hyperlinks (i.e., links to information outside the TACMEMO or to other Web sites) will be incorporated directly into the PDF file.

5. Minimize the use of warnings, cautions, and notes. Refer to paragraph 1.2.3 for additional guidance.
6. When appropriate use active voice ("The missile hit the target.") rather than passive voice ("The target was hit by the missile.").
7. Prune your work. More specifically, review, rewrite, and edit your work to ensure it is clear and concise.
8. Keep high-density graphics (i.e., graphic files larger than 10MB) to an absolute minimum. This will ensure that the minimum amount of time is required to display pages and download files from our Web site.



Depending on a user's bandwidth and equipment/software configuration, large graphics can crash his/her computer or make it impossible to download a TACMEMO. This can frustrate the user and may result in him/her not returning to our Web site. More importantly, the user may miss out on valuable tactical information.

9. Ensure classification markings are included for confidential and secret information. See chapter 3 for guidance.

4.5 FORMATTING

Each TACMEMO is divided into five sections (listed below). All sections are mandatory, except section 4 (Analytical Calculations and Data), which is optional. The information in each section will vary, depending on the topic.



Be aware that some of the formatting guidance for Web-based TACMEMOs deviates from the general guidance provided in chapter 1.

1. Front Matter

- a. Cover. No page number is required. For dual service TACMEMOs (e.g., Navy and Marine), use the following format for the TACMEMO number on the front cover:

**TM SWDG
3-02.3-01**

**U.S. MARINE CORPS
MARINE CORPS REFERENCE PUBLICATION
MCRP 6-22.2A**

- b. Promulgation letter and distribution/classification information. Print the promulgation letter on command letterhead paper and limit it to one page (front side only). The overall classification, unless the entire TACMEMO is unclassified, shall be included in the header and footer of the letter of promulgation; however, the headers and footers for the remaining front matter will be unclassified. The promulgation letter shall include the following parts:
 - (1) Title.
 - (2) Originator.
 - (3) NWP, NTP, or NTRP. Include the number and title of each publication that information from this TACMEMO will transition to once validated.
 - (4) References. Use a reference to direct a reader to a document that will enhance their understanding of the subject matter. Do not use a reference to indicate a source used to produce the TACMEMO.
 - (5) Purpose. A brief description of the TACMEMO's purpose.
 - (6) Cancellation. The number and title of a publication(s) cancelled by this TACMEMO, if applicable.
 - (7) Promulgation Date.
 - (8) Review Date. A date within 2 years of the promulgation date.

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- (9) Distribution.
 - (10) Derived from. For classified TACMEMOs only.
 - (11) Declassify on. For classified TACMEMOs only.
- c. Table of contents.
 - d. List of illustrations.
2. Executive Summary - contains a brief synopsis of the TACMEMO contents and rationale for its issue.
 3. Body - provides the substance of the tactic developed. It should be as succinct as possible yet provide the user sufficient conceptual insight to sensibly employ the tactic.
 4. Analytical Calculations and Data - provides users and evaluators with information necessary to fully understand the formation of the new tactic. This section is optional.
 5. Evaluation Plan - states actions and operations required to validate the TACMEMO. The plan should include specific issues to be resolved, data to be gathered, and analysis to be completed. If a schedule is available, it should be included.
 6. List of Acronyms and Abbreviations - includes all acronyms and abbreviations used in text and figures, excluding NAVPLAD addresses and ship designations. This section should follow the last appendix.
 7. List of Effective Pages - last item in the TACMEMO. (Not required in HTML version because there are no page numbers.)

4.6 NUMBERING

Originating commands (e.g., SWDG) assign publication numbers to TACMEMOs to ensure subject matter continuity. The numbering convention, IAW reference (e), follows:

1. First numerical group - identifies the series. All SWDG TACMEMOs deal with "operations" and, therefore, begin with the number "3."

2. Second numerical group - is preceded by a hyphen and places a TACMEMO within a functional field. These functional fields are derived from the numbers assigned to joint publications in the same functional mission area. Functional fields within the operations series follow:

<u>Field</u>	<u>Description</u>	<u>Field</u>	<u>Description</u>
01	Air Defense	20	Surface Warfare
02	Expeditionary Warfare	21	Antisubmarine Warfare
03	Strike Warfare Operations	22	Naval Aviation Warfare
04	Joint Military Operations (Air)	50	SAR/CSAR
05	Naval Special Warfare	51	Electronic Warfare
06	Riverine Warfare	52	Airspace Control
07	Military Operations Other Than War	54	Operation Security
09	Fire Support	55	Reconnaissance Surveillance
10	Naval Coastal Warfare	56	Operational Command/Control
11	Nuclear, Biological, Chemical Defense	57	Civil Affairs
13	Information Operations/Information Warfare	58	Military Deception
14	Space Operations	59	Oceanography
15	Mine Warfare		

3. Third numerical group - is preceded by a period and identifies the originating command's sequence number within the functional field for the current calendar year. For example, "TM SWDG 3-01.5-03" is the fifth TACMEMO issued by SWDG in calendar year 2003 that deals with air defense naval operations.
4. Fourth numerical group - is preceded by a hyphen and consists of two digits indicating the calendar year that the TACMEMO was promulgated.

To better understand the TACMEMO numbering convention, refer to the sample TACMEMO number below.

TM SWDG 3-01.2-03 - This number indicates the second TACMEMO (.2) issued by SWDG in calendar year 2003 (-03) under the major category (series) "Naval Operations" (3) and functional field "Air Defense" (-01).

4.7 WEB-BASING

Use HTML and PDF to publish Web-based TACMEMOs. PDF provides a printable document for those who still prefer the printed word while HTML provides a more interactive format that is viewable on a computer screen.

4.7.1 Web Design Tools

Recommended software for Web-based TACMEMO development includes:

1. Notepad - useful if you are very familiar with HTML codes.

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2. Dreamweaver - preferred in developing HTML text and code because it does not generate proprietary code, which is difficult to delete or modify.
3. JavaScript - allows you to interact directly with HTML pages. More specifically, it allows you to add enhancements such as animated text/images and to reposition the location or appearance of an image based on user input.
4. Adobe Acrobat - allows you to convert TACMEMOs from Word to PDF and to insert hyperlinks and bookmarks, thereby creating a book-like, printable document.
5. Photo Shop - allows you to create and modify Web graphics.
6. Flash - allows you to create and modify animation for the Web.
7. Fireworks - allows you to work visually to create not just images for Web sites but also the special code needed to assemble graphics. In addition, instead of using three or more separate programs, Fireworks combines features found in image editing, Web optimizing, and vector drawing programs so that you can use one program from start to finish.

