

SACNET USER'S GUIDE

Previous Editions are Obsolete.

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

U.S. DEPARTMENT OF ENERGY

TELECOMMUNICATIONS MESSAGE (DATA)

(See reverse side for instructions.)

2. MESSAGE CONTAINS WEAPON DATA? ("X" appropriate box. Message center will not transmit message unless box is marked.)

YES NO

3. USE WHEN REQUIRED

THIS DOCUMENT CONSISTS OF _____ PAGES

NO. _____ OF _____ COPIES, SERIES _____

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)

(Signature of authorizing official)

A.M. P.M.

8. DATE

9. TO

COMMUNICATION CENTER ROUTING

69

69

Elite

Pica

9a. SPECIAL HANDLING INSTRUCTIONS:

9b. DATA INPUT DESCRIPTION:

Mag. Tape () 7 Track () 200 BPI () 556 BPI ()
Cards () 9 Track () 800 BPI () 1600 BPI ()
Data Location: Attached () Library () Other
Job Name:

Record Lengths: Variable () Fixed () Reel No.
Max. Physical Record Size char. Labeled MT ()
Min. Physical Record Size char. Unlabeled MT ()
Single File () Multi-File () Logical Record Count () Block Factor ()
Formatted Print File () Unformatted Print File ()

9c. DATA OUTPUT AT DESTINATION:

Magnetic Tape () Line Printer () Cards ()

9d. DISPOSITION OF DATA:

Return to Originator () Library () Destroy ()

BE BRIEF - ELIMINATE UNNECESSARY WORDS

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

11. DERIVATIVELY CLASSIFIED NSI NATIONAL SECURITY INFORMATION Unauthorized Disclosure Subject to Administrative and Criminal Sanctions

Derivative Classifier: (Name) (Title)
(Date or Event/OADR)
Declassify on:
Derivatively Classified by: (Guide or Source Document)

12. ORIGINALLY CLASSIFIED NSI NATIONAL SECURITY INFORMATION Unauthorized Disclosure subject to Administrative and Criminal Sanctions.

Originally Classified by:: (Name) (Title)
Declassify on: (Date or Event/OADR)

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.

DERIVATIVE CLASSIFIER (Name and Title)

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

DERIVATIVE CLASSIFIER (Name and Title)

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

INSTRUCTIONS

(NOTE: More detailed requirements and instructions are contained in DOE 5635.1 and DOE 5300.1A. Procedures and illustrations for preparing this form are contained in the SACNET Users Guide.)

- 1. and 15. Classification:** If the message is classified, stamp the 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. Documentation:** Complete the documentation as required. Secret and Top Secret messages shall be documented in accordance with existing procedures. Series shall be assigned by the originating office as follows:

Originating office copies – Series A
Transmitting message center – Series B
First addressee – Series C
Each succeeding addressee – Series D, E, F,
and so forth.
- 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:** See DOE 1325.1A for an explanation of message types.
- 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 in the signature block as a means of establishing the date time group for use in replies or future references 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.
- 9a. through 9d:** (Refer to the special instructions for this form contained in paragraph 4.3.1 of the SACNET Users Guide.)
- 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 category stamp and complete the required information.