CHAIRMAN OF THE JOINT CHIEFS OF STAFF MANUAL

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CJCSM 3150.29E
16 August 2013

CODE WORD, NICKNAMES, AND EXERCISE TERM (NICKA) SYSTEM

References:

a. DoD 5200.1 Volume 3, February 2012, "DoD Information Security Program: Protection of Classified Information"

b. DISA--Joint Staff Support Center, Global Command and Control System Management Center, "NICKA," 7 January 2010, http://www.gmc.nmcc.smil.mil/jopes/nicka (Accessed: 29 September 2010)

c. JANAP 119(M), October 2004, Joint Voice Call Sign Book

1. Purpose. This manual establishes standard administrative policy for the assignment and management of NICKA data. The NICKA system fulfills the Office of the Secretary of Defense (OSD) requirement for maintenance of NICKA data by the Joint Staff. NICKA maintains records of all reported code words and their statuses. It also maintains all exercise terms and all currently authorized nicknames. The system validates code word and nickname usage with assigned agencies and ensures authorized nicknames and code words are not duplicated. NICKA provides a means to register and maintain the currency of code words, nicknames, and exercise terms. NICKA currently exists on a stand-alone Top Secret system in the Joint Staff Support Center (JSSC).

2. Cancellation. CJCSM 3150.29D, 15 October 2010, is canceled.

3. Applicability

a. This manual applies to: the Joint Staff, Combatant Commands, Services, National Security Agency/Central Security Service (NSA/CSS), Defense Threat

Reduction Agency (DTRA), Defense Intelligence Agency (DIA), Defense Information Systems Agency (DISA), National Geospatial-Intelligence Agency (NGA), Defense Security Service (DSS), Defense Logistics Agency (DLA), and other DoD agencies. This manual is sent to the White House and OSD for information purposes only.

b. NICKA does not apply to reconnaissance nicknames. The governing publication for reconnaissance nicknames is CJCSI 3250.01D, "Policy Guidance for Intelligence, Surveillance, and Reconnaissance, and Sensitive Reconnaissance Operations." The office of primary responsibility (OPR) for the reconnaissance nickname program is the U.S. Strategic Command (USSTRATCOM), Joint Functional Component Command for Intelligence, Surveillance, and Reconnaissance (JFCC-ISR).

4. <u>Definitions</u>. See Glossary.

5. <u>Responsibilities</u>

a. On behalf of the Office of the Department of Defense Chief Information Officer, the Joint Staff is responsible for allocating code words or blocks of code words to the Services, Combatant Commanders, and DoD Components and agencies. DoD Components may request allocation of code words and may reallocate available code words within their organization in accordance with individual policies and procedures, subject to applicable rules set forth herein and in Enclosure 2, paragraph 18, of reference a.

b. Enclosure B identifies authorized NICKA user agencies.

c. Nickname and alphabetical block assignments are listed in Enclosure D. The Joint Staff is responsible for assigning nickname and exercise term letter groups from Enclosure E to DoD Components.

d. DoD Components (the Services, Combatant Commands, and DoD agencies) will establish, maintain, and operate an OPR for NICKA support. NICKA OPRs will:

(1) Submit requests to JSSC NICKA personnel at (b)(6) or jopes@nmcc.smil.mil to activate or cancel code words, nicknames, and exercise terms when appropriate to maintain accuracy of the NICKA database.

(2) Maintain local records of activated code words, nicknames, and exercise terms.

e. Supplemental or implementing procedures will be directed, as necessary, by the DoD Component headquarters.

f. Additional NICKA support is available from the Joint Staff, J-36/CSOD, the Pentagon, Washington, D.C. 20318-3000.

6. <u>Procedures</u>. See Enclosure A.

7. <u>Additional Copies of Manuals</u>. The DoD Components and all other holders are authorized to reproduce, print, and stock additional copies to meet internal distribution requirements.