4.7.2 PDF Guidance

4.7.2.1 Advantages/Disadvantages

PDF retains a TACMEMO's original format on screen and when printed. PDF files look like a good photocopy of the original publication. Furthermore, if pressed for time, conversion of a TACMEMO to PDF and creation of bookmarks and thumbnails are faster than in HTML. However, there are some disadvantages to using PDF:

1. PDF document files are often larger and take longer to load/download than corresponding HTML files.
2. PDF files are not easy to make interactive.

4.7.2.2 General Guidance

Adhere to the following guidance when creating the Word version of a TACMEMO that later will be converted to PDF for uploading to our SIPRNET Web site:

1. Use the following formatting guidance:
 - a. Body text: 11-point Arial font; black lettering; white background
 - b. Text within figures: 6-, 8-, or 10-point Arial font
 - c. Chapter/appendix titles, paragraph headers, and figure titles:
 - (1) Chapter/appendix titles - Arial font and bold typeface
 - (2) Primary paragraph headers - all uppercase letters, Arial font, and bold typeface

- (3) Secondary and subsequent (i.e., tertiary and quaternary) paragraph headers - initial caps, Arial font, and bold typeface
 - (4) Figure classification - all caps, 10-point Arial font, and bold typeface
 - (5) Figure titles/numbers - initial caps and Arial font (centered 1 pica (0.17 inches) under the bottom of the figure frame or figure classification).
2. Ensure graphics are in CDR format (whenever possible) and photos are in GIF or JPEG format.
 3. Ensure classification markings are included for confidential and secret information. See chapter 3 for guidance.
 4. Insert blank pages as required for chapters/appendixes that end on odd-number pages. Insert "This page is intentionally left blank." in the center of blank pages.
 5. For the list of acronyms and abbreviations, use the format from one of the recent TACMEMOs on our Web site.
 6. Include chapter, paragraph, and figure numbers.
 7. Include a list of effective pages.
 8. Use full URL hyperlinks (e.g., www.swdg.navy.mil) to take the user to other Web sites.
 9. Include headers and footers with classification markings, TACMEMO numbers, and page numbers.

4.7.3 HTML Guidance

4.7.3.1 Advantages/Disadvantages

HTML is the preferred format for browsing on the Web. Documents formatted in HTML are scrollable, searchable, and easy to make interactive. However, there are some disadvantages to using HTML:

1. The "look" of printed files varies depending on the browser and user's hardware.
2. More knowledge and labor are required to produce an HTML document, resulting in a costly process.
3. File management is more complex because the document and figures are stored in separate files.

4.7.3.2 Limitations

The following limitations will impact how the user views your end product:

1. Bandwidth
2. Connectivity
3. Firewalls (network security)
4. Computer equipment and software
5. Browser (i.e., manufacturer and version).

4.7.3.3 General Guidance

Adhere to the following guidance when converting TACMEMOs from Word to HTML format using the HTML template developed by the webmasters:

1. Avoid fancy bells and whistles (e.g., flashing text and moving banners).
2. Use the following formatting guidance:
 - a. Body text: Arial font with size of 3 (default setting); dark blue or black lettering; white background
 - b. Text within figures: Arial font
 - c. Figure titles/numbers - initial caps, Arial font (centered 1 pica (0.17 inches) under the bottom of the figure frame or figure classification)
 - d. Figure classification - all caps, Arial font, and bold typeface
 - e. Front cover, navigation bars, chapter/appendix titles, and paragraph headers (i.e. primary, secondary, and tertiary) - initial caps, Arial font, and bold typeface (H1 tag).
3. Reserve underlining for hyperlinks.
4. Ensure graphics are in GIF, CDR, or JPEG format. Keep file size below 10MB when possible. Convert files larger than 10MB to PDF.
5. In compliance with Section 508 of the Rehabilitation Act of 1998, provide a verbal description for all graphic figures so that a visually impaired person can envision what is being portrayed. Short descriptions can be entered using "ALT" (alternative) text. For more complicated, longer descriptions, use "ALT" text and LONGDESC attribute code in conjunction with a separate HTML page for the description. A sample line of coding follows:

```
<IMG SRC="photo.jpg" ALT="photograph of a missile" LONGDESC="photo.htm">
```

6. Ensure classification markings are included for confidential and secret information. See chapter 3 for guidance.



Each HTML (Web) page stands alone. Therefore, classification markings are based on the contents of each individual page, not the overall classification of a section (i.e., chapter or appendix). For unclassified pages in classified TACMEMOs, ensure "UNCLASSIFIED" is included in the header at the top of the page.

7. Do not insert blank pages.
8. Do not include a list of effective pages.
9. Use the format provided in the HTML template for the list of acronyms and abbreviations. Include the letters of the alphabet across the top of the first page. As applicable, link each letter to the corresponding acronym list.

10. Include a menu on the left side of the TACMEMO (in the left frame) with a minimum of the following components:
 - a. Table of contents
 - b. Search function
 - c. Feedback option
 - d. Option to download/print a PDF version of the TACMEMO
 - e. Hyperlinks to other Web sites for additional information.

Each item in the side menu should consist of a drop-down sub menu with selectable topics. When each topic is selected, information should be displayed on the right side of the publication. Remember to use descriptive names for major headings and titles (i.e., use "Introduction" or "Equipment Procedures" vice "chapter 1" or "appendix A").

11. Include a short navigation bar at the top right side of each HTML page (in the right frame) (for compliance with Section 508 of the Rehabilitation Act of 1998 and because some browsers have problems displaying JavaScript/frames) with a minimum of the following components:
 - a. Previous Page/Next Page
 - b. Home
 - c. No-Frame Version
 - d. Table of Contents.

This navigation bar provides quick navigation through the TACMEMO without scrolling down the page to the full navigation bar.

12. Include a full navigation bar at the bottom of each TACMEMO page (for compliance with Section 508 of the Rehabilitation Act of 1998 and because some browsers have problems displaying JavaScript/frames) with a minimum of the following components:
 - a. Promulgation Letter
 - b. Table of Contents
 - c. List of Illustrations
 - d. Executive Summary
 - e. Search
 - f. Chapters
 - g. Appendixes

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- h. Acronyms
 - i. Download TACMEMO in PDF format
 - j. Download Adobe Acrobat Reader.
13. For HTML pages with primary headings, ensure each primary heading is given its own page and is included in the TOC on the left side of the screen.
 14. Include chapter, paragraph, and figure numbers.
 15. Use hyperlinks to take the user to figures (i.e., graphics and tables), primary headings, chapters, and appendixes within the TACMEMO, and to other Web sites.
 16. Do not include headers and footers with classification markings, TACMEMO numbers, and page numbers.

