

2. MESSAGE CONTAINS WEAPON DATA?

("X" appropriate box. Message Center will not transmit message unless one box is marked.)

YES NO

1. INSERT ABOVE, CLASSIFICATION LEVEL, UNCLASSIFIED, OR OFFICIAL USE ONLY

**U.S. DEPARTMENT OF ENERGY
 TELECOMMUNICATION MESSAGE**
(See reverse side for Instructions)

3. THIS DOCUMENT CONSIST

OF _____ PAGES

4. PRECEDENCE DESIGNATION ("X" appropriate box):

FOR NORMAL USE EMERGENCY USE ONLY

ACTION: Routine Priority Immediate FLASH
 INFO: (6 Hrs.) (3 Hrs.) (30 Mins.) (ASAP)

5. TYPE OF MESSAGE

("X" appropriate box)
 Single Address
 Multiple Address
 Title Address
 Book Message

FOR COMMUNICATION CENTER USE

MESSAGE IDENTIFICATION

NR: DTG: Z

6. FROM

7. OFFICIAL BUSINESS

(TIME)

A.M.

(Signature of authorizing official)

P.M.

8. DATE

9. TO

COMMUNICATION CENTER ROUTING

69 69
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BE BRIEF - ELIMINATE UNNECESSARY WORDS

10. ORIGINATOR *(On separate lines, enter Name, Routing Symbol, & Tel. No.)*

11. DERIVATIVELY CLASSIFIED NSI

12. ORIGINALLY CLASSIFIED NSI

Classified by: _____
(Name/Personal Identifier and Position Title)
 Derived From: _____
(Guide/Source Document and Date)
 Declassify on: _____
(Date, Event or Exemption Category)

Classified by: _____
(Name/Personal Identifier and Position Title)
 Reason: _____
(NSI Classification Category)
 Declassify on: _____
(Date, Event or Exemption Category)

13. RESTRICTED DATA

This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to Administrative and Criminal Sanctions.

Classified by: _____
(Name/Personal Identifier and Position Title)
 Derived From: _____
(Guide/Source Document and Date)

14. FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to Administrative and Criminal Sanctions Handle as Restricted Data in Foreign Dissemination Section 144.b, Atomic Energy Act, 1954.

Classified by: _____
(Name/Personal Identifier and Position Title)
 Derived From: _____
(Guide/Source Document and Date)

15. INSERT BELOW, CLASSIFICATION LEVEL, UNCLASSIFIED, OR OFFICIAL USE ONLY

INSTRUCTIONS

(NOTE: More detailed requirements and instructions are contained in DOE M 471.2-1A and DOE 5300.1C.

- 1. and 15. Classification:** If the message is classified, stamp the overall classification level in the designated area at the top and bottom of the form.
- 2. Message Contains Weapon Data:** The originator shall mark the appropriate block either "YES" or "NO", otherwise the message center will not transmit the message.
- 3. Page Count:** Insert the total number of pages being transmitted.
- 4. Precedence Designation:** High precedences are reserved for use only under specified conditions. Average transmission times exclusive of messenger services are shown. Messages having undesignated precedences are sent as "Routine."
- 5. Type of Message:** Self-explanatory.
- 6. From:** Type name of organization on the first line, the name and routing symbol of the sender on the second line, and the city and state on the third line.
- 7. Signature of Authorizing Official:** The official authorized to certify the message as "Official Business" signs here. The time should be added to the signature block as a means of establishing the in date time group for use in future replies or inquiries to the message.
- 8. Date:** Insert the date the message is signed for dispatch.
- 9. To:** Place each address on one line if possible. If more than one addressee, double space between each. List information addressees in the address portion of the message if electrical transmission is required or if you wish the other addressees to know they are being furnished a copy. Send information copies by mail whenever possible. To indicate that electrical transmission is not required, place the letters "ZEN" before the action or information address. The originator is responsible for transmitting these copies.

Message Text: Start the body of the message three spaces below the address and double space between lines. Use block style. Be brief, use coined words, commonly understood abbreviations, ordinary punctuation, and numerals. Omit the articles "a", "an," and "the" unless needed for clarity or part of a quoted passage. Limit each line of text to 69 characters and spaces (note margin guides).

Continuation Pages: Use plain paper.
- 10. Originator:** Type the name of the originator, initials of the typist, the telephone number, and the routing symbol of the originating organization.
- 11. through 14.** Choose the appropriate classifier marking and complete the required information.