8. <u>Summary of Changes</u>. Revised database update procedures and responsibilities for OPRs to reflect the stand-down of Global Command and Control System-Top Secret (GCCS-T), which resulted in cutting off direct access to the database, updated organization name listings and acronyms, and restructured both alphabetical block assignments and code word block assignments resulting from the disestablishment of the U.S. Joint Forces Command.

9. <u>Releasability</u>. Restricted. This directive is not approved for electronic release on the NIPRNET/WWW; electronic release is restricted to Joint Staff activities only through controlled access via the SIPRNET Joint Electronic Library. Approval from the office of primary responsibility is required for further release of this directive in electronic format.

10. <u>Effective Date</u>. This manual is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:

CURTIS M. SCAPARROTTI
Lieutenant General, U.S. Army
Director, Joint Staff

Enclosures:
  A -- NICKA Procedures
  B -- Authorized NICKA User Agencies
  C -- Code Word Block Assignments
  D -- Nickname and Exercise Term Alphabetical Block Assignments
  E -- Nickname and Exercise Term Alphabetical Combinations
  GL -- Glossary

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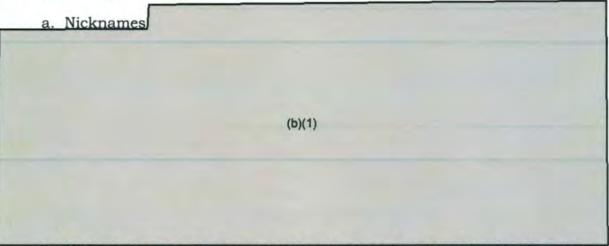
ENCLOSURE A

NICKA PROCEDURES

1. Code Words

a. A code word is a single word, assigned a classified meaning by appropriate authority to ensure proper security concerning intentions and to safeguard information pertaining to actual, real-world military plans, or operations. It is classified CONFIDENTIAL or higher, once activated. Code word block allocations are contained in Enclosure C. Code words are automatically generated and assigned by the system and may not be created or changed by users.

b. The Joint Staff maintains a record of all code words. The Joint Staff is responsible for providing and/or changing the status of a code word from the code word block allocation contained in the NICKA database.

2. Nicknames

a. Nicknames

(b)(1)

b. Nicknames are not required, but may be assigned to actual real-world events, projects, the movement of forces, or exercise activities. This can involve elements of information at any security classification level.

NOTE: The nickname, the description or meaning it represents, and the relationship of the nickname and its meaning must remain UNCLASSIFIED. A nickname is only an identifier and is not designed to achieve any particular security purpose. (See reference a).

c. Improperly selected nicknames can be counterproductive. Nicknames must be chosen with sufficient care to ensure they do not:

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

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

(3) Convey connotations offensive to U.S. allies or democratic free world nations.

d. The following will NOT be used as nicknames:

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

(2) Combination of words using "project," "exercise," or "operation."

(3) Words that may be correctly used as either one word or two, such as "moonlight."

(4) Exotic words, trite expressions, well-known commercial trademarks, or popular cultural references.

(5) Two-word combination including a code word as part of the combination.

(6) Any nickname that has been placed in an "Inactive" status (NI) cannot be re-used. Nicknames meeting this criterion are kept in the NICKA database for historical purposes.

3. Exercise Terms

a. Exercise terms are selected using the same criteria as those for nicknames. See paragraph 2.a. above.

b. Exercise terms may only be assigned to tests, drills, or exercises for the purpose of emphasizing 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.

c. The selection of exercise terms will follow the same guidance provided for nicknames as described in paragraphs 2.c. and 2.d.

d. Exercise terms that are "inactive" (EI) will follow the same guidance as nicknames. See paragraph 2.d.(6).