4.8 CHANGES

TACMEMOs are not ordinarily changed but are cancelled and reissued with a new number. However, if errors, omissions, or safety issues require correcting prior to completion of final evaluation, an urgent or routine change can be issued.

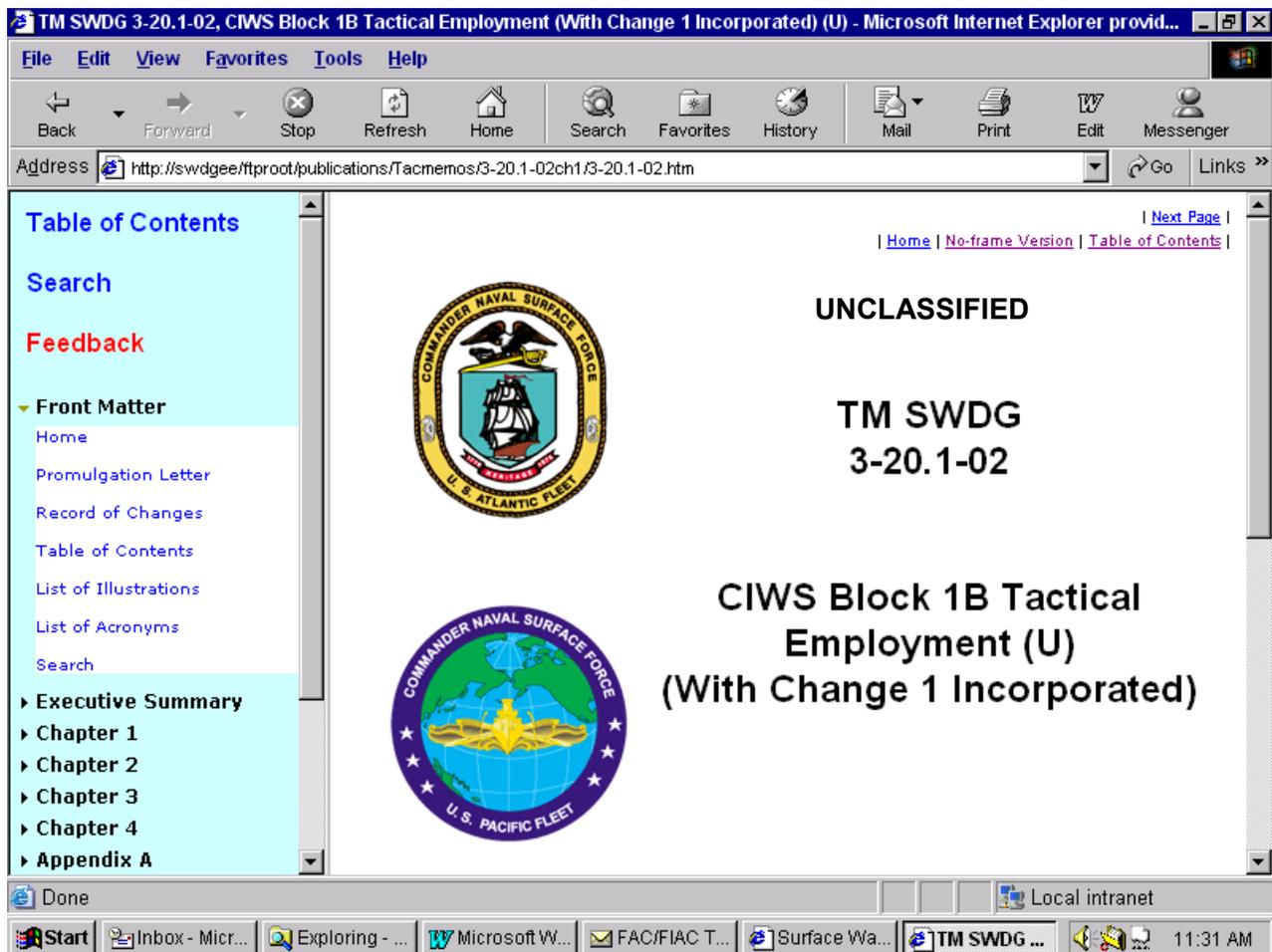
Urgent changes address major omissions or deficiencies in tactics and items requiring immediate action to prevent personnel hazard or damage to equipment. Routine changes correct administrative or minor procedural deficiencies. When an urgent or routine change is required for an existing TACMEMO:

1. Issue a naval message indicating the reason for the change, change number, number and date-time-group of the last message change if applicable, instructions for entering the change, and point of contact. In the final paragraph, mention that this change will be incorporated in the existing TACMEMO, an updated copy will be posted on SWDG's SIPRNET Web site ASAP, and non-SIPRNET capable commands can contact SWDG for a copy on CD-ROM.
2. Obtain the Word file for the original TACMEMO. Modify it to reflect the change information using the guidance for pub changes and sample HTML change pages on the following pages. (A change cover sheet is not required.)

4.9 SAMPLES

For samples of the latest TACMEMOs, look on the "What's New" page on the SWDG Web site or at any TACMEMO with the NEW symbol in the TACMEMO section of our "Online Library."

