

**BY THE ORDER OF THE COMMANDER
NORTH AMERICAN AEROSPACE
DEFENSE COMMAND (NORAD) AND
UNITED STATES NORTHERN COMMAND
(USNORTHCOM)**

**NORAD AND USNORTHCOM
INSTRUCTION 33-147**



27 FEBRUARY 2012

Communications and Information

**CODE WORDS, NICKNAMES, AND
EXERCISE TERMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: N-NC/J30 GFM/JOPEs Division Certified by: N-NC/CS (Maj Gen Howard N. Thompson)

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This instruction supports Chairman Joint Chiefs of Staff Manual (CJCSM) 3150.29D, 15 Oct 10, **Code Word, Nickname and Exercise Term (NICKA) System**, to establish standard administrative policy for the assignment and management of NICKA data. This instruction provides guidance on the proper use, classification, registration, and reporting of assigned NICKA terms. It applies to Headquarters North American Aerospace Defense Command (HQ NORAD), Headquarters United States Northern Command (HQ USNORTHCOM), NORAD Regions and Sectors and USNORTHCOM Components and their subordinates. It does not apply to Air Force Reserve Command or Air National Guard units. This instruction may not be supplemented. Send recommendations to change, add, or delete information in this instruction to NORAD USNORTHCOM, GFM/JOPEs Division (N NC/J30/GFM/JOPEs), 250 Vandenberg Street, Suite. B064, PAFB CO, 80914-1283 using the AF Form 847, **Recommendation for Change of Publication**. Maintain and dispose of records created as a result of prescribed processes in accordance with the Chairman Joint Chiefs of Staff Manual (CJCSM) 5760.01A, **Joint Staff and Combatant Command Records Management Manual: Volume I (Procedures)** and CJCSM 5760.01, **Joint Staff and Combatant Command Records Management Manual: Volume II (Disposition Schedule)**. See **Attachment 1** for glossary of references and supporting information.

SUMMARY OF CHANGES

The primary OPR for this instruction has changed from the N/J33C to the N-NC/J30/GFM/JOPEs Division. Attachments 2 and 3 have been deleted. Formatting and administrative changes have been incorporated to bring the instruction up to standards of AFI 33-360, **Publications and Forms Management**.

1. General:

1.1. The NICKA system is designed to fully automate the Office of the Secretary of Defense (OSD) requirement for maintenance of code words, nicknames and exercise terms, by the Joint Staff. NICKA maintains records and status of all reported code words, exercise terms, and currently authorized nicknames. The system validates code word and nickname usage with assigned agencies and ensures that authorized nicknames and code words are not duplicated. NICKA provides a way to register and maintain the currency of code words, nicknames, and exercise terms.

1.2. NICKA resides on the Global Command and Control System, Top Secret (GCCS-T) network.

2. Office of Primary Responsibility (OPR):

2.1. Joint Staff. On behalf of Office of Under Secretary Of Defense for Policy, the Joint Staff is responsible for allocating code words or blocks of code words to all Commands, Services, and DOD agencies. The Joint Staff is responsible for assigning nickname and exercise term letter groups (blocks) listed in CJCSM 3150.29, Enclosure D and E.

2.2. USNORTHCOM N-NC/J30/GFM-JOPES Division, 250 Vandenberg St., Ste B063, Peterson AFB, CO 80914-3818 is the functional manager for all NORAD and USNORTHCOM NICKA allocated terms. This office reviews and forwards activations, changes and cancellation requests for code words, nicknames and exercise terms to the Joint Staff.

3. Procedures:

3.1. Reporting. A NICKA transaction will normally use routine precedence. All requests for new activation or changes and cancellation of existing terms associated with NORAD and USNORTHCOM or their subordinate units, must be submitted through N-NC/J30/GFM-JOPES Division. Requests may be sent via email to: nc.foc.jopes.omb@northcom.smil.mil (SIPR), nc.foc.jopes.omb@northcom.mil (NIPR), or by phone *DSN 692-4347, Comm (719) 554-4347*. Any organization utilizing an active code word will verify status annually, no later than 1 October.