4. Records and Reporting. DoD Components and the Office of the Under Secretary of Defense for Policy will maintain local records on all NICKA terms within their assigned blocks whether active, available, inactive, or canceled. Code words, nicknames, and exercise terms may be deleted from local records 2 years after cancellation, but will not be deleted from the NICKA system and will be preserved for historical purposes. The Joint Staff will maintain permanent records to ensure code words are not reused or re-activated once canceled.

a. DoD Components will review and verify the status of active code words, nicknames, and exercise terms in their portion of the NICKA database, as well as current NICKA OPRs annually. Commands may request a hard copy of their portion of the database from the Joint Staff J-36/CSOD. Any required information changes or updates to the database to include current NICKA OPR, contact phone numbers (DSN and commercial), and e-mail addresses (NIPRNET and SIPRNET) will be reported to Joint Staff J-36/CSOD and the JSSC.

b. Combatant Commands and components requesting NICKA assistance for a code word should contact the JSSC at (b)(6) or jopes@nmcc.smil.mil.

5. Security. NICKA OPRs will assign the appropriate security classification to each term in accordance with the following guidelines:

a. Code Words

(1) During the development of a plan or the planning of an operation, a code word and its meaning will have the same classification. When dissemination of a code word protected plan within DoD Components is required, the using component may downgrade the classification of the code word below the classification assigned to its meaning. This may facilitate implementation or execution by other components or echelons with the approval of the code word owner. To facilitate this planning, the code word

may be downgraded to CONFIDENTIAL, but must remain classified while the plan is current or the operation is being executed.

(2) The meaning of a code word may be used in a message or other document together with the code word only when it is essential to do so.

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

(4) The meanings of code words are not normally maintained in the NICKA system. The names of the DoD Components that activate code words, nicknames, and exercise terms will be entered with the terms in the database.

(5) A code word that must be replaced by another code word because of compromise, suspected compromise, or for any other reason will be canceled, declassified, and kept UNCLASSIFIED//FOR OFFICIAL USE ONLY.

(6) When an operation is completed or a plan is discontinued and is not replaced by a similar operation or plan, but the meaning cannot be declassified, the code word assigned to it will be canceled and remain classified at least CONFIDENTIAL.

(7) When the meaning of a code word no longer requires a security classification, the using component may declassify the meaning and the code word, keeping the latter UNCLASSIFIED//FOR OFFICIAL USE ONLY.

(8) In every case, when a code word is referred to in written text, the security classification of the code word will be placed in parentheses immediately following the code word itself. For example; "Label (C)".

(9) Code words must not be discussed over UNCLASSIFIED communications media, even when available (inactive) or canceled.

b. Nicknames. Nicknames will remain UNCLASSIFIED.

c. Exercise Terms. Exercise terms will remain UNCLASSIFIED.

d. Cancellation. Code words, nicknames, and exercise terms will be canceled when they no longer serve a useful purpose.

6. NICKA Transactions

a. To request new or update the status of existing Code Words, Nicknames or Exercise Terms, OPRs shall contact JSSC NICKA personnel at (b)(6) (b)(6) or jopes@nmcc.smil.mil.

b. NICKA transactions will normally use routine precedence. Nickname and exercise term reporting will be suspended after declaration of worldwide DEFCON 3 or higher.

c. If a DoD Component becomes aware of a conflict between a non-DoD official term and a DoD nickname, exercise term, or code word, it will endeavor to de-conflict them.

NOTE: If a NICKA user is unfamiliar with the NICKA business rules or registration process, please refer to the SIPRNET link in reference b.

(1) The home page will display the following information: What is NICKA, Definitions of a Nickname, Code Word, or Exercise; How to Request a Nickname or Exercise Term and Code Word; Nickname Convention Guidance; Authorized NICKA user agencies; Points of Contact List; and NICKA Officer In Charge (OIC).

(2) Select "Nickname Convention Guidance." Once selected, please read the example listed under the NICKA Nickname and Exercise Term Naming Convention Guidance.

(3) If further assistance is required, please contact the JSSC Help Desk at (b)(6) or commercial (b)(6) .