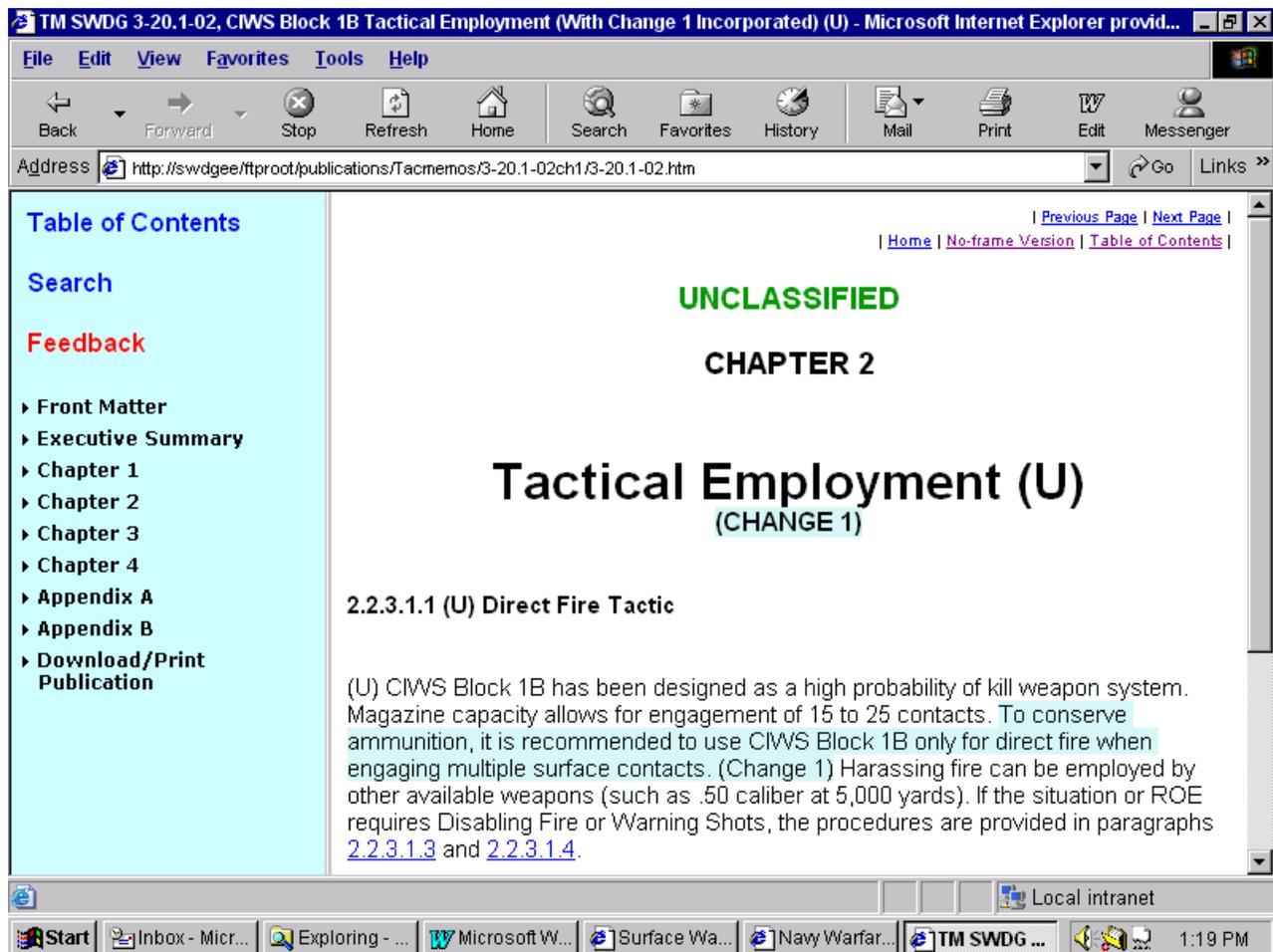
Sample HTML Change Pages



Cover Page for a Change

This page will be the same as the cover page for the original TACMEMO with the exception of "(With Change 1 Incorporated)" printed in italics below the title.

Sample HTML Change Pages



Revised Text Example for a Change

As shown in the screen shot, revised text is denoted by a blue (highlighted) background for the HTML version vice a black vertical line in the outside margin in the PDF version.

To comply with Section 508 guidelines, the following text will be inserted at the beginning and end of a paragraph with revised text, respectively: "(Begin Change 1)" and "(End Change 1)."

White colored text will be used for these two phrases so that the text will not be visible in Web browsers but can be read by specialized Web accessibility software.

CHAPTER 5

NWP/NTTP/NTRP Writing/Formatting Guidance

5.1 SCOPE

NWPs, NTTPs, and NTRPs contain validated doctrine and TTP for the employment of naval forces. In general:

1. NWPs contain operational level doctrine that covers mission areas, enabling functions, and the organization and support of forces for sustained operations.
2. NTTPs contain tactical level doctrine and TTP for tactical level platforms/weapons systems, organizations, capabilities and support functions. Two types of NTTPs are described below.
 - a. Basic tactical principle manuals (e.g., NTTP 3-20.3, Surface Ship SUW Tactics (U)). These publications provide:
 - (1) Background information essential to understanding a particular warfare area
 - (2) Broad discussions pertinent to many types of ships
 - (3) An introduction to basic warfare doctrine and TTP
 - (4) Framework essential to understanding material in systems tactical manuals.
 - b. Systems tactical manuals (e.g., NTTP 3-03.2, Tomahawk Land Attack Missile (TLAM) Launch Platform Weapon System and Tactics (U)). These publications are system specific, addressing items such as standard procedures, system setups, mode selections, and information flow. They provide the following information:
 - (1) Essential data on employing specific weapons systems
 - (2) System descriptions, capabilities, and limitations
 - (3) Warfare doctrine discussions
 - (4) Background details of the tactical decision making process
 - (5) Specific examples of scenario-oriented tactics.

Systems tactical manuals will not address technical matters, which are contained in publications, produced by systems commands, which also contain comprehensive data on technical and operational characteristics and performance parameters of weapons systems. They will, however, support and complement system operating guidelines and technical manuals.

3. NTRPs are considered standalone and descriptive in nature. Therefore, they are not required to tie directly to the superior publications. CTPs are one type of NTRP. Refer to chapter 6 for a discussion of CTPs.

5.2 NUMBERING SYSTEM

The numbering system for NWP, NTTP, and NTRP was restructured in January 1995 to align more closely with the Joint Publication numbering system. The doctrine director (N5) at NWDC assigns numbers to Navy and Navy multiservice publications to ensure subject matter continuity. In general, the numbering system adheres to the following convention:

1. The first numerical group identifies the major area.
 - a. General/administration
 - b. Intelligence
 - c. Operations
 - d. Logistics
 - e. Planning
 - f. Command and control.
2. The second numerical group, preceded by a hyphen, places the publication within a functional field. These functional fields are derived from the numbers assigned joint publications in the same functional mission areas. Where there is no associated joint doctrine for a given naval tactical area, a nonconflicting number is issued (e.g., NWP 3-2X series). For the series 3 publications, some of the areas defined by the second numerical group are:
 - 01 Air defense
 - 02 Expeditionary warfare
 - 03 Strike warfare operations
 - 04 Joint military operations
 - 05 Naval special warfare
 - 07 Military operations other than war
 - 09 Fire support
 - 10 Naval coastal warfare
 - 13 Information operations/information warfare
 - 15 Mine warfare

- 20 Surface warfare
- 21 Antisubmarine warfare
- 51 Electronic warfare
- 56 Operational command/control.