3.1.1. Classification. The originator of a NICKA transaction will assign the appropriate security classification for each submitted transaction.

3.1.2. Cancellation. Code words, nicknames, or exercise terms will be *cancelled* when they no longer serve a useful purpose. Units submit requests for cancellation to N-NC/J30/GFM-JOPES Division. Nicknames and exercise terms will be deleted from the NICKA data base 2 years after cancellation. *Code words, once cancelled, will never be re-used or re-activated.*

3.2. Code Word. A single word assigned a classified meaning by appropriate authority to ensure proper security concerning intentions and safeguard of information pertaining to actual real-world military plans or operations classified as CONFIDENTIAL or higher. A code word is selected from an assigned block listed in JANAP 299, *U.S. Joint Code Word Index* and given an appropriate security classification. The Joint Staff will maintain a record of all code words. The using agency will account for available code words and maintain a record of each active code word through N-NC/J30/GFM-JOPES Division.

3.2.1. Available (Not in use). Individual code words are UNCLASSIFIED until activated (moved into the active category).

3.2.2. Active. Currently in use and assigned a classified meaning, CONFIDENTIAL or higher.

3.2.3. Cancelled. Discontinued from use because of compromise, suspected compromise, cessation or completion of the operation to which the code word pertained. The user determines classification.

3.3. Nicknames. A combination of two separate words that are assigned an unclassified meaning and employed for unclassified administration, morale or public information. *The first-word must begin with the combination of letters of the alphabet allocated to the using agency.* The alphabetic letters allocated to NORAD and USNORTHCOM are located in **paragraph 3.3.4**. The second-word has no restrictions, but must be de-conflicted with all other second term words within the DOD component's NICKA database.

3.3.1. Nicknames may be assigned to actual, real-world events, projects, movement of forces or exercise activities involving elements of information of any classification category. However, the relationship of the nickname and its meaning must be UNCLASSIFIED. A nickname is an identifier and is not designed to achieve a security objective.

3.3.2. Nicknames, improperly selected, can be counterproductive. It must be chosen with sufficient care to ensure that it does not:

3.3.2.1. Express a degree of bellicosity inconsistent with traditional American ideals or current foreign policy.

3.3.2.2. Convey connotations offensive to good taste or derogatory to a particular group, sect, or creed.

3.3.2.3. Convey connotations offensive to U.S. allies or democratic, free world nations.

3.3.3. The following nicknames *will not* be used:

3.3.3.1. Any two-word combination voice call sign found in Joint Army, Navy, Air Force Publication (JANAP) 119, *Joint Voice Call Sign Book*.

3.3.3.2. Combinations of words, using the words "Project, Exercise, or Operation".

3.3.3.3. Words that may be correctly used as either a single word or as two words, such as "Moonlight".

3.3.3.4. Exotic words, trite expressions, or well-known commercial trademarks.

3.3.3.5. Two-word combinations including a code word as part of the combination.

3.3.4. Nickname Assignment. The Director for Operations, Joint Staff, has allocated NORAD and USNORTHCOM the alphabetical list AM through AR, FA through FF, JM through JR, and VG through VL. All requests must be coordinated with N-NC/J30/GFM-JOPES Division for approval and registration. All active NORAD and USNORTHCOM nicknames will be reviewed annually.

3.4. Exercise Terms. An exercise term is selected using the same criteria used for nicknames. Selection of exercise terms will follow the same guidance as contained in **paragraph 3.3**.

3.4.1. Exercise terms *may only be assigned to tests, drills, or exercises* for the purpose of emphasizing that the event is, in fact, just a test, drill, or exercise and not an actual, real-world

operation. The exercise term, the description or meaning it represents, and the relationship of the exercise term and its meaning must remain UNCLASSIFIED.

3.4.2. Second-Word Exercise Terms. The second-word of an exercise term identifies the specific exercise function or meaning.