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ENCLOSURE B

AUTHORIZED NICKA USER AGENCIES

USAFRICOM
USCENTCOM
USEUCOM
USNORTHCOM
USPACOM
USSOCOM
USSOUTHCOM
USSTRATCOM
USTRANSCOM
AIR FORCE
ARMY
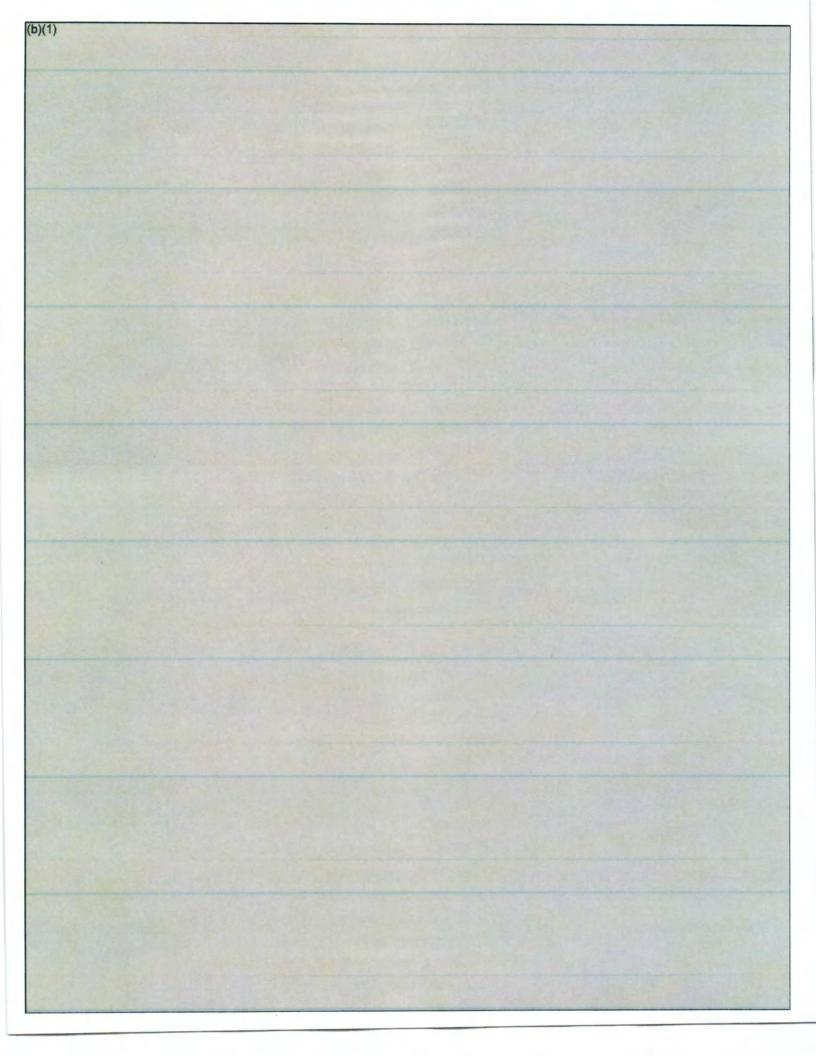MARINES
NAVY
DIA
DISA
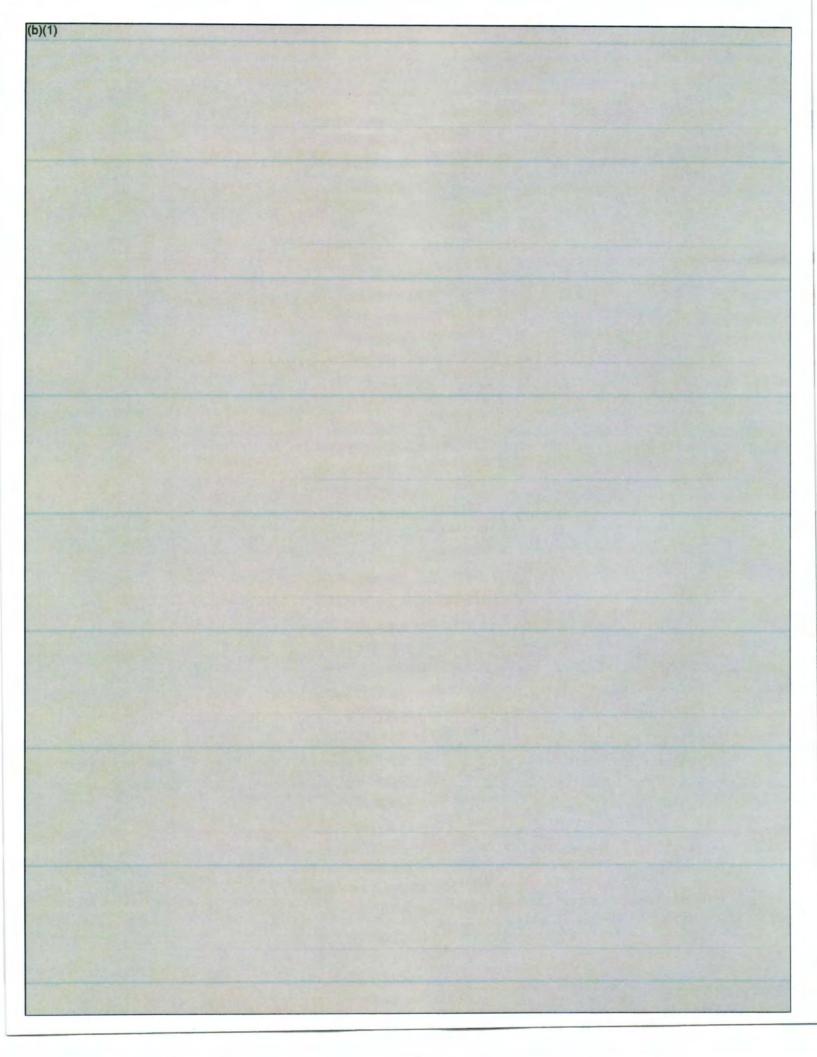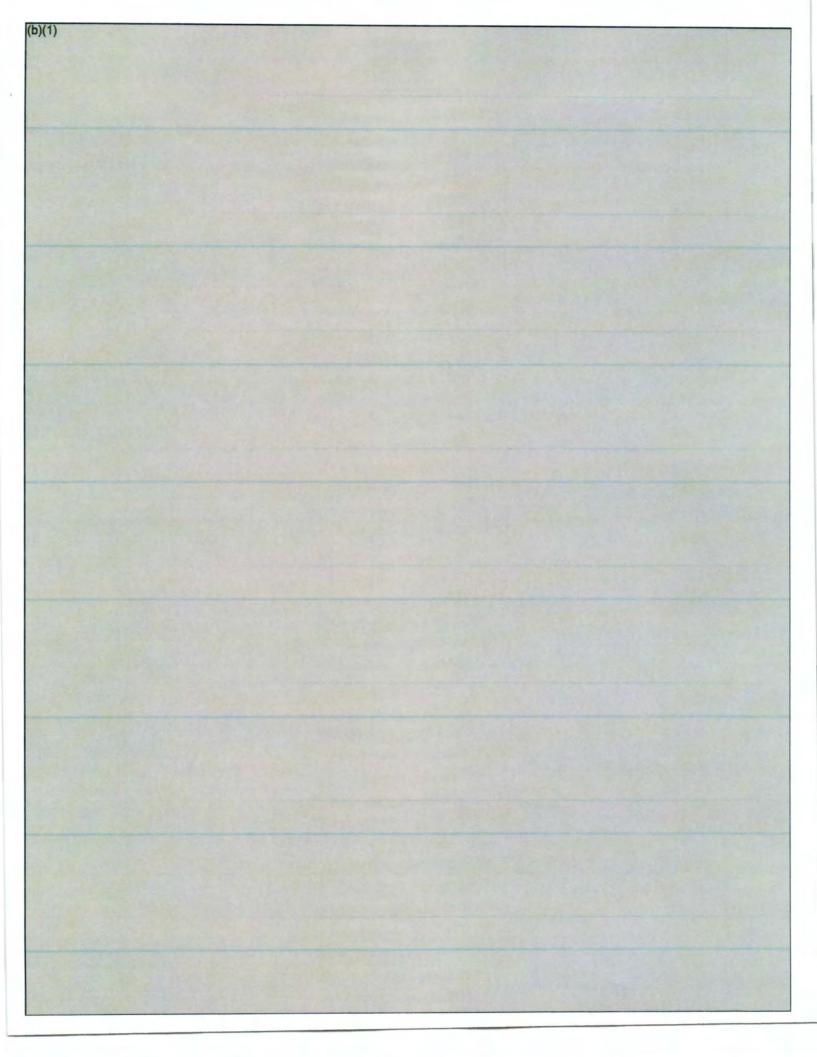DLA
DSS
DTRA
NGA
NSA/CSS
Joint Staff
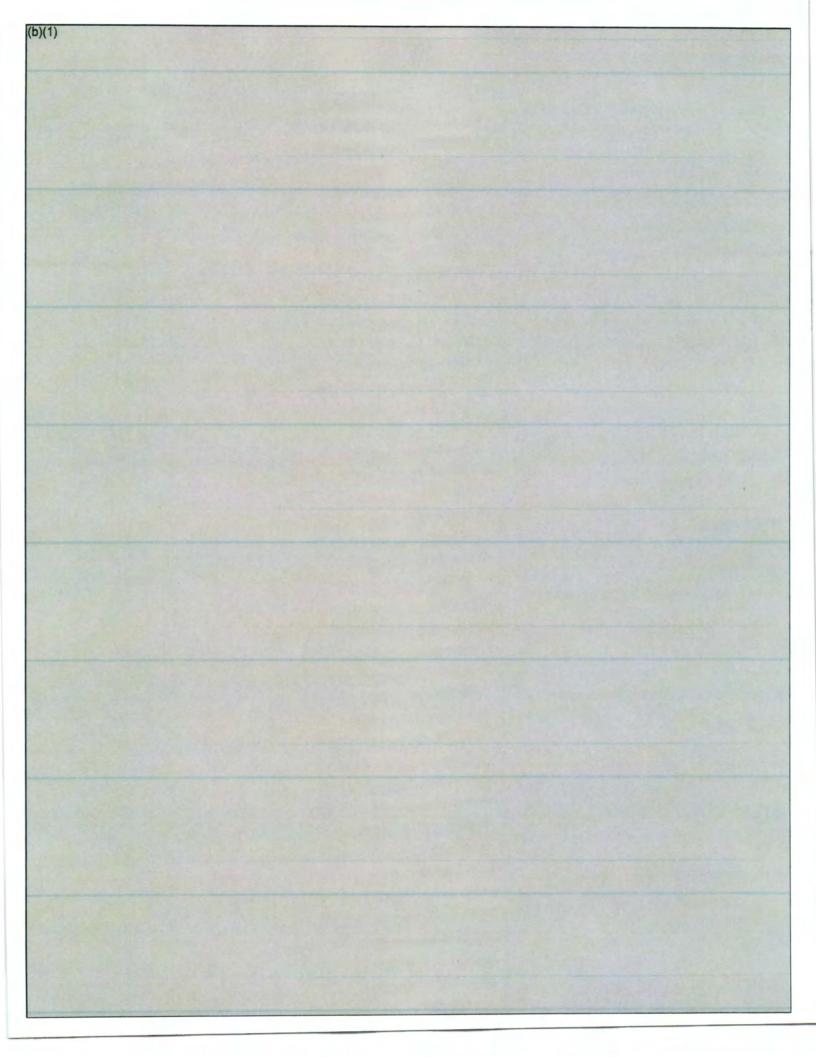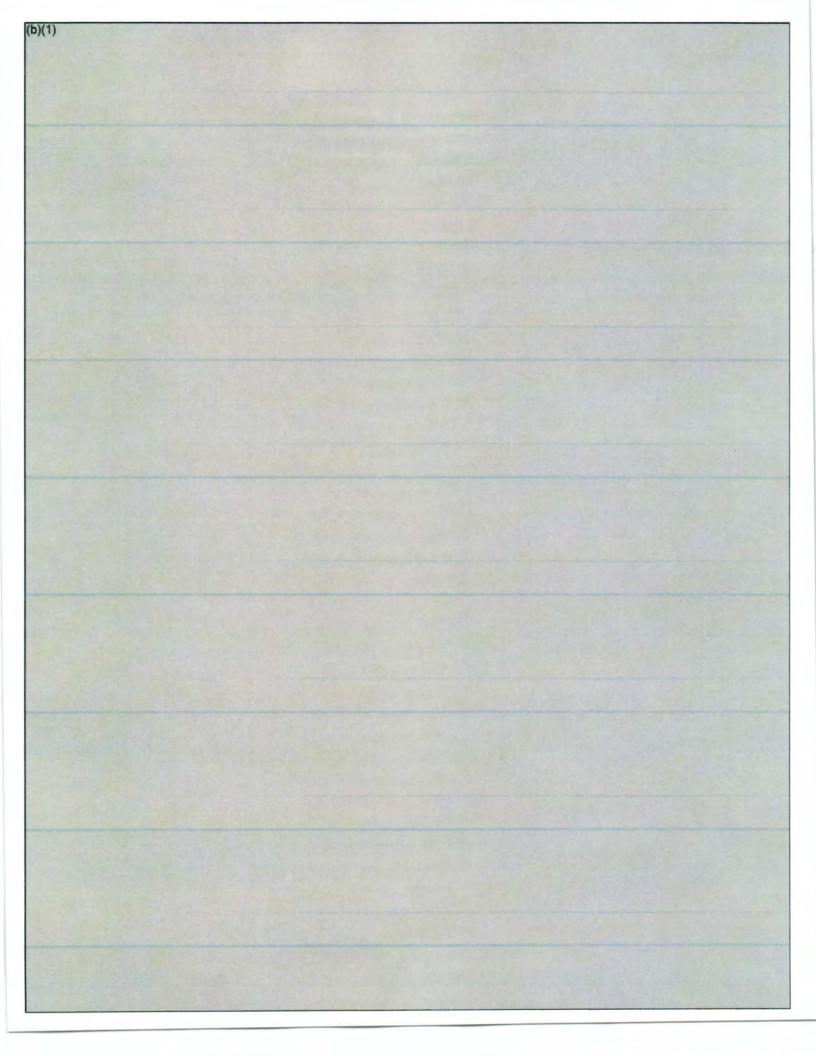OSD