For a complete listing refer to appendix B of reference (e).

3. The third numerical group, preceded by a period, designates those publications that provide supporting or expanded doctrine or TTP for sequenced manuals within the functional field. When the number of publications within a functional area warrants, the publications may be further divided into a third and fourth group of numbers separated by a period (e.g., NTRP 3-20.6.01, CG 47 Class Tactical Publication (U)).
4. The suffix "TP" denotes a test publication.

5.3 LIFECYCLE RESPONSIBILITIES

Refer to reference (e) for responsibilities and functions as they pertain to developing, changing, revising, and canceling NWP, NTTPs, and NTRPs.

5.4 DEVELOPMENT/REVISION PROCESS

Refer to reference (a) for an explanation of the process involved in developing a new NWP, NTTP, NTRP, or revising an existing one.



PRAs shall review NWPs every 3 years to ensure the accuracy of these publications. In addition, PRAs shall review NTTPs and NTRPs as required or after 10 years.

5.5 STANDARD FORMAT

NWPs, NTTPs, and NTRPs contain an average of 200 pages.



- The format guidance provided in this chapter may deviate from the guidance in reference (e), but shall be adhered to by all personnel preparing tactical publications for SWDG. (For samples of the latest NTTPs and NTRPs, look on the "What's New" or "Online Library" page on the SWDG Web site.)
- Blank pages are normally left-hand pages, identified by "(Reverse Blank)" immediately after the page number (e.g., 1 (Reverse Blank)). If it is ever necessary to leave a right-hand page blank, mark the left-hand page immediately following "(Obverse Blank)" (e.g., 16 (Obverse Blank)). The printing of "intentionally blank" pages is not permitted.

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- Regarding upper page corner markings, do not use the publication number as a page corner marking in the upper right corner of multiservice pub pages.

The standard format is described below. Keep in mind that this format will vary somewhat depending on the type of publication (i.e., NWP, NTTP, or NTRP). See chapter 6 for variations in CTP organization/format.

1. Front Matter (number pages consecutively using Arabic numerals set in 11-point Times New Roman normal italics)

a. Title Page. The title page shall:

- (1) Contain publication number and title and shall be the first right-hand page. (The reverse side shall be blank.)
- (2) Contain the publication's classification authority and downgrading/declassification information. These shall be specified by the procuring agency. The classification authority shall be in accordance with guidelines given in reference (b).



- For unclassified NWPs, NTTPs, and NTRPs, the following limited distribution statement shall appear on the title page:

"THIS PUBLICATION IS REQUIRED FOR OFFICIAL USE OR FOR ADMINISTRATIVE OR OPERATIONAL PURPOSES ONLY. DISTRIBUTION IS LIMITED TO U.S. GOVERNMENT AGENCIES ONLY. OTHER REQUESTS FOR THE DOCUMENT MUST BE HANDLED IN ACCORDANCE WITH SECNAVINST 5510.36 SERIES."

- For classified NWPs, NTTPs, and NTRPs, to protect the unclassified information therein from unauthorized distribution or disclosure, this statement must be placed on the title page:

"THE UNCLASSIFIED PORTIONS OF THIS PUBLICATION ARE REQUIRED FOR OFFICIAL USE OR FOR ADMINISTRATIVE OR OPERATIONAL PURPOSES ONLY. DISTRIBUTION IS AUTHORIZED TO U.S. GOVERNMENT AGENCIES ONLY. OTHER REQUESTS FOR THE DOCUMENT MUST BE HANDLED IN ACCORDANCE WITH SECNAVINST 5510.36 SERIES."

(3) Identify the PRA assigned by NWDC.

(4) Provide space for the stock number and bar coding in the lower left-hand corner.

b. Letter of Promulgation (LOP) (for NWPs only). The LOP is provided by NWDC's Technical Publications Division, after the final draft has been submitted to NWDC for approval. The LOP shall be the second right-hand page; the reverse side shall be blank. When a publication supersedes an existing publication, the LOP shall include a supersedure notice giving the full title of the publication that is superseded. Supersedure should also be mentioned in the publication notice.

The supersedure notice shall also include the full titles of TACMEMOs that the revision supersedes and cancels.

- c. Letter of Approval (LOA). An LOA is an unclassified letter submitted by the PRA for all NTPs and NTRPs. The letter accompanies the submitted publication. Upon receipt, NWDC will sign the review (endorsement) section.
 - d. Publication Notice. The publication notice is extracted or copied by publication control officers of individual commands to inform personnel about the change or new publication received. It includes either a brief summary of changes to important items or a statement of the overall contents if the publication is new. It is prepared in a form suitable for routing. The publication notice shall be unclassified and on a right-hand page. The reverse side shall be blank.
 - e. Record of Changes (ROC). Begin the ROC page on a right-hand page and repeat on the reverse side.
 - f. Table of Contents (TOC). Identifies each chapter, appendix, primary heading (i.e., 1.1), and secondary heading (i.e., 1.1.1) within the publication. Show a page number for each primary and secondary heading. Begin the TOC on a right-hand page and update as necessary with each revision or change.
 - g. List of Illustrations (LOI)
 - (1) Continues pagination from the TOC (may begin on a right- or left-hand page)
 - (2) Lists all illustrations, giving figure numbers, titles (unclassified), and page numbers, including chapter/appendix headings where applicable.
 - h. Preface. The preface shall be four pages in length, begin on a right-hand page, and include:
 - (1) Ordering data
 - (2) Recommended, web-based, and urgent change procedures
 - (3) Explanation of change symbols
 - (4) Definitions of warnings, cautions, and notes, and the concept of word usage within the publication
 - (5) Routine change recommendation form
 - (6) Urgent change message format.
2. Executive Summary. A brief overview of the publication, normally 2 to 10 pages in length. The executive summary provides a tactical quickview, which includes an outline, formatted summary of the basic numbers and data a tactical commander needs to know and can reference quickly. Useful tables and charts that can be locally reproduced may be included, but should not be repeated elsewhere in the publication.

