



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001**

MCO 5030.2C
POC-12
18 Feb 92

MARINE CORPS ORDER 5030.2C

From: Commandant of the Marine Corps
To: Distribution List

Subj: POLICIES AND PROCEDURES CONCERNING THE USE OF CODE
WORDS, NICKNAMES, AND EXERCISE TERMS

Ref: (a) OPNAVINST 5510.1H
(b) JCS PUB 1-03.19
(c) JANAP 119 (NOTAL)

1. Purpose. To prescribe Marine Corps policy and procedures concerning the use of code words, nicknames, and exercise terms in accordance with the instructions set forth in references (a) through (c).

2. Cancellation. MCO 5030.2B.

3. Information

a. Department of Defense (DoD) policy and procedures governing the use of code words, nicknames, and exercise terms are set forth in chapter 10 of reference (a) and chapter 4 of reference (b).

b. Code Word. A single word assigned a classified meaning by appropriate authority to ensure proper security concerning intentions and to safeguard information pertaining to real-world military plans or operations classified as CONFIDENTIAL or higher. A code word is placed in one of three categories.

(1) Available - Allocated to using component.
Available code words INDIVIDUALLY will be UNCLASSIFIED until placed in the active category.

(2) Active - Assigned a CLASSIFIED meaning and current.

(3) Canceled - Formally active but discontinued because of compromise, suspected compromise, cessation, or completion of the operation to which the code word pertained.

c. Nickname. A combination of two separate unclassified words which is assigned an unclassified meaning and is employed only for unclassified administrative, morale, or public information purpose.

d. Exercise Term. A combination of two words used exclusively to designate a test, drill, or exercise. An exercise term is employed to preclude the possibility of confusing exercise directions with actual operations directions.

4. Policy

a. Code Words. The Joint Staff is responsible for allocating code or blocks of code words to DoD components. Headquarters Marine Corps may request allocation of such code words as required and may reallocate them within the Marine Corps.

b. Nicknames

(1) Nicknames may be assigned to real-world events, projects, movements of forces, or other nonexercise activities involving elements of information of any classification category, but the nickname, the description or meaning it represents, and the relationship of the nickname and its meaning must be UNCLASSIFIED. A nickname is not designed to achieve a security objective.

(2) Nicknames, improperly selected, can be counter-productive. A nickname must be chosen with sufficient care to ensure that it does not:

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

(b) Convey connotations offensive to good taste or derogatory to a particular group, sect, or creed.

(c) Convey connotations offensive to U.S. allies or other Free World Nations.

(3) The following shall not be used as nicknames:

(a) Any two-word combination voice call sign found in reference (c).

(b) A combination of words which include the word "project," "exercise," or "operation."

(c) Words which may be used correctly either as a single word or as two words, such as "moonlight."

(d) Exotic words, trite expressions, or well known commercial trademarks.

c. Exercise Terms

(1) Exercise terms may be assigned only to tests, drills, or exercises for the purpose of emphasizing that the event is a test, drill, or exercise and not a real-world operation. The exercise term, the description or meaning it represents, and the relationship of the exercise term and its meaning can be classified or unclassified. A classified term is designed to simulate actual use of DoD code words and must be employed using identical security procedures throughout the planning, preparation, and execution of the test, drill, or exercise to ensure realism.

(2) Selection of exercise terms will follow the same guidance as contained in paragraph 4b(2) and (3).

d. Assignment of Classified Meanings

(1) Code Words. The assignment of classified meanings to code words will be in accordance with subparagraph 7a, chapter 4 of reference (b).

(2) Nicknames. Nicknames will not be classified or assigned a classified meaning.

(3) Exercise Terms. In cases where a classified exercise term is designed to simulate actual use of a DoD code word, the provisions of subparagraph 7a, chapter 4 of reference (b) apply.

5. Composition and Selection

a. A code word is a single word selected from an assigned block listed in table 4.2 of reference (b) and assigned an appropriate classification. Blocks 2170 through 2179 are currently assigned to the Marine Corps.

b. In accordance with reference (b), a nickname will consist of two separate words, the first of which must begin with the combination of letters of the alphabet in the following categories allocated to the Marine Corps.

(1) CS through CZ - example, Culture Wall.

(2) HG through HL - example, Hickory Sky.

(3) LS through LZ - example, Luggage Planet.

(4) PG through PL - example, Phone Weapon.

c. An exercise term is selected using the same alphabetical blocks and criteria as outlined in paragraph 5b.

6. Action

a. Fleet Marine Force organizations will normally request code words, nicknames, and exercise terms in accordance with instructions issued by the fleet commander.

b. Requests for the use of code words, nicknames, and exercise terms for purposes not necessarily under the direct cognizance of fleet commanders will be forwarded by message to the Commandant of the Marine Corps (POC) at least 30 days prior to the effective date of use. The following information is required:

- (1) Primary and alternate terms proposed for use.
- (2) Meaning of the terms.
- (3) Effective dates of use.
- (4) Organization which will use the term.
- (5) Point of contact (POC) and telephone number.

c. The Commandant of the Marine Corps (POC) will approve code words, nicknames, and exercise terms and will register such terms in accordance with instructions contained in chapter 4 of reference (b).

d. Users of code words, nicknames, and exercise terms provided by the Commandant of the Marine Corps will inform the Commandant of the Marine Corps (POC) of changes in the status of such terms and their related meanings.

e. Precautions

(1) A minimum classification of confidential is required for code words.

(2) In that code words are classified per se, their use during nonsecure telephone conversations is prohibited.

(3) In every case, whenever a code word is referred to in documents, the security classification of the code words will be placed in parentheses immediately following the code word; e.g., "Label (C)."

(4) The above provisions apply to an exercise term when it is used to simulate a code word.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


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