

VOTE SHEET

18 November 1959

Pages 1 - 4 , incl.

MEMORANDUM FOR THE STEERING COMMITTEE

SUBJECT: Use of Message Designators, and Information Addressees on SHAPE Policy Messages

1. Introduction

a. It has been brought to the attention of the Secretary of the Standing Group, by an informal communication from SHAPE Secretariat that clarification is needed relative to existing procedures on the use of message designators and the requirement that SACEUR include Ministries of Defense of the Standing Group nations as information addressees on SHAPE messages addressed to the Standing Group (SHAPTO's).

2. Background

a. SGM-162-54 of 3 February 1954 solicited comments from Major Commanders and SGREP in connection with proposed simplification of the message designator system. SGM-283-54 of 30 March 1954 announced and defined the designators authorized for subsequent use. SHAPE's current internal instructions,

2 ENCLOSURES

- 1. Draft msg to SACEUR
- 2. Draft SGM

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*James E. Cairns*

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based on the aforementioned 1954 SGM's, prescribe that a SHAPTO designator will be used when replying to a Standing Group message bearing a STAND designator.

b. A Standing Group message to SACEUR dating back to 1951 (TOSHAP 1 of 14 Feb. 1951) directed that Ministries of Defense of the Standing Group nations be included as information addressees on all SHAPE messages (SHAPTO's) to the Standing Group, except administrative or secretarial messages. Based on this 1951 message, which has never been rescinded, SHAPE's current staff directive on message preparation requires that this procedure be followed normally, and provides that exceptions may be granted only on authority from the SHAPE Chief of Staff.

c. Prior to 1954 a large number of message designators were in use, such as TOSHAP's for Standing Group messages to SACEUR, TOLANT's for those to SACLANT, STANLO's for those to SGREP, etc. With the publication of SGM-283-54, the number of designators was reduced and STAND's and STASEC's were authorized for use in messages to all commands.

### 3. Discussion

a. The STAND designator is presently used for all messages which have been approved by the Standing Group or Steering Committee. Thus, STAND's cover a wide range of subjects from high level policy guidance to minor matters such as approving an increase of two "other ranks" in the ACE personnel ceiling. Staffs of Major Commanders having to use policy type designators in replies to STANDs probably are required to go through unwarranted staffing procedure on

messages not of a strictly policy nature.

b. It is not considered desirable for the Standing Group to introduce a new designator to differentiate between policy messages and other messages of lesser importance but which have been approved by the Standing Group or Steering Committee. Through custom and habitual use, the meanings of STAND's, STASEC's and ISPM's are well understood by all personnel of the Standing Group. It is considered that a better solution would be to permit Major Commanders more leeway in assigning designators to their replies to STAND's.

c. Strict compliance by SACEUR with the requirement that MOD's of the Standing Group nations be included for information on all SHAPTO messages is considered undesirable since in many instances the MOD's would not hold the specific document and message references required for a full understanding of the SHAPE message. It is not the practice of the Standing Group to routinely include these MOD's in distribution of STAND messages, but rather to include them only when appropriate in specific instances.

4. Consultation

- a. Within the Standing Group. None
- b. Outside the Standing Group. None


5. Conclusions. It is concluded that:

- a. The present concept of the STAND designator should not be changed;
- b. Previous instructions to SACEUR requiring him to include the Ministries of Defense of the Standing Group nations as information addressees on all SHAPTO messages

should be rescinded.

c. SGM-283-54 should be brought up to date and should include a provision that Major Commanders and SGREP are not required in all cases to use the same type message designator in replying to Standing Group messages, but that they may use the designator considered appropriate to the contents of their replies.

6. Recommendations. Recommend approval of proposed message to SACEUR at Enclosure 1 and of the proposed revision of SGM-283-54 at Enclosure 2.



MAURICE E. KAISER  
Colonel, USA  
Secretary

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D R A F T

ROUTINE

FROM: SGN WASH DC  
TO: SACEUR PARIS FRANCE  
INFO: SGREP PARIS FRANCE  
NATO - RESTRICTED

STASEC \_\_\_\_\_ from SGN. Reference SGN msg TOSHAP 1 of 14 Feb 51. Subject is Distribution to MODs of SGN Nations of SHAPTO Messages.

Instructions in reference message, requiring inclusion of MODs France and U. K., and SecDef United States as info addressees of all SHAPTO messages, are hereby rescinded. Inclusion of these MODs or any other MODs as info addressees should be based on need to know or primary interest at the particular stage of development of the subject matter.

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Enclosure 1

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## NORTH ATLANTIC MILITARY COMMITTEE

## COMITE MILITAIRE DE L'ATLANTIQUE NORD

Standing Group

Groupe Permanent

SGM- -59

November 1959Pages 1 - 3, incl.

MEMORANDUM FOR: Supreme Allied Commander Europe  
Supreme Allied Commander Atlantic  
Channel Committee  
Standing Group Representative

SUBJECT: Message Designators

Reference: SGM-283-54

1. The following designators are prescribed for use in messages dispatched from the Standing Group.

a. STANDs. These are messages conveying decisions, directives, guidance, instructions, requests for information, etc., to commands and agencies and are required to be approved by the Standing Group except when the subject matter is based on established Standing Group policy or of a technical nature.

b. STASECs. These are messages dealing with administrative and secretarial matters.

c. ISPMs. These are informal messages on a planning level and are not to be quoted in official correspondence. These messages will begin with the phrase "Informal Staff Planners Message (number)".

d. MILCOMs. These are Military Committee messages.

e. NATOCOMs. These are messages to a fixed set of addressees for rapid promulgation within NATO of communications information.

DISTRIBUTION: A, B, C, D, E, F, G, H, L

2. The following designators are prescribed for use in messages dispatched to the Standing Group by addressees of this memorandum:

a. Policy messages.

- (1) SACEUR - SHAPTOs
- (2) SACLANT - LANTOs
- (3) CHANCOMTEE - CHANCOMs
- (4) SGREP - LOSTANs

b. Administrative/Secretarial messages.

- (1) SACEUR - SHASECs
- (2) SACLANT - LANSECs
- (3) CHANCOMTEE - CHANSECs
- (4) SGREP - PARSECs

c. Informal Staff Planners messages.

Definition as contained in subparagraph 1 c above is applicable. Messages of this category from commands and agencies will begin with the phrase "Informal Staff Planners Message" except that the Standing Group Representative will use the designator "PARWA".

3. It is not necessary that the same category of message designator be used in all cases in replying to Standing Group messages (STANDs and STASECs). The designator considered appropriate to the contents of the reply may be used. For example, it may be quite appropriate for SACEUR to reply to a STAND with a SHASEC rather than a SHAPTO, based on the information contained in the reply.

4. Commands and agencies other than addressees of this memorandum may continue to use their present message designators.

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5. This memorandum supersedes SGM-283-54 of 30 March 1954, which should be destroyed by burning or reducing to pulp.

FOR THE STANDING GROUP:

MAURICE E. KAISER  
Colonel, USA  
Secretary

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Enclosure 2