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3. Chapters. Shall include:
 - a. Introductory material and broad discussions of background theory or ship class capabilities
 - b. Tactical procedures
 - c. Tactical employment information.
4. Appendixes. Shall be included only as required.
5. Final Portions. Begin each portion (section) on a right-hand page. Use 11-point Times New Roman normal italics for page numbers.
 - a. List of Acronyms and Abbreviations. Follows the last appendix as a separate section, similar to how the index has been treated in the past. Use the format "LOA-1" for page numbers. The list of acronyms and abbreviations includes all acronyms and abbreviations used within the publication beginning with the executive summary and including text and figures.
 - b. Reference List. Follows the list of acronyms and abbreviations as a separate section. Use the format "REF-1" for page numbers. The reference list shall include documents that will enhance a reader's understanding of the subject matter or provide amplifying information. This list should not include documents that were used as sources in producing the publication.
 - c. List of Effective Pages. The last numbered page. The list of effective pages provides for accountability a list of all numbered pages, including blank pages, and the status of the pages.
6. Back Cover Sheet. The last page. Center the classification at the top and bottom of the page (if classified) and center the publication number in the middle of the page. Do not assign a page number and do not print on the reverse (right-hand) face.

5.6 REVISIONS

A revision is a second or subsequent edition of a publication that supersedes the preceding edition. A revision shall incorporate all previously issued changes (and any outstanding urgent/interim changes) to the existing publication. At least 60 percent of the publication must be changed to require a revision. Percentages are based on a cumulative page count of all previous changes plus an estimate of the material to be added.

5.6.1 Numbering Revisions

Revisions retain the publication number of the superseded edition, but add the abbreviation "Rev." and a letter (e.g., NWP 3-10 (Rev. A) (first revision of NWP 3-10) or NWP 3-20.6.08 (Rev. C) (third revision of NWP 3-22.6.08)).

5.6.2 Publication Category Redesignations

Publications will be redesignated (if applicable) into the NTTP or NTRP categories during all revisions. These publications will maintain their designated numbering and will restart the revision update sequence (e.g., NTTP 1-01 supersedes NWP 1-01 (Rev. A)).

5.6.3 Change Symbols

Change symbols are not used for revisions, only for changes to existing publications. Always remove old change symbols when revising a publication.

5.7 CHANGES

Prepare a change when less than 60 percent of the total pages of the publication are affected. When a change adds pages to the end of a chapter or to the end of the publication and the remainder of the change does not greatly affect the pages already in the publication, a change should be prepared regardless of the number of pages involved. Prepare a change so that its pages can be substituted for existing pages or added to the publication. Change pages should match as closely as possible the type style and size used in the basic publication.

5.7.1 Types

5.7.1.1 Urgent Changes

Urgent Changes (UCs) address major omissions or deficiencies in tactics and items requiring immediate action to prevent personnel hazard or damage to equipment. The following procedures will be used to issue urgent changes:

1. Fleet and shore-based commands shall submit urgent change recommendations for SWDG-cognizant NWPs, NTTPs, and NTRPs by priority precedence message to SWDG with an information copy to the Coordinating Review Authorities and NWDC (N5). If SWDG concurs with the importance of the urgent change request, SWDG will issue an urgent change by message to the commands immediately impacted by the change and NWDC. The message shall include:
 - a. The reason for the recommended change.
 - b. The number of the change.
 - c. The number and date-time group of the last message change, if any, to the publication.
 - d. The exact text of the change and instructions for entering the change. In general, full paragraph changes are preferred.
 - e. SWDG point of contact.
 - f. The final paragraph of the message change should read, "Document entry of urgent change XX in the Record of Changes for NWP, NTTP, or NTRP. File a copy of this message in the NWP, NTTP, or NTRP and in the Navy Warfare Library Administrative Correspondence File."
2. NWDC shall ensure complete distribution of all NWP, NTTP, and NTRP urgent changes via NAVPUB message. (Units receiving both the PRA and NAVPUB messages for a single change are

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only required by NWDC to maintain the NAVPUB message.) NWDC's technical publications department shall incorporate the urgent change to the affected publication into the NWDC SIPRNET Web site version and the next NWEL CD-ROM release.

3. After dissemination of the NAVPUB message, SWDG will convert it to PDF format, insert it after the promulgation letter in the PDF file for the publication, and post it on SWDG's SIPRNET Web site.
4. Urgent changes are assigned a sequential number by publication. This numbering sequence will continue until the publication is revised or canceled.

5.7.1.2 Routine Changes

Routine changes correct administrative or minor procedural deficiencies. Recommended routine changes for SWDG-cognizant publications shall be submitted to SWDG (copy to NWDC). Minor (administrative) changes to publications will usually be held by SWDG until the next change or revision is issued. SWDG recommended routine changes shall be forwarded to NWDC for approval/endorsement. Routine changes shall be issued on the next NWEL CD-ROM release and posted on the NWDC SIPRNET Web site.

5.7.1.3 Errata

An erratum may be issued to a basic publication or to the latest change to a basic publication to:

1. Correct an error in printing (including reprinting to correct misprinted pages or pages inadvertently dropped)
2. Make an administrative correction (e.g., to correct a page number in the change notice or the list of effective pages).

5.7.2 Formatting Guidance

5.7.2.1 Changes

On each page containing changes or added material, put the word **CHANGE** with the appropriate arabic numeral, in 11-point Arial bold, at the bottom of the page in the right- or left-hand corner as appropriate and on the same line as the page number. This also applies to added pages (e.g., 1-2a, 1-2b). The obverse and reverse of each changed page shall bear the same status marking. For example, if page 3-21 is to be issued as a change 1 page, then the reverse, page 3-22, shall also indicate change 1 for its status. The converse is also true; if page 3-32 has had changes made to it, then the obverse, page 3-31, bears the change 1 status.

5.7.2.1.1 Added Pages

When added material necessitates renumbering pages, give added pages even numbers with consecutive letter suffixes (e.g., 2-4a, 2-4b, 2-4c). Add pages only after a left-hand page. If required to add pages after a right-hand page, the first added page takes the left-hand page number. The former left-hand page takes the letter suffix that falls immediately after the last page of new material.

5.7.2.1.2 Deleted Pages

When page number continuity is broken by the deletion of two or more pages, place a statement indicating the deletion in the bottom margin of the preceding page or top margin of the following page (e.g., "Pages 2-15 and 2-16 deleted by Change 1."). Also include the statement in the list of effective pages.

5.7.2.1.3 Added Figures

When adding figures between existing ones, use the number of the preceding figure plus consecutive letter suffixes (e.g., 2-3a, 2-3b, and 2-3c would be assigned to three figures added between figures 2-3 and 2-4). Figures added at the end of a chapter resume the chapter numbering sequence. The list of illustrations shall be revised as necessary.