WHITE HOUSE
COAST GUARD
NATIONAL GUARD BUREAU (NGB)

NOTE: All North American Aerospace Defense Command (NORAD) requests will be handled in accordance with the same guidance as a USNORTHCOM nickname and/or exercise transaction within the NICKA database.

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Enclosure B

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GLOSSARY

CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CJCSM	Chairman of the Joint Chiefs of Staff Manual
DEFCON	Defense Readiness Condition
DIA	Defense Intelligence Agency
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DOD	Department of Defense
DSN	Defense Switch Network
DSS	Defense Security Service
DTRA	Defense Threat Reduction Agency
EI	Exercise Inactive
GCCS-T	Global Command and Control System-Top Secret
JANAP	Joint Army-Navy-Air Force Publication
JFCC-ISR	Joint Functional Component Command – Intelligence, Surveillance, and Reconnaissance
JSSC	Joint Staff Support Center
NI	Nickname Inactive
NICKA	Code Word, Nicknames, and Exercise Term System
NGA	National Geospatial-Intelligence Agency
NIPRNET	Non-Secure Internet Protocol Router Network
NSA/CSS	National Security Agency/Central Security Service
OPR	Office of Primary Responsibility
OSD	Office of the Secretary of Defense
SIPRNET	Secret Internet Protocol Routing

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