3.5. Exercise Messages. When preparing exercise messages, the exercise term follows the message classification and originator's office symbol, and precedes the text of the message (e.g., "EXERCISE ARDENT SENTRY 10-1 EXERCISE"). Internal instructions, such as the attention line or reference, follow the exercise term. The exercise term will be repeated at the end of the message text.

3.5.1. Arabic numerals may be used with exercise terms, to denote series of similar exercises (e.g., ARDENT SENTRY 10-1).

4. Classification and Downgrading Instructions:

4.1. Code Words. During the development of a plan or planning of an operation, the code word and its meaning will have the same classification. When dissemination of the plan to other DOD components or to subordinate echelons is required, the using component may downgrade the classification of code words below the classification assigned to facilitate additional planning, implementation and execution. To facilitate this planning, code words may be downgraded to CONFIDENTIAL.

4.1.1. A code word that must be *replaced* by another code word because of compromise, suspected compromise, or for any other reason will be cancelled, declassified, and kept FOR OFFICIAL USE ONLY. Once cancelled, it will never be re-used.

4.1.2. When a plan or operation is discontinued or completed and is not replaced by a similar plan or operation, but the meaning cannot be declassified, the code word will be cancelled and remain classified at least CONFIDENTIAL for a period of 2 years or until the meaning is declassified.

4.1.3. In every case, whenever a code word is referred to in documents, the security classification of the code word will be placed in parenthesis immediately following the code word.

4.1.4. When the meaning of a code word no longer requires a classification, the using component will request declassification of the meaning and the code word from the original classification authority, and return the code word to the available inventory.

4.2. Nicknames. Nicknames will remain UNCLASSIFIED.

4.3. Exercise Terms. Exercise terms will remain UNCLASSIFIED.

5. Security and Deconfliction:

5.1. Security. Only when essential, the code word and its meaning may be used together in a message or document.

5.1.1. In handling correspondence pertaining to active code words, care will be used to avoid bringing the code words and their meanings together.

5.1.2. Meanings of code words are not normally reported under the NICKA system. The authority that establishes the code word should be entered under the description.

5.2. Deconfliction. If a DOD component becomes aware of a conflict between a non-DOD official term and a DOD code word, nickname or exercise term, the DOD component will endeavor to deconflict the NICKA database.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DOD 8910.01M, *DOD Procedures for Management of Information Requirements*, 30 June 1998

DOD 5200.1-R, *Information Security Program*, 1 January 1997

AFPD 31-4, *Information Security*, 1 September 1998

JANAP 119(M), *Joint Voice Call Sign Book (C)*, 1 October 2004

JANAP 299(B), *US Joint Code Word Index, Aug 86 (S)*, 1 August 1986

CJCSM 3150.29D, *Code Word, Nickname, and Exercise Term (NICKA) System*, 15 October 2010

Acronyms

ADS—Air Defense Sector

AFPD—Air Force Publication Directive

ANR—Alaskan NORAD Region

AOC—Air Operations Center

CBRN—Chemical, Biological, Radiological, and Nuclear

CDRNORAD—Commander, North American Aerospace Defense Command

CMD—Cheyenne Mountain Directorate

CONUS—Continental United States

CPX—Command Post Exercise

DEFCON—Defense Readiness Condition

DO—Director of Operations

DOD—Department of Defense

DSCA—Defense Support of Civil Authorities

FTX—Field Training Exercise

GCCS-T—Global Command and Control System –Top Secret

GFM—Global Force Management

IG—Inspector General

JANAP—Joint Army, Navy, Air Force Publication

JCS—Joint Chiefs of Staff

JOPEP—Joint Operation Planning and Execution System

MHLD—Maritime Homeland Defense

NICKA—Nickname, Code Words, and Exercise Terms Report (Short title)

ONE—Operation Noble Eagle

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

TTX—Table Top Exercise

USNORTHCOM—United States Northern Command