5.7.2.1.4 Deleted Figures

When a change deletes a figure without substitution, use the space occupied by the deleted figure for text, if possible. Place a sentence such as "Figure 4-3 is deleted by Change 2." at the bottom of the page. The list of illustrations shall be revised as necessary.



Deleted pages and figures may be combined in one statement (e.g., "Pages 2-17 and 2-18, including figure 2-2, deleted by Change 1.").

5.7.2.1.5 Adding Paragraphs

When adding a new paragraph between existing paragraphs, use the number of the preceding paragraph and add an upper case letter A (e.g., 1.3.12A). The table of contents shall be revised as necessary.

5.7.2.1.6 Deleting Paragraphs

Rather than renumber subsequent paragraphs of a chapter when a paragraph is deleted without replacement during a change, retain the paragraph number (but not the heading) and note the deletion (e.g., "Deleted by Change 3."). The table of contents shall be revised as necessary.

5.7.2.1.7 Listings and Procedural Steps

When adding items to a listing or steps to a procedure, revise the entire listing or procedure. When it is impractical to do this, designate the added items/steps by letters following the preceding item/step (e.g., 2a and 2b follow 2), in the same manner as pages and figures.

When an item in a listing or a step in a procedure is deleted and the listing or procedure carries over to more than one page, retain the item/step number and place "Deleted" next to it (e.g., "2. Deleted.").

5.7.2.1.8 Change at End of Chapter

Number paragraphs, figures, and pages added at the end of a chapter consecutively, starting with the next available number. Do not give these pages letter suffixes. Put the change number at the bottom of these pages in the right- and left-hand corners on the same line as the page number.

5.7.2.1.9 Change Symbol

Indicate changes to text and figures (including new material or added pages) by a black vertical line (one-sixteenth of an inch in width) in the nearest outside margin. If a chapter is completely changed or new, place a vertical line in the right-hand margin by the chapter number and title. Delete previous change symbols on a page when the page is subsequently changed; change symbols on a page (including the backup page) shall reflect current changes only.

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Change symbols are not required for:

1. Table of contents, list of illustrations, alphabetical index, and list of effective pages
2. Blank space resulting from deletion of text or figure
3. Correction of minor inaccuracies such as spelling, punctuation, and relocation of material, unless the correction changes the meaning of instructive material.

When illustrations are new or totally revised, place a change symbol in the nearest outside margin. Do not use devices such as drawings of hands or arrows to point to areas of a figure that have been changed.

5.7.2.1.10 Change Cover Sheet

Provide a change cover sheet that contains instructions for handling the change to the holder of the basic publication. The information shall consist of the following:

1. Overall classification of all pages in the change for classified changes.
2. Number of the change, publication number, and title. (Include "(U)" following the title if pub is classified.)
3. Month and year of the change.
4. Effective date of the change (usually on receipt).
5. Disclosure considerations.
6. Statement about the contents of the change.
7. List of pages to be inserted in the basic publication.
8. Instructions for checking the pages contained in the publication, after the change has been entered, against the list of effective pages included in the change.
9. Instructions for recording entry of the change on the record of changes page.
10. Signature block.
11. Downgrading/declassification (if applicable) and limited distribution blocks, placed in the lower left corner on the cover sheet. The block(s) should be the same as the block(s) on the title page of the original document.
12. Warning notice(s) for the cover sheet will be the same as the warning notice(s) on the original publication.
13. Space for the stock number and bar coding in the lower left-hand corner.
14. Instructions for destroying superseded material after the change has been entered in the basic publication.

Refer to reference (e) for a sample cover sheet.

5.7.2.1.11 Back Cover Sheet

Provide a back cover sheet.

5.7.2.2 Erratum

An erratum does not contain a signature block, should be unclassified, and may direct the making of pen-and-ink changes to keep the size of the erratum to one page. An erratum shall not be used to reclassify material in a publication or change the substantive content of a publication; a change must be issued for these purposes. An erratum shall be incorporated in the next revision or change to the publication if it affected an accountable page. Generally, an erratum contains:

1. Month and year of issue of the erratum
2. A title line, including the words "ERRATUM TO" and either the short title of the publication or the change number and short title of the publication, as appropriate
3. Brief statement of the purpose(s) for which the erratum is issued
4. Precise description(s) of the changes to be made
5. Instructions for recording the erratum on the Record of Changes page (use the form, "Err to publication no. (original or change no.), date of issue of erratum")
6. Instructions for destroying superseded material after the erratum has been entered in the basic publication.

All pages of an erratum shall identify the page status in the lower right corner as "Erratum to ORIGINAL or (CHANGE (number))."

Refer to reference (e) for a sample erratum.

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CHAPTER 6

CTP

Writing/Formatting Guidance

6.1 PURPOSE

CTPs:

1. Are ship-class specific publications, which are the single reference for fighting that ship in assigned warfare areas.
2. Are a concise statement of the ship's battle organization and warfare management procedures to implement tactical doctrine found in other warfare publications.
3. Contain a summary of installed equipment, and peculiarities of individual ship classes and provides an appreciation of the capabilities and limitations of the ship class. Tactical options that apply to the ship class are presented in a concise manner with references to systems technical manuals, warfare area publications, NAVSEA publications, and operation orders/plans, as appropriate.
4. Are normally classified secret.
5. Satisfy all requirements for CIC, ship control, and weapons doctrine.

6.2 TARGET AUDIENCE

CTPs are written for COs, executive officers, tactical action officers, and operations and combat systems watch stations.

6.3 ORGANIZATION

CTPs are organized as follows (with a few exceptions as noted depending on the ship class):

1. Title Page
2. Letter of Approval
3. Publication Notice
4. Record of Changes
5. Preface
6. Executive Summary
7. Chapter 1 – Introduction

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8. Chapter 2 – Combat System Overview
9. Chapter 3 – Communications Capability
10. Chapter 4 – Battle Organization
11. Chapter 5 – Amphibious Warfare (amphibs only)
12. Chapter 6 – Air Defense
13. Chapter 7 – Surface Warfare
14. Chapter 8 – Antisubmarine Countermeasures (amphibs) or Antisubmarine Warfare (combatants)
15. Chapter 9 – Strike Warfare (combatants only)
16. Chapter 10 – EW
17. Chapter 11 – Naval Surface Fire Support (combatants only)
18. Chapter 12 – Tactics for Multithreat Environment
19. Chapter 13 – Role in the Force
20. Chapter 14 – Aircraft Management
21. Chapter 15 – Mine Countermeasures (amphibs) or Mine Warfare (combatants)
22. Appendix A – Combat System Casualty Control Procedures
23. Appendix B – Standard Commands and Reports
24. Appendix C – Battle Orders
25. Appendix D – Weapons Postures
26. Appendix E – Supervisory Checklist
27. List of Acronyms and Abbreviations
28. Reference List
29. List of Effective Pages
30. Back Cover Sheet.

6.4 FORMAT

Follow the formatting guidance in chapter 5, with the exceptions noted below. For specific formatting examples, go to the "Online Library" or "What's New" on our SIPRNET Web site.

1. Overall

- a. Text and tables - use color as practical.



When using a C/W/N in a figure/table, don't shade that particular figure/table. Otherwise, the C/W/N will have a white border around it.

- b. Headers and footers – include a 7 inch-long, 0.05 inch-thick green bar located in the following positions: (top $x=0.75$, $y=1.13$; bottom $x=0.75$, $y=9.87$).
- c. Overview frame (greenish-gray) – include at the beginning of each chapter/appendix with 0.083 margins all around and a 0.083 bottom margin to separate from the first 1.1 paragraph header. The Overview Frame shall contain two to three sentences summarizing the contents of the chapter/appendix. Avoid placing figure references here, if possible.
- d. Standalone paragraph headers - all 1.1, 1.1.1, and 1.1.1.1 headers shall stand-alone. Format them in 11 point Arial Bold Italics using the color Blue. Use all caps for 1.1 headers; all other headers shall be in initial caps.
- e. Headers, footers, and figure classifications – use color (as described below) for these items based on their classification.

Secret Red

Confidential Blue

Unclassified Green

2. Individual Sections

- a. Cover – include a color graphic or photo of the ship class.
- b. Table of Contents/List of Illustrations – omit (bookmarks (in initial caps) replace TOC/LOI).

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CHAPTER 7

SHAREM R&A Report Writing/Formatting Guidance

7.1 DEVELOPMENT GUIDELINES

SHAREM is a CNO-sponsored program established in 1969 to quantitatively assess undersea warfare (USW) performance of surface ships. In 1973, CNO expanded the SHAREM mission to include development of surface USW tactics. SWDG is executive agent for the SHAREM program. Goals of the SHAREM program are met through the design, conduct, reconstruction, and analysis of at-sea antisubmarine warfare exercises. When developing reports, refer to reference (g).

7.2 FORMAT GUIDANCE

Prepare SHAREM R&A reports similarly to TACMEMOs, with the following exceptions. Refer to SHAREM reports on our SIPRNET Web site for formatting/content/organization examples.

7.2.1 Front Cover

See reports on our SIPRNET Web site.

7.2.2 Report Evaluation Sheet

Begin on the first right-hand page after the front cover; reverse side of page will include mailing information. Omit page numbers and classification.

7.2.3 Promulgation Letter

This will be page number one.

1. Title:
 - a. The SHAREM officer (code N30) assigns sequential number designations (to prevent number duplication) for SHAREM R&A reports (e.g., SHAREM 97 PHASE 1). In this example, "97" designates the 97th exercise conducted, and "PHASE 1" designates the phase of the SHAREM exercise.
 - b. Assign unclassified titles for SHAREM R&A reports. The classification marking will follow the last word on the title line unless the entire SHAREM R&A report is unclassified.
 - c. There is no reference to the title or number at the top center of the page.
2. NTPPs, Cancellation, and Review Date. These headings are not used in the promulgation letter.
3. Purpose. Place this heading after the originator and state:

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- a. Purpose for the exercise
- b. Where it took place
- c. When it took place
- d. Participants.

7.2.4 ROC

Omit this section.

7.2.5 List of Effective Pages (LOEP)

Start on the right-hand page after the promulgation letter.

7.2.6 Abstract

This is an additional section located on the first right-hand page after the LOEP. Include the following:

1. Information listed in the purpose on the promulgation letter
2. Location of the information in the report.

Assign sequential Arabic page numbers.

7.2.7 Contents

Begin on the first right-hand page after the abstract.

7.3 STRUCTURE OF INFORMATION

Chapters are listed as sections. The structure of the information is normally in the following format:

1. Executive Summary. Limit to three pages and include:
 - a. General:
 - (1) Exercise type.
 - (2) Participants.
 - (3) When conducted. If another exercise is conducted simultaneously, list the name.
 - (4) Where conducted.
 - (5) Coordinator(s).
 - (6) Equipment used.

- (7) General information describing the exercise. Include broad objectives and SHAREM objectives.
 - b. Tactical ASW success.
 - c. Detection effectiveness.
 - d. Classification effectiveness.
 - e. Localization effectiveness.
 - f. Attack effectiveness.
 - g. Lessons learned.
 - h. Surface ship vulnerability.
 - i. Environmental factors.
 - j. Conclusion.
2. Section 1 - Conclusions and Recommendations. Expound on (c) through (i) above and limit to five pages.
3. Section 2 - Introduction and Exercise Objectives. Explain:
- a. Purpose
 - b. Background
 - c. Exercise objectives
 - (1) SHAREM
 - (2) Non-SHAREM
 - d. Report structure
 - e. Data base information.
4. Section 3 - Summary of Exercise and Events. Include:
- a. Introduction
 - b. Exercise design
 - c. Environment
 - d. Artificialities, restrictions, and material casualties.

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5. Section 4 - Analysis of Exercise Data. Analyze the exercise data with the following objectives:
 - a. Detection effectiveness
 - b. Classification effectiveness
 - c. Localization effectiveness
 - d. Attack effectiveness
 - e. Command, control, communications, and intelligence effectiveness
 - f. Surface ship vulnerability
 - g. Environmental factors.
6. Appendix A - Freeplay Event Synopses. Appendix A will be written in the past tense. Provide a detailed account of :
 - a. Definition of terms used in the evaluation of contact and attack summaries
 - b. Description and chronology of events
 - c. Antisubmarine warfare contact and attack (if attacks conducted) summaries
 - d. Submarine operating characteristics.
7. Appendix B - Environment/Acoustic Performance. Include:
 - a. Area description
 - b. Bottom characteristics
 - c. Meteorology
 - d. Oceanography.

7.4 MISCELLANEOUS

In SHAREM reports, Pd vice PD is used for probability of detection.